



Date: **07 November 2016**  
Our ref: **Cabinet/Agenda**  
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## CABINET

**17 NOVEMBER 2016**

A meeting of the Cabinet will be held at **7.00 pm on Thursday, 17 November 2016** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillor Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzing and Townend

## AGENDA

- | <u>Item No</u> | <u>Subject</u>   |
|----------------|--|
| 1.             | <b><u>APOLOGIES FOR ABSENCE</u></b>  |
| 2.             | <b><u>DECLARATIONS OF INTEREST</u></b><br>To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action. |
| 3.             | <b><u>MINUTES OF PREVIOUS MEETING</u></b> (Pages 1 - 4)<br>To approve the summary of recommendations and decisions of the Cabinet meeting held on 20 October 2016, copy attached.  |
| 4.             | <b><u>COMBINED SAFEGUARDING POLICY</u></b> (Pages 5 - 36)  |
| 5.             | <b><u>FULFILLING THANET'S GROWTH AND DEVELOPMENT OPPORTUNITIES</u></b> (Pages 37 - 70)   |
| 6.             | <b><u>BUDGET MONITORING REPORT NO 2 2016-17</u></b> (Pages 71 - 92)  |
| 7.             | <b><u>BUDGET STRATEGY 2017/18</u></b> (Pages 93 - 136)   |
| 8.             | <b><u>FEES AND CHARGES 2017/18</u></b> (Pages 137 - 158)   |
| 9.             | <b><u>COUNCIL TAX REDUCTION SCHEME 2017-18</u></b> (Pages 159 - 188)   |

Item  
No

Subject

10. **POLICY TO COVER THE USE OF ELECTRONIC TABLETS BY COUNCILLORS** (Pages 189 - 208)
11. **ASSET DISPOSALS**  
Report to follow.

**Declaration of Interest form - back of agenda**



Please scan this barcode for an electronic copy of this agenda

## CABINET

**Minutes of the meeting held on 20 October 2016 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor Wells (Chairman); Councillors L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzling and Townend

**In Attendance:** Councillors: Bayford, Game, I Gregory, K Gregory, Savage, Taylor-Smith, J Fairbrass, D Saunders and M Saunders

### **367. APOLOGIES FOR ABSENCE**

There were no apologies received at the meeting.

### **368. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **369. MINUTES OF PREVIOUS MEETING**

Councillor L. Fairbrass proposed, Councillor Stummer-Schmertzling seconded and Cabinet agreed the minutes as a correct record of the meeting held on 08 September 2016.

### **370. MINUTES OF EXTRAORDINARY MEETING**

Councillor Crow-Brown proposed, Councillor L. Fairbrass seconded and Cabinet agreed the minutes as a correct record of the extraordinary meeting held on 27 September 2016.

### **371. LED LIGHTING FOR MULTI-STOREY CAR PARKS**

Members were informed that a solution was identified to retrofit the existing lighting with LED tubes in some of the council's car parks. This would reduce the annual electric consumption by £24k per annum and have an annual estimated maintenance saving of £10k over the two sites. It was hoped that this project would replace the car park lighting system in the Multi-story car parks in Margate and Ramsgate which is very old and expensive to run both in terms of electricity and also ongoing maintenance costs.

Cabinet was advised that the project would be funded through a Salix interest free loan scheme. Salix is a central based government loan scheme, which is 100% interest free. Council applied for this scheme and had been successful. The cost of the project, for both car parks combined is £70,000, this is repayable over 4 years, i.e £17,500 a year. However after the loan is repaid Council would make a saving in electricity of around £24k per annum, and £6.6k during the loan period. Members were in support of the idea for the project.

Councillor I. Gregory and Councillor K. Gregory spoke under Council Procedure Rule 20.1.

Councillor Brimm proposed, Councillor Crow-Brown seconded and Members agreed that Cabinet takes advantage of the interest free loan offered by the government for energy savings and agree to upgrade the lighting in both Mill Lane car park and Leopold Street car park to LED lighting.

### **372. EVENTS POLICY**

It was reported at the Cabinet meeting that Thanet had a thriving events industry which appealed to both local residents and visitors, adding to the cultural offer of Thanet whilst improving the local economy. This year the district would be hosting approximately 280 varied events. Thanet District Council recognised both the economic impact that events bring in boosting the local economy and the costs to the Council for processing events, providing additional services and using Council land. A new fees and charges schedule was therefore being introduced through the Events Policy.

This charging schedule was based on the full cost recovery of providing additional services and resources for events, to ensure that they are not detract from other services. The Policy contained a number of key changes to help organisers plan effectively, undertake their responsibilities more easily and to make the charges easier to understand.

The policy will also designate premium or standard sites including clearer identification of what type of events can be held on each site, designate clearer event categories and introduce an application fee. Wide consultation on the draft policy had been undertaken and feedback received from the Overview and Scrutiny Panel, Events Safety Advisory Group, partners, members of the public, local businesses and event organisers. Members expressed their support for the policy framework to manage the process for organising events in the district.

The following Members spoke under Council Procedure Rule 20.1:

Councillor Bayford;  
Councillor K. Gregory;  
Councillor Game;  
Councillor Taylor-Smith.

Councillor L. Fairbrass proposed, Councillor Brimm seconded and Members agreed the adoption of the Events Policy as per section 3.1 of the Cabinet report.

### **373. DESIGNATION OF CONSERVATION AREAS, CLIFTONVILLE**

Cabinet considered proposals for designating conservations areas in some parts of Cliftonville. Members acknowledged that Thanet was rich in heritage buildings and assets, and Thanet District Council was committed to protecting the special architectural and historic interest of the district. The council had the authority to designate conservation areas to control development within areas of historic interest in the district, and this often results in the increase in the attractiveness of an area to investment and to property values in the area.

At the Cabinet meeting on 10th September 2015 it was agreed to carry out an eight week public consultation exercise from 11 January 2016 to 7 March 2016 on the proposed designation of 5 conservation areas in Cliftonville, and proposed adoption of associated character appraisals and management plans. The areas for the proposed designation were as follows:

- Northdown Road;
- Edgar Road/Sweyn Road;
- Cliff Top;
- Norfolk Road/Warwick Road/Surrey Road;
- Clifton Place/Grotto Gardens.



The following Members spoke under Council Procedure Rule 20.1:  
Councillor Bayford;  
Councillor Game;  
Councillor Savage.

Councillor L. Fairbrass proposed, Councillor Stummer-Schmertzling seconded and Cabinet agree the following:

1. That the following 5 conservation areas as indicated by the boundaries shown on the plans appended to the Cabinet report be agreed for adoption as designated conservation Areas;
  - i. Northdown Road;
  - ii. Edgar Road/Sweyn Road;
  - iii. Cliff Top;
  - iv. Norfolk Road/Warwick Road/Surrey Road;
  - v. Clifton Place/Grotto Gardens.
2. That the conservation area appraisals and management plans associated with those areas as appended to this report be approved and adopted, with suggested actions subject to the availability of resources.

Meeting concluded: 7.30 pm

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## Combined Safeguarding Policy

Cabinet	<b>17<sup>th</sup> November 2016</b>
Report Author	<b>Jessica Bailey, Community Safety Team Leader</b>
Portfolio Holder	<b>Cllr Lin Fairbrass, Community Services portfolio holder</b>
Status	<b>For Recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Previously Considered by	<b>Overview &amp; Scrutiny Panel – 25 October 2016</b>
Ward:	<b>N/A</b>

### Executive Summary:

Thanet District Council is committed to ensuring the safeguarding of the districts most vulnerable residents.

Safeguarding, in its broadest sense, is defined as *'To protect from harm'*. In recent years, the role of the Local Authority has been extended beyond just specific duties to children and vulnerable adults to now also include responsibilities for safeguarding domestic abuse, exploitation, radicalisation, forced marriage, trafficking and modern slavery.

Thanet District Council has a number of statutory obligations to work with Kent County Council, primarily, as well as other agencies, to ensure safeguarding is embedded within all service areas throughout the council.

The policy is supported by a series of briefings and e-learning and runs in conjunction with the Council's Whistleblowing, Code of Conduct, Data Protection and Information Sharing policies. It aligns also with the Human Resources DBS guidance and Safe Recruitment Procedures

The Policy aims to ensure the council promotes the welfare of all children, young people and vulnerable adults by:

- ✓ Raising awareness of safeguarding responsibilities, amongst officers, Elected Members, volunteers and contractors.
- ✓ Ensuring that everyone within the council understands their roles and responsibilities with regards to safeguarding
- ✓ Considering the rights and viewpoints of all children, young people and vulnerable adults in the council's decision making
- ✓ Establishing and embedding robust processes and procedures as a clear mechanism to report concerns
- ✓ Identifying and responding appropriately to any safeguarding concerns, incidents or allegations raised
- ✓ Establishing and facilitating regular awareness and training, to employees, Elected Members, contractors and volunteers that is appropriate to their role and level of

- involvement with children, young people and vulnerable adults
- ✓ Maintaining and undertaking recognised vetting procedures appropriate to the roles held by staff and volunteers
- ✓ Ensuring that organisations the council contracts with or receives services from have appropriate safeguarding processes and protocols in place to undertake suitable vetting procedures
- ✓ Taking as many steps as possible to ensure that unsuitable people, are prevented from working with children, young people and vulnerable adults
- ✓ Reviewing this policy and any associated procedures on a regular basis

**Recommendation(s):**

That Cabinet agree the adoption of the Safeguarding Policy as per section 3.1 of the report.

**CORPORATE IMPLICATIONS**

<p><b>Financial and Value for Money</b></p>	<p>Financing of a designated Safeguarding Officer have been found from cost savings with the departure of another post in the department. Savings have still been offered up. This was reviewed by finance and approved.</p> <p>There will be further, minimal costs to delivering Safeguarding training and implementing this policy, which are accounted for within existing budgets.</p>
<p><b>Legal</b></p>	<p>This policy ensures that the council complies with all of its legal safeguarding duties and responsibilities. Key pieces of legislation includes:</p> <p><b>Children Act 1989</b> – key piece of legislation that introduced core duties which Kent County council Social Services lead on, but there is an expectation TDC will support:  <b>Section 17</b> – duty to safeguarding and promote the wellbeing of children in their area in need.  <b>Section 47</b> – core duty to make enquiries when there is reasonable cause to suspect that a child or young person living in their area is suffering or likely to suffer significant harm</p> <p><b>Children Act 2004</b> – Updated 1989 Act, further key piece of legislation giving a number of duties to safeguarding children and young people, including a duty to work jointly with other agencies, hold membership on safeguarding boards run by the upper tier authority and undertake regular audits on processes relating to child protection (known as s11 audits)</p> <p><b>Working Together guidance (Revised 2015)</b> – Sets out how agencies should work together to safeguard and promote the welfare of children</p> <p><b>The Care Act 2014</b> – Council responsibility to participate in Safeguarding Boards and Safeguarding Enquiries undertaken by Kent County Council.</p> <p><b>Safeguarding Vulnerable Groups Act 2006</b> – Gave the council additional responsibilities to protect vulnerable adults and undertake vetting.</p>

	<p><b>Protection of Freedoms Act 2012</b> – Amended Criminal Records Bureau legislation to Disclosure and Barring Service and gave the council as an employer rights to undertake additional record checks.</p> <p><b>Homelessness Act 2002</b> – Council duty to make a Child In Need (CHIN) referral to Kent Council Council Child Social Services regarding any homeless person with dependent children who are unable to be housed.</p> <p><b>Local government Act 2000</b> – Responsibility to address the needs of children and young people living in the area.</p> <p><b>Modern Slavery Act 2015</b> – Council duty to report victims of potential trafficking and modern slavery.</p> <p><b>Counter Terrorism and Security Act 2015</b> – Council duty to formulate and implement a local counter terrorism action plan, and report those who could be vulnerable to radicalisation or exploitation.</p> <p><i>A Full list of all associated legislation is included in appendix II of the policy</i></p> <p>Legal Services have reviewed the new Safeguarding Policy and responded on 15/09/16 advising they felt it was thorough and had no comments or changes to make.</p>								
<b>Corporate</b>	<p>The policy is a new corporate document combining all safeguarding duties.</p> <p>The policy complements the councils Corporate Priorities and values including</p> <ul style="list-style-type: none"> <li>• Priority 1: A clean and welcoming environment</li> <li>• Priority 3: Supporting neighbourhoods.</li> <li>• Value 2: Supporting the workforce</li> <li>• Value 3: Promoting open communities</li> </ul>								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" data-bbox="435 1727 1401 1973"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td>X</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td>X</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td>X</td> </tr> </table>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	X	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	X	Foster good relations between people who share a protected characteristic and people who do not share it.	X
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	X								
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	X								
Foster good relations between people who share a protected characteristic and people who do not share it.	X								

	<p>Previous policies set different processes to specifically safeguard children and then later ‘vulnerable adults’.</p> <p>The nature of safeguarding individuals and families is complex and cross cutting.</p> <p>By combining and streamlining all responsibilities into one Safeguarding Policy regardless of age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity, not only ensures there are fewer barriers to reporting – in that the process is the simplified, it also ensures that no one is discriminated against, and removed the need for a subjective assessment as to whether someone meets the definition of a child, or vulnerable adult.</p> <p>This should foster equality of opportunity between anyone who could be considered vulnerable or in need of support and potentially safeguarding, and eliminate any discrimination.</p> <p><i>A full customer impact assessment has been undertaken and is included in Annex II of this report</i></p>
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	X
Promoting inward investment and job creation	
Supporting neighbourhoods	X

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	X
Promoting open communications	X

## **1.0 Introduction and Background**

- 1.1 Thanet District Council has a number of statutory obligations and responsibilities under various pieces of legislation to safeguard people. The Children Act 1989 and 2004 and the Care Act 2014 in particular, placed a specific emphasis on safeguarding children and vulnerable adults.
- 1.2 District Councils have responsibilities to ensure employees, members, contractors and volunteers are actively aware and suitably trained to report any safeguarding concerns as well as work jointly with Kent County Council as the upper tier authority, responsible for undertaking Social Services and lead on core safeguarding functions.
- 1.3 Guidance around collaborative working for children and young people is set out in the ‘Working Together’ guidance (most recently revised and updated in 2015) and the ‘Care and Support’ Statutory Guidance (issued for the Care Act 2014), sets out joint working duties in respect of safeguarding Vulnerable Adults.

## **2.0 The Current Situation**

- 2.1 Currently, the council has a separate process and procedure for reporting child protection safeguarding concerns and those regarding vulnerable adults.

- 2.2 The responsibility rests primarily on the person reporting a concern to determine whether the subject of the concern is a child or a vulnerable adult (sometimes this isn't always known) and make a judgement as to what they perceive the safeguarding risk to be. The process also focusses on access to and use of, the staff intranet and a web form, to report concerns.
- 2.3 Duties placed on local councils have now been extended, following the introduction of new pieces of legislation to now also include responsibilities around domestic abuse, modern slavery, human trafficking, exploitation, counter terrorism, radicalisation and forced marriage.
- 2.4 These recent legislative changes have prompted a review of the councils existing Child Protection and Vulnerable Adults Policies. In response the council has developed a single combined overarching approach to all safeguarding, which is set out in this draft policy.
- 2.5 This will ensure that the council meets its responsibilities to children, young people and vulnerable adults. It will also cover the newer reporting duties for modern slavery, human trafficking and counter terrorism (Prevent duty), to promote the safeguarding of anyone who may be at risk, regardless of any personal characteristic. It will make the recognition and reporting process more robust and therefore ensure that the council is responding to the needs of vulnerable people.
- 2.6 It is the responsibility of all council employees, contractors, volunteers and Elected Members to ensure they can easily access information, are aware of their duties and pass on information and make a safeguarding report should they witness or observe anything which causes them concern.
- 2.7 It remains the responsibility of other agencies such as Social Services and Kent Police to undertake safeguarding investigations.
- 2.8 The new policy aims to protect children and vulnerable adults by making it easier to report concerns. Liaison will take place with other agencies such as Kent Police and Social Services, to determine the best next steps to effectively safeguard, acknowledging both the concern raised through the reported information, as well as any wider contextual information that may be known.
- 2.9 This aligns with current functions already undertaken by community safety, with regards to an enhanced awareness of, and response to, reducing vulnerability across the district. The Community Safety Team has undergone additional safeguarding and vulnerability training and are able to offer expert advice through collaborative working.
- 2.10 The policy ensures that the council complies with its legal obligations relating to all aspects of safeguarding not just child protection and adults with specified vulnerabilities. It also lays out the expectations of members, contractors and volunteers and well as employees in complying with these legal obligations.

### **3.0 Options**

- 3.1 Agree the adoption of the events policy.
- 3.2 Agree to not adopt the events policy.
- 3.3 Propose changes and agree adoption of the events policy.

Contact Officer:	Jessica Bailey, Community safety Team Leader 01843 577737
Reporting to:	Penny Button, Head of Safer Neighbourhoods

### Annex List

Annex 1	Draft Safeguarding Policy – September 2016
Annex 2	Customer Impact Assessment

### Background Papers

Title	Details of where to access copy
Child Protection Policy (Current TDC)	<a href="http://tom.thanet.gov.uk/community-services/child-protection.aspx">http://tom.thanet.gov.uk/community-services/child-protection.aspx</a>
Vulnerable Adult Policy (Current TDC)	<a href="http://tom.thanet.gov.uk/community-services/child-protection/safeguarding-vulnerable-adults.aspx">http://tom.thanet.gov.uk/community-services/child-protection/safeguarding-vulnerable-adults.aspx</a>

### Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
<b>Legal</b>	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer



# Thanet District Council

# Safeguarding Policy

September 2016



Monitoring and review:

Version	Date	Changes	Authorisation
1.0	September 2016	N/A	
2.0	October 2016	Inclusion of additional definitions (p5) Amended contractor definition (p16)	Overview and Scrutiny Panel

For more information about this policy please contact Jessica Bailey, Community Safety Team Leader

## 1. Introduction

Safeguarding, in its broadest sense, is defined as *'To protect from harm'*. In recent years, the role of the Local Authority has been extended beyond just specific duties to children and vulnerable adults to now also include responsibilities for safeguarding domestic abuse, exploitation, radicalisation, forced marriage, trafficking and modern slavery.

Thanet District Council (referred to as 'the council') has a number of statutory obligations to work with Kent County Council, primarily, as well as other agencies, to ensure safeguarding is embedded within all service areas throughout the council.

This Policy supports the council's corporate values - Delivering value for money – by transforming and streamlining current provision, Supporting the workforce - through training and awareness of safeguarding and promoting open communications – using effective communication methods to report and refer safeguarding concerns. The policy also supports the council's corporate priorities, in particular - delivering priority 2: Supporting neighbourhoods – through health and wellbeing and collaborative partnerships, which in turn safeguard communities.

This document is supported by a series of briefings and e-learning and runs in conjunction with the council's Whistleblowing, Code of Conduct, Data Protection and Information Sharing policies. It also aligns with the Human Resources DBS guidance and Safe Recruitment Procedures.

## 2. Policy statement

Thanet District Council provides a wide range of services and facilities. This Policy aims to ensure the council protects the welfare of all children, young people and vulnerable adults by:

- ✓ Raising awareness of safeguarding responsibilities, amongst officers, Elected Members, volunteers and contractors.
- ✓ Ensuring that everyone within the council understands their roles and responsibilities with regards to safeguarding
- ✓ Considering the rights and viewpoints of children, young people and vulnerable adults in the council's decision making
- ✓ Establishing and embedding robust processes and procedures as a clear mechanism to report concerns
- ✓ Identifying and responding appropriately to any safeguarding concerns, incidents or allegations raised
- ✓ Establishing and facilitating regular awareness and training, to employees, Elected Members, contractors and volunteers that is appropriate to their role and level of involvement with children, young people and vulnerable adults
- ✓ Maintaining and undertaking recognised vetting procedures appropriate to the roles held by staff and volunteers
- ✓ Ensuring that organisations the council contracts with or receives services from have appropriate safeguarding processes and protocols in place to undertake suitable vetting procedures
- ✓ Taking as many steps as possible to ensure that unsuitable people, are prevented from working with children, young people and vulnerable adults
- ✓ Reviewing this policy and any associated procedures on a regular basis

## 3. Scope

This policy applies to all employees, Elected Members, volunteers and contracted and grant funded organisations delivering services on behalf of the council.

External organisations, contractors and volunteers providing services to, or on behalf of, Thanet District Council, are also required to comply with this policy and any associated procedures. It is the dual responsibility of any signatories to such contracts, service level or grant agreements to ensure the compliance with, and reporting of, any discrepancies or concerns, to the designated safeguarding officers within the council.

Where necessary it may be that some functions and service areas require additional policies, processes and training. It is the responsibility of service managers, in consultation with designated safeguarding officers to assess any additional needs.

## 4. Definitions

**‘Abuse’** – is: “an act or omission of an individual’s human and civil rights by any other person. Abuse may consist of a single or repeated act, it may be physical, verbal or psychological, or an act of neglect or omission to do something.

It may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction which he or she has not consented, or cannot consent to. Abuse can occur in any relationship and may result in significant harm to, or exploitation or, the person subjected to it.” (No Secrets Guidance 2000)

**‘Safeguarding’**– includes all forms of activity that aims to protect or promote the welfare of a group of people or an individual.

**‘Children and young people’** – refers to anyone under the age of 18

**‘Vulnerable adult’** – refers to anyone over the age of 18, and could be considered ‘vulnerable’ when (for reasons of mental health, learning, physical disability, age, illness or another personal characteristic) requires a form of intervention or community care to take care of themselves, or are unable to protect themselves from harm or exploitation. This may also include having money stolen or taken under duress.

**‘Domestic abuse’** - any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.

Domestic abuse can also impact on other people within a household where it is experienced. For example, violence, fear and intimidation may have an indirect impact on other people such as children or vulnerable adults who could suffer due to witnessing or hearing incidents.

**‘Controlling behaviour’** – is a range of actions designed to make a person dependant by isolating them from sources of support, depriving and exploiting them for personal gain.

**‘Exploitation’** – can be summarised as treating someone unfairly for your own advantage. It is often referred to in terms of child or sexual exploitation (CSE), but is not exclusive to young people.

**‘Prevent’** – relates to the National Counter Terrorism agenda, where ‘Prevent’ is one of four delivery strands, aimed at raising awareness and training around safeguarding someone from becoming involved in terrorism, or being persuaded to be involved due to being vulnerable.

**‘Human Trafficking’** – also known as **‘Modern Slavery’** – involves the recruitment, transfer, harbouring or receipt of people, with the threat or use of force, coercion, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or similar practices.

**Genital Mutilation (GM)** - is a term used to describe procedures that include the partial or total removal of the external genital organs, such as circumcision, excision or infibulation. This collective term also covers injury to the genitalia for a cultural or non-medical reason. It is often referred to as ‘female’ genital mutilation, but does not exclusively occur to females.

**Forced Marriage** - is the act of pressurising someone to marry against their will. Forced marriages can occur in this country or abroad, and differs significantly from an arranged marriage, which is entered into freely by both people, despite their families taking a leading role in the choice of partner.

Chapter 12 part 10 of The Anti-Social Behaviour, Crime and Policing Act 2014 made, from 16 June 2014, parents who force their children to marry liable to be punished by up to seven years in prison. The new law also applies to UK nationals overseas who are at risk of becoming the victim of a forced marriage.

## 5. Safeguarding functions

In Kent, safeguarding children, young people and vulnerable adults is a multi-agency responsibility. As Kent operates a two, and in some places three tier council system, Thanet District Council liaises with Kent County Council and the respective Parish and Town Councils within the District, alongside other partner agencies and bodies that have responsibility for undertaking safeguarding functions or supporting the agencies that do. Key functions are set out below.

### **Kent County Council**

Kent County Council (KCC) is the responsible authority for children and adult social services. Designated officers from Thanet District Council, liaise with and report safeguarding concerns, incidents or allegations to KCC children or adult social services. This is then assessed by the duty officer and further actions taken and co-ordinated as deemed appropriate by KCC.

### **Kent Safeguarding Boards**



Kent Safeguarding Children's Board (KSCB) is a statutory multi-agency partnership which brings together agencies who work to safeguard and promote the welfare of children and young people. The objective of the SCB is to co-ordinate the activity of each person and agency represented for the purposes of safeguarding.

More information is available on the KSCB website: <http://kscb.org.uk/>



The Kent and Medway Safeguarding Adults Board (SAB) is a statutory multi-agency partnership which brings together agencies who work to safeguarding vulnerable adults in Kent and Medway.

More information is available on the KCC website:

[http://www.kent.gov.uk/data/assets/pdf\\_file/0008/29186/Kent-and-Medway-Safeguarding-Adults-Board-responsibilities.pdf](http://www.kent.gov.uk/data/assets/pdf_file/0008/29186/Kent-and-Medway-Safeguarding-Adults-Board-responsibilities.pdf)

Designated officers from Thanet District Council sit on both Safeguarding boards.

### **Kent Police**

Has a duty to investigate criminal offences and refer any suspicion, allegation or disclosure that a child or vulnerable adult may be suffering harm, to Kent County Council.

### **Thanet District Council**

It is the responsibility of all employees and members, to acknowledge this policy, participate in any relevant training or learning offered and adhere to associated safeguarding procedures, reporting any concerns, incidents or allegations in accordance with the associated procedures as referred to in this policy.

In addition to responsibilities for safeguarding, all employees and Elected Members should also work within any related 'Safe working practice' guidelines.

An example is included in appendix IV although individual service area managers are encouraged to adapt this to meet the needs of their own services in conjunction with the undertaking of any departmental risk assessments.

## 6. Roles and responsibilities of the council

Safeguarding is everyone's responsibility. All employees, members, contractors and volunteers have a number of legal duties and responsibilities under a number of pieces of legislation to undertake safeguarding functions.

Primarily this includes legal obligations to safeguard children, young people and vulnerable adults, which all have a common themes including:

- Know what it means to 'safeguard' – and understand different types of abuse, neglect or exploitation
- Identify and report any safeguarding concern about actual or suspected abuse of a child, young person or vulnerable adult
- Have a clear reporting process and know how to access and use this
- Access and undertake regular training

A full list of all key safeguarding legislation and council obligations is included in appendix II.

<b>Role</b>	<b>Responsibilities</b>
<b>Lead Executive Officer for Safeguarding</b>	Overall responsibility for Safeguarding sits with the Chief Executive.
<b>Lead Senior Officer for Safeguarding</b>	The Director of Community Services acts as a senior lead officer for all strategic safeguarding matters, and oversees policy and procedural decisions.
<b>Lead Member for Safeguarding</b>	The Portfolio holder for Community Services acts as lead officer within the Cabinet and promotes safeguarding amongst members
<b>Designated Safeguarding Officers</b>	Head of Safer Neighbourhoods and Community Safety Team Leader hold responsibility as designated officers, and are district leads on the respective children and adult Safeguarding Boards. They ensure CMT and members remain briefed and up to date on policy and procedural reviews and supervise the Safeguarding function on behalf of the Local Authority liaising with other senior safeguarding partners. Both roles give advice on requirements for vetting and training requirements and co-ordinate serious safeguarding cases or reviews.
<b>Safeguarding Officer (Deputy designated officer)</b>	Assesses and co-ordinates all information, intelligence and reports relating to safeguarding. Raises awareness of safeguarding, ensuring that policies and procedures are embedded and accessible. This officer also takes the lead on overseeing and making case referrals, co-ordinates the internal safeguarding forum, delivers safeguarding training and gives advice on and undertakes checking DBS and vetting applications.
<b>Safeguarding Support</b>	Community Safety Officers all have access and clearance to assist with safeguarding enquiries, record and process referrals and give general advice. They are also able to undertake DBS checking for new or amended roles, on behalf of the council.
<b>HR advisors</b>	Ensure that recruitment procedures in place are being followed by recruiting managers and that all new or amended roles are passed to a designated safeguarding officer for review of any new or amended role responsibilities, and their potential for contact or lone working with children, young people and vulnerable adults. To ensure DBS checks have been undertaken by designated officers and submitted before contracts offered or probationary periods completed.
<b>Monitoring officer</b>	Senior officer with responsibility for handing complaints about member conduct and involved in any allegations against staff or members.
<b>Managers and Supervisors</b>	All managers and supervisors are responsible for complying with the Safeguarding Policy. This includes a need to ensure any staff working within their service areas have read and understand the policy and associated procedures, can easily access them, comply with them and undertake prescribed training when required.

	<p>Managers and supervisors are also responsible when recruiting new or amending existing posts, to liaise with a designated safeguarding officer and complete the relevant section on the 'establishment change form' indicating perceived level of contact with children, young people and/ or vulnerable adults. Roles and responsibilities contained within job descriptions may also need to be formed in consultation with designated officers, alongside any requirements for DBS checks, Disclosure Scotland or Police Vetting.</p> <p>It is also the responsibility of managers to ensure all new staff are inducted and undertake e-learning, or are booked onto the next available classroom based safeguarding training sessions - which will be made available on the Learning and Development Human Resources intranet pages</p> <p>Safeguarding forms part of the Managers Assurance process and should also be discussed regularly in 1:1s and team meetings where relevant or topical. All managers within each service area are to nominate a 'Safeguarding Champion' to sit on the internal safeguarding forum and champion safeguarding issues back amongst teams. In some teams this may be a manager or supervisor.</p> <p>Managers also have responsibility for ensuring contracts, leases, grants, service level agreements and arrangements with volunteers operating within their service area, hold clauses and considerations for safeguarding. This is to ensure those the council works with or discharges functions to, adhere to this policy and are able to legally terminate involvement with contractors or suppliers that fail to comply with this policy.</p>
<b>Safeguarding champion</b>	Has responsibility to attend regular internal safeguarding forum chaired by the Safeguarding Officer. To receive updates and an enhanced level of training and awareness and cascade this information amongst their team.
<b>All employees, Elected Members and volunteers</b>	Have responsibility for reading and understanding this policy and associated procedures, attending training when required as appropriate for their role . To have an awareness of safeguarding, report and refer any concerns in accordance with the policy.
<b>Contractors</b>	Must comply with Thanet District Council's Safeguarding Policy and where relevant, have appropriate procedures, training and disclosure or vetting processes. Dip testing will be undertaken as part of the review of Safeguarding by the HR Audit Partnership to audit contractor and contract manager compliance.

## 7. Requirements for specific circumstances

The council funds and assists others to undertake functions on council property or land. It is important that any individuals or organisations that the council liaises with have an awareness of safeguarding and that council property and open spaces are wherever possible designed to promote safety and wellbeing.

### Housing

The council has a number of housing related functions which may fall within the notification duty for safeguarding. This includes functions of providing housing assistance and advice, mandatory reporting of any Children In Need due to risk of homelessness or neglect as well as a potential to directly observe safeguarding concerns through property inspections and health and safety risk assessments highlighting factors that could be hazardous to health.

The council also undertakes a landlord function, acting as a Social Landlord through arms length management provision undertaken by East Kent Housing.

In the course of exercising these functions Council officers and contractors are required to notify any concerns or direct safeguarding referrals to the designated safeguarding lead officers to ensure a co-

ordinated cross-organisation response to Safeguarding. This insures all reports and outcomes are recorded centrally and auditable.

It may be through exercising specific functions, additional departmental policies and procedures are required and should be formulated and reviewed in consultation with respective safeguarding designated officers.

### **Leisure, heritage, events and land hire**

The council is responsible for managing leisure contracts in facilities, open spaces and foreshores.

Any sports club, leisure provider who has lease agreements or regularly hire out or lease council facilities or open spaces, should have appropriate child, young person and vulnerable adult procedures in place. They should also ensure any volunteer or employee that has unsupervised contact with children, young people or vulnerable adults undertakes a DBS check.

Any Safeguarding concerns on council land should be reported to a designated officer. (Not negating a need to call Police in a safeguarding emergency) Designated safeguarding officers are able to provide further advice and support to groups or organisations.

### **Grant applications**

Safeguarding policies and procedures are required from all grant funded organisations. Satisfactory DBS checks for employees and volunteers are also requested of any organisation or group, working with children, young people and vulnerable adults who seek funding from the council.

As a minimum, an organisation will be expected to have a policy statement or procedure relating to safeguarding. Commissioned, contracted or grant funded organisations with minimal contact with children, young people and vulnerable adults may wish to adopt the councils Safeguarding Policy and procedures if deemed suitable.

### **Health and Safety**

Thanet District Council undertakes Health and Safety enforcement in some premises providing customer services and leisure facilities, including shops and restaurants. Employers in these premises are obliged to carry out risk assessments, including for the employment of young people.

Whilst undertaking normal duties, some council departments may wish to view such risk assessments. If they are unavailable, or there is information to suggest employers may be putting young people or vulnerable adults, at risk, then this information will be passed onto Kent County Council Social Services.

### **Licensing**

The council is responsible for a number of licensing functions. Protecting children from harm is a Licensing objective that the council is legally obliged to consider, when licensing premises under the Licensing Act 2003 or Gambling Act 2005.

The council also issues personal, private hire and hackney carriage, as well as selective licenses to landlords. To be licensed in any of these circumstances, there are provisions within the respective legislations, that stipulate if asked, the applicant must be able to show that they are a 'fit and proper' person.

The applicant can be asked to undertake a DBS check to demonstrate that they don't have any convictions that would bring this into question. Such convictions could include relevant violence, safeguarding and sexual offences.



## 8. Recognising abuse

Any council employee, member, volunteer or contracted service provider, who has contact with people or who works where people may have access, could potentially come into contact with someone who experiences a form of abuse and they may be required to make a safeguarding report.

Responsibilities under this policy are to report concerns. It is not the responsibility of the person who suspects or has witnessed abuse, to make a judgement or to investigate.

Safeguarding concerns will usually fall into one or more of seven categories: physical, neglect, emotional, sexual, financial, discriminatory or institutional, and could happen to any child, young person or vulnerable adult. A number of different types of abuse may be being committed at the same time.

A summary of signs and indicators is included below as a guide, and is not exhaustive.

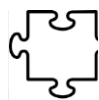
Type of abuse	Description	Possible indicator(s)
<b>Emotional or psychological</b> - Emotional acts or behaviour resulting in distress or trauma.	<ul style="list-style-type: none"> <li>• Bullying, intimidation, manipulation</li> <li>• Humiliation, shaming and ridicule</li> <li>• Control or coercion</li> <li>• Deliberate isolation</li> <li>• Deprivation</li> <li>• Threats of harm or abandonment</li> </ul>	<ul style="list-style-type: none"> <li>• Disturbed sleep and tendency to withdraw</li> <li>• Loss of confidence</li> <li>• Loss of appetite, loss of weight</li> <li>• Anxiety, confusion</li> <li>• Extreme submissiveness</li> <li>• Sharp changes in behaviour</li> <li>• Excessive craving for attention</li> <li>• Self-abusing behaviour, self-harming,</li> </ul>
<b>Sexual</b> - Direct or indirect involvement with sexual activity, under duress or without consent / ability to consent.	<ul style="list-style-type: none"> <li>• Rape</li> <li>• Indecent assault</li> <li>• Indecent exposure</li> <li>• Exposure to inappropriate material</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained changes in behaviour</li> <li>• New tendency to withdraw</li> <li>• Recent development of overly sexual behaviour</li> <li>• Deliberate self-harm</li> <li>• Incontinence / bed wetting</li> <li>• Disturbed sleep patterns</li> <li>• Discomfort in walking</li> <li>• Unexplained bruising, injuries in personal areas</li> <li>• Excessive washing</li> <li>• Stained or torn clothes</li> <li>• Sexually transmitted or urinary tract infections</li> <li>• Pregnancy</li> </ul>
<b>Physical</b> - Non accidental infliction of force resulting in injury or impairment	<ul style="list-style-type: none"> <li>• Inflicted physical injury not satisfactorily explained</li> <li>• Injury where it is known or suspected that it was inflicted intentionally or through lack of care</li> <li>• Assaults, hitting, slapping, pushing, kicking, burns, abrasions, fractures, welts, mutilation, wounds or marks of physical restraint</li> <li>• Misuse of medication or medical processes</li> <li>• Inappropriate restraint</li> </ul>	<ul style="list-style-type: none"> <li>• Injury that is inconsistent with explanation given</li> <li>• Cowering and flinching</li> <li>• Bruises/ marks</li> <li>• Abrasions, especially to wrists and / or ankles</li> <li>• Unexplained burns, scalds or fractures</li> <li>• Hair loss in one area</li> <li>• Frequent minor incidents without seeking help</li> <li>• Unusually sleepy or docile</li> <li>• Frequently moving GP or care providers</li> <li>• Emotional distress, low self esteem</li> </ul>
<b>Neglect or acts of omission</b> - Ignoring or withholding	<ul style="list-style-type: none"> <li>• Failure of a person who has responsibility, care or custody to provide access to health, social or</li> </ul>	<ul style="list-style-type: none"> <li>• Poor hygiene or cleanliness</li> <li>• Unkempt or unsuitable clothing for the weather conditions/ environment</li> <li>• Untreated illness</li> </ul>

<p>physical or medical care to the detriment of wellbeing</p>	<p>educational care services (unintentional or deliberate)</p> <ul style="list-style-type: none"> <li>• Withholding necessities of life, including nutrition, medication, heating, shelter</li> <li>• Failure to intervene</li> </ul>	<ul style="list-style-type: none"> <li>• Dehydration, weight loss, malnutrition, hunger</li> <li>• Repeated infections</li> <li>• Unexplained trips/ falls</li> <li>• Incontinence issues not addressed</li> <li>• Inconsistent or reluctant contact with health or social care agencies</li> <li>• Withholding needed items such as hearing aids, glasses, medication etc</li> </ul>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>- Unauthorised or fraudulent obtaining and improper use of funds, property or resources</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse or misappropriation of property, possessions or benefits</li> <li>• Theft, fraud, exploitation</li> <li>• Pressure in connection with wills, property or inheritance</li> <li>• Extortion of money, property or possessions by threat, coercion or fraudulent means</li> <li>• Refusal to let the vulnerable person have access to their own money, property or possessions</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained or sudden inability to pay bills</li> <li>• Unexplained or sudden withdrawal of money from accounts</li> <li>• Personal possessions of value go missing without explanation</li> <li>• Contrast between known income and actual living conditions</li> <li>• Someone responsible for paying bills is not doing so</li> <li>• Unusual interest by a relative, friend or neighbour in financial assets</li> <li>• Where services are refused under pressure from potential beneficiaries</li> <li>• Unusual purchases unrelated to the known interests of vulnerable person</li> </ul>
<p><b>Discriminatory</b></p> <ul style="list-style-type: none"> <li>- When values, beliefs or culture result in a misuse or power that denies opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Unequal treatment</li> <li>• Inappropriate use of language</li> <li>• Exclusion</li> <li>• Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• The vulnerable person is subject to racist, sexist, gender or homophobic abuse or relating to their age, illness or disability</li> <li>• Not meeting cultural or religious needs</li> <li>• Imposing unwanted political, cultural or religious beliefs</li> <li>• Acts or comments motivated to harm or intimidate</li> <li>• Inciting others to commit abuse</li> <li>• Lack of effective interpreter provision</li> </ul>
<p><b>Institutional</b></p> <ul style="list-style-type: none"> <li>- When the culture of the organisation, such as a care or medical facility, doesn't prioritise care</li> </ul>	<ul style="list-style-type: none"> <li>• Abuse due to imposing rigid and insensitive regimes or routines</li> <li>• Poor practices embedded in systems</li> <li>• Unskilled or untrained staff</li> <li>• Intrusive or evasive interventions</li> <li>• Environment allowing inadequate privacy or comfort</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of or inappropriate care plans</li> <li>• Contact with the outside world not encouraged</li> <li>• Restricting visitors</li> <li>• Not accounting for individual preferences</li> <li>• Lack of choice or consultation</li> <li>• Lack of privacy</li> <li>• Subdued behaviour</li> <li>• Lack of personal clothing/ belongings</li> <li>• Strong smell of urine, linen not changed regularly</li> <li>• Furniture positioned to restrict movement</li> </ul>

## 9. Reporting process

There is one streamlined process for any employee, member, contractor or volunteer undertaking services for Thanet District Council to report ANY safeguarding concern, whether it is about a child, young person or vulnerable adult. *[An example report form is included in appendix I and available online as a web form, however this information can also be given verbally to a safeguarding officer if it is not possible to fill out a form.]*

Having one simplified process, ensures that the council meets its numerous reporting duties around different safeguarding aspects, including child protection, vulnerable adults, human trafficking, modern slavery cases and radicalisation, without having a number of different systems and processes.



This also supports the view that if someone is 'at risk' of abuse, this could be complex and include different forms. It is for specialist services to investigate this further. The person reporting the concern may only have one piece of a bigger picture.

It is always advised, where possible, to try to obtain the consent of the person who the concern is about, and notify them of any referral, although it is recognised it is not always possible, or to do so may put someone at risk. Therefore it needs to be considered with each situation.



- All employees, members, contractors and volunteers are trained and advised to report their concerns to their **line manager and the Community Safety department**, which holds responsibility for safeguarding and designated officers, who have undergone enhanced safeguarding training and work in a multi-agency office.

**It is recognised that the council is not a 24 hour service, and if it is suspected a person is, or could be in significant and immediate harm, and a designated safeguarding officer isn't available, the information should be passed on **immediately** to the Police directly by calling 999, (and then the designated council officer notified afterwards).**

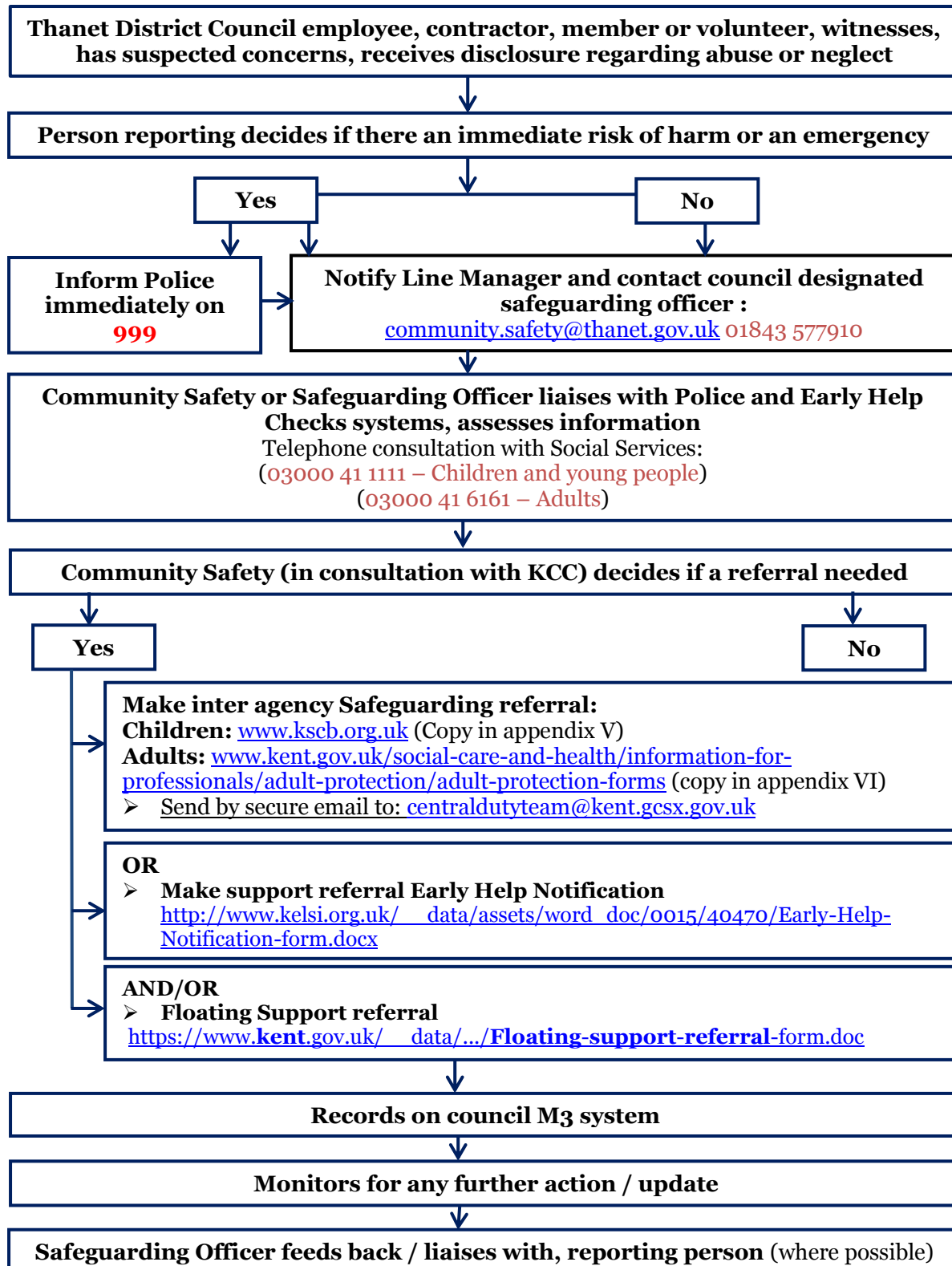
**Social Services can be reached out of hours on : 03000 419191** and will deal with urgent enquiries relating to both children and adults.

A full list of key safeguarding contacts is included in appendix IV.

## 10. What happens after a report

Officers within the Community Safety team, with Safeguarding responsibilities, take the reported information, liaise with the a designated safeguarding officer for the council, partner agencies such as Social Services and the Police and assess any further action.

- The officer who made the report may be asked more questions by either the Community Safety Officer or Social Services and may also be required to give evidence as a witness. It is often not possible to be anonymous.
- Following assessment of the information, it may be that an immediate referral is required, to either Early Help or Social Services, or that a telephone consultation with either children's or adult services is needed, first to obtain further clarification.



## 11. Recruitment and employment

Whilst Thanet District Council does not hold responsibility for Social Services, its employees, members, volunteers and contracted service providers may still have contact with children, young people and vulnerable adults.

As such, the council must take all steps possible to ensure checks are undertaken where appropriate to roles and responsibilities, where it is likely there will be a degree of unsupervised contact with a children, young person or vulnerable adult.

Confirmation of employment for all new employees is subject to satisfactory checks and references in line with Thanet District Council's Recruitment and Selection Policy and Procedure, and the Disclosure and Barring Service (DBS) Policy. These documents can be found on the HR web pages.

Each role within the organisation, including that of members, volunteers and service contractors will be categorised depending on level of contact. A level of vetting and assessment is then required for roles where there is likely or regular unsupervised contact with children, young people and vulnerable adults.

This list is maintained and reviewed annually by the safeguarding officer, or as required following any changes to roles and responsibilities.

### New or amended roles

Any new or amended job role is passed to a designated safeguarding officer, prior to being submitted for job evaluation. Further enquiries are also made with the recruiting manager by HR if the degree of contact is unclear from the detail in the job description.

- It is the recruiting managers responsibility to ensure any new or amended job roles are passed through a designated or deputy designated Safeguarding Officer. The job evaluation panel should not accept any roles that have not been assessed by a safeguarding officer.

### Vetting and disclosure

National guidance provides guidelines as to the types of job roles and regulated activity that requires certain levels of vetting. A list of all Thanet District Council roles, and level of vetting required is maintained up to date.

The degree of contact with a child, young person or vulnerable adult, that the role and responsibilities require will determine the level of vetting or disclosure checking that is required.

Vetting / Check	What it covers	Who applies
<b>Basic DBS or Disclosure Scotland</b>	Unspent convictions only	Individual to Disclosure Scotland (although can be sent direct to employer if requested)
<b>Standard DBS</b>	Unspent convictions, cautions, Any relevant spent convictions, or convictions exempt from filtering*	Organisation to the Disclosure and Barring Service
<b>Enhanced DBS</b>	Unspent convictions, cautions, Any relevant spent convictions, or convictions exempt from filtering *, plus any local relevant information	Organisation to the Disclosure and Barring Service
<b>Police Level 2</b>	Any relevant spent or unspent convictions, or convictions exempt from filtering *, plus all local relevant information	Organisation direct to Kent Police Vetting

\* Usually includes recent cautions, reprimands or offences that involve violence, drugs, safeguarding or sexual, or that aren't subject to the Rehabilitation of Offenders Act 1974

Any role that has a degree of regular contact with children, young people or vulnerable adults will necessitate a Disclosure and Baring Service (DBS) formerly known as Criminal Records Bureau (CRB) check to be undertaken. The process checks any unspent convictions recorded by the Police National Computer. Scottish Criminal History System and Criminal Record Viewer (Northern Ireland)

There are three levels of checking by the DBS and a further more intensive screening by Kent Police (Level 2) for specialised roles in the multi-agency collocated office. There is no expiry date, as the check is only as current as when it was carried out, but guidance advises undertaking checks at least every 3 years.

### Government Secure email addresses and vetting

Any new applications for issue of a government secure 'GCSX' email address for roles that handle sensitive information, but do not have direct customer contact warranting standard or enhanced DBS checking are the only roles asked to undertake a Basic Disclosure check.

If a role requires both a secure email address and has customer contact, then a higher level check is required as set out in the classification of roles.

### Classification of roles

The majority of local authority roles, including that of members, contractors and volunteers will have limited contact and therefore will not require vetting. For those that do, the table below sets out the requirements.

Category	Level of contact	Description	Type of vetting	Advised training
A	No person contact but handles sensitive information	If deemed to require secure email address	Basic DBS/ Disclosure Scotland only	Basic E-learning + Additional Data protection and information sharing
B	No contact or irregular but supervised	No contact or ad hoc in public places and would never be left alone	Not required	Basic E-learning awareness modules / Classroom briefing sessions for remote workers
C	Regular but supervised	Likely to come into contact with children and vulnerable adults through the nature of the role but never left alone	Standard DBS	Basic classroom awareness training
D	Direct or regular unsupervised access	Regular or direct unsupervised contact or potential for, eg. lone working, home visits in a relevant setting or work for a specified role	Enhanced DBS	Enhanced classroom awareness training plus sector specific courses
E	Designated Safeguarding Officers, Safeguarding Officer, safeguarding champion	Need for an increased awareness or may supervise people who may have direct contact	Enhanced DBS, and possibly Police Level 2 vetting	Enhanced classroom - specific designated staff training or strategic awareness for senior posts/ members
#	+ Multi agency office ng	Irrespective of role or contact – office security requirement	DBS as per above + Police Level 2 vetting	Additional vetting for those officers that work in the multi-agency office

### Use of contractors

The Local Authority will take reasonable steps to ensure that any contractors it works with are monitored appropriately. Any contractors, their employees or associated sub-contractors may come into contact with children, young people or vulnerable adults, there is an expectation that they will comply with the terms of this policy.

They must also ensure that they are familiar with the reporting procedures and report any concerns to the Local Authority point of contact managing any contract or service level agreement and a designated safeguarding lead.

- It is the responsibility of any employees, members or volunteers working or contracting out services to ensure that those they are working with are aware of this policy and reporting procedures.

Access to this policy is available on the council webpages, and Safeguarding referred to as clauses within contracts and grant offers.

### **Work Experience and volunteers**

Thanet District Council works with volunteers and offers work experience to some roles within the organisation. Prior to establishing a volunteer or work experience programme, consultation should be had with a designated Safeguarding Officer and Human Resources.

Applications for DBS checks can be undertaken for volunteers at no charge.

- It is the responsibility of any employees, members, or contractors working with volunteers or initiating work experience to ensure that appropriate safeguarding measures are in place and adequate training given, prior to commencing any role.

## 12. Training

The council has a responsibility to ensure that all staff, employees, members, contractors or volunteers have an awareness of what safeguarding is, appropriate to their role and level of contact with children, young people and vulnerable adults.

Different roles and service areas have different needs and accessibility requirements, different types of safeguarding training are available.

The level of vetting required is also aligned to the level of training needing to be undertaken, as an indicator of regularity of contact.

This training provision is regularly reviewed in line with Kent Safeguarding Board material and best practice recommendations.

### E-learning

A Safeguarding e-learning module is available on the e-learning pages on the 'Learning and Development' section of the intranet pages. It contains two core components, one called 'Safeguarding' and once called 'Prevent'.

The Safeguarding module covers general child, young person and vulnerable adult awareness and the 'Prevent' module, contains specific information regarding the new duty to work towards the national counter terrorism agenda.

All members of staff who have computer access are required to undertake both of these modules at least annually. For those staff who do not have e-learning access, additional classroom based inputs are arranged.

### Classroom based inputs

The council undertakes in house classroom based safeguarding inputs using content accredited by the Kent Safeguarding Board, delivered by accredited trainers. Classroom based inputs should be refreshed no less than every two years, but where possible annually.

There are five levels of classroom based inputs that are delivered depending on each individuals role requirements.

- Service managers are required to know which training their staff should be invited to.

### Role requirements

Assessment as to the level of safeguarding training required, is made in consultation with the service manager, Human Resources and is maintained by the Safeguarding Officer.

The level of training is dependent on each positions responsibilities and job requirements contained within the current job description, and may change depending on specific projects or initiatives.

It is the responsibility of service managers to identify if a specific task requires additional training or awareness.

The list below serves as a guide, with a full staff list being held by the safeguarding officer. The level of training usually aligns with the level of vetting required. Except in the case of manager or supervisor positions who require enhanced inputs regardless of vetting classification.

Training levels	Training involved	Content	Who?
Basic classroom	1 hour input (Annual refresh)	Basic overall summary, responsibilities and reporting process	All staff, members, volunteers and contractors who have very minimal to no, contact with children, young people and vulnerable adults and have already completed e-learning



			Those with no, or basic DBS checks.
<b>Remote Training – area specific classroom</b>	1-2 hour input (service dependant)	Basic overall summary, responsibilities and reporting process with additional information included in e-learning, tailored to specific service areas.	Those who do not have computer access or who are unable to undertake e-learning  Specific to service areas and roles
<b>Enhanced classroom</b>	2 hour input (Annual refresh)	Basic overall summary in more depth	Those who require additional information and awareness, have a degree of regular contact. Roles that undertake home visits or work in public open spaces unsupervised  Standard and enhanced DBS
<b>Manager classroom</b>	2 hour input (Annually)	Working with designated officers. Serious case reviews, legal duties, responsibilities Recording and documenting sensitive information Receiving and supervising staff who may raise safeguarding concerns	All service managers, supervisors, heads of service and CMT. Cabinet members, regardless of vetting
<b>Safeguarding champion</b>	Half day input (Quarterly)	More detailed overview Focus on role of safeguarding forum and raising awareness within teams More interactive, with exercises	All safeguarding champions Portfolio holder/ member champion
<b>Designated Officer –</b>	Accredited, half day, Delivered by KSCB trainer, often external  (Annual refresh and regular attendance at Safeguarding Boards for updates)	Full detailed and in depth inputs Able to deliver content on behalf of Kent Safeguarding Boards and accredited to train staff	Designated officers Deputy designated officers Community Safety Officers – Safeguarding assistants

### **Induction of new starters**

All new starters are expected to familiarise themselves with the Safeguarding Policy and associated procedures. This is included in the induction booklet and forms part of the initial discussions with their line manager.

## Appendix I: Safeguarding report form

### **SAFEGUARDING REPORT FORM**

- Please record the details of the concern/ incident / allegation in the boxes.
- Only include facts observed and / or what you have been told.
- Include as much detail as you can remember.

**YOUR NAME:**

**CONTACT DETAILS:**

#### **1. WHO was involved?**

Victim? Perpetrator? Do you know their names? Any nicknames?  
Do you have their contact details? address?  
How old are they approximately?  
Can you describe them?

#### **2. WHAT happened to give you cause for concern?**

Describe in as much detail as possible  
Were there any visible injuries? If so, where

#### **3. WHEN did this happen?**

Date  
Time

#### **4. WHERE did this happen?**

Where were you exactly?  
Was anyone else there?  
Did anyone else witness or hear anything?

#### **5. HOW did they react?**

The victim? The perpetrator?  
Were you able to tell them you were passing on your concerns or get their consent?

#### **6. WHY did this did you cause for concern?**

**Please now pass this information onto your line manager and**

**[Community.safety@thanet.gov.uk](mailto:Community.safety@thanet.gov.uk) 01843 577910**

**999 if someone is in immediate risk of harm**

## Appendix II : Key Safeguarding legislation

The following legislation and guidance underpins this safeguarding policy, associated procedures and duties. This list is not exhaustive and subject to updates.

Legislation/ guidance	Detail
<b>Modern Slavery Act 2015</b>	Introduced a new duty for the Local Authority to report to the National Crime Agency about any potential victims of modern slavery or trafficking
<b>Serious Crime Act 2015</b>	New offence of ‘Controlling or coercive behaviour’
<b>Counter Terrorism and Security Act 2015</b>	Introduced a national Counter Terrorism Strategy, with four strands: Prevent – people from becoming involved with terrorism or supporting extremist ideals Pursue – those involved in activity supporting terrorism Protect – strengthen infrastructure and improve resilience Prepare – mitigate the impact of an attack  The Act also introduced new duties to ensure a local Prevent action plan is formulated and a duty to report those who could be vulnerable to radicalisation or exploitation into extremist activity.
<b>‘Working Together’ (updated) guidance 2015</b>	Revised in 2015. Sets out how organisations should work together to safeguard and promote the welfare of children.  A copy can be found here: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf</a>
<b>‘Care and Support’ Statutory Guidance 2016</b>	Provides guidance on sections 42-46 of the Care Act 2014 and replaced the ‘No secrets’ Guidance of 2000.  Sets out how providers of health and social care functions should work jointly to Safeguard Vulnerable Adults and fulfil statutory duties set out in the Care Act 2014.  A copy can be found here: <a href="https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance">https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</a>
<b>The Care Act 2014</b>	Outlines the responsibility of Local Authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect. It also introduces the responsibility of Local Safeguarding Adults Boards, in order to bring together key local partners to focus on safeguarding strategy and practice.
<b>Anti-Social Behaviour, Crime and Policing Act 2014</b>	Chapter 12, part 10: Introduced forced marriage as a criminal offence, punishable up to 7 years imprisonment. It also applies to UK nationals overseas.  Introduced new tools and powers to tackle Anti-Social Behaviour, which could be used as sanctions to safeguard victims. Also introduced the Community Trigger case review process and Community Remedy to encourage greater transparency for victims.
<b>Protection of Freedoms Act 2012</b>	Made amendments to criminal records checking processes, to ensure more rigorous relevance. Formerly known as Criminal Records Bureau (CRB) now Disclosure and Barring Service (DBS)  Also introduced an update service, allowing employers to check for changes since last record check.
<b>Crime and Security Act 2010</b>	Introduced Domestic Violence Protection Orders (DVPO), from March 2014, Police and magistrates can issue a DVPO where there is insufficient evidence to charge a perpetrator, but conditions can be placed on them by way of this order, much like bail, to protect victims for up to 28 days.
<b>Apprenticeships, skills, Children and Learning Act</b>	Section 9 makes amendments to the Children’s Act 2004, regarding the establishment of Children’s Trust Boards. Names ‘relevant partners’ (Which includes district councils) as having a duty

<b>2009</b>	to cooperate in making arrangements to improve wellbeing and have power to pool budgets and share resources.
<b>Safeguarding Vulnerable Groups Act 2006</b>	Created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children, young people and vulnerable adults across all services.
<b>Mental Capacity Act 2005</b>	Made it an offence to neglect or deliberately ill-treat a person who lacks capacity
<b>Children Act 2004</b>	Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children.  Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils)  Section 13 requires each local authority to be a statutory partner in Local Safeguarding Children's Boards.
<b>Sexual Offences Act 2003</b>	Replaced the Sex Offenders Act (1997) and incorporated 50 new offences including a new 'Grooming' offence. Offences also included the use of the internet in child abuse and to abuse positions of trust, as well as a new definition of rape.
<b>Female Genital Mutilation Act 2003</b>	This act made Female Genital Mutilation (FGM) illegal in this country. It is an offence to undertake the procedure and assist others, including UK nationals overseas, except in specific medical grounds.
<b>Homelessness Act 2002</b>	It is a requirement for the Council to refer homeless people with dependent children, who are ineligible for homelessness assistance or who are intentionally homeless to Children's Social Services, as the child could be at risk of harm.
<b>Adoption Act 2002</b>	Expanded the definition of harm, in the Children Act 1989, to include witnessing domestic violence.
<b>Sexual Offences (amendment) Act 2000</b>	Introduced the concept of 'abuse of trust', whereby an adult could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the young person is above the age of consent (16).
<b>Care Standards Act 2000</b>	Sets out a regulatory framework and service standards for regulated services such as residential care.  Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers working with vulnerable adults.
<b>Local Government Act 2000</b>	The Council has a responsibility to address the needs of children and young people living in the area.
<b>Protection of Children Act 1999</b>	Sets out the framework to enable employers to check on the suitability of employees to work with children, and builds upon the Police Act 1997 which established the Criminal Records Bureau (Now Disclosure and Barring Service)
<b>Human Rights Act 1998</b>	Sets out the rights of children and families to challenge what they perceive to be infringements.
<b>Children Act 1989</b>	Section 17 – Children in need. The Local Authority has a duty to safeguard and promote the welfare and wellbeing of children within their area who are in need.  Section 47- Children at risk. The Local Authority has a duty to make enquiries when there is reasonable cause to suspect that a child or young person living in their area is suffering or is likely to suffer significant harm.  The Children Act 1989 defines 'harm' in section 31 as: ill-treatment, impairment of health or development, including impairment suffered from seeing or hearing the ill treatment of another.

## Appendix III :

### Guide to safe working practices

In addition to the Employee and Member codes of Conduct and working protocols, the following practices should serve as a guide to employees, members, volunteers and contracted service providers who have contact with children, young people and vulnerable adults.



#### Best practice

- ✓ The wellbeing, safety and security of the child, young person or vulnerable adult should remain the paramount to any other objective of a project or initiative.
- ✓ Utilise recognised agencies such as schools, youth clubs, sports clubs to communicate and engage with children, as opposed to lone ventures for projects.
- ✓ Always ensure you can be seen and observed publically when working with children, young people and vulnerable adults, and avoid situations when you could be left alone.
- ✓ If someone reports a concern – best to pass something on. “If you see [or hear] something, Say something!”
- X Try not to set up meetings with children, young people or vulnerable adults outside of organised activities
- X Avoid lone visits, ensure another responsible person remains with you, where possible
- X Don't take photographs of children, young people or vulnerable adults unless it is through consultation with the Communications Team, written consent from an individual, parent/carer has been obtained and it is for a very specific purpose which has been clearly explained.



#### Social media

- Avoid adding or accepting on personal social media accounts, (eg Facebook, twitter, Instagram ) children, young people or vulnerable adults, you have come into contact with through council employment or volunteering.
- All social media engagement as part of your council role, should take place via approved social media platform. (The Communications Team are able to give further guidance around this)
- Do not post any comments or images of children, young people or vulnerable adults.
- Be aware that other users could ‘tag’ you in inappropriate content. If this happens, you should immediately ‘de-tag’ yourself and contact the user to ask for this to be removed
- If you come across inappropriate content you should report this to the social media platform.
- If the inappropriate content contains a localised safeguarding risk, you should report this using the process within the Safeguarding Policy.



#### Privacy

- Everyone has the right to privacy, but ensure that personal activity, including that online, does not compromise any professional position.
- Ensure that your privacy settings are set correctly
- As a minimum it is recommended that you set your security levels to approve content posted by others that includes you, and set your privacy to ‘friends only’ (or the equivalent on different platforms)

## Appendix IV: Key contacts

### - KEY SAFEGUARDING CONTACTS -

#### THANET DISTRICT COUNCIL

##### Community Safety Team

[Community.safety@thanet.gov.uk](mailto:Community.safety@thanet.gov.uk)

01843 577910

[Community.safety@thanet.gcsx.gov.uk](mailto:Community.safety@thanet.gcsx.gov.uk)

01843 577000

##### Designated Safeguarding Officers

Penny Button – Head of Safer Neighbourhoods  
Jessica Bailey – Community Safety Team Leader

[penny.button@thanet.gov.uk](mailto:penny.button@thanet.gov.uk)

[Jessica.bailey@thanet.gov.uk](mailto:Jessica.bailey@thanet.gov.uk)

##### Safeguarding Officer

Jo-Anna Beckingham – Safeguarding Officer

[safeguarding@thanet.gcsx.gov.uk](mailto:safeguarding@thanet.gcsx.gov.uk)

#### KENT COUNTY COUNCIL

##### Childrens Social Services (Duty team)

Out of hours  
Fax (Last resort)

**03000 41 1111**

03000 41 9191

03000 412345

##### Adult Social Services (Duty team)

Out of hours  
Fax (Last resort)

**03000 41 6161**

03000 419191

03000 412345

#### HEALTH

Community Mental Health Trust (The Beacon)  
Mental Health Crisis Team  
Thanet Mental Health Care Trust Team (QEQM)

01843 855200

0300 222 0123

01843 225544

##### Local Authority Designated Officers (LADO)

Kroner House, Eurogate Business Park, Ashford, TN24 8XU  
[KentChildrensLado@kent.gov.uk](mailto:KentChildrensLado@kent.gov.uk)

**03000 41 0888**

#### OTHER

##### Channel Panel

[Channel@kent.pnn.police.uk](mailto:Channel@kent.pnn.police.uk)

##### Operation Willow : Child Sexual Exploitation Team

[Cse.team.kent.and.medway@kent.pnn.police.uk](mailto:Cse.team.kent.and.medway@kent.pnn.police.uk)

[Cse.intelligence@kent.pnn.police.uk](mailto:Cse.intelligence@kent.pnn.police.uk)

**01622 652668**

##### NSPCC Child abuse Whistleblowing Helpline

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**0800 0121 700**

##### Modern Slavery – duty to notify

[DutyToNotify@homeoffice.gsi.gov.uk](mailto:DutyToNotify@homeoffice.gsi.gov.uk)

**0800 028 0285**

## Customer Impact Screen



<b>Topic</b>	New combined safeguarding policy
<b>For decision by (name and date)</b>	Cabinet 17 November 2016
<b>Date of screening assessment</b>	07/08/2016
<b>Author</b>	Jessica Bailey – Community Safety Team Leader

<b>Introduction to the proposal and background</b>	Previously the council had a separate <b>Child Protection and Vulnerable Adults Policy</b> . New pieces of legislation have introduced new duties and responsibilities for Local Authorities and broadened the remit of Safeguarding. In response to this the council has reviewed existing policies and combined them into one streamlined safeguarding policy. This is in recognition that anyone within the district could be at risk, and definitions have now broadened beyond that of just children or vulnerable adults.				
	<b>Negative Impact</b>	<b>Benefits</b>		<b>Evidence</b>	
<b>protected characteristics</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<ul style="list-style-type: none"> <li>Briefly describe initial thoughts on who will be affected and how (positively &amp; negatively)</li> <li>What evidence/data have you used to inform your judgement?</li> <li>Highlight which protected characteristics will require full analysis based on the screening process, including details of issues you need to explore further – if full analysis is not required please explain why.</li> </ul>
Age		X	X		Previously there were separate processes for children under the age of 18, looked after children or ex care leavers up to the age of 25 and then vulnerable adults. This new broader policy removed any need to consider someone's age or potential form of vulnerability, and just ensures employees, members, contractors and volunteers report their concerns. This could potentially have a positive benefit, if it may have previously been perceived that someone 'doesn't look young and there for isn't a child , the duty wouldn't apply. For example. Now, we are removing any thought around age, to some extent and simply asking that any risk factor or concern is passed on regardless of age.
Gender (Sex)		X	X		All protected characteristics are included equally within definitions and will suffer no adverse benefits,
Disability		X	X		Broader definitions explicitly mention disability and discrimination, and revising this policy will raise awareness within the organisation and third party organisations discharging functions on the council's behalf.
Race		X	X		The new policy picks up arrangements for reporting trafficking concerns and also raises the profile of this issue which is a positive.
Sexual Orientation		x	X		The new policy treats anyone from all backgrounds as equal and views based on reported vulnerability. This ensures a broader look at vulnerability and could potentially better support people from minority groupings who could be more susceptible to any form of hate crime.
Gender Reassignment		X	x		Covered in the above. All are included equally.
Pregnancy &		X	x		The policy reaffirms responsibilities to children and this would extend to expectant mothers, ensuring awareness of statutory

Maternity					responsibilities to this ground if identified as vulnerable.
Marriage & Civil Partnership		X	x		
Socio-economic/ social inclusion		X	X		The policy raises the profile of economic abuse of vulnerable people which those from some socio-economic backgrounds could be more susceptible to.



# Customer Impact Assessment

<b>Topic</b>	New combined safeguarding Policy
<b>For decision by (name and date)</b>	Cabinet 17 November 2016
<b>Date of screening assessment</b>	07/08/16
<b>Date of this assessment</b>	08/09/16
<b>Author</b>	Jessica Bailey – Community Safety Team Leader
<b>Assessment Team</b>	Jessica Bailey – Community Safety Team Leader, Cara Radford – Community Safety Officer, Penny Button – Head of Safer Neighbourhoods Claire Grant – Customer Contact and Engagement Officer

<b>Detailed analysis</b>	
<b>Issue 1</b>	Broadening the definition of safeguarding to include all people equally, will ensure that everyone is alert to all possibilities, and the key message and focus is that information surrounding vulnerability gets reported. This ensures that safeguarding concerns are passed on efficiently, where as previously officers may have had to make their own threshold assessment which could be subjective.
<b>Stakeholders/interested parties</b>	All employees, contractors, volunteers, members, service users, residents, visitors to our district.
<b>Consultation &amp; Engagement</b>	No external consultation, it is an internal policy. There will be promotion and awareness raised on TOM, staff training delivered , inputs at members briefings and managers forum as well as the formal policy consultation process. Internal consultation sent to all Heads of Service, housing, finance, legal, communications, portfolio holder
<b>Data sources and evidence</b>	Recent legislative changes have given additional duties to the Local Authority  Thanet has the highest levels of Domestic Abuse, Looked After Children, Children in Care, and vulnerable adults living in the community.  Whilst some of this is historic in that care facilities were often places in seaside locations, agencies have also had to ensure the most effective responses to complex issues.  This policy will align reporting and support, under one combined safeguarding policy to ensure greater inclusion.

<b>Protected Characteristic(s) affected</b>	Age, disability, race, sexual orientation,
<b>Impacts Identified</b>	Broadens definition enables more people to potentially be identified and supported.
<b>Mitigation options, reasonable adjustments and potential solutions</b>	Monitoring: this policy will be reviewed annually The policy will be sent to Kent Safeguarding Boards as part of the s11 audit process. Senior managers and members will also scrutinise this policy. Any procedures will be drafted in consultation with the organisation wide safeguarding forum that is due to be established.
<b>Final recommendation for this issue</b>	To agree the policy, there are no risks to streamlining the process, only benefits, extending the remit and definition and strengthening the process to safeguarding all people in Thanet and ensure wellbeing.  A full council wide refresh of training will also be delivered, prioritising those key services that have direct contact, are already DBS checked. Such as housing.  Training provision will also be made available for contracted providers as part of the implementation of this policy when adopted.  Safeguarding has also now been adopted into the new impact assessment template to ensure it is considered.
<b>Aims of the Duty furthered by this recommendation</b>	<b>1. Eliminate Unlawful discrimination – harassment, victimisation &amp; any other conduct prohibited by the Act. There is no unlawful discrimination</b>  <b>2. Advance Equality of Opportunity by:</b> Equality of opportunity is broadened by extending the definition of safeguarding and meeting the needs of those with protected characteristics.  <b>3. Foster good relations</b> The council has a duty to ensure it protects the safety and wellbeing of residents in this case and takes appropriate action. This policy ensures a robust response to this by training staff in the application of this policy the council will be promoting understanding amongst its staff and third party service providers

**Fulfilling Thanet’s growth and development opportunities**

Cabinet	<b>17 November, 2016</b>
Report Author	<b>Louise Askew, Economic Development Manager</b>
Portfolio Holder	<b>Cllr Stummer-Schmertzing, Cabinet Member for Regeneration and Enterprise Services</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>Policy Framework</b>
Previously Considered by	<b>Overview &amp; Scrutiny – 25 October, 2016</b>
Ward:	<b>Whole district</b>

**Executive Summary:**

One of Thanet District Council’s priorities is to promote inward investment and job creation and increase prosperity for residents through economic growth. The district, through this Strategy and the Local Plan, aims to create the right environment and conditions to capitalise on the areas assets and supporting residents to be enterprising and aspirational. This role is not solely for the local authority but requires a partnership approach to delivery with the private sector, other public sector organisations and the voluntary sector.

The Strategy forms part of the evidence base for the Local Plan, identifying strong sectors for the Thanet economy and ways in which the Council can support their growth and take advantage of them, which in turn will deliver the required jobs as identified in the Local Plan.

**Recommendation(s):**

The Economic Growth Strategy should be adopted by Cabinet.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report – as an action plan is developed the work programme of the Economic Development function will be costed.
<b>Legal</b>	There are no legal implications arising directly from this report however the Council does have regard to Section 149 of the Equalities Act 2010 which is considered below.
<b>Corporate</b>	<p>The Economic Growth Strategy enables delivery of Priority 3: Promoting Inward Investment and Job Creation.</p> <p>The Strategy provides evidence for the Local Plan and therefore plays a key role in supporting its delivery and confirms how the Council, working with its partners, can enable economic growth and the creation of jobs identified in the Local Plan.</p>

<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p>								
	<p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p>								
	<table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td>✓</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td>✓</td> </tr> </table>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓								
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								
	<p>Through the strategy the general demography of the district has been identified which is relevant to the development of an overarching strategy that supports Thanet's economic growth. The strategy also draws on advice from a number of organisations about existing policies and funding because delivery will not only be from Thanet District Council but will include a number of partners and/or linking up with Government designed delivery that happens nationally.</p>								
	<p>Through the development of the strategy a wide range of stakeholders have been engaged, including some organisations in the business community and Chambers of Commerce, education providers, public sector bodies including Department for Work and Pensions, Historic England, County Council and others. These were through wider meetings and one to one discussions.</p>								
	<p>The strategy is an overarching document that draws together the priorities for delivery to support the growth of Thanet's economy therefore each individual project aligning to the strategy that is taken forward will need to make consideration of completing a Customer Impact Assessment and the relevant departments will do this as projects/delivery is taken forward.</p>								
	<p>The Council will use the strategy to influence its partners in the widest sense to ensure that any provision for residents takes into account Thanet's demographic profile and targets activity where required.</p>								

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	✓
Supporting neighbourhoods	

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	

## 1.0 Introduction and Background

- 1.1 The Council is committed to promoting investment and economic growth in order to create jobs and improve the quality of life of its residents.
- 1.2 In order to deliver this, the Council's current Economic Growth and Regeneration Strategy needed to be reviewed to align more closely with the Local Plan targets and respond to changes in the national, regional and local circumstances. Officers recruited BBP and SQW through an open procurement process to provide advice to the Council through a revised Economic Growth Strategy. This included undertaking relevant research and analysis, including stakeholder engagement, with a focus on developing specific recommendations.
- 1.3 The Economic Growth Strategy also forms part of the evidence base for the Local Plan and supports the economic development element including job creation and land allocations. It provides a framework for other Council responsibilities including delivery with East Kent Opportunities and the East Kent Spatial Development Company.

## 2.0 The Current Situation

- 2.1 The Economic Growth Strategy identifies four 'Foundational Priorities' that are critical for enabling sustained economic growth and therefore fulfilling the job creation identified in the Local Plan. These cover the importance of skills provision for the workforce, the measures needed to support businesses, the promotion and up take of the strategic business parks in the district and working with partners to ensure that the tourism sector develops in line with changes in demand.
- 2.2 A number of 'Transformational Initiatives' have also been identified, which are longer term and require Thanet District Council to work with public and private sector partners to ensure delivery. These include focusing on sectors such as high value manufacturing and engineering, agritech and the creative industries and continued growth at the port. All of these represent strong sectors already in the district indicating the opportunity for growth. There are initiatives linked with placeshaping including the development of feasibility modelling for Margate and Ramsgate and the promotion of the broad cultural and leisure offer that is throughout the district. Lastly, there is a link between the housing being provided and the types of communities that the district should be looking to encourage by ensuring all new developments support those people looking to work from home or that 'design-in enterprise'.
- 2.3 The Economic Growth Strategy identifies the need for the Council to work closely with partners and to have an 'oversight' role in terms of the delivery of economic growth in Thanet. There are a great number of stakeholders – private and public, that are well placed to help secure growth for Thanet and the Council has a clearly identifiable placeshaping role in delivery. This role will be articulated both through the Economic Growth Strategy and the Local Plan.

Contact Officer:	Louise Askew, Economic Development Manager, 01843 577178
Reporting to:	Rob Kenyon, Director of Community Services

### Annex List

Annex 1	Economic Growth Strategy
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### Background Papers

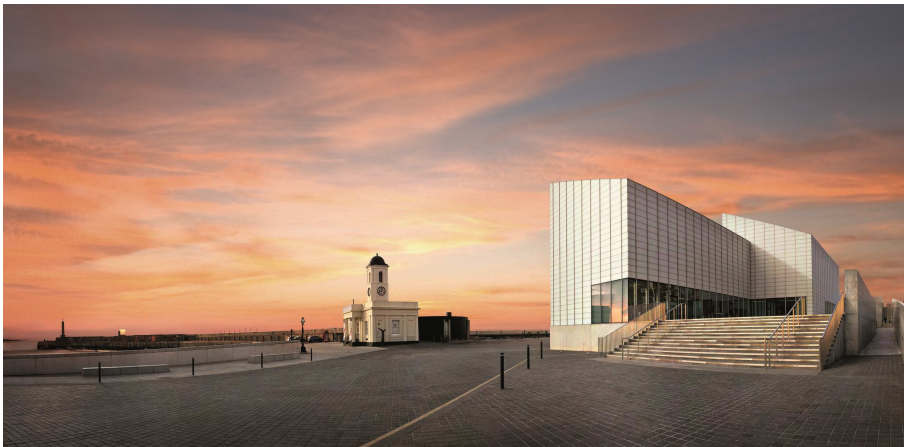
Title	Details of where to access copy
None	N/A

**Corporate Consultation**

<b>Finance</b>	Matthew Sanham, c
<b>Legal</b>	Ciara Feeney, 17 Oct. 16

# Economic Growth Strategy for Thanet

November 2016



# Contents

	<b>Executive Summary</b>
	<b>Thanet's economy today</b>
<b>Digging deeper: opportunities and challenges in relation to economic growth</b>	
	<b>Summary SWOT for the economy of Thanet</b>
	<b>A new Economic Growth Strategy for Thanet</b>
	<b>Delivery, resourcing and implementation</b>
	<b>Monitoring progress</b>



# Executive Summary

Thanet has a distinctive local economy with substantial opportunities for sustainable and high quality economic growth. Particularly with HS1 in place, Thanet now has significant locational advantages deriving from its proximity to both London and continental Europe. It has outstanding cultural assets, epitomised particularly through the Turner Contemporary. It has a very high quality natural environment, especially its coastline.

Looking ahead, there is real potential linked to the port and historic marina at Ramsgate and emerging opportunities in the fields of advanced manufacturing, agri-tech and the creative sector. While there are some challenges – relating particularly to the creation of jobs locally and workforce skills – the opportunities are real ones, particularly in the wider context of significant planned housing and population growth.

The Economic Growth Strategy sets out a **Vision** that Thanet should be a great place to live, work and invest; and that it should grow quickly in economic terms. Underpinning the Vision are two main strands:

- **foundational priorities** that are incremental in character and a prerequisite for sustained economic growth District-wide
- **transformational initiatives** that come with greater risks and uncertainties, but which provide the scope to effect long term change.

The Economic Growth Strategy is summarised in full below.

## Economic Vision for Thanet

Thanet is a great place to live, work and invest, rivalling its counterparts across the UK.  
Its economy will grow quickly in both relative and absolute terms

### Transformational Initiatives

- 1: Developing the Port at Ramsgate
- 2: Investing in high value manufacturing and engineering across Thanet and East Kent
- 3: Positioning Thanet as a global agritech hub
- 4: Promoting Thanet's broader cultural/leisure offer
- 5: Cultivating the creative industries across Thanet
- 6: Designing enterprise into communities'
- 7: Long term feasibility modelling for Margate and Ramsgate

### Foundational Priorities

- 1: Working with businesses, schools and FE/HE providers to improve workforce skills
- 2: Developing and implementing measures to support new and small businesses in the District, particularly the provision of managed workspace and focused business support
- 3: Ensuring major employment sites in Thanet are managed and promoted effectively
- 4: Working with local partners to ensure that the visitor economy continues to evolve, reflecting fast-changing patterns of demand

In order to deliver the Economic Growth Strategy, Thanet District Council will work closely with key partners and stakeholders, both within the district and more broadly; and crucially including the business community. An “Oversight Board” will be set up to steer progress, and Delivery Groups will advance specific themes, by developing clear action plans.

Progress will be monitored across headline Key Performance Indicators, which are long term in nature but crucial in charting the district’s progress. More immediately, a series of milestones have been defined to help shape the first full year of implementation.

## Thanet's economy today

Located in the greater south east, and benefitting from improved connectivity (particularly through HS1), Thanet is within easy reach of London and continental Europe. It has outstanding environmental assets, including seven “Blue Flag” beaches and the longest stretch of coastal chalk nationally. It has unique cultural resources, notably Turner Contemporary, with its iconic seafront building and the Dickensian connections of Broadstairs. It is also home to leading edge and globally competitive businesses, operating successfully in sectors ranging from horticulture to advanced engineering (including Cummins, Fuji, Thanet Earth etc.).

Thanet provides a highly competitive and affordable location for businesses seeking to secure premises and recruit staff, compared to elsewhere in the greater south east. It is also well located for individuals who need to be within a reasonable distance of London and/or who want to be near the coast with the opportunity to enjoy an outstanding quality of life.

It is because of these assets and locational advantages that the recent economic performance of the District has been good. Data from ONS show that:

- the total number of enterprises in the District increased by over 400 between 2014 and 2015
- in the year to March 2016, the number of Thanet residents in employment was 5,000 higher than it had been two years previously
- between 2010 and 2015, the resident population increased by over 6,000
- over the last 9 years, annual housing completions have averaged 512 dwellings per annum, exceeding the planned rate; and since the recession, these have shown a steady improvement
- for full time employee jobs, median workplace earnings increased between 2014 and 2015
- the number of benefit claimants (Jobseekers Allowance claimant rates) declined by over 2,700 between February 2012 and February 2016.

These – and other – data point to a local economy which is “*on the up*”: businesses are choosing to invest in Thanet, and people are choosing to live and work there.

There continues to be many challenges. The skills profile could be strengthened; too many jobs are “low wage” and part time in character; and the number of jobs within the District needs to grow. There is also a need to diversify the business base so it is less reliant on ‘public sector’ type roles (36% in health, education and public administration).

However, Thanet is full of ambition and confidence. A great deal has been achieved over recent years and much more can be accomplished through the delivery of a forward looking and focused Economic Growth Strategy.

# Digging deeper: opportunities and challenges in relation to economic growth

## Within Thanet ...

Thanet is nationally renowned for the strength and diversity of its **tourism, culture and leisure** sectors which includes a wealth of heritage assets and distinctive architecture across the District. High value elements such as *Turner Contemporary* in Margate have become cultural destinations in their own right. Thanet's landscape assets are outstanding, although as elsewhere, traditional seaside tourism faces some challenges linked to low pay and seasonality. There is an on-going need to improve the offer and respond to changing demands. The tourism, culture and leisure sector is adapting quickly, having an impact on broadening the profile of visitors to the area.

As the largest towns in the district, **Margate and Ramsgate** need to function as confident urban hubs and focal points for economic life in both town centres and the quality of their wider built environments. There is a need to redefine their relationship to **Westwood Cross Shopping Centre** and its hinterland, which is located in a more central location within the District. It is separate from both towns, yet provides the principal retail focus (for both traditional "high street" and out of town shopping) for the whole district. Broadstairs builds on the strength of independent businesses, its food and beverage offering and connections with Schools for English.

For Ramsgate, part of the solution is linked to further development at the **Port and Marina**. Currently, this is an operation with both leisure-related and commercial uses (including servicing facilities for a number of off-shore windfarms). The Port also boasts the largest fishing fleet along the south east coast. In recent years market conditions have been changing rapidly, with the imposition of fuel tariffs / higher fuel costs for vessels coming up the Thames Estuary and the importance of shorter routes to the continent. The District Council owns the site and – with investment in further quays, ro-ro berths, enhanced servicing facilities, pontoons and a major "off-site hub" facility – the scale of port operations could be increased substantially. Investment will encourage more businesses to be attracted to the area (such as renewable energy companies and niche ferry operations), bringing economic benefits to the District and an important source of long term revenue to the Council.

Key infrastructure investment in the District will open up major opportunities. The proposed **Thanet Parkway railway station will** deliver future economic benefits and is an important investment priority for the District Council and its partners to progress. With connections to HS1, the new station will reduce the travel time from Thanet to central London to less than one hour. This will encourage more London-based workers to settle in the area, as well as providing quicker business links between Thanet and the capital.

The development of the **"Inner Circuit" transport proposals** will also be another critical investment decision, enabling the better linking / opening up of key sites and other assets in the area and a significant reduction in journey times and traffic congestion. The ability to better link for example the Parkway station with the Discovery Park Enterprise Zone would be a major advantage to a range of businesses.

Inland, the **Manston Airport site** is a serious potential opportunity for Thanet's economy going forward. As part of the Local Plan process Thanet District Council will be required to make a decision in relation to the future use of the site for the future direction of economic growth District-wide. The Local Plan will be informed by reports commissioned to provide specialist advice to the Council in relation to the feasibility of the future for an airport on the site.

Currently, major employment sites in the District include **Manston Business Park** and **Eurokent Business Park**. These can provide a good supply of employment land for future development. The recent construction of smaller units on Manston Business Park over the last two years have let well and demonstrate the level of demand for such accommodation, rather than for development land. Developing these sites and growing the economic base also benefits the local area through the payment of business rates, which potentially can be reinvested in local services.

Nearby, **Discovery Park** (which houses 130 businesses and over 2,500 jobs) is a major employment destination for both Thanet residents and others in the wider area. This is presenting opportunities for Thanet as there are supply gaps (particularly for manufacturing-related users that are seeking space) that Discovery Park cannot accommodate.

Across the District, there are some major private sector employers. These include major **advanced manufacturing and engineering** businesses. Securing the future of this sector, particularly within Thanet (for example through the development of an Advanced Manufacturing Park on the Manston Business Park) but also across the wider area, needs to be a priority. Such a development will require a consideration of essential up front infrastructure, links to higher education and further education (R&D, commercialisation of ideas), the development of supply chains, and the joint networking of opportunities between Thanet sites and Discovery Park.

In addition, the last few years have seen the rapid growth of a major **horticultural firm (Thanet Earth)** which is benefitting from Thanet's natural environment (in particular, its natural light conditions) and using approaches developed in the Netherlands as the basis for highly intensive and energy/resource efficient production. This company is genuinely "leading edge". Its success, together with the wider, longstanding agricultural base across the district, points to the wider possibilities of **agritech** applications, particularly in the context of Thanet's environmental assets and other significant resources across Kent more widely.

In this context – and more generally – the work of **East Kent College and Canterbury Christ Church University** (both with campuses at Broadstairs) needs to be supported. As noted above, investment in the **skills base** needs to continue. Existing further and higher education providers must be part of the response, alongside local schools and local employers. The current proposal by the University for an **engineering, design, growth and enterprise (EDGE) hub** is welcomed in this context, as a real opportunity for the area. EDGE will be based in Canterbury, and there is significant scope for an engineering focus at the local campus in Thanet.

These processes of economic change highlight some real opportunities for the Thanet economy. Further, they need to be seen in the context of **significant housing growth** which is being formalised through the new Local Plan. Provision will be sought, for an additional 15,660 dwellings – which could translate into population growth of over 30,000 people (noting that the current population is in the order of 140,000). This growth will bring further business opportunities, such as the development of pre-constructed, offsite, modular construction facilities, in order to accommodate the pace of housing delivery.

This target is an increase over previous levels of housing delivery and will therefore contribute to the extra jobs which will be required in the construction industry. It will also require further focus on education to ensure residents are appropriately skilled and there are enough people in the workforce to cover this increased level of development activity. **It will be very important that Thanet's economic ambition is aligned with housing growth on this scale**, so that local people can find good jobs locally. To this end **businesses will be fully supported in seeking both to invest and grow locally**.

Thanet also has opportunities to think more creatively about realising commercial value from the assets owned by the public sector, particularly through public private partnerships or innovative disposal models.

## Looking outwards...

What has become clear from consultations with local businesses and stakeholders is that the possibilities which frame this Economic Growth Strategy should not be defined solely within the District.

Key assets and potentials are certainly defined within Thanet. However the District also benefits from its proximity to other places and processes. Of particular significance are:

- the **knowledge economy hub** which is developing in and around Canterbury and Sittingbourne, linked to Kent Science Park, the University of Kent and Canterbury Christ Church University
- the outstanding success of **Discovery Park** and the opportunities to complement this provision within Thanet (focusing particularly on uses linked to advanced manufacturing)
- the **long term possibilities linked to HS1**, particularly at Ashford
- the opportunities signalled by the remit of the **Thames Estuary Growth Commission**, noting that Thanet has been defined within its geography
- the opportunities/imperatives presented by Brexit, given Thanet's roles and functions, including its strategic location relative to the EU (and internationally), particularly as a gateway port and a centre for renewables and green technologies

# Summary SWOT for the economy of Thanet

Drawing these strands together, a summary SWOT analysis has been compiled in order to summarise the key opportunities and challenges facing the District, and this is provided below to help the Economic Growth Strategy.

## Strengths and opportunities:

- Significant recent investment in connectivity, both rail and broadband, which has positioned Thanet as a strong business location with good access to London and to the rest of Europe
- Opportunities to develop an Advanced Manufacturing Park, working collaboratively with local education providers and employers and taking advantage of the districts location to Discovery Park
- The confidence gained from recent increases in the number of enterprises in the District and the number of residents in employment
- A growing and successful cultural offer and presence linked to Turner Contemporary and other local galleries/outlets, and opportunities to build on this
- A relatively competitive location (in terms of land and labour costs) in the greater south east, which can act as an incentive to both business investment and residents
- A port that can, potentially, grow significantly further in terms of commercial throughput, offshore energy facilities, the development of an “off-site commercial hub” and leisure uses
- High quality environmental assets – with an outstanding coastline and natural light conditions that are a significant asset, and wider possibilities for agritech applications in this context
- A commitment to investment in STEM sectors within the District, from Canterbury Christ Church University and East Kent College, including the potential to develop the “green-tech” sector
- Growing business representation in the creative sector over recent years, and associated skills development through FE and HE institutions
- Substantial planned housing growth – and associated population growth, creating inherent economic potential
- Possibilities linked particularly to the work of the Thames Estuary Growth Commission
- A progressive and committed District Council, delivering award winning services for its residents and businesses

## Weaknesses and threats:

- A need for further investment in workforce skills
- Viability and developer challenges in the successful delivery of new development or relocation of existing businesses on major employment sites
- A tourism sector which is important to the area, and where growth in private investment in recent years needs to be supported and developed further. Hotels are at capacity at peak times and a lack of high quality accommodation
- Towns in need of a more clearly defined economic purpose; within specific areas / zones
- Increased competition and market challenges are impacting upon town centres – which in the context of fast-changing public expectations requires a renewed focus
- Ongoing uncertainty surrounding the future of the former Manston Airport site
- Uncertainties linked to the process of Brexit
- Despite growing confidence within the area, there are still some external perception issues to be addressed
- A Local Enterprise Partnership that is becoming more complex and competitive and where Thanet needs to promote its priorities and justify its “asks”

# Driving Change ...

## A new Economic Growth Strategy for Thanet

Thanet has had economic/regeneration strategies in the past. However circumstances continually change, particularly from an economic, financial, political and strategic perspective.

There is a need for innovative thinking with regard to Thanet's economic growth potential, as well as ensuring that such a strategy is capable of being delivered given the tools and resources available.

This Economic Growth Strategy therefore has two main strands:

- **foundational priorities** that are incremental in character and a prerequisite for sustained economic growth District-wide
- **transformational initiatives** that come with greater risks and uncertainties, but which provide the scope to effect long term change.

These foundational priorities and the longer term transformational initiatives will be advanced in parallel, with a view to realising the same vision for Thanet, namely that:

***Thanet is a great place to live, work and invest, rivalling its counterparts across the UK. Its economy will grow quickly in both relative and absolute terms.***

### Foundational Priorities

The focus is on **four Foundational Priorities**:

#### **1: Working with businesses, schools and FE/HE providers to improve workforce skills**

Continuing to invest in building the skills of Thanet's people is crucial: the demands of employers are constantly changing and it is important that the local residents are equipped to respond. To this end, the Council will work with other partners across the "skills ecosystem" to raise awareness of the provision that already exists; to ensure that the needs of businesses are more clearly understood; to make better connections between the demand and supply sides; and to raise awareness of the opportunities linked to apprenticeships. Beyond that, the Council, as a first class employer, will exemplify what can be done (for example by recruiting young local people as apprentices) and the promoting the local impacts that follow.

#### **2: Developing and implementing measures to support new and small businesses in the District, particularly the provision of managed workspace and focused business support**

Thanet's economy is dominated by small firms. Sustaining and encouraging small and micro businesses is therefore a real priority and the Council needs to work closely with partners in order to develop support services (including Locate in Kent, Kent Invicta Chamber and the local Thanet and East Kent Chamber). Furthermore, the provision of small business units and/or affordable managed workspace is limited and that which exists is well occupied; there is a need for more and initiatives need to be developed to secure this supply. In addition, working with SELEP will ensure that small and micro businesses in Thanet are able to secure appropriate support through the Growth Hub (currently being reviewed).

#### **3: Ensuring major employment sites in Thanet are managed and promoted effectively**

The approach to the development, management and promotion of major employment locations needs to be improved, both to ensure that sites are available for inward investors and to make provision for the development of the right kind of speculative accommodation for growing local businesses. Some of these sites are in the Council's ownership and endeavours will be made to



promote and use them effectively. The Council will also work closely with private sector partners to deliver a range of premises

#### **4: Working with local partners to ensure that the visitor economy continues to evolve, reflecting fast-changing patterns of demand**

The visitor sector contributes significantly to the District's economy, and it has a very distinctive character. This includes a wealth of fascinating historic associations and heritage assets and an internationally significant coastline. Incremental improvements need to be achieved so that its existing customer base is secured and enhanced. However, priorities must be identified in a very targeted way. The Council will work with the industry to identify the smallest changes that could have the biggest impact in the short term. This may include initiatives such as the promotion of new hotel development opportunities, or introducing support initiatives to help businesses investing in the area, or more general place marketing. In this context Thanet already works in partnership with Visit Kent to promote the district as a whole, and the extent, focus and funding of this programme will need to be considered carefully, to ensure that the right exposure is achieved both Kent-wide and at a UK scale.

## **Transformational Initiatives**

In parallel, the delivery of seven longer term possibilities will be accelerated. These are – in the main – more complicated. All of them require a “multi-partner” response. All of them also come with risks, although they have the potential to be truly transformational:

### **1: Developing the Port at Ramsgate**

For Thanet District Council, the future of port operations at Ramsgate is important in relation to the economic well-being of the district and the future income streams which the Council itself can utilise to reinvest in services. In this context, an initial business case has been developed to invest in the port for commercial and logistics purposes in three phases, including the development of a significant “off-site hub”.

The first phase of infrastructure investment looks to improve the Port's handling capacity, particularly for unaccompanied freight vehicles (a new modern double deck ro-ro berth to increase capacity and build in resilience). The second phase will look to lever in public and private sector investment in the development of a new on-port alongside quay, and most importantly, an off-site freight logistics hub at Manston Business Park. The potential third phase, will in the longer term consider the possibilities for seaward port expansion.

A robust business plan needs to be developed over future months, with evidence to demonstrate that the demand side for all components has been fully investigated and is capable of being delivered.

Linked proposals (albeit part of separate investment decision) are in place centring on expanded berthing for the leisure marina. Further plans also concentrate on improving berthing and storage/logistics facilities for boats servicing the offshore renewables sector. Opportunities here need to be explored with the existing businesses operating from the port (London Array and Vattenfall), including the potential for servicing major component replacements over the next few years, supply chain provision, new offshore development and wider development of the “green tech” sector. Servicing facilities for vessels using the Port more generally also need to be improved. All of these aspects will help widen the offer that the Port provides and are components that the Council should focus on.

### **2: Investing in high value manufacturing and engineering across Thanet and East Kent**

Thanet currently has a complement of high value manufacturing and engineering businesses. . Links will be forged between sites in Thanet and Discovery Park, due to the number of allied

firms that are moving into Discovery Park, and thriving. These connections will support the possible development of an Advanced Manufacturing Park at Manston, as well as exploring the potential for EZ status to encourage investment. The Council will also work actively across the wider geography of east Kent where a range of associated businesses are located.

In parallel, the Council will work with further and higher education providers to ensure appropriate STEAM skills provision. Collaborating with relevant partners and stakeholders, including Locate in Kent, will ensure that the whole offer is appropriately promoted and marketed, and that possibilities within Thanet are clearly understood and communicated in this wider context and as part of a wider offer.

There is scope also to work more closely alongside the South East LEP, whose priority sectors include advanced manufacturing and the creative, cultural and visitor economy, life sciences, and low carbon goods and services – all sectors which Thanet will also be looking to advance in the short and medium term. In addition Thanet Council will need to maximise the links to developments that form part of the wider Thames Estuary economic development vision.

### **3: Position Thanet as a global agritech hub**

Thanet Earth is one of the leading horticulture businesses in the UK – in terms of the sophistication of its processes, the levels of resource use efficiency it has achieved, and the speed with which it has grown. Thanet Earth is exemplary in the application of agritech. Elsewhere in Kent, the NIAB East Malling Research has world class specialisms and links need to be made. But these also need to be understood both locally (in terms of the significant agricultural base) and in a national context, recognising the national and international nature of horticulture supply chains. More generally, substantial investment has been made in developing a national agritech strategy and starting to effect its practical implementation. The Council will engage fully in the process of delivery to position Thanet as a globally-relevant hub that can define the “next generation” of the Garden of England.

### **4: Promoting Thanet’s broader cultural/leisure offer**

Thanet’s cultural/leisure offer is outstanding, and it is complemented by assets nearby. The coastline, for instance, is part of an important natural landscape offer encompassing Kent’s coastline and parts of the Thames Estuary. Considered to be the oldest-surviving amusement park in Great Britain, Dreamland was comprehensively refurbished in 2014 with contemporary branding to allow visitors to enjoy this British seaside amusement experience. Heritage attractions in Thanet (e.g. Quex House, Pugin, Dickens House and Margate Old Town Museum) also have a natural tie-in with other Kent attractions such as Godinton House, Leeds Castle and Hever Castle. These link fundamentally to the quality of life which Thanet offers to incoming businesses and residents. The different elements therefore need to be viewed – and promoted – as part of a wider offer, focusing on the cultural/leisure demands from a fast-growing population, not as competing propositions.

### **5: Cultivating the creative industries across Thanet**

There is substantial opportunity to support the growth of the creative sector in the District. This has already put Margate on the international map with global practitioners coming to Turner Contemporary to work and collaborate, and a range of “exporters” doing business in the Far East and European markets. Investment in infrastructure (workspaces and digital) is key for growth. There are a number of creative entrepreneurs who live across the district. Thanet is ideally placed to support a greater connection between the creative and manufacturing/engineering sectors – by linking the arts and creativity with science. Many existing businesses already see the opportunity in growing this locally.

UK Policy, the South East Local Enterprise Partnership and Thames Estuary Commission offer exciting possibilities for Thanet as the district has now been identified as part of the Thames

Estuary area. There could be a particular focus for the “seaside towns” on both banks of the Estuary – linking places like Southend and Whitstable, with Margate and Ramsgate. It could also build on some major planned investment, notably that by Paramount at Swanscombe. Importantly this cluster could provide a shared focus for higher education institutions across the geography of the Estuary – particularly those with a physical presence in East Kent.

## 6: Designing enterprise into communities

The new housing developments planned – which are likely to be substantial in scale – must be advanced in a manner that “designs in” enterprise. Thanet’s environmental assets coupled with its relative proximity to London mean that it is ideally located for those with jobs in the capital but also with the flexibility to work from home (either direct or on a sub-contract basis) on a regular basis. Whilst not often defined as “economic development”, the potential linked to this group is significant: they are likely to be high earners and their spending patterns could become an economic driver in their own right. Provision ought to be made for them – which means that homes also need to be work places, and the quality of broadband provision needs to be exemplary. For the self-employed and sub-contractors, the provision of active working space and networking opportunities will also be important.

The Council will need to identify opportunities to influence housing developments to support innovation in the new homes planned for the district.

## 7: Long term feasibility modelling for Margate and Ramsgate

Thanet’s urban areas – particularly Margate and Ramsgate – ought to be the focus for its economic life. For Margate, this should have a cultural and creative dimension, and for Ramsgate, there will be both commercial and leisure links to the port and Royal Harbour, as well as the potential for a Heritage Action Zone. In both cases, though, there is a need for some holistic thinking, recognising that patterns of living and working are evolving quickly and within this context, the role of towns. This may mean that “zones / quarters” need to be identified, with secondary and tertiary retail areas considered for other uses (particularly residential and leisure) – and with linked up provision for smaller employment uses throughout. However, this should not happen on a piecemeal basis; instead, it needs to be part of a genuine economic and physical masterplan with a clear sense of what the future economic purpose of the two towns should be and feasibility modelling. Broadstairs includes direct access to one of the districts busiest beaches at Viking Bay and has a wealth of independent businesses and festivals to build on and grow.

Putting the **foundational initiatives** together with these longer term and **transformational ventures**, the overall Economic Growth Strategy for Thanet is summarised in Figure 1.

Figure 1: Economic Growth Strategy for Thanet

## Economic Vision for Thanet

Thanet is a great place to live, work and invest, rivalling its counterparts across the UK.  
Its economy will grow quickly in both relative and absolute terms

### Transformational Initiatives

- 1: Developing the Port at Ramsgate
- 2: Investing in high value manufacturing and engineering across Thanet and East Kent
- 3: Positioning Thanet as a global agritech hub
- 4: Promoting Thanet's broader cultural/leisure offer
- 5: Cultivating the creative industries across Thanet
- 6: Designing enterprise into communities'
- 7: Long term feasibility modelling for Margate and Ramsgate

### Foundational Priorities

- 1: Working with businesses, schools and FE/HE providers to improve workforce skills
- 2: Developing and implementing measures to support new and small businesses in the District, particularly the provision of managed workspace and focused business support
- 3: Ensuring major employment sites in Thanet are managed and promoted effectively
- 4: Working with local partners to ensure that the visitor economy continues to evolve, reflecting fast-changing patterns of demand

# Delivery, resourcing and implementation

## Structures

This Economic Growth Strategy is ambitious. Thanet District Council will play an important role in driving it forward, but it will only succeed if strong and active partnerships are forged with others. The Council's key partners include:

- key private sector businesses with a presence in Thanet (particularly those in the priority sectors);
- schools, further education and higher education organisations;
- the existing Coastal Community Teams working across the district;
- existing and potential investors in the area;
- other public sector bodies with a role in the District – including Kent County Council, government departments, SELEP, Thames Estuary and immediately adjoining local authorities (e.g. Dover, Canterbury).

A mechanism is needed to enable an “oversight role” to be performed in terms of implementation activities and progress across all components. This could be developed around an existing “grouping”, for example *Invest Thanet*, which currently engages with a range of public/private organisations and considers matters of interest to the Thanet economy. Alternatively, a new structure could be developed to coordinate the range of partners and stakeholders listed above.

Oversight will be clearly distinguished from the lead role in driving forward and implementing the individual work strands and specific projects. The transformational priorities involve a range of partners/stakeholders, both public and private sector, with some located within the District, and some outside. The Foundational priorities will also require engagement with partners and relevant stakeholders for delivery.

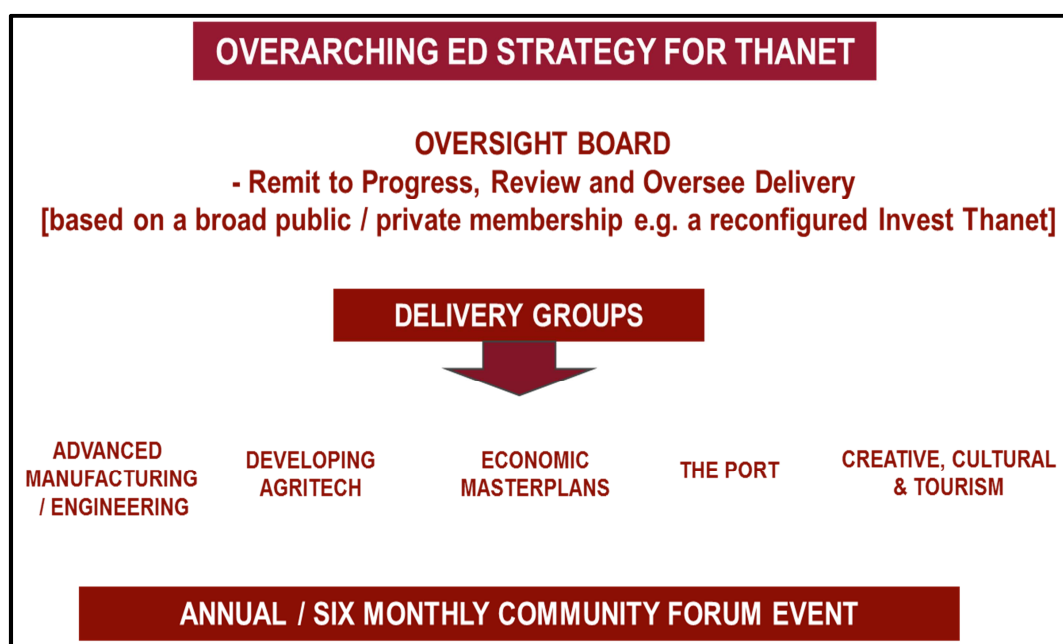
Although the Council has a role within each initiative, in several instances the focus of activity will extend beyond the District, covering an East Kent, Thames Estuary and wider perspectives. The Council will therefore not always be best placed to **lead** on such projects, although this would not affect the oversight functions.

This has been highlighted by the Commission on the future of Local Government which has stated that 'as local authorities become smaller in size, they need to become greater in influence'.

The Council will also engage further with the voluntary sector/wider community as a whole in the economic priorities going forward. It is proposed that an “Open Forum” meeting should be held, on a six or twelve monthly basis, as a public meeting, with updates on the strategy and progress under individual priority initiatives.

A potential framework for the structures/arrangements described above is set out below.

Figure 2: Delivering Thanet's Economic Growth Strategy



### Implementation

Moving forward, specific themes within the Strategy will be developed in a focused way, with the involvement of key partners/stakeholders. Dedicated Delivery Groups will be formed that will comprise of a strong grouping of members, including relevant public sector agencies with a funding or implementation role, businesses within the priority sectors, funders/investors and any other key stakeholders.

Each Delivery Group will deliver a role of 'Bidding, Branding and Planning':

- draw up a robust action/business plan for the theme in question (including responsibility points)
- identify potential funding sources
- define a critical path for delivery
- identify the likely risks to be addressed in implementation
- monitor progress/outputs and report to the Oversight Board.

Delivery Groups may want to establish individual Project Teams, if specific initiatives are going to require detailed development of the project specification, and ultimate project management.

Owners of key assets will play important roles; the Council and other public bodies that own a range of assets that could play an important part in delivering some of the Transformational initiatives.

### Resourcing

The Oversight Board and the Delivery Groups need to be serviced/supported in their organisational and administrative functions. To assist this process, the Council's Economic Development team will be strengthened (including two Sector Growth Managers and Area Development Officers), with a view to contributing some internal resources to concentrate on these key projects, make the most of assets, and develop stronger relationships with priority businesses, investors and partners, by providing an "account management" service.

It is recognised that these resources will only be able to provide part of the inputs needed to progress the range of initiatives set out in this Strategy. There is a clear need for other public and private stakeholders / asset owners to contribute to this programme. Indications however are that this should be possible, particularly where clear benefits are going to be gained by others, which would justify the costs involved. These stakeholders will generally be expected to head up the support/servicing functions across the priority themes, both within the Oversight Board and the Delivery Groups.

The involvement of Thanet District Council personnel in establishing/initiating the above programme and structures will be an important ingredient in making early progress on the Strategy.

# Monitoring progress

## Headline targets

The Economic Growth Strategy for Thanet is ambitious; in terms of key indicators, it assumes that Thanet grows more quickly than Kent as a whole over a sustained period.

Drawing on data from the East of England Forecasting Model (EEFM, 2014), the table below sets out quantified targets relating to the economy of Thanet. The headline target relates to labour productivity (measured as GVA per job). In 2016, productivity in Thanet is estimated to be about 80% of the county-wide average. To achieve the Kent-wide level by 2031, it will need to grow at 3.5% per annum. This is extremely ambitious: the baseline (business as usual) projection is for growth at 1.8% per annum across the District. However only by increased productivity will wage levels rise significantly, and these are crucial for a higher quality of life within the District.

**Table 1: Overall targets for the Economic Growth Strategy**

	GVA per job (productivity)	GVA per capita (wealth)
Baseline position (2016 estimate) – Thanet (2010 prices)	£32.6k	£11.8k
Projected outcome in 2031 – Thanet (2010 prices)	£42.3k	£15.6k
Projected outcome in 2031 – Kent (2010 prices)	£54.2k	£25.1k
Growth rate on business as usual assumptions (Thanet)	1.8% per annum	1.9% per annum
<b>Growth rate required to match the Kent average by 2031 and achieve the Vision</b>	<b>3.5% per annum</b>	<b>5.2% per annum</b>

*Source: Based on EEFM, 2014*

Although there are no projections through to the 2030s, it will be important that by 2031 skills levels in Thanet are on a par with those of Kent as a whole; unless this is achieved, productivity enhancements on the scale envisaged here will be impossible to achieve. Currently, the proportion of the working aged population qualified to degree level or above is over ten percentage points lower in Thanet than the Kent-wide figure.

In addition, it will be important that the employment targets set out in the emerging Local Plan are achieved. This means creating some 5,000 new jobs district-wide. This target too is challenging. EEFM projects growth of around 3,000 jobs on business as usual assumptions.

For reference, Table 1 includes data relating to GVA per capita, the headline measure of wealth. In 2016, GVA per capita in Thanet was 63% of the county average. This is a substantial gap which is explained by a combination of sectoral structure and demographics. Closing it completely would require growth at a rate of 5.2% per annum through to 2031. This rate of growth is unattainable given baseline growth projections of 1.9% per annum. Nevertheless, the aspiration is to close the gap significantly.



### *Intermediate milestones*

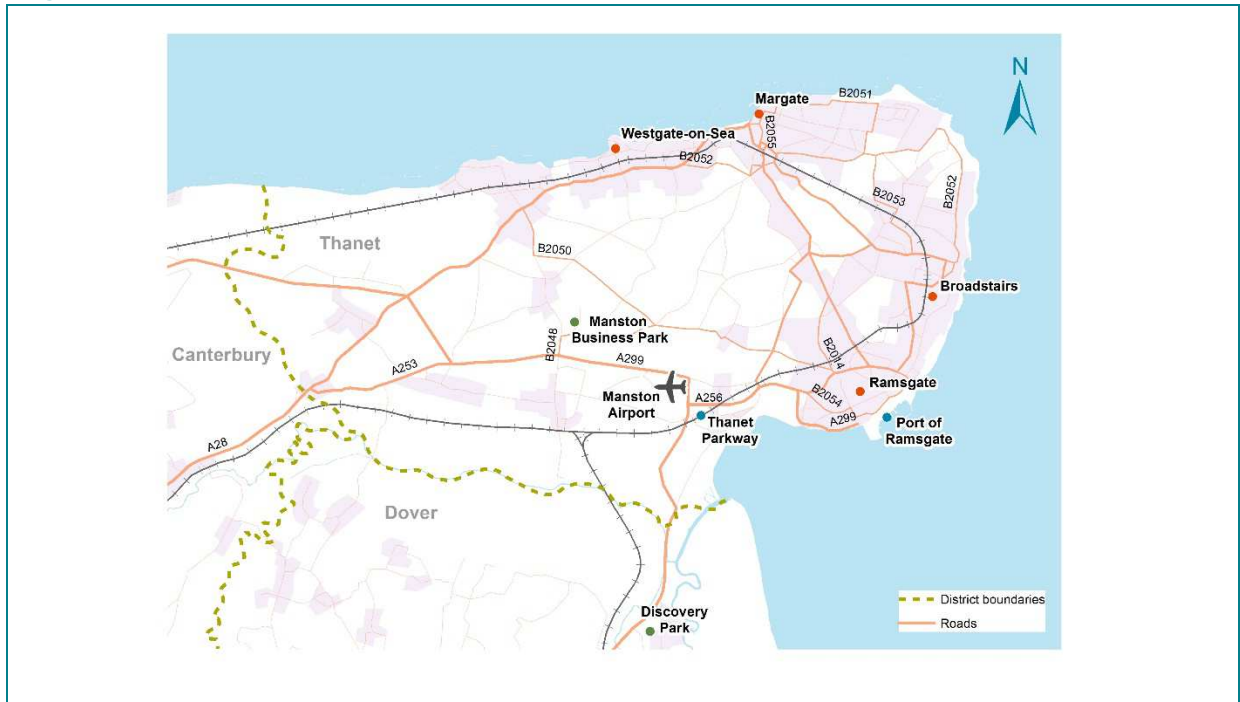
The headline targets set out above are ambitious and long term. It will be important that some intermediate milestones are defined and achieved. Over the next year, these should include:

- making a decision in relation to the future of Manston Airport – by Autumn/Winter 2016
- working up more detailed propositions for Thanet and its partners to pursue as part of the Thames Gateway Commissions priorities – by Autumn 2016
- adopting the Economic Growth Strategy – in November 2016
- putting in place the delivery structure – by March 2017
- developing action plans for each of the foundational initiatives – by Spring 2017
- developing clear plans for the transformational ventures – by Spring 2017
- developing bidding and branding tactics for funding and resources to implement the Economic Growth Strategy – by Spring 2017
- launching marketing and other material to aid implementation – by Spring/Summer 2017
- preparing the first annual report on the progress of the Strategy in delivery – by Spring 2018.

# Annex A: Baseline data

This Annex provides supporting evidence to the main Economic Growth Strategy. It sets out the current socio-economic conditions within Thanet and how they are projected to change (on business as usual assumptions). As such, it outlines the context in which the Economic Growth Strategy will be delivered. It draws mainly on secondary datasets, predominately coming from the Office for National Statistics. Projections on the future of Thanet’s economy are based on Oxford Economics’ East of England Forecasting Model (EEFM).

Figure A-1: Maps of Thanet



Thanet is conveniently located in the South East of England – high speed trains provide a fast service to London (74mins), while close proximity to the Channel Tunnel allows for expedient journeys to the continent (2hr 30mins to Brussels; and 2hrs 42 mins to Paris).

Figure A-2 Travel times

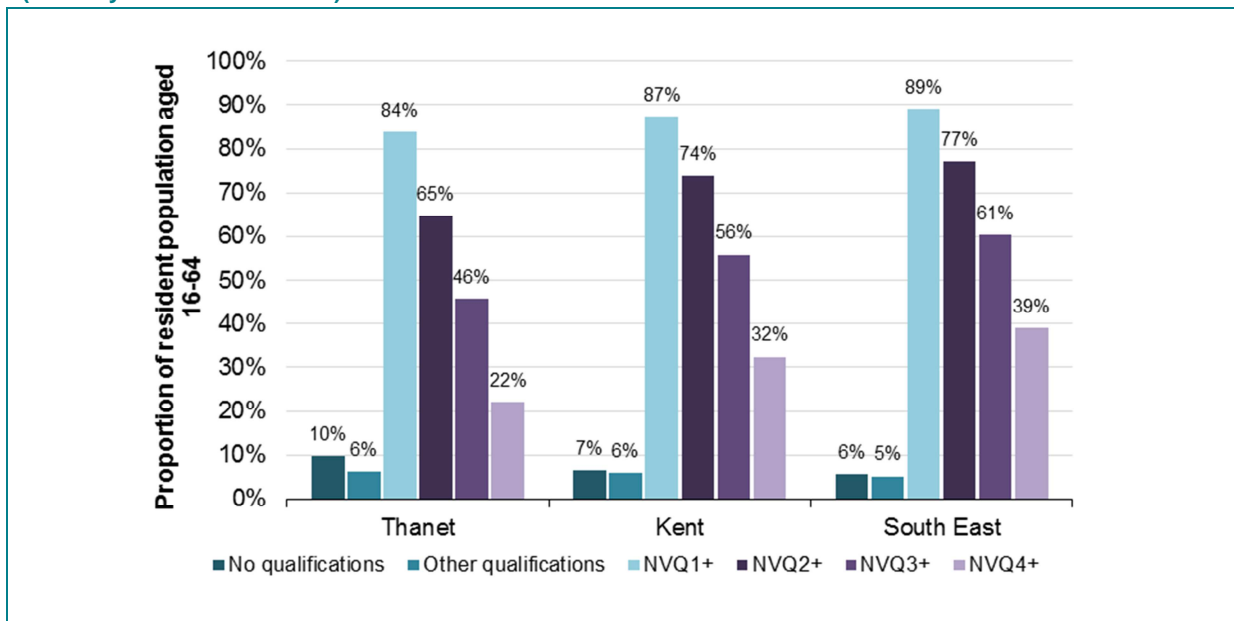


## Economic baseline

### *The local skills profile*

As shown in Figure A-3, Thanet's working age population is less well qualified than across Kent and the South East as a whole. Of its population aged 16-64, 10% have no qualifications, figures which are lower than Kent and the South East. The proportion of the Thanet working age population holding each respective qualification level is lower than the two other comparator areas. This situation is most acute for the highest qualification level: NVQ4+.

**Figure A-3: Proportion of the resident population aged 16-64 holding different qualification levels (January to December 2014)**



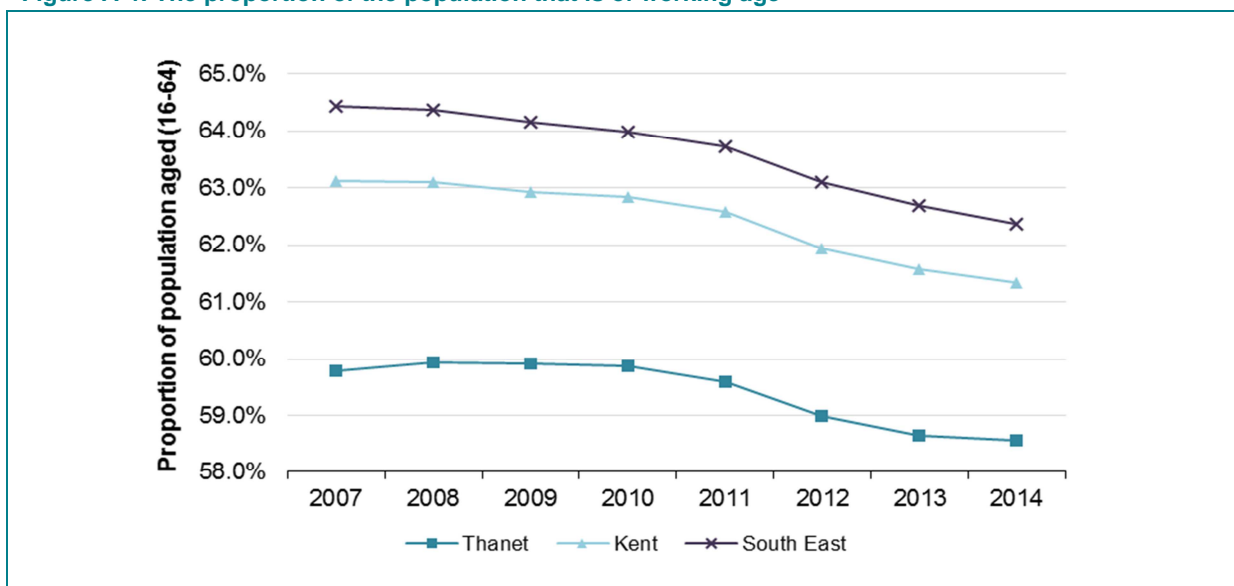
Source: Annual Population Survey

Thanet residents are also less likely to have managerial positions than their peers across Kent and the South East more generally. Of the Thanet residents in employment, 8.6% are ‘managers, directors and senior officials’ which compares to 11.4% for Kent, and 11.9% for the South East. Thanet also has a smaller proportion of its population in ‘professional occupations’ and ‘associate professional and technical occupations’ compared to Kent and the South East.

### Working age population

In recent years, the absolute size of Thanet’s working age population has been increasing, rising 4% between 2007 and 2014. This rate of increase is line with that experienced in Kent and the South East over the same period. The proportion of Thanet’s population that is of working age has been in decline in recent years, as demonstrated in Figure A-4. It also highlights that compared to Kent and the South East, Thanet’s population has a lower proportion of individuals aged 16-64.

**Figure A-4: The proportion of the population that is of working age**

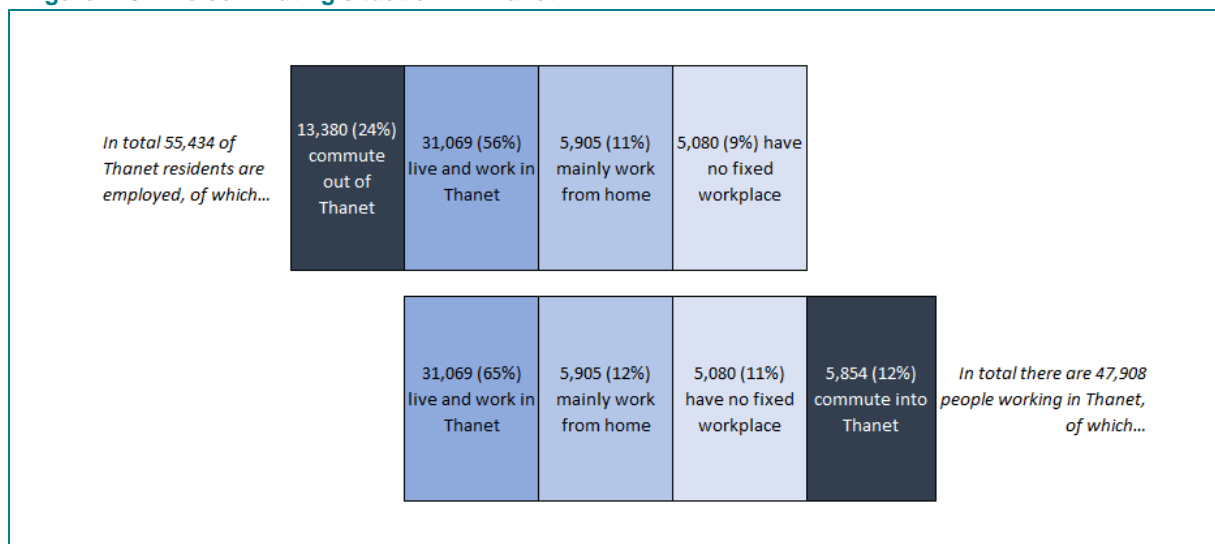


Source: ONS mid-year population estimates

## Commuting and working patterns

Thanet is relatively self-contained, with approximately 65% of the district's workers also living in the area (31,069 of 47,908). Overall, Figure A-5 below shows that as a district, Thanet is a net exporter of labour. Taken together, Canterbury and Dover provide the workplace locations for 56% of Thanet residents that out-commute while 70% of those commuting into Thanet are from these two areas.

**Figure A-5: The commuting situation in Thanet**



Source: Neighbourhood statistics drawing on 2011 Census data

Compared to other areas nearby, levels of home working within Thanet are comparatively low. Of all those living and working within Thanet district, 19% were home workers. In contrast, of those living and working in the same local authority district, home working levels in Dover and Ashford were 22% (of 24,003) and 27% (of 27,231) respectively.

## Employment rate (residence-based)

Particularly since the end of the recession, there is evidence to suggest that the employment rate in Thanet has improved much more quickly than either regionally or nationally. It remains relatively low, but it appears to be "catching up".

**Table A-1: Employment rate (among the population aged 16+)**

	Thanet	South East	Great Britain
Apr 2011-Mar 2012	48.1%	61.1%	57.6%
Apr 2012-Mar 2013	47.4%	60.6%	58.0%
Apr 2013-Mar 2014	49.0%	61.5%	58.5%
Apr 2014-Mar 2015	52.0%	62.1%	59.3%
Apr 2015-Mar 2016	54.5%	62.4%	60.0%

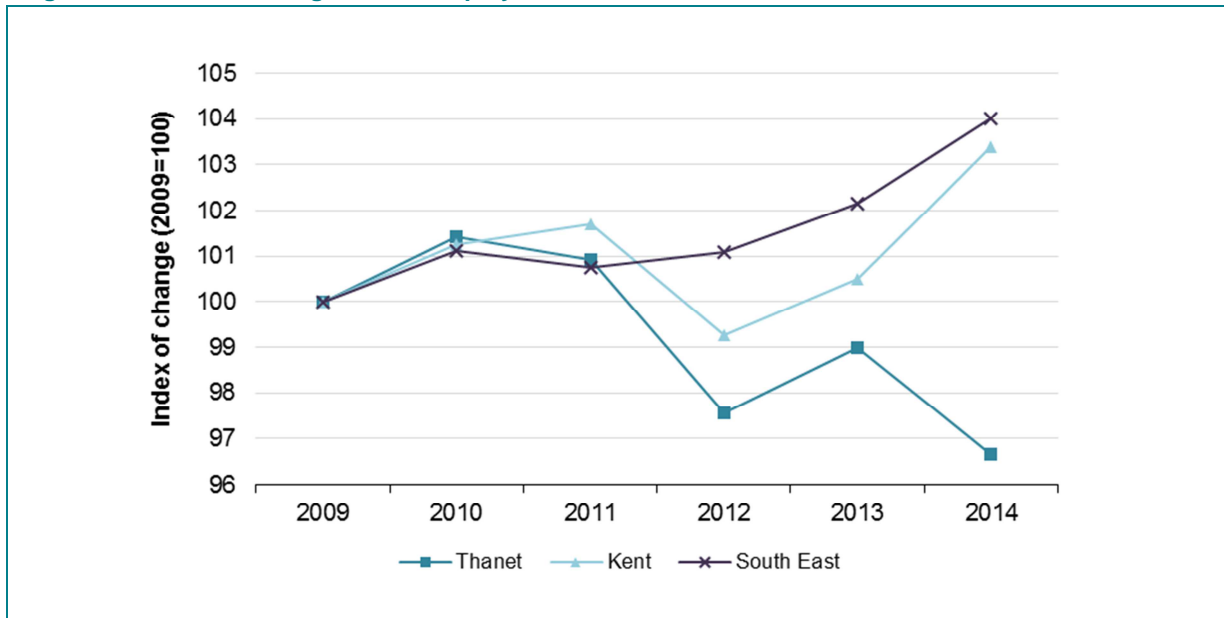
(Source: Annual Population Survey)

The data suggest further that the number of Thanet residents in employment increased to 59,900 in the year April 2015/March 2016. This was 5,000 higher than two years previously (April 2013/March 2014) and 9,400 higher than in the year April 2012/March 2013.

### Local employment (workplace-based)

Figure A-6 suggests a challenging employment situation within Thanet. As shown, the district saw a fall in employment levels between 2009 and 2014. This is in contrast to Kent and the South East where 2014 employment levels are higher than those in 2009. However, it is important to note that anomalies within the survey-based data could be part of the explanation; it will be important to consider the data for 2015, once they are released by ONS.

Figure A-6: Index of change in total employment 2009-2014<sup>1</sup>



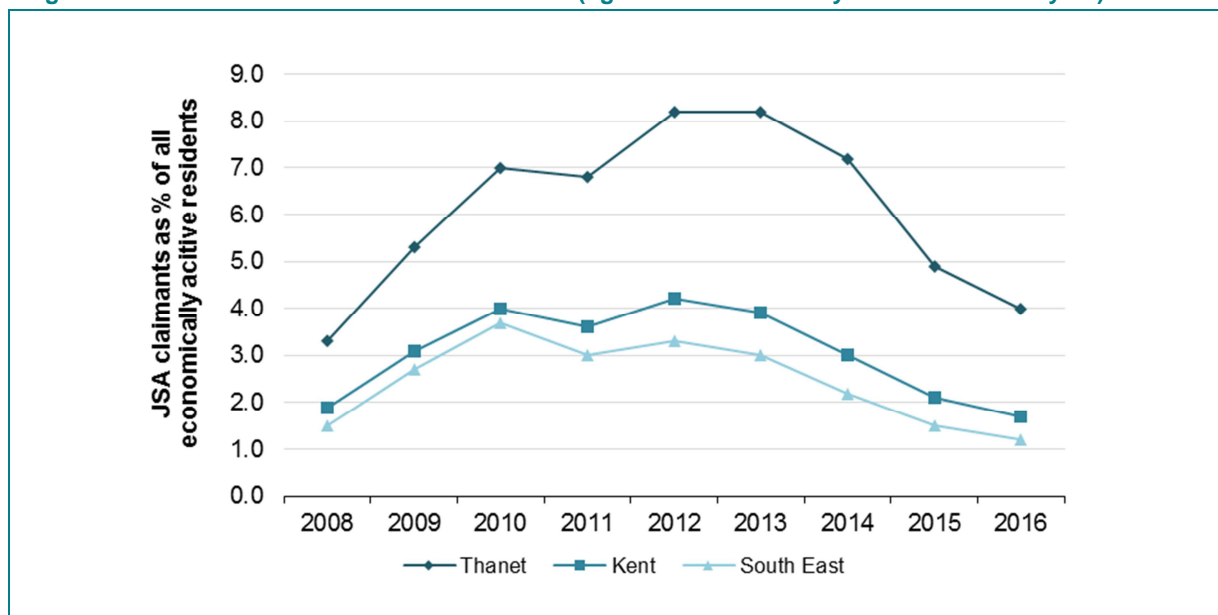
Source: Business Register and Employment Survey

Jobseekers Allowance claimant rates in Thanet have seen year-on-year falls between 2013 and 2016. This is consistent with patterns of post-recession economic recovery nationally.<sup>2</sup> However, claimant rates are higher in Thanet than in Kent and the South East (see Figure A-7).

<sup>1</sup> Please note that these figures include employee and self-employed workers that are registered for VAT or Pay-As-You-Earn (PAYE) schemes

<sup>2</sup> Please note that the decline in rates of JSA claimants might be attributable to more people deciding not to claim JSA rather than more locals being able to find work.

Figure A-7: Jobseekers claimant rates over time (figures are for January of each calendar year)



Source: ONS claimant data

### Employment by sector

Table A-2 below shows employment by sector in Thanet, based on a three year average for the period 2012-2014. As shown, public services are an important source of employment in Thanet, accounting for 36% of employment in the area (14,300 of 40,267 in employment). Retail and accommodation were also significant sectors of employment, highlighting the importance of tourism and leisure to the local economy.

Table A-2: Employment by sector in Thanet (three year average for 2012-2014)

	Total employment	% of total
Health	7,300	18%
Retail	6,200	16%
Education	5,700	14%
Accommodation & food services	3,500	9%
Manufacturing	3,200	8%
Business administration & support services	2,400	6%
Construction	1,900	5%
Transport & storage	1,800	5%
Arts, entertainment, recreation & other services	1,800	4%
Professional, scientific & technical	1,500	4%
Public administration & defence	1,200	3%
Wholesale	900	2%
Financial & insurance	800	2%
Motor trades	600	1%
Information & communication	500	1%

	<b>Total employment</b>	<b>% of total</b>
Property	500	1%
Mining, quarrying & utilities	300	1%
Agriculture, forestry & fishing	0	0%
Column Total	40,300	100%

*Source: Business Register and Employment Survey. Please note that averages are calculated on figures for each year which are all rounded to the nearest 100.*

Table A-3 highlights that average full time employee earnings in Thanet (both for residents of the area and workers in the area) are lower than average figures for Kent and the South East. It is also worth noting that resident full time employee earnings are higher than workplace earnings – suggesting that out-commuters are accessing better paid jobs outside of their resident area.

**Table A-3: Comparison of median annual resident and workplace earnings for full time employees (2015)**

	<b>Resident (£)</b>	<b>Workplace (£)</b>	<b>Difference (£)</b>
Thanet	23,000	21,100	1,900
Kent	29,800	26,700	3,100
South East	30,100	29,000	1,100

*Source: Annual Survey of Hours and Earnings. Figures rounded to the nearest 100.*

### **Business demographics**

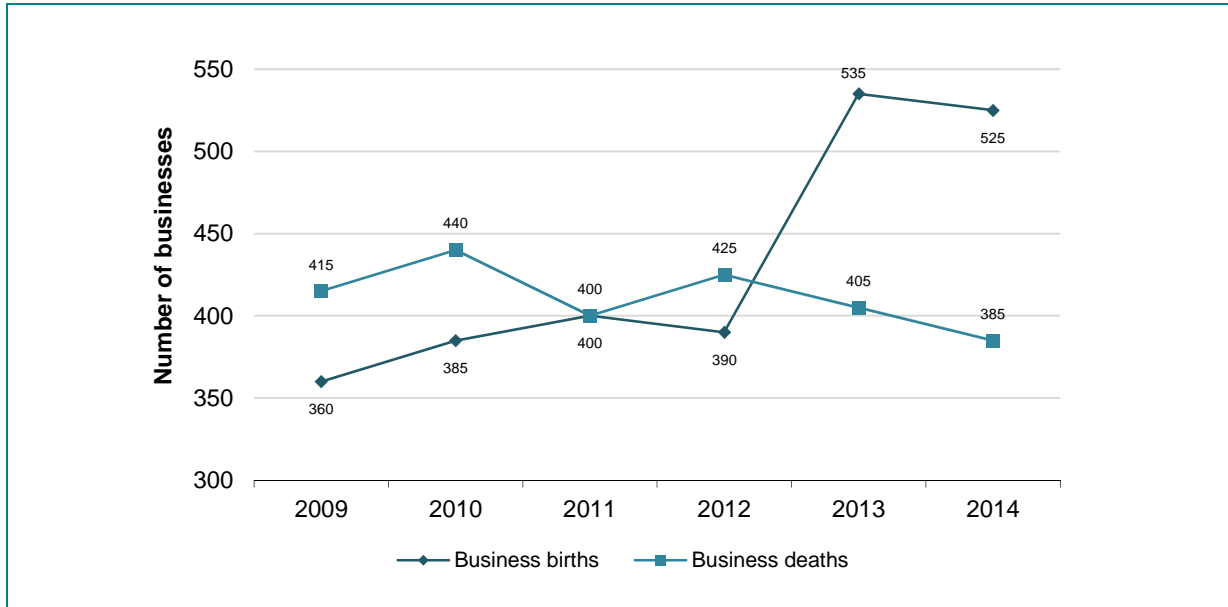
Figure A-8 compares business births<sup>3</sup> and business deaths<sup>4</sup> over recent years within Thanet. For much of the period shown, the number of business deaths was higher than business births. Since 2013, business births have been higher than business deaths, implying improving business conditions for enterprises in Thanet.

<sup>3</sup> A business birth is defined by the Office for National Statistics (ONS) as “a business that was present in year t, but did not exist in year t-1 or t-2.”

<sup>4</sup> A business death is defined by ONS as “a business that was on the active file in year t, but was no longer present in the active file in t+1 and t+2.”



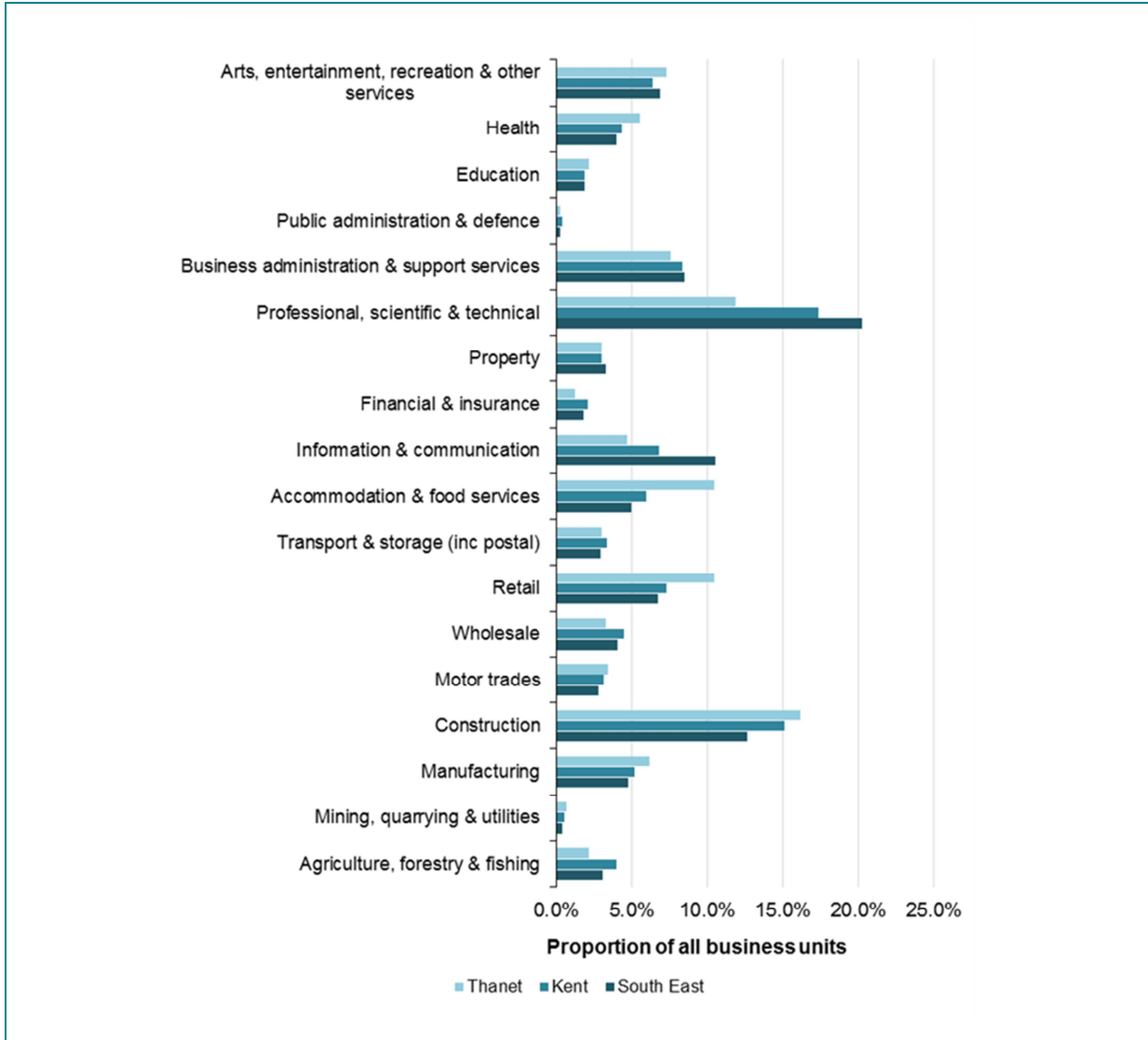
Figure A-8: Business births and deaths in Thanet (2009-2014)



Source: ONS Business Demography data

As shown in Figure A-9, as a sector, construction accounts for the largest share of all Thanet enterprises (16%), exceeding the corresponding figures in both Kent and the South East. Thanet also has a noticeably higher proportion of its businesses in accommodation & food services, retail, health, and manufacturing relative to these two areas. It has a lower proportion of businesses in professional, scientific and technical sectors, and in information and communications. Typically, these sectors are associated with higher paid jobs.

**Figure A-9: Make-up of enterprises by sector for 2015**

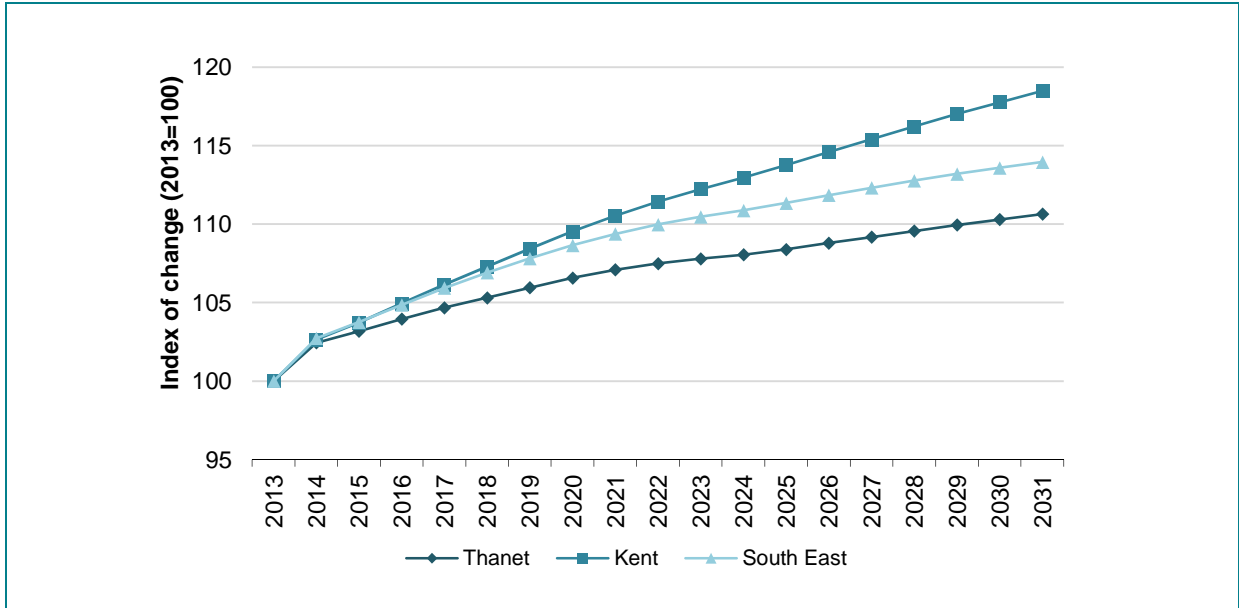


Source: ONS Business Counts data

## Economic projections

As shown below, employment forecasts produced by Oxford Economics suggest future employment levels within Thanet will rise steadily over the next fifteen years. In net terms, it is expected that the number of jobs will increase by 11% between 2013 and 2031: from 48,100 to 53,200 (on business as usual assumptions).

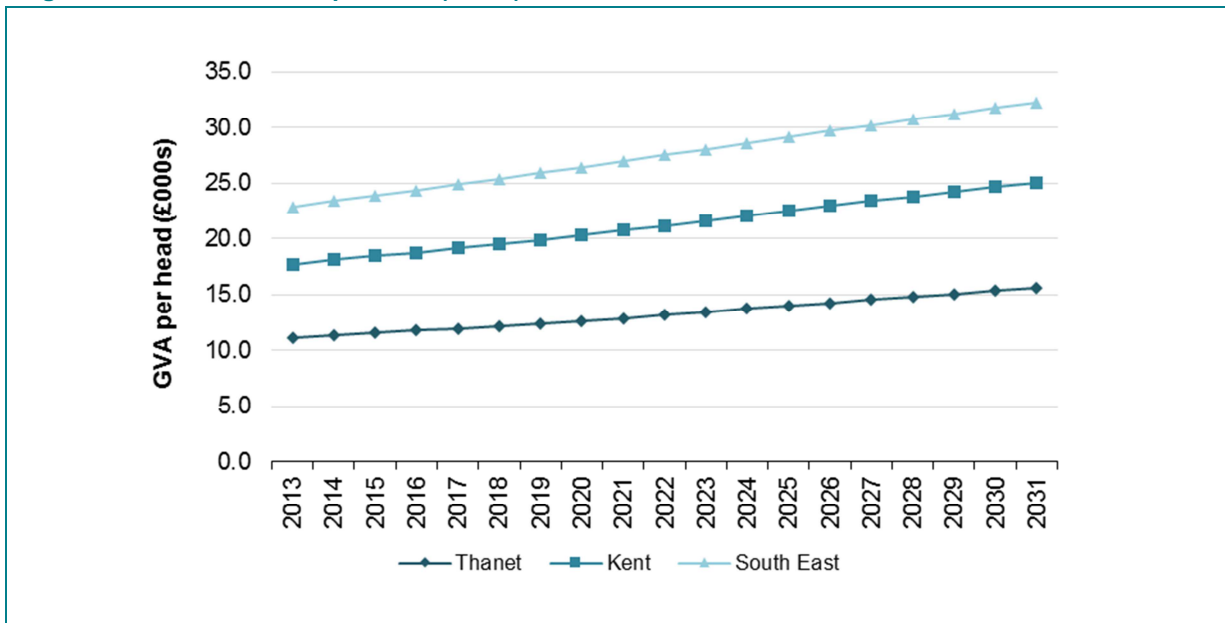
**Figure A-10: Total employment index of change (2013 = 100)**



Source: East of England Forecasting Model (2014 projections)

Figure A-11 below also shows that GVA per head is expected to increase year-on-year until 2031 and at a rate similar to that expected in Kent and the South East more widely.

**Figure A-11: Forecast GVA per head (£000s) for 2013-2031**



Source: East of England Forecasting Model (2014 projections)

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<b>Budget Monitoring Report No 2 2016-17</b>
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Cabinet	<b>17 November 2016</b>
Report Author	<b>Peter Timmins</b>
Portfolio Holder	<b>Cllr John Townend, Portfolio Holder for Financial Services and Estates</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Ward:	<b>All Wards</b>

**Executive Summary:**

Monitoring has now been undertaken covering the period ending 31 August of the financial year 2016-17 and for **General Fund** a breakeven position is forecast. However, emerging pressures such as the ongoing delivery of savings factored in as part of the 2016-17 Budget Build regarding Assets and the review of Operational Services will need to be contained within existing resources. A more detailed budget monitoring report will be brought to Cabinet in January covering the period to the end of November 2016..

The **General Fund capital programme** is reporting a shortfall in funding of capital receipts of £799K and it is not anticipated that the shortfall will be covered by the end of the financial year without a review of the existing programme to remove or re-profile specific projects, or recommend the use of the balance of the as yet unused receipt for Royal Sands.

The **Housing Revenue account** is reporting an overspend of £170K compared to budget. This increases the HRA budgeted deficit to £545k a breakdown of which is detailed within the report and supporting annexes.

**Recommendations:**

That Cabinet notes the forecast position for 2016-17 for the General Fund.

That Cabinet notes the current Housing Revenue Account position.

That Cabinet note the shortfall in capital receipts of £799k and recognises that in order to achieve a balanced budget it will be necessary for officers to undertake a review of the existing programme and either remove projects, re-profile the programme or adjust funding.

That Cabinet notes the General Fund and Housing Revenue Account Capital Programmes and agree the budget changes detailed as per **Annex 1** and **Annex 3** for the General Fund capital and HRA.

That Cabinet notes the disposal of the SOS trailer for £5,500 plus VAT.

<b>CORPORATE IMPLICATIONS</b>									
<b>Financial and Value for Money</b>	The financial implications have been reflected within the body of the report.								
<b>Legal</b>	Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, it is the Director of Corporate Resources (S151 Officer), and this report is helping to carry out that function.								
<b>Corporate</b>	Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the Council's current position.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1"> <thead> <tr> <th colspan="2">Please indicate which aim is relevant to the report.</th> </tr> </thead> <tbody> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </tbody> </table> <p>There are no equity and equalities implications arising directly from this report, but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p> <p>It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
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Foster good relations between people who share a protected characteristic and people who do not share it.									

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	

## 1.0 Introduction and Background

- 1.1 The report enables Cabinet to take an informed view of the forecast for the General Fund, as well as the forecast for the Housing Revenue Account (HRA) and HRA

Capital Programme for 2016-17. The report summarises the main issues, with the detail being provided in the annexes.

## **2.0 Summary Outturn Position for the General Fund 2016-17**

- 2.1 Monitoring has now been undertaken covering the period ending 31 August of the financial year 2016-17 and for General Fund a breakeven position is forecast. However, emerging pressures such as the on-going delivery of savings factored in as part of the 2016-17 Budget Build will need to be contained within existing resources.
- 2.2 A more detailed budget monitoring report will be brought to Cabinet in January covering the period to the end of November 2016. This report will detail how Directors have funded any non-delivery of savings within their areas.
- 2.3 As indicated above savings factored in as part of the 2016-17 Budget Build will need to be carefully monitored in order to ensure that they are delivered as expected. With five months monitoring data, it is still early to be confident of the likely position at year end. However, the current position will be carefully monitored over the coming months and corrective action will be taken if necessary to bring it back to a balanced budget position.
- 2.4 In terms of liabilities, the Council is exposed to the outcome of the Health and Safety Executive report with regard to some employees, but some funding has been set aside for this.

## **3.0 General Fund Detail By Directorate:**

### **Chief Executive**

- 3.1 There are no major variances to report at this time.

### **Operational Services**

- There are no major variances to report at this time as it is anticipated that all savings will be delivered in year. However, there remains pressure to deliver changes to Operational Services and work is continuing to ensure that this remains within budget. If there is the possibility of not containing costs within budget, then alternative options within the service will be identified.

### **Community Services**

- There are no major variances to report at this time, although as indicated above, there remains pressure to deliver savings factored in as part of the 2016-17 Budget Build. Further work will be undertaken during the remainder of this financial year to ensure that the targeted savings are not only delivered but achievable from April 2017.

### **Corporate Resources**

- There are no major variances to report at this time as it is anticipated that all savings will be delivered in year. There is a pressure of £70K in relation to increased Pension Back-funding costs, this being driven by the previous triennial valuation, and will be managed though additional income identified in

year. This will be closely monitored and growth has been factored into the 2017-18 budget build to pick up the increased cost moving forward.

### **Corporate Governance**

3.2 There are no major variances to report at this time as it is anticipated that all savings will be delivered in year, however:

- There is a pressure of £100K in relation to Budget savings set against the Asset Management Plan. It is anticipated that this will continue to be managed as part of the overall monitoring position for Corporate Governance and the Repairs and Maintenance Programme will be reviewed where appropriate.
- There are reduced incomes attributed to property and work continues to identify new income streams to offset this. More detailed assumptions will be brought to Cabinet in January but at this stage any pressure is considered containable.

### **General**

3.3 Between now and January, Financial Services will continue to work with Managers to ensure the delivery of balanced budgets and that these are monitored, managed and reported. This will include supporting the on-going change programme of savings factored in as part of the Medium Term Financial Strategy and areas of concern as identified above.

3.4 The table overleaf shows the current position by Directorate:

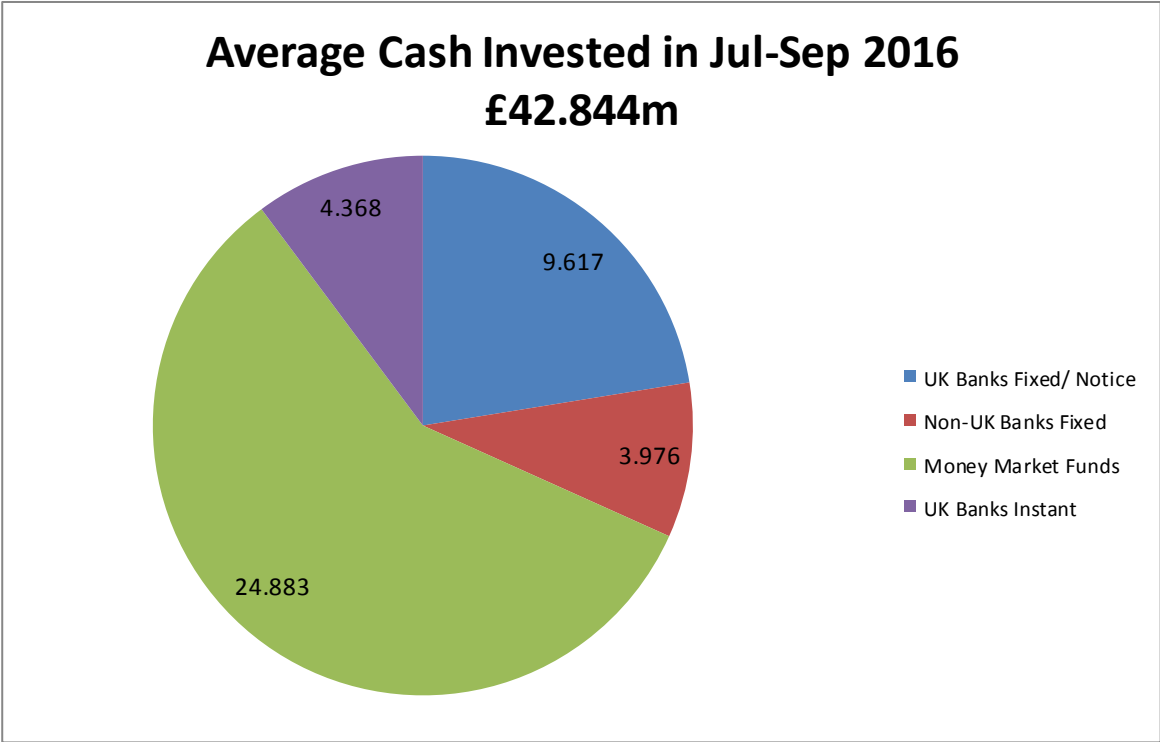


	East Kent Shared Services			Chief Executive			Director Of Operational Serv			Director Of Community Services		
	5E			S			V			X		
	Working Budget	Revised Forecast	Variance	Working Budget	Revised Forecast	Variance	Working Budget	Revised Forecast	Variance	Working Budget	Revised Forecast	Variance
Employees	9,199,470	9,199,470	-	274,310	274,310	-	8,275,970	8,275,970	-	4,896,770	4,896,770	-
Premises Related Expenditure	-	-	-	-	-	-	3,467,990	3,467,990	-	570,880	570,880	-
Transport Related Expenditure	46,300	46,300	-	7,010	7,270	260	1,052,700	1,052,700	-	68,740	68,784	44
Supplies And Services	1,673,780	1,673,780	-	35,200	34,941	(260)	2,911,140	2,911,140	-	2,699,705	2,818,357	118,652
Third Party Payments	419,720	419,720	-	-	-	-	158,280	158,280	-	539,450	539,450	-
Transfer Payments	3,000	3,000	-	-	-	-	580	580	-	-	10,981	10,981
Revenue Financing	-	-	-	-	-	-	-	-	-	-	-	-
Income	(7,841,370)	(7,841,370)	-	(29,100)	(29,100)	-	(9,343,260)	(9,343,260)	-	(4,013,995)	(4,143,672)	(129,677)
	<b>3,500,900</b>	<b>3,500,900</b>	<b>-</b>	<b>287,420</b>	<b>287,420</b>	<b>-</b>	<b>6,523,400</b>	<b>6,523,400</b>	<b>-</b>	<b>4,761,550</b>	<b>4,761,550</b>	<b>-</b>
	Director Corp Resources S151			Director Of Corp Governance			TOTAL					
	Y			Z								
	Working Budget	Revised Forecast	Variance	Working Budget	Revised Forecast	Variance	Working Budget	Revised Forecast	Variance			
Employees	4,851,840	4,851,840	-	1,472,680	1,472,680	-	28,971,040	28,971,040	-			
Premises Related Expenditure	42,200	42,200	-	940,820	940,820	-	5,021,890	5,021,890	-			
Transport Related Expenditure	4,110	4,110	-	15,460	15,460	-	1,194,320	1,194,623	303			
Supplies And Services	548,460	548,460	-	1,277,690	1,277,690	-	9,145,975	9,264,367	118,392			
Third Party Payments	-	-	-	8,330	8,330	-	1,125,780	1,125,780	-			
Transfer Payments	68,300,350	68,300,350	-	-	-	-	68,303,930	68,314,911	10,981			
Revenue Financing	-	-	-	-	-	-	-	-	-			
Income	(71,777,520)	(71,777,520)	-	(2,404,020)	(2,404,020)	-	(95,409,265)	(95,538,942)	(129,677)			
	<b>1,969,440</b>	<b>1,969,440</b>	<b>-</b>	<b>1,310,960</b>	<b>1,310,960</b>	<b>-</b>	<b>18,353,670</b>	<b>18,353,670</b>	<b>-</b>			

**4.0 Treasury Management for Period ending September 2016**

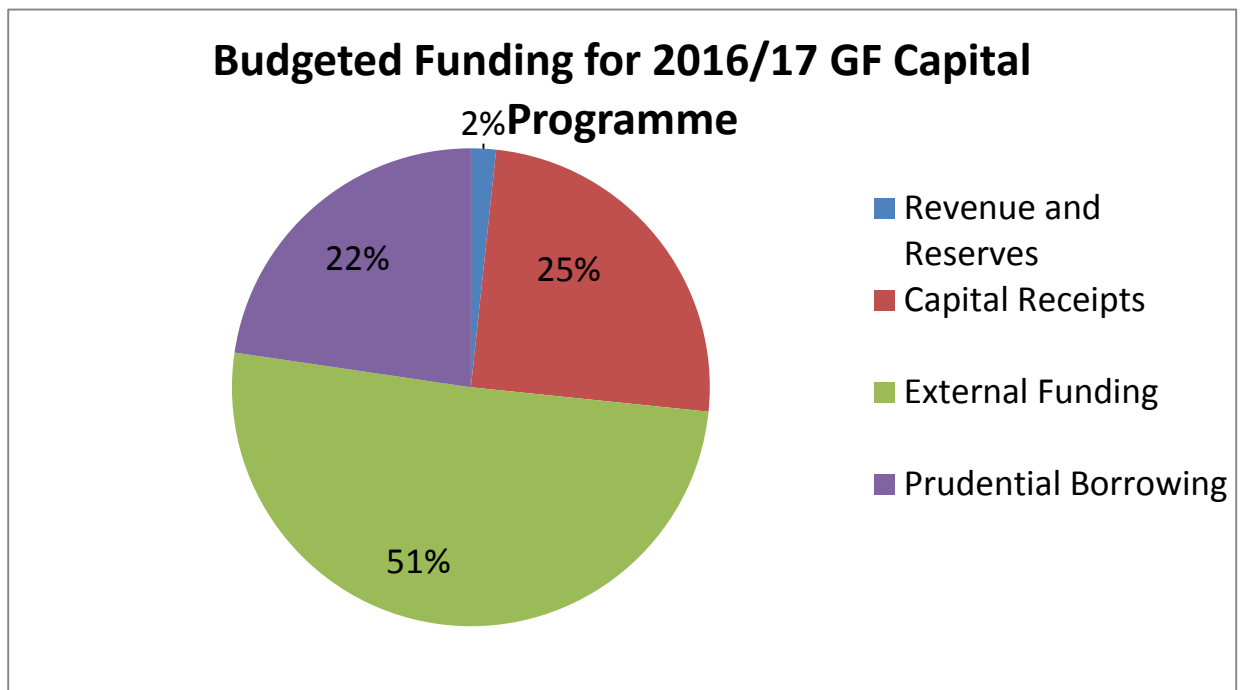
**4.1 Key Highlights**

- The average July-September cash balance invested was £42.844m (Q1 2016/17: £36.640m), ranging from £35.642m to £49.986m. The cash balance invested at the end of September was £43.782m.
- Investment interest income for the three months to the end of September was £0.063m, at an average rate of 0.58%.



**5.0 Capital Programme**

5.1 Budgeted funding for the £13.4m programme is detailed below:



#### 5.2 Funding of the Capital Programme.

Funding source	Revised Capital Budget 2016/17 to Cabinet 20 Oct 2016 £	Budget Percentage %
Revenue and Reserves	226,833.56	2
Capital Receipts	3,342,889.60	25
External Funding	6,794,847.67	51
Prudential Borrowing	3,039,834.15	23
<b>Total</b>	<b>13,404,404.98</b>	100

5.3 To date, 47% of the Capital programme has been committed to be spent and a breakdown for each Directorate is detailed within the table below. Of concern is the minimal spend to date for Operational Services, although at the time of writing, a substantial purchase against the vehicle replacement programme is due to be placed. A detailed programme is provided within **Annex 1**.

<b>Summary of General Fund Capital Programme 2016/17</b>	<b>Revised Capital Budget 2016/17 to Cabinet 20 Oct 2016 £</b>	<b>Committed Spend to Date 30/09/16 £</b>	<b>Budget Remaining £</b>	<b>Percentage of Budget Committed at 30/09/16 %</b>
Corporate Governance (East Kent Services)	270,943.94	72,929.69	198,014.25	27
Community Services	8,981,013.35	6,168,851.37	2,812,161.98	69
Operational Services	4,077,447.69	48,819.93	4,028,627.76	1
<b>Total</b>	<b>13,329,404.98</b>	<b>6,290,600.99</b>	<b>7,038,803.99</b>	<b>47</b>
Capital Salaries	75,000.00			-
<b>Grand Total</b>	<b>13,404,404.98</b>	<b>6,290,600.99</b>	<b>7,038,803.99</b>	<b>47</b>

#### 5.4 General Fund Capital Investment

The General Fund capital investment programme includes the following major works:

- Dreamland Heritage Park (including Sunshine Café) (£4.06m)
- Disabled Facilities Grants (£1.6m)
- Dalby Square Grants (£1.7m)
- Ramsgate Port – Berth 3 & 4/5 Replacement (£1m)
- Vehicle Replacement Programme (£2.3m)

The residual budget for the Margate Cemetery Extension project (£3,493) has been removed pending an options review.

The Berth 4/5 project has been varied by Member Decision to include Berth 3, although the total budget currently remains at £1,000,000.

The residual budget for Public Conveniences (£10,000) has been removed following completion of this project.

Some £239,000 of the budget for the Port Low Carbon Plan has been slipped to 2017/18 following a re-profiling of this project.

The Waste DLO budget has been increased by £2,500 (funded from revenue) for a new bin roll-out.

Following agreement at the Health and Wellbeing Board the proportion of the Better Care Fund allocated to Disabled Facilities Grants has been increased from £1.277m to £1.6m and additional allocations of Better Care Funding have been provided to Kent County Council, £375k for delivering DFG related emergency works and £327k for other strategic projects.

Additional monies have been allocated to the Private Sector Housing budget (£39k) as a result of historic repayable grants being returned to the Council.

5.5 General Fund property receipts for the six months to the end of September 2016 are as follows:

<b>Description</b>	<b>Amount £</b>
Ramsgate Swimming Pool	250,000
College Road land rights	17,875
Sandwich Road foreshore land easement	26,151
Royal Sands	1,813,015
<b>Capital receipts balance</b>	<b>2,107,041</b>

The capital receipt on completion of the Royal Sands sale is comprised as follows:

<b>Split of Proceeds</b>	<b>Amount £</b>
Funds received in 2009 for lease principal payment	550,000
Release of 2009 deposit and accrued interest in favour of the Council on completion	1,038,858
Additional funds received by the Council on completion	1,961,142
<b>Total proceeds</b>	<b>3,550,000</b>

The allocation of the Royal Sands receipt is as follows:

<b>Allocation of Proceeds</b>	<b>Amount £</b>
Funding used to balance 2009/10 capital programme	550,000
Set aside for affordable housing	727,600
Funding for cliff work in connection with completion	391,545
Allocated cost of sale	67,840
Capital receipt remaining	1,813,015
<b>Total as above</b>	<b>3,550,000</b>

5.6 Excluding the Royal Sands receipt, the Council faces a significant shortfall in the current capital programme of nearly £800k. It is anticipated the full balance is unlikely to be achieved by financial year end. In order to achieve a balanced budget it will be necessary for officers to undertake a review of the existing programme and either remove projects, re-profile the programme or identify new receipts.

<b>Capital Receipts</b>	<b>£</b>
Budget for Year	3,342,889
Actual Capital Receipts at 30/09/16	2,543,166
<b>Shortfall in Capital Receipts at 30/09/16</b>	<b>799,723</b>

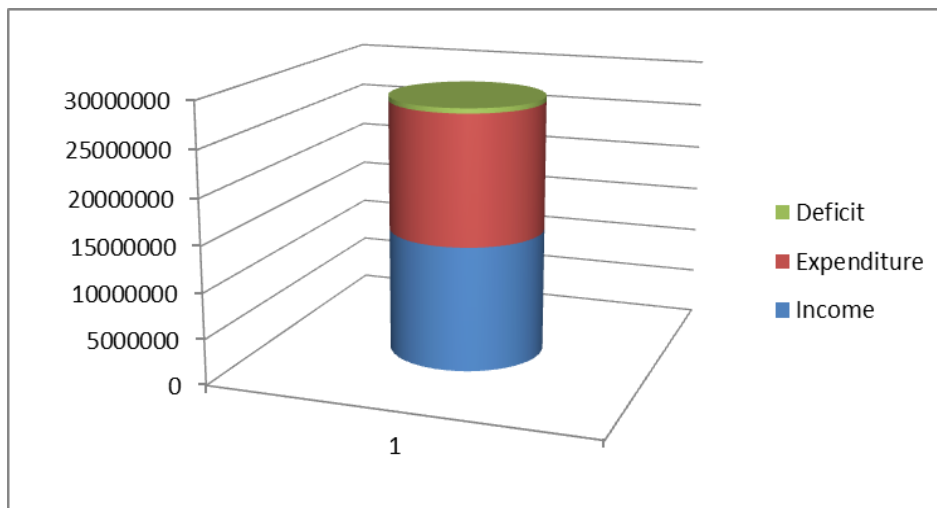
## 6.0 Asset Disposals

6.1 Community Safety disposed of an SOS trailer for £5,500 plus VAT and in line with the asset disposal policy, disposal over £5,000 must be subsequently reported to Cabinet.

## 7.0 HRA

7.1 The current forecast is showing a deficit of £545k, an increase of £170k against that budgeted.

### HRA INCOME £14.4m AND EXPENDITURE £14.8m



7.2 The HRA originally budgeted for a small deficit of £353k as part of its plan, revised to £375k. The addition of £170k will be funded from the overall HRA balance of £5.29m.

7.3 There have been delays in the Ramsgate and Margate Housing Intervention Programmes which have impacted on achieving affordable rents. The loss of affordable rental income is currently £49k.

7.4 There is a loss of rent of £43k on garages due to a number of sites awaiting demolition and a number of garages that became void are being held vacant while occupiers of the sites due for demolition are moved.

7.5 There is an increase in void turnaround in High Rise blocks and this has impacted on the income received from service charges and communal heating. The impact is a loss of income of £23k.

7.6 There are a number of overspends that have been highlighted in the monitoring reports regarding repairs and maintenance. The expenditure will be reviewed to identify any potential recodes. Currently showing an impact of £77k.

7.7 A breakdown is attached with regard to the Housing Revenue Account **Annex 2** and Housing Capital Expenditure at **Annex 3**.

## 8.0 Recommendations

8.1 That Cabinet notes the projected outturn position for 2016-17 for the General Fund.

8.2 That Cabinet notes the current Housing Revenue Account position.

8.3 That Cabinet notes the General Fund and Housing Revenue Account Capital Programmes and agrees the budget changes detailed as per **Annex 1** and **Annex 3** for the General Fund capital and HRA.

8.4 That Cabinet note the shortfall in capital receipts of £799k and recognises that in order to achieve a balanced budget it will be necessary for officers to undertake a review of the existing programme and either remove projects, re-profile the programme or adjust funding.

8.5 That Cabinet notes the disposal of the SOS trailer for £5,500 plus VAT.

Contact Officer:	Peter Timmins, Interim Head of Finance
Reporting to:	Tim Willis Director of Corporate Resources and S151

## Annex List

Annex 1	General Fund Capital Programme
Annex 2	Housing Revenue Account
Annex 3	Housing Revenue Account Capital Programme

## Background Papers

Title	Details of where to access copy
2015/16 Budget and Medium Term Financial Plan.	<i>Full Council Agenda 5<sup>th</sup> February 2015</i>

## Corporate Consultation

Finance	N/A
Legal	Ciara Feeney Head of Legal Services

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Annex 1

Capital Programme 2016/17	Capital Budget 2016/17 Approved by Cabinet 8 September 2016	Virement or Slippage Ext Funding	Virement or Slippage TDC	Revised Capital Budget 2016/17 to Cabinet 20 October 2016	Committed Spend to Date 30/09/16	Budget Remaining	Comments
<b>Corporate Governance (East Kent Services) - 27% of 20 Oct 2016 budget committed at 30/09/16</b>							
Dip/Workflow (Bid04)	38,610.38			38,610.38	17,812.56	20,797.82	
Payroll-HR System	143,333.56			143,333.56	6,685.63	136,647.93	
Telephony Project	89,000.00			89,000.00	48,431.50	40,568.50	
<b>Community Services - 69% of 20 Oct 2016 budget committed at 30/09/16</b>							
Sunshine Café	1,778,473.42			1,778,473.42	1,639,095.76	139,377.66	
Better Care Fund - Emergency Works		375,000.00		375,000.00		375,000.00	Following approval of allocation of Better Care Fund proposals at Health and Well Being Board
Better Care Fund - Other projects		367,000.00		367,000.00		367,000.00	Following approval of allocation of Better Care Fund proposals at Health and Well Being Board
Disabled Facilities Grants	1,277,000.00	323,000.00		1,600,000.00	897,764.83	702,235.17	Following approval of allocation of Better Care Fund proposals at Health and Well Being Board budget increased to £1.6m
Dreamland	2,288,287.08			2,288,287.08	2,288,287.08	0.00	
Empty Properties Initiative	63,750.00			63,750.00	0.00	63,750.00	
Dalby Square	1,739,164.73			1,739,164.73	1,335,253.70	403,911.03	
Margate Housing Intervention - Loan scheme	300,000.00			300,000.00	0.00	300,000.00	
Planning Projects	11,027.99			11,027.99	8,450.00	2,577.99	
Private Sector Housing - RHB	343,532.10	39,489.00		383,021.10	0.00	383,021.10	£39k budget increase due to return of repayable grants
Private Sector Housing - Winter Warmer Grant	45,289.03			45,289.03	0.00	45,289.03	
Public Conveniences	10,000.00		-10,000.00	0.00	0.00	0.00	Budget removed as project finished
Swimming Pool /Sports Hall Essential Capital Repairs	30,000.00			30,000.00	0.00	30,000.00	
<b>Operational Services - 1% of 20 Oct 2016 budget committed at 30/09/16</b>							
Allotments	6,452.07			6,452.07	0.00	6,452.07	
Crematorium Office Upgrade	60,135.00			60,135.00	0.00	60,135.00	
Margate Cemetery - Extension	3,493.38		-3,493.38	0.00	0.00	0.00	Budget removed pending options review
Fuel Facilities, Ramsgate Harbour	3,673.37			3,673.37	3,673.37	0.00	
Waste DLO	2,509.61		2,500.00	5,009.61	75.00	4,934.61	Budget increase for new bin roll-out
Waste Transfer Station	100,000.00			100,000.00	0.00	100,000.00	
Port Low Carbon Plan	339,000.00		-239,000.00	100,000.00	0.00	100,000.00	£239k of budget slipped to 2017/18
Ramsgate Port - Berth 3 & 4/5 Replacement	1,000,000.00			1,000,000.00	34,848.50	965,151.50	Berth 4/5 project varied by Member Decision to include Berth 3
CCTV	409,224.06			409,224.06	1,723.06	407,501.00	
Vehicle Replacement Programme	2,327,858.97			2,327,858.97	0.00	2,327,858.97	
Skatepark	65,094.61			65,094.61	8,500.00	56,594.61	
	<b>12,474,909.36</b>	<b>1,104,489.00</b>	<b>-249,993.38</b>	<b>13,329,404.98</b>	<b>6,290,600.99</b>	<b>7,038,803.99</b>	
Capital Salaries	75,000.00			75,000.00			
	<b>12,549,909.36</b>	<b>1,104,489.00</b>	<b>-249,993.38</b>	<b>13,404,404.98</b>			

General Fund Capital Programme	Brought Forward Balance External Funding 2015/16	Brought forward Balance TDC from 2015/16	Capital Budget External Funding 2016/17	Capital Budget TDC 2016/17	Virement or Slippage	30 September 2016	
						TDC	External Funding to Date
<b>Breakdown of the 2016/17 Programme</b>	4,642,290.16	4,298,269.65	1,402,488.00	2,929,512.00	131,845.17	6,609,557.31	6,794,847.67
<b>Funded By</b>							
Capital Project Reserves		81,000.00				81,000.00	
Unallocated Receipts		1,499,140.64				1,499,140.64	
Estimated Income from the sale of assets		834,668.87		640,512.00	-381,431.91	294,026.00	
Unringfenced Grants Reserve	8,570.00						8,570.00
Contribution from Revenue		143,333.56			2,500.00	145,833.56	
Housing Right to Buy Receipts		300,292.43		450,000.00	-292.43	750,000.00	
Prudential Borrowing		1,439,834.15		1,839,000.00	-239,000.00	3,039,834.15	
<b>External Funding</b>	4,633,720.16		1,402,488.00		750,069.51		5,356,744.91
<b>Sub Total</b>	<b>4,642,290.16</b>	<b>4,298,269.65</b>	<b>1,402,488.00</b>	<b>2,929,512.00</b>	<b>131,845.17</b>	<b>5,809,834.35</b>	<b>5,365,314.91</b>
<b>(Surplus)/Shortfall</b>	0.00	0.00	0.00	0.00	0.00	799,722.96	1,429,532.76
<b>Less future budgeted borrowing</b>						-3,039,834.15	
<b>Current shortfall in capital receipts</b>						<b>799,722.96</b>	

Capital Project	16/17 Prudential Borrowing	MRP life	MRP - only starts year after spend/completion	16/17 Interest cost - budgeted	interest cost pa if apply 3% to prudential borrowing	Budget Savings
vehicle replacement programme	1,500,000.00		7	214,285.71	60,714.29	45,000.00 Recycling & refuge (budget savings)
Ramsgate port/harbour low carbon plan	100,000.00		20	5,000.00	16,950.00	3,000.00 Port operations (savings)
Ramsgate port - berth 3 and 4/5 replacement	1,000,000.00		50	20,000.00	50,000.00	30,000.00 Port operations (increased income)
Dreamland - internal borrowing	439,834.15		25	17,593.37	-	13,195.02 Dreamland (car park income)
As per 16/17 GF capital programme at 30/09/16	<u>3,039,834.15</u>			<u>256,879.08</u>	<u>127,664.29</u>	<u>91,195.02</u>

<b>Housing Revenue Account - 30 September 2016</b>				
	<b>2016/17</b>	<b>2016/17</b>	<b>2016/17</b>	
	<b>Original Budget Estimate</b>	<b>Working Budget Estimate</b>	<b>Forecast Outturn</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b><u>INCOME</u></b>				
Dwelling Rents (gross)	-12,900	-12,900	-12,851	49
Non-dwelling Rents (gross)	-227	-227	-184	43
Charges for services and facilities	-382	-382	-359	23
Contributions towards expenditure	-231	-231	-247	-16
Other Charges for services & facilities	-35	-35	-41	-6
<b>Sub Total</b>	<b>-13,775</b>	<b>- 13,775</b>	<b>-13,682</b>	<b>93</b>
<b><u>EXPENDITURE</u></b>				
Repairs & Maintenance	3,762	3,784	3,861	77
Supervision and management-General	3,042	3,042	3,042	
Supervision and management-Special	553	553	553	
Rents, rates, taxes and other charges	368	368	368	
Increased provision for bad or doubtful debts	170	170	170	
Depreciation and impairments of fixed assets	2,816	2,816	2,816	
Capital expenditure funded from HRA	1,522	1,522	1,522	
Debt Management Costs	9	9	9	
Non-service specific expenditure	800	800	800	
<b>Sub Total</b>	<b>13,042</b>	<b>13,064</b>	<b>13,141</b>	<b>77</b>
<b>Sub Total: Net Costs of Services</b>	<b>-733</b>	<b>-711</b>	<b>-541</b>	<b>170</b>
HRA Investment Income	-76	-76	-76	
Debt Interest Charges	1170	1,170	1,170	
Government Grants and Contributions	-610	-610	-610	
Adjustments made between accounting basis and funding basis	602	602	602	
<b>Sub Total: Surplus(-)/Deficit for the Year</b>	<b>353</b>	<b>375</b>	<b>545</b>	<b>170</b>
<b><u>Movement To Reserves</u></b>				
Transfer to New Properties Earmarked Reserve (MHI/Ramsgate Empty)				
Transfer to Major Repairs Reserve (Capital Works)				
Other Reserve Movements				
<b>HRA Surplus at 1 April 2016</b>	<b>-5,296</b>	<b>-5,296</b>	<b>-5,296</b>	
<b>Estimated HRA Surplus at 31 March 2017</b>	<b>-4,943</b>	<b>-4,921</b>	<b>-4,751</b>	

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## Housing Revenue Account

<b>Report:</b>	<b>Q2 2016-17 Capital Programme Budget Monitoring Report</b>
<b>Report Summary:</b>	
This report provides a quarterly update on the progress of the HRA Capital programme agreed by Cabinet in February 2016.	
<b>Introduction:</b>	
In February 2016 the HRA capital programme was agreed by Cabinet and includes budgets for Major Works and New Development.	
<b><u>Major Works 2016-17:</u></b>	
The 2016-17 capital programme budget for major works was £3.8m. The programme includes the following capital works to HRA properties:	
<i>Repair &amp; Replacement:</i>	
Re-roofing, replacement windows & doors, kitchen and bathroom replacements, electrical re-wiring, structural repairs/ repointing and lift refurbishments	
<i>Health &amp; Safety:</i>	
Heating, fire precautions and rainwater goods	
<i>Improvements:</i>	
Planned refurbishments, thermal insulation, disabled adaptations and estate improvements	
The budgets are managed by East Kent Housing and progress is reviewed on a monthly basis.	
Disabled adaptations and estate improvements are funded by a revenue contribution to capital. The other budgets are funded by the major repairs reserve.	
<b><u>New Development 2016-17 to 2021-22:</u></b>	
The HRA has a number of ongoing property development projects:	
<i>Empty Property Programme (2011-2016):</i>	
This was a £4.7m programme which is now complete and 29 affordable rent units have been let.	
<i>LGF Development Scheme:</i>	
The £3.1m LGF development scheme has been withdrawn as detailed in the Cabinet report dated March 2016.	
<i>Ramsgate Housing Intervention (2014 – 2016):</i>	
The £2.6m programme will fund 3 development sites in Ramsgate to create 17 units of affordable housing. 1 unit is complete and 16 units will complete in October 2016-2017.	

### Annex 3

*Margate Housing Intervention (2010-2022):*

The £12.3m programme will fund development projects in in two of England's most deprived wards, Cliftonville West and Margate Central. To date 2 sites are already complete creating 5 units of affordable housing and a further 3 sites are due to complete in October/ November 2016-17, creating 8 units of affordable housing. The remaining sites are on-going and due to complete from 2017-18 onwards.

*Buy Back Scheme:*

£100k has been allocated to enable the buy-back of former owned Council dwellings. Suitable properties are being reviewed by the Housing team and an update will be available once costs of works have been obtained.

*New Build Programme (2015-2018):*

The £10.3m programme, funded by HCA grant funding will create 58 affordable homes. All units are due to complete by March 2018.

*Coastguard Cottages (2016-2017):*

£350k has been allocated to complete the refurbishment works required on the blocks of flats and one house at this site. The remaining freehold units at the site will be sold in 2016-17 and 2017-18.

The budgets are managed by Thanet District Council and progress is reviewed on a monthly basis.

**Progress on Capital Projects:**

**Major Works (£3.8m 2016-17)**

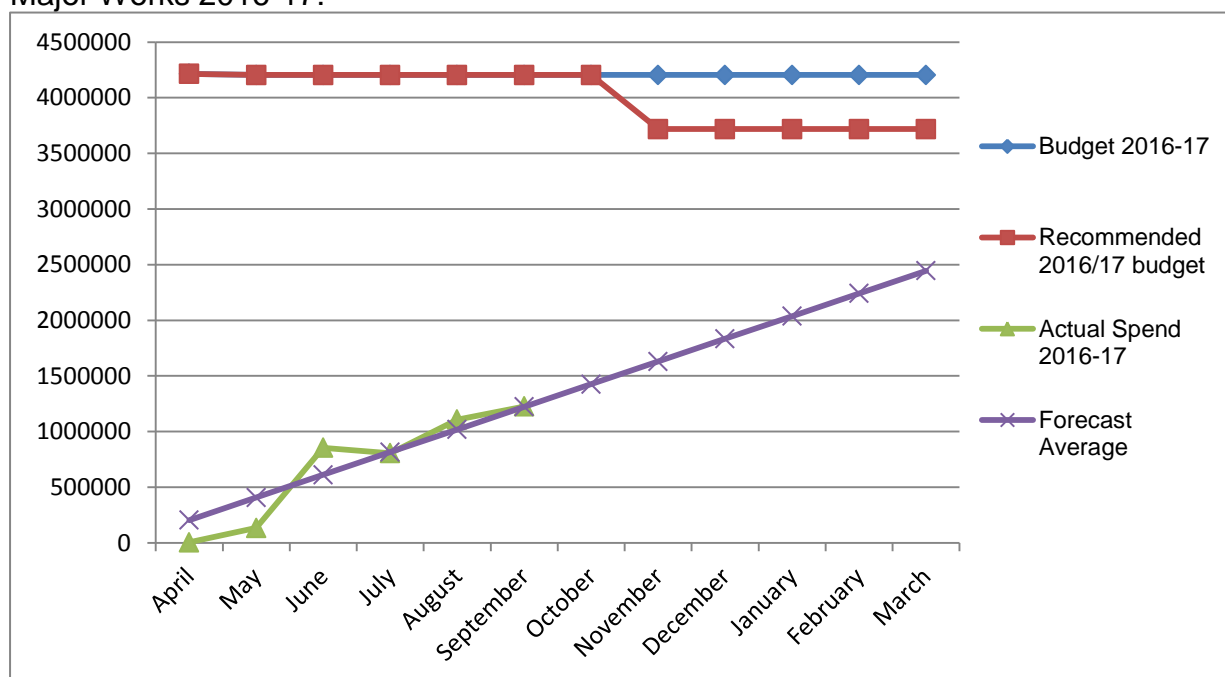
The lift programme is under review and has assessed that Trove Court and Kennedy House lift repairs are not required in 2016-17. The budget for 2016-17 of £250k is to be returned to the major repairs reserve until the lifts need to be replaced.

There is currently no roofing contract in place to carry out any major roof replacements. Procurement is due to commence during this financial year. As the budget reflected a full years' programme, some of the £400k budget will be required to slip and rolled forward to 2017-18.

The budget of £230k for the individual meter project is to be returned to balances until further updates are received on legislation.

There have been a number of payments made in this financial year that relate to last financial year's programme of works and a transfer from the 2016-17 budgets has been authorised to cover expenditure within the 2015-16 programme of works.

**Major Works 2016-17:**



Actual spend is detailed from April to September. Spend from October to March has been estimated.

**New Development (£18m 2016-17 to 2021-22):**

***Ramsgate Housing Intervention:***

The remaining Ramsgate Housing Intervention development programmes are now complete and will be advertised for let as affordable homes. There are 3 units at 93 Westcliff Road and 13 units at 69-73 King Street. Final contractor payments are due in November 2016.

***Margate Housing Intervention (2010-2022):***

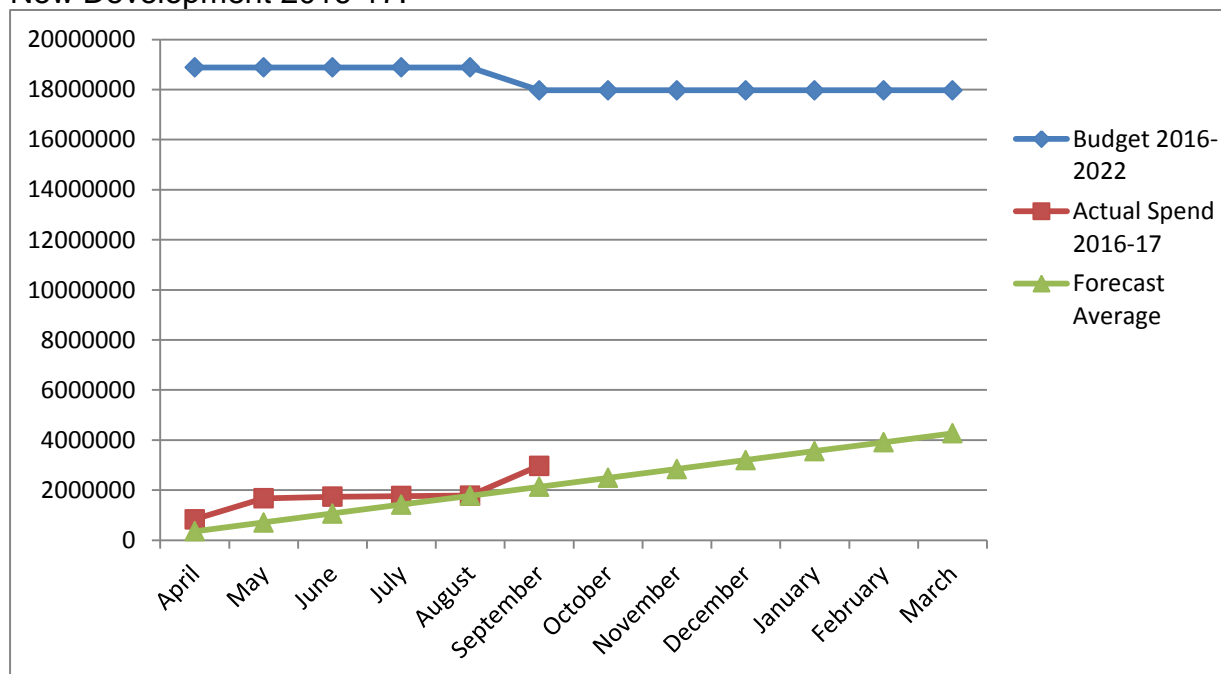
The redevelopments at 19 Athelstan Road and 29 Athelstan Road are complete and will be advertised for let as affordable homes in October 2016. There are 2 units at 19 Athelstan Road and 3 units at 29 Athelstan Road, Margate. The 2 units at Trinity Square are due to complete in November.

### Annex 3

#### New Build Programme (2015-2018):

The new build programme has been delayed. Phase 1 is due to start on site in November/ December and Phase 2 will follow. Both phases are still due to complete by March 2018.

#### New Development 2016-17:



The above is for 2016-17 spend only. Actual spend is detailed from April to September. Spend from October to March has been estimated. The development programme budget will roll forward until the development programmes are complete.

#### Summary:

	Budget 2016/17 incl B/F	Actual Spend 2016/17	Percentage of Budget Spent 2016/17
	£'000	£'000	%
HRA Major Works	3,717	1,213	40.47
HRA New Development	17,972	2,970	16.53
<b>Total</b>	<b>21,689</b>	<b>4,183</b>	<b>21.07</b>

A breakdown of each programme and the available funding is detailed on the following pages.



### Annex 3

HRA CAPITAL REPAIRS FUND BUDGET MONITORING 16-17					
Details	Budget Approved by Cabinet 9th Sep	Virement	Budget to be Approved by Cabinet	Committed Spend to Date 30/09/16	Notes
<b>EAST KENT HOUSING MANAGED BUDGETS</b>					
RE-ROOFING 15/16	100,585	-97,585	3,000	3,000	
REPLACEMENT WINDOWS & DOORS 15/16	2,483		2,483	2,483	
KITCHEN & BATH REPLACEMENTS 15/16	0		0	8,520	Works carried out in current year relating to 15/16 programme. To be funded from 16/17 budgets.
ELECTRICAL WIRING 15/16	8,096		8,096	10,683	
FIRE PRECAUTION 15/16	0		0	8	Works carried out in current year relating to 15/16 programme. To be funded from 16/17 budgets.
STRUCTURAL REPAIRS 15/16	59,002		59,002	47,384	
THERMAL INSULATION 15/16	0	2,240	2,240	464	
RAINWATER GOODS 15/16	793		793	793	
DISABLED ADAPTATIONS 15/16	25,669		25,669	26,907	
ESTATE IMPROVEMENTS 15/16	3,788		3,788	40,882	Overspend. To be funded from 16/17 budgets.
ESTATE REPOINTING 15/16	1,955	1,955	3,910	5,479	Overspend. To be funded from 16/17 budgets.
LIFT REFURSBISHMENT 15/16	3,603		3,603	3,603	
INDIVIDUAL METER PROJECT	230,764	-230,764	0	0	Returned to balances until further updates received on legislation
RE-ROOFING 16/17	300,000	97,585	397,585	13,915	
REPLACEMENT WINDOWS & DOORS 16/17	107,517		107,517	28,547	
KITCHEN & BATH REPLACEMENTS 16/17	1,335,000		1,335,000	423,806	
ELECTRICAL WIRING 16/17	141,904		141,904	95,514	
HEATING 16/17	415,000		415,000	316,774	
FIRE PRECAUTION 16/17	190,000		190,000	12,799	
PLANNED REFURBISHMENTS 16/17	55,000		55,000	0	
STRUCTURAL REPAIRS/REPOINTING 16/17	365,000		365,000	34,186	
THERMAL INSULATION 16/17	60,000	-2,240	57,760	18,365	
RAINWATER GOODS 16/17	19,207		19,207	899	
DISABLED ADAPTATIONS 16/17	400,000		400,000	117,729	
ESTATE IMPROVEMENTS 16/17	123,045	-1,955	121,090	0	
LIFT REFURSBISHMENT 16/17	256,397	-256,397	0	0	Returned to MRR - No lift works required until 2017-18
<b>SUB Total</b>	<b>4,204,808</b>	<b>-487,161</b>	<b>3,717,647</b>	<b>1,212,741</b>	
<b>THANET DISTRICT COUNCIL MANAGED BUDGETS</b>					
EMPTY PROPERTIES PROGRAMME	0		0	-3,853	
KING STREET	1,472,080		1,472,080	587,434	
MARGATE INTERVENTION	4,936,238		4,936,238	2,046,738	
BUY BACK SCHEME	100,000		100,000	0	
NEW BUILD PROGRAMME	10,076,814		10,076,814	178,210	
FORT ROAD HOTEL	950,000		950,000	87,030	
COASTGUARD COTTAGES	348,450		348,450	5,550	
93 WESTCLIFFE ROAD	88,244		88,244	69,469	
	17,971,826	0.00	17,971,826	2,970,578	
<b>Total</b>	<b>22,176,634</b>	<b>-487,161</b>	<b>21,689,473</b>	<b>4,183,319</b>	

### Annex 3

Funded By	Budget Approved by		Budget to be Approved by
	Cabinet 9th Sep	Adjustment	
Major Repairs Allowance & Reserve	4,068,801	- 256,397	3,812,404
Revenue Contribution	2,191,127	- 230,764	1,960,363
HRA Revenue Projects Reserve	-		-
Capital Grant	1,378,379		1,378,379
DCLG Cluster bid Funding	1,254,283		1,254,283
RTB 1-4-1 Receipts	344,534		344,534
Capital RTB Receipts	361,251		361,251
New Properties Reserve	4,766,775		4,766,775
Prudential Borrowing	7,041,914		7,041,914
Coastguard Cottages Sales	30,000		30,000
Section 106	147,904		147,904
LEP Funding	516,666		516,666
New Homes Bonus	75,000		75,000
<b>Total</b>	<b>22,176,634</b>	<b>-487,161</b>	<b>21,689,473</b>

**BUDGET STRATEGY 2017-18**

Cabinet	<b>17 November 2016</b>
Report Author	<b>Director of Corporate Resources and s151 officer</b>
Portfolio Holder	<b>Cllr-John Townend, Finance and Estates</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Reasons for Key	<b>Budget and Policy Framework</b>
Ward:	<b>All Wards</b>

**Executive Summary:**

To present the draft budget strategy for:

1. The General Fund revenue budget 2017-18, together with:
  - a. Proposed fees and charges policy;
  - b. Assumptions for the medium term from 2018-19 to 2020-21;
2. Capital programme for 2017-18 and the provisional estimates for the following years to 2020-21;
3. Housing Revenue Account 2017-18 and the estimates for the HRA capital programme up to 2020-21.

**Recommendation(s):**

That Members note the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	The financial implications of the budget are laid out within the body of the report.
<b>Legal</b>	Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources, and this report is helping to carry out that function. The requirements of other relevant statute have been referenced within the body of this report, where relevant.
<b>Corporate</b>	Corporate priorities can only be delivered with robust finances. Both the draft budget and the level of reserves recommended in this report are believed to be sufficient to meet these priorities and develop Services.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and

	<p>other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 10%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p>There are no equity and equalities implications arising directly from this report, but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p> <p>It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council, as a result a full equality impact assessment will be undertaken for any specific service changes where appropriate.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.									

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## **1.0 Introduction and purpose of report**

- 1.1 To outline the process and assumptions for developing the budget for 2017-18 and the provisional assumptions for the following years to 2020-21. The paper also proposes the fees and charges policy for 2017-18.
- 1.2 To present the draft General Fund Capital budget for 2017-18 and the provisional estimates for the following years to 2020-21.
- 1.3 To present the provisional assumptions for the HRA budget for 2017-18 and the estimates for the HRA capital programme up to 2020-21.

## **2.0 Background**

### **National Planning Context**

- 2.1 Following the June Referendum, there is a new national political landscape. This could affect local government and the Chancellor is to update the Government's spending plans for 2017-18 and beyond in the Autumn Statement, which will provide the general direction of financial support for local authorities.
- 2.2 The detail of what grant each Council will receive should be announced in early December in the Provisional Settlement. This will be confirmed in the Final Settlement in late-January/early-February.
- 2.3 During the summer, the Government consulted on changes to the income that local authorities receive from Business Rates. All these changes bring uncertainty, firstly to how much businesses will pay, and secondly to local authorities. They include:
- Retention – moving to local authorities retaining all their Business Rates, but taking on additional responsibilities and ceasing to receive Revenue Support Grant by 2020;
  - Revaluation – altering the distribution of how much businesses pay to better reflect their ability to pay;
  - Appeals – making the appeals process quicker. Initially, a backlog of cases will be cleared at the same time as the new cases are processed quicker, producing a bulge of decisions.
- 2.4 As part of the Spending Review in November 2015, Councils were invited to submit a Four Year Efficiency Plan by 14<sup>th</sup> October in order receive assurance of future funding. TDC has made such a submission.

#### **TDC budget planning process and framework**

- 2.5 The Committee calendar sets out a timeline of meetings around which the budget process can be built - see Table 1 overleaf:

**Table 1: Budget and service planning timetable**

<b>Activity/Milestone</b>	<b>Time frame</b>
The start of the public examination of the budget for wider views and comment.	31 October to 25 November
Cabinet considers this report and gives direction.	17 November
Overview and Scrutiny Panel (OSP) considers the Cabinet report and makes recommendations to Cabinet	21 November
Autumn Statement	23 November
Consultation closes	25 November
Council considers proposals on the level of fees and charges to enable any changes to be in place from April	1 December
Governance and Audit Committee considers the Treasury strategy, with recommendations to the 17 January Cabinet.	7 December
Provisional Settlement announced	Early December
Cabinet considers the views of OSP, Governance and Audit, consultation and the Provisional Settlement, together with detailed budget proposals comprising Treasury Strategy, the Budget report (Revenue, Capital and HRA), Medium Term Financial Strategy (MTFS), Council Tax Base, Adequacy of Reserves and Robustness of Estimates.	17 January
OSP considers the Cabinet papers of 17 January and makes any recommendations to 31 January Cabinet.	26 January
Final Settlement	Late January (or early Feb)
Cabinet reviews the outcome of the Final Settlement, other risk and impact assessments and OSP views and makes recommendations to Council.	31 January
Council agrees the Treasury Strategy, the Budget report, Medium Term Financial Strategy, Council Tax Base, Adequacy of Reserves and Robustness of Estimates.	9 February
Council agrees the level of Council Tax	23 February

- 2.6 The MTFFS 2016-20 was agreed by Council in February 2015 and set out the actions required to address the projected funding gap for 2017-18:

**Table 2, 2017-18 Original Savings**

<b>Action</b>	<b>Detail</b>	<b>000's</b>
Savings considered as part of the previous Medium Term Financial Strategy	Including previously identified Director savings including a review of Assets, the Port, contract arrangements and service efficiency along with efficiencies from review of the Shared Service arrangement.	-900
Targeted organisational efficiencies	Budgets were to be scrutinised and it was anticipated that this would lead to targeted savings across the organisation.	-364
Fees and Charges	Basic Fees and charges increase	-204
Total		-1,468

- 2.7 The latest forecasts of Government funding, estimates of expected increased costs such as inflation, volume changes from increased demand and demographics, the costs of legislative changes and slippage on the delivery of savings have resulted in an updated projection for 2017-18, as set out in Table 3 below:

**Table 3, 2017-18 Revised Savings**

<b>Action</b>	<b>Detail</b>	<b>000's</b>
Income generation initiatives	Income generation opportunities in respect of car parking, the port and a lottery	-440
Comprehensive review of Fees and Charges income	A complete review of fees and charges including new fees and benchmarking of old fees in order to gauge the impact on customers and comparison against the wider market.	-490
Remaining Savings agreed as part of the previous Medium Term Financial Strategy	Revised savings including a review of assets, contract arrangements and service efficiencies including from Shared Services.	-770
Total		-1,700

- 2.8 A review of the Council's reserve holdings has been undertaken. The proposed reserve balances were considered to be adequate for supporting the Council's ongoing needs and plans. However, the level of risk associated with the low level of reserves can be mitigated by making additional contributions over the life of the

MTFS.

### **3.0 The Budget Process**

#### **Service priorities in 2017-18**

- 3.1 The new Corporate Plan for 2016-2019 was adopted at Full Council on 15 October 2015 for the next four years. The key priorities are:
- A clean and welcoming environment
  - Supporting neighbourhoods
  - Promoting inward investment and job creation
- 3.2 These priorities have been taken forward in developing the 2017-21 MTFS as set out in the sections below.
- 3.3 **A clean and welcoming environment** – The Council is keen to encourage pride in our district by keeping Thanet clean. As part of the continuing improvement to frontline services a seven year capital investment programme is planned to review and replace vehicles, plant and equipment. This will ensure that the service has efficient plant and equipment to deliver an improved service. It is proposed to undertake a review of the options available for these facilities and to consider repair/improvement, transfer, disposal and charging.
- 3.4 **Supporting neighbourhoods** – The Council will continue to support the Margate Housing Intervention programme and New Build Housing programme. Better regulation and enforcement in the Private Sector is also receiving priority along with consideration for continuing Selective Licencing areas.
- 3.5 **Promoting inward investment and job creation** - The Council has taken the opportunity to generate economic development by continuing to be a member of the Kent business rates pool in 2016-17 and beyond, with an element of retained growth being available for facilitating schemes that will help promote this.

#### **Exploratory themes for delivering the Medium Term Financial Strategy**

- 3.6 Projected funding for 2017-18 onwards, whilst remaining uncertain in light of the Government's plans for the localisation of business rates, is clearly going to diminish over the medium term. In light of this, some broad themes are being pursued which will enable the Council to produce balanced budgets and a robust MTFS.

#### **Income generation**

- 3.7 A range of reviews are under way to generate new and additional income. These reviews are: creation of a housing company; fundamental review of car parking; power generation on Council owned sites; commercial charging for minor works and workshop; and a review of Planning.



## **Digitalisation**

- 3.8 The Implementation of a digital strategy will help achieve efficiencies by streamlining back-office processes and improve front line services by providing them in a modern form more relevant to today's digital age. Work is under way with various partners to review in real terms the benefits of this moving forward.

## **Making the most of the assets we own**

- 3.9 A revised Asset Management Strategy will be key to working with partners to maximise the benefits of the buildings and land we own. We will seek commercial opportunities for key assets including changing use, sharing facilities and disposal as well as investing in assets to earn a return.

## **Alternative Delivery Vehicles**

- 3.10 All services will be reviewed and considered for alternative models, including outsourcing, shared services or partnerships. Action will be targeted towards those services that are the most expensive relative to peers. By drawing in wider investment and market opportunities it is possible to reduce the cost of mainstream council services. Working with partners would give access to new skills and experience and help ensure an appropriate share of risk between parties.

## **Efficiency gains and the four year settlement**

- 3.11 By accepting the offer of Government for a four-year settlement, it is hoped that there will be greater certainty of external funding in the medium term, even if that certainty is for an ever-decreasing level of funding.

## **4.0 Government Funding And Council Tax**

- 4.1 When drawing up budget proposals, the Council needs to consider its primary government funding streams. These are detailed below.

### **Business Rates Retention**

- 4.2 The Government introduced a new Business Rates Retention Scheme from 1<sup>st</sup> April 2013. The scheme provides an incentive to councils to grow their local economy by allowing them to retain a proportion of the business rates collected. In return, authorities also now share the risk of a fall in yield, subject to a safety net mechanism.
- 4.3 The first 50% of any new business rate yield goes to the Treasury with the balance being split 80% to the district and 20% to the county and major preceptors. The safety net mechanism ensures that no authority's income falls by more than 7.5% of their baseline funding level.
- 4.4 During 2015-16 the Council joined with other Kent authorities in applying to operate a business rates retention pool and this arrangement continued for 2016-17. Business rates income is highly volatile and forecasts should be treated with caution as they are impacted by the closure of businesses, appeals, changes in valuation methodology applied and unforeseen changes.
- 4.5 The Chancellor advised that Councils are to retain all locally raised business rates by the end of the decade under local government reforms. The changes will also end the distribution of core grant from Whitehall to town halls, the first phase of this consultation has now been concluded, the outcome of which will not be known for some time.

- 4.6 Proposals to localise business rates by 2020-21 will place significant responsibility in local areas along with significant risk, but with this comes opportunity. This will also drive the authority forward in terms of taking control of its financial future, removing the reliance on Central Government funding.
- 4.7 **Local Government Settlement Funding**
- 4.8 In addition to business rates, authorities receive Revenue Support Grant (RSG) from Central Government as support towards the cost of running Council services.
- 4.9 In 2016-17 RSG was £2.645m, but in 2017-18 is estimated to fall to £1.446m (subject to our application for 4-year settlement funding).
- 4.10 The 2016-17 Medium Term Financial Strategy assumed cuts of 38.6% across all funding sources from Central Government for 2016-20, this being based on the 4 year spending review. The details of the continuation of New Homes Bonus at current levels has still to be confirmed and remains uncertain. The budget strategy currently assumes that the balance of RSG will be removed in 2020-21 and that Business Rates will remain unchanged.

#### **Council Tax Support Scheme funding**

- 4.11 The Revenue Support Grant also includes funding to compensate for the impact of the Council Tax Support Scheme (CTSS) on the Council Tax base. This funding is no longer distinguished as a separate component.
- 4.12 The CTSS was introduced from 1<sup>st</sup> April 2013 to replace the Council Tax benefit system. The scheme is localised, although there are a number of criteria that are nationally determined. The scheme has been subject to review and consultation and is the subject of a separate item on this agenda.
- 4.13 The current scheme adopted by the Council reflects a county-wide agreement, with local discretion. Currently a contribution of £125k p.a. is received towards the funding of the administration of the scheme and this is currently under review by KCC, as is a potential incentivisation scheme for 2017-18 and beyond.

#### **Council Tax Base Adjustments for Minor Preceptors**

- 4.14 The Council shares the RSG with parish councils to reflect that parishes do not have direct funding for Council Tax support and a reduced tax base. This was paid at the level of £130k in 2016-17. It is proposed that the level of this support should be reduced by the commensurate reduction in Council RSG funding and should therefore be £117k.

#### **Council Tax and Collection Fund**

- 4.15 The current Medium Term Financial Strategy assumes a Council Tax increase of 1.99% every year for the next 4 years as agreed by Council in February 2016. The tax base will be taken to Cabinet on 17 January 2017 for agreement, with the Statutory Resolution being taken to Council for agreement on 23 February 2017.
- 4.16 For the purpose of the budget build, it is assumed the Council Tax base for 2017-18 is 2% higher than the 2016-17 level and a 2% increase is expected for future years.
- 4.17 Council Tax is calculated by dividing the Precept by the Council Tax Base. The Council Tax Base is the number of properties within the district adjusted to account for different valuation bands, various discounts and an assumed collection rate. The assumed collection rate for 2017-18 is 97.25%, this is the same rate used in 2016-17.

4.18 Each year Council Tax is calculated based on assumed levels of collection rates. At the end of the year any surplus achieved in the collection fund is available to be shared proportionately between the Council and major preceptors (The Police and Crime Commissioner for Kent, Kent County Council and Kent & Medway Fire & Rescue). It is expected that a small surplus will be achieved in 2016-17 of which £100,000 would be available in 2017-18.

## 5.0 Budget Pressures

5.1 Given the economic context in which the Council finds itself, the overarching approach to developing the budget is to minimise budget pressures wherever possible, to reduce the need to find savings to deliver a balanced budget. Main pressures are set out in Table 4 below:

**Table 4, 2017-18 Budget Pressures**

Growth	Detail	£000's
The Economy Including Inflation	Budget assumes on-going impact of Pay for Contribution, Pay inflation and contractual increases for such items as Insurance, Utilities, Business Rates and service contracts.	700
Demography	Increased contribution in Pension costs resulting from previous revaluation.	340
Policy	Ongoing reduction in settlement funding as announced in November 2015 offset against changes in Council tax and business rates	660
Total		1,700

## 6.0 Fees and Charges:

The fees and charges policy is presented at Annex 4, which sets out the process followed when reviewing increases. Given the substantial budget gap for 2017-18 it will be vital that the council considers increases in fees and charges, to avoid too much pressure being placed on the need to severely reduce costs and so potentially adversely impact on services.

## 7.0 Budget Consultation

7.1 The budget consultation will be launched in November and will identify the priorities of the district's residents. These will be considered as part of the draft budget process for January Cabinet.

7.2 The Council's housing budget is due to be discussed at the East Kent Housing Tenant and Leasehold Board with representatives of our residents and leaseholders in attendance on 23<sup>th</sup> November 2016.

## **8.0 Housing Revenue Account Budget and Housing Capital Programme**

8.1 The Council's responsibilities in respect of the need to keep a Housing Revenue Account (HRA) are contained within Section 74 of the Local Government and Housing Act 1989 ('The Act') and its use is heavily prescribed through statute. The HRA records all of the revenue expenditure and income relating to land, dwellings and other buildings provided under Part II of the Housing Act 1985 and corresponding earlier legislation. It must be kept separate from the General Fund Revenue Account and therefore is to all intents and purposes ring-fenced. Although the HRA for an individual year may result in a deficit, it is a requirement of 'The Act' that overall it must maintain a surplus, which means that expenditure must be carefully planned to remain within the limits of the anticipated income streams over the medium term.

### **8.2 The Operation of the Housing Revenue Account**

Before the estimates are able to be calculated, the context in which the budget is to be built must be considered.

8.3 **HRA Service Expenditure** - As explained above, the HRA is a separate record of all of the Council's expenditure on its social/affordable housing provision (i.e. Council Houses). This includes the following expenditure:-

Repairs & Maintenance – Spend in relation to the day to day repair and maintenance and those works that cannot be deemed as capital repairs such as painting and decorating and contractor repair costs.

Supervision and Management General – Supervision and management costs that are applied across the whole stock e.g. Arm's Length Management Organisation (ALMO) Management Fee and support costs from other services.

Supervision and Management Special – Supervision and management costs that are applied to only specific homes e.g. communal lighting and grounds maintenance.

Depreciation and Impairment – A charge to reflect the use of HRA assets in the delivery of services.

Rents, Rates Taxes and Other Charges – All other costs that the HRA incurs as landlord e.g. insurance costs and Council Tax costs for empty HRA properties.

Increased Provision for Bad Debts – To reflect that not all rents and charges will be recoverable.

8.4 **HRA Service Income** – Income received from the running of the Council housing stock is allocated under the following headings:

Gross Rental Income – Income from rents on council houses, shared ownership properties and leaseholder ground rents

Non-Dwelling Rents – Income from shops at Newington Centre, aeriels and garages

Charges for Services and Facilities – Tenant service charges and heating service charges

Contributions towards Expenditure – Leaseholder re-charges and rechargeable repairs

8.5 **HRA Non-Service Expenditure and Income** - These include an apportionment of the investment income that is achieved on balances and any grants and contributions receivable.

8.6 As part of the changes to self-financing, the Council opted to split the one loan pool and move to a two loan pool approach, where loans are charged directly to the Housing Revenue Account or General Fund and where each fund is charged their costs of borrowing directly determined by their loan portfolio. Therefore, debt interest costs for the charges associated with the repayment of loan interest are also charged here.

#### 8.7 **The Housing Revenue Strategy**

The main strategic objectives of the Housing Revenue Account, which provide the underlying principles for financial planning, and allow the Council to remain within the legislation, are as follows:

- To maintain a Housing Revenue Account that is self-financing and reflects both the requirements of residents and the strategic visions and priorities of the Council.
- To maintain current Housing Stock at Decent Homes Plus standard
- To increase or improve the Council's housing stock through new build and bringing empty properties back into use.
- To consider the disposal of stock that is not viable to generate capital receipts for re-investment in new or existing stock.
- To maximise the recovery of rental incomes by moving void properties to "target rent", reducing the number of void properties and minimising the level of rent arrears and debt write offs.
- To maintain a minimum level of HRA reserves of £800k but with a target level of reserves of £1m.

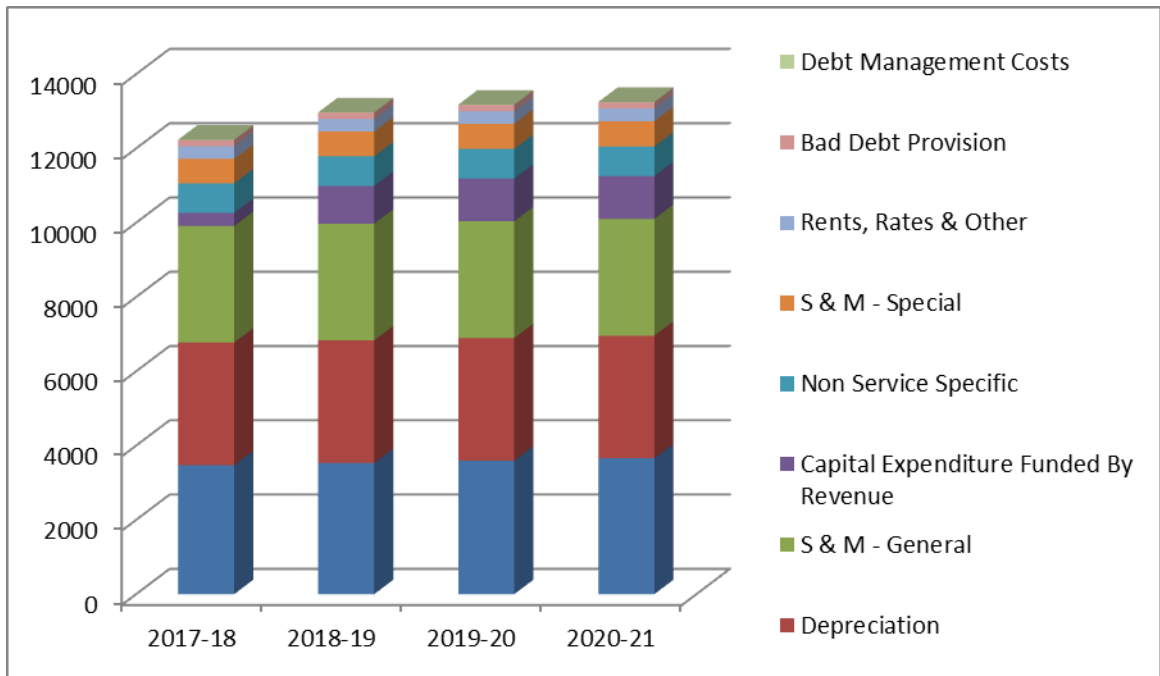
8.8 In April 2015 the government announced a proposal to require that Councils sell high value stock to fund the extension of Right to Buy to housing association tenants. As detailed in the Housing and Planning Act 2016, the Secretary of State has the power to make a Council sell a proportion of their vacant stock to pay a 'high value asset levy' which will reflect the high value homes they are expected to sell. To finance the payment, a Local Authority must consider selling its interest in any higher value housing that has become vacant. In November 2015 Councils had to provide detailed stock data. However, the determination defining higher value and the method for calculating the amount of payment due to the Secretary of State has yet to be determined.

8.9 Until further information is made available as to how the scheme will be administered it has not been possible to reflect this within the current budget estimates. Once the guidance has been issued this will need to be reflected in the budget and the 30 Year HRA Business Plan.

#### 8.10 **Details of the HRA estimates**

##### **Expenditure Budgets**

8.11 The main assumptions that have been applied to the HRA for the 2017-18 expenditure budgets are summarised below:



8.12 **Contract and Price Inflation** - For direct expenditure budgets, price increases have been included at 2%, which is the best estimate of the level of inflation at this point in time, unless there is a known within a specific contract, in which case this has been used.

8.13 **Repairs and Maintenance**

Day to Day Repairs Contract	A new 4 year contract started in January 2017. The contract includes new services that were previously contracted on an ad-hoc basis. This has assisted in generating an overall saving to the repairs and maintenance budgets.
Refuse Chute & Paladin Bin cleaning	The day to day repairs contract now includes these services and has generated a saving of £2k.
Door Entry Systems	The day to day repairs contract now includes these repairs and maintenance works. Growth of £45k will be required from 2017-18.
Cleaning Contract	A new 3 year contract started in July 2016 with an option to extend for a further 2 years. This has resulted in a saving of £23k.
Cyclical External Refurbishment and Repairs Contract	A new 7 year contract started in April 2016. This has generated a saving of £92k in 2017-18 and a saving of £17k from 2018/19.
Gas Servicing	The contract is due to be re-tendered in 2016-17. The new contract is due to include properties with storage heaters as well as gas boilers.
Rodent Control and Damp Proofing Works	Works have increased and growth of £14k has been factored in from 2016-17 onwards.
Housing Officer	Housing Officer funds will be reduced by £20k as this is a

Funds	demand led budget. The £20k will be used to fund the growth required for asbestos removal.
Asbestos Removal	Asbestos removal is now being undertaken while the property is void. Growth of £45k will be required from 2017-18 onwards, however other revenue budgets have been reduced where possible.

8.14 A stock condition survey was commissioned in 2016-17 to re-evaluate the Council's stock to ensure that we continue to meet Decent Homes Plus standard. The survey results are due in March 2017. An Asset Management Strategy and Stock Options Appraisal will follow in 2017-18.

8.15 **Supervision and Management General** – The Council agreed at its meeting in February 2010 that an ALMO was the preferred option for sharing Landlord Services in East Kent. The East Kent Housing ALMO (EKH) was formed and from 1 April 2011 it commenced the management of the Council's social housing.

The ALMO management fee is calculated on an activity based costing basis, in that the Council's charge is based on the amount of staff provided to deliver the service and their supporting budgets. The 2017-18 management fee base budget is currently under review by East Kent Housing and will be finalised by November 2016. However in the interim it is assumed that the core management fee will remain the same.

The number of court application referrals has increased. This has impacted on the budget and growth of £15k has been applied from 2017-18.

8.16 **Supervision and Management Special** – Gas and electricity contracts are due for review in September 2017. For 2017-18 an assumed percentage increase of 1% for electricity and 3% for gas has been applied.

8.17 **Rents, Rates, Taxes and Other Charges** – The Empty Homes Programme and Ramsgate Intervention Programme are complete and a number of sites in the Margate Intervention programme are close to completion. The budgets that the Council holds as a landlord have been reviewed and reduced for running costs. These include Council Tax and utility standing charges on void properties and has generated a saving of £11k.

8.18 **Provision for Bad or Doubtful Debts** – The provision for bad or doubtful debts for 2017-18 will remain the same at £170k. Last year the actual provision utilised was £224k, whilst it is anticipated that there could be an impact on debt collection due to the Welfare changes based on current debt levels it is anticipated that the current provision is sufficient. An increase in court intervention, evictions and rechargeable works order are having a significant impact on former tenant arrears and recovery.

8.19 **Depreciation for Fixed Assets** – In accordance with the statutory requirements, the Council has to make a depreciation charge to reflect the use of the HRA assets over their useful lives. Depreciation is the decline in the value of asset over time due to wear and tear. The estimated depreciation charge for dwellings is calculated at £3.08m in 2017-18, the depreciation charge for other HRA assets is estimated to be at £210k.

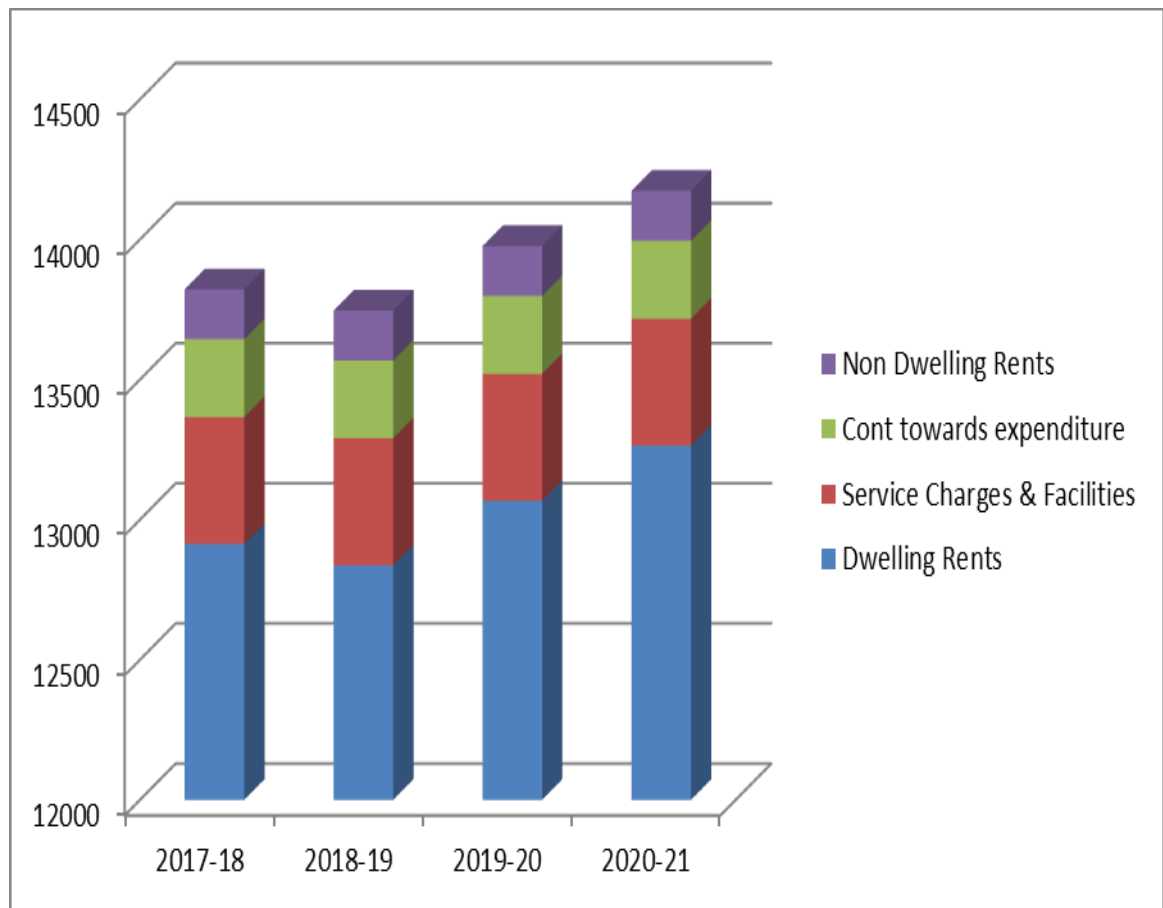
As part of the self-financing settlement, substantial changes were made to the accounting treatment of capital assets. A five year transitional period was put in place to help local authorities manage the impact of these changes. The transitional period ends on 31 March 2017 and in preparation the Government began consulting on the

effect of its proposed treatments during May 2016. The findings from the consultation are yet to be published and may impact on the calculation of the depreciation or impairment charges to the HRA from April 2017.

8.20 **Debt charges** – Since the self-financing settlement, the Council has operated a two loan pool approach whereby the HRA and GF are each responsible for the repayment of their own apportionment of loans. As part of the self-financing settlement, the HRA had its debt capped at £27.792m. As at the 1 October 2016 the HRA had £20.041m of loans outstanding.

**Income Estimates**

8.21 The main assumptions that have been applied to the HRA for the 2017-18 Income budgets are summarised below:





- 8.22 **Rent Increases** –Since April 2002, most rents for social housing have been set based on a formula set by Government. The intention was to align council rents with those of housing associations by adopting a formulaic approach to calculating rents, known as rent restructuring. Landlords were expected to move the actual rent of a property to the formula rent over staged increases through applying the guidance set by Government of Retail Price Index plus 0.5% plus up to an additional £2 where the rent is below the formula rent for the property.
- 8.23 As part of the Summer Budget 2015 the Government announced that both Social and Affordable Rents would be reduced by 1% a year for four years resulting in a 12% reduction in average rents by 2020-21. The rent baseline for the reductions is the rent payable on 8<sup>th</sup> July 2015.
- 8.24 The financial impact of the 1% baseline reduction in rents continues to reduce the available income within the Housing Revenue Account. As a result the Council's New Build Programme has been reviewed and scaled back to ensure affordability and a report was taken to Cabinet on 3<sup>rd</sup> March 2016 to agree this.
- 8.25 In the 2013 guidance the Government confirmed that Social landlords could charge tenants with an income of over £60,000 a market rent. The 'Pay to Stay' policy was discretionary. As detailed in the Housing and Planning Act 2016, the 'Pay to Stay' scheme is now compulsory. Tenants with a household income of £30,000 or more must pay rent equal to the market rent. Increases will be applied on a tapering system until the rent is equal to the market rent. Local Authorities will be expected to pay the additional rental income to the Exchequer. Details of how the Local Authority will be expected to monitor and enforce this policy have still yet to be confirmed.
- 8.26 Rental estimates are based on the new government guidance for rental decrease of 1% for 2017-18 to 2019-20 and a 1% inflationary increase from 2020-21 onwards until further guidance is received.
- 8.27 Social rents will be decreased by 1% in line with the Summer Budget 2015 announcement and government rent guidance. Across the whole stock the average rent is £81.13, this is an average decrease of £0.83p per property.

<b>HRA TABLE 1 – AVERAGE Social Housing PROPERTY RENTS</b>	
<b>Property</b>	<b>Est. Ave Rent</b>
Bedsits	£56.87
1 Bed Flat	£67.11
1 Bed House	£77.72
2 Bed Flat	£75.28
2 Bed House	£83.70
3+ Bed Flat	£87.11
3 Bed House	£93.72
4 Bed Flat	£89.95
4 Bed House	£102.57
5 Bed House	£110.76

- 8.28 New units created as part of the Margate Intervention Programme and Empty Homes Programme come under the Affordable Rent Programme. Affordable rents are calculated at up to 80% of the market rental income and are inclusive of service

charges. They will be decreased by 1% in line with the Summer Budget 2015 announcement and government rent guidance.

<b>HRA TABLE 2 – AVERAGE AFFORDABLE RENTS INC OF SERVICE CHARGES</b>	
<b>Property Type</b>	<b>Average Actual Rent</b>
1 Bed House	£77.72
1 Bed Flat	£73.62
2 Bed House/ Bungalow	£92.46
2 Bed Flat	£100.69
3 Bed House	£111.22
3 Bed Flat	£129.09
4 Bed House	£140.67
4 + Bed Flat	£146.34

- 8.29 Affordable rent guidance requires that on each occasion that an affordable tenancy is issued, whether let to a new tenant or if an existing tenancy is re-issued, the rent must be re-set based on a new valuation. The only exception is where the property is re-let to the same tenant following a probationary period coming to an end
- 8.30 **Non Dwelling Rents** - Income generated from aereals on tower blocks is expected to increase as a number of leases are due for renewal; £8k is anticipated in extra income. Garage rents will be increased in line with market rents.
- 8.31 **Service Charge Increases** –Service charges are calculated based on actual cost.
- 8.32 **Heating Charges** – Heating charges will be recovered on actual cost based on usage and contract price and then apportioned across the block dependant on bedroom size.
- 8.33 **Investment Income** – This consists of interest accruing on mortgages granted in respect of Right to Buy sales and interest on HRA balances. The base rate remains low which in turn means that investment interest will be low. The budget for 2017-18 of £55k is based on achieving an average interest rate of 0.25%.

#### **The Housing Revenue Account Reserves**

- 8.34 The Council operates three HRA reserves: a HRA Major Repairs Reserve, the HRA Balance Reserve and the HRA New Properties reserve, each of which is discussed in turn:
- 8.35 **Housing Revenue Account Major Repairs Reserve** –. An amount equivalent of the actual depreciation charge for dwellings is transferred to the Major Repairs Reserve to fund capital works to the existing stock. The estimated transfer to the Major Repairs Reserve for 2017-18 is £3.08m.
- 8.36 This funding, together with previous allocations of supported borrowing and revenue contributions, with good management, has enabled the Council to maintain the housing stock in a good condition. The Council currently maintains its social housing to Decent Homes Plus standard. As at 1 April 2016 this reserve balance was £7.1m.
- 8.37 **Housing Revenue Account Balance Reserve** – This reserve holds the balance of the HRA Account and is used to draw down to balance the revenue budget and smooth out any peaks and troughs within the 30 year business plan. It is maintained

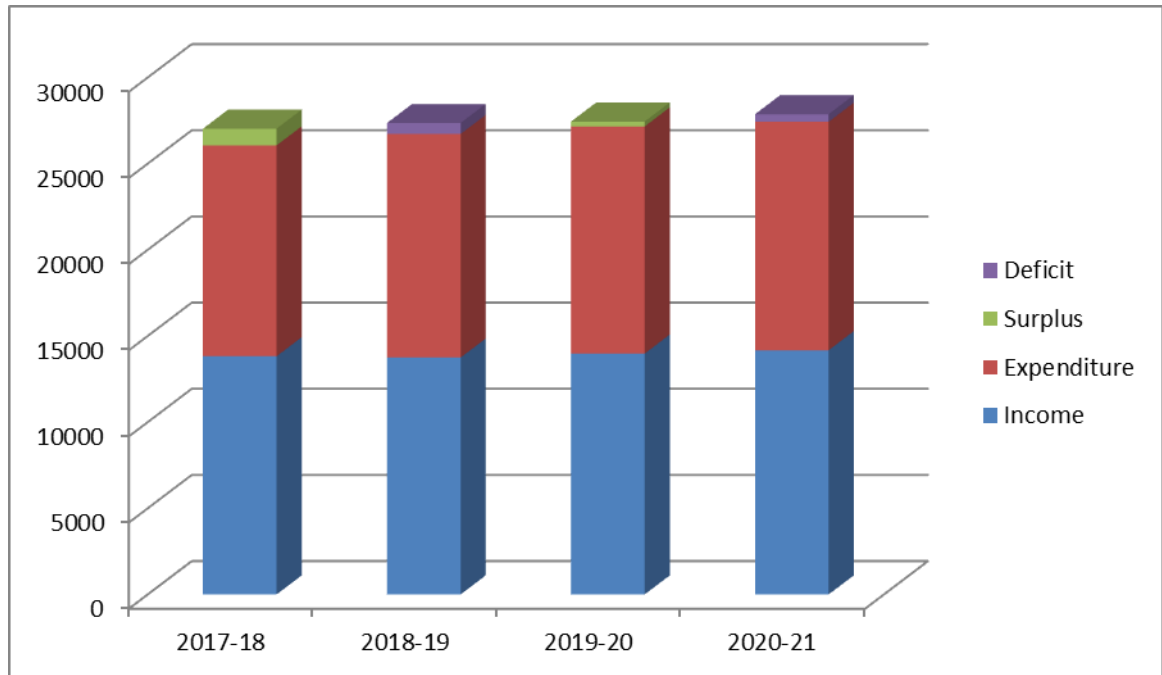
by annual contributions from the HRA. As at 1 April 2016 this reserve balance was £5.29m.

- 8.38 **HRA New Properties Reserve** – This reserve holds funds set aside to fund either new build properties or the acquisition of suitable properties for use within the HRA. Earmarked match funding for the Margate Intervention and New Build Programme has been set aside in this reserve as agreed by Cabinet. As at 1 April 2016 this reserve balance was £5.46m and is due to be drawn down during the 2017-18 and 2018-19 programmes. Income generated from affordable rents will continue to be set aside in this reserve for re-investment in a new build programme.

<b>HRA TABLE 3 - DRAFT - HOUSING REVENUE ACCOUNT BUDGET</b>				
	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>
<b>Expenditure</b>				
Repairs & Maintenance	3,472	3,533	3,596	3,659
Supervision & Management – General	3,140	3,142	3,144	3,145
Supervision & Management – Special	657	665	673	681
Rents, rates, taxes and other charges	338	338	338	338
Bad or doubtful debts provision	170	170	170	170
Depreciation/impairment of fixed assets	3,300	3,300	3,300	3,300
Capital Expenditure funded from HRA	350	1,015	1,150	1,150
Debt Management Costs	9	9	9	9
Non-service specific expenditure	800	800	800	800
<b>Gross Expenditure Sub Total</b>	<b>12,236</b>	<b>12,973</b>	<b>13,180</b>	<b>13,253</b>
<b>Income</b>				
Dwelling Rents (gross)	-12,913	-12,837	-13,067	-13,264
Non-dwelling Rents (gross)	-178	-178	-178	-178
Charges for services and facilities	-453	-453	-453	-453
Contributions towards expenditure	-278	-278	-278	-278
<b>Income Sub Total</b>	<b>-13,822</b>	<b>-13,746</b>	<b>-13,976</b>	<b>-14,173</b>
<b>Net Costs of Services Sub Total</b>	<b>-1,586</b>	<b>-773</b>	<b>-796</b>	<b>-920</b>
HRA Investment Income	-20	-47	-90	-128
Debt Interest Charges	1,024	1,019	990	994
Government Grants and Contributions	0	0	0	0
Adjustments made between accounting basis and funding basis	-389	439	-389	-389
<b>(Surplus)/Deficit on HRA</b>	<b>-971</b>	<b>638</b>	<b>-285</b>	<b>-443</b>
<b>Housing Revenue Account Balance:</b>				
Estimated Surplus at Beginning of Year	-4,751	-5,722	-5,084	-5,369
(Surplus)/Deficit for Year	-971	638	-285	-443
<b>Estimated Surplus at End of Year</b>	<b>-5,722</b>	<b>-5,084</b>	<b>-5,369</b>	<b>-5,812</b>

\* Please note that Supervision and Management General costs are subject to change and provide an estimated projection

## Draft Housing Revenue Account 2017-2021



### 9.0 The HRA Capital Budget

- 9.1 A minimum level of £10k has been set for capital expenditure on a fixed asset which is expected to be in use for more than one year. Capital expenditure below this value is not treated as capital and is therefore not recorded on the asset register or funded from capital resources. Capital expenditure can be met from loans, capital receipts, capital grants or revenue contributions.
- 9.2 Due to the complex and large scale nature of capital projects, the original budgets have to be based on estimations that often need revising as the project advances.

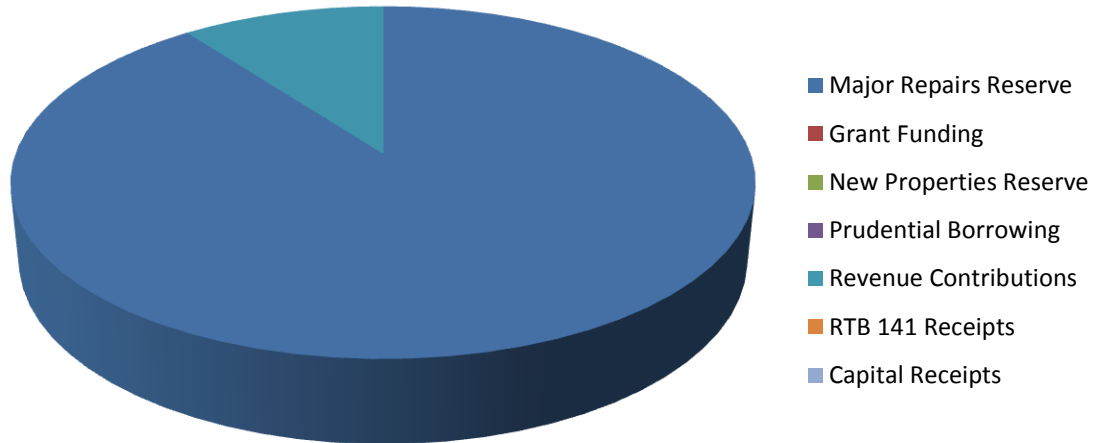
### The HRA Asset Management Strategy

- 9.3 The Strategic Housing Team is currently developing a new HRA Asset Strategy. Ongoing work has been undertaken to identify underutilised garage areas and a programme of New Build sites have been identified for development. The Council continues to review the land holdings within the HRA to develop a long-term new build programme. As part of the review, those small areas of land that no longer meet housing requirements and are not considered suitable for development will be reviewed for disposal to generate further capital receipts for re-investment into the new build programme.
- 9.4 The existing housing stock is continually reviewed for its suitability to provide good quality housing. Where stock is identified that requires considerable capital investment which far exceeds its worth to the authority, and or it has a greater market value consideration, will be given to disposal in order to generate capital receipts to fund new developments to increase the number of units or re-investment into the existing stock. The disposal of Coast Guard Cottages has recently been identified as falling into this category and the sale of some of these units is underway.

## **Available Capital Funding**

- 9.5 Capital expenditure can be financed from revenue resources, capital grants, usable capital receipts and borrowing. The General Fund can only be used to fund General Fund related capital expenditure, and the HRA can only finance expenditure on HRA assets; there can be no cross subsidisation between accounts. In both cases, the revenue resources are limited.
- 9.6 **Capital Grants** – These are offered by Government Departments to assist with certain types of expenditure. The HRA has been awarded £1.37m funding towards the delivery of a new build programme for 58 new affordable units within the district from the Homes and Communities Agency (HCA) Affordable Homes Programme 2015-18.
- 9.7 **Housing Capital Receipts** - On the 26 July 2012 Cabinet gave approval to enter into an agreement with the Secretary of State for Communities and Local Government which allows the Council to retain additional Right to Buy receipts over and above that budgeted by Treasury. Under this regime, Treasury receive 75% of income on sales for approximately the first four right to buy properties and the Council is able to keep all of the sales income over and above.
- 9.8 **Unsupported Borrowing** – The Local Government Act 2003 gave local authorities the ability to borrow for capital expenditure above the level supported by Government Grant, provided that such action complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Prudential Borrowing (“The Prudential Code”); the objectives of which are to ensure that capital investment plans are affordable, prudent and sustainable. Essentially, it provides a number of controls to ensure that the Council does not incur additional debt without fully understanding the financial implications both now, and in the future. A housing debt cap of £27.792m has been set for the Council, being the maximum amount the HRA can borrow which must not be exceeded. This differs from the way the maximum debt levels are set within the General Fund, which are governed by the Prudential Code and the setting of a number of indicators.
- 9.9 **HRA Capital Reserves** – A summary of the HRA reserves has been detailed in para (8.34). The major repairs reserve is used to fund expenditure on the council housing stock and debt repayment, whilst the new properties reserve is utilised to fund the creation of new affordable homes.
- 9.10 **Revenue Contribution to Capital** – Revenue contributions from surpluses generated from rental income can be utilised to fund any budgetary shortfall within the capital programme. Over the longer term, this resource could be under threat because of the requirement to reduce rents.

## Funding of the HRA Capital Programme 2017-18



### The Capital Programmes for 2017-18 to 2019-20

- 9.11 **Housing Revenue Account Capital Programme** – The Housing Revenue Account Capital Programme has been set to ensure that the Council's social housing stock meets Decent Homes Standard Plus and to provide a continuing maintenance scheme to the Council's housing stock. The programme has been set based on existing stock data, however, East Kent Housing have recently commissioned a stock condition survey over the entire housing stock, the results of which may require a revision to the programme to be brought back to Members if the findings vary greatly from the existing budget set.
- 9.12 The Roofing programme is due to be re-tendered in 2016-17. A number of blocks have been surveyed and are in need of roof replacements in 2017-18 and 2018-19. These properties also require structural works and so both works will be carried out at the same time to make best use of scaffolding costs. Some properties have also been identified from the stock condition database as needing roof replacement surveys to be carried out.
- 9.13 A number of properties have been identified as needing window and door replacements. Some of these properties require specialist works and the budget has been increased by £40k to carry out these replacements. A new contract is due to be tendered in 2017-18.
- 9.14 Kitchen and Bathroom replacement budgets have been reduced as the previous backlog is now complete.
- 9.15 A report was carried out to review fire safety in 2015-16. The three year programme will complete in 2017-18 and the budget reflects the remaining contract works to be carried out.
- 9.16 A number of properties have been identified as needing structural and repointing works. Where applicable these works will be carried out at the same time along with

any roofing works required to make best use of scaffolding costs. Due to the scale of the works, the programme and budget will be split over 2017-18 and 2018-19.

- 9.17 Thermal Insulation works are currently being carried out when the property becomes void. The properties in rural locations are due for a review and are most likely to require works to be carried out following the survey. As a result the budget has been increased by £30k in 2017-18.
- 9.18 The lift programme is currently under review. Two lifts have been completed. The budget has been reduced for the remaining lifts based on the costs of the completed works.
- 9.19 Disabled adaptations will remain the same for 2017-18. This is a demand-led budget and will be reviewed annually.
- 9.20 Estate Improvements has been reduced to £50k for 2017-18 and 2018-19. The budget will resume to £125k once the large scale structural programme has been completed.
- 9.21 The Margate Housing Intervention Programme sets out to transform the housing market in two of England's most deprived wards, Cliftonville West and Margate Central. The properties that are currently in the programme will continue to be developed. The programme will continue to be closely monitored and the rental income generated re-invested to continue the programme.
- 9.22 With the flexibilities now available as part of the self-financing changes, the Council is currently developing an HRA Asset Management Strategy to review land and buildings within the HRA, including garage sites to ensure they are being put to best use and obtaining value for money for the tenants. This has been the driving factor towards the first tranche of a new development programme for the HRA consisting of 58 new units. The new build development programme is funded by HCA grant funding, HRA reserve balances and prudential borrowing and the programme is scheduled to complete in 2018-19.
- 9.23 A detailed breakdown of the HRA capital programme is provided in Annex 1.



## 10.0 The Draft Capital Budgets 2017-18 to 2020-21

- 10.1 The draft Housing Revenue Capital Programme for 2017-18 that is proposed for Members' approval is £3.255m, which will be funded from the HRA reserves and revenue contributions to capital. A summary of this programme and the proposed funding sources are shown in the following table:

<b>TABLE 4 – HRA CAPITAL PROGRAMME</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Total HRA Capital Programme Expenditure</b>	<b>3,255</b>	<b>4,160</b>	<b>3,325</b>	<b>3,225</b>
<i>HRA Capital Resources Used:</i>				
HRA Major Repairs Reserve	2,905	3,145	2,175	2,075
HRA Revenue Contributions	350	350	425	425
New Properties Reserve		665	725	725
<b>Total Funding</b>	<b>3,255</b>	<b>4,160</b>	<b>3,325</b>	<b>3,225</b>

## 11.0 General Fund Capital Programme

- 11.1 A minimum level of £10k has been set for capital expenditure on a fixed asset which is expected to be in use for more than one year. Expenditure below this value is not treated as capital and is therefore not recorded on the asset register or funded from capital resources. Capital expenditure also includes qualifying grants, such as those provided for the enhancement of buildings to increase the extent to which they can be used by a disabled or elderly person. Capital expenditure can be met from loans, capital receipts, capital grants or revenue contributions.
- 11.2 Due to the complex and large scale nature of capital projects, the original budgets have to be based on estimations that often need revising as the project advances. This in turn leads to re-phasing of the capital programme, in order to keep the overall costs within the agreed bottom line.

### 11.3 The Asset Management Plan

- 11.4 By far the largest element of the Council's capital worth (as represented by the fixed asset values on the Balance Sheet) is in its property holdings, with a total of £210 million showing as the net book value of all property assets as at 31 March 2016 (after depreciation has been applied). In line with Government and best practice guidelines, the Council is required to have prepared and published an Asset Management Plan (AMP) which outlines its approach to its material asset holdings. This is to ensure that it acts responsibly in terms of undertaking a stewardship role

over valuable public assets whilst deriving the maximum use from them in terms of service delivery so that value for money is able to be evidenced.

- 11.5 The Council's Asset Management Plan outlines the principles, criteria and processes that form the cornerstone of the draft Capital Programme. This requires a continuous assessment of the relative value of an asset (both financial and non-financial) in order to ensure that the Council's investment in its assets is working to optimum effect. This is especially important in the current financial climate, where assets that are no longer viable or surplus to requirements need to be disposed of in order to reduce the Council's liabilities and to generate capital receipts to fund new developments or be transferred for Community benefit.

#### **11.6 Capital Receipts**

- 11.7 The level of capital receipts available from the sale of surplus assets has been very constrained over the last few years. Reasons for this have included the economic situation, assets being removed from the disposal list following consultation, and capital funding being switched from reserves to capital receipts wherever possible due to significant pressures on the Council's revenue budget. Members should note that capital receipts will be monitored closely during the 2017-18 financial year, as it may be necessary to adjust the programme in year depending on asset disposal and funding outcomes.

- 11.8 The capital receipt from the Royal Sands Development has not yet been allocated to capital project(s) within the capital bid process and scoring regime.

#### **12.0 The Capital Budget Strategy**

- 12.1 Although the Asset Management Plan is used to inform the contents of the Capital Budget, it is only one element. In order to ensure that the Capital Budget is able to meet the Council's needs in the wider sense and to manage the impact on the revenue budget, the development and use of the Capital Programme is underpinned by a Capital Strategy as follows:

- To maintain an affordable four-year rolling capital programme.
- To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.
- To undertake Prudential Borrowing only where there are sufficient monies to meet in full the implications of capital expenditure, both borrowing and running costs.
- To maximise available resources by actively seeking external funding and disposal of surplus assets
- To engage local residents in the allocation of capital resources where appropriate

- 12.2 Due to the limited availability of capital receipts and the need to contain the level of borrowing undertaken to minimise the revenue impact, it has been necessary to review the Capital Programme. This is to ensure sufficient funding is available for existing schemes that have commenced and that any new projects are of the highest corporate priority and/or reduce the pressure on the revenue account.

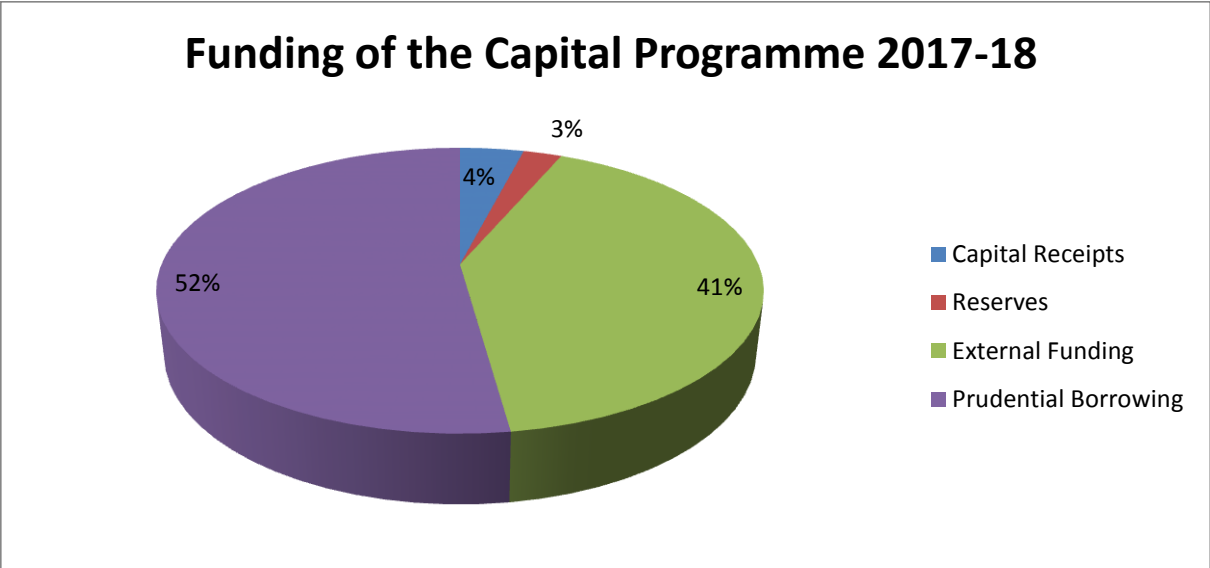
- 12.3 Applications for Capital Bids have been reviewed by the Capital Programme Group and are scored against a weighted matrix to ensure they focus on the Council's core priorities, health and safety requirements, the generation or protection of income streams and affordability.

- 12.4 The level of resources available raises a number of issues and risks for future years, which need to be addressed. Over the past few years the Council has seen significant constraints in its available capital receipts. It is difficult to estimate the funding level achievable as a number of changes often arise to the asset disposal programme once the consultation process has been completed. In the event that sufficient disposals cannot be realised in 2017-18 onwards this will result in a further need to borrow, thus increasing the revenue pressure on the General Fund. Regular monitoring will need to be reported back to members and the Capital Programme adjusted accordingly.
- 12.5 There is limited scope for future investment in new assets or making improvements to existing buildings. The Asset Management Plan is key in delivering resources to the Capital Strategy and reducing the size of the Council's asset and property portfolio. It is imperative that limited resources do not damage the Council's ability to maintain its significant income streams as assets deteriorate from lack of investment. The current portfolio is not maintainable with the current funding available for repairs and maintenance and resources available and given the Councils funding position this is unlikely to improve. It is likely that over the next four years some difficult decisions will need to be made on some of the asset holdings. There are limited capital resources to fund any overspends/new requirements which could occur during the financial year. Any additional schemes during the financial year will require an existing scheme to be deferred or funds re-allocated unless there is headroom in the General Fund to borrow.

**12.6 Available Capital Funding**

- 12.7 Capital expenditure can be financed from revenue resources, capital grants, usable capital receipts and borrowing. The General Fund can only be used to fund General Fund related capital expenditure, and the Housing Revenue Account (HRA) can only finance expenditure on HRA assets; there can be no cross subsidisation between accounts. In both cases, the revenue resources are limited.

A summary of the 2017-2021 capital resources utilised to fund the Capital programme is detailed in Annex 3, but shown graphically below.



- 12.8 **Capital Grants** – these are offered by external funders to assist with certain types of expenditure. Capital grants include: Environment Agency, Lottery funding and European grants. The Better Care Fund allocation for 2017-18 is estimated at £2.342m of which £1.6m has been set aside to fund the Disabled Facilities Grants

within the capital programme. Plans are still being agreed for the remainder of the determination.

- 12.9 **Capital Receipts** – When a fixed asset is sold, provided that the sale receipt is over £10k, the income has to be treated as a “capital receipt”, which means that it can only be used to fund capital expenditure. All of the monies received from the disposal of General Fund assets are available to the Council for use.

Before the start of each financial year, a Flexible Use of Capital Receipts Strategy should be prepared as part of the Annual Budget documents. This sets out the rare occasions the Council can apply to Government to capitalise expenditure that would normally be deemed as revenue. Government have advised that the Council can apply to capitalise the costs of transformational revenue reform projects. The Capital Receipts Strategy is set out in Annex 2 and details the criteria where this may be considered as per guidance issued by Government.

- 12.10 **Unsupported Borrowing** – The Local Government Act 2003 gave local authorities the ability to borrow for capital expenditure above the level supported by Government Grant, provided that such action complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Prudential Borrowing (“The Prudential Code”); the objectives of which are to ensure that capital investment plans are affordable, prudent and sustainable. Essentially, it provides a number of controls to ensure that the Council does not incur additional debt without fully understanding the financial implications both now and in the future. It is anticipated that borrowing of £4.275m will be required to support the General Fund Capital Programme in 2017-18.
- 12.11 **Capital Projects Reserve** – Balances in this reserve were materially reduced in 2015-16 due to significant pressures on the Council’s budget, and it is anticipated this will continue in 2017-18 onwards.

### 13.0 The Capital Programmes for 2017-18 to 2020-21

- 13.1 The following budget amount has been re-profiled from the 2016-17 capital programme to 2017-18: Port Low Carbon Plan (£239k).
- 13.2 **Existing Programmes already agreed** – Programmes already agreed from previous years within the four year programme are the Disabled Facilities Grant, Jackey Bakers Enhancements, Margate Pedestrian Connections, Marina Management System, Boat Wash Separator, Property Enhancement Programme, Sea Wall Work East of Epple to Westgate Bay (now Minnis Bay to Grenham Bay), Operational Services Vehicle Replacement Programme, Thanet Crematorium Memorial Chapel Area, Ramsgate Port & Harbour Low Carbon Plan and Ramsgate Main Beach Timber Groyne Installation. Previously agreed projects that have been removed are the Sea Wall Refacing Work West of Westgate Bay (this work was done as part of the North Thanet Coastline project which is now completed) and the Thanet Crematorium Columbaria Provision (alternatives have now been introduced).
- 13.3 **Funding position** - Due to continuing pressure on the Council’s funding position, the new capital projects below are predominantly ‘spend to save’, income generation, health and safety and externally funded projects. The absence of a new Asset Management Plan and disposals programme has made it difficult to project the estimated capital receipt income anticipated over the next 4 years. Those capital projects that have no identified funding source and are reliant on capital receipts will need to be reconsidered by Cabinet and Council once capital receipts have been received and the projects funded.

#### 13.4 **New Capital Projects**

**In-Cab & Back Office System for Refuse Collection** – To allow better management of service delivery and a reduction of missed bins and hence complaints.

**Ramsgate Harbour Installation of Aquastores** – To provide an innovative combination of bespoke storage containers and access solution from their tops to adjacent boats.

**Ramsgate Harbour Replacement of Self Storage Containers** – To replace the existing containers which have reached the end of their service lives.

**Dreamland Car Park Enhancement** – To improve the layout, drainage and lighting in the Dreamland car park.

**Louisa Bay to Dumpton Gap Sea Wall Work, Westbrook to St Mildred's Sea Wall Work, Viking Bay Flood Defence Scheme, Stone Bay Sea Wall Work** – Replacement/new defence measures against flooding and erosion risks.

**Thanet Groyne Reconstruction** – For sand retention on the beaches of Thanet.

**Mill Lane and Leopold Street Multi-Storey Car Parks** – To purchase these two car parks, of which the Council is currently the lessee.

**Better Care Fund** – For the provision of services and investment that co-ordinate health, housing and social care services and help to ensure that vulnerable and disabled people are better able to remain living within their own home.

### 13.5 The Draft Capital Budgets 2017-18 to 2020-21

13.6 The draft General Fund Capital Expenditure Budget for 2017-18 that is proposed for Members' approval is £8.186m (including 2016/17 re-profiling identified below), which will be funded in the main from capital grants, usable capital receipts and prudential borrowing. This is shown in summary format below.

	2016-2017 Slippage £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000
Statutory and Mandatory Schemes		1,600	1,600	1,600	1,600
Schemes continuing from prior years	239	250			
Annual Enhancement Schemes		580	330	580	2,285
Wholly/Part Externally Funded Schemes		1,939	1,395	900	2,700
Construction, Replacements and Enhancements		3,503			3,000
Capitalised Salaries		75	75	75	75
<b>Total Capital Programme Expenditure</b>	<b>239</b>	<b>7,947</b>	<b>3,400</b>	<b>3,155</b>	<b>9,660</b>
<b>Capital Resources Used:</b>					
<i>Capital Receipts and Reserves</i>		532	155	155	310
<i>Capital Grants and Contributions</i>		3,379	2,995	2,500	4,300
<i>Contributions from Revenue</i>		0	0	0	0
<i>Prudential Borrowing</i>	239	4,036	250	500	5,050
<b>Total Funding</b>	<b>239</b>	<b>7,947</b>	<b>3,400</b>	<b>3,155</b>	<b>9,660</b>

### 14.0 Reserves

#### 14.1 General Reserve

14.2 The Local Government Finance Act 1992 requires precepting authorities, such as Thanet District Council, to have regard to the level of reserves needed for future expenditure when calculating the budget requirement. Each year the Council reviews its level of reserves and a draft proposal of the recommended levels of reserves will be completed for the January Cabinet report. No change in the general reserve is currently proposed.

### 14.3 Earmarked Reserves

- 14.4 It is good practice to use reserves to 'save' funds over a period of time to spread the impact on the Council Tax of large fluctuating expenditures. The projected level of reserves is in the order of £4.5m.
- 14.5 At the end of the financial year 2015-16, the Council had to utilise some funds set aside in earmarked reserves to provide a provision for liabilities in relation to Hand Arm Vibrations Syndrome (HAVS) and the ongoing Court Case.
- 14.6 The Council carries significant risk by holding such low levels of reserves. A 2015 review by the Chartered Institute of Public Finance & Accountancy showed the level of reserves held across the country and it suggested that a local authority the size of Thanet would normally hold in excess of £20m of reserves. This level of reserves is also mirrored amongst neighbouring districts. However, Thanet is projected to hold £2.1m general reserves plus £4.5m earmarked reserves, i.e. a total of £6.6m which represents less than a third of the reserves typical of a similar authority, based on the CIPFA analysis. Comparing Thanet to other districts carries a degree of uncertainty, as every local authority has its own set of risks. However, the Council has suffered a number of unexpected, unbudgeted events in recent years, including Transeuropa, live animal exports, HAVS and a sizeable overspend on Dreamland heritage park. This suggests Thanet carries certain inherent risks – it owns and runs a port, it issued a CPO on a heritage theme park and it retains an in-house direct labour workforce. No other district has all these characteristics. This implies Thanet carries far more risk than average and so, even the £20m average reserves of a typical district may be on the low side.
- 14.7 The council achieved a clean audit of its 2015-16 accounts. However, the external auditor, when commenting on the council's year-end reserves position, recommended that the council should replenish its reserves by over-achieving its income generation and cost saving targets.
- 14.8 The council's joint highest corporate risk is Limited Resources, specifically: "Within the context of limited ongoing resources and minimal reserves, the council will face a substantial liability which cannot be funded without unplanned actions that could damage services. Also, lack of resources could undermine the council's ability to exploit opportunities and/or develop services."
- 14.9 In light of the council's track record, its continued risk profile, external audit views and its relatively low level of reserves, consideration will be given to the use of any earmarked reserve to be subject to the approval of the S151 Officer or his nominee. This arrangement will be reflected in the scheme of delegation and remain in force until such time as reserves are significantly replenished.

### 15.0 Options

The scenario presented in this report, and the recommendations following, have been drafted to meet the requirements of agreed budget strategies and to take account of prevailing economic conditions. Any of the assumptions could be varied; however, there would be too many possible permutations to present in this report.

Contact Officer:	
Reporting to:	Tim Willis, Director of Corporate Resources and S151 Officer

## Annex List

Annex 1	HRA Draft Capital Programme
Annex 2	Flexible Use of Capital Receipts Strategy
Annex 3	General Fund Draft Capital Programme
Annex 4	Fees and Charges Policy

## Background Papers

<b>Title</b>	<b>Details of where to access copy</b>
Medium Term Financial Plan 2016-2020	Full Council 4 <sup>th</sup> February 2016 <a href="http://democracy.thanet.gov.uk/documents/s49468/Annex%201%20MTFP%202016%20final%20v2.pdf">http://democracy.thanet.gov.uk/documents/s49468/Annex%201%20MTFP%202016%20final%20v2.pdf</a>

## Corporate Consultation

<b>Finance</b>	N/A
<b>Legal</b>	Tim Howes, Director of Corporate Governance



## Annex 1

## HRA Capital Programme 2017-18 to 2021-22

SCHEME	Unit Number	2016-17 Slippage	2017-18	2018-19	2019-20	2020-21	2021-22	Scheme of Works 2017-18
	2017-18	£'000	£'000	£'000	£'000	£'000	£'000	
<b>Major Works</b>								
<b>Re – Roofing</b>	TBD	400	300	300	100	100	100	4-15 Royal Crescent roofing works deferred from 16/17 to combine with Structural Works in 17/18. Richard Court, Loughborough Court, Leona Court, Rebecca Court and Turner Court roofing due in 17/18 and 18/19.
<b>Replacement Windows &amp; Doors</b>	TBD		150	110	110	110	110	An extra £40k needed for timber windows in 17/18.
<b>Kitchen Replacements</b>	TBD		400	400	700	700	700	Backlog complete. To be reviewed once stock condition data received.
<b>Bathroom Replacements</b>	TBD		200	200	300	300	300	Backlog complete. To be reviewed once stock condition data received.
<b>Electrical Re – wiring</b>	TBD		150	150	150	150	150	To be reviewed once stock condition data received.
<b>Heating</b>	TBD		415	415	415	415	415	New contract to be tendered in 16/17.
<b>Fire Precaution Works</b>	TBD		120	40	40	40	40	The 3 year programme will complete in 17/18.
<b>Planned Refurbishments</b>	TBD		50	50	50	50	50	Door entry systems identified.
<b>Structural Repairs/ Repointing</b>	TBD		1,050	1,050	180	180	180	Structural repairs including balconies at Balmoral Court, Janice Court, Turner Court, Rebecca Court, Chatham Court and Loughborough Court. Churchfields will need further review but structural repairs due in 17/18. Royal Crescent structural and roofing repairs due in 17/18.
<b>Thermal Insulation</b>	TBD		40	10	10	10	10	Increased to £40k as works carried out when property becomes void.
<b>Rainwater goods</b>	TBD		20	20	20	20	20	Ad hoc works
<b>Lift Replacement</b>	TBD	200	0	200	100	0	0	Programme currently under review. Two lifts have been completed. The budget has been reduced for the remaining lifts based on the costs of the completed works. Trove and Kennedy have been identified for 17/18.
<b>Soil Stack</b>	TBD		10	200	0	0	0	Trove Court and Kennedy House
<b>Total Major Works</b>		600	2,905	3,145	2,175	2,075	2,075	

<b>Revenue Contribution to Capital</b>								
<b>Disabled Adaptations</b>			<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	This is a demand led budget and will be reviewed annually.
<b>Estates Improvements</b>	<b>TBD</b>		<b>50</b>	<b>50</b>	<b>125</b>	<b>125</b>	<b>125</b>	Reduced to £50k for 17/18 and 18/19. The budget will resume to £125k once the large scale structural programme has been completed.
<b>Margate Housing Intervention</b>			<b>0</b>	<b>665</b>	<b>725</b>	<b>725</b>	<b>725</b>	Affordable rent income to be re-invested
<b>Total HRA Capital Expenditure</b>		<b>600</b>	<b>3,255</b>	<b>4,160</b>	<b>3,325</b>	<b>3,225</b>	<b>3,225</b>	<b>Stock condition surveys may identify additional works. The budget proposal is based on current stock condition data.</b>

<b>Funding of the HRA Capital Programme</b>		<b>2016-17 Slippage £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>	<b>2021-22 £'000</b>	
Major Repairs Reserve		600	2,905	3,145	2,175	2,075	2,075	
New Properties Reserve				665	725	725	725	
Revenue Contributions			350	350	425	425	425	
<b>Total HRA Capital Programme Funding</b>		<b>600</b>	<b>3,255</b>	<b>4,160</b>	<b>3,325</b>	<b>3,225</b>	<b>3,225</b>	

<b>Estimated Balance of Reserves</b>	<b>2015-16 £'000</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>	<b>2021-22 £'000</b>	
Major Repairs Reserve	7,171	7,001	7,254	7,257	8,382	9,507	10,632	Stock condition surveys may identify additional works.
New Properties Reserve	5,464	2,814	3,136	2,789	2,379	1,563	434	Affordable rent income to be re-invested in New properties Reserve to fund the New Build Programme and Housing Intervention Programmes.
HRA Balances	5,296	4,751	5,722	5,084	5,369	5,812	5,387	

#### **Thanet District Council – Flexible Use of Capital Receipts Strategy**

To support local authorities deliver more efficient and sustainable services, under the Local Government Act 2003 section 15(1) the government allows local authorities to spend up to 100% of their capital receipts on the revenue costs of reform projects (revenue reform costs) and subsequently issued revised guidance in March 2016.

Accordingly the Council can treat as capital expenditure, any expenditure that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services for any of the public sector delivery partners.

Revenue Reform Costs must be properly incurred by 31 March 2019 and can only be met from capital receipts which have been received from 1 April 2016 to 31 March 2019. Revenue Reform Costs cannot be financed from (i) Right to Buy receipts, (ii) pre 1 April 2016 capital receipts, and/or (iii) borrowing.

Revenue Reform Costs that generate ongoing savings may be funded from the Council's capital receipts for the following:

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Collaboration between local authorities and central government departments to free up land for economic use;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief-executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using Crown Commercial Services or regional procurement hubs or Professional Buying Organisations;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue; and
- Integrating public facing services across two or more public sector bodies to generate savings or to transform service delivery.

On a project by project basis details of the expected savings/service transformation will be provided.

The impact on the Council's Prudential Indicators from Revenue Reform Costs being treated as capital expenditure are:

- Estimated and actual capital expenditure will increase by the amount of the Revenue Reform Costs;

## Annex 2

- Balance Sheet resources (capital receipts) will decrease by the amount of the Revenue Reform Costs;
- The 'incremental impact on capital investment decisions on the band D council tax' and the ratio of 'financing costs to net revenue stream' may increase or decrease depending on whether the reduction in treasury interest income from the utilisation of capital receipts is greater or less than any relevant revenue savings/enhancements achieved from successful implementation of the reform project(s).

### Effect

Utilisation of capital receipts to fund expenditure that would usually be funded from revenue resources diverts the receipts available for re-investment in existing assets or the creation of new ones.

To date the Council has not utilised capital receipts to fund revenue reform costs.

# Agenda Item 7

## Annex 3

### Annex 3 Summary Sheet for Cabinet

Draft Capital Programme £000	Estimated Slippage 2016/17	2017/18	2018/19	2019/20	2020/21
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STATUTORY/MANDATORY					
Disabled Facilities Grants		1,600	1,600	1,600	1,600

ONGOING SCHEMES FROM PREVIOUS YEARS					
Margate Pedestrian Connections		24			
Ramsgate Port & Harbour - Low Carbon Plan	239	226			

ANNUAL ENHANCEMENT PROGRAMMES					
Operational Services Vehicle Replacement Programme		500	250	500	2,205
Property Enhancement Programme		80	80	80	80

WHOLLY/PARTLY EXTERNALLY FUNDED					
East of Epple to Westgate Bay - Sea Wall Work (now Minnis Bay to Grenham Bay)		244			
Better Care Fund		700	700	700	700
Ramsgate Main Beach Timber Groyne Installation		607			
Louisa Bay to Dumpton Gap Sea Wall Work			95		1,000
Westbrook to St Mildred's Sea Wall Work			600		
Viking Bay Flood Defence Scheme				200	
Stone Bay Sea Wall Work					1,000
Thanet Groyne Reconstruction		388			

CONSTRUCTION, REPLACEMENT & ENHANCEMENT					
Thanet Crematorium - Memorial Chapel Area		40			
Jackey Bakers Enhancements		50			
Marina Management System		78			
Boat Wash Separator		25			
In-Cab System		60			
Ramsgate Harbour - Aquastores		50			
Ramsgate Harbour - Self Storage Containers		50			
Mill Lane Multi-Storey Car Park		3,000			
Leopold Street Multi-Storey Car Park					3,000
Dreamland Car Park Enhancement		150			

<b>Capitalised Salaries</b>		75	75	75	75
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<b>Total for the Year</b>	<b>239</b>	<b>7,947</b>	<b>3,400</b>	<b>3,155</b>	<b>9,660</b>
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#### Funded By

Capital Receipts & Reserves	0	532	155	155	310
Capital Grants & Contributions	0	3,379	2,995	2,500	4,300
Contributions from Revenue	0	0	0	0	0
Prudential Borrowing	239	4,036	250	500	5,050

<b>Total for the Year</b>	<b>239</b>	<b>7,947</b>	<b>3,400</b>	<b>3,155</b>	<b>9,660</b>
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# **Fees and Charges**

## **Policy**

# Fees and Charges Policy

## 1. Purpose

This policy establishes corporate principles for charging for services provided by the Council. It aims to recognise the competing priorities the Council faces when charging residents, businesses and other users for its services, as well as the democratic environment in which the Council operates.

This policy will be reviewed at regular intervals to ensure that it continues to meet the Council's requirements.

All services must comply with this policy when setting and reviewing charges.

## 2. Scope & Application

Charges can be statutory or discretionary:

**Statutory charges** - Central Government sets the level of some charges and restricts the extent of charging in other areas. Statutory charges are identified separately in the fees and charges schedule.

**Discretionary charges** - The Policy for discretionary fees and charges is either full recovery of costs or maximisation of income. The Council uses discretionary charges where it believes that users should bear the cost of the service and to keep the Council Tax at an acceptable level.

This policy covers all services that can apply charges to external customers including residents, businesses and partner agencies. It excludes:

- Council tax;
- Housing rents and service charges; and
- Fees and charges where the amount is fixed by statute or are otherwise outside the Council's control.



### **3. Principles for Setting Charges**

The Council has three key principles for setting charges:

1. The Council must comply with all legal requirements for setting charges and income generation. Where appropriate, this will override other factors to ensure the Council is not exposed to the risk of legal challenge.
2. The charging arrangements for any service must meet the full cost of providing the service and include sound arrangements for income collection. The full cost of provision includes a share of central costs and a forecast for the effects of inflation.
3. The appropriateness of charges set may be dependent on the wider aims and context of the service and as a result other aspects, such as the impact on service users, must be considered rather than just financial gain when setting fees and charges.

The Council will apply the following key principles in setting fees and charges each financial year.

- Charging decisions will be taken in the context of the Council's Priorities as set out in its Corporate Plan;
- Access, affordability and elasticity of demand will be considered;
- Charges will be consistent with the Council's policies e.g. consideration will be given to any disproportionate impact on vulnerable groups and those least able to pay;
- Where services are provided on a trading basis, charges will be set at the maximum level the market can bare without eroding demand such that the overall financial position of the service offering is weakened;
- Charges will be benchmarked with comparable service providers and where they are identified as being significantly lower than in other comparable authorities, increases will be fast tracked in order to bring them in line;
- Any exemptions and concessions on standard charges will be clearly justified. They will only be provided for services where benefits to the recipient groups are clearly evidenced and are consistent with the Corporate Plan. The Council will consider the adoption of a concessions policy as part of the review of fees and charges to help address inequalities within the district. Any approved policy will be included on the Council's website; and
- Enforcement charges will be set at a level proportionate to the nature of the offence and comparable charges in comparable authorities.

Application of these guiding principles aims to ensure that the Council's fees and charges are set within a framework of value for money management; whereby financial, performance, access and equity are considered fully and appropriately and decisions taken represent a transparent and balanced approach.

#### **4. Reviewing & Increasing Charges**

- Inflationary cost increases will be included in the cost of service provision (see section 3 above).
- Charges will be reviewed at least annually as part of the budget setting process.
- In order to make informed decisions, Directors and/or Service Managers will ensure that appropriate information on service users, service usage costs and benchmarking is kept and reviewed on an annual basis.
- Proposals to introduce or to amend charges will take into account the potential impact on different types of customer groups and service usage, and associated communication plan.
- Where there is no fee for a service that can be charged for or current charges represent less than the full cost of providing the service, the reasons should be reconsidered and justified under this policy as part of the annual review.
- Service users and other relevant stakeholders must be informed in advance of all proposals to introduce or to amend charges above inflation or where required by statute. Appropriate vehicles for informing service users should include service advisory groups, service user groups, customer surveys and focus groups.
- Consultation with service users and other relevant stakeholders on above inflationary prices increases will be undertaken when required by law and considered in all other cases and prior to any decisions being made.
- Care will be exercised in facilitating and interpreting consultation in view of the potential reluctance to support any increases in fees or charges. Emphasis will be placed on demonstrating that fee and charge levels set represent good value for money, considering the quality of the services provided and charge levels applied in other comparable authorities.
- Customer Equality Impact Assessments will be carried out to establish whether the Public Sector Equality Duty is engaged in the setting or review of fees and charges.
- The Directors and/or Service Managers will maintain clear records of any charging review with clear evidence justifying decisions and/or recommendations made.

#### **5. New Charges and Trading**

The Local Government Act 2003 gives the Council power to charge for discretionary services, with some limited exceptions. This may include charges for new and innovative services utilising the power to promote environmental, social and economic well-being under section 2 of the Local Government Act 2000. The income from charges, taking one

financial year with another, must not exceed the costs of provision. The Council promotes and welcomes the use of these powers.

Services should consider whether they may utilise this power to provide a service that may benefit residents, businesses and other service users, meet the Council priorities and generate income.

The Council has powers to trade with other prescribed public bodies under the Local Government (Goods & Services) Act 1970 for goods and services and general powers to trade under Local Government Act 2003 Trading allows the Council to make a profit but there are some significant restrictions. Where a Director/Service Manager considers a service may be in a position to trade, they will first seek legal and financial advice.

Proposals for new fees and charges or to amend existing ones must be considered within the service and financial planning process or, where necessary, following appropriate consultation with service users and consultation with the portfolio holder, submitted to the Director for approval as an in-year change.

## **6. Management and Decision Making Framework**

Questions on fees and charges will be included within the Budget Consultation exercise and the responses taken into consideration when setting the fee levels.

Decisions on setting charges and fees are subject to the Council's decision-making structures. Most charging decisions are the responsibility of the Cabinet, where they are key decisions. Some fees, particularly relating to regulatory matters, are set by full Council. Charging decisions that are politically sensitive – which may often be the case – will also be a Cabinet decision.

Advice will be taken from the Corporate Legal Team as to whether an individual decision is a key decision for Cabinet but under the Constitution, planned changes to charges where the total impact of the change would be in excess of over £50,000 are key decisions for Cabinet.

An annual schedule of fees and charges will be agreed by Cabinet as part of the budget setting process and the approved Fees and Charges pricing schedule made available on the website.

All other decisions are delegated to officers according to their Directorate's Scheme of Delegation. Directors are responsible for compliance with this policy within their area. Legal and financial advice should be sought where appropriate.

## **7. Income Collection & the Council's Credit Management Policy**

It is vital that the Council receives the charges that it makes for its services. The following principles will apply to all charges and Heads of

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Service must ensure that all contractual documentation and marketing information is available to support these:

- Wherever possible, customers should be required to pay charges in advance of the service being provided, on entry, or prior to making delivery, to minimise the risk of non-payment and to assist customers in managing their liabilities to the Council.
- Multiple payment methods will be made available to the customer, although e-payments and (where appropriate) setting up of direct debits through Thanet Gateway Plus or Contact Centre will be promoted as the preferred method. In accordance with the Council's Anti-Fraud and Corruption Policy Services offering a cash payment option will be underpinned by a robust reconciliation process.
- Where customers fail to pay for fees and charges they will be made liable for the additional costs of enforcement and Customers must be clearly aware of this additional liability.
- A lawful and reasonable refund policy will be adopted and Service users made aware of this policy.

## 8. Charging Policy

Each fee or charge should be identified to one of the categories in the following table;

Charging Policy	Policy Objective
Full Commercial	The Council seeks to maximise revenue within an overall objective of generating as large a surplus (or a minimum loss) from this service
Full commercial with discounts	As above, but with discounted concessions being given to enable disadvantaged groups to access the service
Fair Charging	The Council seeks to maximise income but subject to a defined policy constraint. This could include a commitment made to potential customers on an appropriate fee structure. Alternatively, a full commercial rate may not be determinable or the Council may be a monopoly supplier of services.
Cost Recovery	The Council wishes to make the service generally available, but does not wish to allocate its own resources to the service.
Cost recovery with discounts	As above, but the Council is prepared to subsidise the service to ensure disadvantaged groups have access to the service
Subsidised	Council policy is to make the service widely accessible, but believe users of the service should make some contribution from their own resources. Could also be due to the adverse impact a cost recovery or commercial charging policy would have on other council services.
Nominal	The Council wishes the service to be fully available, but sets a charge to discourage frivolous usage.
Free	Council policy is to make the service fully available
Statutory	Charges are set in line with legal obligations.

In applying the appropriate charging policy, the issues which may need to be considered in setting the level of fee and charge for any particular service are set out below;

Charging Policy	Points for Consideration
Full Commercial	<ul style="list-style-type: none"> <li>• Are the charges high enough for the business to be profitable? If not, consider whether we should be providing this service.</li> <li>• Are competitors charging similar prices?</li> <li>• Do we offer any premium in terms of service levels that customers would be prepared to pay more for?</li> <li>• How would changes in pricing structure affect demand for the service and potentially its profitability?</li> <li>• How does the proposed fee structure fit in with the long-term business plan for this service?</li> </ul>
Fair Charging	<ul style="list-style-type: none"> <li>• How do our charges compare to other providers of similar services?</li> <li>• Has the loss of income from not charging on a full commercial basis been evaluated?</li> <li>• Is the policy constraint justifying this charging policy still valid?</li> </ul>
Cost Recovery	<ul style="list-style-type: none"> <li>• Do charges recover the full costs, including overheads, capital charges, recharges and cost of collection?</li> <li>• Is it possible to charge on a full commercial basis and if so has the loss of income from not charging on a full commercial basis been evaluated?</li> <li>• Are members aware of the effect on demand for this service from this charging policy?</li> <li>• What would be the effect of changing to a different policy e.g. subsidised?</li> </ul>
Subsidised	<ul style="list-style-type: none"> <li>• Has the cost of the subsidy been evaluated?</li> <li>• What has been the impact on demand and on service levels from adopting this approach?</li> </ul>
Nominal	<ul style="list-style-type: none"> <li>• Does this approach fit in with the requirements of other funding streams i.e. grants?</li> </ul>
Free	<ul style="list-style-type: none"> <li>• Is this approach legally required?</li> <li>• Is there a problem of frivolous use of the service?</li> </ul>
Statutory	<ul style="list-style-type: none"> <li>• Are charges in line with statutory requirements?</li> <li>• Are they set at the maximum permitted levels?</li> </ul>

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**FEES AND CHARGES 2017-18**

Cabinet	<b>17 November 2016</b>
Report Author	<b>Tim Willis, Director of Corporate Resources</b>
Portfolio Holder	<b>Cllr John Townend, Portfolio Holder (Financial Services &amp; Estates)</b>
Status	<b>For Recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>Budget and Policy Framework</b>
Ward:	<b>All</b>

**Executive Summary:**

A review of Fees and Charges has now been completed as part of the budget process. They are proposed to increase by a composite 5.4% on average, generating additional income of £490K in 2017/18; this excludes items such as Selective Licensing, On Street Parking and changes agreed as part of 2016-2017 ongoing savings.

**Recommendation(s):**

1. That Cabinet approve the Fees and Charges listed in **Annex 1** and recommend the agreed Fees and Charges to Council for approval.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	<p>The financial implications have been reflected within the body of the report. However, were members to decide to reject any of the proposals, then additional savings of the same value would be required to deliver a balanced budget.</p>
<b>Legal</b>	<p>Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, it is the Director of Corporate Resources (S151 Officer), and this report is helping to carry out that function.</p> <p>Local authorities have a variety of powers to charge for specific statutory services as set out in section 42 The Local Government Act 2003.</p> <p>The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.</p> <p>The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.</p> <p>Any decision made by the council must give due regard to the Public</p>

	Sector Equality Duty section 149 the Equality Act 2010.								
<b>Corporate</b>	Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the Council's proposed Fees and Charges for 2017-18, as part of the budget process.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (PSED) (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p>aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <p>Fees and charges where the responsible manager deems that the Public Sector Equality Duty has been engaged, a Customer Impact Assessment has been completed.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓								
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	

## 1. Introduction and Background

- 1.1 This report seeks Cabinet approval to set fees and charges for 2017-18. Fees and Charges have historically been agreed early in the budget cycle to build into individual service estimates. This covering report summarises the main points, with the detail being provided in the annexes.



- 1.2 A rigorous review of all the Council's fees and charges was undertaken by the service managers, using techniques such as benchmarking and other in-depth reviews as per the Fees and Charges policy.
- 1.3 Managers completed Customer Impact Assessments as per the requirement of the PSED and hence informed their design of the service and price.

2. **The Financial Implications**

2.1 **Annex 1** to this report sets out the proposed level of Fees and Charges for 2017-18 in respect of services provided by the Council. As a result of reviewing all the Council's fees and charges, additional income of £490K is anticipated in 2017-18. **Table 1** compares 2016/17 to the proposed 2017/18 Fees and Charges. The proposals represent a composite average price increase of 5.4% and an increase in income of 7.2%. Some charges have remained at 2016-17 prices; others have increased to reflect parity with other authorities and some to cover cost of providing the service.

<b>Table 1</b>			
<b>2016/17 Total Income Increase</b>	<b>2017/18 Total Income Increase</b>	<b>2017/18 % Income Change</b>	<b>2017/18 % Average Price Change</b>
<b>£345,900</b>	<b>£518,610</b>	<b>7.2%</b>	<b>5.4%</b>
<b>Note: 2016-17 figure is adjusted for Green Waste and Refuse to compare with 2017-18.</b>			

2.2 The Major Changes proposed to Fees and Charges 2017-18 can be summarised in **Table 2** overleaf:

Table 2				
2017-18 Fees & Charges		Major Changes		
Ref	Type of Fees & Charges	New Fees	Deleted Fees	Combined Fees
4.	<a href="#">Crematorium</a>	✓	✓	☐
5.	<a href="#">Cemeteries</a>	✓	☐	☐
8.	<a href="#">Refuse Bins</a>	✓	☐	✓
13.	<a href="#">Ramsgate Harbour/Port</a>	✓	☐	☐
18.	<a href="#">Housing HRA</a>	☐	✓	☐
19.	<a href="#">HMO/Selective Licensing</a>	✓	✓	☐
14.	<a href="#">Env Services - Pollution</a>	✓	✓	☐
21.	<a href="#">Building Control</a>	✓	☐	☐
24.	<a href="#">Sport and Leisure</a>	☐	✓	☐
26.	<a href="#">Cultural &amp; Outside Events</a>	☐	☐	✓
25.	<a href="#">Foreshore Events</a>	☐	✓	☐
27.	<a href="#">External Printing</a>	✓	☐	☐

**Note: A tick shows that there has been a change. A blank means no change.**

### 3. Options

- 3.1 Cabinet accept the Fees and Charges submitted, or Cabinet notify officers of any changes required.
- 3.2 That Cabinet recommend the agreed Fees to Council for Decision.

### 4. Next Steps

- 4.1 If Cabinet accepts the recommendations then these proposals will be considered by Overview and Scrutiny Panel on 21 November, then Council on 1 December 2016.

Contact Officer:	Helen Efemini, Interim Project Accountant Ex 7241
Reporting to:	Matthew Sanham , Financial Services Manager

### Annex List

Annex 1	Fees and Charges Schedule 2017-18
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### Background Papers

Title	Details of where to access copy
None	N/A

### Corporate Consultation

<b>Finance</b>	Peter Timmins, interim Head of Finance
<b>Legal</b>	Tim Howes, Director of Corporate Governance

2017-18 Fees & Charges			
Ref			
1.	<a href="#">Car Parks -Off Street</a>		
2.	<a href="#">Car Parks -On Street</a>		
3.	<a href="#">District Highways Activities</a>		
4.	<a href="#">Crematorium</a>		
5.	<a href="#">Cemeteries</a>		
6.	<a href="#">Refuse - Bulky</a>		
7.	<a href="#">Green Waste</a>		
8.	<a href="#">Refuse Bins</a>		
9.	<a href="#">Street Cleansing</a>		
10.	<a href="#">Allotments</a>		
11.	<a href="#">Littering &amp; Graffiti</a>		
12.	<a href="#">B'stairs &amp; M'gate Harbour</a>		
13.	<a href="#">Ramsgate Harbour/Port</a>		
18.	<a href="#">Housing HRA</a>		
19.	<a href="#">HMO/Selective Licensing</a>		
14.	<a href="#">Env Services - Pollution</a>		
15.	<a href="#">Com Safety</a>		
16.	<a href="#">Land Charges</a>		
17.	<a href="#">Licensing</a>		
21.	<a href="#">Building Control</a>		
20.	<a href="#">Planning</a>		
23.	<a href="#">Museums</a>		
28.	<a href="#">Visitor Information Centre</a>		
29.	<a href="#">Community Beach Hut</a>		
24.	<a href="#">Sport and Leisure</a>		
26.	<a href="#">Cultural &amp; Outside Events</a>		
25.	<a href="#">Foreshore Events</a>		
30.	<a href="#">Financial Services</a>		
33.	<a href="#">Corporate Marketing (Filming)</a>		
31.	<a href="#">Council Publications</a>		
32.	<a href="#">Electoral Services</a>		
27.	<a href="#">External Printing</a>		
22.	<a href="#">Property Services</a>		
34.	<a href="#">Legal Services</a>		

CHARGES 2016/2017 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2017/2018 £
	<b>CAR PARKS</b>							
	<b>1. OFF STREET PARKING</b>							
	<b>LONG TERM</b>							
Free Saturdays	(a) HAROLD ROAD, Cliftonville 7am - 10pm Linear after 1st hour			Free Saturdays				
	Private motor cars							
0.60	Per hour up to 4 hours	Discretionary	1-Apr-16	0.80	*	33.33%	0.20	5,300
0.01	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.01	*	30.00%	0.00	
3.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.00	*	33.33%	1.00	
	(b) ST PETER'S PARK ROAD, Broadstairs; CANNON ROAD, Ramsgate 7am - 10pm							33,000
	Private motor cars							
0.60	Per hour up to 4 hours	Discretionary	1-Apr-16	0.80	*	33.33%	0.20	28,000
0.01	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.01	*	30.00%	0.00	
3.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.00	*	33.33%	1.00	
	(c) ALPHA ROAD Birchington 7am - 10pm Linear after 1st hour							36,000
	Private motor cars							
0.60	Per hour up to 4 hours	Discretionary	1-Apr-16	0.80	*	33.33%	0.20	
0.01	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.01	*	30.00%	0.00	
3.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.00	*	33.33%	1.00	
	(d) ALBION STREET, Broadstairs							210,000
	Private motor cars							
	1st November to 31st March							
0.60	Per hour up to 4 hours	Discretionary	1-Apr-16	0.80	*	33.33%	0.20	
0.01	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.01	*	30.00%	0.00	
3.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.00	*	33.33%	1.00	
	1st April to 31st October							
1.60	First Hour	Discretionary	1-Apr-16	4.00	*	150.00%	2.40	
1.60	Per hour up to 4 hours	Discretionary	1-Apr-16	2.00	*	25.00%	0.40	
0.03	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.03	*	0.00%	0.00	
8.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	12.00	*	50.00%	4.00	
	(e) STAFFORDSHIRE STREET, Ramsgate 7am - 10pm Linear after 1st hour							185,000
	Private motor cars							
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	-10.00%	0.00	
4.50	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
	(f) ALBION ROAD, Birchington 7am - 10pm							41,000
	Private motor cars							
0.20	First half hour	Discretionary	1-Apr-16	0.20	*	0.00%	0.00	
0.45	Per each 30 minutes up to 4 hours	Discretionary	1-Apr-16	0.80	*	77.78%	0.35	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.01	*	-35.00%	-0.01	
4.20	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.00	*	-4.76%	-0.20	
	TRINITY SQUARE, Margate 7am - 10pm Linear after 1st hour							78,000
	Private motor cars							
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	-10.00%	0.00	
4.50	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
	(g) MARINA ESPLANADE, Ramsgate 7am - 10pm Linear after 1st hour							21,500
	Private motor cars							17,000
	1st November to 31st March							
0.60	Per hour up to 4 hours	Discretionary	1-Apr-16	0.80	*	33.33%	0.20	
0.01	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.03	*	200.00%	0.02	
3.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.00	*	33.33%	1.00	
	1st April to 31st October							
1.60	First Hour	Discretionary	1-Apr-16	4.00	*	150.00%	2.40	
1.60	Per hour up to 4 hours	Discretionary	1-Apr-16	2.00	*	25.00%	0.40	
0.03	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.03	*	0.00%	0.00	
8.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	12.00	*	50.00%	4.00	
Free Saturdays	(h) LEOPOLD STREET MULTI STOREY CAR PARK, Ramsgate 7am - 10pm Linear after 1st hour			Free Saturdays				130,000
	Private motor cars							9,000
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	-10.00%	0.00	
4.50	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
3.00	Hotellers Charge (bulk purchase) - 24 hour ticket	Discretionary	1-Apr-16	3.25	*	8.33%	0.25	
Free Saturdays	(i) MILL LANE CAR PARK, Margate 7am-7pm Linear after 1st hour			Free Saturdays				55,000
	Private motor cars							
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	0.00%	0.00	
4.50	Over 5 hours (until 7.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
	(j) QUEEN STREET/ELMS AVENUE, Ramsgate; ALBION PLACE, Ramsgate 7am - 10 pm							18,000
	Linear after 1st hour							15,500
	Private motor cars							
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	0.00%	0.00	
4.50	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
	(k) CHANDOS SQUARE, Broadstairs 7am - 10pm Linear after 1st hour							50,000
	Private motor cars							
	1st November to 31st March							
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	-10.00%	0.00	
4.50	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
	1st April to 31st October							
1.60	First Hour	Discretionary	1-Apr-16	4.00	*	150.00%	2.40	
1.60	Per hour up to 4 hours	Discretionary	1-Apr-16	2.00	*	25.00%	0.40	
0.03	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.03	*	0.00%	0.00	
8.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	12.00	*	50.00%	4.00	
Free Saturdays	(l) VERE ROAD, Broadstairs 7am - 10pm (Free on Saturdays) Linear after 1st hour			Free Saturdays				22,000
	Private motor cars							
0.90	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	*	-10.00%	0.00	
4.50	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	*	22.22%	1.00	
Same All Year	(m) DREAMLAND, Margate 7am-10pm Linear after 1st hour			Same All Year				
	Private motor cars							
	Same All Year							
1.60	First Hour	Discretionary	1-Apr-16	4.00	*	150.00%	2.40	
1.60	Per hour up to 4 hours	Discretionary	1-Apr-16	2.00	*	25.00%	0.40	
0.03	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.03	*	0.00%	0.00	
8.00	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	12.00	*	50.00%	4.00	
	<b>SHORT TERM</b>							
	(a) CAVENDISH STREET, Ramsgate; MEETING STREET, Ramsgate 7am-10pm							47,000
	Linear after 1st hour							
	Private motor cars							
0.90	Per hour up to 2 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 3 hours	Discretionary	1-Apr-16	0.02	*	-10.00%	0.00	
3.60	3 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.40	*	22.22%	0.80	43,000
	(b) MARKET STREET, Margate 7am - 10pm Linear after 1st hour							78,000
	Private motor cars							
0.90	Per hour up to 2 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 3 hours	Discretionary	1-Apr-16	0.02	*	0.00%	0.00	
3.60	3 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.40	*	22.22%	0.80	
	(c) CROFTS PLACE, Broadstairs 7am - 10pm Linear after 1st hour							55,000
	Private motor cars							
0.90	Per hour up to 2 hours	Discretionary	1-Apr-16	1.10	*	22.22%	0.20	
0.02	each minute between 1 hour and 3 hours	Discretionary	1-Apr-16	0.02	*	0.00%	0.00	
3.60	3 hours (until 10.00 pm)	Discretionary	1-Apr-16	4.40	*	22.22%	0.80	
	<b>SEASONAL PAY AND DISPLAY</b>							
	(a) MINNIS BAY, Birchington, 7am - 10pm							20,000
	Linear after 1st hour							
	Summer Season 1 April to 31 October							

CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
0.90	Private motor cars							
0.02	Per hour up to 4 hours	Discretionary	1-Apr-16	2.00	-	122.22%	1.10	
4.50	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	-	-10.00%	0.00	
	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	10.00	-	122.22%	5.50	
	<b>(b) JOSS BAY, Broadstairs 7am- 10pm Linear after 1st hour</b>							55,000
	Summer Season 1 April to 31 October							
1.70	Private motor cars							
1.70	First Hour			4.00	-	135.29%	2.30	
0.03	Per hour up to 4 hours	Discretionary	1-Apr-16	2.00	-	17.65%	0.30	
8.50	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.03	-	0.00%	0.00	
	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	12.00	-	41.18%	3.50	
	<b>(c) ST MILDRED'S BAY, Westgate, 7am-10pm</b>							600
	Linear after 1st hour							
	Summer Season 1 April to 31 October							
0.90	Private motor cars							
0.02	Per hour up to 4 hours	Discretionary	1-Apr-16	1.10	-	22.22%	0.20	
4.50	each minute between 1 hour and 5 hours	Discretionary	1-Apr-16	0.02	-	-20.00%	0.00	
	Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-16	5.50	-	22.22%	1.00	
	<b>COACH PARKING</b>							
	<b>(a) VERE ROAD, Broadstairs; DREAMLAND, Margate 7am- 10pm</b>							
	Summer Season 1 April to 31 October							
8.00	Up to 4 hours	Discretionary	1-Apr-14	10.00	-	25.00%	2.00	
15.00	Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-14	20.00	-	33.33%	5.00	
7.00	Off Season 1st November- to 31 March							
	Per entry (up to 15 hour stay)	Discretionary	1-Apr-14	10.00	-	42.86%	3.00	
	<b>(b) JOSS BAY, Broadstairs; MINNIS BAY, Birchington 7am - 10pm</b>							
	Summer Season 1 April to 31 October							
8.00	Up to 4 hours	Discretionary	1-Apr-14	10.00	-	25.00%	2.00	
15.00	Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-14	20.00	-	33.33%	5.00	
	<b>(c) VERE ROAD, Broadstairs 7am - 10pm</b>							
1.00	Up to 30 minutes (dropping off/picking up)	Discretionary	1-Apr-16	1.00	-	0.00%	0.00	
	<b>HGV's</b>							
	<b>VERE ROAD, Broadstairs; MINNIS BAY, Birchington 7am - 10pm</b>							
	Summer Season 1 April to 31 October							
8.00	Up to 4 hours	Discretionary	1-Apr-14	10.00	-	25.00%	2.00	
15.00	Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-14	20.00	-	33.33%	5.00	
	<b>SEASON TICKETS</b>							106,000
	<b>(a) Annual</b>							
600.00	All Car Parks	Discretionary	1-Apr-14	625.00	-	4.17%	25.00	
450.00	All long term car parks only	Discretionary	1-Apr-16	475.00	-	5.56%	25.00	
350.00	Selected Car Parks	Discretionary	1-Apr-16	375.00	-	7.14%	25.00	
	<b>(b) Half Year</b>							
360.00	All Car Parks	Discretionary	1-Apr-16	375.00	-	4.17%	15.00	
275.00	All long term car parks only	Discretionary	1-Apr-16	300.00	-	9.09%	25.00	
200.00	Selected Car Parks	Discretionary	1-Apr-16	225.00	-	12.50%	25.00	
	<b>(c) Monthly</b>							
70.00	All Car Parks	Discretionary	1-Apr-08	75.00	-	7.14%	5.00	
60.00	All long term car parks only	Discretionary	1-Apr-08	65.00	-	8.33%	5.00	
50.00	Selected Car Parks	Discretionary	1-Apr-14	55.00	-	10.00%	5.00	
	<b>(d) Weekly</b>							
40.00	All Car Parks	Discretionary	1-Apr-14	40.00	-	0.00%	0.00	1,000
	<b>(e) Weekly Coach</b>							
50.00	Summer Season 1 April to 31 October							
25.00	Vere Road, Joss Bay, Minnis Bay	Discretionary	11-Jun-12	75.00	-	50.00%	25.00	
	Off Season 1st November- to 31 March							
25.00	Vere Road	Discretionary	11-Jun-12	40.00	-	60.00%	15.00	
25.00	Replacement Discs	Discretionary	11-Jun-15	25.00	-	0.00%	0.00	
5.00	Change of Registration	Discretionary	1-Apr-16	5.00	-	0.00%	0.00	500
	<b>FIXED PENALTY FINE - OFF STREET</b>							73,200
	(Fixed by Central Government)							
70.00	(a) Higher level penalty charge	Statutory	1-Apr-08	70.00	-	0.00%	0.00	
35.00	(b) Higher level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	35.00	-	0.00%	0.00	
50.00	(c) Lower level penalty charge	Statutory	1-Apr-08	50.00	-	0.00%	0.00	
25.00	(d) Lower level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	25.00	-	0.00%	0.00	
	With effect from 31st March 2008							
	<b>2. ON STREET PARKING</b>							
	On Charge Everyday							
	<b>(a) Maximum 2 hourly stay 9am - 6pm</b>							
1.00	Cecil Square, Margate	Discretionary	11-Jun-12	1.30	-	30.00%	0.30	58,000
1.00	Albert Terrace, 1st April to 31st October	Discretionary	11-Jun-12	1.30	-	30.00%	0.30	40,000
	£ per half hour for up to 2 hours							
0.70	1st November to 31st March							
	£ per half hour for up to 2 hours	Discretionary	1-Apr-16	1.00	-	42.86%	0.30	
	<b>(b) Minimum 1 hour charge 9am - 6pm</b>							
2.00	Harbour Parade, Ramsgate	Discretionary	11-Jun-12	2.30	-	15.00%	0.30	86,000
2.00	Victoria Parade, Broadstairs	Discretionary	11-Jun-12	2.30	-	15.00%	0.30	31,500
	<b>(c) Maximum 2 hourly stay</b>							
	<b>Linear Charging Maximum 2 hourly stay 9am - 6pm</b>							
	Albion Place, Ramsgate	Discretionary						20,000
	Belvedere Road, Broadstairs	Discretionary						5,500
	Birchington	Discretionary						42,000
	Broad Street, Ramsgate	Discretionary						20,000
	Brunswick Street, Ramsgate	Discretionary						5,000
	Carlton Ave, Broadstairs	Discretionary						6,500
	Cavendish Street, Ramsgate	Discretionary						26,000
	Charlotte Street, Broadstairs	Discretionary						22,000
	Handres Street, Ramsgate	Discretionary						14,500
	Hawley Square/Churchfields Place	Discretionary						55,000
	High Street, Broadstairs	Discretionary						103,000
	High Street, Margate	Discretionary						65,000
	King Street, Ramsgate	Discretionary						17,000
	Marine Drive	Discretionary						9,500
	Mill Lane, Margate	Discretionary						24,000
	Northdown Road	Discretionary						38,000
	Pierremont Avenue, Broadstairs	Discretionary						8,000
	Queen Street, Ramsgate	Discretionary						19,000
	Union Crescent, Margate	Discretionary						11,000
	Vere Road, Broadstairs	Discretionary						6,500
	York Street, Broadstairs	Discretionary						18,500
	Lloyd Road, Broadstairs	Discretionary						8,500
0.20	10 minutes			0.20	-	0.00%	0.00	
0.02	each minute thereafter up to 2 hours			0.03	-	50.00%	0.01	
2.80	2 hours			4.00	-	42.86%	1.20	
	<b>(d) 9am - 6pm</b>							
	Lawn Road, Broadstairs							7,000
0.70	Up to 1/2 hour	Discretionary	1-Apr-16	1.00	-	42.86%	0.30	
1.40	Up to 1 hour	Discretionary	1-Apr-16	2.00	-	42.86%	0.60	
2.80	Up to 2 hours	Discretionary	1-Apr-16	4.00	-	42.86%	1.20	

CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
£								
4.20	Up to 3 hours	Discretionary	1-Apr-16	6.00		42.86%	1.80	
5.60	Up to 4 hours	Discretionary	1-Apr-16	8.00		42.86%	2.40	
0.20	10 Minutes	Discretionary	1-Apr-16	0.20		0.00%	0.00	
0.02	each minute thereafter up to 4 hours	Discretionary	1-Apr-16	0.03		50.00%	0.01	
	<b>RESIDENTS PARKING</b>							
	<b>(a) RESIDENTS PARKING PERMITS Annual Fee</b>							41,000
60.00	Margate West zone	Discretionary	1-Apr-08	70.00		16.67%	10.00	
60.00	Belmont Road Broadstairs	Discretionary	1-Apr-08	70.00		16.67%	10.00	
60.00	Addington Road Margate	Discretionary	1-Apr-08	70.00		16.67%	10.00	
60.00	Bichington	Discretionary	1-Apr-08	70.00		16.67%	10.00	
60.00	Victoria Parade, Broadstairs	Discretionary	1-Apr-08	70.00		16.67%	10.00	
60.00	Madeira	Discretionary	1-Apr-08	70.00		16.67%	10.00	
25.00	Replacement Discs	Discretionary	1-Apr-15	25.00		0.00%	0.00	
	<b>(b) RESIDENTS PARKING AREAS</b>							8,000
3.00	Daily visitors tickets	Discretionary	1-Apr-08	3.50		16.67%	0.50	
2.20	Daily visitors tickets purchased in bulk (20 at a time)	Discretionary	1-Apr-08	2.50		13.64%	0.30	
350.00	Commercial premises sited in residential areas - per permit	Discretionary	1-Apr-08	400.00		14.29%	50.00	
15.00	Motorcycle permits	Discretionary	1-Apr-08	20.00		33.33%	5.00	
25.00	Replacement Permit	Discretionary	11-Jun-15	25.00		0.00%	0.00	
5.00	Change of registration	Discretionary	1-Apr-16	5.00		0.00%	0.00	
	<b>FIXED PENALTY FINE - ON STREET</b>							80,000
	<b>(Fixed by Central Government)</b>							200,000
70.00	<b>(a) Higher level penalty charge</b>	Statutory	1-Apr-08	70.00		0.00%	0.00	
35.00	<b>(b) Higher level penalty charge - Payment within fourteen days</b>	Statutory	1-Apr-08	35.00		0.00%	0.00	
50.00	<b>(c) Lower level penalty charge</b>	Statutory	1-Apr-08	50.00		0.00%	0.00	
25.00	<b>(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008</b>	Statutory	1-Apr-08	25.00		0.00%	0.00	
	<b>DECRIMINALISATION</b>							
	<b>(a) ANNUAL DISPENSATION</b>							11,200
400.00	Commercial Users	Discretionary	11-Jun-12	450.00		12.50%	50.00	
60.00	Professional Community Services	Discretionary	1-Apr-16	70.00		16.67%	10.00	
Free	Voluntary Community Services	Discretionary	11-Jun-12	Free				
5.00	Change of registration	Discretionary	1-Apr-16	5.00		0.00%	0.00	
	<b>(b) WEEKLY WAIVER</b>							1,500
40.00	Builders	Discretionary	11-Jun-15	40.00		0.00%	0.00	
	<b>(c) CONES</b>							50
30.00	Out of Hours Use/Less than 7 days notice/Lost Cones	Discretionary	11-Jun-12	30.00		0.00%	0.00	
15.00	More than 7 days notice	Discretionary	11-Jun-12	15.00		0.00%	0.00	
60.00	Suspension of Bay - Administration Fee	Discretionary	11-Jun-15	70.00		16.67%	10.00	2,000
250.00	<b>DISABLED PERSONS BAY - set by KCC</b>	Discretionary	1-Apr-10	250.00		0.00%	0.00	750
	<b>MOBILE DISPLAYS - set by KCC</b>							
150.00	<b>(a) Weekly Charge</b>	Discretionary	1-Apr-15	150.00		0.00%	0.00	
30.00	Day Charge	Discretionary	1-Apr-15	30.00		0.00%	0.00	
25.00	Additional Weeks	Discretionary	1-Apr-15	25.00		0.00%	0.00	1,000
	<b>3. DISTRICT HIGHWAYS ACTIVITIES</b>							
100.00	<b>ROAD CLOSURES (Street Fairs)</b>	Discretionary	11-Jun-12	100.00		0.00%	0.00	2,600
	<b>4. CREMATORIUM</b>							
	<b>CREMATION FEE</b>							
15.00	Non-visible babies		1-Apr-12	15.00		0.00%	0.00	
15.00	Silborn child or age less than one month (med ref to be added)		1-Apr-12	15.00		0.00%	0.00	
50.00	Child - one month but less than 12 years (med ref to be added)		1-Apr-12	50.00		0.00%	0.00	
	Body Parts (med ref to be added)		new	55.00		100.00%	55.00	
235.00	Person 12-18 years	S	1-Apr-14	258.50		10.00%	23.50	
580.00	Person over 18 years (after 10am)		1-Apr-16	638.00		10.00%	58.00	1,052,060
	Person over 18 years (before 10am)		new	475.00		100.00%	475.00	
25.00	Medical Referee		1-Apr-10	25.00		0.00%	0.00	41,220
100.00	Environmental Surcharge (additional to adult cremation fee and full cemetery burial-per adult cremation and full burial)	S	1-Apr-11	100.00		0.00%	0.00	164,900
	<b>ADDITIONAL CHARGES - CREMATORIUM</b>							
	Saturday service (by request only and in addition to cremation fee) by the funeral director		new Aug 16	450.00		100.00%	450.00	
	Additional chapel hire - total 1 hour in chapel		new	110.00		100.00%	110.00	
15.00	Bearers fee	D	1-Apr-11	15.00		0.00%	0.00	200
	Service Overrun		new	130.00		100.00%	130.00	
100.00	Use of chapel for private memorial service - max 25 minutes (Note: Also applies to use of chapel for extra time (i.e.in excess of 25 minutes covered by Cremation fee)	D	1-Apr-11	delete		-100.00%	-100.00	
	<b>WESLEY MUSIC SYSTEM</b>							
	Wesley music system (mandatory payment with all adult cremations)		new	5.00		100.00%	5.00	
	Webcasting of Service		new	60.00		100.00%	60.00	
	CD recording of service		new	50.00		100.00%	50.00	
	Additional copy of CD		new	25.00		100.00%	25.00	
	<b>WESLEY VISUAL TRIBUTE</b>							
	Minute of video		new	6.00		100.00%	6.00	
	2-16 photos		new	40.00		100.00%	40.00	
	17-25 photos		new	51.00		100.00%	51.00	
	26-50 photos		new	76.00		100.00%	76.00	
	1 holding image during the service		new	20.00		100.00%	20.00	
	DVD recording of service		new	60.00		100.00%	60.00	
	Additional copy of DVD		new	25.00		100.00%	25.00	
	DVD of the tribute only		new	20.00		100.00%	20.00	
	DVD recording of the service including the tribute		new	90.00		100.00%	90.00	
	<b>DISPOSAL OF CREATED REMAINS</b>							
free	Scatter of ashes in crematorium grounds			free		0.00%	0.00	
free	Supply of container for release			free		0.00%	0.00	
	<b>Garden of rest Thanet Crematorium</b>							
325.00	Exclusive right of plot for the interment of ashes in caskets or urns		1-Apr-16	345.00		6.15%	20.00	40,020
145.00	Interment of ashes in caskets or urns		1-Apr-16	150.00		3.45%	5.00	31,950
155.00	Interment of ashes in caskets or urns from other crematoria		1-Apr-16	160.00		3.23%	5.00	
20.00	Copy of deed		1-Apr-16	25.00		25.00%	5.00	
40.00	Assignment of EROB (in accordance with Probate)		1-Apr-15	45.00		12.50%	5.00	7,910
50.00	Assignment of EROB (additional transfer after Probate)		1-Apr-16	60.00		20.00%	5.00	
60.00	Assignment of EROB (with Statutory Declaration)		1-Apr-15	65.00		8.33%	5.00	
	Assignment of EROB Living owners		new	65.00		100.00%	65.00	
	<b>Garden of Rest Memorial Thanet Crematorium</b>							
120.00	Erect memorial		1-Apr-15	132.00		10.00%	12.00	10,960
60.00	Additional Inscription, Vase or Memorial under 12" tall (GoR)		1-Apr-15	66.00		10.00%	6.00	6,640
25.00	Memorial Inspection Fee		1-Apr-15	27.50		10.00%	2.50	
15.00	Temporary number stone		1-Apr-15	16.50		10.00%	1.50	930
	<b>Garden of rest Ramsgate Cemetery</b>							
325.00	Exclusive right of plot for the interment of ashes in caskets or urns		1-Apr-16	345.00		6.15%	20.00	
145.00	Interment of ashes in caskets or urns		1-Apr-16	150.00		3.45%	5.00	
155.00	Interment of ashes in caskets or urns from other crematoria		1-Apr-16	160.00		3.23%	5.00	
20.00	Copy of deed		1-Apr-16	25.00		25.00%	5.00	
40.00	Assignment of EROB (in accordance with Probate)		1-Apr-15	45.00		12.50%	5.00	
50.00	Assignment of EROB (additional transfer after Probate)		1-Apr-15	60.00		20.00%	10.00	
60.00	Assignment of EROB (with Statutory Declaration)		1-Apr-15	65.00		8.33%	5.00	
	Assignment of EROB Living owners		new	65.00		100.00%	65.00	

CHARGES 2016/2017 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2017/2018 £
120.00	<b>Garden of Rest Memorial Ramsgate Cemetery</b>							
60.00	Erect memorial		1-Apr-15	132.00		10.00%	12.00	
25.00	Additional Inscription, Vase or Memorial under 12" tall (GoR)		1-Apr-15	66.00		10.00%	6.00	
15.00	Memorial Inspection Fee		1-Apr-15	27.50		10.00%	2.50	
	Temporary number stone		1-Apr-15	16.50		10.00%	1.50	
180.00	<b>Woodlands Lawns Cremated Remains</b>							1,800
93.50	Exclusive right of burial (25 years)		1-Apr-16	180.00		0.00%	0.00	
16.50	Interment		Aug-16	93.50		0.00%	0.00	
66.00	Interment in urn from other crematoria		new	93.00		100.00%	93.00	
45.00	Temporary number stone		Aug-16	16.50		0.00%	0.00	
	Memorial application (under 12")		Aug-16	66.00		0.00%	0.00	
	Assignment of EROB (in accordance with Probate)		Aug-16	45.00		0.00%	0.00	
	Assignment of EROB (additional transfer after Probate)		new	60.00		100.00%	60.00	
	Assignment of EROB (with Statutory Declaration)		new	65.00		100.00%	65.00	
	Assignment of EROB Living owners		new	65.00		100.00%	65.00	
	Copy of deed		new	25.00		100.00%	25.00	
	Topping up of burial rights (not available until only 20 years remaining)		new	n/a		0.00%	0.00	
	<b>Forwarding ashes within Great Britain (including postage, packing &amp; approved container)</b>	D						
	<b>Disposal of ashes from other crematoria (for scatter or auger plot)</b>	D	1-Apr-16	99.00		10.00%	9.00	3,930
	Copy of green registrar's certificate		new	10.00		100.00%	10.00	
	Copy of cremated remains certificate		new	10.00		100.00%	10.00	
	<b>Family history searches</b>			20.00	*	0.00%	0.00	300
	<b>Auger Plot - interment of ashes</b>	D	1-Apr-16	93.50		10.00%	8.50	8,280
	Auger interments and scatters from other crematoria		1-Apr-16	99.00		10.00%	9.00	
	<b>Roses</b>							
	Individual rose with granite style marker 10 year lease		new	350.00		100.00%	350.00	
	Standard rose with granite style marker 10 year lease		new	400.00		100.00%	400.00	
	Renewal of lease Individual rose for 10 years		new	TBC		0.00%	0.00	
	Renewal of lease standard rose for 10 years		new	TBC		0.00%	0.00	
	Mature Tree (interment only) + granite style marker 10 year lease		new	350.00		100.00%	350.00	
	Renewal of lease (every 10 years)		new	TBC		0.00%	9.00	
	Weekend cremated remains interment - usual fee +		new	80.00		100.00%	80.00	
	<b>Inscription in books of remembrance</b>							
48.00	(1) Two lines	D	1-Apr-14	55.20	*	15.00%	7.20	11,270
24.00	(2) Each additional line	D	1-Apr-14	27.60	*	15.00%	3.60	
	<b>Memorial plaques</b>							
	Purchase and Lease for 5 years	D	1-Apr-13	180.00		0.00%	0.00	5,500
	Purchase and Lease for 1 year		new	95.00		100.00%	95.00	
	Existing plaque - renewal per five years		1-Aug-16	150.00		100.00%	150.00	
	Existing plaque - renewal per 1 year	D	1-Apr-14	45.00		0.00%	0.00	
	<b>Memorial Bench Plaque (when available) - Lease of space for 5 years</b>							
	(1) Purchase and lease for 5 years		new	500.00		0.00%	0.00	
	(1) Purchase and lease for 1 year		new	190.00		100.00%	190.00	
	(1) Existing plaque - renewal per five years		1-Aug-16	280.00		100.00%	280.00	
	(2) Existing plaque - renewal per ONE year		new	75.00		100.00%	75.00	
	<b>Miniature books of remembrance</b>		1-Apr-14	75.00	*	0.00%	0.00	200
	<b>Memorial cards (folded)</b>	D	1-Apr-11	25.00	*	0.00%	0.00	
	<b>Memorial cards (unfolded)</b>	D	1-Apr-11	25.00	*	0.00%	0.00	
	<b>Photographic Images in miniature books or folded memorial cards per order plus for each print</b>			20.00		5.26%	1.00	
				8.00		14.29%	1.00	
	<b>Floral illustration</b>	D	1-Apr-11	40.25	*	15.00%	5.25	
	<b>All other illustrations (badges, crests etc.)</b>	D	1-Apr-11	57.50	*	15.00%	7.50	
	<b>Hymn book dedication</b>	D	1-Apr-11	30.00	*	0.00%	0.00	
	<b>5. CEMETERIES</b>							
	<b>MARGATE CEMETERY</b>							
	<b>Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding children and contracted funerals)</b>	D	1-Apr-16	77.00	*	10.00%	7.00	3,470
	<b>Purchase of exclusive right of burial</b>							44,750
	Adult	S	1-Apr-16	731.25		12.50%	81.25	
	Non Thanet Resident	D	1-Apr-15	1462.50		12.50%	162.50	
	Child under 12 years		1-Apr-15	175.00		0.00%	0.00	
	Copy of Deed		new	25.00		100.00%	25.00	
	<b>Assignment of EROB (in accordance with Probate)</b>	D	1-Apr-15	45.00		12.50%	5.00	
	<b>Assignment of EROB (additional transfer after Probate)</b>	D	1-Apr-15	60.00		20.00%	10.00	
	<b>Assignment of EROB Living Owners</b>	D	1-Apr-15	65.00		8.33%	5.00	
	<b>Assignment of EROB (with statutory declaration)</b>	D	new	65.00		100.00%	65.00	
	<b>Interment - adult - pre-purchased grave only - hand or mechanically dug</b>							
	First interment (virgin graves only max 10ft)		1-Apr-15	1300.00		0.00%	0.00	81,820
	4ft 3" grave	S	1-Apr-16	787.50		12.50%	87.50	
	6ft grave	S	1-Apr-16	1012.50		12.50%	112.50	
	8ft grave	S	1-Apr-15	1237.50		12.50%	137.50	
	Body Parts	S	new	155.00		100.00%	155.00	
	<b>Environmental surcharge (over 18 only)</b>		1-Apr-15	100.00		0.00%	0.00	10,400
	<b>Interment - child under 12 years</b>							
	4ft 3" grave	S	1-Apr-15	155.00		0.00%	0.00	
	<b>Temporary number stone</b>	D	1-Apr-16	16.50		10.00%	1.50	430
	<b>Cremated remains - per interment</b>	D	1-Apr-16	159.50		10.00%	14.50	
	<b>Exhumation - burial charge +30%</b>	D					0.00	
	<b>Miscellaneous charges</b>							
	Additional charge for interment at weekends or public holidays	D	1-Apr-16	506.25		12.50%	56.25	
	<b>[NOTE : per 3 hours, minimum charge is for 3 hours]</b>							
	Additional charge for interment at less than 3 working days' notice	D	1-Apr-16	337.50		12.50%	37.50	
	Late funerals - each 15 minutes delay	D	1-Apr-16	75.00		0.00%	0.00	
	Family Search fee	D	1-Apr-12	20.00		0.00%	0.00	
	Barrier Card (Margate Cemetery)	D	1-Apr-16	16.50		10.00%	1.50	1,650
	<b>Memorial Fees</b>							
	Cemetery Headstone Memorial (Adult) (not exceeding 4ft)	D	1-Apr-15	165.00		10.00%	15.00	15,910
	Cemetery Headstone Memorial (Adult) (not exceeding 5ft)		new	200.00		100.00%	200.00	
	Cemetery Headstone Memorial (Adult) (not exceeding 6ft)		new	250.00		100.00%	250.00	
	Kerb Surround - single (Adult)	D	1-Apr-15	264.00		10.00%	24.00	
	Kerb Surround - double (Adult)	D	1-Apr-15	396.00		10.00%	36.00	
	Cemetery Headstone Memorial (Child's)	D	1-Apr-15	120.00		0.00%	0.00	
	Kerb Surround (Child's)	D	1-Apr-15	120.00		0.00%	0.00	



CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
60.00	Additional Inscription, Vase or Memorial under 12" tall	D	1-Apr-15	66.00		10.00%	6.00	2,690
	Landing memorials			77.00		100.00%	77.00	
25.00	Memorial Inspection Fee	D	1-Apr-15	27.50		10.00%	2.50	
	Replacement of existing memorial			100.00		100.00%	100.00	
<b>RAMSGATE CEMETERY</b>								
70.00	Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding children and contracted funerals)	D	1-Apr-16	75.25	*	7.50%	5.25	2,020
	Purchase of exclusive right of burial							
	Adult	S	1-Apr-16	698.75		7.50%	48.75	17,800
650.00	Non Thanet Resident	D	1-Apr-15	1397.50		7.50%	97.50	
1300.00	Child under 12 years	D	1-Apr-15	175.00		0.00%	0.00	
175.00	Copy of Deed			25.00		25.00%	5.00	
40.00	Assignment of EROB (in accordance with Probate)	D	1-Apr-15	45.00		12.50%	5.00	1,360
50.00	Assignment of EROB (additional transfer after Probate)	D	1-Apr-15	60.00		20.00%	10.00	
60.00	Assignment of EROB Living Owners	D	1-Apr-15	65.00		8.33%	5.00	
	Assignment of EROB (with statutory declaration)	D	new	65.00		100.00%	65.00	
	Interment - adult - pre-purchased grave only - hand or mechanically dug							
1300.00	First interment (virgin graves only max 10ft)		1-Apr-15	1300.00		0.00%	0.00	32,240
700.00	4ft 3" grave	S	1-Apr-16	752.50		7.50%	52.50	
900.00	6 ft grave	S	1-Apr-16	967.50		7.50%	67.50	
1100.00	8 ft grave	S	1-Apr-15	1182.50		7.50%	82.50	
	Body Parts	S	1-Apr-15	155.00		100.00%	155.00	
100.00	Environmental surcharge (over 18 only)		1-Apr-15	100.00		0.00%	0.00	3,100
	Interment - child under 12 years							
155.00	4ft 3" grave	S	1-Apr-15	155.00		0.00%	0.00	
	Interment - adult - general grave [NOTE: only available at Ramsgate Cemetery]							
800.00	Per interment	S	1-Apr-16	800.00		0.00%	0.00	
15.00	Temporary number stone	D	1-Apr-16	16.50		10.00%	1.50	1,110
145.00	Cremated remains - per interment	D	1-Apr-16	155.88		7.50%	10.88	
At cost + 30% + VAT	Exhumation - burial charge +30%	D				Burial charge + 30% + VAT	0.00%	0.00
	Miscellaneous charges							
450.00	Additional charge for interment at weekends or public holidays [NOTE : per 3 hours, minimum charge is for 3 hours]	D	1-Apr-16	483.75		7.50%	33.75	
300.00	Additional charge for interment at less than 3 working days' notice	D	1-Apr-16	322.50		7.50%	22.50	
75.00	Late funerals - each 15 minutes delay	D	1-Apr-16	75.00		0.00%	0.00	
20.00	Family Search fee	D	1-Apr-12	20.00		0.00%	0.00	
	Memorial Fees							
150.00	Cemetery Headstone Memorial (Adult) (not exceeding 4ft.)	D	1-Apr-15	165.00		10.00%	15.00	7,510
	Cemetery Headstone Memorial (Adult) (not exceeding 5ft.)			200.00		100.00%	200.00	
240.00	Cemetery Headstone Memorial (Adult) (not exceeding 6ft.)			250.00		100.00%	250.00	
360.00	Kerb Surround - single (Adult)	D	1-Apr-15	264.00		10.00%	24.00	
120.00	Kerb Surround - double (Adult)	D	1-Apr-15	396.00		10.00%	36.00	
120.00	Cemetery Headstone Memorial (Child's)	D	1-Apr-15	120.00		0.00%	0.00	
120.00	Kerb Surround (Child's)	D	1-Apr-15	120.00		0.00%	0.00	
60.00	Additional Inscription, Vase or Memorial under 12" tall	D	1-Apr-15	66.00		10.00%	6.00	9,840
	Landing memorials			77.00		100.00%	77.00	
25.00	Memorial Inspection Fee	D	1-Apr-15	27.50		10.00%	2.50	
	Replacement of existing memorial			100.00		100.00%	100.00	
<b>6. BULKY WASTE COLLECTIONS</b>								
25.00	Minimum charge including collection of up to 3 items or up to 10 black sacks of household waste		1-Apr-15	25.00		0.00%	0.00	17,940
35.00	4 or 5 items or up to 15 black sacks of household waste		1-Apr-15	25.00		-28.57%	-10.00	
27.50	Fridge Freezers		1-Apr-15	25.00		-9.09%	-2.50	2,560
27.50	Three piece suite/ large furniture item		1-Apr-15	25.00		-9.09%	-2.50	
	All collections made on a number of items basis, no discounts offered for half or full loads.							
	All collections priced as to be made from the ground floor at the front of property.							
15.00	Rear of property or from within the property collections will be provided at additional cost - maximum 3 items.		1-Apr-13	Delete			0.00	
<b>7. GREEN GARDEN WASTE COLLECTION</b>								
28.00	(a) Hire charge for wheeled bin: One-off charge for wheeled bin (non-refundable)		1-Apr-15	30.00		7.14%	2.00	7,500
	(b) Collection charges							
45.00	Join April/May/June - for collections until end March 2016		1-Apr-16	47.50		5.56%	2.50	333,000
39.50	Join July/Aug/Sept - for collections until end March 2016		2-Apr-16	42.00		6.33%	2.50	
34.00	Join Oct/Nov/Dec - for collections until end March 2016		3-Apr-16	37.00		8.82%	3.00	
28.00	Join Jan/Feb/Mar - for collections until end March 2016		4-Apr-16	30.00		7.14%	2.00	
<b>8. REFUSE BINS</b>								
	(a) New Developments							
28.00	Waste							100,000
	Black 180Ltr Waste Bin			37.35		33.39%	9.35	
	Black 360Ltr Waste Bin - plastic	new		53.55		100.00%	53.55	
	Black 660 Ltr Waste Bin - metal	new		285.00		100.00%	285.00	
	Black 940Ltr Chamberlain Bin - metal	new		300.00		100.00%	300.00	
	Black 1280Ltr Waste Bin - metal	new		400.00		100.00%	400.00	
	Recycling							
7.00	Food Bin (Brown)			9.00		28.57%	2.00	
5.00	Kitchen Caddy (silver)			8.00		60.00%	3.00	
6.00	Red Sack			8.00		33.33%	2.00	
8.00	Blue Mixed Recycling Box			9.50		18.75%	1.50	
28.00	Red or Blue 240Ltr Mixed Recycling Bin			45.00		60.71%	17.00	
52.60	Red or Blue 360 Ltr Bin - plastic			53.55		1.81%	0.95	
255.00	Red or Blue 660 Ltr Bin - metal			285.00		11.76%	30.00	
375.00	Red or Blue 1280Ltr Bin - Metal			400.00		6.67%	25.00	
28.00	Food 180 Ltr Bin			37.35		33.39%	9.35	
9.00	Seagull Sack			10.00		11.11%	1.00	
55.00	Launch Pack for Standard Properties (180Ltr Black, 240Ltr Blue, 240Ltr Red, Food Bin, Kitchen Caddy)			135.00		145.45%	80.00	
55.00	Launch Pack for Standard Properties (180Ltr Black, 240Ltr Blue, Red Sack, Food Bin, Kitchen Caddy)			95.00		72.73%	40.00	
55.00	Launch Pack Non Standard Properties (Seagull Sack, Blue Box, Red Sack, Food Bin, Kitchen Caddy)			44.50		-19.09%	-10.50	
	(b) Replacement bins - including Delivery							
28.00	Waste							
	Black 180Ltr Waste Bin			37.35		33.39%	9.35	
	Black 360Ltr Waste Bin - plastic	new		53.55		100.00%	53.55	
	Black 660Ltr Waste Bin - metal	new		285.00		100.00%	285.00	
	Black 940Ltr Chamberlain Bin - metal	new		300.00		100.00%	300.00	
	Black 1280Ltr Waste Bin = metal	new		400.00		100.00%	400.00	
	Recycling							
7.00	Food Bin (Brown)	new		9.00		28.57%	2.00	
5.00	Kitchen Caddy (silver)	new		8.00		60.00%	3.00	
6.00	Red Sack	new		8.00		33.33%	2.00	
8.00	Blue Mixed Recycling Box	new		9.50		18.75%	1.50	
28.00	Red or Blue 240Ltr Mixed Recycling Bin	new		45.00		60.71%	17.00	



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255.00	Red or Blue 360 Ltr Bin - plastic		new	53.55		100.00%	53.55	
375.00	Red or Blue 660 Ltr Bin - metal		new	285.00		11.76%	30.00	
28.00	Red or Blue 1280Ltr Bin - Metal		new	400.00		6.67%	25.00	
9.00	Food 180 Ltr Bin		new	37.35		33.33%	9.35	
	Seaquill Sack		new	10.00		11.11%	1.00	
<b>9. STREET CLEANSING</b>								
5.00	(a) Provision of Litter Bins for Events							
10.00	Delivery of bins to one site		1-Apr-16	20.00		300.00%	15.00	
	Collection of waste (price per collection i.e. 4 x 1280 Ltr bins)		1-Apr-16	40.00		300.00%	30.00	
	(b) Provision of Street Cleaning for Events							
11.00	Hourly rate per operative for Mon-Fri		1-Apr-16			-100.00%	-11.00	
16.50	Hourly rate per operative for Saturday		1-Apr-16			-100.00%	-16.50	
22.00	Hourly rate per operative for Sunday		1-Apr-16			-100.00%	-22.00	
	Cleansing Operative		Realign	20.10		100.00%	20.10	
	7.5t Driver		Realign	21.36		100.00%	21.36	
	HGV Driver		Realign	22.69		100.00%	22.69	
	Supervisor		Realign	29.62		100.00%	29.62	500
	Rates per hour Monday - Friday							
	Saturday Hourly rate x 1 1/2							
	Sunday Hourly rate x 2							
	<b>TOILETS</b>						0.00	
	Additional Opening hours outside schedule					15.00%	15.00	
<b>10 ALLOTMENTS</b>								
4.38	25sq metres, per annum (Payable on 1st October)		1-Apr-15	4.38		0.00%	0.00	11,000
27.18	Minimum charge per plot		1-Apr-15	27.18		0.00%	0.00	
1.00	Water charge per 25 sq meters			1.00		0.00%	0.00	
<b>11. LITTERING &amp; GRAFFITI</b>								
	<b>LITTERING</b>							
80.00	Of public places	statutory	1-Apr-07	80.00		0.00%	0.00	200.00
	<b>GRAFFITI</b>							
75.00	Of public places	statutory	1-Apr-11	75.00		0.00%	0.00	
50.00	Early Payment (Within 10 days)	statutory	1-Apr-11	50.00		0.00%	0.00	
25.00	<b>STRAY DOGS</b>							
	Stray dog collection	statutory		25.00		0.00%	0.00	2,100.00
10.50	Kennelling Fees per day in kennels			10.50		0.00%	0.00	
	<b>DOG FOULING</b>							
80.00	Fouling the highways and public places	statutory		80.00		0.00%	0.00	
80.00	Dog exclusion from designated beaches	statutory		80.00		0.00%	0.00	
60.00	Early payment within 7 days	statutory		60.00		0.00%	0.00	
	<b>WASTE NOTICES</b>							
80.00	Failure to comply with a waste receptacles notice	statutory		80.00		0.00%	0.00	2,000.00
60.00	early payment (within 7 days)	statutory		60.00		0.00%	0.00	
300.00	Failure to produce waste documents	statutory		300.00		0.00%	0.00	
200.00	early payment (within 7 days)	statutory		200.00		0.00%	0.00	
300.00	Failure to produce authority to transport waste	statutory		300.00		0.00%	0.00	
200.00	early payment (within 7 days)	statutory		200.00		0.00%	0.00	
	Landlord Enforcement Notices							
<b>12 BROADSTAIRS &amp; MARGATE HARBOUR</b>								
	<b>BROADSTAIRS HARBOUR</b>							
	(1) <b>COMMERCIAL VESSELS</b>							
	(a) Consent to lay moorings per annum or part thereof							
140.00	Annual		1-Apr-13	140.00	*	0.00%	0.00	
100.00	Summer (April to September inclusive)		1-Apr-10	100.00	*	0.00%	0.00	
65.00	Winter (October to March inclusive)		1-Apr-10	65.00	*	0.00%	0.00	
3.10	(b) Harbour charges - per metre per week or part thereof		1-Apr-10	3.10	*	0.00%	0.00	
	(2) <b>PLEASURE VESSELS - permanent</b>							
	(a) Consent to lay moorings per annum or part thereof							
140.00	Annual		1-Apr-11	140.00	*	0.00%	0.00	800
105.00	Summer (April to September inclusive)		1-Apr-11	105.00	*	0.00%	0.00	
70.00	Winter (October to March inclusive)		1-Apr-11	70.00	*	0.00%	0.00	
	(b) Harbour charges							
160.00	Annual		1-Apr-11	160.00	*	0.00%	0.00	1,350
130.00	Summer (April to September inclusive)		1-Apr-11	130.00	*	0.00%	0.00	
85.00	Winter (October to March inclusive)		1-Apr-11	85.00	*	0.00%	0.00	
	(5) <b>CAR PARK Linear after 1st hour</b>							65,000
	1 November - 31 March							
1.00	Private Motor Cars		1-Apr-16	1.20		20.00%	0.20	
0.02	Per hour up to 4 hours		1-Apr-16	0.02		25.00%	0.00	
5.00	each minute between 1 hour and 5 hours		1-Apr-16	6.00		20.00%	1.00	
	Over 5 hours (until 10.00pm)							
	1 April - 31st October							
2.00	Private Motor Cars		1-Apr-16	4.00		100.00%	2.00	
2.00	First hour		1-Apr-16	2.00		0.00%	0.00	
0.03	Per hour up to 4 hours		1-Apr-16	0.03		0.00%	0.00	
10.00	each minute between 1 hour and 5 hours		1-Apr-16	12.00		20.00%	2.00	
	Over 5 hours (until 10.00pm)							
	Parking permit (Moorings & Stallholders only)		1-Apr-14	120.00	*	9.09%	10.00	2,500
110.00	Residents permits - Annual		1-Apr-14	580.00	*	5.45%	30.00	
550.00								
	<b>FIXED PENALTY FINE - OFF STREET</b> (Fixed by Central Government)							1,500
70.00	(a) Higher level penalty charge	statutory	1-Apr-08	70.00		0.00%	0.00	
35.00	(b) Higher level penalty charge - Payment within fourteen days	statutory	1-Apr-08	35.00		0.00%	0.00	
50.00	(c) Lower level penalty charge	statutory	1-Apr-08	50.00		0.00%	0.00	
25.00	(d) Lower level penalty charge - Payment within fourteen days	statutory	1-Apr-08	25.00		0.00%	0.00	
	With effect from 31st March 2008							
	(6) <b>SAND REMOVAL</b>							
25.00	Only by prior arrangement with Broadstairs Harbour Office							
	Per tonne or part thereof		1-Apr-11	20.00	*	-20.00%	-5.00	200

CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
25.00	Minimum charge		1-Apr-14	20.00	*	-20.00%	-5.00	
	<b>(7) INTEREST</b>							
	Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days							
	<b>MARGATE HARBOUR</b>							
	<b>(1) COMMERCIAL VESSELS</b>							
	<b>(a) Consent to lay moorings per annum or part thereof</b>							
140.00	Annual	Discretionary	1-Apr-13	140.00	*	0.00%	0.00	
100.00	Summer (April to September inclusive)	Discretionary	1-Apr-10	100.00	*	0.00%	0.00	
65.00	Winter (October to March inclusive)	Discretionary	1-Apr-14	65.00	*	0.00%	0.00	
3.10	<b>(b) Harbour charges - per metre per week or part thereof</b>	Discretionary	1-Apr-10	3.10	*	0.00%	0.00	1,170
	<b>(2) PLEASURE VESSELS - permanent</b>							
	<b>(a) Consent to lay moorings per annum or part thereof</b>							
140.00	Annual	Discretionary	1-Apr-11	140.00	*	0.00%	0.00	
105.00	Summer (April to September inclusive)	Discretionary	1-Apr-11	105.00	*	0.00%	0.00	1,000
70.00	Winter (October to March inclusive)	Discretionary	1-Apr-11	70.00	*	0.00%	0.00	
160.00	<b>(b) Harbour charges</b>							
130.00	Annual	Discretionary	1-Apr-11	160.00	*	0.00%	0.00	1,000
85.00	Summer (April to September inclusive)	Discretionary	1-Apr-11	130.00	*	0.00%	0.00	
	Winter (October to March inclusive)	Discretionary	1-Apr-11	85.00	*	0.00%	0.00	
	<b>(5) INTEREST</b>							
	Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days							
	<b>13. RAMSGATE HARBOUR /PORT</b>							
	<b>RAMSGATE HARBOUR - LEISURE</b>							
	<b>(1) PERMANENT BERTHS</b>							
	Vessel Lengths - fractions of a metre of 0.5 and above are rounded up. Signed Vessel Mooring Licence required.							
	<b>(a) Inner Marina</b>							
275.40	Annual - per metre	Discretionary	1-Apr-15	280.90	*	2.00%	5.50	562,430
269.89	2% Discount if paid in full before 1st May	Discretionary	1-Apr-16	269.89		0.00%	0.00	
217.20	5% Discount for vessels over 20 metres who pay in full before 1st May							
123.48	Summer (April to September inclusive) - per metre - inch car park only**	Discretionary	1-Apr-15	221.54	*	2.00%	4.34	12,500
	**Minimum 4 months or visitor rate applies.							
1639.00	Winter (October to March inclusive) - per metre - inch car park only**	Discretionary	1-Apr-15	125.95	*	2.00%	2.47	26,130
	**Minimum 4 months or visitor rate applies.							
	Boats under 7 metres - per annum (Limited Berth allocation) - non-refundable- (existing customers only)	Discretionary	1-Apr-15	1671.78	*	2.00%	32.78	4,000
302.58	<b>(b) Western Outer Marina</b>							
296.64	(1) Annual - per metre - Minimum 9 months - Summer and Winter Rates do not apply.	Discretionary	1-Apr-15	308.63	*	2.00%	6.05	98,610
33258.70	2% Discount if paid in full before 1st May	Discretionary		296.64		0.00%	0.00	42,130
	(2) Customs berth - Outer Western Marina	Discretionary		33923.87		2.00%	665.17	27,710
	<b>(c) Ancillary Services</b>							
	(1) <b>Electricity - Inner Marina</b> - subject to availability							
100.00	Metered supplies							
100.00	Metered Lead - Refundable Deposit	Discretionary	1-Apr-12	100.00		0.00%	0.00	
122.00	Additional surcharge if lead is not returned	Discretionary	1-Apr-12	100.00		0.00%	0.00	
	Annual Standing charge	Discretionary	1-Apr-16	124.00		1.64%	2.00	19,360
	Charge per kWh - subject to electricity market							20,310
	Ad hoc use by those not paying for electricity in other ways - subject to market							
7.00	Per day or part thereof	Discretionary	1-Apr-16	7.14	*	2.00%	0.14	
35.58	Per week	Discretionary	1-Apr-16	36.29	*	2.00%	0.71	
13.00	(2) Fobs - each	Discretionary	1-Apr-16	13.50	*	3.85%	0.50	1,000
45.90	(3) Fuel Transfer Charge - all vessels - 24 hour notice and Harbour Master approval required							
	(4) Permission to bring tanker onto Harbour property (VAT exempt) - Per Vessel per Bunkering - 24 notice and Harbour Master approval required	Discretionary	1-Apr-16	47.00		2.40%	1.10	140
	<b>(d) Outer Harbour - RSBOWA Members Leisure Boats Only</b>							
71.72	Boats up to 8 metres - per month or part thereof - minimum 3 months	Discretionary	1-Apr-16	73.15	*	1.99%	1.43	60,000
1593.41	Ramsgate Small Boat Owners Association - Annual Water Space Fee	Discretionary	1-Apr-16	1625.28	*	2.00%	31.87	1,330
43910.96	Ramsgate Small Boat Owners Association - Additional Finger Moorings	Discretionary	1-Apr-16	44789.18	*	2.00%	878.22	36,590
24.70	<b>(e) Additional fee to change billing method at request of customer</b>	Discretionary	1-Apr-16	25.20	*	2.02%	0.50	
24.70	Insurance reminder charge for second and subsequent written request to see permanent berth holders third party insurance	Discretionary	1-Apr-16	25.20	*	2.02%	0.50	
	<b>(2) INNER BASIN AND OUTER HARBOUR SLIPWAYS</b>							
38.25	Boats irrespective of length (maximum weight 5 tonnes)	Discretionary	1-Apr-16	39.10	*	2.22%	0.85	110
24.30	Non - Harbour users - per day per use	Discretionary	1-Apr-16	24.80	*	2.06%	0.50	
	Harbour users - per day per use							
	<b>(3) VISITING PLEASURE CRAFT</b>							
	(1) Summer (April to September) including electricity (one lead only) per Metre of boat length per:-							
2.96	24 Hours or part thereof	Discretionary	1-Apr-14	3.00	*	1.35%	0.04	211,790
17.03	Week - part weeks at daily rate	Discretionary	1-Apr-14	17.29	*	1.53%	0.26	
59.47	28 Days - part 28 days on weekly / daily rates	Discretionary	1-Apr-14	60.36	*	1.50%	0.89	
2.45	Winter (October to March) including electricity per Metre of boat length per:-							
14.38	24 Hours or part thereof	Discretionary	1-Apr-14	2.48	*	1.22%	0.03	
44.88	Week - part weeks at daily rate	Discretionary	1-Apr-14	14.60	*	1.53%	0.22	
	28 Days - part 28 days on weekly / daily rates	Discretionary	1-Apr-14	45.55	*	1.49%	0.67	
	Stays Less Than 4 Hours - 50% of daily rate							
	(2) Refuelling Only - No Charge - max stay 2 hours							
	(3) Block Bookings- visiting craft only - 5 or more boats paying one sum on daily rate only - 10% discount							
	(4) Training Vessels and Registered Charities - pay 75% of the Daily rate							
	(5) Multi hulled vessels 50% surcharge if using finger moorings only							
24.70	(6) Additional Fee for visiting craft leaving Harbour without paying charges in full	Discretionary	1-Apr-16	25.20	*	2.02%	0.50	
	<b>RAMSGATE HARBOUR - FACILITIES</b>							
	<b>(1) BOAT LIFTING CHARGES</b>							
	<b>(a) Boat Hoist</b> max 40 tonnes, max beam 5.3m, over 20m length subject to approval							
21.43	Charges per metre of boat length or part thereof :-							
16.73	Lift Out - Wash - Transport to Boat Park	Discretionary	1-Apr-15	21.75	*	1.49%	0.32	
13.91	Relaunch or lift onto trailer	Discretionary	1-Apr-15	16.98	*	1.49%	0.25	
9.30	Lift Out, Wash, Return to water - one hour limit	Discretionary	1-Apr-15	14.12	*	1.51%	0.21	
7.32	Blocking off	Discretionary	1-Apr-15	9.44	*	1.51%	0.14	
8.79	Hold in slings - per 30 minutes or part thereof (subject to availability)	Discretionary	1-Apr-15	7.43	*	1.50%	0.11	
75.72	Move vessel in park area	Discretionary	1-Apr-16	8.92	*	1.48%	0.13	
	Lift to clear fouled propeller(s) only - max 10 minutes - per lift	Discretionary	1-Apr-16	76.86	*	1.51%	1.14	
11.80	<b>(b) Boom Crane Lifting</b> max 1 tonne	Discretionary	1-Apr-16	11.98	*	1.53%	0.18	
76.41	Mast Stepping and unstepping - per metre of boat length	Discretionary	1-Apr-16	77.56	*	1.51%	1.15	
	Engine Lift - per engine							
54.65	<b>(c) Other Services</b>							
	Moving boat to/from marina berth from/to boat lift area	Discretionary	1-Apr-16	55.47	*	1.50%	0.82	
	Above charges apply to job commencing 08.00-16.30 Mon - Fri, 08.00-12.00 Sat, except bank holidays, all other times add 30%							
45.89	<b>(d) Permission to bring crane not provided by Authority onto Harbour property</b> (VAT exempt)	Discretionary	1-Apr-16	47.00		2.42%	1.11	
	<b>(2) BOAT PARKING</b> - Per metre per week or part thereof							
6.59	<b>(a) Boat Park</b> - Non-Resident Boat Owners	Discretionary	1-Apr-15	6.72	*	1.97%	0.13	76,870
2.51	<b>(b) Boat Park</b> - Resident Boat Owners (including Broadstairs and Margate - max 6 weeks)	Discretionary	1-Apr-15	2.56	*	1.99%	0.05	
6.59	<b>(c) Temporary Hard Standing - Commercial Quay - MAX 14 Days - then 50% surcharge</b>							
2.51	Non-Resident Boat Owners	Discretionary	1-Apr-14	6.72	*	1.97%	0.13	
3.14	Resident Boat Owners (including Broadstairs and Margate - max 6 weeks)	Discretionary	1-Apr-15	2.56	*	1.99%	0.05	
64.50	<b>(d) Under Cover Storage</b> - subject to availability - per square metre per week or part thereof	Discretionary	1-Apr-15	3.20	*	1.91%	0.06	
	Minimum 10 square meters charge							
8.85	<b>(e) Charge for cleaning boat park if left untidy</b> - per man hour	Discretionary	1-Apr-16	65.80	*	2.02%	1.30	
	<b>(3) BOAT TRAILER or CRADLE STORAGE</b> - subject to availability - per trailer per week or part thereof	Discretionary	1-Apr-16	9.03	*	2.03%	0.18	

CHARGES 2016/2017 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2017/2018 £
	<b>(4) HIRE OF FORKLIFT AND OPERATOR</b>							
	<b>(a) Hire of Forklift and Operator</b>							3,480
	(i)							
69.13	Under 2.5 tonne							
	first half hour or part thereof	Discretionary	1-Apr-16	70.51	*	2.00%	1.38	
34.46	per additional half hour or part thereof	Discretionary	1-Apr-16	35.15	*	2.00%	0.69	
	(ii)							
78.45	6 tonne							
39.20	first half hour or part thereof	Discretionary	1-Apr-16	80.00	*	1.98%	1.55	
	per additional half hour or part thereof	Discretionary	1-Apr-16	39.98	*	1.99%	0.78	
	(iii)							
87.76	10 Tonne							
43.94	first half hour or part thereof	Discretionary	1-Apr-16	89.52	*	2.01%	1.76	
69.13	per additional half hour or part thereof	Discretionary	1-Apr-16	44.82	*	2.00%	0.88	
	<b>(b) Hire of Forklift under 2.5 Tonne - per tonne or part thereof</b>	Discretionary	1-Apr-16	70.51	*	2.00%	1.38	
	<b>(c) Hire of Cherry Picker and Operator</b>							
84.00	first half hour or part thereof	Discretionary	1-Apr-16	85.68	*	2.00%	1.68	
39.20	per additional half hour or part thereof	Discretionary	1-Apr-16	39.98	*	1.99%	0.78	
391.98	7 hour day rate	Discretionary	1-Apr-16	399.82	*	2.00%	7.84	
	<b>(d) Hire of Tugmaster / Maffi Truck</b>							
87.76	Tugmaster							
43.94	first half hour or part thereof	Discretionary	1-Apr-16	89.52	*	2.01%	1.76	
58.15	per additional half hour or part thereof	Discretionary	1-Apr-16	44.82	*	2.00%	0.88	
	Maffi Truck - per 24 hours	Discretionary	1-Apr-16	59.31	*	1.99%	1.16	
	<b>(5) MARINA PUMP OUT FACILITY</b>							
5.65	Per use subject to availability	Discretionary	1-Apr-15	5.75	*	1.77%	0.10	
	<b>(6) DOCKMASTER CALLOUT CHARGE</b>							
48.50	Per hour or part thereof	Discretionary	1-Apr-16	49.50	*	2.06%	1.00	
	<b>RAMSGATE HARBOUR - COMMERCIAL (OUTER HARBOUR DUES)</b>							
	These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.							
	VAT - Ships of 15 tons and over are zero rated (excluding ships used for recreation or pleasure)							
	N.B. Vessels paying following rates and entering Inner Basin Marina will be charged full Marina visitor's rate, except for stress of weather and seven days in any one year for repairs.							
	<b>(1) COMMERCIAL VESSELS - Undertaking Cargo Operations or Lay By</b>	Discretionary	1-Apr-15	1.11		1.83%	0.02	
	For all commercial vessels other than those mentioned hereunder per gross registered tonne per entry. An entry shall permit a maximum stay of four days, after which further entry dues become payable every four days.						0.00	
	<b>(2) COMMERCIAL VESSELS - Non-Resident Commercial Fishing Boats</b>							
6.27	Per metre of length overall per 24 hours or part thereof - now including Port Controls and Navigation Aids		1-Apr-15	6.40		2.07%	0.13	
	<b>(3) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational</b>							
5.23	Including Navigation Aids and port Control							
26.14	Per metre of length overall per 24 hours or part thereof		1-Apr-15	5.33		1.91%	0.10	
	Per metre of length overall per 7 days		1-Apr-15	26.66		1.99%	0.52	
	Annual Charges per Port Tariff						0.00	
	Slays Less Than 4 Hours - 50% of daily rate						0.00	
	<b>WORKBOATS - Resident in the port - Operational and non operational</b>							
366.36	Per metre of length overall per annum (excludes Port Control and Navigation Aids)		1-Apr-15	373.69		2.00%	7.33	
20.25	Port Control and Navigation Aids per arrival subject to maximum charge		1-Apr-16	20.66		2.02%	0.41	
7394.30	Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata		1-Apr-16	7542.19		2.00%	147.89	
	<b>(4) COMMERCIAL FISHING BOATS - Resident at least 6 months</b>							
	<b>(Operational or Non-Operational)</b>							
3.90	Vessels of 6 metres in length and over							
	Per metre of length overall per week or part thereof - plus 10% fish landing dues		1-Apr-15	3.96	*	1.54%	0.06	41,570
3.90	Vessels under 6 metres in length							
	Per metre of length overall per week or part thereof - no fish landing dues		1-Apr-15	3.96	*	1.54%	0.06	4,610
189.78	<b>(5) ANGLING BOATS Licensed To Ply For Hire</b>							
	Per metre of overall length per annum (at least 6 months resident)		1-Apr-15	192.63	*	1.50%	2.85	17,620
	<b>(6) WHARFAGE, CARGO HANDLING and STORAGE</b>							
	<b>(7) CONTAINER STORAGE - conditions apply - subject to availability</b>							
27.88	Harbour Users - per container per week or part thereof - minimum 2 weeks - no services							
43.15	In 20ft Containers		1-Apr-16	28.44	*	2.01%	0.56	23,190
	In 40ft Containers		1-Apr-16	44.00	*	1.97%	0.85	
	<b>(8) FUEL TRANSFER CHARGE - All Vessels</b>							
45.89	Permission to bring tanker onto Harbour property (VAT exempt) - 24 hour notice and Harbour Master approval required		1-Apr-16	47.00		2.42%	1.11	
3.08	<b>(9) FRESH WATER - per Tonne</b>							
30.00	There is a minimum charge of £30 for water, over this will be charged at the tonnage rate		1-Apr-15	3.14		1.95%	0.06	510
	<b>(10) CONTAINERS ON PONTOONS</b>							
6.95	Charge for containers left on pontoons - per container per day		1-Apr-16	7.05	*	1.44%	0.10	
30.00	<b>(11) Tradesmen working in Harbour Area - Annual Permit to Work</b>	Discretionary	1-Apr-16	33.00		10.00%	3.00	
	License for non-resident tradesmen to work in harbour - subject to Insurance and Harbour Master approval from 1 April to 31 March each year							
2.50	<b>(12) Land hire within Royal Harbour</b>							
	per square metre, per week or part thereof		1-Apr-16	2.54		1.60%	0.04	
	<b>RAMSGATE HARBOUR - CAR PARKING / MISCELLANEOUS</b>							
	<b>CAR PARKING - PIER YARD AND MILITARY ROAD PAY &amp; DISPLAY</b>							
	<b>(a) Summer Rates (April to September):</b>							
2.50	Up to 1 hour	Discretionary	1-Apr-16	3.00	*	20.00%	0.50	36,000
5.00	Up to 4 hours	Discretionary	1-Apr-16	6.00	*	20.05%	1.00	
6.50	Up to 8 hours	Discretionary	1-Apr-16	8.00	*	23.08%	1.50	
8.50	Up to 12 hours	Discretionary	1-Apr-16	10.00	*	17.65%	1.50	
14.50	Up to 24 hours	Discretionary	1-Apr-16	17.50	*	20.69%	3.00	
	<b>(b) Winter Rates (October to March)</b>							
1.00	Up to 1 hour	Discretionary	1-Apr-16	1.30	*	30.00%	0.30	
3.00	Up to 4 hours	Discretionary	1-Apr-16	3.90	*	30.00%	0.90	
4.00	Up to 8 hours	Discretionary	1-Apr-16	5.20	*	30.00%	1.20	
5.00	Up to 12 hours	Discretionary	1-Apr-16	6.50	*	30.05%	1.50	
9.00	Up to 24 hours	Discretionary	1-Apr-16	10.00	*	11.11%	1.00	
1000.00	Residents Parking in Pier Yard per annum	Discretionary	1-Apr-16	1000.00	*	0.00%	0.00	5,000
	<b>CAR PARKING PERMITS</b>							
6.00	Daily	Discretionary	1-Apr-16	6.50	*	8.33%	0.50	4,750
11.00	Weekend	Discretionary	1-Apr-16	11.50	*	4.55%	0.50	
18.00	Monday to Friday	Discretionary	1-Apr-16	18.50	*	2.78%	0.50	
18.00	Friday to Monday	Discretionary	1-Apr-16	18.50	*	2.78%	0.50	
26.00	Weekly (7days)	Discretionary	1-Apr-16	27.00	*	3.85%	1.00	
50.00	Monthly (28 days)	Discretionary	1-Apr-16	52.00	*	4.00%	2.00	
135.00	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Harbour users)	Discretionary	1-Apr-16	140.00	*	3.70%	5.00	33,670
135.00	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Commercial)	Discretionary	1-Apr-16	140.00	*	3.70%	5.00	18,410
225.00	Crew parking (within Leopold Street Multi Storey Car Park)	Discretionary	1-Apr-16	230.00	*	2.2%	5.00	
25.00	Administration charge for replacing lost permits		1-Apr-16	25.00	*	0.00%	0.00	
5.00	Administration charge for changing registration no		1-Apr-16	5.00	*	0.00%	0.00	0
18.00	<b>COACH PARKING - subject to availability - empty coaches only (no drop off facility)</b>							
	Per 24 hours or part thereof		1-Apr-16	18.50		2.78%	0.50	
	<b>FIXED PENALTY FINE - OFF STREET</b>							
	<b>(Fixed by Central Government)</b>							
70.00	(a) Higher level penalty charge	statutory	1-Apr-08	70.00		0.00%	0.00	10,000
35.00	(b) Higher level penalty charge - Payment within fourteen days	statutory	1-Apr-08	35.00		0.00%	0.00	
50.00	(c) Lower level penalty charge	statutory	1-Apr-08	50.00		0.00%	0.00	
25.00	(d) Lower level penalty charge - Payment within fourteen days	statutory	1-Apr-08	25.00		0.00%	0.00	
	With effect from 31st March 2008							
	<b>INTEREST</b>							

CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
£				£			£	£
	The Council reserves the right to charge interest at 2% above NatWest plc. base rate from the date of billing on any invoices outstanding over 30 days							
	<b>PORT OF RAMSGATE</b>							
	These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.							
	<b>(1) VESSELS</b>							
	<b>(a) Berthing Fees</b>							
0.053	Conservancy - Conventional Ro-Ro Vessels per arrival per tonne (1969 Rules GT)	Discretionary	1-Apr-14	0.055		3.15%	0.00	
111.18	VTS / Navigation Aids* - per arrival	Discretionary	1-Apr-16	112.85		1.50%	1.67	
84.55	Tug subsidy per berthing vessels over 80m LOA	Discretionary	1-Apr-16	85.82		1.50%	1.27	
0.93	Other Vessels (Not Conventional Ro-Ro) including VTS and Port Control per arrival per Tonne GT per 24 hours	Discretionary	1-Apr-16	0.94		1.08%	0.01	8,880
231.80	Berth - unscheduled layover - per 24 hours or part thereof after 4 hours	Discretionary	1-Apr-16	235.28		1.50%	3.48	
	<b>(b) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational</b>							
	Including Port Control and Navigation Aids							
5.23	Per metre of length overall per 24 hours or part thereof	Discretionary	1-Apr-14	5.33		1.91%	0.10	
26.14	Per metre of length overall per 7 days	Discretionary	1-Apr-14	26.66		1.99%	0.52	
	Tug Boats - London Array							37,370
	<b>(d) WORKBOATS - Resident in the port - Operational and non operational</b>							
366.36	Per metre of length overall per annum (excludes Port Control and Navigation Aids)	Discretionary	1-Apr-14	373.69		2.00%	7.33	
20.25	Port Control and Navigation Aids per arrival subject to maximum charge	Discretionary	1-Apr-16	20.66		2.02%	0.41	
7394.30	Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata	Discretionary	1-Apr-16	7542.19		2.00%	147.89	
	<b>(e) Pilotage - see Ramsgate Harbour pilotage tariff</b>							
41.47	(i) Vessels piloted to Ferry Terminal (per metre draft)	Discretionary	1-Apr-16	42.09		1.50%	0.62	3,400
41.47	(ii) Vessels piloted to Royal Harbour (per metre draft)	Discretionary	1-Apr-16	42.09		1.50%	0.62	
1.02	(iii) Additional charge for length: per metre over 20 metres length	Discretionary	1-Apr-16	1.04		1.96%	0.02	
20.74	(iv) Vessels proceeding to anchor for operational reasons - 50% of appropriate pilotage rate	Discretionary	1-Apr-16	21.05		1.49%	0.31	
20.74	(v) Vessels shifting berths within the Port - 50% of appropriate pilotage rate	Discretionary	1-Apr-16	21.05		1.49%	0.31	
52.62	(vi) Charges for cancellation of Pilotage requirement if less than 3 hours notice given	Discretionary	1-Apr-16	53.41		1.50%	0.79	
	(vii) Waiting time							
	under 30 mins							
21.25	30 mins to 1 hour	Discretionary	1-Apr-16	21.57		1.51%	0.32	
21.25	After 1 hour (per hour or part thereof)	Discretionary	1-Apr-16	21.57		1.51%	0.32	
65.86	(viii) Additional charge for handling vessels using tugs	Discretionary	1-Apr-16	66.85		1.50%	0.99	
65.86	Charge for issuing of Exemption Certificate	Discretionary	1-Apr-16	66.85		1.50%	0.99	
188.18	(x) Charge for Pilotage Certificate Examination	Discretionary	1-Apr-16	191.00		1.50%	2.82	
24.32	(xi) Charge to be made for vessels navigating with a Master or Mate holding a Ramsgate Exemption Certificate	Discretionary	1-Apr-16	24.68		1.48%	0.36	
	(xii) Charge to be made for vessels navigating with a pilot:							
247.36	- vessels 20m to 100m	Discretionary	1-Apr-16	251.07		1.50%	3.71	10,000
289.82	- vessels 100m to 120m	Discretionary	1-Apr-16	294.17		1.50%	4.35	
366.76	- vessels 120m to 150m	Discretionary	1-Apr-16	372.26		1.50%	5.50	
425.07	- vessels 150m to 175m	Discretionary	1-Apr-16	431.45		1.50%	6.38	
	(xiii) Additional Pilotage Surcharge:							
	Vessels under 80 metres in length, but over all 20 metres in length, not taking a pilot berthing and unberthing within Port of Ramsgate, will be charged 30% of pilotage fee for vessel of their size							
115.90	<b>(f) Mooring - subject to prior arrangement</b>	Discretionary	1-Apr-16	117.64		1.50%	1.74	
	Use of Linesmen							
67.19	<b>(g) Waste disposal - standard charge per vessel arrival - per cubic metre or part thereof</b>	Discretionary	1-Apr-16	68.20		1.50%	1.01	
	<b>(2) TRAFFIC</b>							
1.67	<b>(a) Freight Drivers* - per unit</b>	Discretionary	1-Apr-16	1.70		1.80%	0.03	
1.67	<b>(b) Additional Freight Passengers* - per unit</b>	Discretionary	1-Apr-16	1.70		1.80%	0.03	
8.36	<b>(c) Accompanied Freight* - per unit</b>	Discretionary	1-Apr-16	8.49		1.56%	0.13	
5.12	<b>(d) Unaccompanied Freight* - per unit</b>	Discretionary	1-Apr-16	5.20		1.56%	0.08	
1.55	<b>(e) Trade Cars - per unit</b>	Discretionary	1-Apr-16	1.57		1.29%	0.02	
1.67	<b>(f) Passengers - per unit</b>	Discretionary	1-Apr-16	1.70		1.80%	0.03	
3.78	<b>(g) Cars, Light Vehicles, Caravans &amp; Trailers - seating capacity 10 or less - accompanied - per unit</b>	Discretionary	1-Apr-16	3.84		1.59%	0.06	
25.08	<b>(h) Coaches - vehicles with seating capacity over 10</b>	Discretionary	1-Apr-16	25.46		1.52%	0.38	
	<b>(i) Stevedoring Services</b>							
	Category A per car	new	POA			100.00%	0.00	
	Category B per car	new	POA			100.00%	0.00	
	Category B per stored car	new	POA			100.00%	0.00	
	<b>(3) OTHER CHARGES - subject to availability</b>							
938.75	<b>(a) Tug Stand-by or Assistance</b>							
469.38	per first hour or part thereof	Discretionary	1-Apr-16	952.83		1.50%	14.08	
3.08	subsequent hours or part thereof	Discretionary	1-Apr-16	476.42		1.50%	7.04	
30.00	<b>(b) Water - per tonne (metered)</b>	Discretionary	1-Apr-16	31.14		1.35%	0.06	
25.00	There is a minimum charge of £30 for water, over this will be charged at the tonnage rate	Discretionary	1-Apr-14	30.00		0.00%	0.00	6,190
	<b>(c) Hire of Security Operative (including re detainees) - per man hour or part thereof</b>	Discretionary	1-Apr-16	25.38		1.52%	0.38	500
	<b>(d) Hire of Forklift and Operator</b>							
57.61	(i) Under 2.5 Tonne	Discretionary	1-Apr-16	58.76		2.00%	1.15	
28.72	first half hour or part thereof	Discretionary	1-Apr-16	29.29		1.98%	0.57	
	per additional half hour or part thereof							
65.38	(ii) 6 tonne	Discretionary	1-Apr-16	66.67		1.97%	1.29	
32.67	first half hour or part thereof	Discretionary	1-Apr-16	33.32		1.99%	0.65	
	per additional half hour or part thereof							
73.13	(iii) 10 Tonne	Discretionary	1-Apr-16	74.60		2.01%	1.47	
36.62	first half hour or part thereof	Discretionary	1-Apr-16	37.35		1.99%	0.73	
57.61	per additional half hour or part thereof	Discretionary	1-Apr-16	58.76		2.00%	1.15	1,380
	<b>(e) Hire of Forklift* under 2.5 Tonne - per hour or part thereof</b>							
70.00	<b>(f) Hire of Cherry Picker and Operator</b>							
32.67	first half hour or part thereof	Discretionary	1-Apr-16	71.40		2.00%	1.40	
326.65	per additional half hour or part thereof	Discretionary	1-Apr-16	33.32		1.99%	0.65	
	7 hour day rate	Discretionary	1-Apr-16	333.18		2.00%	6.53	
	<b>(g) Hire of Tugmaster / Maffi Truck</b>							
73.13	Tugmaster	Discretionary	1-Apr-16	74.60		2.01%	1.47	
36.62	first half hour or part thereof	Discretionary	1-Apr-16	37.35		1.99%	0.73	
48.46	per additional half hour or part thereof	Discretionary	1-Apr-16	49.43		2.00%	0.97	
64.71	Maffi Truck - per 24 hours	Discretionary	1-Apr-16	66.00		1.99%	1.29	
40.76	<b>(h) Hire of Terminal Tractor* - per hour or part thereof</b>	Discretionary	1-Apr-16	41.58		2.01%	0.82	
	<b>(i) Port Technician - per hour or part thereof</b>							
	Note: * Special agreements apply							
	<b>(4) DEMURRAGE - vehicles using ferry services - over 6 metres (under 6 metres half price)</b>							
13.40	<b>(a) Accompanied Freight - per 24 hours or part thereof</b>							
26.79	Days 1 - 7	Discretionary	1-Apr-16	13.60	*	1.49%	0.20	
	Days 8 and over	Discretionary	1-Apr-16	27.19	*	1.49%	0.40	
13.40	<b>(b) Unaccompanied Freight - per 24 hours or part thereof</b>							
26.79	Days 1 - 7	Discretionary	1-Apr-16	13.60	*	1.49%	0.20	
	Days 8 and over	Discretionary	1-Apr-16	27.19	*	1.49%	0.40	
15.76	<b>(5) TRUCK AND/OR TRAILER PARKING - subject to availability</b>							
16.81	Per 24 hours or part thereof	Discretionary	1-Apr-16	16.00	*	1.52%	0.24	
	Within passenger restricted area at the Port - 24 hours or part thereof	Discretionary	1-Apr-16	17.06	*	1.49%	0.25	
18.00	<b>(6) COACH PARKING - subject to availability - empty coaches only (no drop off facility)</b>							
	Per 24 hours or part thereof	Discretionary	1-Apr-13	18.50	*	2.78%	0.50	25,660
6.00	<b>(7) CAR PARKING</b>							
160.00	Daily	Discretionary	1-Apr-16	6.00	*	0.00%	0.00	
	Annual Permit - Port only (Pro rata)	Discretionary	1-Apr-16	162.50	*	1.56%	2.50	
2.50	<b>(8) LAND HIRE WITHIN SECURE PORT AREA</b>							
	per square metre, per week or part thereof	Discretionary	1-Apr-16	2.54	*	1.60%	0.04	
85 + costs incurred	<b>14 ENVIRONMENTAL HEALTH SERVICES</b>							
	Issue of unsound food certificate		1-Apr-11	85 + costs		0.00%	0.00	
	Voluntary surrender of unsound food/insurance claims							
75.00	Issue of information to commercial organisations relating to previous land use, and other environmental information copies		1-Apr-14	80.00		6.67%	5.00	1,600
350.00	High Hedges Charge (For complaint requiring council investigation)	Statutory	Statutory	350.00		0.00%	0.00	350
	IMPORTED FOOD INSPECTION CHARGES (Designated Point of Entry)							

CHARGES 2016/2017 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018 £
	Office Hours: 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 Friday Outside of Office Hours: any time outside of the above office hours, and at any time on weekends or Bank Holidays These charges will apply whether a consignment is cleared or rejected. These charges do not include any fees which the Cargo Handling Agent or BIP operator may impose.							
60.00	Document Check		1-Apr-14	60.00		0.00%	0.00	
160.00	Document, physical and sampling check			160.00		0.00%	0.00	
290.00	Laboratory fees for sampling (set by lab)			290.00		0.00%	0.00	
110.00	Additional charge for Saturday service			110.00		0.00%	0.00	
	<b>Organic Produce Inspection Charges</b>							
45.00	Organic Product Release Notice	Statutory		45.00		0.00%	0.00	
	<b>Export certificate (Foods)</b>		1-Apr-11					
60	Basic Food Hygiene Training		1-Apr-15	60.00		0.00%	0.00	
	<b>ENVIRONMENTAL PROTECTION ACT 1990 - AIR POLLUTION</b> fees are set nationally by Government- details available on request							
Statutory	(a) Initial application fee (Standard)	Statutory	Statutory	Statutory				8,000
Statutory	(b) Substantial Changes Fee (Standard)	Statutory	Statutory	Statutory				
Statutory	(c) Substantial Changes Fee (Section 10 & 11)	Statutory	Statutory	Statutory				
Statutory	(d) Annual Subsistence Charge (Standard)	Statutory	Statutory	Statutory				
	<b>ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE</b> callouts, alarms etc. - to be reclaimed from offender							
officer time + travel								
Statutory	<b>PRIVATE WATER SUPPLIES (to max of)</b>		Statutory	Statutory				
Statutory	a) Risk Assessments	Statutory	Statutory	Statutory				
Statutory	b) Sampling (each visit) + analysis fees	Statutory	Statutory	Statutory				
Statutory	c) Investigation	Statutory	Statutory	Statutory				
Statutory	d) Granting an authorisation	Statutory	Statutory	Statutory				
Statutory	e) Analysis under regulation 10	Statutory	Statutory	Statutory				
Statutory	f) Analysis during check monitoring	Statutory	Statutory	Statutory				
Statutory	g) Analysis during audit monitoring	Statutory	Statutory	Statutory				
200	<b>PUBLIC HEALTH FUNERALS</b> Investigation Fee for Public Health Funerals	Discretionary	new	200.00		0.00%	0.00	800
	<b>ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE</b> callouts, alarms etc. - to be reclaimed from offender							
officer time + cost of work								
	<b>15. COMMUNITY SAFETY</b>							
	<b>SAFER FOOD BETTER BUSINESS</b>							
46.00	Onsite coaching - 2 hours		1-Apr-15	46.00	*	0.00%	0.00	
	<b>SMOKE FREE</b>							
Statutory	a) Smoking in a smoke free place - reduced if paid within 15 days	statutory	Statutory	Statutory				
Statutory	b) Failing to display no-smoking signs - reduced if paid within 15 days	statutory	Statutory	Statutory				
Statutory	c) Failing to prevent smoking in a smokefree space - Court awarded fine	statutory	Statutory	Statutory				
	<b>16 LAND CHARGES</b>							
11.00	Personal Searches Administration Fee Con 29 and optional enquiries	Discretionary	1-Apr-11	11.00		0.00%	0.00	10000 500
143.00	Land Charges Search including Official Certificate of Search (one parcel of land)	Discretionary	1-Apr-14	143.00		0.00%	0.00	340000
143.00	electronically received request for search	Discretionary	1-Apr-14	143.00		0.00%	0.00	
20.00	additional parcels of land (per parcel)	Discretionary	1-Apr-12	20.00		0.00%	0.00	
	An e-Government initiative to speed up the process of house conveyancing is being implemented across the UK. The National Land Information System (NLIS) will allow Land Charge searches to be made online through a central hub and channel. This requires the Council to adopt differential pricing. If agreed, the charge to the end user will be as above, and the provider takes 18% commission charge.							
	<b>17 LICENSING</b>							
139.00	<b>Animal Boarding Establishment</b> Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-16	141.00		1.44%	2.00	1,580
212.00	<b>Pet Animals Act (Pet Shop) Licence</b> Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-16	215.00		1.42%	3.00	2,650
224.00	<b>Dog Breeder's Licence</b> Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-16	227.00		1.34%	3.00	230
224.00	<b>Riding Establishment Act Licence</b> Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-16	227.00		1.34%	3.00	1,120
223.00	<b>Dangerous Wild Animals Act</b> Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-16	226.00		1.35%	3.00	220
447.00	<b>Zoo Licence Act</b> Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-16	453.00		1.34%	6.00	
36.00	Licence fee where exemption applies	d	1-Apr-16	37.00		2.78%	1.00	
290.00	<b>Registration for Acupuncture/Tattooing/Electrolysis/Ear Piercing</b>	d	1-Apr-16	294.00		1.38%	4.00	4,010
1005.00	<b>Sex Establishment Licence</b> Grant of licence	d	1-Apr-16	1020.00		1.49%	15.00	1,020
1005.00	Annual renewal	d	1-Apr-16	1020.00		1.49%	15.00	
620.00	<b>Private Hire Vehicle Operator's Licence - Annual</b> Initial grant/late renewal	d	1-Apr-16	630.00		1.61%	10.00	3,000
570.00	Prompt renewal - valid for 5 years		1-Apr-16	580.00		1.75%	10.00	
167.00	<b>Hackney Carriage Driver's Licence - Annual</b> Initial grant/late renewal	d	1-Apr-16	170.00		1.80%	3.00	5,000
83.00	Prompt renewal - valid 3 years CRB Disclosure		1-Apr-16	84.00		1.20%	1.00	
167.00	<b>Private Hire Vehicle Driver's Licence - Annual</b> Initial grant/late renewal	d	1-Apr-16	170.00		1.80%	3.00	23,000
83.00	Prompt renewal CRB Disclosure	d	1-Apr-16	84.00		1.20%	1.00	
15.00	<b>Taxi Driver Knowledge Test</b>	d		25.00		66.67%	10.00	9,000
54.00	<b>Private Hire Vehicle Plate (Returnable Deposit)</b>	d	1-Apr-16	55.00		1.85%	1.00	
325 + MOT	<b>Hackney Carriage Vehicle Licence</b> Initial grant/late renewal (Full Year)	d	1-Apr-16	330 + MOT		1.54%	0.00	26,000
162 + MOT	Initial grant (October to March)	d	1-Apr-16	165 + MOT		1.85%	0.00	

CHARGES 2016/2017 £ 239 + MOT	DETAILS							Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £ 243 + MOT	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2017/2018 £ 4,200					
	101 + MOT														102 + MOT	0.99%	0.00		
																			0.00
2.00 10.00 18.00	Plates & Badges							d	1-Apr-15	2.00		0.00%	0.00	1,800					
	Drivers identification badges																		
	Replacement Private Hire Vehicle Plate																		
270 + MOT 325 + MOT 135 + MOT 162 + MOT 195 + MOT 239* + MOT	Private Hire Vehicle Licence							d	1-Apr-16	274 + MOT 330 + MOT		1.48%	0.00	105,000					
	Initial grant/renewal (Full Year)																		
	with meter																		
78 + MOT 101 + MOT	Transfer from one vehicle to another with meter							d	1-Apr-16	102 + MOT		0.99%	0.00	4,200					
85.00	Advertising on Hackney Carriage Vehicles/Private Hire Vehicles							d	1-Apr-16	86.00		1.18%	1.00	170					
492.00 285.00	Scrap Metal Dealers							d	1-Apr-16	498.00 288.00		1.22%	6.00	1,000					
	Initial grant of Site licence																		
440.00 285.00	Renewal of Site licence							d	1-Apr-16	446.00 289.00		1.36%	6.00						
	Renewal of Collectors licence																		
208.00 63.00	Variation Collector to Site licence							d	1-Apr-16	211.00 64.00		1.44%	3.00						
	Variation Site to Collector licence																		
31.00 105.00	Variation (minor administrative, such as change of address)							d	1-Apr-15	32.00		3.23%	1.00						
	Change of Site Manager																		
Miscellaneous Licences							s							150,000					
Street Collection																			
House to House Collection																			
Street Trading																			
Premises licence							s							150,000					
(The fees detailed below are statutory fees)																			
Application for grant and variation of Premises Licences and Club premises certificate							s												
							s												
							s												
Non Domestic RV							s												
Fee																			
Large Town Centre Pubs							s												
Annual Charge																			
Premises with no domestic rateable value=Band A; premises under construction=Band C							s												
Notification of change of name or address of premises licence holder or club							Statutory												
Application to vary to specify individual as designated premises supervisor																			
Notification of change of address of designated premises supervisor							Statutory												
Notification of alteration of club rules																			
Application to transfer premises licence							Statutory												
Interim authority notice																			
Application for copy of summary							Statutory												
Application for making of a provisional statement																			
Personal Licence Fees							Statutory												
Application for grant																			
Application for copy							Statutory												
Notification of change of name or address																			
Temporary Event Notices Fees							Statutory												
Notification of a temporary event																			
Application for copy							Statutory												
Other Fees																			
Supply of copy of information contained in licensing register (fee determined by licensing authority based on costs)							Statutory												
Notification of an interest in any premises																			
Applications under the Gambling Act 2005							d							41,000					
Classes of premises licence							d												
Non-conversion application fee in respect of provisional statement premises																			
Non-conversion application fee in respect of other premises							d												
First annual fee and annual fee																			
Fee for application to vary licence							d												
Fee for application to transfer a licence																			
Fee for application for reinstatement of a licence							d												
Fee for application for provisional statement																			
Converted casino premises licence							d												
Bingo premises licence																			
Adult gaming centre premises licence							d												
Betting premises (track) licence																			
Family entertainment centre premises licence							d												
Betting premises (other) licence																			
Prize permit application or renewal							d												
Family entertainment centre gaming machine permit or renewal																			
Change of name on family entertainment centre/prize permit							d												
Copy of family entertainment centre/prize permit																			
Change of circumstances, residence etc. S.186							d												
Copy of licence																			
Club Gaming permit							d												
Club machine permit																			
Licensed Premises gaming machine permit							d												
<b>18 HOUSING HRA</b>							d												



CHARGES 2016/2017 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2017/2018 £
<b>CHARGES FOR HIRING HOUSING COMMUNITY HALLS</b>								
	Note - Commercial and Weekend lettings by negotiation but not less than charges shown below							
	Committee meetings of local registered charities							
	Hours on Saturdays, Sundays & Bank Holidays							
50.00	<b>BRUNSWICK HALL, RAMSGATE</b>	d						
15.00	Minimum charge for up to three hours		1-Apr-15	delete		-100.00%	0.00	0
	Each additional hour or part thereof		1-Apr-14	delete		-100.00%	0.00	0
30.00	Playschools (per half day session)		1-Apr-15	delete		-100.00%	0.00	0
	<b>MILLMEAD HALL</b>	d						3,000
30.00	Hire of Main Hall -Minimum charge for up to two hours*			30.00		0.00%	0.00	
15.00	Each additional hour or part there after			15.00		0.00%	0.00	
15.00	Hire of Smaller Room -Minimum charge for up to two hours		1-Apr-15	15.00		0.00%	0.00	
10.00	Each additional hour or part there after		1-Apr-15	10.00		0.00%	0.00	
35.00	Hire of both Main Hall & Smaller Room - Minimum charge for up to 2 hours*		1-Apr-15	35.00		0.00%	0.00	
15.00	Each additional hour or part there after		1-Apr-14	15.00		0.00%	0.00	
	Schools (per half day session)							
	* included in the hire cost of the Main Hall will be: tables, chairs, access to stage area, toilets and kitchen							
	<b>Local Authority Tenants and Residents Associations</b>							
	Use of Halls for meetings & fund raising							
	Note: for Weekend and Bank Holiday hire add 50%							
	<b>OTHER HOUSING CHARGES</b>							
	<b>Leasehold Flats (Right to Buy)</b>							
100.00	(a) Notice of Assignment (including notice of mortgage if submitted at the same time)	s	1-Apr-14	100.00		0.00%	0.00	
65.00	(b) Notice of Mortgage (where submitted separately to the notice of assignment)	s	1-Apr-14	65.00		0.00%	0.00	
135.00	(c) Solicitors and Leaseholders enquiries (per enquiry letter answered and excluding the leaseholder's annual statement)	d	1-Apr-15	135.00		0.00%	0.00	8000
128.00	(d) Sub-letting fee	d	1-Apr-15	128.00		0.00%	0.00	
150.00	(e) Leasehold Management Fee -	d	1-Apr-16	147.00		-2.00%	-3.00	
40.00	(f) Fire Risk Safety Assessments	s	1-Apr-14	40.00		0.00%	0.00	
	Tenant Enquiries							
2.00	(b) Rent Statement per sheet	d	1-Apr-15	2.00		0.00%	0.00	0
	<b>Designated Housing Parking Areas for Non Tenants</b>	d						
445.00	(a) Harbour Towers		1-Apr-16	445.00	*	0.00%	0.00	400
420.00	(b) Ramsgate General		1-Apr-16	420.00	*	0.00%	0.00	2000
25.00	Rent Reference		1-Apr-14	25.00		0.00%	0.00	0
10.00	Copy of Tenancy Agreement		1-Apr-14	10.00		0.00%	0.00	0
	<b>19 HMO/SELECTIVE LICENSING</b>							
	<b>LICENCE FEES FOR HOUSES IN MULTIPLE OCCUPATION (HMOs)</b> (Mandatory HMO Licensing and Selective Licensing)							
853.00	(a) Houses in Multiple Occupation 2-5 Units	Discretionary	1-Apr-15	delete		-100.00%	0.00	12640
753.00	Discounted rate (accreditation)	Discretionary		delete		-100.00%	0.00	
638.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
538.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
891.00	(b) Houses in Multiple Occupation 6-9 units	Discretionary	1-Apr-15	delete		-100.00%	0.00	
791.00	Discounted Rate (accredited)	Discretionary		delete		-100.00%	0.00	
676.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
576.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
959.00	(c) Houses in Multiple Occupation 10-14 Units	Discretionary	1-Apr-15	delete		-100.00%	0.00	
859.00	Discounted rate (accreditation)	Discretionary		delete		-100.00%	0.00	
744.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
644.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
1292.00	(d) Houses in Multiple Occupation 15-19 Units	Discretionary		delete		-100.00%	0.00	
1192.00	Discounted rate (accreditation)	Discretionary		delete		-100.00%	0.00	
1077.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
977.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
1586.00	(e) Houses in Multiple Occupation 20-29 Units	Discretionary		delete		-100.00%	0.00	
1486.00	Discounted rate (accreditation)	Discretionary		delete		-100.00%	0.00	
1371.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
1271.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
1882.00	(f) Houses in Multiple Occupation 30-39 Units	Discretionary		delete		-100.00%	0.00	
1782.00	Discounted rate (accreditation)	Discretionary		delete		-100.00%	0.00	
1666.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
1566.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
2178.00	(g) Houses in Multiple Occupation 40-49 Units	Discretionary		delete		-100.00%	0.00	
2078.00	Discounted rate (accreditation)	Discretionary		delete		-100.00%	0.00	
1962.00	Licence Renewal	Discretionary		delete		-100.00%	0.00	
1862.00	Licence Renewal (accredited)	Discretionary		delete		-100.00%	0.00	
	(a) HMOs with 2 to 8 units of accommodation							
	Standard HMO application	Discretionary	new	886.00		100.00%	0.00	
	Standard HMO application (Accredited landlord)	Discretionary	new	806.00		100.00%	0.00	
	Early renewal application	Discretionary	new	680.00		100.00%	0.00	
	Early renewal application (Accredited landlord)	Discretionary	new	600.00		100.00%	0.00	
	(b) HMOs with more than 8 units of accommodation							
	Fee per additional unit of accommodation over 8 (In addition to standard or early renewal fees for 2-8 units)	Discretionary	new	40.00		100.00%	0.00	
	<b>SELECTIVE LICENSING FEES (FOR NON-HMOs)</b>							87200
439.00	(a) Single occupied house/flat - Standard application		1-Apr-16	545.00		24.15%	106.00	
389.00	Single occupied house/flat - Standard application (Accredited landlord)		1-Apr-16	495.00		27.25%	106.00	
395.00	Single occupied house/flat - Early renewal application		1-Apr-16	455.00		15.19%	60.00	
345.00	Single occupied house/flat - Early renewal application (Accredited landlord)		1-Apr-16	405.00		17.39%	60.00	
	(b) Buildings containing flats							
439.00	First flat fee - Standard application		1-Apr-16	545.00		24.15%	106.00	
389.00	First flat fee - Standard application (Accredited landlord)		1-Apr-16	495.00		27.25%	106.00	
136.00	Per additional flat - Standard application (Accredited and non-accredited landlord)		1-Apr-16	173.00		27.21%	37.00	
395.00	First flat fee - Early renewal application		1-Apr-16	455.00		15.19%	60.00	
345.00	First flat fee - Early renewal application (Accredited landlord)		1-Apr-16	405.00		17.39%	60.00	
136.00	Per additional flat - Early renewal application (Accredited and non-accredited landlord)		1-Apr-16	173.00		27.21%	37.00	
	<b>Buildings containing flats - Capped fees (Multiple flats in building and separate licences required)</b>							
439.00	First flat fee - Standard application			545.00		24.15%	106.00	
389.00	First flat fee - Standard application (Accredited landlord)			495.00		27.25%	106.00	
136.00	CAPPED Per additional flat - Standard application (Accredited and non-accredited landlord)			280.00		105.88%	144.00	
395.00	First flat fee - Early renewal application			455.00		15.19%	60.00	
345.00	First flat fee - Early renewal application (Accredited landlord)			405.00		17.39%	60.00	
136.00	CAPPED Per additional flat - Early renewal application (Accredited and non-accredited landlord)			280.00		105.88%	144.00	
	<b>NON-STATUTORY INSPECTIONS</b>							
100.00	Immigration visits/inspections	Discretionary	new	140.00		40.00%	40.00	560
	Other non-statutory inspections			140.00				
	<b>CHARGING FOR ENFORCEMENT ACTION (HOUSING ACT 2004)</b>							

CHARGES 2016/2017 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018 £
375.00	Fixed charge for council expenses; however, external expenditure (if applicable) will be charged at cost. (Charges are made in accordance with the council's adopted Private Sector Housing Enforcement Policy)	Discretionary		525.00		40.00%	150.00	2100
	<b>MONETARY PENALTY (REDRESS SCHEMES FOR LETTINGS AGENCY WORK AND PROPERTY MANAGEMENT WORK)</b>							
	Fixed charge for failure to belong to an approved scheme		new	5000.00		100.00%	5000.00	
	<b>PENALTY CHARGES (THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015)</b>							
	First penalty charge		new	2500.00		100.00%	2500.00	
	First penalty charge (if paid within 14 days)		new	1250.00		100.00%	1250.00	
	Any subsequent penalty charge		new	5000.00		100.00%	5000.00	
	Any subsequent penalty charge (if paid within 14 days)		new	2500.00		100.00%	2500.00	
	<b>20 PLANNING</b>							
P.O.A	Fees for Applications -Town & Country Planning Act 1990			P.O.A				534,000
	Planning Approvals etc. per copy							
	Copies of planning documents, decisions etc. per page		1-Apr-09		-			
	Pre-application planning advice				-			28,000
	Major Developments							
250.00	Written Advice only 10-49 dwellings		1-Apr-11	325.00	-	30.00%	75.00	
500.00	Meeting and written confirmation 10-49 dwellings		1-Apr-11	650.00	-	30.00%	150.00	
250.00	Written Advice only 50-199 dwellings			500.00	-	100.00%	250.00	
500.00	Meeting and written confirmation 50-199 dwellings			1000.00	-	100.00%	500.00	
250.00	Written Advice only 200 dwellings or more			1000.00	-	300.00%	750.00	
500.00	Meeting and written confirmation 200 dwellings or more			2000.00	-	300.00%	1500.00	
	Minor Developments							
150.00	Written Advice only		1-Apr-11	180.00	-	20.00%	30.00	
250.00	Meeting and written confirmation		1-Apr-11	300.00	-	20.00%	50.00	
	Householder pre-application advice							
50.00	Written advice		1-Apr-13	60.00	-	20.00%	10.00	
100.00	Meeting with written confirmation		1-Apr-13	120.00	-	20.00%	20.00	
48.40	Research of Planning History		1-Apr-11	150.00		209.92%	101.60	
0.10	Photocopy official document, per page		1-Apr-08	0.10	-	0.00%	0.00	
0.10	Tree Preservation Order copies per page		1-Apr-08	0.10		0.00%	0.00	
	Copy Plans							
0.10	A4 size per page		1-Apr-09	0.10	-	0.00%	0.00	
0.20	A3 size per page		1-Apr-09	0.20	-	0.00%	0.00	
37.00	A1 size per page			37.00	-	0.00%	0.00	
37.00	A0 size per page			37.00	-	0.00%	0.00	
	Local Plan							
55.00	New Local Plan		1-Apr-09	55.00		0.00%	0.00	
	<b>21 BUILDING CONTROL</b>							
27.00	Building Regulation Approval Notice copies		1-Apr-15	30.00	-	11.11%	3.00	
	Written request for Building Control information (not pre application advice)							
59.00	Per enquiry letter answered	D	1-Apr-15	60.00	-	1.69%	1.00	
75.00	Each site visit	D	1-Apr-15	150.00	-	100.00%	75.00	
59.00	Research of Building Regulation history (not pre application advice)		1-Apr-15	60.00		1.69%	1.00	
	Subsequent Approval Notice copies following research	D	1-Apr-15	30.00	-	11.11%	3.00	341,780
	Building Regulation Fees	S						30,000
	Domestic Structural Design -per unit		new	300.00		100.00%	300.00	2,900
	Site Visit for Events		new	49.00		100.00%	49.00	240
	An e-Government initiative to speed up the process of house conveyancing is being implemented across the UK The National Land Information System (NLIS) will allow Land Charge searches to be made online through a central hub and channel. This requires the Council to adopt differential pricing. If agreed, the charge to the end user will be as above, and the provider takes 18% commission charge.							
	<b>22 PROPERTY SERVICES</b>							20,000
	New Lettings							
150.00	Rental value less than £4,000 per annum		1-Apr-16	150.00		0.00%	0.00	
250.00	Rental value between £4,001 and £7,000 per annum		1-Apr-14	250.00		0.00%	0.00	
350.00	Rental value between £7,001 and £10,000 per annum		1-Apr-14	350.00		0.00%	0.00	
500.00	Rental value over £10,001 per annum		1-Apr-14	500.00		0.00%	0.00	
	New Licences/TAWs - depending on status of the organisation							
100.00	Minimum		1-Apr-16	100.00		0.00%	0.00	
150.00	Maximum		1-Apr-16	150.00		0.00%	0.00	
	Statutory bodies: granting of wayleaves/easements/licences etc. - depending on the complexity of the agreement							
250.00	Minimum		1-Apr-14	250.00		0.00%	0.00	
1500.00	Maximum		1-Apr-16	1500.00		0.00%	0.00	
150.00	Access arrangements over Council owned land - minimum fee for drawing up agreement - depending on status and requirements		01-Apr-16	150.00		0.00%	0.00	
25.00	Access arrangements over Council owned land - depending on status and requirements per week from		1-Apr-14	25.00		0.00%	0.00	
	Fees for Disposals							
500.00	Minimum		1-Apr-14	500.00		0.00%	0.00	
	5% of disposal prices up to £150,000							
	2% of disposal price over £150,000							
	Hourly Rates							
90.00	Property Manager		1-Apr-14	150.00		66.67%	60.00	
70.00	Qualified Valuer/Building Surveyor		1-Apr-14	120.00		71.43%	50.00	
	Fee for assignments/waivers - depending on complexity and status of organisation							
150.00	Minimum		01-Apr-16	150.00		0.00%	0.00	
1000.00	Maximum		01-Apr-16	1000.00		0.00%	0.00	
	<b>23 MUSEUMS</b>							
	Dickens House Museum							
3.75	Admission - Adult		1-Apr-12	3.80	-	1.33%	0.05	18,320
2.10	Admission - Child (under 16)		1-Apr-12	2.10	-	0.00%	0.00	760
2.25	Students		1-Apr-16	2.50	-	11.11%	0.25	3,200
10.00	Family Ticket - 2 Adults and 2 Children		1-Apr-12	10.00	-	0.00%	0.00	3,360
2.10	Under 16s Group ticket - min 10 persons (including max 2 adults per group) - price per person		1-Apr-12	2.10	-	0.00%	0.00	400
3.20	Over 16s/Adults Group ticket - min 10 persons- price per person		1-Apr-11	3.20	-	0.00%	0.00	360
	<b>24 SPORTS AND LEISURE</b>							
2.00	General sports activity - per child	Discretionary		0.00		-100.00%	-2.00	
7.50	Headline sports activity -per child	Discretionary		0.00		-100.00%	-7.50	
5.00	General sports activity - per adult	Discretionary		0.00		-100.00%	-5.00	
10.00	Headline sports activity -per adult	Discretionary		0.00		-100.00%	-10.00	
	<b>MARGATE BEACH SPORTS COURT HIRE</b>							



CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
8.00	<b>Pre Booked Courts</b>							
16.00	Volleyball court - per hour		2012-13		*	-100.00%	-8.00	
100.00	Beach soccer/full court - per hour		2012-13		*	-100.00%	-16.00	
5.00	Day hire							
	Floodlights for any court - per hour		2012-13		*	-100.00%	-5.00	
					*			
	<b>Walk-on Courts</b>							
5.00	Volleyball court - per hour		2012-13		*	-100.00%	-5.00	
10.00	Beach soccer/full court - per hour		2012-13		*	-100.00%	-10.00	
5.00	Floodlights for any court - per hour		2012-13		*	-100.00%	-5.00	
	<b>25 FORESHORE EVENTS</b>							
	<b>Rocky Shore Safari</b>							
2.00	Thanet Coast Project for festivals/commercial activities (Two events/Full day charge)			175.00		-100.00%	-2.00	170
	Other Group Events/Activities							
2.75	Half day per child			2.75		0.00%	0.00	
4.40	Full day off season			delete				
4.80	Full day peak season			delete				
80.00	Minimum charge (one event/half day)			80.00		0.00%	0.00	
	<b>School Events/ Activities</b>							
3.00	Half day per person			3.00		0.00%	0.00	
90.00	Minimum (one event/half day)			90.00		0.00%	0.00	
3.25	Outside of Thanet			3.25		0.00%	0.00	
4.00	Full day off season			delete				
5.00	Full day peak season			delete				
	<b>Seashore Safaris &amp; similar events (Thanet Coast Project events)</b>							
1.00	Per person - adult & child - donations			0.00		-100.00%	-1.00	400
	<b>26 CULTURAL AND OUTSIDE EVENTS</b>							
	<b>Fee for booking a Council Site (per day) -</b>							
	Commercial Event		1-Apr-10					
	Registered Charity		1-Apr-10					
	Neighbourhood Projects		1-Apr-10					
	Mobile Exhibition Caravan/Trailer - public service information		1-Apr-10					
	Mobile Exhibition Caravan/Trailer - small/medium commercial		1-Apr-10					
	Mobile Exhibition Caravan/Trailer - Commercial promotions		1-Apr-10					
	Standard Hire event		1-Apr-10					
	Fireworks on Council land for private/commercial event		1-Apr-10					
	Deposits (returnable when land left in good order i.e. litter free etc.)							
	- standard event							
	Commercial event							
60.00	Charity, School or Community (excludes Boot Fairs)		1-Apr-13	0.00		-100.00%	-60.00	
200.00	Boot Fairs		1-Apr-13	0.00		-100.00%	-200.00	
550.00	Maor Event (1000+)		1-Apr-13	0.00		-100.00%	-550.00	
250.00	Standard Event (499-999)		1-Apr-13	0.00		-100.00%	-250.00	
150.00	Small Events (less than 499)		1-Apr-13	0.00		-100.00%	-150.00	
295.00	Fireworks		1-Apr-13	0.00		-100.00%	-295.00	
350.00	Fairgrounds and Circuses per day		1-Apr-13	0.00		-100.00%	-350.00	
P.O.A.	Ramsgate Harbour Hire		1-Apr-13	0.00		-100.00%		
	Payment in advance of permissions only.							
	<b>Community Events</b>							7,000
	application fee		new	75.00		100.00%	75.00	
	Deposit		new	250.00		100.00%	250.00	
	Premium site		new	75.00		100.00%	75.00	
	Standard site		new	50.00		100.00%	50.00	
	Build and de-rigs days		new	25% of daily rate				
	<b>Active Recreation Sessions</b>							
	(A change to this will require a change in policy as we currently don't charge, so I've based it on community event but please remember the negative publicity one council had when charging park run to use their land)							
	application fee		new	75.00		100.00%	75.00	
	Deposit		new	250.00		100.00%	250.00	
	Premium site		new	n/a				
	Standard site		new	n/a				
	Build and de-rigs days		new	n/a				
	<b>National Charity</b>							
	application fee		new	75.00		100.00%	75.00	
	Deposit		new	250.00		100.00%	250.00	
	Premium site		new	150.00		100.00%	150.00	
	Standard site		new	100.00		100.00%	100.00	
	Build and de-rigs days		new	25% of daily rate				
	<b>Local Charity</b>							
	application fee		new	75.00		100.00%	75.00	
	Deposit		new	250.00		100.00%	250.00	
	Premium site		new	100.00		100.00%	100.00	
	Standard site		new	75.00		100.00%	75.00	
	Build and de-rigs days		new	25% of daily rate				
	<b>Enthusiast</b>							
	application fee		new	75.00		100.00%	75.00	
	Deposit		new	250.00		100.00%	250.00	
	Premium site		new	150.00		100.00%	150.00	
	Standard site		new	100.00		100.00%	100.00	
	Build and de-rigs days		new	25% of daily rate				
	<b>Commercial</b>							
	application fee		new	75.00		100.00%	75.00	
	Deposit		new	500.00		100.00%	500.00	
	Premium site		new	300.00		100.00%	300.00	
	Standard site		new	200.00		100.00%	200.00	
	Build and de-rigs days		new	50% of daily rate				
	<b>27 EXTERNAL PRINTING</b>							
0.05	A4 single sided black and white photo copy quantity 1 - 99		1-Apr-16	0.06	*	20.00%	0.01	120
0.05	A4 single sided black and white photo copy quantity 100 - 499		1-Apr-16	0.04	*	-20.00%	-0.01	240
0.05	A4 single sided black and white photo copy quantity 500+		1-Apr-16	0.03	*	-40.00%	-0.02	300
0.08	A4 single Double sided black and white photo copy quantity 1-99		1-Apr-16	0.07	*	-12.50%	-0.01	240
0.08	A4 single Double sided black and white photo copy quantity 100-499		1-Apr-16	0.05	*	-37.50%	-0.03	400
0.08	A4 single Double sided black and white photo copy quantity 500+		1-Apr-16	0.04	*	-50.00%	-0.04	480
0.09	A3 single sided black and white photo copy quantity 1 - 99		1-Apr-16	0.10	*	11.11%	0.01	150
0.09	A3 single sided black and white photo copy quantity 100 - 499		1-Apr-16	0.08	*	-11.11%	-0.01	240
0.09	A4 single sided black and white photo copy quantity 500+		1-Apr-16	0.05	*	-44.44%	-0.04	250
0.10	A3 single Double sided black and white photo copy quantity 1-99		1-Apr-16	0.11	*	10.00%	0.01	270
0.10	A3 single Double sided black and white photo copy quantity 100-499		1-Apr-16	0.09	*	-18.00%	-0.01	540
0.10	A3 single Double sided black and white photo copy quantity 500+		1-Apr-16	0.06	*	-40.00%	-0.04	480
0.19	A4 single sided colour photo copy quantity 1 - 99		1-Apr-16	0.19	*	0.00%	0.00	100
0.19	A4 single sided colour photo copy quantity 100 - 499		1-Apr-16	0.15	*	-21.05%	-0.04	150
0.19	A4 single sided colour photo copy quantity 500+		1-Apr-16	0.08	*	-57.89%	-0.11	160
0.28	A4 single Double sided colour photo copy quantity 1-99		1-Apr-16	0.24	*	-14.29%	-0.04	70

CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2017/2018	INC. VAT +	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
£				£			£	£
0.28	A4 single Double sided colour photo copy quantity 100-499		1-Apr-16	0.20	-	-28.57%	-0.08	100
0.28	A4 single Double sided colour photo copy quantity 500+		1-Apr-16	0.14	-	-50.00%	-0.14	110
0.28	A3 single sided colour photo copy quantity 1 - 99		1-Apr-16	0.26	-	-7.14%	-0.02	20
0.28	A3 single sided colour photo copy quantity 100 - 499		1-Apr-16	0.22	-	-21.43%	-0.06	40
0.28	A4 single sided colour photo copy quantity 500+		1-Apr-16	0.16	-	-42.86%	-0.12	60
0.38	A3 single Double sided colour photo copy quantity 1-99		1-Apr-16	0.34	-	-10.53%	-0.04	20
0.38	A3 single Double sided colour photo copy quantity 100-499		1-Apr-16	0.30	-	-21.05%	-0.08	30
0.38	A3 single Double sided colour photo copy quantity 500+		1-Apr-16	0.24	-	-36.84%	-0.14	30
7.00	Business cards per 100 single sided		1-Apr-16	3.00	-	-57.14%	-4.00	90
9.00	Business cards per 100 double sided		1-Apr-16	5.00	-	-44.44%	-4.00	50
1.25	Unibinding		1-Apr-16	1.25	+	0.00%	0.00	20
1.00	Wire binding 34 hole		1-Apr-16	1.00	+	0.00%	0.00	10
1.00	Wire binding 21 hole		1-Apr-16	1.50	+	50.00%	0.50	20
30.00	Artwork Adjustments / hour		1-Apr-16	60.00	+	100.00%	30.00	240
	Carbon paper single sided	new		0.03	+	100.00%	0.03	-
	Carbon paper double sided	new		0.05	+	100.00%	0.05	-
	Laminating A4 Sheet	new		0.45	+	100.00%	0.45	10
	Laminating A3 Sheet	new		0.70	+	100.00%	0.70	10
	Laminating A2 Sheet	new		4.50	+	100.00%	4.50	50
	<b>28 VISITOR INFORMATION CENTRE</b>							
P.O.A.	Room Hire							500
150.00	Per day		1-Apr-16	150.00		0.00%	0.00	
80.00	Per half day		1-Apr-16	80.00		0.00%	0.00	
	additional cost for refreshments (discretionary rates available for tourism businesses ie for training courses)							
	Photocopy official document, per page (plus administration charge, if applicable)							20
	A4 10pence and A3 20 pence							
	Radar Keys							300
3.50	Purchase of Radar Keys			3.50		0.00%	0.00	
	<b>29 COMMUNITY BEACH HUT</b>							
	Coastal Community Beach Hut (Margate)							
15.00	£15 per hour up to 4 hours (1/2 day): £70/day		1-Apr-16	15.00		0.00%	0.00	360
	Discretionary rates available, upon application (priority to vulnerable children/adults; affordability and local groups)							
	<b>30. FINANCIAL SERVICES</b>							
	<b>OTHER HOUSING CHARGES</b>							
167.00	(f) House Purchase Advances							0
	Redemption fee (Early redemption)		1-Apr-15	176.00		5.39%	9.00	
	Surcharge for Credit Card Payments							
	As a percentage of transaction							
	Council Tax							484,500
50.00	Summons		1-Apr-11	50.00		0.00%	0.00	
50.00	Liability Order		1-Apr-11	50.00		0.00%	0.00	
	Business Rates							29,700
50.00	Summons		1-Apr-11	50.00		0.00%	0.00	
50.00	Liability Order		1-Apr-11	50.00		0.00%	0.00	
	Payment of Housing Benefit							
10.00	Replacement of lost payment card		1-Apr-09	10.00		0.00%	0.00	0
25.00	Replacement of landlord payment schedule - single financial year		1-Apr-09	25.00		0.00%	0.00	100
50.00	Replacement of landlord payment schedule - multiple financial years		1-Apr-09	50.00		0.00%	0.00	100
	Assessment of Housing Benefit							
10.00	Request for Housing Benefit file outside of Freedom of information request			10.00		0.00%	0.00	30
	<b>31 COUNCIL PUBLICATIONS</b>							
corporate p/c charge	Council agendas & Committee minutes - per page		1-Apr-08	corporate p/c charge				
corporate p/c charge	Committee agenda per single committee per single copy			corporate p/c charge				
corporate p/c charge	Committee agenda per page			corporate p/c charge				
corporate p/c charge	Planning Committee or Cabinet		1-Apr-08	corporate p/c charge				
corporate p/c charge	All other Committees		1-Apr-08	corporate p/c charge				
corporate p/c charge	Photocopy official document, per page (plus administration charge, if applicable)		1-Apr-07	corporate p/c charge				
	Income included in other departmental charges							
2.00	DVD of Council Meeting		1-Apr-16	2.00		0.00%	0.00	
	<b>32 ELECTORAL SERVICES</b>							
25.00	Electoral Index of Streets		1-Apr-04	25.00		0.00%	0.00	
10.00	Marked copy of Register - Basic Charge plus per 1000 entries charge below		1-Apr-08	10.00		0.00%	0.00	
5.00	Marked copy of Register per 1000 entries in addition to basic charge		1-Apr-10	5.00		0.00%	0.00	
10.00	Register price list (paper copy) Basic Charge plus cost per 1,000 entries charge below		1-Apr-09	10.00		0.00%	0.00	1,600
5.00	Register price list (paper copy) per 1,000 entries in addition to basic charge		1-Apr-09	5.00		0.00%	0.00	
20.00	Register price list (data copy) Basic Charge plus cost per 1,000 entries charge below		1-Apr-09	20.00		0.00%	0.00	
1.50	Register price list (data copy) per 1,000 entries in addition to basic charge		1-Apr-09	1.50		0.00%	0.00	
FREE	Inspection of marked copy of Register - per register		1-Apr-06	FREE		0.00%	0.00	
	<b>33 CORPORATE MARKETING</b>							
All Minimum Charges	Charges for Film Location works			All Minimum Charges				15,000
500.00	Advertising productions, Commercials, Filming for Internet Advertising - per day	Discretionary	1-Apr-13	500.00		0.00%	0.00	
500.00	Feature Films - per day	Discretionary	1-Apr-11	500.00		0.00%	0.00	
150.00	Low Budget Feature Films - per day	Discretionary	1-Apr-11	150.00		0.00%	0.00	
150.00	Television dramas - per day	Discretionary	1-Apr-11	150.00		0.00%	0.00	
100.00	Educational, Corporate, Light entertainment, music promotions - per day	Discretionary	1-Apr-11	100.00		0.00%	0.00	
0.00	Interviews, sound recordings - per day	Discretionary	1-Apr-12	0.00		0.00%	0.00	
150.00	Photo Shoots - National publications - per day	Discretionary	1-Apr-11	150.00		0.00%	0.00	

CHARGES 2016/2017	DETAILS	Statutory/ Discretionary	DATE LAST	CHARGES 2017/2018	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2017/2018
			CHANGED					
£ 50.00 0.00 50.00	Photo Shoots - low budget publications - per day	Discretionary	1-Apr-12	50.00		0.00%	0.00	3000
	Student films, local community groups - per day	Discretionary	1-Apr-11	0.00				
	Administration - complex enquiries - per hour	Discretionary	1-Apr-12	50.00		0.00%	0.00	
	<b>34 LEGAL SERVICES</b>							
	Provision of Legal Services							
	Commercial Property Matters							
220.00 per hour								
220.00 per hour	Planning Matters - external agreements		1-Jul-16	220.00 per hour		0.00%	0.00	
£120.00 per hour	Civil Litigation and Prosecutions		1-Jul-16	220.00 per hour		0.00%	0.00	
				£120.00 per hour				
					All Minimum Charges			
All Minimum Charges								
1000.00	Grant of Commercial Lease		1-Jul-16	1000.00		0.00%	0.00	
700.00	Renewal Lease		1-Jul-16	700.00		0.00%	0.00	
600.00	Licence to Assign		1-Jul-16	600.00		0.00%	0.00	
600.00	Licence for Works		1-Jul-16	600.00		0.00%	0.00	
600.00	Licence for Underletting		1-Jul-16	600.00		0.00%	0.00	
700.00	Occupational Licence		1-Jul-16	700.00		0.00%	0.00	
600.00	Sale		1-Jul-16	600.00		0.00%	0.00	
700.00	Purchase		1-Jul-16	700.00		0.00%	0.00	

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**Council Tax Reduction Scheme 2017-18**

Cabinet	<b>17 November 2016</b>
Report Author	<b>Tim Willis, Director of Corporate Resources and Mark Emery, Acting Head of Customer Delivery, EK Services</b>
Portfolio Holder	<b>Cllr John Townend, Cabinet Member for Financial Services and Estates</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>Yes</b>
Reasons for Key	<b>Significant impact on communities</b>
Ward:	<b>All Wards</b>

**Executive Summary:**

The existing Council Tax Reduction Scheme (referred to locally as the Council Tax Support Scheme (CTS)) has been in place since 1st April 2013 and has remained largely unchanged since that date. Reductions in the Revenue Support Grant have resulted in a significant shortfall in CTS funding. A new more affordable scheme from April 2017 has been subject to consultation. This report seeks approval for the final Thanet District Council Tax Reduction scheme taking into account the recent consultation exercise.

**Recommendations:**

The recommendations are that the existing scheme is modified to reduce the level of expenditure within the scheme by £875k (of which Thanet's reduction would be £119k) and maintain alignment with the Housing Benefit rules whilst protecting the principles of the original scheme relating to protecting the most vulnerable where possible.

1. That the current minimum contribution towards their Council Tax made by recipients of Council Tax Support is increased from 5.5% to 10.0%;
2. That the maximum savings that a customer can have and still claim Council Tax Support is reduced from £16,000 to £6,000;
3. That a minimum income is used within the calculation for Self Employed Customers after 12 months of self-employment;
4. That the maximum level of Council Tax support is restricted to the equivalent of a Band D property charge;
5. That only the first two children in a family will be included in the calculation for children born after April 2017 (some exceptions will apply for adoptions and multiple births);
6. That the Family Premium is not included in the calculation of Council Tax Support for all new working age customers;
7. That the period for which a late claim can be backdated is reduced to one month;
8. That the period for which a customer can be absent from Great Britain and still claim Council Tax Support is reduced to 4 weeks (with some exclusions for certain occupations);

9. That the element of the work-related component of Employment and Support Allowance is not included in the Council Tax Support Calculation;
10. That TDC works towards an exceptional hardship scheme that will be introduced from April 2017 in order to provide a safety net for customers experiencing extreme difficulty paying their Council Tax;
11. That Cabinet notes the equalities impact as detailed in Annex 1.

### CORPORATE IMPLICATIONS

<b>Financial and Value for Money</b>	The Council Tax Reduction scheme is funded through the Revenue Support Grant. The scheme has not materially changed since inception, but the Revenue Support Grant will have reduced by approximately 30% by 2017-18. To leave the scheme un-reviewed will risk the financial stability of the authority and increase the cross-subsidisation of claimants from non-claimants. The CTS scheme in its current form would cost in excess of £400k more in 2017-18 than the RSG funding originally identified in 2013.								
<b>Legal</b>	Thanet District Council must approve its local CTRS at full Council by 31st January 2017. If it does not do this then it is forced to adopt the previous scheme (that is in force during 2016-17). The obvious disadvantage to this is continuing to pay previous levels of CTRS with an increasing funding gap. The financial impact is shared by Thanet District Council and the major preceptors pro-rata to their share of Council Tax receipts.								
<b>Corporate</b>	There is a risk to the provision of other services funded via the RSG should the affordability of the CTS Scheme not be reviewed.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" data-bbox="432 1458 1401 1697"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p><b>Reducing the maximum level of support for working age applicants from 95% to 90%</b></p> <p>This option will apply to all working age claimants regardless of their protected characteristics. The primary mitigating factor will be the introduction of an exceptional hardship fund (Option 13) which would be available to provide assistance for those adversely affected by the reduction to 90%.</p> <p><b>Reducing the maximum level of support for working age applicants</b></p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓								
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

**from 95% to 85%**

This option will apply to all working age claimants regardless of their protected characteristics. The primary mitigating factor will be the introduction of an exceptional hardship fund (Option 13) which would be available to provide assistance for those adversely affected by the reduction to 85%.

**Using a set income for self-employed earners after 1 year's self-employment**

This option will only apply to working age claimants who have been self-employed for more than a year. The concern that this option has the potential to stifle entrepreneurialism is mitigated by the fact that claimants will still have a year in which to determine whether or not their self-employment is viable and will be able to generate sufficient income for their needs.

Claimants with protected characteristics will benefit from the two-tiered income floor; one for part-time, one for full-time. This will mitigate against any potential impact on any claimants (including those with protected characteristics) that are deemed to be suitable for part-time self-employment due to disability, childcare, caring responsibilities etc. and would therefore be subject to the lower income floor than those who work full-time.

In addition to this the introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Reduce the capital limit from the existing £16,000 to £6,000**

This option will only apply to working age claimants who exceed the capital limit of £6,000 regardless of their protected characteristics. It is not expected to affect many claimants and those that would be affected are unlikely to suffer financial hardship.

The mitigating factor is that claimants with over £6,000 in capital will have the finances available to pay their council tax. At such point that any claimant affected has capital below £6,000 they would then be eligible to apply for CTS (providing that there is no evidence of intentional deprivation of capital).

In addition to this the introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Restrict the maximum level of Council tax support payable to the equivalent of a Band D property charge**

This option will only apply to working age claimants who live in band E-H properties. It will apply to these working age claimants regardless of their protected characteristics.

There is concern that this option is more likely to affect claimants with larger families. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Removing the Family Premium for all new working age applicants**

This option will only apply to new working age claimants who would have previously received the Family Premium. It will not affect existing working age claimants. It will apply to new working age claimants regardless of their protected characteristics. Single females and couples are more likely to be affected, as over 95% of those currently eligible for the Family Premium are in those groups.

The mitigating factor is that it will only affect new claimants who will not suffer financial hardship as a result of this. The reason for this is that they will not have received the Family Premium for it to be taken away. The only way that this will affect existing claimants is if they have a break in their claim.

**Reducing Backdating to 1 month**

This option will only apply to new working age claimants that apply for backdating or existing claimants that have a break in their claim and need to reclaim with backdating (the latter is an unlikely scenario due to existing claimants already being familiar with the process). It will apply to these working age claimants regardless of their protected characteristics.

Aligning the backdating period from six months to one month means the potential entitlement period changes, but there is no actual reduction in support to the claimant. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to 4 weeks**

This option will apply to all working age claimants who are temporarily absent from Great Britain for more than 4 weeks. A mitigating factor is that exemptions will apply in certain circumstances such as bereavements and for certain professions such as the armed forces.

It will apply to all working age claimants regardless of their protected characteristics however Government analysis has suggested that certain ethnicities such as Black/ British Black and Asian may be more likely to be affected by this option. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**To remove the element of a Work Related Activity Component in the calculation of the current scheme for new Employment and Support Allowance applicants**

This option will only apply to working age claimants who are in receipt of ESA and receive the Work Related Activity Component. Households that include someone with a protected characteristic will be affected this policy if they receive this component. Overall, those groups who are more likely to be in receipt of affected benefits are more likely to see notional impacts from this option.

On an individual basis an equal number of men and women are likely to be affected. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**To limit the number of dependant children within the calculation for**



	<p><b>Council Tax Reduction to a maximum of two</b></p> <p>This option will only apply to new working age claimants who have more than two children or existing claimants only if they have a break in their claim and have to reclaim. Households that include someone with a protected characteristic will be affected by this policy if this applies to them.</p> <p>The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.</p> <p><b>To introduce a scheme, in addition to Council Tax Reduction, to help applicants suffering exceptional hardship</b></p> <p>This option is the primary mitigating factor for all of the options that could have a financial impact on claimants to such an extent that one or more of the options causes exceptional hardship.</p>
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 Council Tax Reduction (referred to locally as Council Tax Support) is a means tested locally defined Council Tax discount and replaced Council Tax Benefit in April 2013. The current Thanet District Council scheme closely mirrors the former Council Tax Benefit and is administered in a similar way (and often at the same time) as an award of Housing Benefit. In 2015-16 Thanet District Council awarded £13.9m in Council Tax Reduction on behalf of all precepting bodies. The cost to Thanet District Council of those awards was £1.9m.
- 1.2 Each local authority is required to set its own Council Tax Reduction scheme on an annual basis. The Thanet District Council working age schemes agreed since 2013 have been amongst the most generous in the country, recognising the outcome of the previous consultation where there was a consensus of protecting the most vulnerable in local society.
- 1.3 Each annual scheme must be agreed by Council by 31<sup>st</sup> January to come into effect from 1<sup>st</sup> April of that year. In the event that a new scheme is not agreed, the previous year's scheme will roll forward to the next year.
- 1.4 Whilst Council Tax Reduction is a local discount, the rules around pension age customers are defined and the local authority has no discretion to vary that element of the scheme. However the scheme for working age customers is not defined and the local authority has full discretion over the design and generosity (cost) of the scheme. This means that where there is a need to reduce scheme cost, that burden can only be borne by the working age recipients.
- 1.5 When Council Tax Benefit was abolished in 2013, responsibility for Council Tax Reduction was passed to Local Authorities. The funding for Council Tax Reduction was

added to the Revenue Support Grant (RSG), but was subject to an arbitrary 10% reduction from the previous amount paid under Council Tax Benefit. The amount included within the RSG has not been separately identified since 2013 and since then, central government has reduced the overall RSG by 30%, whilst expenditure on the CTS scheme has remained largely static.

- 1.6 Thanet District Council previously agreed to lessen the impact of the 10% funding cut in 2013 by increasing the amount of Council Tax it collected from the general population through the removal of some of discounts that were available at that time. This additional revenue reduced the amount that needed to be saved from the Council Tax Reduction scheme and for Thanet District Council, working age customers have been required to pay a minimum of 5.5% towards their Council Tax. This has not previously been reviewed despite the increasing funding shortfall.

## **2.0 The current situation and the need for review**

- 2.1 Council Tax Reduction for Thanet District Council is managed by EK Services (EKS) alongside the schemes for Canterbury City Council and Dover District Council. The existing scheme was developed jointly with the EK partner authorities and benefits from shared principles, modelling and methodology. The principles of the schemes are common across all the authorities in Kent, with the main exception that the three East Kent districts raised additional funding through the earlier removal of certain alternative discounts in order to have a lower CTS customer contribution rate.

- 2.2 Following the previous consultation, the CTS scheme at Thanet District Council was decided to be broadly based upon the previous Council Tax Benefit scheme rules with the following broad changes:

- Minimum 5.5% contribution towards the Council Tax charge for all working age recipients
- Removal of Second Adult Rebate.

- 2.3 The major preceptors have provided each authority with an additional £125k of funding to contribute towards the additional costs incurred during the recovery of Council Tax payable by CTS recipients. This funding has been used by EKS to fund a number of posts focused on Council Tax collection and compliance. Major preceptors are currently negotiating an equivalent scheme for the 2017-18 financial year.

- 2.4 The financial gap between scheme expenditure and RSG funding has been growing since 2013 and currently stands at over £400k per annum. Ongoing monitoring has highlighted the risk in continuing with the current arrangements without significant reform or identification of alternative funding streams.

- 2.5 The major preceptors across Kent agreed to fund consultancy to review the viability of the existing scheme and to recommend options for change, in order to increase the affordability of the scheme. Based upon the recommendations from that consultancy, Thanet District Council undertook public consultation to gain views on those options.

- 2.6 The consultation ran from 27<sup>th</sup> June to 16<sup>th</sup> September 2016 and the following activity was undertaken:

- Explanatory information and a survey were made available online.
- Explanatory 'You Tube' videos explained each option in further detail.

- All working age customers (9557) were sent a covering letter, paper information booklet and paper answer booklet with an invitation to complete either the form or complete an online survey.
- 5% of the remaining households (3334) were sent a covering letter inviting them to complete an online survey.
- Copies of the information booklet and answer booklet were available for pick up at Council face to face outlets.
- Four 'Drop In' sessions were held where members of the public could ask questions about the consultation.
- A statement was added to every Housing Benefit Notification letter and every CTS notification letter issued between 26<sup>th</sup> June and 14<sup>th</sup> September 2016 advising customers that the consultation was running.
- Community groups were invited to take part in the consultation
- The consultation was promoted in the Council's Twitter feed.
- The consultation was promoted on the Council's Facebook page.

### 3.0 Options

3.1 The council consulted on fourteen different options. Some of these related to direct alterations to the scheme. Others related to structural changes to keep the scheme closely aligned to the known changes to the Housing Benefit rules.

3.2 The options consulted on were:

- 1) Increase the minimum contribution working-age recipients will need to pay towards their council tax charge from 5.5% to 10%.
- 2) Increase the minimum contribution working-age recipients will need to pay towards their council tax charge from 5.5% to 15%.
- 3) Use a minimum set income for self-employed earners after one year.
- 4) Reduce the savings, capital and investment limit from £16,000 to £6,000
- 5) Introduce a standard weekly charge of £10 for all new claimants who have a non-dependant living in their property.
- 6) Restrict the maximum level of council tax support payable to the equivalent of an average Band D property charge.
- 7) Restrict the maximum level of council tax support payable to the equivalent of a Band C property charge.
- 8) Remove the family premium for all new working-age claimants.
- 9) Reduce backdating of new claims to one month.
- 10) Reduce the period for which a person can be absent from Great Britain and still receive council tax support to four weeks.
- 11) Remove the element of a Work Related Activity Component in the calculation of the current scheme for new Employment and Support Allowance applicants.
- 12) Limit the number of dependent children within the calculation for council tax support to a maximum of two.
- 13) Introduce a scheme, in addition to council tax support, to help applicants suffering exceptional hardship.
- 14) To take any Child Benefit paid to a claimant or partner into account in full in the calculation of Council Tax Support.

3.3 As well as seeking views on each of those options and leaving the scheme unchanged, residents were asked to identify their top four options. Residents were also invited to comment on the options or put forward their own ideas.

3.4 Residents were advised that three further options had been considered but were not likely to be suitable in the long term. Comments were sought on these options. They were:

- **Increase the levels of Council Tax** – This was not considered viable because Thanet District Council is already planning to increase its Council Tax by the amounts allowed without triggering a local referendum. To increase Council Tax further in order to supplement the CTS scheme would require a district wide referendum for which TDC would be liable to bear the cost. This cost would outweigh any likely increase in revenue that would be raised by such a move
- **Reduce funding on other Council services** – This activity is already ongoing with each service that Thanet DC delivers being subject to budget restrictions
- **Use Council reserves** – This was not considered to be a viable approach because it does not address the structural issues caused by a lack of underfunding within the scheme. Additionally, TDC has very low levels of useable reserves.

3.5 Some 970 responses were received from the consultation, representing a 7.5% return rate of the invitation to give views. Residents were asked whether they agreed with, and were invited to add comments for, each option. All comments were captured and collated. The highest number of responses were from existing Council Tax Support customers, with their responses forming 86% of the total.

3.6 The numeric results from the consultation are shown below. The % in agreement is the % of respondents who indicated that they did agree, compared with the number that didn't agree. It excludes any respondent who selected 'do not know' or did not provide a response. A full numerical breakdown and all comments made during the consultation are available on request.

Option Number	Question	Estimated impact on expenditure	Number in Agreement	% In Agreement	Recommend inclusion?
	The Council should keep the current Council Tax Support Scheme	Growth would be through CT increases	538	78%	No
1	Increase the minimum contribution working age recipients will need to pay towards their Council Tax charge from 5.5% to 10%	£394k	247	32%	Yes
2	Increase the minimum contribution working age recipients will need to pay towards their Council Tax charge from 5.5% to 15%	£810k	108	14%	No
3	Use a minimum set income for self-employed earners after one year	£397k*	337	54%	Yes
4	Reduce the savings, capital and investment limit from £16,000 to £6,000	£48k	399	51%	Yes
5	Introduce a standard weekly charge of £10 for all claimants who have a non-dependant living in their property	£164k	323	43%	No
6	Restrict the maximum level of Council tax support payable to the equivalent of a band D property charge	£36k	298	48%	Yes
7	Restrict the maximum level of Council tax support payable to the equivalent of a band C property charge	£112k	197	33%	No
8	Remove the Family Premium for all new working age claimants	None – this will avoid future costs with new claimants	232	37%	Yes

9	Reduce backdating of new claims to one month	None – this will avoid future costs	453	58%	Yes
10	Reduce the period for which a person can be absent from Great Britain and still receive Council Tax Support to four weeks	None – this will avoid future costs	618	78%	Yes
11	Remove the element of a Work Related Component in the calculation of the current scheme for new Employment and Support Allowance applicants	None – this will avoid future costs	316	54%	Yes
12	Limit the number of dependant children within the calculation of Council Tax support to a maximum of two	None – this will avoid future costs	472	61%	Yes
13	Introduce a scheme, in addition to Council tax support, to help applicants suffering exceptional hardship	Budget to be decided	705	87%	Yes
14	To take Child Benefit or Child Maintenance paid to the claimant or partner into account in full in the calculation of Council tax support	£498k	392	51%	No

\*£397k is a maximum figure for self employed customers and assumes no change in employment status for those affected customers.

- 3.7 Residents were asked whether the Council should keep the existing scheme unchanged. Of the respondents that expressed an opinion, 78% considered that the scheme should remain unchanged. Although there was strong support for this option, this would only be achievable on a long term basis through the redirection of funding from other services or the raising of Council Tax, with the latter triggering a district wide referendum on raising the level of Council Tax. The cost of holding a referendum would fall to the district and would be disproportionate to the additional income that would be raised should the general public support the move. It is therefore **not** recommended to take this option forward.
- 3.8 Residents were asked about Option 1 – Whether every customer’s minimum contribution towards their Council Tax should increase from 5.5% to 10%. Of the 775 respondents that expressed an opinion, 32% (247) agreed with this option. This approach, whilst not the most popular, is widely accepted as the fairest way to reduce funding with all working age households impacted by the same percentage and no

community group unfairly disadvantaged. Analysis of the 247 responses revealed that there was a favourable response from 21% of the respondents in receipt of CTS, and a 61% favourable response from customers not in receipt of CTS. There was greater support for this option than Option 2 (increasing the minimum contribution to 15%) and it **is** recommended that this is taken forward in conjunction with other options as part of a package of savings.

- 3.9 Residents were asked about Option 2 – Whether every customer’s minimum contribution towards their Council Tax should increase from 5.5% to 15%. Of the respondents that expressed an opinion, 14% agreed with this option. Whilst this would reduce scheme expenditure significantly, there was little support for this approach. It would also have a greater impact on the Council Tax collection rate as greater amounts would need to be collected from all working age claimants. It is therefore **not** recommended to take this option forward.
- 3.10 Residents were asked about Option 3 – Whether every self-employed customer should be treated as having a minimum set income after 12 months. Of the respondents that expressed an opinion, 54% agreed with this option. Whilst there was strong support for this approach, there is a need to consider the balance between supporting developing businesses and the potential for stifling entrepreneurs within the district. However it is considered that the ‘grace’ period of 12 months does give time for a business to become more established and the proposed income is based on the national minimum wage. This would also complement the approach taken to Self Employed income taken within Universal Credit. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.11 Residents were asked about Option 4 – Whether the maximum level of savings and investments a customer could hold whilst still receiving Council Tax Support should reduce from £16,000 to £6,000. Of the respondents that expressed an opinion, 51% agreed with this option. It was generally felt that customers with access to capital over £6,000 should not receive assistance from the other tax payers. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.12 Residents were asked about Option 5 – Whether there should be a reduction in Council Tax Support of £10 per week for each non dependant in the property. Of the respondents that expressed an opinion, 43% agreed with this option. However, there is a risk with this approach that some vulnerable households with more than one non-dependant would have all of their assistance removed. This option may also lead to greater incidences of non-dependants being forced to leave their homes and a corresponding increase in use of Housing Options resource, which would outweigh the savings this option would generate. It is therefore **not** recommended to take this option forward.
- 3.13 Residents were asked about Option 6 – Whether the maximum amount of Council Tax Support payable would be restricted to the equivalent of a Band D property. Of the respondents that expressed an opinion, 48% agreed with this option. The feeling from respondents was that residents in larger properties should downsize. This is difficult to achieve where there is little money to support such a move as many recipients may be capital rich and cash poor; however on balance and considering the consultation responses, it **is** recommended to take this option forward.
- 3.14 Residents were asked about Option 7 – Whether the maximum amount of Council Tax Support payable would be restricted to the equivalent of a Band C property. Of the respondents that expressed an opinion, 33% agreed with this option. This would impact

significantly on recipients who were previously able to support themselves and for whom downsizing is problematic. This would have an impact on a larger number of households than option 6 and is supported by fewer respondents. It is therefore **not** recommended to take this option forward.

- 3.15 Residents were asked about Option 8 – Whether the family premium should not be used in the calculation of Council Tax Support for all new customers (to maintain alignment with the Housing Benefit calculations). Of the respondents that expressed an opinion, 37% agreed with this option. There was lower support for this option but many of the respondents were referring to a reduction in ongoing payments. The removal of the family premium is a change that will be taking place within the Housing Benefit rules from April 2017 and this proposal is one of those that have been made to maintain the alignment between Council Tax Support and the Housing Benefit rules. Existing customers will be protected from these changes, and to remove the premium in one benefit but allow it in Council Tax Support is likely to result in significant confusion and ongoing contact from worried customers which will increase rather than decrease the cost to the authority of providing the service. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.16 Residents were asked about Option 9 – Whether the period of backdating allowed be reduced to one month. Of the respondents that expressed an opinion, 58% agreed with this option. This option was presented to maintain the alignment between Council Tax Support and the Housing Benefit rules. It received strong support from respondents. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.17 Residents were asked about Option 10 – Whether the period for which a customer can be absent from Great Britain and still receive CTS be reduced to four weeks (to maintain alignment with the Housing Benefit calculations). Of the respondents that expressed an opinion, 78% agreed with this option. This option was presented to maintain the alignment between Council Tax Support and the Housing Benefit rules. It received very strong support from respondents. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.18 Residents were asked about Option 11 – Whether the element of the Work Related component of Employment & Support Allowance should be removed from new applicants (to maintain alignment with the Housing Benefit calculations). Of the respondents that expressed an opinion, 54% agreed with this option. This option was presented to maintain the alignment between Council Tax Support and the Housing Benefit rules. It received support from respondents and would not have any impact on existing customers. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.19 Residents were asked about Option 12 – Whether the number of dependants used in the calculation of CTS should be restricted to two (to maintain alignment with the Housing Benefit calculations). Of the respondents that expressed an opinion, 61% agreed with this option. This option was presented to maintain the alignment between Council Tax Support and the Housing Benefit rules. It received strong support from respondents. Existing customers would be protected and exemptions would apply for adoptions and multiple births. It **is** therefore recommended that this is taken forward in conjunction with other options as part of a package of savings.
- 3.20 Residents were asked about Option 13 – Whether the Council should introduce an exceptional hardship fund to help customers impacted by restrictions to CTS. Of the respondents that expressed an opinion, 87% agreed with this option. There was very



strong support for this option and it **is** therefore recommended that this is taken forward to help reduce the impact of the recommended options for the most vulnerable customers experiencing extreme hardship.

3.21 Residents were asked about Option 14 – Whether Child Benefit and Child Maintenance should be included as income in the calculation of the CTS award. Of the respondents that expressed an opinion, 51% agreed with this option. There was strong support for this, but there was concern that this approach would result in increased child poverty. As this is contrary to stated Council intentions, it is therefore **not** recommended to take this option forward.

3.22 When looking at the recommended options as part of a package of changes, options 8, 9, 10, 11 and 12 do not generate specific savings but as part of the alignment with the changes to Housing Benefit will result in an avoidance of additional scheme costs for new claimants after 1<sup>st</sup> April 2017. Existing customers will not be affected by these changes while they remain continuously entitled to Council Tax Support.

3.23 Options 1, 3, 4 and 6 when modelled together would impact on existing customers and would reduce scheme expenditure by approximately £875k. This reduction in expenditure is made directly by increasing the Council Tax payable of those affected and therefore is shared between all the preceptors on the established pro-rata basis. Thanet's pro rata share of the council tax is currently 13.67% and on this basis, Thanet's expenditure would decrease by around £119k.

3.24 Option 13 would provide the necessary safety net for customers disproportionately affected by increases in Council Tax payable and will have an as yet unknown cost.

#### 4.0 Next Steps

4.1 It is recommended that Cabinet note the Equalities Impact Assessment in Annex 1 and approve the combination of options 1, 3, 4, 6, 8, 9, 10, 11, 12 and 13 detailed above in the new Council Tax Support scheme and refer to full Council.

Contact Officer:	Mark Emery – Acting Head of Customer Delivery, EK Services
Reporting to:	Tim Willis – Director of Corporate Resources

#### Annex List

Annex 1	Equalities Impact Assessment
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#### Background Papers

Title	Details of where to access copy
None	N/A

#### Corporate Consultation

<b>Finance</b>	Tim Willis, Director of Corporate Resources
<b>Legal</b>	Tim Howes, Director of Corporate Governance

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## **ANNEX 1**

### **Name of Policy/Strategy/Service/Function Proposal**

The Council Tax Reduction Scheme for 2017-18

### **The Aims, Objectives and Expected Outcomes:**

Since 1st April 2013, the Council has maintained a local Council Tax Reduction scheme. This replaced the national Council Tax Benefit scheme, which ended on 31st March 2013. Council Tax Reduction 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 Reduction was first introduced, Central Government provided a specified level of grant, which was approximately 10% lower than the amounts previously given (pre 1st 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 Reduction 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 94.5%.

### **Changes since 2013**

Since the introduction of Council Tax Reduction, 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.

### **The Proposed Scheme for 2017-18**

A full review has been undertaken of the effectiveness of the current Council Tax Reduction scheme and a public consultation has been undertaken to gather views as to whether the current scheme should be changed. A summary of the results of the consultation are provided together with this Equality Impact Assessment. The Council is minded to make changes to the working age scheme to meet the following:

- 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.

*It should be noted that the changes, if made, would only apply to the working age scheme although the consultation will be open to all Council Taxpayers.*

**The main proposals of the scheme are as follows. Any changes if adopted will be effective from 1st April 2017:**

Option 1 – Reducing the maximum level of support for working age applicants from 94.5% to 90%

Option 2 – Reducing the maximum level of support for working age applicants from 94.5% to 85%

Option 3 – Using a set income for self-employed earners after 1 year's self-employment

Option 4 - Reduce the capital limit from the existing £16,000 to £6,000

Option 5 - To introduce a standard level of non dependant deduction of £10 for all claimants who have non dependants resident with them

Option 6 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band D charge

Option 7 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band C charge

Option 8 - Removing the Family Premium for all new working age applicants

Option 9 - Reducing Backdating to 1 month

Option 10 - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to 4 weeks

Option 11 - To remove the element of a Work Related Activity Component in the calculation of the current scheme for new Employment and Support Allowance applicants

Option 12 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two

Option 13 – To introduce a scheme, in addition to Council Tax Reduction, to help applicants suffering exceptional hardship

Option 14 - To take any Child Benefit or Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Reduction

The Council also consulted on whether they should maintain the current scheme for working age applicants or whether it should consider the following alternatives:

Increase the Council Tax; or find the additional income by cutting other services; or use reserves to provide the income

## Scope of the Equality Impact Assessment

The following identifies the potential impact on claimants and particularly groups of claimants. It should be noted that Pensioners will continue to be protected under the rules prescribed by Central Government. These broadly replicate council tax benefit scheme, which existed prior to 1st 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.

Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

A review of the impact of the current CTR Scheme in April 2016 is based on a 5% reduction of the original council tax benefit. Data has been analysed for those protected characteristics where we hold data: disability, carers, sex and age. The review has found that:

- 39% of claimants have a disability.
- 5% of claimants have a carer in the household.
- 62% of claimants are female and 38% are male.
- 8% of claimants are aged 18-24, 23% are aged 25-34, 24% are aged 35-44, 26% are aged 45-54 and 18% are aged 55-64.

Pension age claimants have not been included in the analysis as they are protected.

### Disability and Carer Characteristics

- All claimants (including those with protected characteristics) have received a reduction in their benefit amount.
- People with disabilities now receive more per week, on average, than people without disabilities.
- Claimants with a carer in the household continue to receive more per week, on average, than claimants without a carer in the household.

These factors are probably as a result of our scheme treating people with disabilities and carers more favourably by disregarding some incomes, resulting in a higher council tax reduction.

## **Sex and Age Characteristics**

- Eligibility for council tax support is not based on a person's sex or age. Any differences between the average weekly amounts received by these claimant groups are likely to be as a result of other factors.
- Males continue to receive more per week, on average, than females.
- The difference in average weekly amounts received across age groups appears to have reduced.
- Those aged 45-54 receive the highest weekly amount, on average.
- Those aged 18-24 receive the lowest weekly amount, on average.

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 possible introduction of an Exceptional Hardship Scheme has been included as an option for consideration by the Council. The design of the Exceptional Hardship Scheme is that it will allow any claimant to apply for additional support. It will examine their overall circumstances; examine 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.

The individual mitigations for each option are below:

**Option 1 – Reducing the maximum level of support for working age applicants from 95% to 90%**

This option will apply to all working age claimants regardless of their protected characteristics. The primary mitigating factor will be the introduction of an exceptional hardship fund (Option 13) which would be available to provide assistance for those adversely affected by the reduction to 90%.

**Option 2 – Reducing the maximum level of support for working age applicants from 95% to 85%**

This option will apply to all working age claimants regardless of their protected characteristics. The primary mitigating factor will be the introduction of an exceptional hardship fund (Option 13) which would be available to provide assistance for those adversely affected by the reduction to 85%.

**Option 3 – Using a set income for self-employed earners after 1 year’s self-employment**

This option will only apply to working age claimants who have been self-employed for more than a year. The concern that this option has the potential to stifle entrepreneurialism is mitigated by the fact that claimants will still have a year in which to determine whether or not their self-employment is viable and will be able to generate sufficient income for their needs.

Claimants with protected characteristics will benefit from the two-tiered income floor; one for part-time, one for full-time. This will mitigate against any potential impact on any claimants (including those with protected characteristics) that are deemed to be suitable for part-time self-employment due to disability, childcare, caring responsibilities etc. and would therefore be subject to the lower income floor than those who work full-time.

In addition to this the introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 4 - Reduce the capital limit from the existing £16,000 to £6,000**

This option will only apply to working age claimants who exceed the capital limit of £6,000 regardless of their protected characteristics. It is not expected to affect many claimants and those that would be affected are unlikely to suffer financial hardship.

The mitigating factor is that claimants with over £6,000 in capital will have the finances available to pay their council tax. At such point that any claimant affected has capital below £6,000 they would then be eligible to apply for CTS (providing that there is no evidence of intentional deprivation of capital).

In addition to this the introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.



**Option 5 - To introduce a standard level of non dependant deduction of £10 for all claimants who have non dependants resident with them**

This option will only apply to working age claimants who have a non dependant living in the household. It will apply to these working age claimants regardless of their protected characteristics. The mitigating factor is that most non-dependants will have some form of income, from benefits or employment. It is reasonable to expect them to contribute some of this income to the household which would go some way towards lessening the financial impact on the claimant.

There is concern that this option is more likely to affect claimants with larger families. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 6 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band D charge**

This option will only apply to working age claimants who live in band E-H properties. It will apply to these working age claimants regardless of their protected characteristics.

There is concern that this option is more likely to affect claimants with larger families. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 7 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band C charge**

This option will only apply to working age claimants who live in band D-H properties. It will apply to these working age claimants regardless of their protected characteristics.

There is concern that this option is more likely to affect claimants with larger families to a greater extent than Option 6. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 8 - Removing the Family Premium for all new working age applicants**

This option will only apply to new working age claimants who would have previously received the Family Premium. It will not affect existing working age claimants. It will apply to new working age claimants regardless of their protected characteristics. Single females and couples are more likely to be affected, as over 95% of those currently eligible for the Family Premium are in those groups.

The mitigating factor is that it will only affect new claimants who will not suffer financial hardship as a result of this. The reason for this is that they will not have received the Family Premium for it to be taken away. The only way that this will affect existing claimants is if they have a break in their claim and then reclaim. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 9 - Reducing Backdating to 1 month**

This option will only apply to new working age claimants that apply for backdating or existing claimants that have a break in their claim and need to reclaim with backdating (the latter is an unlikely scenario due to existing claimants already being familiar with the process). It will apply to these working age claimants regardless of their protected characteristics.

Aligning the backdating period from six months to one month means the potential entitlement period changes, but there is no actual reduction in support to the claimant. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 10 - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to 4 weeks**

This option will apply to all working age claimants who are temporarily absent from Great Britain for more than 4 weeks. A mitigating factor is that exemptions will apply in certain circumstances such as bereavements and for certain professions such as the armed forces.

It will apply to all working age claimants regardless of their protected characteristics however Government analysis has suggested that certain ethnicities such as Black/ British Black and Asian may be more likely to be affected by this option. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 11 - To remove the element of a Work Related Activity Component in the calculation of the current scheme for new Employment and Support Allowance applicants**

This option will only apply to working age claimants who are in receipt of ESA and receive the Work Related Activity Component. Households that include someone with a protected characteristic will be affected this policy if they receive this component. Overall, those groups who are more likely to be in receipt of affected benefits are more likely to see notional impacts from this option.

On an individual basis an equal number of men and women are likely to be affected. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 12 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two**

This option will only apply to new working age claimants who have more than two children or existing claimants only if they have a break in their claim and have to reclaim. Households that include someone with a protected characteristic will be affected by this policy if this applies to them.

Analysis undertaken by the Government suggests that of those households currently in receipt of any welfare benefit those which contain someone with a disability are less likely to have children, relative to those households which do not. Therefore of households in receipt of welfare those containing someone with a disability are less likely to be affected.

Ethnic minority households may be more likely to be impacted by these changes. This is because they are, on average, more likely to have larger families. The introduction of an exceptional hardship fund (Option 13) would be available to provide assistance for those adversely affected by this option.

**Option 13 – To introduce a scheme, in addition to Council Tax Reduction, to help applicants suffering exceptional hardship**

This option is the primary mitigating factor for all of the options that could have a financial impact on claimants to such an extent that one or more of the options causes exceptional hardship.

**Option 14 - To take any Child Benefit or Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Reduction**

This option will only apply to working age claimants who receive Child Benefit and/ or Child Maintenance. Households that include someone with a protected characteristic will be affected by this policy if this applies to them.

Analysis undertaken by the Government suggests that of those households currently in receipt of any welfare benefit those which contain someone with a disability are less likely to have children, relative to those households which do not. Therefore of households in receipt of welfare those containing someone with a disability are less likely to be affected.

Ethnic minority households may be more likely to be impacted by these changes. This is because they are, on average, more likely to have larger families. The introduction of an exceptional hardship fund (Option 13) will be there to provide assistance for those adversely affected by this option.

**Appendix A – Full Analysis of the effects of proposed changes**

The following tables provide details of the expected effects of the changes (where available) on the working age claimants within the Council’s area.

**Census 2011**

<b>Population data - Working Age (Census 2011)</b>	<b>Female</b>	<b>Male</b>	<b>20-24</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>
Number	37,900	35,400	7,400	14,100	16,200	17,800	17,700
Proportion (of working age)	52%	48%	10%	19%	22%	24%	24%

## 2015/16 CTS caseload overview

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claimants	9636	3797	5839	500	9136	5993	3643	804	2241	2297	2539	1755
Proportion of claimants		39%	61%	5%	95%	62%	38%	8%	23%	24%	26%	18%
Average benefit paid (per week)	£16.03	£17.06	£15.41	£19.16	£15.86	£15.97	£16.14	£14.62	£15.60	£16.16	£16.51	£16.37
Differences between groups		£1.65		£3.30		£0.17						

### Option 1 – Reducing the maximum level of support for working age applicants from 94.5% to 90%

Any increase would apply equally to all working age recipients, in line with the current scheme

### Option 2 – Reducing the maximum level of support for working age applicants from 94.5% to 85%

Any increase would apply equally to all working age recipients, in line with the current scheme

### Option 3 – Using a set income for self-employed earners after 1 year's self-employment

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claims with self-employed income	653	59	594	45	608	378	275	17	173	221	169	73
Proportion of claimants		9%	91%	7%	93%	58%	42%	3%	26%	34%	26%	11%
Average benefit paid (per week)	£16.55	£18.93	£16.32	£18.98	£16.37	£16.36	£16.82	£16.03	£16.73	£16.96	£16.30	£15.60
Differences between groups		£4.86		£2.61		£0.46						

### Option 4 - Reduce the capital limit from the existing £16,000 to £6,000

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claimants	86	25	61	3	83	47	39	1	5	9	33	38
Proportion of claimants		29%	71%	3%	97%	55%	45%	1%	6%	10%	38%	44%
Average benefit paid (per week)	£14.16	£17.05	£13.52	£16.89	£14.06	£13.39	£15.13	£14.60	£12.62	£13.17	£14.81	£14.02
Differences between groups		£3.53		£2.83		£1.74						

**Option 5 - To introduce a standard level of non dependant deduction of £10 for all claimants who have non dependants resident with them**

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claims with Non-Dep Deduction	354	83	271	37	317	256	98	2	10	105	169	68
Proportion of claimants		23%	77%	10%	90%	72%	28%	1%	3%	30%	48%	19%
Average benefit paid (per week)	£16.52	£18.11	£16.09	£18.39	£16.30	£16.32	£17.03	£11.94	£14.67	£15.68	£17.15	£16.63
Differences between groups				£2.09		£0.71						

**Option 6 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band D charge**

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claimants (above band D)	111	28	83	15	96	66	45	2	7	27	42	33
Proportion of claimants		25%	75%	14%	86%	59%	41%	2%	6%	24%	38%	30%
Average benefit paid (per week)	£26.15	£30.26	£25.25	£32.05	£25.23	£24.83	£28.09	£17.36	£22.15	£22.68	£27.44	£28.75
Average difference between actual CT liability and notional Band D liability (per week)	£4.15	£8.26	£3.25	£10.05	£3.23	£2.83	£6.09	£-4.64	£0.15	£0.68	£5.44	£6.75
Differences between groups		£5.01		£6.82		£3.26						

**Option 7 - To restrict the maximum level of Council Tax Reduction payable to the equivalent of a Band C charge**

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claimants (above band C)	384	97	287	37	347	245	139	8	42	111	132	91
Proportion of claimants		25%	75%	10%	90%	64%	36%	2%	11%	29%	34%	24%
Average benefit paid (per week)	£23.20	£25.42	£22.57	£27.76	£22.72	£22.44	£24.54	£14.11	£21.47	£21.85	£24.15	£25.07
Average difference between actual CT liability and notional Band C liability (per week)	£4.64	£6.86	£4.01	£9.20	£4.16	£3.88	£5.98	£-4.45	£2.91	£3.29	£5.59	£6.51
Differences between groups		£2.85		£5.04		£2.10						

#### Option 8 - Removing the Family Premium for all new working age applicants

The table below shows the total number of claimants with the Family Premium but this option applies to new claimants only so would not affect this many people.

Working Age	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claimants	2462	203	2259	189	2273	1814	648	186	936	846	424	70
Proportion of claimants		8%	92%	8%	92%	74%	26%	8%	38%	34%	17%	3%
Average benefit paid (per week)	£14.44	£18.52	£14.07	£17.89	£14.15	£13.60	£16.78	£12.22	£14.04	£14.90	£15.12	£15.85
Differences between groups		£4.45		£3.74		£3.18						

With this in mind a more accurate number of claimants likely to be affected by this option is 27% of new working age claims. The number of new working age claims for 2015/16 was 2,420. Therefore an estimated 653 new working age claimants will not receive the £17.45pw Family Premium that existing claimants continue to receive as part of their entitlement. This should not be considered as a loss to the claimants as they have not received this for it to be taken away, but it can be considered as a saving.

Working Age	Yearly impact
Estimated <b>loss to existing</b> claimant regardless of whether or not they currently receive the Family Premium	£0.00
Estimated <b>loss to new</b> claimant if they would have received the Family Premium based on their circumstances	£181.48

### Option 9 - Reducing Backdating to 1 month

Taking an assumed average period of backdating for 2015/16 as 8 weeks and an average weekly CTS entitlement of £15.97, a claimant would currently receive backdating totalling £127.76. By reducing the period of backdating to 1 month that claimant would now receive £69.20 resulting in a loss of £58.56. In 2015/16 there were 207 backdated claims meaning that based on these assumptions there could be a saving of just over £12,000.00 by reducing the period of backdating to 1 month.

Working Age	Yearly impact
Estimated <b>loss to existing</b> claimant that doesn't have a break and doesn't have to claim backdating in future	£0.00
Estimated <b>loss to new</b> claimant that applies for backdating or existing claimant that has a break and has to reclaim in future	£58.56

### Option 10 - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to 4 weeks

Taking an assumed average absence of 10 weeks, a claimant would currently continue to receive a total of £159.70 in CTS whilst being absent from Great Britain. Under the reduced period of 4 weeks a claimant would instead receive £63.88 which would result in a loss of £95.82. There were an estimated 48 claims for which CTS was paid for a temporary absence (0.5% of claims) meaning that based on these assumptions there could be a saving of around £4,600 for reducing temporary absence to 4 weeks.

Working Age	Yearly impact
Estimated <b>loss to existing</b> claimant that doesn't have a temporary absence from Great Britain of more than 4 weeks	£0.00
Estimated <b>loss to all</b> claimants that have one period of temporary absence from Great Britain of more than 4 weeks	£95.82

### Option 11 - To remove the element of a Work Related Activity Component in the calculation of the current scheme for new ESA applicants

Working Age	Yearly impact
Estimated <b>loss to existing</b> claimant that doesn't receive ESA or receives ESA but doesn't receive this component	£0.00
Estimated <b>loss to new</b> claimant that receives ESA and would have received this component	£0.00

### Option 12 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two

Taking an assumed average weekly CTS entitlement of £14.05 based on a family of five with one adult working and three dependants they would currently receive annual CTS of £730.60. However if this family made a new claim and only two of the three dependants were included in the calculation then they would not be entitled to any CTS.

<b>Working Age</b>	<b>Yearly impact</b>
Estimated <b>loss to existing</b> claimant with or without dependant children, irrespective of the number of dependant children	£0.00
Estimated <b>loss to new</b> claimant with more than two dependant children or existing claimant with more than two dependant children, only if there is a break in the claim and they have to reclaim in future	£730.60

**Option 13 – To introduce a scheme, in addition to Council Tax Reduction, to help applicants suffering exceptional hardship**

Available to all recipients of council tax reduction subject to a successful application

**Option 14 - To take any Child Benefit or Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Reduction**

**Child Benefit**

<b>Working Age</b>	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claims with Child Benefit	2062	157	1905	139	1923	1755	307	164	790	718	345	45
Proportion of claimants		8%	92%	7%	93%	85%	15%	8%	38%	35%	17%	2%
Average benefit paid (per week)	£13.96	£17.82	£13.64	£17.49	£13.70	£13.57	£16.20	£11.70	£13.84	£14.47	£14.28	£14.74
Differences between groups		£4.18		£3.79		£2.63						

**Child Maintenance**

<b>Working Age</b>	All Claimants	Disability	No Disability	Carer	Non Carer	Female	Male	18-24	25-34	35-44	45-54	55-64
Number of claims with Child Maintenance	211	13	198	10	201	211	0	12	76	75	42	6
Proportion of claimants		6%	94%	5%	95%	100%	0%	6%	36%	36%	20%	3%
Average benefit paid (per week)	£12.76	£18.34	£12.40	£21.23	£12.34	£12.76	N/A	£8.62	£12.23	£14.23	£12.51	£11.29
Differences between groups		£5.94		£8.89		N/A						





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**POLICY TO COVER THE USE OF ELECTRONIC TABLETS BY COUNCILLORS**

Cabinet	<b>17 November 2016</b>
Report Author	<b>Nick Hughes, Committee Services Manager</b>
Portfolio Holder	<b>Cllr Crow-Brown, Cabinet Member for Corporate Governance Services</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Ward:	<b>N/A</b>

**Executive Summary:**

This paper introduces the concept of an Policy to cover the use of Ipads (hereafter referred to as tablets) by Councillors which clarifies and confirms amendments deemed necessary to the way that ICT equipment is both distributed, used and returned.

The Policy specifies expectations regarding the return of tablets when Councillors cease office, the use of Email and the process regarding replacement of broken or stolen tablets. It also highlights the current consultation regarding the new suite of Information Governance Policies that will complement this policy. It is important to note that this policy complements the suite of ICT policies and in no way is designed to replace to override them.

In accordance with corporate standards the policy also articulates the requirement for Councillors to only use official Thanet District Council email addresses for Council business and the requirement to include an official disclaimer.

The Local Government (Electronic Communications) (England) Order 2015 allows the Council to issue electronic copies of meeting summonses, subject to written consent from each Councillor. In order to facilitate this transition, Councillors are asked to agree to receive meeting summonses electronically as part of the Policy.

**Recommendation(s):**

That Cabinet approves the Councillor Tablet usage policy.

**CORPORATE IMPLICATIONS**

**Financial and Value for Money**

There are no direct financial implications as a result of the Policy, however the Policy facilitates a move towards paperless agendas which could provide the Council with a print cost and despatch saving. In addition, the Policy clarifies the Council's expectations regarding replacement of equipment if lost or damaged, and a returns policy for collecting the tablets when Councillors cease to be in office. This should help to reduce the amount of equipment the Council is required to replace and its associated cost.

<p><b>Legal</b></p>	<p>In order to move towards the provision of paperless committee agendas, the Local Government (Electronic Communications) (England) Order 2015 required Councillors consent to receive summons via electronic communication. This consent has been requested as part of the Policy.</p> <p>Whilst it is hoped that the Council would never need to, if the Council found itself pursuing a Councillor for the return of a tablet via legal channels, such as the small claims court, a written and signed policy agreement would strengthen the Council's case.</p> <p>The Policy is an agreement of the terms of usage which incorporates the Council's IT usage policies. By signing up to this policy Councillors could be held to account if the equipment is misused or abused.</p>
<p><b>Corporate</b></p>	<p>The implementation of a Councillor tablet Usage Policy would lead to a reduction in corporate risk as the policy specifies how the tablets should be used, precautions that should be taken, and what to do if something goes wrong.</p> <p>The Policy meets the Council's corporate priorities and values as follows:</p> <p><b>A clean and welcoming Environment</b> The Policy offers Councillors the opportunity to receive meeting summonses in an electronic format. Councillors who consent to this will be reducing the Council's carbon footprint by reducing the environmental impact of printing and delivering paper.</p> <p><b>Supporting neighbourhoods</b> The Policy includes recommendations on how to use the tablet responsibly outside of the Council building. This supports Councillors to conduct their duties within the community.</p> <p><b>Delivering value for money</b> The Policy would help to facilitate a move away from the production and distribution of paper committee agendas. This has the potential to save Council officer time and money while still providing Councillors with the relevant information upon which to make decisions. If Councillors decided to use their tablets to access committee agenda packs, they would be more fully utilising the potential of the equipment which extracts additional value for money from the product.</p> <p><b>Supporting the Workforce</b> The Policy supports Officers and Councillors by clarifying expectations regarding the usage and return of the tablets.</p> <p><b>Promoting open communications</b> The Policy encourages modern, responsible communication best practice. This includes specifying the need to use official Council email accounts when conducting Council business, which is essential to comply with freedom of information request requirements. In addition the Policy also specifies what type of material should not be communicated, and the requirement to include the official Council disclaimer.</p>
<p><b>Equalities Act 2010 &amp; Public Sector Equality Duty</b></p>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity</p>

	<p>between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 10%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p>A copy of the Customer Impact screen is attached at Annex 2 to the report.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
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Foster good relations between people who share a protected characteristic and people who do not share it.									

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	✓
Promoting open communications	✓

## **1.0 Introduction and Background**

- 1.1 All district Councillors have been issued with Ipads (referred to in this report and the accompanying policy as tablets) to allow secure access and management of the Councillor's email account; access to committee agendas (including confidential agendas) electronically; and generally assist in the conduct of Councillor duties.
- 1.2 Although Councillors have been using Council tablets for a number of years, no official usage policy has been in place. There have been occasions when this has caused some difficulty for example when Councillors have been required to return tablets, or when tablets have required repairs or replacement. The Policy intends to address these issues and incorporates Thanet District Council's IT policies to bring the use of Councillor tablets in line with corporate IT usage standards.
- 1.3 Councillors currently have the ability to view committee agendas electronically using the tablet via the Mod.Gov application; however it was a requirement to issue meeting summonses to Councillors in paper form which has obstructed any transition from a combined paper and electronic system to a solely electronic one. Since the Local Government (Electronic Communications) (England) Order 2015 came into force in January 2015 it is now possible, with the consent of the Councillor, to issue the meeting summons in an electronic format. The policy includes a declaration for Councillors to consent to receive the meeting summons electronically.

## **2.0 Why is there a need for a policy?**

- 2.1 Democratic Services have experienced a number of issues with regard to the distribution and collection of the Tablets delivered to members. This proves to be a major issue when Councillors cease being Councillors and new Councillors are

elected, this is an issue particularly around election time. As there are currently no guidelines returning ICT equipment, Democratic Services are solely reliant upon the awareness of Councillors to return their equipment. This has led to additional administrative burden on the Democratic Services team chasing Councillors to return equipment, unfair timescales being placed on East Kent ICT to prepare the returned equipment for new Councillors and ultimately avoidable delays in getting equipment to new Councillors.

- 2.2 In addition, whilst there are policies on the use of the internet and email via the Tablet, there is no policy on how Members treat their Tablet, neither is there any formal agreement to the levels of support Members can receive from Officers or how Members should report issues with their Tablet. For these reasons Democratic Services have created a draft policy covering these issues.
- 2.3 The original policy was presented to a Members Briefing on 6 September 2016 and Democratic Services have then amended the draft policy based upon the feedback received from Councillors at that briefing.

### **3.0 What is in the Policy?**

- 3.1 The Policy is split in to six main parts. These are: What Members can expect from Officers, What Officers can expect from Members, The return and recovery of equipment, E-Mail key messages, Information Security Policies Overview and the provision of electronic agendas.

#### **3.2 What Members can expect from Officers?**

- 3.2.1 The Policy specifies the times between which Democratic Services and East Kent IT Services are available to support Councillors in the use of their tablets, both for use of the app and Tablet itself. In addition it records that Thanet District Council will offer Members regular training on the use of the Modern.gov App and that where practicable provide Members with a temporary replacement Tablet in the event that theirs ceases to work.

#### **3.3 What can Officers expect from Members?**

- 3.3.1 The Policy details the responsibilities of Members including, who to contact if their tablet is lost, stolen or broken, and what circumstances would lead to replacement costs being borne by the Councillor or by the Council. In order to ensure the protection of Council budgets, the Policy details the expectation that Councillors will take responsibility for the safe keeping of their tablets. We are suggesting these contributions as Democratic services feel that these amounts are a fair reflection on the cost to Democratic Services, who are a small team with a limited budget for replacement equipment.

The circumstances regarding liability for the cost to replace tablets can be summarised as follows:

- If the tablet is lost, broken, or stolen (as a result of negligence on the part of the Councillor) then the Councillor would be expected to pay for the cost of a replacement which would be provided by EK ICT.
- If the equipment ceases to work as a result of reasonable wear and tear or due to a fault, it would be fixed or replaced at no cost to the Councillor.

### 3.4 The return and recovery of equipment

- 3.4.1 The Policy reminds members for the avoidance of any doubt that all of the equipment given to Councillors in their role is the property of the Council at all times.
- 3.4.2 In addition, to clarify the Council's expectation regarding timescales for the return of tablets when a Councillor is no longer in office, the policy specifies that tablets must be returned within one week, this should ensure that the tablets can be prepared and reissued to newly elected Councillors in a timely fashion.

### 3.5 E-Mail Key Messages

- 3.5.1 The Policy reminds Councillors that should be using the official Council disclaimer at the end of their E-Mails and explains how this can be done. In addition it re-emphasises that Councillors should use their "@thanet.gov.uk" E-Mail address when conducting official business.

### 3.6 Information Security Policies

- 3.6.1 In February 2015 the three SIROs (Senior Information Risk Owner) and their deputies of the Councils of Canterbury, Dover and Thanet together with key staff from EKS (ICT), EKHR and EKAP formed the East Kent Corporate Information Governance Group.
- 3.6.2 The main objective of the group was to improve the management and security of information held and used by the Councils, provide support to the SIROs and to develop an Information Security and Governance Framework and an associated suite of Information Governance Policies for the three Councils.
- 3.6.3 The overarching framework and associated policies are now out for consultation with staff and Members, with the aim of adoption by each Council in early 2017. The suite of policies is available here: <https://sites.google.com/a/ict.ekservices.org/cigg-policy-consultation/>
- 3.6.4 Whilst this policy is not directly linked to these policies it is complementary to a number of them and it is imperative that Members participate in the consultation and abide by the policies when they come in to force, hence the mention in the policy.

### 3.7 The provision of electronic meeting summonses

- 3.7.1 Councillors currently receive paper summonses to meetings of the Committees to which they are members. However, since January 2015 the Local Government (Electronic Communications) (England) Order 2015 now allows for the provision of meetings summonses electronically subject to the consent of the Councillor. The Policy requests Councillors consent to receive summonses in an electronic format by signing a declaration.

## 4.0 **Signing up to the Policy**

- 4.1 If the policy is approved then a copy of the policy will then be sent to all Councillors, Councillor should sign the policy and then return it to Democratic Services.
- 4.2 If a member feels that they cannot sign up to the content of the policy then they should contact Democratic Services to discuss any particular concerns that they may have.

## 5.0 Options

5.1 Cabinet should consider the Draft tablet Usage Policy and either;

- a) approve the draft policy, or;
- b) make any amendments they see fit and approve the draft policy;
- c) Do not approve the draft policy.

Contact Officer:	Nick Hughes, Committee Services Manager ext.7208
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

### Annex List

Annex 1	Draft Councillor Tablet Usage Policy
Annex 2	Customer Impact Screen

### Background Papers

Title	Details of where to access copy
N/A	N/A

### Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer



## **USE OF ELECTRONIC TABLETS BY COUNCILLORS**

### **1.0 Policy Statement**

#### **1.1 Context**

- 1.1.1 Thanet District Council's general presumption is for electronic provision of information and transaction of business, to facilitate effective communication and reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.

### **2.0 What Councillors can expect from Officers**

2.1 The Council will provide all Councillors with an Tablet to use for the Council's business.

2.2 A Tablet is a wireless, portable computer with a touch screen. A tablet is typically smaller than a laptop and notebook computer, but larger than a smartphone. Examples of Tablets are the Apple iPad and Samsung Galaxy Tab.

2.3 The Council will provide Councillors with technical support during the following working hours:

- EK Services ICT: Monday to Friday 8.00am – 6.00pm.
- Democratic Services: Monday to Thursday 8.45am – 5.30pm and Friday 8.45am – 5.00pm.

2.4 The Council will provide Councillors with regular training on the use of the modern.gov app. This is an app that allows Councillors to access agendas and meetings of Council Committee meetings.

2.5 The Council will where practicable provide Councillors with a temporary replacement Tablet whilst fixing or replacing their original Tablet, providing Councillors have complied with all the requirements as outlined in paragraph 3.1.

### **3.0 What Officers can expect from Councillors**

3.1 Councillors must report immediately to Democratic Services any loss or damage to all or any of the equipment, including if the Tablet is stolen.

3.2 If the equipment (including tablet, charger and cover) is lost or broken then Councillors may need to pay an element of the cost to fix or replace it:

- If the tablet is lost, broken, or stolen (as a result of negligence on the part of the Councillor) then the Councillor would be expected to pay for the cost of a replacement, which would be provided by the Council on a like for like basis.

- If the equipment ceases to work as a result of reasonable wear and tear or due to a fault, it would be fixed or replaced by the Council at no cost to the Councillor.

3.3 Councillors may only download and use Apps approved by the Council.

3.4 Councillors may use Councillor provided Bluetooth enabled accessories (such as a keyboard) with the tablet, however these would not be provided by, or maintained by the Council.

3.5 It should be noted that non-compliance with this usage policy would be contrary to the Code of Conduct for Members and Co-Opted Members' relating to the use of Council resources which states that:

'3.1 You must, when using or authorising the use by others of the resources of the Authority:  
(a) act in accordance with the Authority's reasonable requirements; and  
(b) ensure that such resources are not used improperly for political purposes (including party political purposes).'

#### **4.0 Return and Recovery of Equipment**

4.1 All equipment and software assigned remains the property of the Council. The Council reserves the right to require Councillors to return the equipment at any time

4.2 At the point at which a Councillor's term of office is ended, all equipment issued (including tablet, case and charger) must be returned to the Council within one week of ceasing office, in the condition it was issued (reasonable wear and tear excepting). All information held on the equipment will be deleted and the equipment may be re-issued.

#### **5.1 E-Mail Key Messages**

5.1.1 All e-mails that are used to conduct or support official Thanet District Council business must be sent using a "@thanet.gov.uk" address.

5.1.2 Non-council e-mail accounts must not be used to conduct or support official Thanet District Council business. Councillors and users must ensure that any emails containing sensitive information must be sent from an official council email account (e.g. @thanet.gov.uk).

5.1.3 All official e-mail must carry the official Council disclaimer, a guide on how to set this up using the signature facility can be found in Annex 1, along with an example of the official council disclaimer.

5.1.5 Automatic forwarding of email is not permitted.

#### **6.0 Information Security Policies Overview**

6.1 In February 2015 the three SIROs (Senior Information Risk Owner) and their deputies of the Councils of Canterbury, Dover and Thanet together with key staff from EK Services ICT, EKHR and EKAP formed the East Kent Corporate Information Governance Group.

6.2 The main objective of the group was to improve the management and security of information held and used by the Councils, provide support to the SIROs and to develop an

Information Security and Governance Framework and an associated suite of Information Governance Policies for the three Councils.

6.4 This policy is complementary to a number of the policies within the framework which Councillors must abide by.

**7.0 The provision of electronic meeting summonses**

7.1 Before the Local Government (Electronic Communications) (England) Order 2015 came into force in January 2015, Councillors could receive committee agendas electronically however there was still a requirement to issue the summons to Councillors in a paper format.

7.2 The Local Government (Electronic Communications) (England) Order 2015 allows Councillors to receive the summons to attend meetings in electronic form subject to receipt of written consent.

7.3 In view of the Council's wish to increase electronic provision of information and the transaction of business to facilitate effective communication and reduce the reliance on hard copies of documents; Members are asked to agree to no longer receive paper copies of committee meeting agendas and instead receive agendas (including the summons) electronically by signing the declaration below.

**8.0 Policy Compliance**

8.1 If you do not understand the implications of this policy or how it may apply to you, seek advice from Democratic Services or EK Services ICT.

**9.0 Declarations:**

9.1 In accordance with the Local Government (Electronic Communications) (England) Order 2015, I consent to receive summonses for committee meetings by electronic communication.

Signed: .....

Printed: .....

Date: .....

*(cont.....)*

9.2 I agree to use the Equipment in accordance with this usage policy.

Signed: .....

Printed: .....

Date: .....



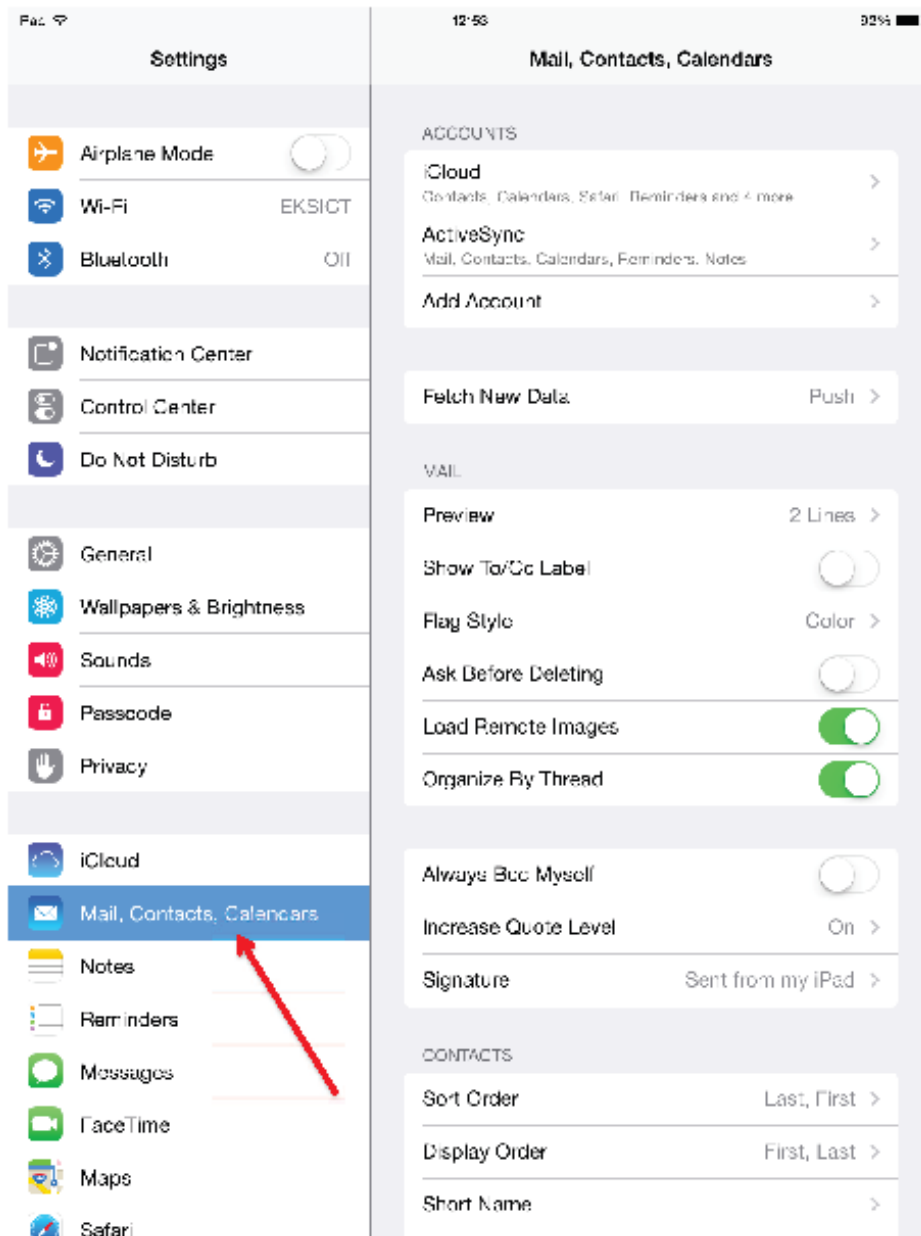
**Annex 1 – How to create an email signature, and an example of the official council disclaimer**

**How to create an email signature on your iPad**

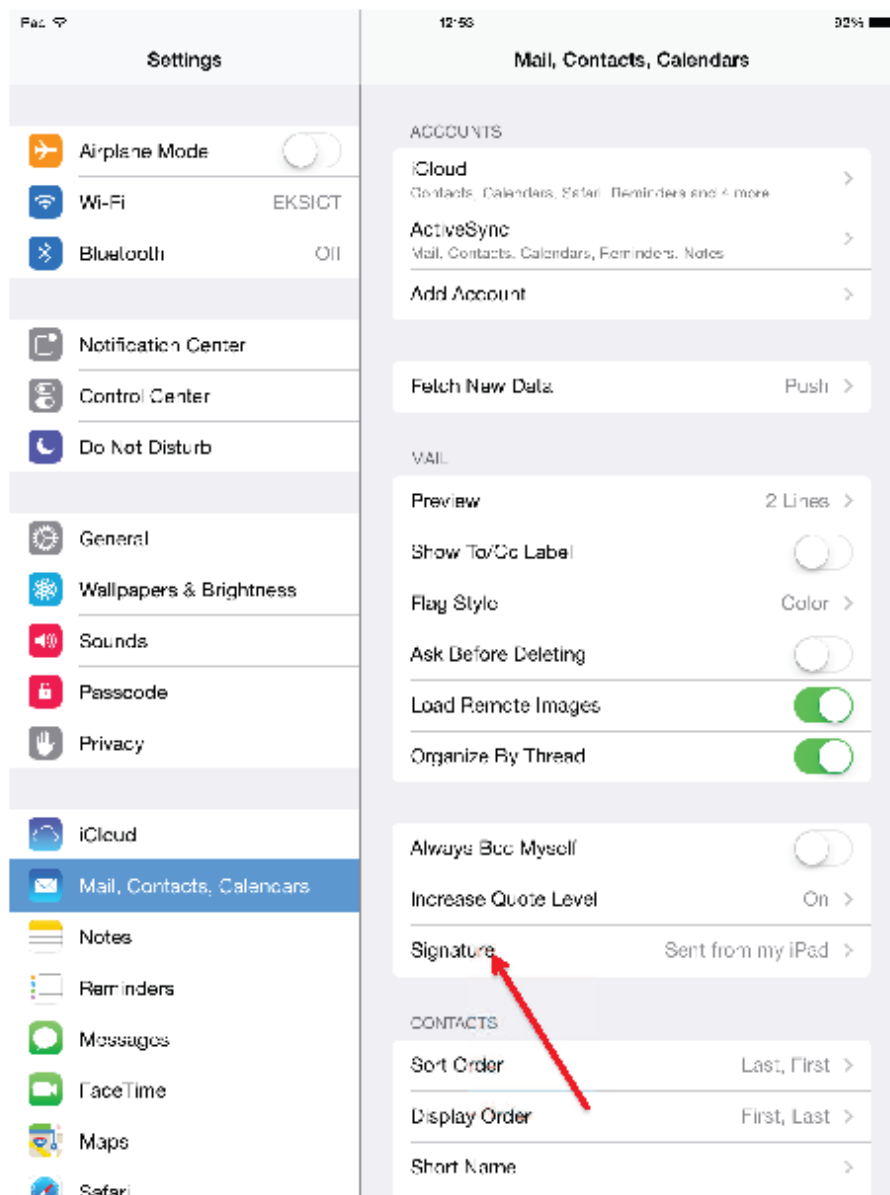
**Tap on the Settings icons**



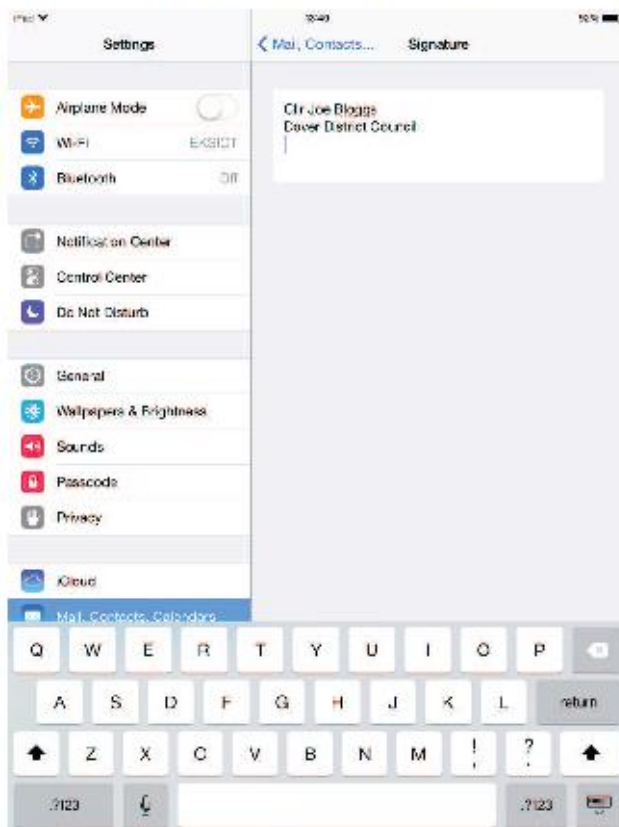
### Tap on Mail, Contacts, Calendars



### Tap on Signature



Type the desired information into the Signature field as below.



Press the home button and any newly composed email will now have your new signature.





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# Customer Impact Screen



<b>Topic</b>	Members Tablet Policy
<b>For decision by (name and date)</b>	Cabinet – 17 November
<b>Date of screening assessment</b>	20 September
<b>Author</b>	Nick Hughes

<b>Introduction to the proposal and background</b>		When Councillors ceased office in 2015 it became evident that a lack of a written agreement in place regarding the expected timescale for return of the tablets hampered their timely reissue to newly elected Councillors. In order to address this need, a Councillor tablet Usage Policy which all Councillors will be required to sign up to has been drafted. The Policy will specify expectations regarding the return of tablets when Councillors cease office, the process regarding replacement of broken or stolen tablets, and details of acceptable usage in line with Thanet District Council's existing IT usage policies. It is important to note that this policy complements the suite of ICT policies and in no way is designed to replace to override them.			
	<b>Negative Impact</b>		<b>Benefits</b>		<b>Evidence</b>
<b>protected characteristics</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<ul style="list-style-type: none"> <li>Briefly describe initial thoughts on who will be affected and how (positively &amp; negatively)</li> <li>What evidence/data have you used to inform your judgement?</li> <li>Highlight which protected characteristics will require full analysis based on the screening process, including details of issues you need to explore further – if full analysis is not required please explain why.</li> </ul>
Age		X			If a Member suffers from limited mobility as a result advanced age, Democratic Services can offer to collect any equipment from the Councillors home rather than them having to make a specific trip.
Gender (Sex)		X			
Disability		X			If a Member suffers from limited mobility as a result of a disability, as has happened in the past Democratic Services can offer to collect any equipment from the Councillors home rather than them having to make a specific trip.
Race		X			
Sexual Orientation		X			
Gender Reassignment		X			
Pregnancy & Maternity		X			
Religion & Belief		X			
Marriage & Civil Partnership		X			
Socio-		X			As a result of introducing the policy, it clarifies that Members will receive regular training on the use of the Modern.gov app,

economic/ social inclusion					ensuring that all members can the most out of the app.
<b>Final recommendation arising from the screening process.</b>					Introducing the Tablet Policy does not raise any significant issues regarding PSED. Where minor issues have arisen in the screening these are addressed in the table above.
<b>Opportunities to further the aims of the PSED</b>					
<b>1. Eliminate Unlawful discrimination, harassment, victimisation &amp; any other conduct prohibited by the Act.</b>					Not Relevant
<b>2. Advance Equality of Opportunity</b>					Not Relevant
<b>3. Foster good relations</b>					Not Relevant



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## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....  
.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.