

Cabinet – Supplementary agenda No.1

A meeting of the Cabinet will be held on:

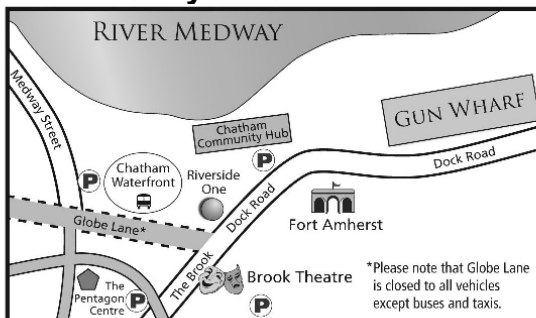
Date: 6 February 2018
Time: 5.00pm
Venue: Meeting Room 2 - Level 3, Gun Wharf

Items

- 8. Revenue and Capital Budgets 2018/19** (Pages 3 - 98)
Please find attached Appendices 2 to 6 of the report.
- 11. Employment Opportunities for 18-25 Year Olds (Including Apprenticeships)** (Pages 99 - 168)
Please find attached Appendix A to the report.

For further information please contact Wayne Hemingway/Jade Milnes, Democratic Services Officers on Telephone: 01634 332509/332008 or Email: democratic.services@medway.gov.uk

Date: 29 January 2018



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বাংলা	331780	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	ارو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	ଝଡ଼ଖଣ୍ଡ	331786	فارسی	331840	Lietuviškai	332372

REVENUE BUDGET 2018/19 SUMMARY

Appendix 2

Directorate	2017/18 Adjusted Base £000's	2018/19 Draft Budget Requirement £000's	Further Savings and Adjustments £000's	2018/19 Budget Requirement £000's	2018/19 Budget Requirement		
					Gross Expenditure £000's	Direct Income £000's	Net Expenditure £000's
Children and Adult Services (C&A):							
General Fund Services	108,529	109,303	(3,874)	105,429	145,025	(39,596)	105,429
DSG and School Specific Expenditure	94,681	89,172	518	89,689	89,689	0	89,689
Public Health	1,856	1,856	15	1,871	1,871	0	1,871
Regeneration, Culture, Environment and Transformation							
General Fund Services	52,245	54,335	(2,532)	51,803	103,235	(51,431)	51,804
Public Health	1,107	1,107	0	1,107	1,107	0	1,107
Business Support Department (BSD):							
General Fund Services	13,316	14,753	(278)	14,475	140,934	(126,459)	14,475
DSG	1,073	1,098	0	1,098	1,098	0	1,098
Public Health	721	721	224	945	945	0	945
Public Health Directorate	13,987	13,518	(225)	13,294	13,866	(573)	13,293
Interest & Financing	9,197	9,408	0	9,408	12,816	(3,409)	9,408
Levies	1,113	1,193	67	1,260	1,260	0	1,260
Transformation Savings	(1,087)	(4,984)	4,984	(0)	(0)	0	(0)
Norse JV Rebate	(263)	(263)	0	(263)	0	(263)	(263)
Unallocated Provision for Pay	0	0	0	0	0	0	0
Budget Requirement	296,474	291,219	(1,101)	290,117	511,848	(221,730)	290,117
Dedicated Schools Grant	(90,937)	(85,794)	(518)	(86,312)	0	(86,312)	(86,312)
Other School Specific Grants	(4,816)	(4,476)	0	(4,476)	0	(4,476)	(4,476)
Council Tax	(106,148)	(112,503)	(2,160)	(114,663)	0	(114,663)	(114,663)
Revenue Support Grant	(18,848)	(12,306)	12,306	0	0	0	0
Business Rate share	(46,302)	(47,366)	(12,306)	(59,672)	0	(59,672)	(59,672)
New Homes Bonus	(5,367)	(2,268)	(194)	(2,462)	0	(2,462)	(2,462)
Education Services Grant	(1,370)	0	0	0	0	0	0
Adult Social Care Grant	(4,965)	(5,152)	0	(5,152)	0	(5,152)	(5,152)
Public Health Grant	(17,671)	(17,203)	(14)	(17,217)	0	(17,217)	(17,217)
Use of Reserves	(50)	(50)	0	(50)	0	(50)	(50)
Estimated Available Funding	(296,474)	(287,117)	(2,886)	(290,003)	0	(290,003)	(290,003)
Budget Gap	0	4,102	(3,987)	115	511,848	(511,733)	115

Agenda Item 8.

CHILDREN AND ADULTS DIRECTORATE

Appendix 2a

Service Headings	2017/18 Adjusted Base £000's	2018/19 Draft Budget (Nov 2017) £000's	Further Savings and Adjustments £000's	2018/19 Budget Requirement £000's	2018/19 Draft Budget Requirement		
					Gross Expenditure £000's	Direct Income £000's	Net Expenditure £000's
Assistant Director Adult Social Care	1,642	1,723	(101)	1,622	18,724	(17,226)	1,497
Head of Adult Services - Early Help & Prevention	1,927	1,876	0	1,876	1,876	0	1,876
Head of Adult Services - Long Term Needs	58,218	58,687	(1,209)	57,478	73,075	(15,472)	57,603
Total for Deputy Director	61,787	62,286	(1,310)	60,977	93,675	(32,698)	60,977
Directorate Management Team	448	803	0	803	881	(79)	803
School Improvement	465	43	0	43	286	(243)	43
Head of Safeguarding and Quality Assurance	1,322	1,322	0	1,322	1,473	(151)	1,322
Inclusion Management Team	139	4	0	4	4	0	4
Total for Director	1,925	1,368	0	1,368	1,763	(394)	1,368
Children's Care management	1,599	1,595	(50)	1,545	1,545	0	1,545
Early Years	17,164	17,164	(650)	16,514	16,613	(99)	16,514
Sen and Psychology	25,701	25,813	(72)	25,741	26,169	(428)	25,741
Head of Provider Services	10,233	10,081	(120)	9,961	10,045	(84)	9,961
Early Help, Youth & Inclusion	2,656	2,592	(250)	2,342	4,629	(2,287)	2,342
Head of Safeguarding	19,220	19,355	(425)	18,930	19,056	(126)	18,930
Total For Children's Services	76,573	76,600	(1,567)	75,033	78,057	(3,025)	75,033
Commissioning Management Team	149	240	(229)	11	255	(244)	11
School Organisation & Student Services	1,691	1,583	(71)	1,512	1,776	(264)	1,512
Business Intelligence	2,946	2,946	(66)	2,880	3,099	(220)	2,880
Adults Commissioning	394	394	0	394	570	(177)	394
Children's Commissioning	951	950	0	950	1,408	(458)	950
Programme management Office	0	0	0	0	356	(356)	0
Schools Commissioning & Traded Services	108	24	0	24	1,186	(1,162)	24
SEN Transport	4,377	5,177	0	5,177	5,454	(277)	5,177
Total for Partnership Commissioning	10,615	11,314	(365)	10,948	14,105	(3,157)	10,948
Finance Provisions	1,045	1,045	1	1,046	1,046	(0)	1,046
HR Provisions	644	617	0	617	800	(183)	617
School Grants	52,027	46,298	(100)	46,198	46,258	(60)	46,198
Total for School Retained Funding and Grants	53,716	47,960	(99)	47,861	48,104	(243)	47,861
Total C&A Directorate	205,065	200,331	(3,341)	196,989	236,585	(39,596)	196,989

Service Headings	2017/18 Adjusted Base £000's	2018/19 Draft Budget (Nov 2017) £000's	Further Savings and Adjustments £000's	Salary realignment £000's	2018/19 Budget Requirement £000's	2018/19 Budget Requirement		
						Gross Expenditure £000's	Direct Income £000's	Net Expenditure £000's
Front Line Services Support	212	215	0	0	215	354	(139)	215
Highways	5,172	5,513	0	0	5,513	7,137	(1,624)	5,513
Parking Services	(6,274)	(6,180)	(513)	0	(6,693)	2,730	(9,423)	(6,693)
Waste Services	21,918	22,986	(27)	0	22,959	25,440	(2,481)	22,959
Safer Communities	2,755	2,767	0	0	2,767	3,044	(277)	2,767
Integrated Transport	6,255	6,247	0	0	6,247	8,673	(2,426)	6,247
CCTV/Lifeline	(7)	(187)	0	0	(187)	727	(914)	(187)
Registration & Bereavement	(825)	(817)	(143)	0	(960)	2,056	(3,015)	(960)
Greenspaces	3,430	3,649	(215)	0	3,434	3,739	(305)	3,434
Total for Front Line Services	32,635	34,194	(899)	0	33,295	53,900	(20,605)	33,295
Physical & Cultural Regeneration Management	2	3	0	0	3	8	(5)	3
Sports, Leisure, Tourism, Heritage	1,477	1,094	250	0	1,344	6,822	(5,478)	1,344
Festivals, Arts, Theatres and Events	1,044	1,051	(160)	0	891	2,528	(1,637)	891
Physical and Cultural Regeneration Support	51	53	0	0	53	133	(80)	53
Planning	899	919	0	0	919	2,366	(1,447)	919
Regeneration Delivery	907	966	0	0	966	2,244	(1,278)	966
South Thames Gateway Partnership	142	142	0	0	142	142	0	142
Strategic Housing	4,740	5,371	0	0	5,371	7,486	(2,115)	5,371
Physical Regeneration	(23)	(23)	0	0	(23)	8	(31)	(23)
Total for Physical & Cultural Regeneration	9,239	9,575	90	0	9,665	21,736	(12,071)	9,665
Communications	505	510	0	0	510	1,364	(854)	510
Head of Transformation	399	388	0	0	388	388	0	388
ICT Development	3,399	3,735	200	0	3,935	9,311	(5,376)	3,935
HR & Organisation Service	440	466	0	0	466	4,079	(3,613)	466
RCET Performance & Intelligence	97	98	0	0	98	133	(35)	98
Corporate Performance & Intelligence	418	352	0	0	352	814	(462)	352
Administration	1,403	1,354	0	0	1,354	3,319	(1,965)	1,354
Community Hubs & Libraries	2,645	2,638	0	0	2,638	2,905	(267)	2,638
Adult Education	(449)	(441)	0	0	(441)	1,807	(2,248)	(441)
Customer Contact	2,292	2,180	0	0	2,180	5,769	(3,589)	2,180
Community Interpreters	(116)	(120)	0	0	(120)	178	(298)	(120)
Total for Transformation	11,033	11,160	200	0	11,360	30,067	(18,707)	11,360
Directorate Support	447	514	(1,924)	0	(1,410)	(1,362)	(48)	(1,410)
Total for RCET	53,354	55,443	(2,533)	0	52,910	104,342	(51,431)	52,911

BUSINESS SUPPORT DEPARTMENT

Appendix 2c

Service Headings	2017/18 Adjusted Base £000's	2018/19 Draft Budget (Nov 2017) £000's	Further Savings and Adjustments £000's	2018/19 Budget Requirement £000's
Internal Audit and Counter Fraud	363	369		369
Rural Liaison Grants	73	73		73
Finance Strategy	866	875	(78)	797
Revenues and Benefits	1,658	1,734		1,734
Finance Operations	718	689		689
Total for Finance Division	3,678	3,740	(78)	3,662
Democratic Services Manager	584	589	(79)	510
Members & Elections	1,357	1,409		1,409
Total Democracy & Governance	1,941	1,999	(79)	1,920
Corporate Management	2,536	2,542	(0)	2,542
Total for Corporate Management	2,536	2,542	(0)	2,542
Category Management	107	114	83	197
Legal Services	1,226	1,247		1,247
Medway Norse	5,882	5,882		5,882
Property & Capital Projects	(260)	1,050	20	1,070
Total Legal, Contracts & Property	6,955	8,292	103	8,395
Total for Business Support	15,110	16,573	(54)	16,519

2018/19 Budget Requirement		
Gross Expenditure £000's	Direct Income £000's	Net Expenditure £000's
1,055	(686)	369
73	0	73
1,914	(1,117)	797
108,219	(106,485)	1,734
2,196	(1,507)	689
113,457	(109,795)	3,662
555	(45)	510
1,468	(59)	1,409
2,024	(104)	1,920
3,427	(885)	2,542
3,427	(885)	2,542
859	(662)	197
4,148	(2,901)	1,247
12,005	(6,123)	5,882
7,059	(5,989)	1,070
24,070	(15,675)	8,395
142,978	(126,459)	16,519

PUBLIC HEALTH DIRECTORATE

Appendix 2d

	2017/18 Adjusted Base £'000	2018/19 Draft Budget (Nov 2017) £'000	Further Savings and Adjustments £'000	2018/19 Budget Requirement £'000	2018/19 Budget Requirement		
					Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
Business Development	137	137		137	137	0	137
DAAT	1,941	1,941		1,941	2,000	(59)	1,941
Health Improvement Programmes	3,140	3,140		3,140	3,644	(504)	3,140
PH Commissioning	6,059	5,590	(224)	5,366	5,366	0	5,366
PH Management	1,163	1,163		1,163	1,163	0	1,163
Stop Smoking Services	515	515		515	525	(10)	515
Supporting Healthy Weight	1,031	1,031		1,031	1,031	0	1,031
Total Public Health Directorate	13,985	13,517	(224)	13,293	13,866	(573)	13,293

Children and Adults Directorate - Proposed Savings

Proposed Savings	2018/19 Agreed Savings at Draft Budget (Nov 17) £000s	2018/19 Agreed Savings £000s
Adult Social Care		
ASC Diagnostic Analysis - Rephrasing	(1,868)	
Mobile Phones	(6)	
Transformation Savings	(88)	
Review of MTFS: Reduce provision for ASC provider uplifts		(750)
Reduction in grants to voluntary bodies		(101)
ASC digital savings		(659)
Total Adult Social Care	(1,962)	(1,510)
Director		
Mobile Phones	(0)	
Education Grants: Reduction in Centrally Retained Spend	(557)	
Total Director	(557)	0
Children's Services		
Mobile Phones	(12)	
Transformation Savings	(151)	
Reduction in Placements: New IFA framework and renegotiation		(285)
Reduction in Placements: creating 15 additional in-house foster placements.		(120)
Early Help and Troubled Families		(200)
Review of IYSS In-sourcing		(50)
Review of New burdens funding for care leavers		(140)
Reduction in Children's community health contract		(72)
Review of Children's Centres: Full Year Effect		(650)
Introduction of mobile working		(50)
Total Children's Services	(151)	(1,567)
Partnership Commissioning		
Education Grants: Reduction in Centrally Retained Spend	(328)	
Mobile Phones	(2)	
Review of Casual Admissions process		(44)
Review of contribution from CCG		(228)
Mainstream home to school transport policy changes		(27)
Review of Short Breaks		(66)
Total Partnership Commissioning	(2)	(365)
School Retained Grants and Funding		
Educational Training Grant		(100)
Total School Retained Grants and Funding	0	(100)
Total C&A	(2,672)	(3,542)

Regeneration, Culture, Environment and Transformation - Proposed Savings

Proposed Savings	2018/19 Agreed Savings at Draft Budget (Nov 17) £000s	2018/19 Agreed Savings £000s
Front Line Services		
Highways - Allow customers to report issues online and automate staff deployment	(121)	
Parking Services - Digitise permit applications, daily visitor vouchers and implement virtual permits	(83)	
Parking Services - Further scope to realise savings e.g. development of cashless parking and appeals	(30)	
Safer Communities - Allow customers to report issues online and automate staff deployment	(10)	
Transformation: Travel Safety	(24)	
Reduce number of Mobile Phones	(6)	
Parking: footway parking enforcement		(54)
Parking: additional CEOs		(117)
Parking: increase resident permits by £2		(13)
Parking: increase daily visitor vouchers by £1		(217)
Parking: introduce traders permits		(16)
Parking: remove annual visitor permits		(43)
Parking: extend on-street pay and display		(40)
Parking: pay and display at Luton Road		(19)
Parking: extend pay and display to 1am		(15)
Bereavement fees and charges review		(143)
Review of waste management		(27)
Action by Norse to reduce pressure on Greenspaces uplifts		(215)
Total Frontline Services	(274.4)	(920.0)
Physical and Cultural Regeneration		
Online gym membership and improved web presence	(66)	
Reduce number of Mobile Phones	(2)	
Removal of funding for 'Battle of Medway' programme		(160)
Total Physical & Cultural Regeneration	(68.0)	(160.0)
Transformation		
Transformation: Customer Contact	(135)	
Transformation: Business and Admin. Support	(64)	
Transformation: Corporate Performance	(70)	
ICT Technical Savings Opportunities	(50)	
Community Interpreters	(5)	
Transformation restructure	(17)	
Improve libraries and hubs web pages to reduce contact by phone	(27)	
Reduce number of Mobile Phones	(4)	
Total Transformation	(371.6)	0.0
Directorate Transformation savings	0.0	(1,924.0)
Total RCET	(714.0)	(3,004.0)

Business Support Department - Proposed Savings

Proposed Savings	2018/19 Agreed Savings at Draft Budget (Nov 17) £000s	2018/19 Agreed Savings £000s
Finance Division		
Transformation: New digital forms in Payroll		(78.0)
Total Finance Division	0.0	(78.0)
Democracy & Governance		
Transformation: Print and post reduction in Democratic Services		(55.0)
Transformation: Shared Service for Licensing and Land Charges		(24.0)
Total Democracy & Governance	0.0	(79.0)
Legal, Contracts & Property Services		
Transformation: Licensing	(42)	(24.0)
Transformation: Cashless - continued progress no further savings this financial year	(38)	
Transformation: Process changes in Category Management		(17.0)
Review of MTFS: Restructure of Category Management		(100.0)
Review of MTFS: Carbon Reduction Levy		(120.0)
Review of MTFS: Reduction in income target for Building Design Services		(250.0)
Review of MTFS: New tenant in the Britten Farm site		(110.0)
Total Legal, Contracts & Property	(80.0)	(597.0)
Total BSD	(80.0)	(754.0)

Capital Programme 2018/19 and Beyond

Directorate Summary

Directorate	Spend Forecast for Later Years		
	2018/19 '£000s	2019/20 '£000s	2020/21 and future years '£000s
Existing Capital Programme			
Children & Adults	8,038	1,690	0
Regeneration Culture, Environment & Transformation	27,619	8,171	5,569
Housing Revenue Account Capital	38	0	0
Business Support	20,159	0	0
Member Priorities	141	0	0
Total Existing Programme	55,995	9,861	5,569
New Schemes/Funding			
Children & Adults	1,250	0	0
Regeneration Culture, Environment & Transformation	8,691	1,537	300
Housing Revenue Account Capital	7,878	4,697	4,688
Business Support	0	0	0
Total New Schemes/Funding	17,819	6,234	4,988
Total Capital Programme	73,814	16,095	10,557

Capital Programme 2018/19 and Beyond

Children and Adults Directorate

Description Of Scheme	2019/20 '£000s		
	£000s	£000s	2020/21 and future years £000s
Existing Capital Programme	£000s	£000s	£000s
Basic Needs	6,998	1,690	0
Commissioning	348	0	0
Condition Programme	233	0	0
Inclusion	0	0	0
SEN Strategy	459	0	0
Adult Social Care	0	0	0
Total Existing Schemes	8,038	1,690	0
Total New Schemes			
Condition Programme*	1,000	0	0
Sub Total	1,000	0	0
Devolved Formula Capital*	250	0	0
Total New Schemes/Funding	1,250	0	0
Total Children and Adults	9,288	1,690	0

Funding the Programme						
Prudential Borrowing	Borrowing in Advance of External Funding	Capital Receipts	Capital Grants	Developer Contribs.	Revenue / Reserves.	Total
£000s	£000s	£000s	£000s	£000s	£000s	£000s
0	0	0	8,021	667	0	8,688
0	0	0	348	0	0	348
0	0	0	233	0	0	233
0	0	0	0	0	0	0
0	0	0	459	0	0	459
0	0	0	0	0	0	0
0	0	0	9,061	667	0	9,728
0	0	0	1,000	0	0	1,000
0	0	0	1,000	0	0	1,000
0	0	0	250	0	0	250
0	0	0	1,250	0	0	1,250
0	0	0	10,311	667	0	10,978

* Based on estimate grant and will be adjusted once the actual grant allocation is notified.

Capital Programme 2018/19 and Beyond

Regeneration, Culture, Environment and Transformation

Description Of Scheme	Spend Forecast For Later Years			Funding the Programme						
	2019/20 '£000s	2020/21 and future years '£000s	2020/21 and future years '£000s	Prudential Borrowing '£000s	Borrowing in Advance of External Funding '£000s	Capital Receipts '£000s	Capital Grants '£000s	Developer Contribs. '£000s	Revenue / Reserves. '£000s	Total '£000s
Existing Capital Programme	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Highways Adoptions	278	0	0					278		278
Mercury Abatement	515	0	0	515						515
Medway Tunnel	570	0	0				570			570
Horsted Gyrotory and Ped Improvements	172	0	0					172		172
Four Elms to Medway Tunnel	1,916	4,000	3,899				9,815			9,815
Strood Town Centre	5,631	0	0				5,631			5,631
Strood Flood Defences	5,800	0	0				5,800			5,800
Chatham Town Centre	915	0	0				915			915
Medway City Estate	438	1,021	0				1,459			1,459
Total for Front Line Services	16,235	5,021	3,899	515	0	0	24,190	450	0	25,155
Rochester Airport	2,990	350	0				3,340			3,340
Rochester Riverside	537	420	420		1,377		0			1,377
Strood Riverside	2,450	300	0		1,900		850			2,750
Innovation Park Medway	520	1,930	1,250				3,700			3,700
Command of the Heights	1,883	150	0				1,787	46	200	2,033
Chatham Placemaking	130	0	0				130			130
Total for Physical & Cultural Regeneration	8,510	3,150	1,670	0	3,277	0	9,807	46	200	13,330
Transformation	2,874	0	0	2,874						0
Total for Transformation	2,874	0	0	2,874	0	0	0	0	0	2,874
Total Existing Schemes	27,619	8,171	5,569	3,389	3,277	0	33,997	496	200	41,359
HRA Planned Maintenance	38	0	0						38	38
Total for Housing Revenue Account	38	0	0	0	0	0	0	0	38	38
New Schemes										
Disabled Facility Grants	2,018						2,018			2,018
Housing Renovation Loans	200								200	200
Highways - Maintenance	1,500					1,500				1,500
Highways - Maintenance Incentive Fund*	427						427			427
Highways - Potholes*	201						201			201
LTP - Integrated Transport*	1,589						1,589			1,589
LTP - Highway Maintenance*	2,048						2,048			2,048
Chatham Waterfront	200				200					200
Chatham Placemaking (Bluewater Grant)	519						519			519
Chatham Big Screen	55				55					55
Rochester Coach Park	560				560					560
English Heritage Assets	100	100	300			500				500
Street Lighting	1,292	1,437		2,729						2,729
HRA Planned Maintenance	4,660	4,497	4,488						13,645	13,645
HRA Disabled Adaptations	200	200	200						600	600
HRA New Build	1,000					300			700	1,000
Total New Schemes	16,569	6,234	4,988	2,729	815	2,300	6,802	0	15,145	27,791
Total Regeneration, Culture, Environment and Transformation	44,226	14,405	10,557	6,118	4,092	2,300	40,799	496	15,383	69,188

* Based on estimate grant and will be adjusted once the actual grant allocation is notified.

Capital Programme 2018/19 and Beyond

Business Support Department

Description Of Scheme	2018/19 '£000s			Funding the Programme						
				Prudential Borrowing	Borrowing in Advance of External Funding	Capital Receipts	Capital Grants	Developer Contribs.	Revenue / Reserves.	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Existing Capital Programme										
Building Maintenance	154					154				154
Electoral Register Hardware	5						5			5
Investment Properties	20,000			20,000						20,000
Total Existing Schemes	20,159	0	0	20,000	0	154	5	0	0	20,159

Description	Budget 2017/18			R2 Forecast 2017/18			Proposed Budget 2018/19		
	Exp	Income	Net	Exp	Income	Net	Exp	Income	Net
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
HRA Working Balance B/F			(3,304)			(3,618)			(4,447)
HOUSING MAINTENANCE	2,293	0	2,293	2,308	0	2,308	2,351	0	2,351
HOMES FOR INDEPENDANT LIVING	603	(2)	601	577	(2)	575	604	(3)	601
TENANCY SERVICES	1,578	0	1,578	1,341	0	1,341	1,488	0	1,488
ESTATE SERVICE	540	(4)	536	502	(4)	498	556	(4)	552
COMMUNITY DEVELOPMENT	120	0	120	116	0	116	125	0	125
CENTRALISED ACCOUNTS	197	0	197	191	0	191	219	0	219
CLIENT SIDE	1,895	0	1,895	1,814	0	1,814	1,774	0	1,774
CAPITAL DEVELOPMENT PROGRAMME	0	0	0	0	0	0	54	(54)	0
HOUSING BENEFITS	50	0	50	0	0	0	30	0	30
CAPITAL FINANCING	6,973	(12)	6,962	6,789	(12)	6,777	7,042	(12)	7,030
RENTAL INCOME	0	(14,239)	(14,239)	0	(14,264)	(14,264)	0	(14,082)	(14,082)
OTHER INCOME	0	(213)	(213)	0	(185)	(185)	0	(278)	(278)
Total HOUSING REVENUE ACCOUNT	14,250	(14,470)	(221)	13,638	(14,467)	(829)	14,242	(14,433)	(191)
Revenue Contribution to Capital Expenditure			0			0			700
HRA Working Balance C/F			(3,525)			(4,447)			(3,938)

MEDWAY COUNCIL

Fees & Charges April 2018

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REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

Trading Standards

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	80.00	98.06	22.58%
Certificate of Errors	80.00	98.06	22.58%
Supply of replacement certificate	40.00	98.06	145.15%
Certificate of Errors	80.00	30.66	-61.68%
Supply of replacement certificate	40.00	30.66	-23.35%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	21.70	24.52	13.00%
Other weights	15.50	24.52	58.19%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	23.60	29.42	24.66%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	15.90	24.52	54.21%
Cubic ballast measures (other than brim measures)	259.50	245.15	-5.53%
Brim measures (unsubdivided) up to 1 metre	137.70	122.58	-10.98%
Liquid capacity measures for making up and checking average quantity packages	55.00	49.03	-10.85%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	72.50	49.03	-32.37%
Not exceeding 30kg - Second and subsequent items	44.70	49.03	9.69%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	64.20	49.03	-23.63%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	129.20	98.06	-24.10%
(1) Time on site of 4 hours or less (half day charge)	504.50	343.21	-31.97%
(2) Time on site exceeding 4 hours (full day charge)	955.50	686.42	-28.16%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	46.00	49.03	6.59%
Other	57.50	49.03	-14.73%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	80.00	73.55	-8.06%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	80.00	73.55	-8.06%
Charge for each credit card acceptor unit tested, irrespective of the number	80.00	73.55	-8.06%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	186.00	294.18	58.16%
Jammed ticket printer (no replacement parts)	93.10	196.12	110.66%
Replacement of parts without effect on calibration	93.10	196.12	110.66%
(1) First or single dipstick	100.90	49.03	-51.41%
(2) Each additional dipstick submitted at the same time	48.60	29.42	-39.47%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	133.80	98.06	-26.71%
Petroleum			
Petroleum Installation Record Search (per hour)	133.80	98.06	-26.71%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold)	240.00	248.00	3.33%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold)	150.00	155.00	3.33%
Fair Trader Scheme initial application fee	100.00	100.00	0.00%
Fair Trader Scheme - extra categories on website per category	50.00	50.00	0.00%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	58.75	60.00	2.13%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	10.00	12.00	20.00%
Performing Animals			
Performing Animals registration	79.70	82.10	3.01%
Gillingham Pier			
Rent of berth:			
Western Side of slipway			
under 30 ft. - per month	59.30	61.10	3.04%
under 30 ft. - per annum	592.70	610.50	3.00%
30ft to under 40ft - per month	75.50	77.80	3.05%
30ft to under 40ft - per annum	753.70	776.30	3.00%
40 ft. and over - per month	109.40	112.70	3.02%
40 ft. and over - per annum	1101.10	1,134.10	3.00%
Pontoon			
under 20 ft. - per month	59.30	61.10	3.04%
under 20 ft. - per annum	592.70	610.50	3.00%
20ft to under 30ft - per month	75.60	77.90	3.04%
20ft to under 30ft - per annum	753.70	776.30	3.00%
30ft to under 40ft - per month	109.40	112.70	3.02%
30ft to under 40ft - per annum	1101.10	1,134.10	3.00%
Mooring Fees			
Commercial and Casual Mooring			
Under 20ft - per day	10.40	10.70	2.88%
20ft to under 30ft - per day	10.90	11.20	2.75%
30ft to under 40ft - per day	15.20	15.70	3.29%
40ft to under 50ft - per day	15.90	16.40	3.14%
50ft to under 60ft - per day	21.00	21.60	2.86%
60ft to under 70ft - per day	30.10	31.00	2.99%
70ft to under 80ft - per day	40.00	41.20	3.00%
80ft to under 90ft - per day	51.10	52.60	2.94%
90ft to under 100ft - per day	62.90	64.80	3.02%
Per additional foot over 100ft - per day	1.30	1.40	7.69%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.40	0.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%

Note - for long term stays 60% discount to be allowed for the second period of seven days and 80% for any subsequent periods of seven days.

Season Tickets per boat	120.00	120.00	0.00%
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Slipways**Painting, repairs etc. daily rate**

Under 30ft	18.60	19.20	3.23%
30ft - 40ft	26.30	27.10	3.04%
40ft - 45ft	39.70	40.90	3.02%

Launching (launch and haul out)

under 30ft	15.50	15.50	0.00%
30ft to under 40ft	17.40	17.40	0.00%
40ft to under 45 ft.	44.90	44.90	0.00%

Waste Services**Bulky Collection**

Standard collection	20.00	21.00	5.00%
Collection within two working days	36.50	38.00	4.11%
Recovery of lost item from recycling bring bank	30.00	30.00	0.00%

Graffiti Removal

Hourly charge for removal of graffiti from private land	New	40.00	
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Household Waste Recycling Centre's (HWRC's)

Car tyre disposal	New	4.00	
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Food Waste Caddy Liners

1 roll of 26 caddy liners	1.50	2.00	33.00%
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Public Conveniences

Access Key to Disabled Persons' Convenience	5.00	5.00	0.00%
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Highway Group**Vehicle crossings**

New / extended crossings (using Term Contractor)	150.00	154.50	3.00%
New / extended crossings (using Private Contractor)	195.00	200.00	2.56%
Charge for TMA notices - Per Notice	5.10	5.30	3.92%
Charge for service plans - Per Site	43.10	44.40	3.02%
Checking legality of crossings	150.00	154.50	3.00%
Confirming permission was given (conveyancing queries)	45.00	46.00	2.22%

Highway lighting

Checking lighting designs	200.00	250.00	25.00%
Additional charge for every 50m length of Highway in design	30.00	50.00	66.67%
Application to alter/move Highway lighting equipment (street light, sign)	150.00	155.00	3.33%
Application to fit shielding to a street light	New	30.00	
Hourly rate to administer and monitor third party works	New	50.00	

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services	Fee 2017/18	Fee 2018/19	Increase
	£	£	%
Highways - Professional Fees			
Professional Fee Charges, i.e., S38, S278	10%	10%	
Street Naming and numbering Charges			
Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	66.60	68.60	3.00%
Charge for Amending a Road Name, i.e. request by local residents etc.	666.30	686.30	3.00%
Charge for Registering a New House or Building	66.60	68.60	3.00%
Charge for Registering 2 to 10 Buildings/Properties	196.80	203.00	3.15%
Charge for Registering 11 to 20 Buildings/Properties	266.50	275.00	3.19%
Charge for Registering 21 to 30 Buildings/Properties	333.10	345.00	3.57%
Charge for Registering 31 to 50 Buildings/Properties	476.60	491.00	3.02%
Charge for Registering 51 to 60 Buildings/Properties	615.00	634.00	3.09%
Charge for Registering 61 or more Buildings/Properties	768.80	792.00	3.02%
Charge for Amending a House Name/Building Name	66.60	68.60	3.00%
Charge for Amending a House Number	66.60	68.60	3.00%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	66.60	68.60	3.00%
Charge for registering a Hotel	205.00	211.20	3.02%
Charge for Historical Information, i.e. enquiries from Solicitors etc.	276.80	285.10	3.00%
Highway Search Charges			
Standard Search	24.60	25.30	2.85%
Additional charge per question	6.20	6.40	3.23%
Additional charge for requested A3 size plan	12.30	12.70	3.25%
Community Safety & Enforcement			
Environmental Health			
per hour officer cost (£40 + vat = £48.00 per hour)	48.00	48.00	0.00%
Contaminated Land Searches min cost (up to 3 hours)	150.00	150.00	0.00%
Contaminated Land Searches per hour thereafter	50.00	50.00	0.00%
Private Water Supplies			
Analysis under regulation 10	New	25.00	
All other charges (per hour) - see website for national capped charges	New	50.00	
Unfit Food			
Examination of Food and the issue of Certificates for voluntary surrender	186.00	191.60	3.01%
Officer time per hour over and above the first two hours	48.40	49.90	3.10%
Disposal of unfit food - transportation and tipping charges		At Cost	

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%
Food Hygiene			
FHRS re-score visit request	New	160.00	
Level 2 Award in Food Safety in Catering (pp subject to min 10 people	55.00	55.00	0.00%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 pe	597.60	280.00	-53.15%
Issue of export certificate (per hour officer time, min 1 hour)	117.30	50.00	-57.37%
Health and Safety			
Level 2 award in health and safety in the workplace	55.00	55.00	0.00%
Asbestos Training - Half Day	55.00	55.00	0.00%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	26.00	26.00	
Port Health			
Ship Water Sampling Requests minimum up to 2 hours	50.00	50.00	0.00%
Rate per hour thereafter	35.50	40.00	12.68%
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	75.00	75.00	0.00%
Rate per hour for weekends and bank holidays thereafter	53.50	53.50	0.00%
Licensing			
Skin Piercing (Registration)	290.00	175.00	-39.66%
Skin Piercing (minor variation)	50.00	85.00	70.00%
Charge dependant on maximum number of animals that can be accommodated at establishment - Does not include vet fees			
1 - 15	184.50	190.00	2.98%
16 - 50	235.80	242.90	3.01%
51+	266.50	274.50	3.00%
Animal Boarding Establishments (Home Boarding and Daycare) - Does not include vet fees	130.00	133.90	3.00%
Charge dependant on maximum number of animals that can be accommodated at establishment - Does not include vet fees			
1 - 10	133.30	137.30	3.00%
11 - 20	184.50	190.00	2.98%
21+	235.80	242.90	3.01%
Dangerous Wild Animals - 2 yearly fee - does not include vet fees	276.80	285.10	3.00%
Pet Shops - does not include vet fees	184.50	190.00	2.98%
Pet Shops - Fish only - does not include vet fees	133.30	137.30	3.00%
Riding Establishments - does not include vet fees	205.00	211.20	3.02%
Amendment/Replacement of a licence or certificate	48.40	49.90	3.10%
Pleasure boat licences	128.10	131.90	2.97%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Safer Communities			
Fees for collection and care of stray dogs. £80, discounted to £40 if paid with 14 days + £25 Statutory Charge (No fee for assistance dogs). Kennelling fees are additional and are paid directly to the contractor, as well as vet fees should they be necessary.	107.60	110.80	2.97%
Fees for collection and return of stray dogs directly to owner	30.00	30.00	0.00%
Fees for the collection and return of stray dogs via kennels	50.00	50.00	0.00%
Fees for the kennelling of stray dogs (daily charge)	10.00	10.00	0.00%
Fees for the sale of unclaimed stray dogs - pure breed	150.00	150.00	0.00%
Fees for the sale of unclaimed stray dogs - mixed breed	100.00	100.00	0.00%
Fees for the sale of unclaimed stray dogs - staffordshire bull terrier typ	70.00	70.00	0.00%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	50.00	50.00	
Fixed penalty charge for depositing litter. Discounted to £90 if paid within 10 days	80.00	150.00	87.50%
Fixed penalty for fly posting. Discounted to £90 if paid within 10 days	80.00	150.00	87.50%
Fixed penalty for the unauthorised distribution of free printed matter. Discounted to £90 if paid within 10 days	80.00	150.00	87.50%
Fixed penalty for graffiti. Discounted to £90 if paid within 10 days	80.00	150.00	87.50%
Fixed penalty charge for failing to comply with a Dog Control Order. The penalty is discounted to £60 if paid within 10 days	80.00	80.00	0.00%
Anti Social Behaviour, Crime and Policing Act 2014 Failure to adhere to a Community Protection Notice or Public Spaces Protection Order. The penalty charge notice is reduced to £70 if paid within 10 days	100.00	100.00	0.00%
Country Park out of hours vehicle release fee	55.50	57.20	3.06%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	New	40.00	

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

Travel Safety

Accident Data Searches:

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%
1 junction - 36 months	54.80	56.40	2.92%
1 junction - 60 months	59.50	61.30	3.03%
2 junctions - 36 months	79.10	81.50	3.03%
2 junctions - 60 months	87.40	90.00	2.97%
3 junctions - 36 months	104.90	108.00	2.96%
3 junctions - 60 months	113.10	116.50	3.01%
4 junctions - 36 months	128.30	132.10	2.96%
4 junctions - 60 months	139.80	144.00	3.00%
5 junctions - 36 months	151.50	156.00	2.97%
5 junctions - 60 months	168.90	174.00	3.02%
6 junctions - 36 months	177.10	182.40	2.99%
6 junctions - 60 months	195.80	201.70	3.01%
7 junctions - 36 months	204.00	210.10	2.99%
7 junctions - 60 months	221.50	228.10	2.98%
8 junctions - 36 months	227.20	234.00	2.99%
8 junctions - 60 months	250.60	258.10	2.99%
9 junctions - 36 months	251.60	259.10	2.98%
9 junctions - 60 months	277.40	285.70	2.99%
10 junctions - 36 months	277.40	285.70	2.99%
10 junctions - 60 months	304.10	313.20	2.99%
11 junctions - 36 months	299.50	308.50	3.01%
11 junctions - 60 months	337.80	347.90	2.99%
12 junctions - 36 months	326.40	336.20	3.00%
12 junctions - 60 months	356.60	367.30	3.00%
13 junctions - 36 months	352.00	362.60	3.01%
13 junctions - 60 months	384.70	396.20	2.99%
14 junctions - 36 months	376.50	387.80	3.00%
14 junctions - 60 months	413.70	426.10	3.00%
15 junctions - 36 months	399.80	411.80	3.00%
15 junctions - 60 months	440.50	453.70	3.00%
16 junctions - 36 months	427.70	440.50	2.99%
16 junctions - 60 months	466.20	480.20	3.00%
17 junctions - 36 months	448.60	462.10	3.01%
17 junctions - 60 months	491.80	506.60	3.01%
18 junctions - 36 months	472.00	486.20	3.01%
18 junctions - 60 months	521.00	536.60	2.99%
19 junctions - 36 months	498.90	513.90	3.01%
19 junctions - 60 months	550.10	566.60	3.00%
20 junctions - 36 months	526.60	542.40	3.00%
20 junctions - 60 months	578.00	595.30	2.99%
21 junctions - 36 months	548.90	565.40	3.01%
21 junctions - 60 months	607.10	625.30	3.00%
22 junctions - 36 months	571.10	588.20	2.99%
22 junctions - 60 months	636.30	655.40	3.00%
23 junctions - 36 months	600.10	618.10	3.00%
23 junctions - 60 months	658.50	678.30	3.01%
24 junctions - 36 months	623.50	642.20	3.00%
24 junctions - 60 months	687.70	708.30	3.00%
25 junctions - 36 months	652.70	672.30	3.00%
25 junctions - 60 months	716.80	738.30	3.00%
26 junctions + will be priced based on the application received			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Stage 1 Safety Audit - Simple Priority Junction	520.00	600.00	
Stage 1 Safety Audit - Other Junction or arrangements	656.00	700.00	
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on appli	Price on application	
Stage 2, 3 and monitoring stage (Combined fee)	3,016.00	3,600.00	
Review of External Safety Audit and Proposal	378.00	389.00	2.91%
Road Safety Assessment (Vehicle crossing)	New	93.00	

Traffic Management

Disabled Parking Bays	40.00	40.00	0.00%
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Scaffold/ Hoarding Licence

Processing and first inspection	99.00	102.00	3.03%
Subsequent inspections	52.00	54.00	3.85%
Keep Clear markings	35.00	36.00	2.86%
Removal of unauthorised signs (per sign)	88.00	91.00	3.41%

Miscellaneous

Skip licence (first 14 days)	40.00	40.00	0.00%
Skip licence (next 14 days)	18.00	18.00	0.00%

Building Material licences	58.40	60.20	3.08%
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Crane over sailing licence	POA	POA	
Crane or MEVP Licence	POA		

Temporary Traffic sign permit / site approval:

Weekday core time (8am - 6pm)	134.00	138.00	2.99%
Weekdays outside Core time	198.20	204.10	2.98%
Weekends	262.20	270.10	3.01%

Table and Chairs permit	32.00	32.00	0.00%
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Table and chairs permit Chatham High St

A boards Chatham High St (nil charge)

Abnormal load support

POA POA

Temporary Traffic Signal Approval

POA

Temporary 15 minute closure approval

65

Signal Bagging

GOING TO DMT FOR APPROVAL

Temporary Traffic management layout approval

POA

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Front Line Services

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Traffic Counts (survey results)			
Up to 2 years old	82.60	85.10	3.03%
Older than 2 years	41.60	42.80	2.88%
Licence for private Service in the Highway	159.10	163.90	3.02%
Temporary road closures			
Emergency Closures 14(2)	948.40	976.90	3.01%
Planned closures 14(1)	1223.60	1,260.30	3.00%
Town and Police Closure orders	65.00	65.00	0.00%

Parking (Excluding Pay and Display)**Permit Type**

Resident	28.00	30.00	7.14%
Daily visitor vouchers each	1.00	2.00	100.00%
Season Ticket Medway Residents	530.00	545.00	2.83%
Season Ticket Medway Residents Quarterly	155.00	160.00	3.23%
Season Ticket Non Medway Resident	600.00	610.00	1.67%
Season Ticket Non Medway Resident Quarterly	170.00	175.00	2.94%
Shoppers Season Ticket	600.00	615.00	2.50%
Shoppers Season Ticket Quarterly	170.00	177.00	4.12%
Single Car Park	410.00	420.00	2.44%
Cared for Permit (Individual)	19.00	20.00	5.26%
Business	140.00	144.00	2.86%
Special Business	150.00	160.00	6.67%
Late Night	35.00	37.00	5.71%
Worship Permit	35.00	37.00	5.71%
Jezreels	90.00	94.00	4.44%
Dispensations per day	5.00	5.50	10.00%
Suspended Bays per bay per day	25.00	30.00	20.00%
Rochester Multi Storey Car Park Season Ticket	700.00	710.00	1.43%
Rochester Multi Storey Car Park Season Ticket Quarterly	200.00	210.00	5.00%
Traders Permit (New Permit Type)	New	144.00	
Blue Badge application fee administration charge per badge	10.00	10.00	0.00%

Traffic Management Act 2004 - Notification of Penalty Charge Notice Rates

Full charge PCN Serious Offences	70.00	70.00	0.00%
Full charge PCN Less Serious Offences	50.00	50.00	0.00%
Working Without a Permit	New	500.00	
Reduced rate (if paid within 14 days) Serious Offences	35.00	35.00	0.00%
Reduced rate (if paid within 14 days) Less Serious Offences	25.00	25.00	0.00%

Transport Act 2000 - Notification of Penalty Charge Notice Rates

Bus Lane Enforcement - paid within 14 days	30.00	30.00	0.00%
Bus Lane Enforcement - paid after 14 days	60.00	60.00	0.00%

Medway Council Pay and Display Charges from 1st April 2018

Off Street Parking

Dependent on the time permitted for a vehicle to stay within the car park, a variation of the below will be charged:

Time Period in Hours	Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

Rochester Riverside MSCP

Time Period in Hours	Tariff
0-1	100p
1-2	150p
2-3	200p
3-5	250p
5-15	600p

On Street Parking

Dependent on the time permitted for a vehicle to stay within each parking location, a variation of the below will be charged:

Time Period in Hours	Tariff
0-0.5	50p
0.5-1	100p
1-2	150p
2-4	250p
4-6	350p
6+	520p
48	1000p

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

FRONT LINE SERVICES

INTEGRATED TRANSPORT

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	131.20	135.00	2.90%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	51.30	55.00	7.21%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	97.40	105.00	7.80%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	276.80	300.00	8.38%
Replacement of Medway Scholar pass (except Arriva)	12.30	13.00	5.69%
Replacement of Medway School Yellow Bus pass	5.90	6.00	1.69%
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	10.00	0.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	10.00	0.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	10.00	0.00%
Local Transport Plan			
Information from existing automatic traffic count (per site)	50.00	52.00	4.00%
Information from existing manual traffic count (per site)	152.00	157.00	3.29%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.80	0.80	0.00%
The Villager			
Annual membership	12.00	12.00	0.00%
Annual family membership (2 adults + 2 children up to 16 years of age)	26.00	27.00	3.85%
Annual group membership	28.00	29.00	3.57%
Group hire price	86.00	89.00	3.49%
Mileage to be charged per mile at a variable rate depending on journey distance			

Streetworks Permit Scheme

Permit Fee - Maid Road Category 0,1 & 2 - Provisional Advance Activity	95.00	95.00	N/A
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 days+	216.00	216.00	N/A
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 to 4 days	117.00	117.00	N/A
Permit Fee - Maid Road Category 0,1 & 2 - Major works up to 3 days	59.00	59.00	N/A
Permit Fee - Maid Road Category 0,1 & 2 - Standard Activity	117.00	117.00	N/A
Permit Fee - Maid Road Category 0,1 & 2 - Minor Activity	59.00	59.00	N/A
Permit Fee - Maid Road Category 0,1 & 2 - Immediate Activity	54.00	54.00	N/A
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity	95.00	95.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+	216.00	216.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days	117.00	117.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days	59.00	59.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Standard Activity	117.00	117.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Minor Activity	59.00	59.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity	54.00	54.00	N/A
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity (Non Traffic Sensitive)	68.00	68.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+ (Non Traffic Sensitive)	135.00	135.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days (Non Traffic Sensitive)	68.00	68.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days (Non Traffic Sensitive)	41.00	41.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Standard Activity (Non Traffic Sensitive)	68.00	68.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Minor Activity (Non Traffic Sensitive)	41.00	41.00	N/A
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity (Non Traffic Sensitive)	36.00	36.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Provisional Advance Activity	68.00	68.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Major works 10 days+	135.00	135.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Major works 10 to 4 days	68.00	68.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Major works up to 3 days	41.00	41.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Standard Activity	68.00	68.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Minor Activity	41.00	41.00	N/A
Permit Fee - Minor Road Category 3 & 4 - Immediate Activity	36.00	36.00	N/A

Disabled Bays

Disabled Parking Bays	40.00	40.00	0.00%
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REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

GREENSPACE SERVICES

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.00	10.00	0.00%
Day ticket (no night fishing) Junior/+60	6.00	6.00	0.00%
Pre-booked club outings	200.00	210.00	5.00%
Orienteering			
Orienteering / price per visit per child	2.00	2.00	0.00%
Other Activities			
Children's activity sessions	3.00	3.00	0.00%
Guided walks	3.00	3.00	0.00%
Education visits by Medway schools/ price per visit per child for ranger led sessions	3.00	3.10	3.33%
Forest School Visit - price per child	4.25	4.40	3.53%
Fishing teach ins for children	10.00	10.00	0.00%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	50.00	51.50	3.00%
101 to 500 People	277.90	290.00	4.35%
501 to 1,000 people	521.20	540.00	3.61%
1001 to 5000 people	1,042.40	1070.00	2.65%
More than 5000 people	3,216.70	3313.00	2.99%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	100.00	103.00	3.00%
Dog Walking Companies	100.00	103.00	3.00%
Toilet cleaning charge post external event hire (cleaning costs only)	95.00	97.90	3.05%
Allotment Rental - Charge per sq. metre			
Plot and water	0.20	0.21	5.00%
Plot only	0.15	0.16	3.33%
Flat rate per shed	16.00	16.50	3.13%
Flat rate use of container	6.00	6.20	3.33%
Bloor Lane Church Allotment	17.03	17.50	2.76%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	20.00	20.60	3.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

GREENSPACE SERVICES

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	562.89	579.80	3.00%
Deposit Against damage and fly posting	1,292.27	1331.00	3.00%
Outdoor Bowls Use of greens per person per hour			
Adults	0.00	0.00	0.00%
Junior / 60+	0.00	0.00	0.00%
Use of Slips	0.00	0.00	0.00%
Use of Woods	0.00	0.00	0.00%
Public Rights of Way			
Process Application for pre-publication stage	53.90	55.50	2.97%
Land Registry Search plus search fee	21.50	22.10	2.79%
Site visit	161.50	166.30	2.97%
Preparation of Plans	75.40	77.70	3.05%
Initial consultation	107.70	110.90	2.97%
Responding to consultation replies. (Includes £150 site visit)	269.30	277.40	3.01%
Preparation of Committee Report	236.90	244.00	3.00%
Order Making Stage			
Prepare Order, Notice and Statement	183.20	188.70	3.00%
Distribution of Order	129.30	133.20	3.02%
Posting Notices on Site	118.50	122.10	3.04%
Advertise Notice of Making of Order. (plus cost of advertisement)	37.70	38.80	2.92%
Responding to replies	107.70	110.90	2.97%
Site visits as required - per visit	161.50	166.30	2.97%
Forwarding documentation to DEFRA	560.00	576.80	3.00%
Confirmation of Order			
Site visit	107.70	110.90	2.97%
Preparation of Confirmation Notice	53.90	55.50	2.97%
Distribution of Confirmed Order	129.30	133.20	3.02%
Post Notices on Site	118.50	122.10	3.04%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	37.70	38.80	2.92%
Produce LEO, amend Definitive Map and inform OS	129.30	133.20	3.02%
Additional letter (to applicants and objectors)	32.40	33.40	3.09%
Additional site visit (to check plans, meet objectors etc.)	161.50	166.30	2.97%
Site visit to check works have been carried out and standard agreed	161.50	166.30	2.97%
Certificate Preparation for bringing into force	53.90	55.50	2.97%
Advertising of Certificate for bringing into force (plus cost of advertisement)	37.70	38.80	2.92%
Distribution of Certificate	107.70	110.90	2.97%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION	Fee 2017/18 £	Fee 2018/19 £	Increase %
<u>PLANNING</u>			
VAT to be added where applicable			
Weekly list of applications	0.00	0.00	0.00%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	14.60	15.00	2.74%
Plan copying (A1 per plan)	7.40	7.60	2.70%
Plan copying (A2 per plan)	3.80	3.90	2.63%
Plan copying (A3 per plan)	1.70	1.80	5.88%
Plan copying (A4 per plan)	0.90	0.90	0.00%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	30.60	31.50	2.94%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	30.60	31.50	2.94%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	61.20	63.00	2.94%
Decision notices (copies of per page plus postage & packing)	0.10	0.10	0.00%
Section 106 agreements (copies of per page plus postage & packing)	0.10	0.10	0.00%
Research for private property sales/purchases (up to one hour)	32.80	33.80	3.05%
Research for private property sales/purchases (per hour thereafter)	32.80	33.80	3.05%
Search of adjoining land/property up to 200m - (plus research fee as above)	43.30	44.60	3.00%
<u>Pre Application Service</u>			
Charge per hour: Assistant Director	121.30	124.90	2.97%
Charge per hour: Head of Service	103.10	106.20	3.01%
Charge per hour: Group Manager / Principal Planner	91.00	93.70	2.97%
Charge per hour: Senior Planner / Senior Arboriculture Officer	78.70	81.10	3.05%
Charge per hour: EHO / Highways Officer / Conservation Officer	72.80	75.00	3.02%
Charge per hour: Planners	60.50	62.30	2.98%
Charge for pre application site visits	113.80	117.20	2.99%
Charge for Presentations to Members	582.70	600.20	3.00%
<u>Major Developments</u>			
	Inc. VAT		
Strategic Residential			
Preliminary Advice	307.50	316.70	2.99%
Meeting and Written Advice	2,583.00	2,660.50	3.00%
Major Residential			
Preliminary Advice	307.50	316.70	2.99%
Meeting and Written Advice	1,310.00	1,349.30	3.00%
Strategic Commercial			
Preliminary Advice	307.50	316.70	2.99%
Meeting and Written Advice	2,583.00	2,660.50	3.00%
Major Commercial			
Preliminary Advice	307.50	316.70	2.99%
Meeting and Written Advice	1,310.00	1,349.30	3.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION	Fee 2017/18 £	Fee 2018/19 £	Increase %
<u>PLANNING</u>			
VAT to be added where applicable			
<u>Minor Developments</u>			
Minor Residential			
Meeting	256.20	263.90	3.01%
Written	358.80	369.60	3.01%
Meeting and Written Advice	410.00	422.30	3.00%
Minor Commercial			
Meeting	256.30	264.00	3.00%
Written	358.80	369.60	3.01%
Meeting and Written Advice	410.00	422.30	3.00%
Other			
Householder			
Meeting	102.50	105.60	3.02%
Meeting and Written Advice	153.80	158.40	2.99%
Additional Sites as above plus £37.50 plus VAT	46.10	47.50	3.04%
Officer Hourly Rates			
Hourly rates: Head of Service	103.10	106.20	3.01%
Hourly rates: Principal Planner	91.00	93.70	2.97%
Hourly rates: Senior Planner	78.70	81.10	3.05%
Hourly rates: Planners	60.50	62.30	2.98%
Discharge of Conditions - Discussion of requirements			
Meeting	see above	see above	
Discussions relating to amendments to previously approved schemes			
Meeting	see above	see above	
Discussion post refusal			
No pre-app sought prior to submitting planning application	Relevant Pre-App Charges apply	Relevant Pre-App Charges apply	
Pre-App sought prior to submitting planning application	see above	see above	
Listed Building			
Written Advice Only	Ex Vat 99.40	Inc. Vat 102.40	3.02%
Trees			
Meeting - hourly rate	75.2	77.50	3.06%
<u>Section 106 - Post Resolution Preparation - Charge For Planning Officer Time</u>			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION

Fee 2017/18 £	Fee 2018/19 £	Increase %
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PLANNING

VAT to be added where applicable

Officer time

see above see above

Medway Aimsun Model Transport Assessment

Application type	Licence	Trans - port Assess - ment	Impart - ial valid - ation	Total
Strategic	£6,800	Unknown – applicant to appoint suitable consultant	£3,200	£10,000
Major	£4,300	Unknown – applicant to appoint suitable consultant	£3,200	£7,500

Administration Charge for invalid Planning Applications

Householder, Minor and Other Applications With no Planning officer Input

New £40.00

Major Applications and applications where officer input required

New £80.00

Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications

New £30.00

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION

Fee 2017/18	Fee 2018/19	Increase
£	£	%

ECONOMIC DEVELOPMENT

Innovation Centre Medway

VAT to be added where applicable

Room Hire

NB: Rates for all rooms negotiable for introductory, long-term and regular bookings

Charity and Public Sector

Darwin Room (per hour)	39.00	40.00	2.56%
Darwin Room (per half day - 4 hours)	138.00	142.00	2.90%
Darwin Room (per day - 8 hours)	233.00	240.00	3.00%
Swan Room (per hour)	24.00	25.00	4.17%
Swan Room (per half day - 4 hours)	83.00	85.00	2.41%
Swan Room (per day - 8 hours)	117.00	121.00	3.42%
G3 Room (per hour)	24.00	25.00	4.17%
G3 Room (per half day - 4 hours)	83.00	85.00	2.41%
G3 Room (per day - 8 hours)	117.00	121.00	3.42%
G5 Room (per hour)	24.00	25.00	4.17%
G5 Room (per half day - 4 hours)	83.00	85.00	2.41%
G5 Room (per day - 8 hours)	117.00	121.00	3.42%

Non-Tenants

Darwin Room - per hour	55.00	55.00	0.00%
Darwin Room (per half day - 4 hours)	180.00	180.00	0.00%
Darwin Room (per day - 8 hours)	300.00	300.00	0.00%
Swan Room (per hour)	48.00	48.00	0.00%
Swan Room (per half day - 4 hours)	165.00	165.00	0.00%
Swan Room (per day - 8 hours)	230.00	230.00	0.00%
G3 Room (per hour)	35.00	35.00	0.00%
G3 Room (per half day - 4 hours)	120.00	120.00	0.00%
G3 Room (per day - 8 hours)	200.00	200.00	0.00%
G5 Room (per hour)	35.00	35.00	0.00%
G5 Room (per half day - 4 hours)	120.00	120.00	0.00%
G5 Room (per day - 8 hours)	200.00	200.00	0.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

PHYSICAL & CULTURAL REGENERATION

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%

ECONOMIC DEVELOPMENT

Innovation Centre Medway

VAT to be added where applicable

Data Centre

Internal Tenants

Data Centre space (per "U" of space per month)	11.00	11.00	0.00%
Data Centre space (per half rack of space per month)	245.00	252.00	2.86%
Data Centre space (per 1 rack of space per month)	400.00	412.00	3.00%
Data Centre power (per KWh per month)	0.15	0.15	0.00%

Non-Tenants

Data Centre space (per "U" of space per month)	18.00	19.00	5.56%
Data Centre space (per half rack of space per month)	278.00	286.00	2.88%
Data Centre space (per 1 rack of space per month)	433.00	446.00	3.00%
Data Centre power (per KWh per month)	0.15	0.15	0.00%

Bandwidth

Starting from 10mb

Internal Tenants

Per mb per month	9.50	9.80	3.16%
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Non-Tenants

Per mb per month	12.00	12.40	3.33%
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Other Charges

Office set up fee	110.00	113.30	3.00%
Floor box moving fee - per box	29.00	29.90	3.10%
Floor box power usage for individual offices (per KWh per month)	0.18	0.20	11.11%
Printing/copying per copy black and white	0.05	0.05	0.00%
Printing/copying per copy colour	0.10	0.10	0.00%
Telephone hire per handset per month	10.00	10.30	3.00%
Telephone calls Local per minute	0.03	0.03	0.00%
Telephone calls National per minute	0.07	0.10	42.86%
Telephone calls International to be charged at standard tariff from supplier			
Franking per Royal Mail charges			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18 £	Fee 2018/19 £	Increase %
SPORTS AND LEISURE FACILITIES			
MEMBERSHIPS			
Increased prices will apply to new members only as existing members have 'price for life.'			
Premier Membership - Advance annual payment	453.40	467.00	3.00%
Couple - Advance annual payment	793.80	817.60	3.00%
Premier Off Peak Membership - Advance annual payment	339.90	350.10	3.00%
Premier Membership - Monthly	42.00	43.30	3.10%
Couple - Monthly	73.50	75.70	2.99%
Echoes Gym Non Member Casual	7.60	7.80	2.63%
Centre memberships - annual			
Adult	42.50	43.80	3.06%
Family	60.80	62.60	2.96%
Junior	22.00	22.70	3.18%
Senior	22.00	22.70	3.18%
Day membership admission fee			
Adult	2.00	2.10	5.00%
Junior	1.50	1.60	6.67%
Senior	1.50	1.60	6.67%
Squash - 40 minutes	7.50	7.70	2.67%
Badminton - per hour	8.80	9.10	3.41%
School swim	2.50	2.60	4.00%
Fitness classes	6.20	6.40	3.23%
Medway Park			
Hire of Pool (per hour)			
Training Pool	36.10	37.20	3.05%
Diving Pool	36.10	37.20	3.05%
All Pools	172.20	177.40	3.02%
Gala (including timing) 3 hour package	420.00	430.00	2.38%
ROOM HIRE (Medway Park and Strood)			
Per Hour	18.20	18.70	2.75%
Per Day	97.00	99.90	2.99%
Dance Studios			
Dance studios per hour	26.70	27.50	3.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18 £	Fee 2018/19 £	Increase %
SPORTS AND LEISURE FACILITIES			
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	53.90	55.50	2.97%
Floodlights per hour	18.20	18.70	2.75%
Individual Use	3.30	3.40	3.03%
SPLASHES			
Admissions			
Adult Swim	5.50	5.70	3.64%
Child / Senior	4.80	4.90	2.08%
Family Swim Ticket	16.00	16.50	3.13%
Under Threes (no charge)	0.00	0.00	
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	5.00	5.20	4.00%
Jnr per session	3.20	3.30	3.12%
Senior per session	3.20	3.30	3.12%
Crazy Golf			
Adult	3.00	3.10	3.33%
Jnr	2.30	2.40	4.35%
Senior	2.30	2.40	4.35%
Family	6.00	6.20	3.33%
Netball			
5-a-side (per session)	20.00	20.60	3.00%
Footgolf (Deangate Ridge)			
Adult	6.70	6.90	2.99%
Jnr	4.20	4.30	2.38%
Senior	4.20	4.30	2.38%
Tennis (per hour Strand and Deangate Ridge)			
Tennis Court Hire	6.70	6.90	2.99%
Ball deposit (2 balls)	10.00	10.30	3.00%
Racquet Deposit	10.00	10.30	3.00%
Miniature Railway - per person	1.20	1.30	8.33%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18 £	Fee 2018/19 £	Increase %
SPORTS AND LEISURE FACILITIES			
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood			
Large Pool per hour Strood	86.20	88.80	3.02%
Training Pool per hour Strood	36.10	37.20	3.05%
Large Pool per hour Hoo	59.25	61.00	2.95%
Training Pool per hour Hoo	36.10	37.20	3.05%
Hydrotherapy pool per hour Strood	53.90	55.50	2.97%
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	31.00	32.00	3.23%
7-a-side Pitch Hire	46.00	48.00	4.35%
Monday - Thursday before 4pm, all day Fri., Sat. & Sun.			
5-a-side Hire Pitch Hire	26.00	27.00	3.85%
7-a-side Pitch Hire	36.00	37.00	2.78%
Per team game = £35 (40mins)	51.00	52.50	2.94%
DEANGATE			
Golf			
Increased prices will apply to new members only as existing members have 'price for life.'			
7 day General Membership (12 months)	795.00	816.00	2.64%
5 day General Membership (Mon - Fri 12 months)	660.00	678.00	2.73%
5 day Off Peak (after 11am) Membership (Mon - Fri 12 months)	420.00	432.00	2.86%
5 day senior membership (Mon - Fri)	540.00	552.00	2.22%
Junior membership (under 16)	108.00	111.00	2.78%
16-24 membership	420.00	432.00	2.86%
Pay & Play Weekday peak (juniors under 16 half-price)	16.00	16.50	3.13%
Pay & Play Weekend & Bank Holidays all times (juniors under 16 half-price)	24.00	25.00	4.17%
9 HOLE Pay & Play weekday peak (juniors under 16 half-price)	10.00	10.00	0.00%
9 HOLE Pay & Play weekend & bank holidays all times (juniors under 16 h	14.00	14.50	3.57%
Driving Range			
Per basket (small)	2.20	2.30	4.55%
Per basket (large)	3.70	3.90	5.41%
Par 3			
Round	6.70	7.00	4.48%
Junior	4.20	4.50	7.14%
Deposit on Clubs	10.00	10.00	0.00%
Bowls			
Casual Users per half hour	1.90	2.00	5.26%
Club Hire (max 8 players)			
2.5 hours	22.40	23.10	3.13%
3 hours	26.90	27.70	2.97%
Hire of woods	0.60	0.60	0.00%
Locker hire per session	5.50	5.70	3.64%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18	Fee 2018/19	Increase %
	£	£	%
<i>Entrance fees for castles are set in conjunction with English Heritage.</i>			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	6.40	6.40	0.00%
Per Person (Jnr/60+)	4.00	4.00	0.00%
Family - 2 adult and 1 child	16.60	16.80	1.20%
English Heritage membership including corporate	Free	Free	
Group 11+ people (Adult)	5.44	5.50	1.10%
Group 11+ people (Child)	3.40	3.40	0.00%
Audio guide	1.00	1.00	0.00%
Education visit Inc. introduction in Tower Two	New	20.00	
Hire of grounds daytime	New	550.00	
Hire of grounds evening/over night	New	1,200.00	
Hire of grounds charity	New	280.00	
<u>UPNOR CASTLE</u>			
Per Person (Adult)	6.60	6.40	-3.03%
Per Person (Jnr/60+)	4.10	4.00	-2.44%
Family - 2 adult and 1 child	17.00	16.80	-1.18%
Group 11+ people (Adult). 15% discount	5.61	5.50	-1.96%
Group 11+ people (Child) 15% discount	3.49	3.40	-2.44%
English Heritage membership including corporate	Free	Free	
Audioguide	1.00	1.00	0.00%
Wedding (Friday & Saturday)	875.00	950.00	8.57%
Midweek wedding (Monday-Thursday)	590.00	650.00	10.17%
Wedding late booking discount (6 month prior to date) -25%			
Upnor Castle residents pass (season)	17.00	17.50	2.94%
Hire - Part of site per hour	New	70.00	
Hire - Whole site per hour	New	150.00	
Half day visit with Education Officer	New	60.00	
<u>TEMPLE MANOR</u>			
Hire of site per hour	New	70.00	
Half day visit with Education Officer	New	60.00	
Discretionary entry fee discounts to maximise marketing - Head of Service authorised			
Buy -one-get one free			
Free admission for charity/school raffles			
50% discount			
Kids go free			
Big day out participation			

GUILDHALL MUSEUM

Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	40.00	41.20	3.00%
Hire of Members room per hour 9am - 5pm	40.00	41.20	3.00%
Hire of Guildhall Chamber per hour 9am - 5pm	68.20	70.20	2.93%
Education Visits - Medway Schools - 1 hour session	30.00	0.00	-100.00%
Education Visits - non-Medway Schools - 1 hour session	90.00	0.00	-100.00%
Handling materials for self-guided visits	25.00	0.00	-100.00%
Hire of Lunch Room	20.00	20.00	0.00%
Illustrated lectures for adult groups in the Museum	45.00	0.00	-100.00%
Illustrated lectures for adult groups - outreach (daytime)	65.00	30.00	-53.85%
Illustrated lectures for adult groups - outreach (evening)	100.00	75.00	-25.00%
Heritage engagement sessions - on site introductions	60.00	60.00	0.00%
Education Outreach Visits - Medway Schools - Morning	150.00	160.00	6.67%
Education Outreach Visits - Medway Schools - Whole day	210.00	220.00	4.76%
Overnight hire of Guildhall Museum	New	950.00	
Weddings	421.50	450.00	6.76%

Outdoor theatre

By negotiation and sign-off by Head of Service

Normal terms 80:20 split of ticket sales

Filming/Photo shoots

By negotiation and sign-off by Head of Service

Photo shoot minimum charge (commercial)	55.00	60.00	9.09%
Filming minimum charge (commercial)	110.00	120.00	9.09%

EASTGATE HOUSE

Per Person (Adult)	5.50
Per Person (Jnr/60+)	4.00
Family - 2 adult and 1 child	15.00
English Heritage members 20% discount	
Group 11+ people (Adult)	
Group 11+ people (Child)	
Education visit	60.00
Hire of activity room Wednesday - Sunday 10am to 4pm	20.00
Hire of activity room Monday to Tuesday 10am to 4pm	30.00
Additional hours 4pm - 7pm per hour	10.00
Additional hours 7pm - 10pm per hour	15.00
Additional hours after 10pm per hour	20.00
Hire of whole house Monday to Tuesday 10am - 5pm per hour	50.00
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	70.00
Hire of whole house After 8pm/overnight	To be negotiated
Weddings Inc. registrars fee	1,000.00

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Photocopying (Local Studies) A4	0.30	0.30	0.00%
Photocopying (Local Studies) A3	0.50	0.50	0.00%
Photocopying (Archives original doc) A4	0.80	0.80	0.00%
Photocopying (Archives original doc) A3	1.10	1.10	0.00%
Computer printing black and white A4 per page	0.10	0.10	0.00%
Computer printing colour A4 per page	0.80	0.80	0.00%
Computer printing black and white A3 per page	0.20	0.20	0.00%
Computer printing colour A3 per page	1.00	1.00	0.00%
Local Studies Scanning depending on copyright A4 colour	3.10	3.20	3.23%
Local Studies Scanning depending on copyright A3 colour	3.70	3.80	2.70%
Local Studies Scanning depending on copyright A4 black & white	0.80	0.80	0.00%
Local Studies Scanning depending on copyright A3 black & white	0.90	0.90	0.00%
Archive scanning (discretion of archivist) A4 colour	4.10	4.20	2.44%
Archive scanning (discretion of archivist) A3 colour	4.60	4.70	2.17%
Microfiche/Microfilm printouts A4	0.80	0.80	0.00%
Microfiche/Microfilm printouts A3	1.00	1.00	0.00%
Requests for arranging services by professional photographer/microfilming- Photographer's fee plus charge per item	8.20	8.40	2.44%
Photographs/ slides - non commercial self service full day permit	11.10	11.40	2.70%
Commercial Users self service photography permit	23.20	23.90	3.02%
Photocopies sent in response to research enquiries by letter or e- mail (i.e. handling charge) handling charge + cost of copies + postage	8.20	8.40	2.44%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
Medway Archives - Other Charges			
Baptism Certificate (National charge)	13.00	13.00	0.00%
Preparations for media visits and filming on premises : per hour	96.40	99.30	3.01%
Issue of conviction certificate copy (magistrates courts)	39.00	40.20	3.08%
Storage of magistrates' court records(per box per annum)	8.20	8.40	2.44%
Retrievals of modern records for council departments (per box on	7.80	8.00	2.56%
Retrievals of modern records for council departments(per box off	15.40	15.90	3.25%
Withdrawal of privately owned records (minimum charge)	66.60	68.60	3.00%
Royalties for reproduction of still photographs (UK)	32.80	33.80	3.05%
Royalties for reproduction of moving images cost per second(running time) used by national & international media	98.40	101.40	3.05%
Talks to external groups (at discretion of staff)	51.30	52.80	2.92%
Talks to groups visiting (excluding school visits and at the discretion	41.00	42.20	2.93%
Research per hour private users (at discretion of Archivist)	34.90	35.90	2.87%
Research per hour commercial users (at discretion of Archivist)	91.20	93.90	2.96%
ROYALTIES - All royalties fees checked as being market rate wit	43.10	44.40	3.02%
Royalties: reproduction of still photographs (UK)	32.80	33.80	3.05%
Royalties: photo (out-Europe)	53.30	54.90	3.00%
Royalties: photo in TV prog per second	96.40	99.30	3.01%
Royalties: photo on cover (Europe)	65.60	67.60	3.05%
Royalties: photo on cover(worldwide)	96.40	99.30	3.01%
Royalties: photo in e-book	58.40	60.20	3.08%
Royalties: reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	98.40	101.40	3.05%
Estimates for bulk orders (to deduct from final cost when order place	8.20	8.40	2.44%
Photo facsimile (when scanning not possible)	5.10	5.30	3.92%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18	Fee 2018/19	Increase	per hour excess 2017/18	Fee 2018/19	Increase
	£	£	%	£	£	%
THE CENTRAL THEATRE						
SCALE A - Concerts and Entertainments						
Auditorium 6.00 p.m. - 11.00 p.m.						
Daily Minimum Charge						
Monday - Tuesday	2,440.60	2,526.00	3.50%	156.10	161.60	3.52%
Wednesday - Thursday	2,588.60	2,679.00	3.49%	166.40	172.20	3.49%
Friday/Saturday/Sunday	3,157.80	3,268.00	3.49%	231.70	239.80	3.50%
Bank Holidays	4,588.30	4,749.00	3.50%	266.00	275.30	3.50%
Extra Performance	686.80	711.00	3.52%			
Extra Performance (Bank hols)	881.70	913.00	3.55%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	75.60	78.00	3.17%			
Wednesday - Thursday	84.20	87.00	3.33%			
Friday/Saturday/Sunday	112.10	116.00	3.48%			
Bank Holidays	142.30	147.00	3.30%			
Non-returnable deposit	618.80	640.00	3.43%			
Non-returnable deposit (3 days or more)	1,306.20	1,352.00	3.51%			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

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	Fee 2017/18	Fee 2018/19	Increase	per hour excess 2017/18	Fee 2018/19	Increase
	£	£	%	£	£	%
SCALE C (Formerly Scale B)						
(Voluntary Organisations/Registered Charities/Non Commercial Organisations)						
Auditorium 6.00 p.m. - 11.00 p.m.						
Monday - Tuesday	584.40	605.00	3.52%	100.30	104.00	3.69%
Wednesday - Thursday	630.60	653.00	3.55%	140.00	145.00	3.57%
Friday/Saturday/Sunday	1,254.20	1,298.00	3.49%	162.20	168.00	3.58%
Bank Holidays	1,732.70	1,793.00	3.48%	182.80	189.00	3.39%
Extra Performance	492.00	509.00	3.46%			
Extra Performance (bank hols)	580.20	601.00	3.58%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	49.30	51.00	3.45%			
Wednesday - Thursday	59.50	62.00	4.20%			
Friday/Saturday/Sunday	92.40	96.00	3.90%			
Bank Holidays	128.80	133.00	3.26%			
Non-returnable deposit	274.40	284.00	3.50%			
Non-returnable deposit (3 days or more)	564.00	584.00	3.55%			

Central & Brook Theatre Box Office commission 10% of Gross

Central & Brook Theatre Credit Card Inc. handling charge 3% PRS 3%

Central & Brook Theatre Basic charge includes mailing list entry, ticket printing and poster display.

Central & Brook Theatre Extra charges as incurred

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18	Fee 2018/19	Increase	per hour excess 2017/18	Fee 2018/19	Increase
	£	£	%	£	£	%
THE BROOK THEATRE						
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
Main Theatre	86.60	90.00	3.93%			
Main Theatre Floor events	61.70	64.00	3.73%			
Mayor's Parlour	27.40	28.00	2.19%			
Studio Room Hire	41.20	43.00	4.37%			
Conference Room	27.40	28.00	2.19%			
Meeting Room	14.90	15.00	0.67%			
Activity Room	10.50	11.00	4.76%			
Large Dance Studio	14.50	15.00	3.45%			
Small Dance Studio	9.60	10.00	4.17%			
Function Room	16.80	17.00	1.19%			
Basement Dance Studio	12.00	13.00	8.33%			
Basement Drama Studio	12.90	13.00	0.78%			
Non-returnable deposit	280.90	291.00	3.60%			
Non-returnable deposit (3 days or more)	560.70	580.00	3.44%			
SCALE B - Professional arts based organisations						
Main Theatre	54.10	56.00	3.51%			
Main Theatre Floor Events	38.60	40.00	3.63%			
Mayor's Parlour	18.10	19.00	4.97%			
Studio Room Hire	25.80	27.00	4.65%			
Conference Room	18.10	19.00	4.97%			
Meeting Room	10.00	10.00	0.00%			
Activity Room	6.90	7.00	1.45%			
Large Dance Studio	9.60	10.00	4.17%			
Small Dance Studio	6.00	6.50	8.33%			
Function Room	12.50	13.00	4.00%			
Basement Dance Studio	9.20	9.50	3.26%			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

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	Fee 2017/18	Fee 2018/19	Increase	per hour excess 2017/18	Fee 2018/19	Increase
	£	£	%	£	£	%
Basement Drama Studio	9.80	10.00	2.04%			
Non-returnable deposit	280.90	291.00	3.60%			
Non-returnable deposit (3 days or more)	560.70	580.00	3.44%			
SCALE C - Amateur arts based organisations						
Main Theatre	32.70	34.00	3.98%			
Main Theatre Floor Events	22.90	24.00	4.80%			
Mayor's Parlour	12.00	12.50	4.17%			
Studio Room Hire	17.30	18.00	4.05%			
Conference Room	12.00	12.00	0.00%			
Meeting Room	6.60	7.00	6.06%			
Activity Room	4.70	5.00	6.38%			
Large Dance Studio	6.50	7.00	7.69%			
Small Dance Studio	4.40	5.00	13.64%			
Function Room	8.30	9.00	8.43%			
Basement Dance Studio	5.90	6.00	1.69%			
Basement Drama Studio	6.50	7.00	7.69%			
Non-returnable deposit	213.10	221.00	3.71%			
Non-returnable deposit (3 days or more)	347.70	360.00	3.54%			

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

CORN EXCHANGE

QUEEN'S HALL

	Includes			Fee 2017/18 £	Fee 2018/19 £	Increase %
	Hall	Bar	Kitchen			
Mon - Thur 9am - 12 midnight	✓	✓	✓	1539.00	1,600.00	3.96%
Mon - Thur 12 noon - 12 midnight	✓	✓	✓	1231.00	1,268.00	3.01%
Mon - Thur 6 p.m. - 12 midnight	✓	✓	✓	616.00	634.00	2.92%
Fri 9am - 12 midnight	✓	✓	✓	1691.00	1,750.00	3.49%
Fri 12 noon - 12 midnight	✓	✓	✓	1353.00	1,400.00	3.47%
Fri 6 p.m. - 12 midnight	✓	✓	✓	677.00	700.00	3.40%
Sat 9am - 12 midnight	✓	✓	✓	1791.00	1,850.00	3.29%
Sat - 6 p.m. - 12 midnight	✓	✓	✓	717.00	740.00	3.21%
Sun 9am - 10.30 p.m.	✓	✓	✓	1353.00	1,400.00	3.47%
Sun 12 noon - 6 p.m.	✓	✓	✓	902.00	950.00	5.32%

Hall Hire Only

Mon - Thur 9 a.m. - 12 noon	✓			169.00	174.00	2.96%
Mon - Thur 1 p.m. - 6 p.m.	✓			282.00	290.00	2.84%
Fri 9 a.m. - 12 noon	✓			200.00	206.00	3.00%
Fri 12 noon - 6 p.m.	✓			333.00	343.00	3.00%
Kitchen hire per booking				154.00	159.00	3.25%
Bar hire per hour				41.00	42.00	2.44%

PRINCES HALL

Hall Hire Only

Prices per hour - Minimum hire - 3 hours

Mon - Thur	✓			43.00	44.00	2.33%
Fri	✓			49.00	50.00	2.04%
Sat - Sun & Bank Holidays	✓			51.00	53.00	3.92%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18	Fee 2018/19	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	6.40	6.40	0.00%
Service of statutory notice			
Inspections			
Non Statutory Accommodation Inspections	97.40	100.32	3.00%
Licensing of Houses in Multiple Occupation	974.00	1,003.22	3.00%
Second or Subsequent Application	865.70	891.67	3.00%
Removed cannot change licence holder - must submit a new application			
Change of manager	101.30	104.34	3.00%
Licence variation	123.70	127.41	3.00%
Licence renewal fee - with no significant changes	365.70	376.67	3.00%
Licence renewal fee - with significant changes	619.00	637.57	3.00%
2nd Reminder Letter for a HMO Licence	36.80	37.90	2.99%
Unlicensed HMO Fine	157.60	162.33	3.00%
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	119.20	119.20	0.00%
1 bed self contained	161.60	161.60	0.00%
2 bed self contained*	186.60	186.60	0.00%
3 bed self contained*	199.90	199.90	0.00%
4 bed self contained*	246.40	246.40	0.00%
5 bed self contained *	327.60	327.60	0.00%
<i>*(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).</i>			
General Fund Properties			
85 THE BROOK- 2 bed property	183.58	183.58	0.00%
87 THE BROOK - 2 Bed property	183.58	183.58	0.00%
76 Newnham Street Chatham - 3 bed Property	200.19	200.19	0.00%
194 Darnley Rd - 3 bed Property	200.19	200.19	0.00%
41 Byron Road - 3 bed Property	200.19	200.19	0.00%
83 Edinburgh Road - 3 bed Property	200.19	200.19	0.00%
9 Alfred Close - 2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%

TRAVELLERS PERMANENT ACCOMMODATION

Weekly Rent Per Pitch	65.74	69.40	5.57%
Electricity Pre-paid card Recharged at cost			

Mobile Homes Act 2013

Application for a new licence	328.00	337.84	3.00%
Application for a new licence: per pitch	7.70	7.93	2.99%

Application to transfer or amend an existing licence:

Minor amendment	128.10	131.94	3.00%
Major amendment	256.30	263.99	3.00%

Annual Licence Fee (Admin and Monitoring existing site)	25.60	26.37	3.01%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	10.30	10.61	3.01%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

	Fee 2017/18	Fee 2018/19	Increase
LIBRARIES	£	£	%
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.20	0.20	0.00%
Children (no charge)	0.00	0.00	0.00%
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.05	0.00%
Overdue items reminder notice	1.00	1.00	0.00%
Reservation Fees			
Reservation fee for any book not in stock	3.00	3.00	0.00%
Audio Visual Charges			
New DVD rentals 1 day loan	2.50	1.25	-50.00%
DVD boxed set 1 week loan	4.00	1.70	-57.50%
Language courses - 3 month loans	6.00	6.00	0.00%
All other videos, DVDs, CDs	1.00	1.00	0.00%
Ticket Replacement Adults	3.00	3.00	0.00%
Damaged & Lost Books			
All items in print - Full replacement cost			
Antiquarian, unique & out of print material - At discretion of service			
Damaged & Lost Audio Visual Material - At discretion of service			
Photocopying/Printing Charges (all sources)			
Black & White A4 - per page	0.10	0.10	0.00%
Black & White A3 - per page	0.30	0.30	0.00%
Colour A4 - per page	0.75	0.75	0.00%
Colour A3 - per page	1.50	1.50	0.00%
Fax Transmissions			
UK	1.20	1.20	0.00%
Europe and North America	2.60	2.60	0.00%
Rest of World	2.60	2.60	0.00%
Free fax nos.	0.60	0.60	0.00%
Incoming - each	0.60	0.60	0.00%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	12.00	13.00	8.33%
Outside Library opening hours - per hour	19.00	20.00	5.26%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERIES

INTERMENTS. The fee includes preparation and excavation of grave, matting and presentation where required, and attendance by cemetery staff and backfilling on day of service. Subject to a minimum of 3 days notice (additional fees may be required for arrangements made in less than 3 working days). The fee also includes all administration, entries in burial registers and cemetery plan marking and a contribution towards cemetery maintenance. The fees do not include removal of any memorial, planting, shrubs, flowers or trees. Applicants must arrange for the removal of anything that has been placed on a purchased grave, at their cost and anything left remaining when digging commences will be disposed. All graves have *Where any tree or shrub that cannot be easily and quickly removed remains, the authority reserves the right to cancel or postpone the funeral and/or make an additional charge for the removal of any tree or shrub. Where necessary, specialist contractors will be used to remove trees and their costs (plus OH&P) added to any costs. Where any tree or plant is of such a size that removing it would affect the stability of any surrounding memorials or ground, the council reserves the right to recover all reasonable costs in making good, or alternatively may refuse any further burial in that grave. Digging will not proceed where an approved memorial has not been removed.*

	Fee 2017/18		Fee 2018/19		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee up to 16 years: max grave length 1.8 m (max coffin length is 1.65m). (Adult fee is applied to a person under 17 if interred in full sized adult grave.)	0.00	0.00	0.00	0.00	0.00%	0.00%
Interment and attendance fee: 17 years and above to single or double depth.	692.00	1,384.00	742.00	1,425.50	7.23%	3.00%
Interment and attendance fee: 17 years and above to treble depth.	760.00	1,520.00	900.00	1,565.60	18.42%	3.00%
Interment and attendance fee: 17 years and above to quadruple depth is special request with minimum 7 working days notice.	1,175.00	2,350.00	1,250.00	2,420.50	6.38%	3.00%
Two full burials undertaken at same time, add to interment fee:	138.00	276.00	145.00	284.30	5.07%	3.01%
Cremated Remains interment to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth and/or method of digging. Price on application.	150.00	300.00	155.00	309.00	3.33%	3.00%
2 sets of cremated remains at same time to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth and/or method of digging. Price on application.	205.00	410.00	210.00	422.30	2.44%	3.00%

All charges include VAT where applicable)

BEREAVEMENT SERVICES

Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	220.00	220.00	220.00	226.60	0.00%	3.00%
Relocation of spoil away from graveside prior to service / interment. Prices from:	230.00	220.00	236.90	226.60	3.00%	3.00%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	570.00	570.00	625.00	587.10	9.65%	3.00%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	138.00	138.00	150.00	142.10	8.70%	2.97%
Services times are 90 minutes (in total, inclusive of chapel and graveside) - extra service time is 45 minutes. This cost may be trebled if prior warning not provided.	85.00	85.00	90.00	87.60	5.88%	3.06%
Less than 3 days notice where additional costs are incurred. Additional costs includes hiring in equipment and providing staff from elsewhere. 'Notice' means that FULL details must be deposited with Bereavement Services before Medway Council will commence making any arrangements and note that it may not be possible to make all necessary arrangements within this shortened timeframe where resources are unavailable.	160.00	160.00	170.00	164.80	6.25%	3.00%

GRAVE PURCHASE. Fee includes Exclusive burial rights for the registered owner for the agreed time period, maintenance of any grave space that is not covered by a memorial and the first memorial permit with a 'Right to Erect' a memorial. The fee does not include the rights of ownership of the land, nor any right to place a non-approved memorial. The fee also includes all administration, entries in cemetery registers and plans and a contribution towards cemetery maintenance.

All Rights to Erect are for a maximum period of 30 years, renewable at the fee in place at the time of renewal).

All graves have a maximum coffin size (width and length) than can be accommodated and consideration should be given at the time of purchase as to likely future coffin sizes. Coffins exceeding the available grave space cannot be accepted, even where the grave has been purchased for specific reasons.

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2017/18		Fee 2018/19		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	55.00	55.00	50.00	100.00	-9.09%	81.82%
Grave Selection	195.00	195.00	150.00	300.00	-23.08%	53.85%
Exclusive Right of Burial (<30") Adult graves 30 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" (if insufficient, then two graves must be purchased) add £175.00 resident, £350.00 non resident	769.00	1,538.00	835.00	1,670.00	8.58%	8.58%
Exclusive Right of Burial (<30") Adult graves 50 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" (if insufficient, then two graves must be purchased) add £287.00 resident, £575.00 non resident	1,286.00	2,573.00	1,400.00	2,800.00	8.86%	8.82%
Exclusive Right of Burial (<30") Adult graves 99 years - Inc., memorial permit/right to erect and 30 years memorial safety inspection fees. Grave space in excess between 30" and 45" add £ 537.00 resident, £1075.00 non resident (if insufficient, then two graves must be purchased).	2,600.00	5,135.00	2,850.00	5,700.00	9.62%	11.00%
Child graves 6' x 3' : 50 years Inc.,, memorial permit/right to erect.	543.00	1,086.00	555.00	1,110.00	2.21%	
Child graves 6' x 3' : 99 years Inc.,, memorial permit/right to erect	890.00	1,780.00	925.00	1,850.00	3.93%	3.93%
Cremated remains grave (3' x 3') 30 years Inc.,, memorial permit, the right to erect and selection	528.00	1,056.00	550.00	1,100.00	4.17%	4.17%
Cremated remains grave (3' x 3') 50 years Inc.,, memorial permit the right to erect and selection	865.00	1,730.00	925.00	1,850.00	6.94%	6.94%
Cremated remains grave (3' x 3') 99 years Inc.,, memorial permit, the right to erect and selection	1,307.00	2,614.00	1,375.00	2,750.00	5.20%	5.20%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	820.00	1,640.00	845.00	1,690.00	3.05%	3.05%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,666.00	3,332.00	1,700.00	3,400.00	2.04%	2.04%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,666.00	3,332.00	1,600.00	3,200.00	-3.96%	-3.96%

All charges include VAT where applicable)

BEREAVEMENT SERVICES

CEMETERY MISCELLANEOUS	Fee 2017/18		Fee 2018/19		increase	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Use of Cemetery Chapel (Duration of Service: 45 minutes).	85.00	85.00	85.00	85.00	0.00%	0.00%
Children - use of Cemetery Chapel 0-4 years (Duration of Service:45 mins)	0.00	0.00	0.00	0.00	0.00%	0.00%
Private Use of Cemetery Chapel	103.00	103.00	110.00	110.00	6.80%	6.80%
Re-open walled grave - from:	270.00	270.00	270.00	270.00	0.00%	0.00%
Exhumation – from:	1,155.00	1,155.00	1,175.00	1,175.00	1.73%	1.73%
Exhumation of cremated remains – from:	370.00	370.00	390.00	390.00	5.41%	5.41%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	55.00	55.00	56.00	56.00	1.82%	1.82%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	10.00	10.00	10.00	10.00	0.00%	0.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	16.00	16.00	20.00	20.00	25.00%	25.00%
Extension to EROB's, per 5 year period - max 30 years	115.00	230.00	120.00	120.00	4.35%	-47.83%

CEMETERY LEASED MEMORIALS

MEDWAY ECO-SURROUND. These are intended as being temporary grave surrounds until such time that a formal memorial is erected. The fee includes fitting and removal.

Eco surround Renewal of lease 1 year	42.00	42.00	49.00	49.00	16.67%	16.67%
Eco surround Renewal of lease 5 years	66.00	66.00	79.00	79.00	19.70%	19.70%
Wooden Cross (and other temporary marker) 1 year permit	17.00	17.00	20.00	20.00	17.65%	17.65%
Wooden Cross (and other temporary marker) 5 year permit	54.00	54.00	69.00	69.00	27.78%	27.78%
Woodland burial plaques (10 years).	213.00	213.00	215.00	215.00	0.94%	0.94%
Woodland burial plaque - extension of lease	130.00	130.00	132.00	132.00	1.54%	1.54%
Bench dedications new and renewal (subject to availability) 5 years	749.00	749.00	750.00	750.00	0.13%	0.13%
Bench dedications new and renewal (subject to availability) 10 years	1,333.00	1,333.00	1,335.00	1,335.00	0.15%	0.15%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

Bench dedications Extension of lease 10 years (no plaque renewal)	928.00	928.00	940.00	940.00	1.29%	1.29%
Bench dedications Extension of lease 5 years (no plaque renewal)	465.00	465.00	500.00	500.00	7.53%	7.53%

CEMETERY MEMORIAL PERMITS. Includes issue of permit, installation inspection and safety inspections during the 30 periods that the Rights to maintain a grave are in place

Permit for a cleaning, planted areas etc.	0.00	0.00	0.00	0.00	0.00%	0.00%
30 Year Permit for Small Inscribed vase or tablet (less than 12", 300mm)	97.00	97.00	105.00	105.00	8.25%	8.25%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	97.00	97.00	75.00	75.00	-22.68%	-22.68%
30 Year Permit for the erection of a memorial/headstone 12" or larger	195.00	195.00	200.00	200.00	2.56%	2.56%
30 Year Permit for the erection of full kerbs and cover slabs.	277.00	277.00	295.00	295.00	6.50%	6.50%
30 Year Permit for Memorial/headstone with full kerbs	446.00	446.00	460.00	460.00	3.14%	3.14%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	246.00	246.00	260.00	260.00	5.69%	5.69%
30 Year Permit Memorial/headstone with small kerbs	352.00	352.00	370.00	370.00	5.11%	5.11%

All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM

CREMATION FEE. The Cremation fee includes contributions towards the environmental protection fund and the environmental surcharge, all Medical Referee Fees, Wesley Music, all attendances after the coffin has been placed on the catafalque, strewing of cremated remains in the Gardens (including witness and family led strews), and where required a Certificate of Disposal and a simple cardboard cremated remains box.

	Fee 2017/18 £	Fee 2018/19 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Adult cremation. The 9.00am and 9.30am services deduct £75.00. Late cremation after 15.30pm add £50.00, (by arrangement only)	650.00	700.00	7.69%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	770.00	800.00	3.90%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	215.00	225.00	4.65%
NO SERVICE Cremation at 8:15am. This provides for a cremation only together with the strewing of cremated remains in the Gardens (where the family are not in attendance), and where required a Certificate of Disposal and cardboard cremated	400.00	415.00	3.75%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	897.00	910.00	1.45%
Witness Coffin being committed into Cremator (Services after 9.30 am)	25.00	25.00	0.00%
Extra costs for Service Overrun from:	36.00	37.00	2.78%
Cremations under 16 years (excluding 'Late Cremations')	0.00	82.00	

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM MISCELLANEOUS

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	31.00
Cancellation within 48 hours of booked service (Postponement - no charge)	113.00
Receiving cremated remains from elsewhere	55.00
Witnessing Strewing from elsewhere (Up to 2 deceased, add £5.00 per person thereafter)	31.00
Family Led Strewing, from elsewhere (previously referred to as Silent strewing) - (up to 2 deceased, add £5.00 per person thereafter)	21.00
Additional Medway Container (Medway black scatter tube add £8.00)	12.00
Metal Urn (with cremation)	27.00
Additional Metal Urn	38.00
Additional Chapel Time/Memorial Service	136.00
Administration charge to cover requests for information, alterations etc. to records.	16.00
Additional or replacement Certified Extract, label or other proof of cremation	27.00
Wesley recording of service - includes 1 CD	37.00
Wesley recording of service -additional CD	17.00

30.00
113.00
50.00
30.00
20.00
12.00
35.00
38.00
135.00
16.00
27.00
37.00
17.00

0.00%
-3.23%
0.00%
-9.09%
-3.23%
-4.76%
0.00%
29.63%
0.00%
-0.74%
0.00%
0.00%
0.00%
0.00%

All charges include VAT where applicable)

BEREAVEMENT SERVICES

CREMATORIUM MEMORIALS

Book of Remembrance - includes 1 swipe card

	Fee 2017/18 £
	Resident and Non Resident
2 Line Entry	72.00
5 Line Entry	131.00
8 Line Entry	168.00
5 Line Entry with motif	185.00
8 Line Entry with motif	212.00
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	46.00
Additional swipe card for digital book of remembrance (existing entries)	18.00

Fee 2018/19 £
Resident and Non Resident
70.00
134.00
172.00
190.00
217.00
47.00
18.00

increase %
Resident and Non Resident
-2.78%
2.29%
2.38%
2.70%
2.36%
2.17%
0.00%

Book of Remembrance for Babies - includes 1 swipe card

Charge Per Line	16.00
Charge For Motif	59.00
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	46.00
Additional swipe card for digital book of remembrance (existing entries)	18.00

16.00
60.00
47.00
18.00

0.00%
1.69%
2.17%
0.00%

Miniature Books - Existing books only

Each Additional Line	22.00
All Crests/Motifs	59.00
Postage and Packaging of books - Studio Returns	11.00

23.00
60.00
11.00

4.55%
1.69%
0.00%

Memorial Plaques

Perspex garden plaque - new and renewal (10 years)	169.00
Perspex plaque - replacement or alteration to existing plaque including additional name	67.00
Perspex garden plaque - new and renewal (5 years)	108.00
Granite garden plaque 5 years	169.00
Granite garden plaque 10 years	223.00

170.00
70.00
110.00
170.00
230.00

0.59%
4.48%
1.85%
0.59%
3.14%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

Granite garden plaque - replacement or alteration to existing plaque including additional name	112.00
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115.00

2.68%

Bronze Wall Plaques 5-10 year lease - walls by chapel of meditation subject to availability

Bronze wall plaque - extension of lease 10 years, no new plaque	174.00
Bronze wall plaque - extension of lease 5 years, no new plaque	87.00
Replacement or alteration to existing plaque including additional name	154.00

178.00
93.00
158.00

2.30%
6.90%
2.60%

Floris Wall Plaques 5- 10 year lease - Walls by chapel of meditation. Subject to availability

Floris Plaque inscription only [10 years]	267.00
Floris Plaque with motif/photo/ engraving [10 years]	354.00
Replacement or alteration to existing plaque including additional name [5 & 10 years]	190.00
Extension of lease - 10 year existing plaque used	215.00
Extension of lease - 5 year existing plaque used	108.00
Floris Plaque inscription only [5 years]	169.00
Floris Plaque with ceramic motif/photo [5 years]	256.00

274.00
356.00
195.00
220.00
115.00
170.00
258.00

2.62%
0.56%
2.63%
2.33%
6.48%
0.59%
0.78%

Granite Wall Plaques 5-10 year lease - Subject to availability

Granite wall plaque inscription only [10 years]	267.00
Granite wall plaque inscription only [5 years]	174.00
Granite wall plaque with inscription and photo or motif [10 years]	354.00
Granite wall plaque with inscription and photo or motif [5 years]	261.00
Granite wall plaque inscription only - replacement [5 & 10 years]	109.00
Granite wall plaque with photo or motif - replacement 5 & 10 years.	189.00
Extension of lease (10 years) without refurbishment	133.00
Extension of lease (5 years) without refurbishment	67.00

275.00
179.00
365.00
265.00
120.00
195.00
140.00
70.00

3.00%
2.87%
3.11%
1.53%
10.09%
3.17%
5.26%
4.48%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2017/18 £	Fee 2018/19 £	increase %
Benches - 5-10 year lease - (12" x 2½" plaque) 10 year lease various locations around the grounds subject to availability			
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Extension of lease 10 years	928.00	955.80	3.00%
Extension of lease 5 years	466.00	480.00	3.00%
Additional Perspex Plaque or replacement or alteration to existing plaque including additional name	51.00	52.50	2.94%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	154.00	158.60	2.99%
Shared Benches - (5" x 3" plaque) 10 year lease various locations around the grounds subject to availability			
Shared bench Perspex plaque [10 years]	182.00	187.50	3.02%
Shared bench Perspex plaque - replacement or alteration to existing plaque including additional name	67.00	69.00	2.99%
Shared bench Perspex plaque [10 Years extension no new plaque]	154.00	158.60	2.99%
Shared bench Perspex plaque [5 Years extension no new plaque]	82.00	84.50	3.05%
Shared bench Perspex plaque [5 Years]	123.00	126.70	3.01%
Chapel Chair - both chapels, east - blue and west - pink			
Chapel Chair additional plaque (Special requests only)	67.00	69.00	2.99%
Replacement chapel chair plaque (Special requests only)	67.00	69.00	2.99%
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,120.00	1,120.00	0.00%
Columbaria - extension of lease 10 years with refurbishment +P&P	973.00	975.00	0.21%
Columbaria - extension of lease 10 years without refurbishment	552.00	560.00	1.45%
Columbaria - extension of lease 5 years without refurbishment	429.00	430.00	0.23%
Columbaria - extension of lease 5 years with refurbishment +P&P	646.00	650.00	0.62%
Granite Niche - [10 years]	1,060.00	1,060.00	0.00%
Granite Niche - [5 years]	690.00	725.00	5.07%
Granite Niche - extension of lease 10 years with refurbishment	860.00	865.00	0.58%
Granite Niche - extension of lease 10 years without refurbishment	716.00	721.00	0.70%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

Granite Niche - extension of lease 5 years without refurbishment	373.00	378.00	1.34%
Granite Niche - extension of lease 5 years with refurbishment	552.00	557.00	0.91%
Columbaria inscriptions (price per character after the first 80)	3.00	3.00	0.00%
Columbaria Motif (from standard catalogue). Prices from:	127.00	131.00	3.15%
Columbaria Motif (own design supplied). Prices from:	142.00	145.00	2.11%
Columbaria Motif/photo on ceramic from:	173.00	175.00	1.16%
Replacement Plate for columbaria - includes 80 characters	178.00	183.00	2.81%
Additional Inscription to Columbaria - includes 80 characters +P&P	158.00	163.00	3.16%
Postage and packing of columbaria plates - Courier	48.00	49.00	2.08%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	716.00	717.00	0.14%

Wall Columbaria - 5-10 year lease chapel of meditation walls 4 & 5 subject to availability (Reduced prices to reflect poor condition of memorials - need major refurbishment)

Wall Columbaria without/with own motif [10 years]	513.00	475.00	-7.41%
Wall Columbaria - replacement	123.00	100.00	-18.70%
Wall Columbaria without/with/own motif [5 Years]	333.00	300.00	-9.91%
Wall Columbaria 5 year renewal	228.00	200.00	-12.28%
Wall Columbaria 10 year renewal	425.00	400.00	-5.88%

Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability

Granite Flower Kerb both colours [10 years]	492.00	504.00	2.44%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	405.00	408.00	0.74%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	202.00	210.00	3.96%
Granite Flower Kerb replacement both colours	136.00	140.00	2.94%
Granite Flower Kerb both colours [5 Years]	338.00	340.00	0.59%
Granite Flower Kerb both colours extension of lease 5 years with refurbishment	277.00	280.00	1.08%
Granite Flower Kerb both colours extension of lease 10 years with refurbishment	456.00	460.00	0.88%

All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2017/18 £
	Resident and Non Resident
Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)	
Mushroom Plaque 10 years	265.00
Mushroom Plaque 5 years	185.00
Replacement Mushroom Plaque	95.00
Extension of lease 10 year without refurbishment	174.00
Extension of lease 10 year with refurbishment	214.00
Extension of lease 5 years without refurbishment	70.00
Extension of lease 5 years with refurbishment	100.00
Re-paint / Re-guild due to deterioration where refurbishment option not taken + carriage where necessary @ £20.00	28.00

Fee 2018/19 £
Resident and Non Resident
272.00
186.00
97.00
178.00
219.00
70.00
104.00
29.00

increase %
Resident and Non Resident
2.64%
0.54%
2.11%
2.30%
2.34%
0.00%
4.00%
3.57%

Dedicated roses - 5 -10 year lease

Standard rose tree with plaque on stem [10 years]	302.00
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	75.00
Standard rose tree with plaque on stem [5 Years extension]	195.00
Standard rose tree with plaque on stem [5 Years]	226.00
Standard rose tree with plaque on stem [10 Years extension]	267.00

335.00
80.00
210.00
235.00
275.00

10.93%
6.67%
7.69%
3.98%
3.00%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

Bluebell Memorials - 5-10 year lease (Podkin glade and bluebell walk) Subject to availability

Single memorial - (left or right of a pair) inclusive of ceramic picture if required [10 years]	1,066.00
Single memorial - (stand alone) inclusive of ceramic picture if required [10 years]	1,220.00
Single memorial - (left or right of a pair) inclusive of ceramic picture if required [5 Years]	595.00
Single memorial - (stand alone) inclusive of ceramic picture if required [5 Years]	666.00
Double memorial - (a pair) inclusive of ceramic picture if required [10 years]	2,117.00
Double memorial - (a pair) inclusive of ceramic picture if required [5 Years]	1,125.00
Single memorial renewal 10 years with refurbishment	871.00
Single memorial renewal 5 years with refurbishment	538.00
Single memorial renewal 10 years no refurbishment	794.00
Single memorial renewal 5 years no refurbishment	487.00
Double memorial 10 Years with refurbishment - Renewal	902.00
Double memorial 5 years with refurbishment - Renewal	569.00
Double memorial 10 Years no refurbishment - Renewal	871.00
Double memorial 5 Years no refurbishment - Renewal	538.00
Replacement plate with or without photo	174.00

1,071.00
1,225.00
600.00
680.00
2,122.00
1,130.00
876.00
543.00
799.00
492.00
950.00
580.00
876.00
543.00
180.00

0.47%
0.41%
0.84%
2.10%
0.24%
0.44%
0.57%
0.93%
0.63%
1.03%
5.32%
1.93%
0.57%
0.93%
3.45%

Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability

Granite Book Plaque [10 years]	261.00
Granite Book Plaque [5 years]	206.00
Granite Book Replacement Plaque	83.00
Plaque renewals with refurbishment [5 years] Glade 16 only	149.00
Plaque renewals with refurbishment [10 years] Glade 16 only	221.00
Plaque renewals no refurbishment [10 years]	185.00
Plaque renewal no refurbishment [5 Years]	135.00
Granite Book renewal with refurbishment [5 Years]	149.00
(New or renewal) Granite Book rear of East Chapel 25 years	

262.00
210.00
95.00
153.00
225.00
190.00
140.00
152.00
340.00

0.38%
1.94%
14.46%
2.68%
1.81%
2.70%
3.70%
2.01%

All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2017/18 £	Fee 2018/19 £	increase %
	Resident and Non Resident		
Sundial & Babe-in-Hand- 5 -10 year lease subject to availability			
Small plaque [10 years]	244.00	250.00	2.46%
Medium Plaque [10 years]	254.00	260.00	2.36%
Large Plaque [10 years]	267.00	274.00	2.62%
Replacement plaque (all sizes)	103.00	106.00	2.91%
Extension of lease - 10 years without refurbishment	158.00	162.00	2.53%
Extension of lease - 5 years without refurbishment	79.00	106.00	34.18%
Extension of lease - 10 years with refurbishment	195.00	200.00	2.56%
Extension of lease - 5 years with refurbishment	140.00	140.50	0.36%
Small plaque [5 Years]	162.00	166.00	2.47%
Medium plaque [5 Years]	172.00	176.00	2.33%
Large plaque [5 Years]	185.00	190.00	2.70%

Other charges

Postage for garden plaques	10.00	10.00	0.00%
Postage for larger plaques i.e. kerbs NEW	25.00	25.00	0.00%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	535.00	540.00	0.93%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	225.00	240.00	6.67%

Other memorials and services available subject to demand and availability. Fees determined as necessary if new products introduced during year.

Extended leases may be available on certain memorials subject to availability and demand - price on application.

Medical Referee fees are included in the cremation fee. Should these fees be increased, the cremation fee is to be increased accordingly.

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2017/18	Fee 2018/19	Increase (%)
	£	£	
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	55.00	55.00	0.00%
Monday to Friday Ceremony fee (Attendance)	445.00	450.00	1.12%
Saturday Ceremony fee (Attendance)	520.00	560.00	7.69%
ALL CEREMONIES Corn Exchange (Library Room)			
Venues annexed to the Register Office, for up to 60 Guests.			
(Larger parties subject to negotiation in context)			
Ceremony fee (Booking) non refundable	55.00	55.00	0.00%
Monday to Friday Ceremony fee (Attendance)	170.00	175.00	2.94%
Saturday Ceremony fee (Attendance)	220.00	230.00	4.55%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	55.00	55.00	0.00%
Saturday Ceremony fee (Attendance)	220.00	320.00	45.45%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	200.00	220.00	10.00%
Initial licensing/Renewal of a venue	1800.00	1,800.00	0.00%
Request for review	450.00	463.50	3.00%
Sale of Products/Additional Services			
Priority Certificate Production	10.00	10.00	0.00%
Postage 1st	1.00	1.00	0.00%
Name Change	35	35.00	0.00%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Community Interpreting Service (CIS)

**∞
Translation Charges**

Translation can be delivered electronically, by fax or as a hard copy.

All prices are excluding VAT

Language	Fee 2017/18		Fee 2018/19		Increase in Rate / 1,000 words	Increase in Minimum
	All Documents		All Documents			
	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum Charge		
	£	£	£	£	%	%
Albanian	146.00	42.00	146.00	43.00	0.0%	2.4%
Arabic	164.00	47.00	164.00	48.00	0.0%	2.1%
Bengali	164.00	37.00	164.00	38.00	0.0%	2.7%
Bosnian/Serbo-Croat	164.00	53.00	164.00	55.00	0.0%	3.8%
Chinese	164.00	42.00	164.00	43.00	0.0%	2.4%
Czech	164.00	53.00	164.00	55.00	0.0%	3.8%
Danish	182.00	53.00	182.00	55.00	0.0%	3.8%
Dutch	182.00	POA	182.00	POA	0.0%	0.0%
Farsi/Persian	164.00	47.00	164.00	48.00	0.0%	2.1%
French	146.00	37.00	146.00	38.00	0.0%	2.7%
German	146.00	37.00	146.00	38.00	0.0%	2.7%
Greek	164.00	37.00	164.00	38.00	0.0%	2.7%
Gujarati	164.00	37.00	164.00	38.00	0.0%	2.7%
Hindi	164.00	37.00	164.00	38.00	0.0%	2.7%
Hungarian	164.00	POA	164.00	POA	0.0%	0.0%
Italian	146.00	37.00	146.00	38.00	0.0%	2.7%
Japanese	182.00	64.00	182.00	66.00	0.0%	3.1%
Kurdish Kurmanji	182.00	58.00	182.00	60.00	0.0%	3.4%
Kurdish Sorani	182.00	58.00	182.00	60.00	0.0%	3.4%
Latvian	164.00	53.00	164.00	55.00	0.0%	3.8%

Community Interpreting Service (CIS)

Lithuanian	164.00	53.00	164.00	55.00	0.0%	3.8%
Nepalese	182.00	58.00	182.00	60.00	0.0%	3.4%
Polish	146.00	37.00	146.00	38.00	0.0%	2.7%
Punjabi	164.00	37.00	164.00	38.00	0.0%	2.7%
Portuguese	146.00	47.00	146.00	48.00	0.0%	2.1%
Pashto	164.00	42.00	164.00	43.00	0.0%	2.4%
Romanian	164.00	53.00	164.00	55.00	0.0%	3.8%
Russian	146.00	42.00	146.00	43.00	0.0%	2.4%
Slovak	164.00	47.00	164.00	48.00	0.0%	2.1%
Somali	146.00	42.00	146.00	43.00	0.0%	2.4%
Spanish	164.00	53.00	164.00	55.00	0.0%	3.8%
Swahili	164.00	53.00	164.00	55.00	0.0%	3.8%
Tamil	164.00	42.00	164.00	43.00	0.0%	2.4%
Thai	182.00	42.00	182.00	43.00	0.0%	2.4%
Turkish	146.00	37.00	146.00	38.00	0.0%	2.7%
Ukrainian	164.00	42.00	164.00	43.00	0.0%	2.4%
Vietnamese	146.00	37.00	146.00	38.00	0.0%	2.7%
Urdu	164.00	37.00	164.00	38.00	0.0%	2.7%

Other languages available on request

Community Interpreting Service (CIS)

Face to Face Interpreting Charges

Charges are made for a minimum of 30 minutes and then at increments of 15 minutes for interpreting

	Fee 2017/18				Fee 2018/19					
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Fee Increase
	£	£	£	£	£	£	£	£	%	%
Mon-Fri 9am-5pm	18.00	30.80	0.40	As incurred	0.00	45.00	0.40	As incurred	-100.0%	46.1%
Mon-Fri 5pm-9am	18.00	46.10	0.40	As incurred	0.00	67.50	0.40	As incurred	-100.0%	46.4%
Saturdays	18.00	46.10	0.40	As incurred	0.00	67.50	0.40	As incurred	-100.0%	46.4%
Sundays & Bank Holidays	18.00	61.50	0.40	As incurred	0.00	90.00	0.40	As incurred	-100.0%	46.3%
Day rate (between 5 and 8 hours) - one charge per day	0.00	0.00	0.00	As incurred	0.00	250.00	0.40	As incurred	0.0%	0.0%
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Time Increase
Legal Aid prescribed rates	18.66	28.70	0.40	As incurred	18.66	28.00	0.40	As incurred	0.0%	-2.4%

Telephone Interpreting Charges

Charges are made for a minimum of 5 minutes and then at 1 minute increments thereafter plus utility charge* if applicable

	Fee 2017/18				Fee 2018/19					
	First 15 Minutes	Every 15 Minutes Thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Charged per minute - equivalent to first 15 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Increase In Charge Per Minute First 15 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	£	£	£	£	£	£	£	£	%	%
Mon-Fri 9am-5pm	20.00	20.00	0.10	0.30	19.50	19.50	0.10	0.30	-2.5%	-2.5%
Mon-Fri 5pm-9am	30.00	30.00	0.10	0.30	29.25	29.25	0.10	0.30	-2.5%	-2.5%
Saturdays	30.00	30.00	0.10	0.30	29.25	29.25	0.10	0.30	-2.5%	-2.5%
Sundays & Bank Holidays	35.90	35.90	0.10	0.30	35.00	35.00	0.10	0.30	-2.5%	-2.5%

*applies only to calls made by interpreters for the actual duration of telephone interpreting at £0.10/minute for land lines and £0.30 or higher/minute for mobiles.

Community Interpreting Service (CIS)

Cancellation Charges

	Fee 2017/18	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
Face to face Interpreting - duration of appointment booked	30.00	30.80
Travel - per hour	0.00	18.00
Mileage - per mile	0.00	0.40
Expenses	0.00	As incurred
Legal Aid prescribed rates:		
Interpreting per hour	28.00	28
Travel - per hour	0.00	18.66
Mileage - per mile	0.00	0.4
Expenses	0.00	As incurred
Telephone interpreting - minimum of 30 mins - per hour	19.50	20.00

	Fee 2018/19	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
	45.00	45.00
	0.00	0.00
	0.00	0.40
	0.00	As incurred
	28.00	28.00
	0.00	18.66
	0.00	0.40
	0.00	As incurred
	19.50	19.50

Increase cancelled within 24 hours	Increase - Did not proceed as booked
%	%
50.0%	46.1%
0.0%	-100.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	-2.5%

REGENERATION, CULTURE, ENVIRONMENT & TRANSFORMATION

Redway Adult Education

Academic Year Charges (from 1 August 2016)	Course fees (full) 2017/18	Course fees (concessionary 75%) 2017/18	Course fees (full) 2018/19	Course fees (concessionary 75%) 2018/19	Increase %	Increase %
	£	£	£	£		
Adult Skills Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.25	2.44	3.35	2.51	3.00%	3.00%
<i>20 guided learning hours including registration fee</i>	75.99	59.79	78.27	61.58	3.00%	3.00%
<i>40 guided learning hours including registration fee</i>	140.97	108.58	145.20	111.84	3.00%	3.00%
<i>60 guided learning hours including registration fee</i>	205.96	157.37	212.14	162.09	3.00%	3.00%
<i>80 guided learning hours including registration fee</i>	270.94	206.16	279.07	212.34	3.00%	3.00%
Community Learning Courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.41	2.56	3.52	2.64	3.00%	3.00%
<i>3 guided learning hours including registration fee</i>	17.23	14.68	17.75	15.12	3.00%	3.00%
<i>10 guided learning hours including registration fee</i>	43.10	34.60	44.39	35.64	3.00%	3.00%
<i>20 guided learning hours including registration fee</i>	79.20	62.20	81.58	64.07	3.00%	3.00%
<i>40 guided learning hours including registration fee</i>	147.40	113.40	151.82	116.80	3.00%	3.00%
<i>60 guided learning hours including registration fee</i>	215.60	164.60	222.07	169.54	3.00%	3.00%
Drawing and painting, pottery, ceramics, dressmaking and stained glass courses						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.50	2.62	3.60	2.70	3.00%	3.00%
<i>3 guided learning hours including registration fee</i>	17.50	14.86	18.03	15.31	3.00%	3.00%
<i>10 guided learning hours including registration fee</i>	44.00	35.20	45.32	36.26	3.00%	3.00%
<i>20 guided learning hours including registration fee</i>	81.00	63.40	83.43	65.30	3.00%	3.00%
<i>40 guided learning hours including registration fee</i>	151.00	115.80	155.53	119.27	3.00%	3.00%
<i>60 guided learning hours including registration fee</i>	221.00	168.20	227.63	173.25	3.00%	3.00%
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour excluding registration fee):</i>	7.72	not applicable	7.95	not applicable	3.00%	not applicable
<i>20 guided learning hours including registration fee</i>	165.35	not applicable	170.31	not applicable	3.00%	not applicable
<i>57.5 guided learning hours including registration fee</i>	454.76	not applicable	468.40	not applicable	3.00%	not applicable

Additional charges - will be levied on individual courses to reflect costs of materials, examination fees and venue hire for external venues. Please refer to the directory of adult learning courses for the definitive price for particular courses.

Lettings

Standard classroom per hour	15.64		16.11		3.00%	
ICT suite per hour	43.99		45.31		3.00%	

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
SALE OF AGENDAS			
Annual charge per committee	100.00	100.00	0.00%
PHOTOCOPYING CHARGE			
Admin charge	2.26	2.33	3.00%
Each copy up to 20 copies	0.12	0.13	3.00%
Minimum charge (admin plus one copy)	2.38	2.46	3.00%
Each copy over 20	0.11	0.11	3.00%
REGISTER OF ELECTORS (Statutory)			
Full Register (restricted sales to credit agencies only) as at 1 December			
	2017/18 fees will be subject to the 2017 published Register	2018/19 fees will be subject to the 2018 published Register	
Full register - paper format			
Full register - data format			
Edited register - paper format			
Edited register - data format			
Postage & packing	25.63	26.39	3.00%
Street Index	15.38	15.84	3.00%
Sale of Medway ward map	15.38	15.84	3.00%
Letter of confirmation on Register of Electors	10.25	10.50	2.43%
Confirmation of "proof of life" for pensions	10.00	10.00	0.00%

BUSINESS SUPPORT

PROPERTY & CAPITAL PROJECTS

Fee 2017/18	Fee 2018/19	Increase
£	£	3.00%

COMMUNITY CENTRES

NB: Rates for all rooms negotiable for long-term, regular and community group bookings

HOOK MEADOW COMMUNITY CENTRE

MAIN HALL (Bank holidays, New Year's Eve & Christmas on application)

Regular User Groups

Hall hire daytime rate (per hour)	14.80	15.20	2.70%
Hall hire evening rate (per hour)	18.20	18.70	2.75%

Non Regular Users

Hall hire Monday to Friday day (per hour)	21.00	21.60	2.86%
Hall hire Monday to Thursday evening (per hour)	29.90	30.80	3.01%
Hall hire Saturday & Sunday day (per hour)	23.00	23.70	3.04%
Hall hire Friday, Saturday & Sunday evening (per hour)	41.40	42.60	2.90%
Large Kitchen day (per booking)	33.50	34.50	2.99%
Large Kitchen evening (per booking)	33.50	34.50	2.99%
Small Kitchen day (per booking)	15.50	16.00	3.23%
Small Kitchen evening (per booking)	16.60	17.10	3.01%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	11.50	11.80	2.61%
Hall hire evening rate (per hour)	12.60	13.00	3.17%

Non Regular Users

Room hire Monday to Friday day (per hour)	13.90	14.30	2.88%
Room hire Monday to Thursday evening (per hour)	15.80	16.30	3.16%
Room hire Saturday & Sunday day (per hour)	13.30	13.70	3.01%
Hall hire Friday, Saturday & Sunday evening (per hour)	25.30	26.10	3.16%

BUSINESS SUPPORT

PROPERTY & CAPITAL PROJECTS

	Fee 2017/18	Fee 2018/19	Increase
	£	£	3.00%

COMMUNITY CENTRES

NB: Rates for all rooms negotiable for long-term, regular and community group bookings

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	6.20	6.40	3.23%
Hall hire evening rate (per hour)	6.60	6.80	3.03%

Non Regular Users

Room hire Monday to Friday day (per hour)	7.10	7.30	2.82%
Room hire Monday to Thursday evening (per hour)	7.30	7.50	2.74%
Room hire Saturday & Sunday day (per hour)	12.40	12.80	3.23%
Hall hire Friday, Saturday & Sunday evening (per hour)	13.20	13.60	3.03%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	11.50	11.80	2.61%
Non Regular Users - day or evening (per hour)	11.80	12.20	3.39%
My Desk - Individual desk work space (per month)	108.30	111.50	2.95%

WOODSIDE COMMUNITY CENTRE

MAIN HALL (Bank Holidays, New Year's Eve & Christmas On Application)

Regular User Groups

Hall hire daytime rate (per hour)	14.30	14.70	2.80%
Hall hire evening rate (per hour)	18.20	18.70	2.75%

Non Regular Users

Hall hire Monday to Friday day (per hour)	15.30	15.80	3.27%
Hall hire Monday to Thursday evening (per hour)	29.90	30.80	3.01%
Hall hire Saturday & Sunday day (per hour)	23.00	23.70	3.04%
Hall hire Friday, Saturday & Sunday evening (per hour)	41.40	42.60	2.90%
Kitchen day (per booking)	15.50	16.00	3.23%
Kitchen evening (per booking)	16.60	17.10	3.01%

ONE TO ONE ROOM

Regular User Groups - day or evening (per hour)	9.10	9.40	3.30%
Non Regular Users - day or evening (per hour)	10.30	10.60	2.91%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	10.90	11.20	2.75%
Non Regular Users - day or evening (per hour)	12.60	13.00	3.17%
My Desk - Individual desk work space (per month)	108.30	111.50	2.95%

BUSINESS SUPPORT

PROPERTY & CAPITAL PROJECTS

	Fee 2017/18	Fee 2018/19	Increase
	£	£	3.00%

COMMUNITY CENTRES

NB: Rates for all rooms negotiable for long-term, regular and community group bookings

WHITE ROAD COMMUNITY CENTRE

Regular User Groups

Main Hall hire day or evening (per hour)	13.50	13.90	2.96%
One To One Room hire day or evening (per hour)	13.50	13.90	2.96%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	21.00	21.60	2.86%
Main Hall hire Saturday & Sunday day (per hour)	23.00	23.70	3.04%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	30.30	31.20	2.97%
One To One Room hire day or evening (per hour)	14.90	14.90	0.00%
Family Room hire day or evening (per hour)	11.80	12.20	3.39%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	13.50	13.90	2.96%
Crèche hire day or evening (per hour)	13.50	13.90	2.96%
One to One Room day or evening (per hour)	13.50	13.90	2.96%
Computer Suite day or evening (per hour)	13.50	13.90	2.96%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	21.00	21.60	2.86%
Main Hall hire Saturday & Sunday day (per hour)	22.50	23.20	3.11%
Hall hire Friday, Saturday & Sunday evening (per hour)	24.60	25.30	2.85%
Crèche hire day or evening (per hour)	14.10	14.50	2.84%
One to One Room day or evening (per hour)	14.10	14.50	2.84%
Computer Suite day or evening (per hour)	14.10	14.50	2.84%
My Desk - Individual desk work space (per month)	108.30	111.50	2.95%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	17.80	18.30	2.81%
End Hall hire day or evening (per hour)	11.90	12.30	3.36%
Back Office hire day or evening (per hour)	13.70	14.10	2.92%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	21.00	21.60	2.86%
Hall hire Saturday & Sunday day (per hour)	23.90	24.60	2.93%
Hall hire Friday, Saturday & Sunday evening (per hour)	30.30	31.20	2.97%
End Hall hire day or evening (per hour)	14.10	14.50	2.84%
Back Office hire day or evening (per hour)	14.10	14.50	2.84%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
LOCAL LAND CHARGES			
LLC1 only	25.00	25.00	0.00%
Additional parcel of land	20.00	20.00	0.00%
Standard search including LLC1 fee	75.00	75.00	0.00%
Additional parcel of land with Standard Search	35.00	35.00	0.00%
Additional parcel of land with CON29 only	15.00	15.00	0.00%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2,500.00	2500.00	0.00%
Updated service for Full search - first 3 months free	0.00	0.00	0.00%
Inspection of LLC Register under EIR	0.00	0.00	0.00%
Enhanced personal search service for the LLC Register	11.00	11.00	0.00%
Fees in respect of revisions to Con29 that came into force on 4th July 2016			
Part II printed enquiry - Con29O Questions 4 to 21	10.00	10.00	0.00%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.00	15.00	0.00%
Enhanced component data service - Con29 Questions 1.1(Planning); 1.2; 2.1; 3.1 to 3.7 and 3.9 to 3.15	2.50	2.50	0.00%
Enhanced component data service - Con29 Questions 1.1(Building Control); 2.2-2.5 (Public Rights of Way) and 3.8 (Building Regulations)	3.00	3.00	0.00%
Registration of a charge in Part 11 of the register	70.00	70.00	0.00%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.00	15.00	0.00%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.00	20.00	0.00%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.00	5.00	0.00%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.00	5.00	0.00%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.00	25.00	0.00%
(ii) in any other case	25.00	25.00	0.00%
And in addition, in respect of each parcel of land above one, where under rule 11(3) more than one parcel is included in the same requisition (where the requisition is for a search in the whole or in any part of the register), subject to a maximum of £240	20.00	20.00	0.00%
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	2.50	2.50	0.00%
Office copy of any plan or other documents filed pursuant to the Rules	2.50	2.50	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
Provision under, or for the purposes of which, the application is made in respect of Commons & Village Greens			
Regulation 44 - declaration of entitlement to exercise a right of common	25.00	25.00	0.00%
Section 6 of the 2006 Act - creation of a right of common resulting in the registration of new common land	No fee	No fee	
Section 6 of the 2006 Act - creation of a right of common over existing common land	100.00	100.00	0.00%
Section 7 of the 2006 Act - variation of a right of common	100.00	100.00	0.00%
Section 8 of the 2006 Act - apportionment of a right of common	100.00	100.00	0.00%
Section 10 of the 2006 Act - attachment of a right of common	No fee	No fee	
Section 11 of the 2006 Act - re-allocation of attached rights	100.00	100.00	0.00%
Section 12 of the 2006 Act - transfer of a right in gross	40.00	40.00	0.00%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	80.00	80.00	0.00%
Schedule 4, paragraph 8 - statutory disposition pursuant to s.14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	150.00	150.00	0.00%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	250.00	250.00	0.00%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	350.00	350.00	0.00%
Section 15(1) of the 2006 Act - registration of a new town or village green, other than by the owner	No fee	No fee	
Section 15(8) of the 2006 Act - registration of a new town or village green	No fee	No fee	
Section 19 of the 2006 Act - correction, for the purpose of section 19(2)(a), of a mistake made by registration authority	No fee	No fee	
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(b), (c) or (e)	100.00	100.00	0.00%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.00	15.00	0.00%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	80.00	80.00	0.00%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	80.00	80.00	0.00%
Schedule 2, paragraph 2 or 3, to the 2006 Act - non-registration of common land or town or village green	No fee	No fee	
Schedule 2, paragraph 4, to the 2006 Act - waste land of a manor not registered as common land	No fee	No fee	
Schedule 2, paragraph 5, to the 2006 Act - town or village green wrongly registered as common land	No fee	No fee	
Schedule 2, paragraphs 6 - 9, to the 2006 Act - deregistration of certain land registered as common land or as a town or village green	750.00	750.00	0.00%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No fee	

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
Schedule 3, paragraph 2 or 4, to the 2006 Act: application made after the end of the transitional application period - creation of a right of common	190.00	190.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - surrender or extinguishment of a right of common	100.00	100.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	180.00	180.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period apportionment of a right of common (to facilitate any other purpose)	160.00	160.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - severance of a right of common	100.00	100.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - transfer of a right in gross	100.00	100.00	0.00%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - statutory disposition (including the exchange of land for land subject to a statutory disposition)	180.00	180.00	0.00%
LICENSING			
<i>Sex Shop & Sex Cinema</i>			
- New	4,300.00	4,300.00	0.00%
- Renewal and transfer	2,700.00	2,700.00	0.00%
<i>Sexual Entertainment Venues</i>			
- New	4,300.00	4,300.00	0.00%
- Renewal (dealt with in the same way as new application)	4,300.00	4,300.00	0.00%
<i>Street Trading</i>			
Street Trading Consent	280.00	280.00	0.00%
Street Trading Consent – Festivals (per day)	50.00	50.00	0.00%
<i>Scrap Metal</i>			
Three year site licence	350.00	350.00	0.00%
Three year collectors licence	175.00	175.00	0.00%
Variation of licence	75.00	75.00	0.00%
Copy of licence (if lost or stolen)	25.00	25.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
<i>Hackney Carriage and Private Hire Fees</i>			
Vehicle Licence Fees (press notice needed)			
- Vehicles under 3 years old	80.00	80.00	0.00%
- Vehicles 3 – 5 years old	130.00	130.00	0.00%
- Vehicles over 5 years old	140.00	140.00	0.00%
Drivers Licence (3 year)	160.00	160.00	0.00%
Knowledge Test	65.00	65.00	0.00%
Operators Fees (press notice needed)			
Operators Licence A (1-6 vehicles) - 3-year	270.00	270.00	0.00%
Operators Licence B (7-12 vehicles) - 3-year	600.00	600.00	0.00%
Operators Licence C (over 12 vehicles) - 3-year	945.00	945.00	0.00%
Plate Replacements	25.00	25.00	0.00%
Transfer of Ownership	25.00	25.00	0.00%
Driver licence badge replacement	5.00	5.00	0.00%
Application Fee	25.00	25.00	0.00%
Duplicate Licence Fee	10.50	10.50	0.00%

Licensing Act 2003 Fees and Charges (Set by Government)

Premises License, Club Premises Certificate, Variation and Conversion Fees

New premises fees structure is based on NNDR values

New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.

BAND A £0 - £4,300	100.00	100.00	0.00%
BAND B £4,301 - £33,000	190.00	190.00	0.00%
BAND C £33,001 - £87,000	315.00	315.00	0.00%
BAND D £87,001 - £125,000	450.00	450.00	0.00%
BAND E £125,001 and over	635.00	635.00	0.00%

Fee per band annual charge for premises licences and club premises certificates

BAND A £0 - £4,300	70.00	70.00	0.00%
BAND B £4,301 - £33,000	180.00	180.00	0.00%
BAND C £33,001 - £87,000	295.00	295.00	0.00%
BAND D £87,001 - £125,000	320.00	320.00	0.00%
BAND E £125,001 and over	350.00	350.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
Additional Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	1,000.00	1,000.00	0.00%
10,000 - 14,999	2,000.00	2,000.00	0.00%
15,000 - 19,999	4,000.00	4,000.00	0.00%
20,000 - 29,999	8,000.00	8,000.00	0.00%
30,000 - 39,999	16,000.00	16,000.00	0.00%
40,000 - 49,999	24,000.00	24,000.00	0.00%
50,000 - 59,999	32,000.00	32,000.00	0.00%
60,000 - 69,999	40,000.00	40,000.00	0.00%
70,000 - 79,999	48,000.00	48,000.00	0.00%
80,000 - 89,999	56,000.00	56,000.00	0.00%
90,000 and over	64,000.00	64,000.00	0.00%

**Licensing Act 2003 Fees and Charges (Set by Government)
(cont.)**

Additional Annual Fee for exceptionally large scale events requiring premises licenses, based on occupancy.

Number of Occupants			
5,000 - 9,999	500.00	500.00	0.00%
10,000 - 14,999	1,000.00	1,000.00	0.00%
15,000 - 19,999	2,000.00	2,000.00	0.00%
20,000 - 29,999	4,000.00	4,000.00	0.00%
30,000 - 39,999	8,000.00	8,000.00	0.00%
40,000 - 49,999	12,000.00	12,000.00	0.00%
50,000 - 59,999	16,000.00	16,000.00	0.00%
60,000 - 69,999	20,000.00	20,000.00	0.00%
70,000 - 79,999	24,000.00	24,000.00	0.00%
80,000 - 89,999	28,000.00	28,000.00	0.00%
90,000 and over	32,000.00	32,000.00	0.00%

Minor Variation Application - Premises Licence	89.00	89.00	0.00%
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Personal Licences

Personal fee	37.00	37.00	0.00%
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Miscellaneous Licence Fees and Charges

Application for copy of licence or summary on theft, loss etc. of premises licence or summary	10.50	10.50	0.00%
Notification of change of name or address (holder of premise licence)	10.50	10.50	0.00%
Application to vary /specify individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making a provisional statement	315.00	315.00	0.00%
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50	10.50	0.00%
Notification of change of name or alteration of club rules	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
Temporary event notice	21.00	21.00	0.00%
Application for copy of notice on theft, loss etc. of temporary event notice	10.50	10.50	0.00%
Application for copy of licence on theft, loss etc. of personal licence	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	0.00%

Amusement with Prize Machines (Set by Government - No discretion for local authorities)**GAMBLING ACT 2005**

Premises Licence (Maximum Fee set by Government - local authorities have discretion to set fees based on cost)

Application to Vary

New Small Casino		2,000.00	
New Large Casino		3,000.00	
Regional Casino		4,000.00	
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	1,230.00	1,230.00	0.00%
Family Entertainment Centre	925.00	925.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	1,550.00	1,550.00	0.00%
Copy of a Licence		25.00	
Notification of Change of Circumstances		50.00	

New Premises Application and Applications for Provisional Statement

New Small Casino		5,000.00	
New Large Casino		7,500.00	
Regional Casino		10,000.00	
Betting (Track)	1,800.00	1,800.00	0.00%
Betting (Other)	2,550.00	2,550.00	0.00%
Family Entertainment Centre	1,550.00	1,550.00	0.00%
Adult Gaming Centre	1,550.00	1,550.00	0.00%
Bingo	3,050.00	3,050.00	0.00%
Copy of a Licence		25.00	
Notification of Change of Circumstances		50.00	

Licence Application (Provisional Statement holders)

New Small Casino		2,000.00	
New Large Casino		3,000.00	
Regional Casino		5,000.00	
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	1,200.00	1,200.00	0.00%
Family Entertainment Centre	925.00	925.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	925.00	925.00	0.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
<i>Application to Transfer/Reinstatement of Licence</i>			
New Small Casino		1,000.00	
New Large Casino		1,500.00	
Regional Casino		3,000.00	
Betting (Track)	925.00	925.00	0.00%
Betting (Other)	925.00	925.00	0.00%
Family Entertainment Centre	585.00	585.00	0.00%
Adult Gaming Centre	870.00	870.00	0.00%
Bingo	870.00	870.00	0.00%
Copy of a Licence		25.00	
Notification of Change of Circumstances		50.00	
<i>Annual Fee</i>			
New Small Casino		3,000.00	
New Large Casino		5,000.00	
Regional Casino		7,500.00	
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	450.00	450.00	0.00%
Family Entertainment Centre	585.00	585.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	925.00	925.00	0.00%
Copy of a Licence		25.00	
Notification of Change of Circumstances		50.00	
PERMITS (Set by Government - No discretion for local authorities)			
<i>Licensed Premises Gaming Machine Permit</i>			
Application	150.00	150.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Transfer	25.00	25.00	0.00%
First Annual Fee		50.00	
Annual Fee	50.00	50.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
<i>Licensed Premises Automatic Notification Process (2 or less gaming machines)</i>			
On notification	50.00	50.00	0.00%
Copy of notification	10.50	10.50	0.00%
<i>Club Gaming Permits</i>			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee		50.00	
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Club Machine Permits</i>			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee		50.00	
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Family Entertainment Centre Gaming Machine Permits</i>			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Prize Gaming Permits</i>			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Small Lottery Registration</i>			
Application	40.00	40.00	0.00%
Annual Fee	20.00	20.00	0.00%

BUSINESS SUPPORT DIRECTORATE

	Fee 2017/18 £	Fee 2018/19 £	Increase %
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is however subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £25 CON29 @ £50 plus VAT @ £10 Total of £85)			
ST GEORGE'S CENTRE HALL HIRE RATES			
<i>(Bank Holidays, New Years Eve and Christmas On Application)</i>			
Monday - Thursday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	292.00	301.00	3.08%
- All Others	359.00	370.00	3.06%
Full Day 9am - 5pm			
- Charity/Community Groups	538.00	554.00	2.97%
- All Others	666.00	686.00	3.00%
Evening 6pm - 12 midnight			
- Charity/Community Groups	379.00	390.00	2.90%
- All Others	477.00	491.00	2.94%
Friday, Saturday or Sunday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	292.00	301.00	3.08%
- All Others	359.00	370.00	3.06%
Full Day 9am - 5pm			
- Charity/Community Groups	538.00	554.00	2.97%
- All Others	666.00	686.00	3.00%
Evening 6pm - 12 midnight			
- Charity/Community Groups	574.00	591.00	2.96%
- All Others	718.00	740.00	3.06%
Audio Visual Equipment			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	97.00	100.00	3.09%
- All Others	123.00	127.00	3.25%
Full Day 9am - 5pm			
- Charity/Community Groups	174.00	179.00	2.87%
- All Others	215.00	221.00	2.79%
Evening 6pm - 12 midnight			
- Charity/Community Groups	149.00	153.00	2.68%
- All Others	190.00	196.00	3.16%
Use of Catering Kitchen			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	39.00	40.00	2.56%
- All Others	49.00	50.00	2.04%
Full Day 9am - 5pm			
- Charity/Community Groups	72.00	74.00	2.78%
- All Others	88.00	91.00	3.41%
Evening 6pm - 12 midnight			
- Charity/Community Groups	94.00	97.00	3.19%
- All Others	118.00	122.00	3.39%

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EMPLOYMENT OPPORTUNITIES FOR 18-25 YEAR OLDS (INCLUDING APRENTICESHIPS)



A report prepared by a Task Group of the Children and Young People and the Regeneration, Culture and Environment Overview and Scrutiny Committees

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1. FOREWORD

- 1.1 On behalf of the Children and Young People Overview and Scrutiny Committee and the Regeneration, Culture and Environment Overview and Scrutiny Committee, we are pleased to present the review entitled 'Employment Opportunities for 18-25 Year Olds (Including Apprenticeships)', with its associated recommendations, to Medway Council's Cabinet.
- 1.2 The Task Group has concluded that the Council has a clearly stated ambition and associated actions featuring in multiple strategies and plans to bring education and businesses together to ensure that young people have the knowledge and skills they need to secure meaningful employment. The Task Group welcomes the proposed establishment of a Medway Skills Board by the Cabinet with the potential to map progress and gaps and to develop a more cohesive and collaborative approach in this area across the various sectors at a local level. The recommendations in this report highlight the importance of stepping up support for young people aged 18-25 years to help them deal with the particular challenges they face in becoming work ready and able to secure meaningful employment with consequential benefits to the community and economy of Medway.
- 1.3 The Task Group would like to thank all the witnesses who helped us to gather evidence at our meetings, particularly those representing external organisations and the young people we spoke to; for the time they have given to the Task Group and most importantly, for the invaluable information and insights they provided. The Task Group wished to place on record particular thanks to the group of Medway employees who had been Medway apprentices and the young people from the Young People's Disability Group all of whom who gave up an evening to discuss their experiences. The Task Group were impressed by the positive outlook of these young people and their determination to succeed in their future.

THE TASK GROUP



Councillor David Royle (Chairman)



Councillor Dorte
Gilry



Councillor Josie
Iles



Councillor Clive
Johnson



Councillor John
Williams

2. EXECUTIVE SUMMARY

- 2.1 Delivering skilled and employable young people is a cross-cutting issue impacting on people's health, well-being and social mobility as well as Medway's growth and regeneration ambitions.
- 2.2 In comparison with the South East, Medway continues to underperform in supporting its young people to secure opportunities for employment and training. This has short and long term implications.
- 2.3 Medway's Council Plan to 2021 has clear priorities, which all relate to bettering our economic position. Through economic delivery, Medway will be "a place to be proud of", enable "Medway's people to realise their potential", and "maximise regeneration and economic growth".
- 2.4 The 16-19 Strategy agreed by Cabinet in June 2016 outlined 5 goals for 2020 to ensure that young people are able to access the best opportunities and contribute the growth of Medway:
1. Young People are prepared so they are ready to learn and work
 2. Young people are equipped to meet current and future skills needs of the local and national economy
 3. Young people are supported to make informed career and skills development choice
 4. Barriers to participation are overcome
 5. All stakeholders work collaboratively to increase young people's readiness to learn and work
- 2.5 Other key strategies include Medway Council's Looked after Children Strategy 2015-2018 and Medway Council's SEND and Inclusion Strategy 2016 -2020, both of which map ambitions and intended action to support transition and ensure readiness for work for our more vulnerable young people.
- 2.6 The Task Group chose a scope for this review that would not duplicate the work already undertaken to map the issues relating to the employment of our Young People but rather to provide an overview of where we are and what needs to happen next. The Task Group gathered evidence in line with the following key lines of enquiry:
- To consider the **Not in Education, Employment or Training (NEET) rate for 18-25 year olds** in Medway and the contributory factors.
 - To evaluate the **Council's role as community leader** in terms of a Medway Skills agenda working with partners locally and regionally to encourage the growth of the local job market and deliver outcomes around skills, training and employment for 18-25 year olds.
 - To evaluate the Council's **performance as an employer - leading by example**'.
 - To consider action required to address the particular **needs of vulnerable young people** including looked after children and those with disabilities in the 18-25 age range.

- 2.7 The Task Group has reviewed the wide range of national policy initiatives and the significant level of activity underway across the Council and with regional and local partners to secure closer links between education providers and business, to support young people in the transition from education to employment and to develop effective interventions to bring down the number young people who are not in education, employment or training (NEETS). The key finding of this review is that it is imperative to now bring all these plans and initiatives together and develop a more cohesive and collaborative approach to ensure the intended outcomes are achieved. The Medway Skills Board is best placed to do this and the Cabinet is asked to refer the recommendations arising from this review to the Board for attention as a priority.

3. BACKGROUND

- 3.1 The latest statistics¹ on youth unemployment in the UK tell us that 524,000 young people aged 16 to 24 were unemployed in June to August 2017, 38,000 fewer than the previous quarter and 97,000 fewer than the year before. The unemployment rate (the proportion of the economically active population who were unemployed) for 16 to 24 year olds was 11.9% down from 13.7% a year ago.
- 3.2 Excluding young people in full-time education, 343,000 people aged 16-24 were unemployed in June-August 2017, 21,000 fewer than the previous quarter and down 67,000 from the year before.
- 3.3 The unemployment rate for 16-24 year olds not in full-time education was 10.2% compared to 12% a year ago.
- 3.4 Whilst the statistics tell us that youth unemployment has fallen substantially in recent years aided by a buoyant jobs market and targeted Job Centre Plus programmes, the youth unemployment rate is still more than double the general unemployment rate and some groups of young people remain particularly vulnerable to long-term unemployment with transition from education to work being a challenge for many.
- 3.5 This Task Group was established because Medway Council recognises that delivering skilled and employable young people is a cross-cutting issue impacting on people's health, well-being and social mobility as well as Medway's growth and regeneration ambitions.
- 3.6 In comparison with the South East, Medway continues to under perform in supporting its young people to secure opportunities for employment and training with short and long term implications. More work is needed to bring together education providers and employers so that young people are supported to develop skills matching the available jobs in Medway.
- 3.7 Whilst numerous teams within the Council are working on different elements of the skills and employability agenda it was considered that a Scrutiny Task Group could take an overview of the current position and add some insight into opportunities to do more, with a focus on graduates and apprenticeships. This Task Group ran concurrently with work the Cabinet had initiated to establish a Skills Board for Medway. It is hoped the findings and recommendations in this report will influence the aims and priorities of the Skills Board as it develops its programme of activity. The Task Group can see significant scope for the Skills Board to more closely align the local skills system with the needs of local business to secure a better future for young people studying and working in Medway.
- 3.8 The Task Group was fortunate in being able to draw on the evidence and findings underpinning the Medway 16-19 Strategy which was adopted by the Cabinet in June 2016 setting out a clear plan for increasing participation in learning for 16 and 17 year olds, improving the transition for young people into the labour market and

¹ Youth unemployment statistics publish 18 October 2017 by House of Commons Library

reducing the levels of those not in education, employment and training (NEETS) and in “not known” destinations.

- 3.9 The findings and recommendations of the Support for Care Leavers Task Group, which were accepted by Cabinet in January 2016, also provided valuable evidence. The report of Support for Care Leavers Task Group included recommendations aimed at improving the offer of traineeships and apprenticeships in Medway for Care Leavers and ensuring access to high quality careers advice. Since this Task Group reported on its findings the Children and Social Work Act 2017 has placed a new duty on Local Authorities to publish their offer for Care Leavers (including education, training and employment) and to provide personal advisers up to age 25.

4. SETTING THE CONTEXT

A) Legal framework – key provisions

- 4.1 Whilst the Government provides the framework and funding to increase the number of young people participating in education or training, responsibility and accountability lies with Local Authorities. Local Authorities have a statutory duty to “encourage, enable and assist young people to participate in education or training”. They need to ensure there is sufficient education and training provision within their area, and appropriate support for those with special educational needs and disabilities. The Department for Education monitors the performance of Local Authorities in delivering these duties, and specifically in their tracking and supporting of 16 and 17 year olds. All 16 and 17 year olds are entitled to an offer of a suitable place in education or training under the “September Guarantee” regardless of what qualifications they had gained when they left school.
- 4.2 In 2013 the participation age was raised and young people are now required to continue in education or training until at least their 18th birthday.
- 4.3 Since September 2013, Local Authority maintained schools have been under a duty to provide impartial careers guidance to pupils aged 12 to 18. The Department for Education has published statutory guidance for maintained schools on their duty to provide careers guidance.
- 4.4 Many academies and free schools are subject to the duties relating to careers guidance through their funding agreements. Academies without the requirement are encouraged to follow the guidance as a statement of good practice. There is also separate “non-statutory” good practice DfE guidance on this issue.
- 4.5 All Further Education (FE) colleges and sixth colleges have been required to secure access to independent careers guidance from September 2013. There are no statutory requirements around the provision of careers advice in Higher Education institutes (HEIs).

B) National Policy Framework

4.6 Careers advice

- 4.6.1 There has been widespread criticism of the quality of much of the careers advice provided to young people.
- 4.6.2 The National Careers Service (NCS) was launched in April 2012 to provide people over 13 years old with information, advice and guidance on learning, training and work opportunities. The service offers confidential and impartial advice, supported by qualified careers advisers on a face-to-face, telephone or online basis and is co-located in Jobcentre Plus offices.
- 4.6.3 The Careers and Enterprise Company (CEC), which is employer led and independent of Government, provides improved careers education and advice to school pupils aged 12 to 18. The company set up a Careers and Enterprise Fund

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which is allocated to organisations who have a “proven understanding of how to increase the number of encounters young people have with employers”. In 2016 £5m was invested in 50 careers and enterprise programmes.

- 4.6.4 In January 2016 the then Education Secretary, Nicky Morgan, announced that the Government would legislate at the earliest opportunity to require schools to ensure non-academic routes received equal airtime with academic routes in schools career advice. Schools would be required by law to collaborate with colleges, university technical colleges and other training providers to ensure this was done.
- 4.6.5 Provisions, (which are not yet in force) have been included in the Technical and Further Education Act requiring schools to admit providers of technical education and apprenticeships to contact pupils to promote their courses.
- 4.6.6 A House of Commons Sub Committee on Education, Skills and the Economy, (formed by Members of the Education Committee and the Business, Innovation and Skills Committee) published its report in July 2016 recommending a specific careers guidance judgement from OFSTED, that all Government funded careers programmes be brought within the remit of the CEC and that careers guidance at all levels should be the responsibility of one Minister and one Department. In its response the Government has rejected the recommendations relating to OFSTED and the CEC, although careers guidance has now been brought within the remit of one Minister at the Department for Education.
- 4.6.7 In February 2017, Robert Halfon, the then Apprenticeships and Skills Minister confirmed that a comprehensive careers strategy for all ages would be published by the Government later in 2017, although this has not yet happened. At the time he acknowledged that providing high quality careers guidance and support was not just a question of funding, but of how schools decide to spend their funding. He stated that there is a very real gap between what employers are seeking and the skills that people currently have and that “we need to level the playing field between technical and academic education, so that more and more young people are aware of the benefits of technical education”. The Industrial Strategy launched by the Government on 27 November gives a commitment that a comprehensive careers strategy will be published shortly that will “set out plans to improve the quality and coverage of careers advice for people of all ages”. The strategy aims to improve the quality and coverage of careers advice in schools and colleges.

4.7 Employment Opportunities

- 4.7.1 In 2015 the Government published its Strategy for raising UK productivity, “Fixing the Foundations” which sets out clear objectives to raise skills levels.
- 4.7.2 In March 2017 the House of Commons Work and Pensions Committee published a report on Employment Opportunities for Young People which concluded that youth employment constituted a special case warranting targeted support. The report discussed the need for a particular focus on new apprenticeships, action to address skills shortages and Job centre Plus working more proactively with employers, schools, colleges and apprenticeship providers. The importance of support for schools to deliver careers advice and guidance (IAG) and the need for support programmes for NEETs was highlighted in the report.

4.7.3 National policies² to improve the employability of young people include:

- a) **The Youth Engagement Fund** aimed at improving the education outcomes of disadvantaged young people aged 14 – 17 and therefore improve their employability. It is being funded through social impact bonds, with service providers running projects aimed at preventing people from becoming NEET.
- b) **The Fair Chance Fund** which provides sustained housing, employment and educational support for homeless 18 to 24 year olds.
- c) **Adult Education Budget** which funds a range of “second chance” further education provision for 19-23 year olds, free training (including pre-employment support) for unemployed people aged 19+ which helps those with few or no qualifications get into work and free English and free English and maths training.
- d) **European Social Fund** which provides funding for projects to increase employment levels, in particular among young people and those struggling to get a job with a focus on disadvantaged groups, including disabled people. It aims to provide skills training and support to transition from unemployment into work.
- e) **Apprenticeships and Traineeships** -The Government has committed to reaching 3 million apprenticeship starts in England by 2020. The Enterprise Act 2016 provided the Secretary of State with the power to set targets for apprenticeships in public bodies in England to contribute towards meeting national targets. Large employers across the UK started paying the apprenticeship levy in April 2017 and a new funding system was introduced in England in May 2017. The Institute for Apprenticeships was launched in May 2016 to regulate the quality of apprenticeships.

Traineeships providing education, training and work experience over 6 months are also available to people aged under 24 who are unemployed and have little work experience.
- f) **Supported Internships** - Young people with learning difficulties and disabilities have access to Supported Internships. These are structured study programmes based primarily at an employer which normally last for a year and include unpaid work of at least six months. Where possible, they will then support the young person to move into employment at the end of the programme.
- g) **Destination measures** statistics show, for each school, college and local authority in England, the number of young people going into education, employment or training the year after finishing Key Stage 4 or Key Stage 5. They also show the number of young people who were NEET in this year.

² House of Commons Briefing paper published 24 August 2017; NEET: Young People not in Education, Employment or Training

- h) **Employer National Insurance Contributions** for those under the age of 21 were abolished in April 2015 (with the exception of those earning more than the Upper Earnings Limit). They were abolished for apprentices aged under 25 on earnings up to the upper earnings limit from April 2016.

4.8 Jobcentre Plus Support

- a) **Jobcentre Plus support for young people in school** was launched in January 2016. As part of this initiative, local Jobcentre Plus advisers offer school pupils aged 12 to 18 advice on the labour market and advice on some of the job options available to them (such as apprenticeships and traineeships). Each school decides on the level of support that they get from the advisors, but this could include work experience schemes or one-to-one advice.

- b) **Work Coaches** are front-line DWP staff based in Jobcentres who support unemployed people into work by “challenging, motivating, providing personalised advice and using knowledge of local labour markets”.

They also provide support to those who are working and still claiming Universal Credit (known as ‘in-work claimants’) with the aim of encouraging these claimants to increase their earnings through taking on extra work or gaining higher wages.

- c) **Work Experience and volunteering** - the Government has a number of schemes involving work experience placements as part of its wider welfare-to-work policies. These will be set up by a Jobcentre Plus work coach.

Work Experience, the largest of these programmes, is targeted at young people who are getting Jobseeker’s Allowance and are aged between 16 and 24. The placements will last between two and eight weeks.

Work Trials give someone on Jobseeker’s Allowance the opportunity to try a job for up to 30 working days, and they may be offered the job at the end of the trial.

Work Together provides an opportunity for someone who is seeking work to volunteer with a local organisation.

- d) **Welfare to Work Programmes** - support to help unemployed people find a job has been provided through the Work Programme, although referrals to the scheme ended at the end of March 2017. It will be provided through the Work and Health Programme after it is launched at some point between November 2017 and March 2018. The Employ Medway Advice Centre was successful in bidding with the Prime Shaw Trust for the contract to deliver the Work and Health Programme in Medway. The Work and Health Programme will provide specialised support for those unemployed for over two years and, on a voluntary basis, to those with health conditions or disabilities. The Programme will target people who with specialist support are likely to be able to find work within 12 months. It takes the place of two existing welfare-to-work schemes, the Work Programme and Work Choice.

Unemployed individuals were referred onto the programme by their local Jobcentre Plus after they had been receiving Jobseeker's Allowance (JSA) or Employment and Support Allowance (ESA) for a minimum amount of time. JSA claimants aged 18-24 were referred after nine months unless they faced significant disadvantage. However 18 year old NEET JSA claimants were referred after only three months.

- e) **Youth Obligation** - In April 2017 Youth Obligation was introduced in Universal Credit full service areas. Through this scheme, intensive support is provided for those 18 to 21 year olds who are expected to be looking for work within 6 months of making a Universal Credit claim. After 6 months they are expected to apply for an apprenticeship, traineeship, gain work-based skills or take up a work placement.
- f) **New Enterprise Allowance** – this scheme provides money and support to help JSA or ESA claimants start or expand their own business. If someone has a business idea and is accepted onto the scheme, then they will get a business mentor and a weekly allowance for up to 26 weeks. They can also apply for a loan to help with start-up costs.

C) Local Government Association

- 4.9 In July 2017 the Local Government Association published new research estimating that 12 million people will be without a job or in work they are over qualified for by 2024. The LGA is calling for new powers to address the failings of an overly fragmented, confusing, untargeted and ineffective employment and skills system. It is calling for the Government to give groups of Local Authorities across England the power and funding to deliver a one-stop "Work Local" service for skills, apprenticeship, employment, careers advice and business support provision within five years. It would bring together local skills planning, oversee job support including Job Centre Plus and the Work and Health Programme and coordinate careers advice and guidance for young people and adults. The LGA proposals are set out in full in its paper, Work Local: Our vision for an integrated and devolved employment and skills service.

D) Best practice and experience elsewhere

- 4.10 The Task Group has considered a range of initiatives and innovative practice across other local Authorities and believes the new Medway Skills Board could learn much from this experience.
- 4.11 In its 2014 publication, "Councils supporting youth transitions into work and learning" the Local Government Association has published a wide range of case studies which demonstrates the breadth of work Councils are undertaking with their partners to address preparedness for transition, the impact of personal advisers, planning post-16 provision across local areas, developing and advising on vocational routes and brokering employer leadership and support into work. In the introductory statement to this paper the Chair of the LGA Children and Young People's Board highlights the following three principles that must underpin reform, building on the experiences of Councils, the findings from the Whole Place

Community Budgets, City Deals and independent reviews, including the Heseltine Review and the Youth Unemployment Commission:

- Personal advisers for vulnerable groups
- Coherent and responsive post-16 pathways across places
- Genuine and simplified employer leadership within all services

E) The position in Medway

- 4.12 Early on in its programme of activity the Task Group acknowledged the complex landscape of strategic, statutory, and operational responsibilities which represented the backdrop to this review. Research associated with production of this report involved surveying the policies of the Department for Work and Pensions, the Department for Business Innovation and Skills, the Department for Education and developments at the level of Local Authorities in the context of devolution of employment and skills funding in many areas of the country.
- 4.13 At a regional level Medway is part of the South East Local Enterprise Partnership (SELEP) Skills Advisory Group, the Thames Gateway Kent Partnership and the Kent and Medway Skills Commission all of which seek to provide vision and strategic leadership with the aim of delivering sustainable growth and job creation. Medway also has important relationships with schools, FE colleges, Universities and Local Businesses.
- 4.14 More recently the Department for Education Kent Area Review was undertaken. This was one of 40 Area reviews of all general FE and 6th form colleges in England. It examined provision across Kent and Medway to assess financial stability, efficiency, capacity to meet present and future needs of individual students and demands of employers. The Area Review recommendations focus on actions for Mid Kent College, KCC Community Learning and Skills together with more collaborative working to improve effectiveness of transition and the establishment of a Kent and Medway Strategic Forum to meet High Needs and SEN demand.
- 4.15 Medway's Council Plan to 2021 which sets out the Council's ambitions and priorities relating to bettering the area's economic position states that through economic delivery Medway Council wants to make Medway a "place to be proud of", to enable Medway's People to realise their potential and to "maximise regeneration and economic growth".
- 4.16 The 16-19 Strategy adopted by Cabinet in June 2016 was the product of whole system review involving extensive stakeholder engagement. The Strategy set out the following 5 goals for 2020 all of which chime with national and regional aims and priorities:
- i. Young People are prepared so they are ready to learn and work
 - ii. Young people are equipped to meet current and future skills needs of the local and national economy
 - iii. Young people are supported to make informed career and skills development choices
 - iv. Barriers to participation are overcome

- v. All stakeholders work collaboratively to increase young people's readiness to learn and work
- 4.17. Other key Strategies include Medway Council's Looked After Children Strategy 2015-2018 and Medway Council's SEND and Inclusion Strategy 2016 - 2020 both of which map ambitions and intended action to support transition and ensure readiness for work for our more vulnerable young people
- .
- 4.18 At the same time as the Task Group was conducting this review the Deputy Chief Executive and Director of Regeneration, Culture, Environment and Transformation has been developing a Medway Skills Agenda covering all ages which will seek to engender a more holistic system-wide approach and to foster links between those demanding skills and the skills providers.

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5. METHODOLOGY AND APPROACH

- 5.1 On 19th June 2017 the Task Group met to set the scope and determine the key lines of enquiry for this review. The Task Group had been set up to consider progress made by the Council in working with local and regional stakeholders to deliver a joined up approach to supporting young people aged 18 to 25 into employment and apprenticeship opportunities. In addition it evaluated the Council's progress in developing a "One Council" approach to promoting and delivering the skills and employability agenda in Medway.
- 5.2 The Task Group was briefed on the context for the review in terms of the legislative background, current national policy and the landscape at a regional and local level. Members had been provided with a range of background reading including:
- **Medway Council Plan 2016/17 to 2020/21**
 - **The Council's 16-19 Strategy**
 - **Report of the DfE Kent and Medway Area review of further education and sixth form colleges** which provides an overview of the emerging themes and recommendations from the DfE Kent Area Review, which was set up to establish the best institutional structure to meet the needs of learners and employers within Kent and Medway.
 - **The South East Local Economic Partnership Growth Deal 2016/17-21** which sets out the SE Local Economic Partnership's commitment to delivering high-level infrastructure, housing, employment and skills projects over the period 2016-2021, including 'Investment in colleges and other training providers, helping to raise skill levels and ensure that local people can compete for jobs in a fast-changing economy'. The Growth Deal was signed in June 2014.
 - **Adult Learning, Employment and Skills Strategy 2015-18** which sets out Kent County Council's plans for improving the skills and qualifications of the adult population of Kent and neighbouring areas, including Medway. Delivery of the strategy is overseen by the Skills Commission, a sub-group of the Kent and Medway Economic Partnership.
 - **Employment Opportunities for Young People**, a report of the House of Commons Work and Pensions Committee published in March 2017 assessing the strategies and plans put in place by the government (before the General Election in June 2017) for supporting young people into employment and skills settings, the role of Jobcentre Plus in supporting young people to access the job market, and the general barriers to employment faced by young people.
 - **Apprenticeships Policy in England: 2017** – a House of Commons Briefing Paper which provides an overview of the current legislative and policy developments affecting apprenticeships in England, including government targets for apprenticeships, the launch of the Apprenticeship Levy and developments around the minimum wage and youth wage.

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- 5.3 The Task Group was fortunate to be able to draw on the high quality evidence already recently gathered through extensive stakeholder engagement in the preparation of the Council's 16-19 Strategy, much of which was relevant to this review. The report of the recent Task Group on Support for Care Leavers was also valuable.
- 5.4 Against the backdrop of national and regional policy and priorities as described in section 4 of this report (Setting the Context) and in the background reading material the Task Group agreed to focus its activities across four key lines of enquiry as follows:
- i. To consider the **NEET rate for 18-25 year olds** in Medway and the contributory factors
 - ii. To evaluate the **Council's role as community leader** in terms of a Medway Skills agenda working with partners locally and regionally to encourage the growth of the local job market and deliver outcomes around skills, training and employment for 18-25 year olds
 - iii. To evaluate the Council's **performance as an employer - 'leading by example'**
 - iv. To consider action required to address the particular **needs of vulnerable young people** including looked after children and those with disabilities in the 18-25 age range
- 5.5 The methodology for the review was agreed by the Task Group to include some desk top research together with a series of "round table" evidence sessions involving a range of stakeholders as set out below:

Date	Members in attendance	Other attendees	Purpose
19 June 2017	Councillors Gilry, Josie Iles, Johnson, Royle and Williams	<ul style="list-style-type: none"> • Joseph Dance Democratic Services Officer • Sunny Ee, Head of Regeneration Delivery • Martin Hall, Greenspaces and Skills Programme Manager • Helen Jones, Assistant Director, Commissioning, Business and Intelligence • Julie Keith, Head of Democratic Services • Carrie McKenzie, Chief People Officer • Julie Taylor, Educational Psychologist • Jackie Wood, Head of Provider Services, Children's Social Care 	<p>To receive a briefing on the legislative framework and national, regional and local context underpinning the review.</p> <p>To agree the scope and key lines of enquiry</p> <p>To consider the Medway NEET rate for 18 -25 year olds and the contributory factors</p>

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Date	Members in attendance	Other attendees	Purpose
27 July 2017	Councillors Gilry, Josie Iles, Johnson, Royle and Williams	<p>Current and former Apprentices:</p> <ul style="list-style-type: none"> • Simon, Recruitment Consultant, Business Development (MCG) • Sam, Executive Support Apprentice, Children and adult Services • Alex, Recruitment Consultant, Business Development (Ocelot) • Amber, Housing Apprentice, Housing Management <ul style="list-style-type: none"> • Joanne Budd, Organisational Change Consultant • Joseph Dance, Democratic Services Officer • Carrie Mckenzie, Chief People Officer • Angela Rowe, Business Development Manager 	To evaluate the Council's performance as an Employer – leading by example
6 September 2017	Councillors Gilry, Johnson, Royle and Williams	<ul style="list-style-type: none"> • Eileen Bishop, Employer and External Manager, Job Centre Plus (Chatham), Department for Work and Pensions • Keith Clear, Medway Parent and Carer's Forum • Gemma Cooper, Skillnet • Joseph Dance Democratic Services Officer • Martin Hall, Greenspaces and Skills Programme Manager • Liz Halton, Assistant Principal, Bradfields Academy • Chris Hare, Executive Director for Enterprise and Employer Engagement, Mid Kent College • Carly, Summer and Toni (Young People's Disability Group) • Julie Taylor, Educational Psychologist 	To evaluate the Council's role as Community Leader in terms of a Medway Skills agenda working with partners locally and regionally to encourage the growth of the local job market and deliver outcomes around skills, training and employment for 18-25 year olds

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Date	Members in attendance	Other attendees	Purpose
		<ul style="list-style-type: none"> • Michael Turner, Democratic Service Officer • Dave Waters, Vice Principal of Bradfield Academy 	
10 October 2017	Councillors Gilry, Josie Iles, Johnson, Royle and Williams	<ul style="list-style-type: none"> • Michael Turner, Democratic Services Officer • Andy Willetts, Head of Service – Early Help and Targeted Services 	To take evidence from the Head of Early Help and Targeted Support in relation to key lines of enquiry 2 and 3; the Council's role as Community Leader and the needs of vulnerable young people
13 November 2017	Councillors Gilry, Josie Iles, Johnson, Royle and Williams	<ul style="list-style-type: none"> • Martin Hall, Greenspaces and Skills Programme Manager • Helen Jones, Assistant Director, Commissioning, Business and Intelligence • Julie Keith, Head of Democratic Services 	To consider findings and draft recommendations
6 December 2017	Councillors Gilry, Josie Iles, Johnson, Royle and Williams	<ul style="list-style-type: none"> • Martin Hall, Greenspaces and Skills Programme Manager • Michael Turner, Democratic Services Officer 	To agree a final report and recommendations for Submission to the Children and Young People and Regeneration, Culture and Environment Overview and Scrutiny Committee

6. SUMMARY OF EVIDENCE COLLECTED AND FINDINGS

This section of the report sets out the evidence collected by the Task Group and its findings and conclusions together with associated recommendations.

Section 1: The NEET rate for 18-25 year olds in Medway and contributory factors (KLOE 1)

The Task Group met with Sunny Ee, Head of Regeneration Delivery, Martin Hall, Greenspaces and Skills Programme Manager, Helen Jones, Assistant Director, Commissioning, Business and Intelligence, Carrie McKenzie, Chief People Officer Julie Taylor, Educational Psychologist, Andy Willetts, Head of Service – Early Help and Targeted Services and Jackie Wood, Head of Provider Services to take evidence for this key line of enquiry.

6.1 Local Authority statutory functions

6.1.1 Local Authorities have a critical role in supporting young people to access education and training and it is crucial to have an understanding of the characteristics and current activity of the young people in the area.

6.1.2 The Government's approach gives Local Authorities freedom and flexibility in deciding how to fulfil the duty to

- Secure sufficient suitable education and training provision for all young people in their area who are over compulsory school age but under 19 or aged 10 to 25 and for whom an Education, Health and Care Plan (EHC) Plan is maintained.
- Maintain a strategic overview of provision available in the area and gaps in provision.
- Support all young people aged 13 -19 and those between 20 and 25 with special educational needs and disabilities (SEND), encouraging, enabling or assisting them to participate in education or training.

6.2 National Position

6.2.1 In the second quarter of 2017, 790,000 people aged 16-24 were Not in Education, Employment or Training (NEET). This represents 11.1% of all people in this age group.

6.2.2 In terms of trends, the proportion of 16-24 year olds who were NEET remained relatively steady between 2002 and 2008 and at the beginning of 2008 13.4% were NEET. However, following the 2008 recession the proportion increased, peaking in July-September 2011 when 16.9% of 16-24 year olds were NEET (1.25 million people). Since then the number of people who are NEET has been falling.

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

6.2.3 It is often mistakenly thought that someone cannot be NEET unless they are unemployed but that is not the case. Likewise, not all unemployed people will be NEET.

6.2.4 The key characteristics of people who are NEET using data³ over the four quarters to Q1 2017 are:

- The proportion of 16-24 year olds who were NEET was higher for those with disabilities (30%) than those without (9%).
- A higher proportion of 16-24 year olds without any qualifications were NEET (25%) than the proportion of those qualified to GCSE level and above (10%).
- By ethnicity, the proportion of 16-24 year olds who were NEET was highest for those from Pakistani/Bangladeshi backgrounds (16%) and lowest for those from Indian/Chinese/Other Asian backgrounds (7%).

6.3 Factors in becoming NEET

6.3.1 An Audit Commission report from July 2010 (Against the Odds) examined NEET characteristics, the geographic distribution of NEET people and how government can work effectively to help them. The table below summarises the increased likelihood of young people becoming NEET associated with certain risk factors.

Increased chances of being NEET

Factor	Increase in chance of being NEET for six months or more
Being NEET at least once before	7.9 times more likely
Pregnancy or parenthood	2.8 times more likely
Supervision by youth offending team	2.6 times more likely
Fewer than three months post-16 education	2.3 times more likely
Disclosed substance abuse	2.1 times more likely
Responsibilities as a carer	2.0 times more likely

6.3.2 A Department for Education funded report on students who are NEET by the Institute of Education (September 2014) concluded the following in terms of risk factors:

- The most significant educational risk factor was low educational attainment at GCSE. Reasons cited for low GCSE attainment included a lack of motivation, poor health (physical and mental) and having Special Educational Needs.

³ Figures from the ONS Labour Force Survey

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- A range of personal risk factors were identified including health problems, caring responsibilities and difficult family circumstances (such as being in care or experiencing a breakdown in relationship with parents).
- Structural risk factors were also identified which included difficult labour market conditions, a lack of training and apprenticeship opportunities and welfare support providing a higher income than potential wages.

6.4 Regional Position

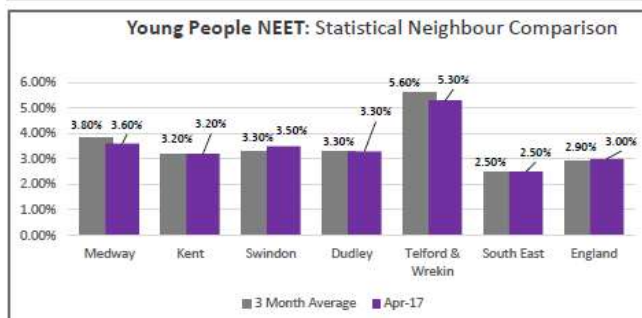
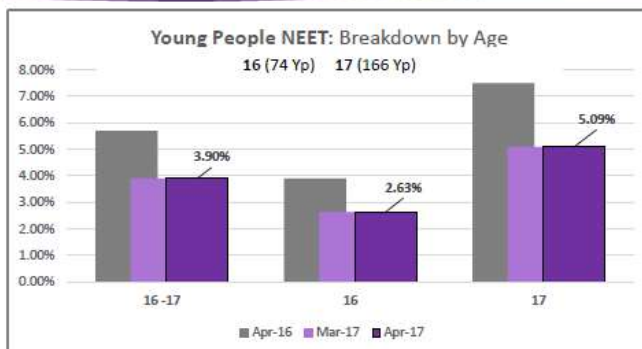
6.4.1 As at the second quarter of 2017 Yorkshire and Humberside had the highest proportion of young people who were NEET aged 16-24 years old (14.7%) and London had the lowest (9.0%). The figure for the South East was 9.4% and 11.4% for England. The average percentage across all regions for this group in the second quarter was 11.8%.

6.4.2 As at the first quarter 2017 West Midlands had the highest proportion of young people who were NEET aged 16-24 years old (15.0%) and London had the lowest (8.6%). The figure for the South East was 8.7% and 11.1% for England. The average percentage across all regions for this group in the first quarter was 11.5%.

6.5 Medway Position

6.5.1 At the end of June 2017 3.8% of 16 and 17 year olds were NEET. This equates to 256 young people, many of whom have multiple needs.

16 & 17 year old young people that are NEET - Apr 17

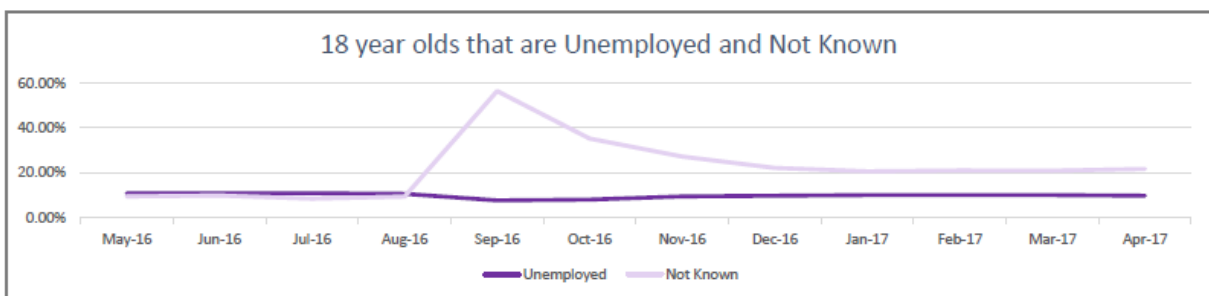
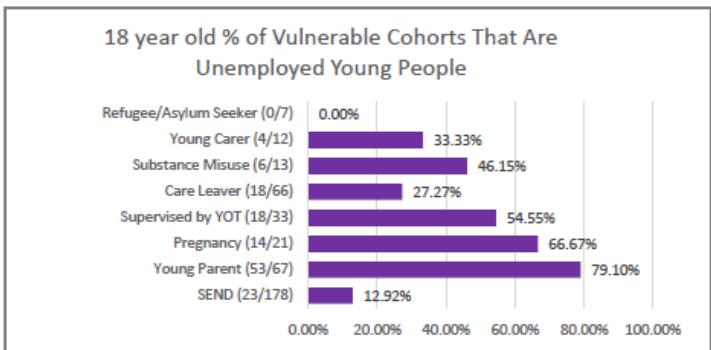
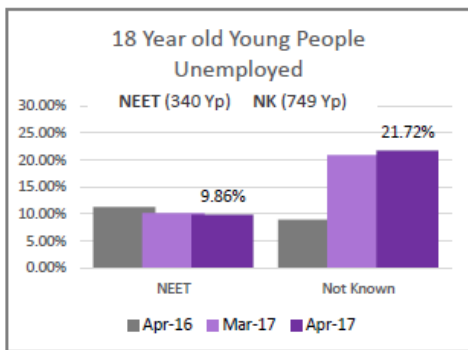


Ward	Apr-17	Mar-17
Chatham Central (27 Yp)	6.04%	6.01%
Cuxton & Halling (3)	2.07%	2.74%
Gillingham North (28)	5.92%	6.69%
Gillingham South (23)	5.20%	6.35%
Hempstead & Wigmore (4)	2.04%	2.55%
Lordswood & Capstone (3)	1.55%	1.55%
Luton & Wayfield (27)	7.03%	8.29%
Peninsula (11)	3.28%	4.48%
Princes Park (7)	2.76%	2.72%
Rainham Central (2)	0.73%	0.72%
Rainham North (3)	1.52%	2.01%
Rainham South (2)	0.60%	0.60%
River (12)	6.52%	4.95%
Rochester East (9)	3.83%	4.72%
Rochester S & Horsted (0)	0.00%	0.00%
Rochester West (6)	2.74%	3.23%
Strood North (9)	2.55%	2.84%
Strood Rural (12)	3.27%	2.72%
Strood South (17)	4.15%	5.39%
Twydall (6)	1.82%	2.11%
Walderslade (5)	1.92%	1.91%
Watling (6)	2.41%	2.41%

* These figures are based on Academic Age

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

18 year olds - Apr 17
 Academic Age 18 year olds are no longer under statutory requirement to be tracked. This information is for local knowledge only



* These figures are based on Academic Age

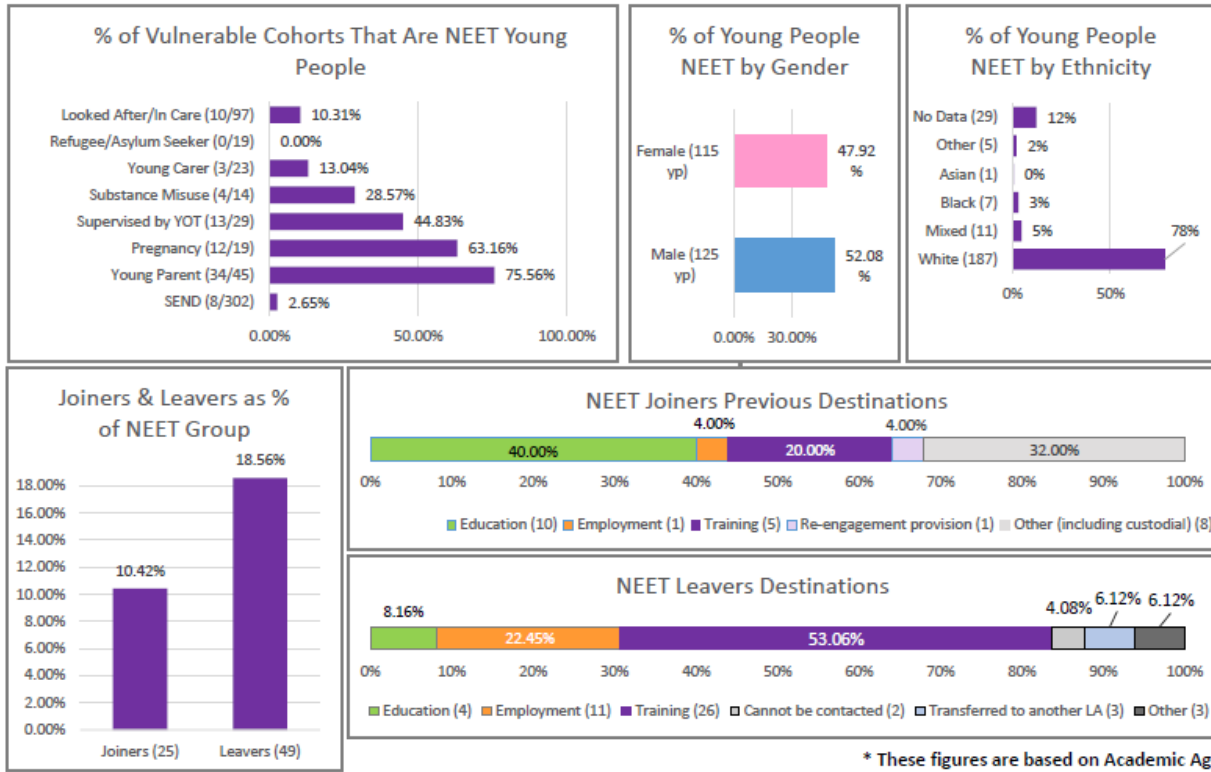
6.5.2 Unemployment levels for 18-24 year olds has decreased in Medway, with the volume of people in that age bracket claiming out of work benefits reducing by some 57% since 2013. This has coincided with an increasing proportion of 18-24 year olds in employment.

6.5.3 The Task Group heard that there was an intention to use information about NEETS to make links with what was known about apprenticeship and employment opportunities. For example, if there was an event to encourage apprenticeships in catering then this could be flagged with those NEETS who were interested in this career. It should be possible to use information about NEETS interests more intelligently to help employers and the regeneration agenda.

6.6 Evaluation of contributory factors in Medway

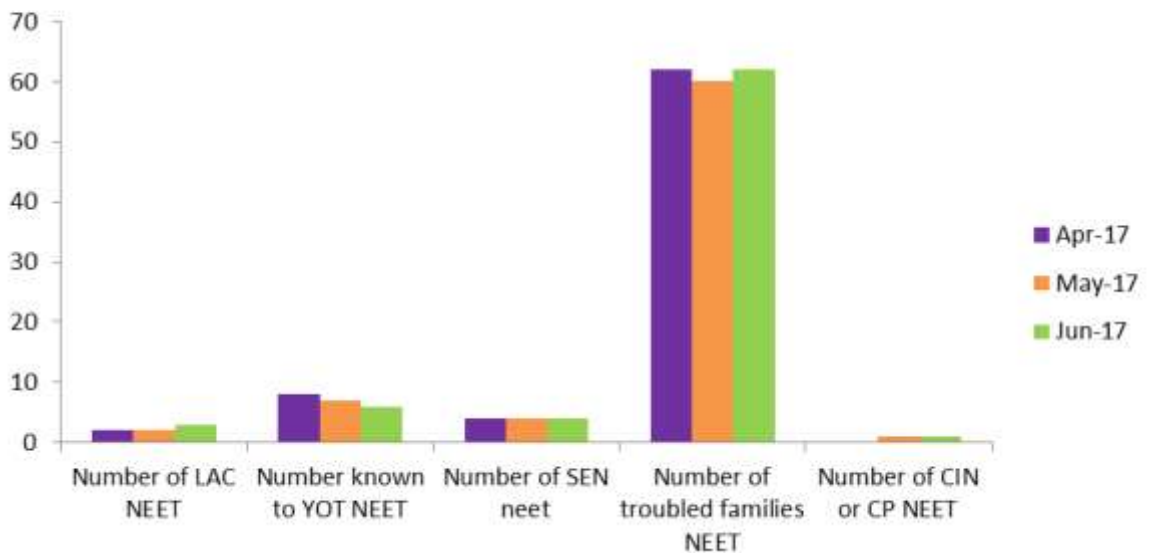
6.6.1 The Task Group considered the range of factors contributing to a young person being NEET in Medway and the wider determinants driving action across the Council and partners. The Task Group considered there was scope for the new Medway Skills Board to make real impact by undertaking a full and detailed analysis of barriers to employment for these young people with a view to prioritising effective interventions and identifying what else can be done.

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)



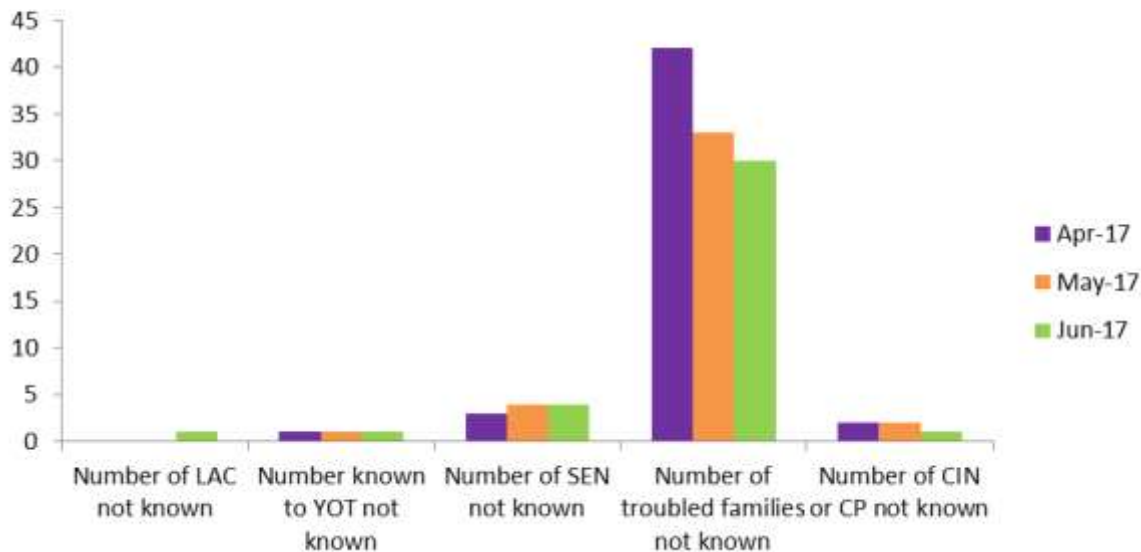
6.6.2 The graphs below indicates Medway’s vulnerable young people for quarter 1 2017 by month.

Number of Vulnerable young people aged 16-17 who are NEET



6.6.3 It is worth taking into consideration that as the number of children who are NEET decreases the number of children whose destination is not known increases, impacting the NEET figure.

Number of Vulnerable young people aged 16-17 who are Not Known



6.7 RECOMMENDATIONS

The NEET rate for 18-25 year olds in Medway and the contributory factors.

1. ***The Cabinet is recommended to refer the report of the Task Group to the Skills Board and for the recommendations to be taken into account by the Board in developing the Skills agenda for Medway and associated priority actions.***
2. ***The Cabinet be recommended to ask the Skills Board to consider how the data collected by the Council on NEETS can be used more creatively to align the potential of these young people with available employment and training opportunities.***
3. ***The Cabinet be recommended to ask the Skills Board to consider the range of factors contributing to a young person being NEET in Medway and evaluate what else can be done in terms of early preventative interventions.***

6. SUMMARY OF EVIDENCE COLLECTED AND FINDINGS

Section 2: To evaluate the Council's role as community leader in terms of a Medway Skills agenda working with partners locally and regionally to encourage the growth of the local job market and deliver outcomes around skills, training and employment for 18-25 year olds. (KLOE 2).

The Task Group met with Eileen Bishop, Employer and External Manager, Job Centre Plus (Chatham), Department for Work and Pensions, Martin Hall, Greenspaces and Skills Programme Manager, and Chris Hare, Executive Director for Enterprise and Employer Engagement, Mid Kent College, to take evidence for this key line of enquiry.

6.8 The big picture

- 6.8.1 Medway is one of the largest urban areas in the south east outside London and the biggest regeneration zone within the Thames Gateway. Supported by significant government funding, with the potential for a further £1 billion of private sector investment, Medway is recognised as an area of strategic development by the Department for Communities and Local Government (DCLG).
- 6.8.2 A major regeneration programme is transforming Medway's landscape bringing 30,000 new homes, many of them riverfront developments, and significant new employment space to the area. Today more than 13,700 businesses have their home in Medway which has a growing reputation as a hub for high tech engineering and creative businesses. New business growth rate outstrips both the national and south east averages creating great employment opportunities for local people.
- 6.8.3 Medway's location, just 34 minutes from London by train, close to all major travel networks and midway between the capital and continent, means the area is an ideal location for businesses and people looking for a place to live, work and enjoy.
- 6.8.4 Medway is also a centre of educational excellence with four universities, the largest further education (FE) provision in the county and a University Technical College, all offering a range of outstanding academic and vocational learning opportunities to equip learners with the skills they need to secure employment. Strong partnerships between education and business mean that courses are tailored to meet employment needs and businesses have access to first class research on their doorstep.
- 6.8.5 The Council's active focus on the broader skills agenda has resulted in a current Job Seekers' Allowance rate of 1.9 per cent, the same as the GB rate. At the time of the Dockyard closure, unemployment was over 20 per cent.
- 6.8.6 To support and meet the Council's objective of creating a strong diversified economy, the Council has initiated an officer and Member Skills Board. A significant area of focus is matching educational providers' offers with employers' requirements via the formation of a new Enterprise Zone Technology Park in

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

Rochester – Innovation Park Medway - utilising Local Growth Fund funding from the South East Local Enterprise Partnership (SELEP) to capture high gross value added jobs.

6.9 Business Growth

6.9.1 There has been a growth in the number of businesses in Medway from 2011 to 2016, with the majority being micro (0-9 employees). Business growth rate in Medway (30%) is higher than that of the South East (17.6%) and Great Britain (20.9%) over the same 5 year period. Construction businesses continue to dominate Medway's industry, but the biggest change in this 5 year period has come from the increase in Business Administration and Support Services. Job density is lower than the South East and Great Britain, meaning there are fewer jobs per person available. With Medway's population set to increase by 24% over the next 25 years more job opportunities will need to be provided to prevent unemployment levels from rising.

6.10 Employment and weekly earnings

6.10.1 The table below (based on 2015 figures) shows how in Medway the services sector (at 71,750 employees) is significantly larger than any other sector e.g. construction which stood at 5,000 employees. The second table breaks employment into major social groups and shows that in Medway the employment levels of manager and professional roles is 10% lower than that of the south east

INDUSTRY (2015 - PROVISIONAL)	MEDWAY		SOUTH EAST	GREAT BRITAIN
	EMPLOYEE JOBS	%	%	%
Primary Services (A-B: agriculture and mining)	200	0.2	1.0	1.0
Energy and Water (D-E)	1,400	1.6	1.0	1.1
Manufacturing (C)	7,000	8.1	6.2	8.2
Construction (F)	5,000	5.8	4.5	4.5
Services (G-S)	71,750	83.0	87.2	85.2
Wholesale and retail, including motor trades (G)	14,000	16.2	16.7	15.7
Transport storage (H)	4,500	5.2	4.4	4.6
Accommodation and food services (I)	6,000	6.9	7.3	7.2
Information and communication (J)	2,250	2.6	6.3	4.2
Financial and other business services (K-N)	13,000	15.1	21.5	22.3
Public admin, education and health (O-Q)	28,000	32.4	26.2	26.8
Other Services (R-S)	4,000	4.6	4.8	4.4

SOURCE: ONS Business Register and Employment Survey

NOTES: % is a proportion of total employee jobs

- Data excludes farm-based agriculture

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

EMPLOYMENT BY OCCUPATION	MEDWAY		SOUTH EAST	GREAT BRITAIN
	EMPLOYEE JOBS	%	%	%
SOC 2010 MAJOR GROUPS 1-3	50,200	38.7%	48.5%	44.4%
1 Managers, directors and senior officials	13,300	10.2%	11.9%	10.4%
2 Professional occupations	20,700	16.0%	21.4%	19.9%
3 Associate professional & technical	16,200	12.5%	15.2%	14.1%
SOC 2010 MAJOR GROUP 4-5	33,800	26.0%	20.9%	21.1%
4 Administrative & secretarial	17,200	13.2%	11.0%	10.6%
5 Skilled trades occupations	16,600	12.8%	9.9%	10.5%
SOC 2010 MAJOR GROUP 6-7	22,800	17.6%	16.1%	16.8%
6 Caring, leisure & other service occupations	12,500	9.6%	8.9%	9.2%
7 Sales and customer service occupations	10,300	8.0%	7.2%	7.6%
SOC 2010 MAJOR GROUP 8-9	22,900	17.6%	14.1%	17.2%
8 Process plant & machine operatives	11,200	8.6%	5.0%	6.4%
9 Elementary occupations	11,700	9.0%	9.1%	10.8%

SOURCE: ONS Annual Population Survey
 NOTE: Numbers and % are for those aged 16+
 - % is a proportion of all persons in employment

6.10.2 Weekly earnings of those working in Medway are lower than the weekly earnings of those living in Medway. This means that Medway residents may look to work outside of Medway in order to seek better wages and this could discourage people living outside of Medway coming here to work.

Workplace-based earnings

6.10.3 In 2015 median gross weekly earnings for full-time employees in Medway stood at £522, below the national (£540) and regional (£566) levels and remain slightly higher than the level for Kent (£518).

Residence-based earnings

6.10.4 Medway resident weekly earnings at £566 continue to stand above the national (£541) and the Kent (£553) level, but remain below the South East level (£582).

6.10.5 Resident earnings are significantly higher than work-place earnings in Medway, an indication of out-commuting, as residents travel to other areas for higher paid jobs.

Workplace – full-time weekly earnings (£s)							
	2012	2013	2014	2015	2016	Change - %	
						2015/16	2012/16
Medway	488.0	489.2	504.5	504.9	522.2	3.4	7.0
Kent	490.8	481.5	489.8	503.4	517.5	2.8	5.4
South East	536.6	536.6	541.7	552.0	566.0	2.5	5.5
Great Britain	507.9	517.6	520.4	528.5	540.2	2.2	6.4

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

Resident – full-time weekly earnings (£s)							
	2012	2013	2014	2015	2016	Change - %	
						2015/ 16	2012/ 16
Medway	527.2	539.3	548.6	547.9	566.1	3.3	7.4
Kent	538.9	538.6	541.7	551.5	553.3	0.3	2.7
South East	555.8	557.6	567.2	574.9	582.0	1.2	4.7
Great Britain	508.3	517.9	521.1	529.0	541.0	2.3	6.4

Source – Medway Council briefing Average Earnings 2016 (May 2017)

6.11 Evidence sessions

6.11.1 The Task Group met with representatives from Mid Kent College, the Department of Work and Pensions and also Council officers to discuss the following issues:

- Their role in supporting the economic regeneration of Medway
- How to ensure school leavers, graduates and apprentices have the skills Medway employers need?
- Their views on the emerging priorities for the Medway Skills Board

6.12 Key Findings

The importance of Maths and English

6.12.1 The Task Group was pleased to meet with Chris Hare, Executive Director for Enterprise and Employer Engagement, Mid Kent College which caters for about 4,500 16-18 year olds per year in full time education. In total the College trains about 10,000 people per year

6.12.2 We heard that the College are acutely aware that Maths and English skills are essential for the workplace and post 16 education. One of the requirements for Government funding is that those students who do not hold an A* to C in GCSE maths or English must as part of their study programme at college improve their grades to support them to progress their skills in their chosen subjects. About 75% of 16-18 year olds at Mid Kent College fell into this category. This was very challenging as the College only had a year to do this and was not helped by the fact that, naturally, the young people were keen to start their course and not have to study maths and English. However, this challenge was not uncommon across the country. The College believed that early engagement with schools to reinforce the importance of maths and English was key but recognised this was not easy. Both schools and young people needed to understand that maths and English were important in the world of work.

6.12.3 The Council's 16-19 Strategy recognises that Maths and English are central to work and life and the link between success in these subjects and better life chances. It is government policy to enable as many young people as possible to

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

improve their literacy and numeracy and to have the chance, if they have not already done so, to gain GCSE maths and English at a grade C or above. Young people with a Grade D are required to re-take the qualification.

6.12.4 The majority of employers (both large and small) use the GCSE qualification as the basis to make a judgement about a candidate.

6.12.5 Both at a national and local level, large numbers of young people leave school each year without good GCSE passes in maths and English. In 2013/14, 37% of learners nationally did not achieve grades A*-C in both English and maths but the figure in Medway was higher 41.5% in 2013/14.

Academic Year	% of Medway students gaining A*-C GCSE (with English and Maths)	% of Medway students gaining A*-C in English	% of Medway students gaining A*-C in Maths
2011-12	61.2%	65.2%	62.6%
2012-13	60.9%	70.2%	69.0%
2013-14	58.5%	69.0%	69.6%
2014-15	57.2%	72.3%	68.1%

Delivery of information, advice and guidance (IAG) in schools

6.12.6 The way careers guidance for young people is delivered has changed in recent years. Until 2012, it was the responsibility of local authorities and was delivered through the Connexions service. Since 2012 there has been a statutory duty (The Education Act 2011) on local authority maintained schools in England to secure access to independent, impartial careers guidance for their pupils in years 9–11. At the same time schools were released from the statutory duties to provide careers education and work-related learning. In 2013, the duty to provide careers guidance was extended to cover years 8–13. Many academies and all sixth-form and further education colleges are subject to similar requirements through their funding agreements. More recently, the Government has announced plans to publish a careers strategy, although this has not yet happened.

6.12.7 An Education Select Committee report⁴ in 2013 raised serious concerns about the quality of careers information, advice and guidance in schools. A follow up joint report⁵ of a House of Commons Sub Committee of the Business, Innovation and Skills and Education Committees in July 2016 found that the situation had not improved and provision in schools was patchy, still poor in many schools and with too many young people who had been failed for too long.

6.12.8 The Task Group noted that the evidence gathered for the 16-19 Strategy highlighted the need for better integration between Council economic development plans and education/skills plans, the need for collaborative whole system thinking

⁴ Careers guidance for young people: The impact of the new duty on schools

⁵ Careers education, information, advice and guidance

and in particular the case made for the strategic importance of data in terms of use to inform careers IAG and sufficient post-16 provision linked to the needs of the labour market. The Case for Action in the 16-19 Strategy stated that Principals and Head Teachers in Medway have an appetite and wish to receive more labour market information and more insight into economic development plans

- 6.12.9 The Task Group was encouraged to hear that the Mid Kent College Principal was keen to actively engage with schools and sat on the Head teachers Group. The College was keen to support action to improve the work being done with parents and schools to raise awareness at an early stage and achieve parity between the advice and guidance given for both academic and vocational routes post 16.
- 6.12.10 The Task Group wrote to the Regional Schools Commissioner (RSC) with a view to acquiring a better understanding of the degree to which high quality and impartial careers guidance is being provided for 12 -18 year olds in Medway's secondary schools. In particular the Task Group was keen to establish whether non-academic routes are receiving "equal airtime" and to what extent our schools are collaborating with colleges, the UTC and other training providers to secure this.
- 6.12.11 Whilst there is no specific careers guidance judgement from OFSTED as part of its Common Inspection Framework, the Task Group was interested in obtaining an overview from the RSC of the state of play in secondary schools in Medway based on OFSTED judgements in relation to:
- Successful promotion and support for children's choices about the next stage of their education, employment or training, where relevant from impartial careers advice and guidance
 - Successful promotion and support for children's employability skills so that they are well prepared for the next stage of their education, employment, self- employment or training and
 - The extent to which children attain relevant qualifications so that they can and do progress to the next stage of their education into courses that lead to higher-level qualifications and into jobs that meet local and national needs.
- 6.12.12 The Task Group was keen to establish what if any role the RSC has in working with schools to raise the quality and breadth of IAG in our schools and how the Council may collaborate on this and the skills agenda more generally, which is so key to employability. The RSC was invited to highlight any areas of best practice.
- 6.12.13 The Regional Schools Commissioner (RSC) advised that his role does not currently make specific reference to responsibilities for the quality and breadth of Information, Advice and Guidance (IAG), although colleagues in the Careers Unit and National Apprenticeship Service within the department have relevant responsibilities, which are set out below together with information about recent policy developments.

Careers strategy and National Apprenticeship Service

- 6.12.14 Careers guidance is central to social mobility, a key priority for the Secretary of State. To help ensure pupils are aware of all routes to higher skills and into the

workplace, from January 2018 maintained schools and academies will be legally required to:

- give education and training providers of approved technical education qualifications and apprenticeships the opportunity to talk to all pupils in years 8-13 about technical education qualifications and apprenticeships.
- publish a short policy statement on their website to set the framework for requests from providers.

6.12.15 The Department for Education is currently developing new statutory guidance which sets out their expectations of schools towards careers guidance and it is anticipated this will be published early in the New Year. The department is raising awareness amongst schools about the new requirements.

6.12.16 The National Apprenticeship Service (part of the Department for Education) supports schools in meeting their legal requirement of providing IAG. One way they do this is through the *Apprenticeship Support and Knowledge (ASK)* project which aims to support the Government's ambition of achieving 3 million apprenticeship starts by 2020. The project delivers a range of apprenticeship and traineeship IAG services to schools and other learning establishments. Amazing Apprenticeships (<https://resources.amazingapprenticeships.com/>), a school resource portal, is used as the central communications channel to keep schools informed.

6.12.14 The RSC advised that his office does not keep readily accessible information on Ofsted's findings on careers advice and guidance. However he did ask some Medway academy trusts for a summary of their approach to providing IAG. Examples of approaches to providing information, advice and guidance in Medway academies from Fort Pitt Thomas Aveling Academies and the Greenacre Academy Trust are set out below.

Fort Pitt Thomas Aveling Academies (FPTA)

6.12.15 FPTA use a range of activities to promote IAG in their academies including:

- inviting outside speakers to give talks to raise aspirations
- inviting organisations and companies such as local Chambers of Commerce and Rotary clubs to give interview experience through the Medway Enterprise Business partnership
- organising careers' evenings every two years for Year 10 pupils and upwards, involving major organisations including universities, financial companies, engineering firms and apprenticeship providers. Local colleges are also invited so that students see the full range of possibilities post-16.
- PSHE and citizenship lessons address employability skills and preparation for life post-16.
- students in Year 10 are mandated to take part in work experience. Students in Year 12 are encouraged to take part and allowed to source work experience of their choice. About 70% of the Year 12 take up the offer and participate in work experience.
- students are actively encouraged to explore all post-16 options including colleges and are supported in completing applications where required.

- using Medway Youth Trust (MYT) to provide IAG in small groups and individual meetings.

Greenacre Academies Trust

6.12.16 Greenacre buys in IAG from Medway Youth Trust (MYT). MYT have an IAG package called Skills for Life aimed at all KS4 and KS5 students, which entails:

- opportunities for students to visit organisations and vice versa to find out more about routes into work.
- regular assemblies with visitors from the business world explaining their organisation, what their work entails and the direct routes into their line of work. The delivery depends on the audience and is adapted for primary and secondary school age. An example of this was when an Educational Psychologist had an open forum meeting with 6th form psychology students.
- work experience opportunities for students in Year 10 (fortnight) and sixth form (1 week).
- balanced offer of academic and vocational subjects at Key stage 4 and 5 with advice given to support students when they are making a choice about the pathway they need to take to achieve their career aims. This is presented in a series of assemblies and information evenings for parents and students.
- links with various organisations promoting apprenticeships, e.g. Delphi, BAE and Mercedes.
- a progression mentor is employed in the 6th form responsible for providing independent advice, guidance and support with pathways post sixth form, including support with UCAS applications.
- visits to businesses to learn about the world of work. A recent example was a group of aspiring software engineers who visited DoveTail Games (this was chosen following a student survey).
- Skills for Life surveys of students to find out students' aspirations. These are monitored to bring in expertise from the world of work to talk to and to mentor students.

Ofsted Common Inspection Framework

6.12.17 The House of Commons Sub Committee of the Business, Innovation and Skills and Education Select Committees welcomed an increased emphasis on careers provision from Ofsted but recommended that Ofsted introduce a specific judgment on careers information, advice and guidance for secondary schools, and set clear criteria for making these judgments. Further, the Common Inspection Framework should be amended to make clear that a secondary school whose careers provision is judged as “requires improvement” or “inadequate” cannot be judged to be “outstanding” overall; likewise, a secondary school should be unable to receive an overall judgment of “good” if its careers provision is judged to be “inadequate”. In its response the Government rejected this recommendation.

6.12.18 The Task Group felt that the Government should be requested to reconsider its position on this.

Employability

Mid Kent College

- 6.12.19 The Task Group heard that one of the key priorities for Mid Kent College was to improve the employability prospects of young people.
- 6.12.20 In response to the skills deficits identified by the SELEP Skills Strategy, as part of the annual business planning process, the College assesses the priorities and local needs of Medway. Also a lot of work is being done by the College with employers and there is an annual skills survey of businesses. There are ten Employer Panels which work with the College's curriculum leads to feed in the needs of businesses and inform the latter what was happening in the world of education as well as providing an opportunity to promote what the College was doing. The College had also successfully bid for SELEP funds to support developing sectors and purchase new capital equipment (Engineering, Life Sciences and Logistics).
- 6.12.21 Full time students were expected to undertake work experience as part of their study programme to develop their employability skills. The college had just increased the work experience element of courses to a minimum of 100 hours per year. In line with the governments Skills Plan and T-Levels development, by 2020 this would likely increase to 3 months per year. The college believed this was positive and would result in students leaving with the right skills to become economically active.
- 6.12.22 Mid Kent College offers intermediate, advanced and higher apprenticeships from age 16 and upwards (there is no upper age limit) for those who want to earn while they learn. The College believe that it is important apprenticeships are seen as being of equal value compared to other qualifications and they are keen to raise the awareness and profile of apprenticeships so they are not seen as a last option.
- 6.12.23 The College has seen a significant increase in the number of adult apprenticeships (average age was around 30) as a result of the introduction of the apprenticeship levy.

Department for Work and Pensions in Medway

- 6.12.24 Eileen Bishop, the Employer and External Relations Manager from Job Centre Plus (Chatham), Department for Work and Pensions also accepted an invitation from the Task Group to attend and give evidence. The Task Group reviewed the support provided by Job Centre Plus (as set out in detail in paragraph 4.8 of the section in this report called Setting the Context) which includes Jobcentre Plus support for young people in school, Work Coaches, Work Experience and volunteering, the Welfare to Work Programmes, The Youth Obligation and the New Enterprise Allowance.
- 6.12.25 The DWP recognise that many young people coming out of school were not as ready as they should be for work with little understanding of what was expected in the workplace. Many had mental health issues or were suffering from depression

so the DWP were looking to invest in different ways to support people with health issues. There were now three disability employment advisers in the Chatham job centre (previously there had been one) whose full time role was to upskill the work coaches to help support those young people who have a health condition. The DWP are looking to secure more provision to help those with mental health needs. Kent County Council were looking to increase provision for local supported employment for those with physical disabilities. The DWP were trying to increase that provision nationally in different areas and piloting it for 18 months. The DWP had made funding available and nine local authorities had taken up the offer so far.

- 6.12.26 As well as a lack of hard skills, the Task Group heard that a lack of soft skills such as communications, team working, problem solving, self belief and self management was a real concern. Some young people had almost no knowledge about the world of work, what direction they wanted to take, what their current skills were or how get to where they wanted to go. The DWP recognise these issues faced by young people and have delivered workshops for young people around the world of work and work etiquette.
- 6.12.27 There were three DWP schools advisors for Kent who were part of a programme that had been running for about 8 months and so far 6 schools in Medway have taken up the offer. DWP were keen to expand this.
- 6.12.28 Job centres run short courses directly with employers aimed at getting people into work.

Skills Programme Manager for Medway

- 6.12.29 The Task Group welcomed the designation of Martin Hall as the Skills Programme Manager for Medway with a clear focus on the skills agenda. He represented the Council on the SELEP Skills Advisory Group and also sat on the Kent and Medway Skills Commission. He looked after the Employ Medway Advice Centre and the Medway Apprenticeship Scheme (an external scheme which provided support and advice to businesses). The Task Group was advised that in the longer term the Council was looking to establish a dedicated Skills Officer in recognition of the strong links between social and economic regeneration and skills. Moving people from Level 2 to 3 had a significant impact on their social mobility and health and well being as well as having many positive benefits for the authority. The Skills agenda would underpin the Council's economic, regeneration and growth ambitions.
- 6.12.30 The South East Local Enterprise Partnership (SELEP) is currently consulting on the SE LEPs Skills Strategy, a document to be used to support lobbying, funding and conveying the importance of skills in the LEP area. The document shows that across the LEP area apprenticeship starts have remained static (at 32,000) and the area has seen nearly 370,000 job vacancies over the last 12 months. The SELEP area has seen qualifications failing to keep pace with the national average and FE participation falling. It predicts that the future skills challenge will have to be met largely by upskilling adults.

Graduate Retention

- 6.12.31 With four Universities and a University Technical College in Medway, the Task Group considered there was significant scope for more to be done to attract people studying here to stay and take up jobs once they have completed their course. Equally Medway young people going into higher education away from the area should be encouraged to stay connected with a view to returning to work here. More could be done to offer work experience and internships for university students whilst studying and afterwards across employers in Medway.
- 6.12.32 Section 6 (3) of this report deals with the role of the Council as an employer in relation to employment opportunities for 18-25 year olds with a suggestion from the Task Group that Medway should be part of the LGA National Graduate Development Programme and also looking to develop a local public sector specialist graduate scheme, sharing candidates and training provision with other employers in the area.

The Medway Skills Board

- 6.12.33 The Medway Skills Board is a recent development which aims to provide a comprehensive, joined up approach to driving up the skills of communities in Medway and, by doing so, support the area's economic growth and physical and social regeneration. The Board will support the ongoing work to reduce NEETS figures, co-ordinate the delivery of the 16-19 Strategy, engender close working with schools, academies and colleges to address skills barriers to employment and work with partners to both influence and lobby for improvements in how parents, carers and young people access information on vocational apprenticeships and drive forward improvements in soft skills.
- 6.12.34 In terms of what the emerging priorities for a Medway Skills Board should be, Mid Kent College were keen to part of the Board to strengthen its capacity to engage businesses with the high level skills agenda and contribute towards keeping young people in the area.
- 6.12.35 The Task Group heard that the Skills Board could help address the need to raise aspirations, particularly as the skills base in Medway is much lower than the national average. The Skills Board would also make a real difference in moving the Council's regeneration plans agenda forward.

6.13 RECOMMENDATIONS

Supporting the economic regeneration of Medway

- 4. *That the Cabinet be commended for its plan to establish a Medway Skills Board and recommended to prioritise employment opportunities for young people in developing the Skills Agenda; recognising that whilst 16-17 year olds are firmly on the radar, support and opportunities for 18-25 year olds should be strengthened, many of whom may be later learners or seeking employment after a break from education and training.***
- 5. *The Cabinet be recommended to invite representatives of Medway Head teachers from each type of school to sit on the Skills Board.***

How to ensure school leavers, graduates and apprentices have the skills Medway employers need?

- 6. *The Cabinet be recommended to prioritise development of a strategic employer engagement approach to effectively broker work placements and apprenticeships as feedback from employers in Medway is that smaller businesses do not have the capacity to deal with multiple requests.***
- 7. *The Cabinet be recommended to request the Skills Board to gain a better understanding of the degree to which high quality and impartial careers guidance is being provided for 12-18 year olds in Medway, in particular to understand the extent to which non-academic routes are receiving “equal treatment” and also how schools are collaborating with colleges, the UTC and other training providers to secure this.***
- 8. *The Cabinet be recommended to ask the Skills Board to review OFSTED judgements under the Common Assessment Framework across Medway’s secondary schools of how successfully young people’s employability choices are being promoted and supported so that they are well prepared for the next stage of their education, employment, self-employment or training.***
- 9. *The Cabinet be recommended to write to the Secretary of State for Education to seek a reversal of the Government’s decision to reject the recommendation of the House of Commons Sub Committee on Education, Skills and the Economy that a specific careers guidance judgement be included as part of the Ofsted Common Inspection Framework.***
- 10. *The Cabinet be recommended to encourage schools to access the Job Centre Plus support for schools scheme to schools (intended to assist schools to deliver their statutory duty to provide high quality, independent and impartial careers advice to pupils aged from 12/13 up to 17/18) through available channels, e.g. Head teachers forum, Schools’ Newsletter***
- 11. *The Cabinet be recommended to request the Early Help and Targeted Services Team to explore how to work further with community and voluntary***

organisations to raise awareness amongst parents of the range of IAG services available and the opportunities for young people.

The emerging priorities for the Medway Skills Board

- 12. *The Cabinet be recommended, in conjunction with partners, to review the objectives of the 16-19 Strategy with a view to embedding the Strategy's learning, actions and outcomes in the emerging Skills Agenda for Medway.***
- 13. *The Cabinet be recommended to request the Medway Skills Board to work with partners to develop a more flexible approach to apprenticeships across Medway by ensuring that further training and employment opportunities are investigated where a placement comes to an end without an offer of employment.***
- 14. *The Skills Board be recommended that graduate retention should be a priority work stream for the Board with a view to encouraging both graduates who leave Medway to study to return to Medway and also non Medway students studying in Medway to stay in the area.***
- 15. *The Cabinet be recommended to send a copy of the Task Group's report to all head teachers of secondary schools in Medway for their information and also request that the report be considered at a meeting of the Medway Secondary Headteachers' Association.***

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6. SUMMARY OF EVIDENCE COLLECTED AND FINDINGS

Section 3: To evaluate the Council's performance as an employer - 'leading by example' (KLOE 3)

The Task Group met with Carrie Mckenzie, the Council's Chief People Officer, Joanne Budd, Organisational Change Consultant and Angela Rowe, Business Development Manager to take evidence for this key line of enquiry.

Also in attendance were four Council employees who had taken up apprenticeships with the Council; Simon, Recruitment Consultant, Business Development (MCG), Sam, Executive Support Apprentice, Children and adult Services, Alex, Recruitment Consultant, Business Development (Ocelot) and Amber, Housing Apprentice, Housing Management.

6.14 The Council's Apprenticeship Scheme

6.14.1 The Task Group heard that there are 278 18-25 year olds employed by the Council across the four directorates: Regeneration, Community, Environment and Transport (RCET) (160), Children and Adults (89), Business Support (25), Public Health (4). There are currently 32 apprentices at the Council: Business Support (7), RCET (12), Public Health (1), Children and Adults (12). Most are aged 19-21.

6.14.2 Around 90% of apprentices with the Council end up securing permanent employment.

6.14.3 Apprentices benefit from an Apprenticeship Academy which provides regular updates on training/employment opportunities, NUS Apprentice membership card, discounted access to leisure/retail services and access to CV writing and employability workshop courses at Employ Medway and other providers.

6.14.4 The Apprentices Pathway to Develop Programme launched in October 2017 provides apprentices with access to seven half-day workshops on a number of life skills topics, including motivation, social isolation, evaluation skills, physical wellbeing and healthy eating etc.

6.15 Advertising apprenticeships

6.15.1 All apprenticeship vacancies are advertised online, through the Council and other organisations' websites as well as being advertised through recruitment fayres in London, Kent and at local universities, as well as through MidKent College.

6.15.2 Not all apprentices come from Medway – several are from Maidstone and other areas in Kent.

6.16 Applications and response rate

6.16.1 Disabled applicants who meet the minimum criteria for an apprenticeship vacancy are automatically offered an interview under the 'Two Ticks' standard. The Council

also aims to support disabled staff within the workplace by making reasonable adjustments.

6.16.2 The gender response rate for roles is fairly evenly split and it is not the case that there are more female applicants applying for office-based roles. The Council receives on average 20-25 applications for each apprenticeship vacancy, but response rates can vary depending on the role, level of apprenticeship etc. The quality of applications is generally very high and it is very rare that an apprenticeship vacancy has to be re-advertised.

6.17 Apprenticeship Levels/Types and Provision

6.17.1 The Council offers apprenticeships from Levels 2-3 (Intermediate/A-Level standard) upwards and also offers a limited number of Level 4-6 apprenticeships, mainly in HR and Finance, but these are largely used to upskill existing staff rather than offered to new candidates. Most apprenticeships are office based with very few being out of doors. More manual-focused apprenticeships are offered by Medway Norse.

6.17.2 The majority of apprenticeships in Children and Adult Services are administrative and there are no apprenticeships in highly trained roles such as social work – these are aimed more at graduate candidates.

6.17.3 The learning/education element of apprenticeships is provided by a number of different providers across Medway/Kent. The Council purchases learning services from these providers using funding drawn down from the Apprenticeship Levy (to which the Council contributes £500K/year).

6.18 Programme Design and Completion rate

6.18.1 An apprenticeship consists of a technical certificate, role-specific qualifications in English/Maths/ICT and an NVQ. A Level 2 apprenticeship lasts 12-18 months, a Level 3 apprenticeship 18-24 months. Around 90% of apprentices complete their placements.

6.18.2 Candidates who are offered apprenticeships usually have good levels of numeracy/literacy. Maths/English teaching on apprenticeship courses focuses on practical application of these skills e.g. managing budgets, reading contracts etc.

6.19 Retention rates

6.19.1 Around 90% of apprentices find work at the Council after their apprenticeship placement ends, which is higher than average. 15% of apprentices go back onto the job market or do not complete their apprenticeship.

6.20 Medway's Apprenticeship Academy

6.20.1 This launched in October 2017 and no other local authority currently operates a similar scheme. All content is bespoke to Medway. Working with partner Higher Education Institutions, the aim is to provide excellent quality apprenticeship qualifications as an alternative route into further education and/or employment.

Apprenticeship qualifications are open to any age group and can also be offered to existing employees to support their continuing professional development.

6.20.2 Apprentices are given a guarantee that their apprenticeship qualifications will be regularly monitored and quality assured with the respective training providers. In addition they are offered additional support and development opportunities to enhance their personal and professional progression.

6.21 Links with schools

6.21.1 The Council liaises with maintained schools which employ apprentices, but there are no other links with schools.

6.22 Medway Norse/Medway Commercial Group

6.22.1 Medway Norse and Medway Commercial Group run their own well-regarded apprenticeship schemes. The Council offers HR support and guidance where needed. Medway Norse contributes to the Apprenticeship Levy and is a training provider for their own apprentices.

6.22.2 Contractors supplying Council with services over the value of £1m are contractually required to take on apprentices.

6.22.3 There is the potential for the Council to work with Medway Norse and other big providers in the future to roll out the Apprenticeship Academy.

6.23 Disability Confident Scheme

6.23.1 The Task Group was interested to learn about the Disability Confident Scheme, which the Council has signed up to. The aim, of the scheme is to make the most of the talents disabled people can bring to the workplace. DWP guidance states that through Disability Confident, thousands of employers are now challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long-term health conditions. The scheme is designed with a view to ensuring disabled people have the opportunities to fulfil their potential and realise their aspirations. The scheme has three levels; Level 1, Disability Confident Committed, Level 2, Disability Confident Employer, Level 3, Disability Confident Leader and Level 4, Disability Confident Activities.

6.23.2 The Task Group considered that Medway Council should seek to ensure any organisations it enters into a contract with is signed up to Disability Confident Scheme.

6.24 Graduate retention

6.24.1 Historically graduate retention has been a problem for the Council. Temporary/Summer job opportunities for new graduates provide an opportunity for graduates to experience the real world of work, gain practical knowledge and experience.

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

6.24.2 From May 2017 graduates have been able to undertake apprenticeships as long as it can be shown that they will acquire new skills. Graduates are not permitted to take on an apprenticeship linked to the subject area of their undergraduate degree.

6.24.3 The Council does not currently participate in the National Graduate Development Programme. Ideally the Council would be part of a local public sector specialist graduate scheme, sharing candidates and training provision with other employers in the area such as MCH, Foundation Trust, Clinical Commissioning Group – such an approach would fit with the transformation agenda for Medway the place, which needs a skilled and agile workforce.

6.25 Pre-employment/employability support

6.25.1 The Council works with Jobcentre Plus to run pre-employment courses. For example, one recent, NHS-funded course took hard-to-reach vulnerable children and young people and working with the Prince's Trust provided them with a month's training at Mid Kent College and they were then found placements across health and social care settings. 60% of participants secured employment following the course.

6.25.2 The Council works pro-actively with applicants who do not manage to secure employment following participation in pre-employment courses to ensure they are made aware of relevant training/employment opportunities. Support to applicants to improve their CV writing and interview skills is also provided.

6.26 Work experience

6.26.1 The Council offers standard two-week work experience placements to GCSE-level pupils from local schools. Every effort is made to ensure work experience placements at the Council give pupils a genuine experience of working in a public sector environment.

6.27 University of Kent Employability Points Scheme

6.27.1 The Council supports the University of Kent's Employability Points Scheme which rewards students for their involvement in co-curricular activities whilst studying at the University of Kent. Students can claim 'Employability Points' for each activity completed and towards the end of each academic year, students can redeem their points for the chance to apply for rewards. These rewards include paid internships, project placements, work experience, training, vouchers and much more, offered by businesses and organisations.

6.27.2 Through taking part in the scheme and working closely with the University the Council can gain access to highly skilled students whilst creating valuable work experience opportunities and potential future employment. Last year the Council successfully offered 34 opportunities to students in the form of internships, project and work experience placements.

6.28 The experience of Medway apprentices

6.28.1 The experiences shared with the Task Group by four current and former Medway Council apprentices are summarised below:

Sam, Executive Support Apprentice – Sam attended Bradfields Academy in Chatham and stayed post-16 for a year before leaving to study Animal Care at Mid Kent College for three years. Sometime into the course, Sam was advised that he would not be able to progress to a Level 3 qualification in Animal Care so he decided to leave. Sam initially heard about apprenticeships at school when he took part in the young commissioners programme. He also monitored the Council’s website for apprenticeship vacancies. Sam successfully applied for a vacancy in Public Health, starting his placement at the Council in 2015. Sam says that six months after starting the placement, his employer decided he wasn’t capable of meeting the job description for the role he was in, and so the apprenticeship would come to an end. Sam felt this was a very negative experience. Fortunately, a colleague in another department provided him with an alternative placement in Children and Adult Services. Sam says his experience of the apprenticeship scheme at Medway Council has been really interesting and he has had the opportunity to learn a lot about the roles of Executive and Personal Assistant. He has just completed a Business Administration Level 2 qualification, and his current employer has extended his contract for a further two years and will support his progress to a Level 3 qualification.

Amber, Housing Apprentice – Amber pursued an apprenticeship in hairdressing for two years after leaving school at 16. Following completion of her hairdressing apprenticeship she found it difficult to make a living as a self-employed hairdresser and so started to look into alternative careers. Amber wanted to work in a role where she felt she could help people. She was also inspired by her mother who works in the care sector. Amber found her current role on Jobs Go Public. Amber works as a Housing Apprentice, supporting tenants to manage their budgets, rent arrears and other issues. Since starting her role she has completed a number of professional development courses and has taken part in several A Better Medway Championships. Her employer has extended her placement for another 6 months, and she is hoping to find a job with the Council after her apprenticeship finishes.

Simon, Recruitment Consultant (MCG) – Simon left his school in Gravesend at 17 having completed the first year of Sixth Form. Simon worked in retail for several years, but didn’t see any opportunities for progression so decided to apply for apprenticeships in the Public Sector. He secured an apprenticeship placement in HR at Medway Council which lasted for about 12 months, and after working in various other positions he was offered a fulltime job as a recruitment consultant working for Medway Commercial Group. Since starting his new role he has successfully completed a qualification with the CIPD.

Alex, Recruitment Consultant (Ocelot) – Alex attended Chatham Boys and left after Year 13. School provided limited careers advice for students wishing to pursue vocational courses. Alex saw apprenticeships advertised on the Medway Council website and applied for a number of positions both at the Council and elsewhere. He really enjoyed his placement and is now working as a Recruitment Consultant at Medway Commercial Group and would like to develop his career in HR.

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

- 6.28.1 In talking to apprentices it emerged that the balance between studying and working during a placement can vary depending on the workplace/team. Examples were given of supportive managers in HR which allowed apprentices to take time away from their roles to study and also participate in training around ICT and equalities.
- 6.28.2 The Task Group heard from one apprentice that her apprenticeship placement had allowed her to develop financial planning skills that would help her when she was ready to live by herself.
- 6.28.3 All the apprentices said that they had benefited from the life skills academy which is part of the apprenticeship scheme. This had allowed them to learn about mortgages and financial planning, topics and skills which were not necessarily covered in school.
- 6.28.4 When asked how helpful/encouraging their schools had been in communicating and supporting them to take up vocational options, some apprentices said that their colleges/schools had provided very little career advice or support. One young person told the Task Group that his school had encouraged him to pursue a course at university, but withdrew that support when he decided to apply for apprenticeships in central and local government.
- 6.28.5 One said that when he was at school Connexions was his career advice service, but that they tended to steer students towards university or lower-skilled vocational options like fruit picking, and neglected to mention apprenticeships or higher-skilled vocational roles. Another said that his school made it feel like the only options were university or MidKent College and there had been no mention of apprenticeships.
- 6.28.6 Some commented that many of their friends graduating from university now were struggling to find even basic jobs, whereas they felt they were in a strong position having built up significant on-the-job experience as part of their placements, as well as having been sponsored to gain qualifications.
- 6.28.7 One conclusion the Task Group drew from this was that a discussion with schools is needed to get a better understanding of what they are doing to deliver effective information, advice and guidance to students who wanted to pursue vocational options.
- 6.28.8 The Task Group are aware that many of the bigger employers in Medway (e.g. Natwest. NHS Foundation Trust) had well-run, highly regarded apprenticeship schemes, but that more needed to be done to encourage SMEs to offer apprenticeship placements.
- 6.28.9 The Task Group also agreed that more work could be done locally to develop a more flexible approach to apprentices across Medway by ensuring that further training and employment opportunities are investigated where a placement comes to an end without an offer of employment. This is reflected in the recommendations under key line of enquiry 2 in section 6 (2) of this report.

6.29 RECOMMENDATIONS

- 16. That the Council should become a member of the Local Government Association's National Graduate Development Programme, which is a two year graduate management development programme.**
- 17. That the Council works with its partners to develop a local public sector graduate scheme to allow high-quality candidates to develop experience in a number of organisations across health, local government and education.**
- 18. That the Cabinet be recommended to review support made available for 18-25 years olds to access Council employment opportunities, and the quality of work experience placement opportunities with the Council (with a view to achieving the national quality standard accreditation).**
- 19. The Cabinet be recommended to**
 - a) agree in principle that:**
 - i) businesses contracting with the Council above a specified threshold must be signed up to the Disability Confident Scheme,**
 - ii) businesses bidding for contracts below the agreed threshold be required to confirm whether they are Disability Confident and that this information be used by the Council for monitoring purposes, and;**
 - b) request the Chief Legal Officer to report back to Cabinet with options and a recommended threshold.**

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6. SUMMARY OF EVIDENCE COLLECTED AND FINDINGS

Section 4: To consider action required to address the particular needs of vulnerable young people including looked after children and those with disabilities in the 18-25 age range (KLOE 4)

The Task Group met with Keith Clear, Medway Parent and Carer's Forum, Gemma Cooper, Skillnet, Martin Hall, Greenspaces and Skills Programme Manager, Liz Halton, Assistant Principal, Bradfields Academy, Julie Taylor, Educational Psychologist, Dave Waters, Vice Principal of Bradfield Academy and Andy Willetts, Head of Service – Early Help and Targeted Services to take evidence for this key line of enquiry.

Also in attendance were Carly, Summer and Toni from the Young People's Disability Group.

The framework already in place to secure the best possible outcomes for Medway's Looked After Children and children and young people with SEND is set out in Medway Council's Looked After Children Strategy 2015-2018 and the Council's SEND and Inclusion Strategy 2016 - 2020.

6.30 Medway Council's Looked After Children Strategy 2015-2018

- 6.30.1 This strategy sets out how Medway Council will fulfil its role as a Corporate Parent and provide good and effective parenting to children in care and care leavers, which helps them to develop permanent and caring relationships, achieve their potential and improve their outcomes
- 6.30.2 One of the eight objectives in the Strategy is to ensure that looked after children and young people achieve their full potential and can access suitable education, employment or training.
- 6.30.3 The Strategy states that Children in Care are amongst the most vulnerable in our society and are at risk of achieving poor outcomes and failing to meet their potential. The Council's aim is to narrow the gap between children and young people in care and all children in educational achievement, health outcomes, criminal behaviours, and employability.
- 6.30.4 A Virtual Head Teacher (VHT) and a Board of Governors is in place to support the Medway Virtual School. Their role is to champion the attainment of young people and the provision of high quality support according to assessed needs. All Medway schools have a Designated Teacher responsible for meeting the needs of looked after young people in their school and the VHT has established excellent links with every Designated Teacher.
- 6.30.5 The Strategy sets out a range of actions to support the educational attainment of looked after young people as follows:

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

- Provide additional tuition to support attainment where required and identified in the child's Personal Education Plan (PEP), fully utilising the Pupil Premium.
- Ensure the right educational setting is chosen for each young person, according to their individual assessed needs maintaining as far as possible the child's current school placement. Ensure young people are placed in schools rated by Ofsted as good or better depending on their assessed needs and in accordance with the recommendation of the VHT. Where the grade of a school changes record on file whether the VHT recommends a change of school or not, and how the young person can be supported to achieve at that school. 84% of post 16 LAC were placed in good or outstanding education provisions.
- Promote joint working between all schools, colleges and academies in Medway and ensure each child has clear and realistic progress targets. Foster carers will be supported to create a suitable environment to learn and to engage proactively with schools to secure the young person's attainment.
- Ensure that looked after young people and care leavers are supported to achieve their full potential at any age and that they maintain comparable results and progress to their non-looked after peers. Each young person aged 16-18 will have a PEP regardless of their educational setting and we will continue with our engagement with the Care2Work scheme to increase internal and external apprenticeships, traineeship and work opportunities for young people. As at the end of June 2017 the percentage of PEPs reviews completed within 6 months of coming to care for post 16 young people was 85.5%.
- Ensure all children in care are supported to set up savings accounts, including those in externally commissioning placements.

6.31 Medway Council's SEND and Inclusion Strategy 2016 -2020

6.31.1 The Council's priorities for assessment and provision for children and young people with SEND are set out in The Medway SEND and Inclusion Strategy for 2015-2018.

6.31.2 The legislative background is set out in The Children and Families Act 2014 and the SEND Code of Practice July 2015. The Act makes provision for:

- Children and young people with SEND to have the right to be educated in mainstream education with their peers;
- Children and young people to be at the heart of the system;
- Close cooperation between all the services that support children, young people and their families through the joint planning and commissioning of services;

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

- Early identification of children and young people with special educational needs and/or disabilities;
- A clear and easy to understand 'local offer' of education, health and social care services to support children and young people with SEND and their families;
- Children with more complex needs, for whom a co-ordinated assessment of needs and an Education, Health and Care plan (EHCP) to remain in place until the age of 25;
- A clear focus on outcomes for children and young people with EHCPs, anticipating the education, health and care support they will need and planning for a clear pathway through education into adulthood, including opportunities for paid employment, independent living and participating in their community;
- Increased choice for parents and young people including a greater range of specialist educational provision, mainstream schools and colleges for which they can express a preference and the offer of a personal budget for those with an EHCPs in mainstream provision.

6.32 What the Strategy says about Education and Training for SEND Young People

6.32.1 Local authorities must ensure education or training provision for young people with special educational needs to the age of 18.

6.32.2 Local authorities must also ensure education or training provision for assessed young adults with SEND to the age of 25 to either enable them time to complete the outcomes detailed in their EHCPs and/or provide them will skills to access employment and independent living (supported as required). However, there is no statutory duty to continue in education beyond the age of 18.

6.32.3 Medway currently maintains 419 Education, Health and Care Plans (EHCPs) for Post 16 pupils. Over the next 5 years, and based on current SEN records, the Post 16 cohort is likely to increase from 394 (2018-19) to 468 (2020-21).

6.32.4 At Post 16, young adults with assessed SEND can request a placement at a special school to age 19. This is usually a continuation of their current school placement. Alternatively, they can transfer to a mainstream further education college, independent specialist college (known as an independent service provider - ISP) or a DFE registered 19-25 provision. Medway and Kent have no local ISPs. Therefore, if the local authority agrees to fund a place at an ISP, it is invariably on a boarding basis.

6.32.5 Young people are also able to opt for work based training or an apprenticeship.

6.32.6 Medway SEN, together with the 0-25 Disability Team, who have responsibility for funding the social care aspect of a placement in an ISP, have drawn up guidelines for the placement of Post 16/19 young people in further education colleges and ISPs.

6.32.7 The Council works with Mid Kent College to ensure appropriate courses and support for young people with SEND and have also worked in collaboration with a local special school, Rivermead, to create 40 places at Mid Kent College as a year long introduction to the mainstream college for pupils with ASD and associated anxieties and vulnerabilities. These places have proved to be both successful and very popular.

6.32.8 The Strategy includes the following three key strategic priorities with associated actions relevant to the work of this Task Group:

Key Strategic Priorities

- With our partners, we will ensure a smooth education pathway from childhood to adulthood for children and young people with SEND.
- We will ensure that children and young people with SEND are provided with opportunities to develop resilience and learn to be as independent as possible, as they transition to adulthood.
- We will expect all providers to ensure high quality educational provision, particularly in mainstream schools and further education colleges, for all children and young people with SEND.

Associated Actions

- Create a fully integrated SEN/0-25 Disability Team to ensure effective planning for young people with SEND at transition stages.
- Plan and deliver effective pathways for Medway children and young people with assessed SEND, including those who are leaving care.
- Extend the support of the Medway Physical and Sensory Service Advisory Teachers for hearing impairment, visual impairment and physical disability to Mid Kent College.
- Work with commissioned independent services to source internships, work based training opportunities and supported work opportunities in local businesses for young people with SEND.
- For key stage 5 and post-16:
 - work with commissioned and partner agencies, ensure that there are opportunities for local education or training, including independence, and work experience and
 - ensure that young people and their parents are provided with detailed information about local opportunities at Key Stage 4-5 transition.

6.33 Early Help and Targeted Support

6.33.1 The Youth Service, Youth Offending Team and Information, Advice and Guidance all now come under the Head of Service – Early Help and Targeted Support with a focus on early intervention.

6.33.2 The Head of Service emphasised that, given the reduced resources of the Council, it is important services are not duplicated and the Council works closely with the Medway Youth Trust, Mid Kent College, schools and other organisations who have responsibility for delivering employment opportunities for young people. Medway's resources are focused on:

- looked after children,
- those known through the Youth Offending Team and
- those with SEN.

6.33.2 The Council employs four 4 specialist advisors for these groups (2 for SEN, 1 for LAC and 1 for YOT). However, this is a very complex and difficult cohort and some young people might well be known to all three advisors. The Task Group was encouraged to learn that every effort is being made to get IAG support and resources right for this small but significant group which should generate a reduction in NEET rates.

6.34 Skillnet

6.34.1 Gemma Cooper and Julie Taylor explained to the Task Group that the Skillnet Group has secured a contract with Medway Council to create eight internships starting in September 2017, rising to twelve in September 2018 and sixteen in September 2019. Skillnet expect to continue with a minimum sixteen places from September 2020 and have set the goal of achieving high quality, sustained paid work for 50% of interns during or shortly after the programme. Skillnet consider this to be an ambitious but achievable goal in the current jobs market.

6.34.2 Skillnet helps young people (16-25) with disabilities or autism to find employment. The Medway programme started in September 2017 with 8 students but demand for the programme is very high. Skillnet speak to employers to try to persuade them that young people with SEND can be a good match for the jobs they are recruiting for and to try and persuade them to look beyond the lack of qualifications and/or find a creative solution - such as employing two people for one job where one was an 80% match and the other a 20% match. The attitude of most employers is very positive and Skillnet find they wanted to help.

6.35 Bradfields Academy

6.35.1 Bradfields Academy is a specialist SEND provision which provides education for students with complex learning disabilities and difficulties including speech, language, emotional, sensory, physical and autistic spectrum disabilities. There are 308 pupils on the roll from primary to Y14 with approximately 90 at Key Stage 5.

6.35.2 In terms of information and advice given to older pupils who may be going into employment, the Academy considered this to be good but there was always room

for improvement. The Academy was at the start of a process of focusing on getting more young people into employment. This was a change from the past where the focus had been more on entry into college, largely due to a perception that the young people would not be able to secure employment. The Academy felt that some of the barriers were parents not believing their children could hold down a job and also general stereotypes about young people SEND. 8 young people who had left the Academy in the summer were currently on a supported internship programme with Skillnet.

- 6.35.3 Until recently, there had been a Connexions adviser who would be present at a student's annual review meeting with parents where a plan on moving on from the school to college would be agreed. Following changes to the Connexions contract the school now employed an advisor to provide this service. The advisor was fully independent and not constrained by budgets and could now offer more options in terms of providers to parents.
- 6.35.4 As well as this annual review, each pupil, as part of the curriculum in Year 13, was expected to undertake work experience one day per term, increasing to one day per week for the whole of Year 4. The Task Group heard that it could be difficult to find employers and sometimes placements would break down, although this was not always the fault of the student. None of the placements had been in manufacturing although catering was common. The school surveyed students on what placements they wanted but it was often difficult to match this with available employers and this could be frustrating and disheartening for the young people. Feedback from employers about placements had been positive on the whole and the school found that employers usually came to realise the excellent work ethic demonstrated by the vast majority of their students (something rarely seen in mainstream secondary school students).

6.36 Medway Parent and Carers Forum

- 6.36.1 The Forum is not a support group but rather acts as a voice for parents, families and carers of children and young people with disabilities and additional needs. The Forum represents the views of parents, carers and their families and works with a variety of local bodies including the NHS and Medway Council to improve outcomes.
- 6.36.2 Forum Members had asked that the following issues be highlighted with the Task Group:
- The importance of young people with disabilities and additional needs being given more opportunities in the work place, i.e. access to public facing roles and not limited to certain tasks.
 - The need for young people to be able to choose from a wider variety of employers and not just the "usual suspects" i.e. charity shops, garden centres etc.
 - Many young people could travel independently to work but those with a bus pass could not use this until after 9 am. Perhaps employers needed to show more flexibility on start times. For those without a bus pass the public transport system in Medway meant that some had to catch two buses involving more than one bus company, with the consequent need to buy two bus tickets to get

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

to work. If a similar system to the Oyster Card could be introduced in Medway that would be very helpful.

- The ability to access a support worker via the Work Fund during employment was a concern. Young people with learning disabilities often needed such support at work to help them remain focused.

6.36.3 The Forum believe that larger employers could employ more apprentices. East Kent Hospital Trust had successfully offered work opportunities to young people with SEND and some had been successful in securing permanent employment, although it was not clear if this programme was still running. Many young people with SEND may not have the strongest academic skills but as individuals could be very loyal and passionate about their work. It was important to educate employers to focus on what young people were able to do rather than what they could not do.

6.37 Young People's Disability Group

6.37.1 The experiences shared with the Task Group by three members of the Young People's Disability Group are summarised below:

Carly had attended Bradfields Academy and her work experience had been at a nursery. She was now at an adult education centre studying maths and English. Carly had found it hard to find a job and was often told she did not have the skills needed. This was a real difficulty for people with learning disabilities. For example to study for a childcare qualification she needed Level 1 maths and English but was told she could not apply for that.

Summer had attended Bradfields Academy which she found good from an educational perspective but poor for her mental and physical health. She had gone on to Mid Kent College but during her time there her mental health had deteriorated. She hoped to start work on a farm in the Sevenoaks area where young people with special needs were helped and there was a possibility of finding full time employment. Summer was now attending this placement and enjoying it.

Toni had attended an SEN school (Rivermead) as this was the only school with wheelchair access. Toni did not have special needs but had been placed on the special needs curriculum even though she had been promised a place in the mainstream stream. Toni had attended Mid Kent College and then moved to North Kent College where she was studying Level 3 Accounting. Toni had experienced being bullied by students who had attended her secondary school. She felt the support available to her at Mid Kent College could have been better and she highlighted that long (3 hour) breaks in the timetable were unhelpful. Toni had been trying to find part time work for two years without success and last month had applied for 30 jobs and had received no replies. She thought this might be due to being in a wheel chair and employers not having accessible workplaces.

Toni felt people with disabilities should be involved in educating employers.

She had found the Young People's Disability Group to be a good source of help and advice when applying for jobs and writing CVs.

6.38 RECOMMENDATIONS

- 20. *The Cabinet be recommended to ask the Skills Board to consider how best to further promote the particular attributes and qualities that SEND students can offer to employers.***
- 21. *The Cabinet, via the Skills Board, be recommended to encourage large employers in Medway to provide more supported placements (internships and full employment) to young people with SEND.***
- 22. *The Cabinet be recommended to investigate how to work further with the parents of young people with SEND to ensure their aspirations and ambitions are maximised when considering employment opportunities.***
- 23. *The Cabinet be recommended to review progress made in improving the offers of traineeships and apprenticeships in Medway to Care Leavers which was raised by the Support for Care Leavers Task Group in 2016 and also the extent to which pre-employment opportunities are being offered to vulnerable young people across Medway more generally.***
- 24. *The Cabinet be recommended to ask the Skills Board to review and take action to strengthen the training and education on offer locally in Medway for young people with SEND post 16 as many currently have to travel out of area to access this.***
- 25. *The Cabinet be recommended to ask the Early Help and Targeted Services Team to engage vulnerable service users more widely in the design and delivery of IAG services that affect them.***
- 26. *The Cabinet be recommended to consider increasing the number of places on the Skillnet programme and investigate further funding opportunities for the programme.***
- 27. *Noting the evidence the Task Group heard about difficulties some young people have in accessing employment and training opportunities using public transport where the journey involves more than one bus company, the Cabinet be recommended to pursue this as part of the Council's ongoing discussions with transport providers in Medway.***

7. CONCLUSIONS AND RECOMMENDATIONS

The Task Group has reviewed the wide range of national policy initiatives and the significant level of activity underway across the Council and with regional and local partners to secure closer links between education providers and business, to support young people in the transition from education to employment and to develop effective interventions to bring down the number young people who are not in education, employment or training (NEETS). The key finding of this review is that it is imperative to now bring all these plans and initiatives together and develop a more cohesive and collaborative approach to ensure the intended outcomes are achieved. The Medway Skills Board is best placed to do this and the Cabinet is asked to refer the following recommendations arising from this review to the Board for attention as a priority.

RECOMMENDATIONS

The NEET rate for 18-25 year olds in Medway and the contributory factors.

- 1. The Cabinet is recommended to refer the report of the Task Group to the Skills Board and for the recommendations to be taken into account by the Board in developing the Skills agenda for Medway and associated priority actions.***
- 2. The Cabinet be recommended to ask the Skills Board to consider how the data collected by the Council on NEETS can be used more creatively to align the potential of these young people with available employment and training opportunities.***
- 3. The Cabinet be recommended to ask the Skills Board to consider the range of factors contributing to a young person being NEET in Medway and evaluate what else can be done in terms of early preventative interventions.***

The Council's role as community leader in terms of a Medway Skills agenda working with partners locally and regionally to encourage the growth of the local job market and deliver outcomes around skills, training and employment for 18-25 year olds.

- 4. That the Cabinet be commended for its plan to establish a Medway Skills Board and recommended to prioritise employment opportunities for young people in developing the Skills Agenda; recognising that whilst 16-17 year olds are firmly on the radar, support and opportunities for 18-25 year olds should be strengthened, many of whom may be later learners or seeking employment after a break from education and training.***
- 5. The Cabinet be recommended to invite representatives of Medway Head teachers from each type of school to sit on the Skills Board.***
- 6. The Cabinet be recommended to prioritise development of a strategic employer engagement approach to effectively broker work placements and apprenticeships as feedback from employers in Medway is that smaller businesses do not have the capacity to deal with multiple requests.***

- 7. The Cabinet be recommended to request the Skills Board to gain a better understanding of the degree to which high quality and impartial careers guidance is being provided for 12-18 year olds in Medway, in particular to understand the extent to which non-academic routes are receiving “equal treatment” and also how schools are collaborating with colleges, the UTC and other training providers to secure this. .**
- 8. The Cabinet be recommended to ask the Skills Board to review OFSTED judgements under the Common Assessment Framework across Medway’s secondary schools of how successfully young people’s employability choices are being promoted and supported so that they are well prepared for the next stage of their education, employment, self-employment or training.**
- 9. The Cabinet be recommended to write to the Secretary of State for Education to seek a reversal of the Government’s decision to reject the recommendation of the House of Commons Sub Committee on Education, Skills and the Economy that a specific careers guidance judgement be included as part of the Ofsted Common Inspection Framework.**
- 10. The Cabinet be recommended to encourage schools to access the Job Centre Plus support for schools scheme to schools (intended to assist schools to deliver their statutory duty to provide high quality, independent and impartial careers advice to pupils aged from 12/13 up to 17/18) through available channels, e.g. Head teachers forum, Schools’ Newsletter.**
- 11. The Cabinet be recommended to request the Early Help and Targeted Services Team to explore how to work further with community and voluntary organisations to raise awareness amongst parents of the range of IAG services available and the opportunities for young people.**
- 12. The Cabinet be recommended, in conjunction with partners, to review the objectives of the 16-19 Strategy with a view to embedding the Strategy’s learning, actions and outcomes in the emerging Skills Agenda for Medway.**
- 13. The Cabinet be recommended to request the Medway Skills Board to work with partners to develop a more flexible approach to apprenticeships across Medway by ensuring that further training and employment opportunities are investigated where a placement comes to an end without an offer of employment.**
- 14. The Skills Board be recommended that graduate retention should be a priority work stream for the Board with a view to encouraging both graduates who leave Medway to study to return to Medway and also non Medway students studying in Medway to stay in the area.**
- 15. The Cabinet be recommended to send a copy of the Task Group’s report to all head teachers of secondary schools in Medway for their information and also request that the report be considered at a meeting of the Medway Secondary Headteachers’ Association.**

The Council's performance as an employer – 'leading by example'.

16. *That the Council should become a member of the Local Government Association's National Graduate Development Programme, which is a two year graduate management development programme.*
17. *That the Council works with its partners to develop a local public sector graduate scheme to allow high-quality candidates to develop experience in a number of organisations across health, local government and education.*
18. *That the Cabinet be recommended to review support made available for 18-25 years olds to access Council employment opportunities, and the quality of work experience placement opportunities with the Council (with a view to achieving the national quality standard accreditation).*
19. *The Cabinet be recommended to*
 - a) *agree in principle that:*
 - iii) *businesses contracting with the Council above a specified threshold must be signed up to the Disability Confident Scheme,*
 - iv) *businesses bidding for contracts below the agreed threshold be required to confirm whether they are Disability Confident and that this information be used by the Council for monitoring purposes, and;*
 - b) *request the Chief Legal Officer to report back to Cabinet with options and a recommended threshold.*

Action required to address the particular needs of vulnerable young people including looked after children and those with disabilities in the 18-25 age range.

20. *The Cabinet be recommended to ask the Skills Board to consider how best to further promote the particular attributes and qualities that SEND students can offer to employers.*
21. *The Cabinet, via the Skills Board, be recommended to encourage large employers in Medway to provide more supported placements (internships and full employment) to young people with SEND.*
22. *The Cabinet be recommended to investigate how to work further with the parents of young people with SEND to ensure their aspirations and ambitions are maximised when considering employment opportunities.*
23. *The Cabinet be recommended to review progress made in improving the offers of traineeships and apprenticeships in Medway to Care Leavers which was raised by the Support for Care Leavers Task Group in 2016 and also the extent to which pre-employment opportunities are being offered to vulnerable young people across Medway more generally.*

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- 24. *The Cabinet be recommended to ask the Skills Board to review and take action to strengthen the training and education on offer locally in Medway for young people with SEND post 16 as many currently have to travel out of area to access this.***
- 25. *The Cabinet be recommended to ask the Early Help and Targeted Services Team to engage vulnerable service users more widely in the design and delivery of IAG services that affect them.***
- 26. *The Cabinet be recommended to consider increasing the number of places on the Skillnet programme and investigate further funding opportunities for the programme.***
- 27. *Noting the evidence the Task Group heard about difficulties some young people have in accessing employment and training opportunities using public transport where the journey involves more than one bus company, the Cabinet be recommended to pursue this as part of the Council's ongoing discussions with transport providers in Medway.***

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b) Department of Education

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c) South East Local Economic Partnership

South East Local Economic Partnership Growth Deal 2016/17-21

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d) Kent County Council

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DIVERSITY IMPACT ASSESSMENT

TITLE Name / description of the issue being assessed	Task Group on Employment Opportunities for young people in Medway aged 18-25
DATE Date the DIA is completed	19 th December 2017
LEAD OFFICER Name, title and dept of person responsible for carrying out the DIA.	Martin Hall, Greenspace and Skills Programme Manager

1 Summary description of the proposed change

- What is the change to policy / service / new project that is being proposed?
- How does it compare with the current situation?

The Task Group on Employment Opportunities for Young People in Medway aged 18 – 25 explored four key lines of enquiry. These focused on NEETS, employment and skills provision, the Medway Apprenticeship Academy and finally, Early Help (Special Education Needs and Disabilities, and Looked After Children). Members and Officers held a series of themed evidence sessions to which external stakeholders and service users were invited to speak about their experiences. The Task Group on Employment Opportunities for young people in Medway aged 18-25 considered the evidence and generated 27 recommendations across the four key lines of enquiry.

The Task Group has reviewed the wide range of national policy initiatives and the significant level of activity underway across the Council and with regional and local partners to secure closer links between education providers and business, to support young people in the transition from education to employment and to develop effective interventions to bring down the number young people who are not in education, employment or training (NEETS).

The key finding of this review is the need to bring all the various Early Help, skills and employability plans and initiatives together and to develop a more cohesive and collaborative approach to skills ensuring the intended outcomes are achieved.

The Medway Skills Board is best placed to do this and the Cabinet is asked to refer several of the recommendations arising from this review the Board for attention as a priority.

2 Summary of evidence used to support this assessment

- Eg: Feedback from consultation, performance information, service user records etc.
- Eg: Comparison of service user profile with Medway Community Profile
- Medway Council Plan (2016 to 22);
- The Council's 16-19 Strategy;
- Medway Council's Looked After Children Strategy (2016 – 20);
- Youth Unemployment Statistics – House of Commons library (2017);

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

- Report of the DfE Kent and Medway Area review of further education and sixth form colleges (2017);
 - NEETS data and trends (2015 – 2017). Council officers
 - Current and former apprentices:
 - Representatives from the Department of Work and Pensions, Medway Parent and Carers' Forum, Skillnet, Bradfields Academy, Mid Kent and College as well as considering written submissions from the Regional Schools Commissioner, Fort Pitt Thomas Aveling Academies and the Greenacre Academies Trust

3 What is the likely impact of the proposed change?

Is it likely to :

- Adversely impact on one or more of the protected characteristic groups?
- Advance equality of opportunity for one or more of the protected characteristic groups?
- Foster good relations between people who share a protected characteristic and those who don't?

(insert ✓ in one or more boxes)

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Age		✓	✓
Disability		✓	✓
Gender reassignment			
Marriage/civil partnership			
Pregnancy/maternity		✓	
Race			
Religion/belief			
Sex			
Sexual orientation			
Other (eg low income groups)		✓	✓

4 Summary of the likely impacts

- Who will be affected?
- How will they be affected?

The Task Group's recommendations focus on those between 18 and 25 years of age. The recommendations have a broad positive focus for all those between 18 and 25, with generic recommendations focusing on careers

information, advice and guidance and soft skills. However, it is necessary for additional attention and attention to be directed towards important users such as those not in employment, education or training, care leavers and young people with SEND. It is not possible to focus on all the key areas so five areas have been highlighted below.

Who? **NEETS**

How? By moving NEETS (Not in Employment, Education and Training) and those at risk of becoming NEETS towards positive destinations. The NEET position will be reported to the Skills Board with a view to identifying and aligning resources and support. Measures that decrease the likelihood of at risk groups becoming NEETS will be championed.

Who? Those receiving **Careers Information Advice and Guidance (IAG)**. The evidence and recommendations reflect the importance of IAG in improving employability and good decision making. The recommendations encourage the spread of good practice in the delivery of careers advice, plus its targeting to key cohorts and priority business sectors.

Who? All **school / college leavers** could be encouraged to develop better soft skills to make them work ready.

How? Opportunities for greater engagement in workplace activities, such as through Technical levels (T-levels), work fairs, engagement with Guilds, will foster development of desired soft skills.

Who? Young people with **SEND**.

How: The Skills Board could encourage consideration of more and better supported placements (internships and full employment) to young people with SEND.

Who? **Care Leavers**.

How? The Skills Board could work with stakeholders to improve the offer of traineeships and apprenticeships to Care Leavers across Medway.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- What alternative ways can the Council provide the service?
- Are there alternative providers?
- Can demand for services be managed differently?

Not applicable.

Employment Opportunities for 18-25 Year Olds (including Apprenticeships)

6 Action plan

- Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence

Action	Lead	Deadline or review date
Member Skills Board to review Task Group's recommendations.	Sunny Ee, Head of Regeneration Delivery	Spring 2018
Member Skills Board to confirm skills priorities and actions.	Sunny Ee, Head of Regeneration Delivery	Spring 2018
Engagement of stakeholders in skills actions.	Sunny Ee, Head of Regeneration Delivery	Summer 2018
Development of Skills Plan for Medway.	Sunny Ee, Head of Regeneration Delivery	Summer 2018
Hold annual Skills and Employability Summit.	Sunny Ee, Head of Regeneration Delivery	Autumn 2018

7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- to proceed with the change, implementing the Action Plan if appropriate
- consider alternatives
- gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

For the Skills Board to review of the Task Group's skills and employability recommendations alongside an assessment of current service provision (both internal and external) and to proceed with the development of Skills and Employability priorities, Plan and Summit.

There is no current evidence of adverse impacts requiring mitigation. Such impacts may become apparent in the future and therefore the Skills Board will review the DIA on an annual basis at the Skills and Employability Summit.

Proceed with the proposed recommendations.

8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into the relevant Service Plan and monitored

Assistant Director

Thomasz Kozlowski

Date

19 December 2017

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC:	phone 2443	email: annamarie.lawrence@medway.gov.uk
C&A (Children's Social Care):	contact your usual P&I contact	
C&A (all other areas):	phone 4013	email: jackie.brown@medway.gov.uk
BSD:	phone 2472/1490	email: corpipi@medway.gov.uk
PH:	phone 2636	email: david.whiting@medway.gov.uk

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