

## Cabinet – Supplementary Agenda No.2

A meeting of the Cabinet will be held on:

**Date:** Tuesday, 8 February 2022

**Time:** 3.00pm

**Venue:** Civic Suite - Level 2, Gun Wharf, Dock Road, Chatham ME4 4TR

### Agenda

- |  |                                  |
|--|----------------------------------|
| <b>4. Council Strategy and Council Plan Refresh 2022/23</b>  | <b>(Pages<br/>3 - 6)</b>         |
| <p>Please find attached an addendum report which provides officer responses to comments made when the report was considered by the Business Support Overview and Scrutiny Committee.</p> |                                  |
| <b>10. Capital and Revenue Budgets 2022/23</b>   | <b>(Pages<br/>7 - 120)</b>       |
| <b>13. Determination of Applications for Asset of Community Value Applications Update to the Employee Scheme of Delegations</b>  | <b>(Pages<br/>121 -<br/>124)</b> |

For further information please contact Jon Pitt, Democratic Services Officer/Teri Reynolds, Democratic Services Officer on Telephone: 01634 332715/332104 or Email: [democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk)

Date: 3 February 2022

This page is intentionally left blank



## CABINET

8 FEBRUARY 2022

### COUNCIL STRATEGY AND COUNCIL PLAN REFRESH 2022/23 ADDENDUM REPORT

Portfolio Holder: Councillor Adrian Gulvin, Portfolio Holder for Resources

Report coordinated by: Phil Watts, Chief Finance Officer

Contributors: Children and Adults – Directorate Management Team  
Public Health  
Regeneration, Culture and Environment – Directorate  
Management Team  
Business Support

#### Summary

The report was considered by the Business Support Overview and Scrutiny Committee on 25 January 2022. The comments of the Committee and the responses from officers are set out below.

#### 1. Business Support Overview and Scrutiny Committee – 25 January 2022

1.1 The Business Support Overview and Scrutiny Committee considered the report at its meeting on 25 January 2022 and its comments are set out in the main report at section 5.

1.2 Members were asked to consider the report and forward comments to Cabinet. The following comments from the committee, required officer responses which are set out in section 2 below:

- **4.2 Digital Enablement:** Concern was expressed that DIGI TU 01 – Digital Take Up was being moved from the Council Plan to Directorate monitoring, given that it was such an important issue for residents.
- **1.2.1 Programme. Together We Can – Children’s Services Improvement Plan:** The new Goldilocks measure for Children’s Services was welcomed. However, concern was expressed that ILAC7 - The percentage of CSC audits graded good or outstanding was being replaced by a new target of the number of audits graded requires improvement or higher. This was not a positive move and had not been discussed at the Children and Young People’s O&S Committee.

- **1.2.2 Programme. The best start in life:** It had been requested at both this committee and at Children and Young People's O&S Committee that PH16 Smoking at the time of delivery be made more challenging. However, this was not being proposed in the Plan.

## 2. Directors' comments

2.1 Officers have reflected on the comments raised by Business Support Overview and Scrutiny Committee and have provided the following responses.

### 2.2 Digital Enablement

2.2.1 Digital take up is one part of the user journey. It is important to understand how residents interact with us online and through other channels, so that we can focus resources on where it is needed. Therefore, over the forthcoming year we will review how people choose to access services and what level of digital support is required. This will include agreeing key performance measure(s) for consideration as part of next year's Council Plan refresh.

### 2.3 ILAC7 – CSC audits

2.3.1 Our aim is to achieve a service where good practice is embedded, therefore the aim of achieving 80% of audits graded good or outstanding is the long-term service ambition.

2.3.2 The service is currently in intervention and it would be expected that at this point in the journey that a high proportion of work would not meet expected standards until practice improves.

2.3.3 In the interim, the volume of audits graded as requires improvement is a further measure that will be provided to support Members in understanding the improvement trajectory. The current percentage of audits graded requires improvement in the last quarter was 33%.

### 2.4 PH16 - Smoking at the time of delivery

2.4.1 This measure relates to an outcome which is not directly within the control of the Council. There are many external factors that affect it and the Council works in partnership with other agencies to reduce it. The rate has risen again to 16% in the most recent quarter, as was anticipated due to the pandemic and the impact that has had on midwifery services and consultations with expectant mothers. The measure is therefore one that fluctuates and is impacted on by strong external influences, and although we aim to get it as low as we can, it is anticipated to rise over the next few months. Officers therefore recommend that the target is not amended for 2022/23 and is reviewed again at the next refresh.

## 3. Additional recommendation

3.1 That Cabinet instructs officers to prepare an additional measure to monitor the percentage of audits graded as requires improvement, in order for the improvement trajectory to be scrutinised and for this to be presented to Full Council as part of the report due to be considered on 24 February 2022.

## Lead officer contact

Lesley Jones, Corporate Performance Lead

Telephone: 01632 332472 E-mail: [lesley.jones@medway.gov.uk](mailto:lesley.jones@medway.gov.uk)

This page is intentionally left blank



## **CABINET**

**8 FEBRUARY 2022**

### **CAPITAL AND REVENUE BUDGETS 2022/23**

Portfolio Holder: Councillor Alan Jarrett, Leader of the Council  
Report from: Phil Watts, Chief Finance Officer  
Author: Katey Durkin, Head of Finance Strategy

#### **Summary**

This report sets out Cabinet's proposals for the capital and revenue budgets for 2022/23. In accordance with the Constitution, this is to be submitted to Full Council on 24 February 2022, the special meeting convened to set the Council Tax.

#### **1. Budget and policy framework**

- 1.1. According to the Council's Constitution, it is the responsibility of Cabinet, supported by the Corporate Management Team, to propose a capital and revenue budget having first consulted the overview and scrutiny committees. Full Council has the ultimate responsibility for determining the budget and setting the Council Tax.
- 1.2. In respect of the Housing Revenue Account (HRA) budget proposals, Full Council is required to carry out an annual review of rents and notify tenants not less than 28 days prior to the proposed date of change.
- 1.3. The Council Strategy and Council Plan form part of the Council's Policy Framework as set out in the Constitution. The Council Plan refresh will be considered as a separate item on this agenda.
- 1.4. This report has been circulated separately to the main agenda. Therefore, the Cabinet is asked to accept this report as urgent to enable consideration of the matter at the earliest opportunity given that the final budget will be submitted to the next scheduled Council meeting on 24 February 2022.

#### **2. Background**

- 2.1. The Draft Capital and Revenue Budget for 2022/23 was presented to the Cabinet on 16 November 2021 and projected a potential revenue shortfall of £18.176million. On 15 December 2021 the government published the provisional local government settlement, with details of the funding announcements and their impact on Medway Council's budget set out in a

report considered by the Cabinet on 11 January 2022.

- 2.2. In accordance with the Council’s constitution, overview and scrutiny committees were invited to comment on the draft budget proposals, represented by the directorate budget requirements within the appendices and a high-level narrative explaining the action being considered by the Administration to close the ‘gap’. These comments have been included at Appendix 1.

### 3. Revenue Budget Funding

#### 3.1. Core Spending Power

- 3.2. The local government settlement is underpinned by the Core Spending Power calculation. This calculation makes certain assumptions about the local tax that Medway is able to generate and then aggregates this with the core grant funding available to Medway. Medway Council’s Core Spending Power is summarised in Table 1.

- 3.3. The Core Spending Power calculation is not in itself a statement of the actual resources available to the Council; it is a mechanism used by Government to illustrate the potential funds available to local authorities. In practice, the budget will be based upon the Council’s own estimate of local tax yields.

**Table 1: Core Spending Power**

	<b>2021/22 £m</b>	<b>2022/23 £m</b>
Revenue Support Grant	6.185	6.380
NDR Baseline Funding Level	48.214	48.214
Settlement Funding Assessment	54.399	54.594
Council Tax excl. Parishes	134.578	140.769
Section 31 Compensation for Under-Indexing	2.512	3.961
Improved Better Care Fund	7.093	7.307
New Homes Bonus	0.986	1.979
Social Care Grant	6.098	8.497
Market Sustainability		0.674
Lower Tier Services Grant	0.364	0.383
2022/23 Services Grant		3.324
<b>Core Spending Power</b>	<b>206.030</b>	<b>221.488</b>

#### 3.4. The Provisional Settlement

- 3.5. The Chancellor presented his Autumn Budget and Spending Review 2021 (SR21) to parliament on Wednesday 27 October 2021, which set out departmental budgets for the three years up to 2024-25. However, in order to “prioritise certainty for 2022/23” instead a one-year local government finance settlement was delivered, via a written statement on 16 December 2021.



- 3.6. The settlement documents confirmed that funding announced in SR21 to “tackle cyber security challenges facing councils [...] and the Supporting Families Programme [are] also not part of the local government finance settlement and further detail will follow in due course.” On 31 January 2022 the government confirmed the Supporting Families allocations to local authorities and Medway’s allocation is £196,865 higher than assumed in the Draft Budget. While this additional income is reflected in our Early Help budget, additional expenditure of the same sum is also reflected so this does not reduce the budget gap. There have not been any further announcements as to how or when the allocation for Cyber Security will be made, nor whether any new burdens may be tied to the funding so this will be added to the budget during the year when confirmed.
- 3.7. The settlement documents also set out that “The government is committed to ensuring that funding allocations for councils are based on an up-to-date assessment of their needs and resources. The data used to assess this has not been updated in a number of years. Over the coming months, we will work closely with the sector and other stakeholders to update this and to look at the challenges and opportunities facing the sector before consulting on any potential changes.”
- 3.8. **Income from Local Taxation – the Collection Fund**
- 3.9. Income from Council Tax and Business Rates is held in a ringfenced collection fund account, from which authorities draw the budgeted level of income in each year irrespective of actual income collected. Any shortfall on income collected compared to that budgeted level results in a collection fund deficit which is recovered by reducing the amount of income the Council can budget for in the following year. Given the scale of deficits expected owing to the pandemic, the government confirmed that repayments to meet collection fund deficits accrued in 2020/21 can instead be phased over a three-year period (2021/22 to 2023/24) to ease immediate pressures on budgets.
- 3.10. **Council Tax**
- 3.11. The Draft Budget assumed that the Council Tax would be increased by 2.994% which comprises 2% for the historic referendum limit and 1% for the Adult Social Care Precept confirmed in the Settlement.
- 3.12. In accordance with the Council delegation, on 17 January 2022 the Chief Finance Officer, in consultation with the Leader, agreed the Council Tax base for 2022/23 at 88,041.50 band D equivalents. This represents an increase of 1,040.37 band D equivalents against the tax base reflected in the Draft Budget. This results in a projected income collectable through the Council Tax of £140.139million, an increase of £320,000 compared to the Draft Budget. At the end of the 2020/21 financial year, there was a deficit of £5.774million on the Collection Fund in relation to Council Tax. Of this figure the Council is required to repay £2.053million through the 2022/23 budget, meaning the level of Council Tax available for the Council’s budget is £138.086million.

- 3.13. Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 provided for the billing authority to have discretion to charge an additional premium where a property has remained empty and unfurnished for a period in excess of two years. This means that where a property has been empty and unfurnished for two years or more and if the additional premium is say 100% then it will attract an extra 100% council tax on top of the full amount for the property (a 200% council tax charge). Consequently, the council agreed in February 2020 to the following premiums from 2020/2021 - A 100% premium for properties that have been empty and unfurnished for a period of 2-5 years, and - A 200% premium for properties in excess of 5 years. The Act also provided for a 300% premium to be charged for properties empty in excess of 10 years from 2021-2022 although due to the Covid pandemic this was not adopted by the council. In November 2021 the Cabinet recommended to Full Council that in February 2022 when setting the Council Tax, a 300% premium for properties that have remained empty and unfurnished for more than two years be adopted, in line with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 (decision 126/2021 refers). It is estimated that this would affect 44 properties raising £59,945, with this amount included in the total income set out at paragraph 3.12 above.
- 3.14. This report considers the budget requirement for Medway Council only. There are a number of other factors that will influence the final Council Tax requirement to be approved by Full Council on 24 February 2022. Whilst the final rate will be dependent on the level of spending, it will also be affected by:
- The Council Tax base of 88,041.50 agreed on 17 January;
  - The parish precepts;
  - The Police and Crime Commissioners precept; at the time of writing this is not yet known but will be agreed at the meeting scheduled for 2 February 2022;
  - The Kent Fire and Rescue Service (KFRS) precept will be agreed at the meeting scheduled for 18 February 2022, with the proposal an increase of 1.89% or £1.53 on Band D properties.
- 3.15. **Retained Business Rates**
- 3.16. Under the current system most local authorities retain 50% of rates collected (at Medway Council this is 49% with 1% paid to Kent Fire Authority) with the balance paid to the Government. The government has set a baseline funding level for each authority and for each year calculates a business rates baseline based on the average of business rates collected in the previous two years. Where an authority's business rates baseline exceeds its funding baseline, they pay the difference to central government as a tariff, which is used to pay for a top-up for authorities whose funding baseline is less than its business rates baseline. These tariffs and top-ups are uprated each year by the business rates multiplier, now CPI.
- 3.17. Neither the SR21 nor the provisional settlement made any announcements regarding increasing the proportion of Business Rates retained by local authorities. The Secretary of State for Levelling Up, Housing & Communities has indicated that the government would not "move precipitately to a system

whereby 75% of business rates is retained because that works against the process of redistributing money to those who need it most particularly in the wake of Covid-19.” In the meantime, the 50% business rate retention scheme will continue in its existing form and Medway remains a top-up authority.

3.18. Councils are required to submit a return to the government by 31 January 2022 (known as the NNDR1) which estimates the level of business rates income for the 2022/23 financial year. At the time of producing this report work was underway to complete this calculation, so the budget assumptions presented in this report are unchanged from the Draft Budget report in respect of business rates, reflecting growth of £4.000million in Business Rates and Section 31 grants received in government compensation for reliefs awarded.

### 3.19. **Baseline Need Funding**

3.20. The SR21 documents set out that the government would provide councils with £4.800billion of new grant funding over the SR21 period for social care and other services, comprising annual national allocations of £1.600billion for three years and the Draft Budget estimated Medway’s allocation to be £6.400million for 2022/23. The settlement confirmed the distribution of this national allocation will be through a combination of increased baseline need funding and other specific grants detailed elsewhere in this report.

3.21. As that £4.800billion funding was referred to as ‘new’, the Draft Budget assumed it would be received in addition to existing funding through Revenue Support Grant, Section 31 Grant and Top Up, which the provisional settlement confirmed. The provisional settlement also announced the continuation of the lower tier services grant (introduced as a one-off grant in 2021/22) which aims to ensure that no authority will have less funding available in 2022/23 than in the current year. Medway’s allocation for 2022/23 is £383,076. The provisional settlement also announced a one-off 2022/23 Services Grant “in recognition of the vital services, including social care, delivered at every level of local government.” Medway’s allocation is £3.324million.

3.22. Until the final Retained Business Rates figure is known through the completion of the NNDR1 Return (due by 31 January 2022), we do not know the impact on the Baseline Need Funding assumptions that were included in the Draft Budget. However, to compensate for freezing the Business Rates multiplier until 31 March 2023, the provisional settlement includes an increase in grant compared to growth in line with RPI. Medway’s allocation is £3.961million.

### 3.23. **New Homes Bonus**

3.24. Introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas, the New Homes Bonus scheme was being wound down. The Spending Review 2021 made no mention of the New Homes Bonus Scheme, so the Draft Budget assumed only the final legacy payment of £88,000 would be received. However, the Provisional Local Government Finance Settlement announced a new round of New Homes Bonus payments in 2022/23, which will not attract new legacy payments. Medway’s allocation for 2022/23 is £1.979million.

### 3.25. Education Related Grants

- 3.26. The Spending Review 2021 set out that the national schools budget would increase by £4.700billion by 2024/25 compared to the 2019 settlement for schools in 2022/23. SR21 also provided a new package of £1.800billion over the SR21 period to “recover children and young people’s lost learning as a result of the pandemic”. The settlement sets out that Education Related Grants will total £104.599million in 2022/23.
- 3.27. Pupil Premium Grant (PPG) is paid to schools separately as a grant to improve the attainment of pupils from deprived backgrounds, based on pupils eligible for a free school meal, ‘looked after children’ (LAC), and children with a parent in the armed forces. This grant is essentially passed straight to schools. There are only two local authority maintained schools with sixth forms in Medway – one secondary and a special school – and the Sixth Form Grant is passed straight to these schools.

**Table 2: Projected Schools related grants for the period to 2024/25**

	2022/23 £m	2023/24 £m	2024/25 £m
DSG – Retained Schools Block	42.601	44.731	46.073
DSG – Schools Block	0.958	0.978	0.997
DSG – High Needs	39.595	41.575	42.822
DSG – Early Years	17.712	18.066	18.428
Pupil Premium Grant	3.250	3.250	3.250
Sixth Form Grant	0.482	0.482	0.482
<b>Total Grant</b>	<b>104.599</b>	<b>109.082</b>	<b>112.053</b>

- 3.28. Schools related expenditure is generally funded through the schools block of the Dedicated Schools Grant (DSG). However, Medway continues to experience significant pressure on services for children with Special Educational Needs and Disabilities (SEND), and our latest monitoring which will be reported to the Cabinet in March 2022 projects that this will result in a cumulative deficit of £20.829million on the DSG High Needs reserve by 31 March 2022. The Government has confirmed that DSG deficits must not be covered from general funds, rather they must be recovered from DSG income over time. As such the pressure the General Fund arising from projected growth in SEND expenditure for 2021/22 does not feature in the proposed budget. This deficit will be managed through the Council’s deficit recovery plan over the medium term.
- 3.29. The Spending Review (SR) set out £2.600billion over the three-year period for new school places for children with SEND, alongside “£104.000million by 2024-25 for reforms to unregulated children’s social care, and £7.000million by 2024-25 to improve access to services and support for adopted children and their families[...]and maintains and increases capacity in secure and open residential children’s homes by making available £259.000million over the SR period so more children and young people can receive the care they need”. In December 2021, Medway were award an additional £1.816million as part of its 2022/23

high needs dedicated schools grant allocation.

### 3.30. **Social Care Related Grants**

3.31. In addition to the flexibility to levy an Adult Social Care precept on Council Tax, the provisional settlement announced increased allocations for social care grants. Medway's indicative Social Care Support Grant allocation is £8.497million and the Improved Better Care Fund (iBCF) allocation will increase by CPI, taking it to £7.307million. Finally, the settlement confirmed the allocations for the first year of the Department for Health and Social Care's Market Sustainability and Fair Cost of Care Fund; this represents the first tranche of funding to offset the impact of the Government's social care reforms and Medway's allocation is £674,000. While this is lower than anticipated in the Draft Budget (£800,000), our projections continue to assume that the funding will only mitigate the impact of the reforms and as such this does not widen the Council's budget gap.

3.32. In November 2021 the Department for Education confirmed the Council had been successful in securing transformation funding as part the Local Authorities Improvements and Interventions scheme of £1.067million. This grant will fund a suite of projects to improve Children's services in Medway, including increasing capacity in the family group conferencing and adolescent services, Quality Assurance improvement work, development of the workforce strategy and the introduction of team to deliver a multi-disciplinary approach to neglect.

### 3.33. **Public Health Grant**

3.34. The provisional settlement confirms that local authority spending through the public health grant will also continue to be maintained "in real terms", therefore Medway's Draft Budget assumes the same level of grant will be received as in 2020/21 plus 3.1% representing CPI, at £18.126million.

## 4. **Revenue Budget Requirement 2022/23**

4.1. The Council Strategy sets out the Council's key priorities, the outcomes we expect to achieve and the programmes that will deliver them. The Council Plan is the delivery plan which sets out the measures that will be used to track performance against the Council's key priorities. The annual 'refresh' of the Plan is considered elsewhere on this agenda, but the budget has been prepared to reflect the priorities and corporate ways of working it sets out. The key priorities are:

- People – Supporting Medway's people to realise their potential;
- Place – Medway; a place to be proud of; and
- Growth – Maximising regeneration and economic growth – growth for all.

4.2. The Council Plan comprises six Core Values which underpin everything we do, guiding our behaviour, decisions and choices in the way we design and deliver our services. These are:

- Financial Resilience;
- Digital Enablement;

- Creativity and Innovation;
  - Working together to empower communities;
  - Tackle Climate Change, and;
  - Child Friendly.
- 4.3. In accordance with the constitutional requirements, the Draft Budget, proposed by Cabinet, was passed to overview and scrutiny committees inviting comments, with comments from these meetings summarised at Appendix 1 to this report. At that stage the draft budget was some £18.176million in excess of the anticipated resources available, largely driven by demographic pressures manifesting within Adult Social Care and Children’s Services.
- 4.4. Commencing in the summer, during formulation of the Financial Outlook, and continuing throughout the overview and scrutiny process, officers have worked closely with portfolio holders to close the gap and achieve a balanced budget, without recourse to reserves and whilst attempting to minimise the impact on service delivery. These proposals and their impact in 2022/23 are discussed in more detail in the directorate level commentaries at Section 5, 6 and 7 of this report.
- 4.5. Appendix 2 summarises the proposed budget requirement against the funding assumptions, with appendices 3a, 4a and 5a representing the directorate summaries and appendices 3b 4b and 5b providing more detail regarding individual savings proposals. At the time of writing this report, there is still a deficit of £1.609million to resolve. If we cannot identify measures to address this deficit, it will need to be met from the Council’s reserves.
5. Children and Adults (Appendices 3a / 3b)
- 5.1. Since the inadequate rating from Ofsted’s inspection of Children’s Services in 2019, there has been significant growth in the budget for the service, with c£7.000million added for 2020/21 and almost £9.000million added for 2021/22. This investment has clearly contributed to improvements in the service, and in her final report to the Secretary of State in December 2020 the Commissioner recommended that Medway had the capacity to continue to run its children’s service and was committed to making the necessary improvements. However, the increasing complexity of need, combined with the scarcity of suitable placements has driven significant financial pressures at Medway in 2021/22, and this budget reflects a further increase in expenditure compared to the 2021/22 budget for Children’s Social Care of £6.107million. The overall increase is offset by the transfer of £1.835million to BSD for the centralisation of legal costs and £1.274million reduction in the contribution the Children’s Social Care budget makes towards DSG funded expenditure.
- 5.2. The Budget reflects significant increases in Adult Social Care expenditure of £5.807million, based on the ongoing impact of Covid-19 on placement numbers and provider fees increasing, driving up placement costs. The pandemic has also driven up both the number of people and level of need among those with mental ill-health. Social care providers in the market continue to experience significant cost pressures including increases in the National Living Wage and

rising inflationary costs, and the national issues around recruitment and retention of social care staff and the resultant staff shortages making reliance on expensive agency staff a further pressure within the service.

5.3. The Budget also reflects that Medway continues to experience significant pressure on services for children with Special Educational Needs and Disabilities (SEND), with the budget for Education representing an increase of £2.900million compared to 2021/22.

5.4. As outlined at paragraph 3.34 the Public Health Grant in the proposed budget assumes the same level of grant will be received as in 2020/21 plus 3.1% representing CPI, at £18.126million.

5.5. The budget also reflects savings across the Directorate on travel, printing and other supplies/services owing to new ways of working.

## 6. Regeneration, Culture and Environment (Appendices 4a / 4b)

6.1. The 2020/21 budget addressed a range of inherent pressures around the delivery of some previously very challenging income targets across the Directorate, including those in Parking and Leisure. These services were severely impacted by the Covid-19 restrictions throughout 2020/21 however they have largely recovered during 2021/22 and now represent only a modest (£304,000) pressure in the 2023/23 budget. The proposed budget represents a net increase across the Directorate of £326,000, primarily addressing pressures arising from demographic growth impacting on waste arisings, contractual uplifts across the waste and highways services and the impact of the revised mechanism for charging staff costs to capital programme. The budget also reflects savings across the Directorate on travel, printing and other supplies/services owing to new ways of working.

## 7. Business Support Department (Appendices 5a / 5b)

7.1. The proposed budget for 2022/23 for Business Support (including the centralised budgets (relating to Interest & Financing, Levies and the Medway Norse Profit Share) represents an increase of £809,000 compared to the 2021/22 base, however this includes the centralisation of £2.121million of budget relating to legal costs from across the organisation into the Monitoring Officer's Division. The budget reflects proposals to charge the cost of the Business Change team to capital resources through the Flexible Use of Capital Receipts Strategy, as recommended at Paragraph 8.3 of this report, to reduce external expenditure on legal advice and to cease providing grants to Parishes as these are no longer mandatory or funded by the Government. The budget also reflects savings across the Department on travel, printing and other supplies/services owing to new ways of working.

7.2. It is also proposed to restructure the Finance and Business Improvement division. The recent resignation / retirement of two heads of service within the division has presented an opportunity to radically rethink the senior management structure within the division and wider Business Support

Department. It is proposed that the Chief Finance Officer will be renamed the Chief Operating Officer, taking on responsibility for the HR function, but retaining Section 151 responsibility. Cabinet is therefore asked to recommend to Full Council to agree a revision to the Senior Management Structure as set out in Appendix 9, in line with the Chapter 7 of the Council's Constitution. The restructure of the Finance and Business Improvement division will be carried out in at least two phases and is expected to save £500,000 in a full year. Phase one will take effect from 1 April 2022 and involve some changes to the responsibilities of the remaining heads of service. This will improve clarity around strategic and operational management responsibilities, however as it will not change the composition of the Corporate Management Team, it can be carried out under personnel delegations set out in paragraph 3.1 of the Employee Delegation Scheme. While the restructure will not be concluded until March 2023, as the division is expecting to carry a number of senior level vacancies whilst the restructure is carried out, it is expected that the £500,000 savings target will be delivered in 2022/23 and beyond.

- 7.3. Officers have also been negotiating with Kyndi Ltd. regarding bringing the recruitment agency back in-house. Last year, the agency, net of its direct staffing costs, delivered a contribution of circa £800,000 towards Kyndi's overheads. As the Council is its primary customer, this represents the potential saving that could be made by bringing the agency back in-house. There will of course be costs associated with the TUPE transfer of the three posts back to the Council and the impact on our own management within the HR division, however there should still be a considerable net saving. Given that some of the agency's income is derived from executive recruitment and some from services that do not budget for the agency premium, these revenue budget proposals reflect a more prudent £450,000 saving across Children's and Adults for next year.

## 8. Flexible Use of Capital Receipts

- 8.1. From 2016/17 Local authorities were given the power to use capital receipts from the disposal of property, plant and equipment assets received in the years in which this flexibility is offered, to spend up to 100% of their fixed asset receipts (excluding Right to Buy receipts) on the revenue costs of reform projects. The flexibility was granted for three financial years to 2018/19 and was then extended for three years from 2019/20 to 2021/22. On 10 February 2021 the government announced a further three-year extension from 2022-23 onwards.
- 8.2. Alongside the budgets for 2020/21 and 2021/22 Full Council approved the Council's Strategy for the use of this flexibility, with investment in the Children's Improvement programme, the council's Transformation programme and feasibility studies featuring in the current capital programme. To date, the Council has accounted for expenditure funded from capital receipts in this way through schemes in the Capital Programme. From 2021/22 the activity funded through this flexibility will instead now feature in the revenue budget; this does not represent any change to the agreed level of expenditure or funding and is purely a change of accounting treatment. Cabinet is asked to recommend to Council that the following schemes funded through this flexibility be removed



from the Capital Programme and instead reflected in the 2021/22 revenue budget:

- 9X576 Children's Improvement Programme – £612,351;
- 9C077 Transformation Flexible Use of Capital Receipts – £2,371,602; and
- 9C779 Feasibility Studies Flexible Use of Capital Receipts – £500,000.

8.3. Appendix 8 to this report sets out the updated Strategy and the proposed further use of this flexibility in 2022/23. This will see the continuation of support through this flexibility for the Children's Services Improvement Programme of £530,000, resources to support the Adult Social Care Transformation and Improvement Programme of £200,000 and for the Council's Business Change Team to be funded from capital receipts for the 2021/22 and 2022/23 financial years costing a total of £1.300million and this is reflected in the proposed revenue budget.

8.4. The availability of capital receipts is forecast in Table 5 at Paragraph 13.4 to this report.

## 9. Pay and Pensions

9.1. The Council's proposed Budget assumes a pay award of 1% for all staff. The budget also reflects the impact of the Spending Round 2021 announcement confirming that following the recommendations of the independent Low Pay Commission, the government will increase the National Living Wage (NLW) for individuals aged 23 and over by 6.6% from £8.91 to £9.50 an hour effective from April 2022.

9.2. The Draft Budget estimated the impact to the Council of the Employers National Insurance contributions increase of 1.25% in respect of the new Health and Social Care Levy at £1million. Work to refine our estimate of this impact has reduced the forecast cost by £274,000.

9.3. The Council's current performance-related pay arrangements (known as MedPay) were introduced in April 2014. In the context of an increasingly competitive job market, the organisation has made use of Market Premia payments to attract and retain appropriately skilled and experienced senior staff, however this presents a significant risk around equal pay and reward and is not a sustainable solution. The Medpay payscales are all contiguous with the top of one band equalling the bottom of the next, with the exception of a gap between the existing Service Manager and Assistant Director bands and the gap between Assistant Directors and Directors as shown at Appendix 10. Through use of Market Premia (in accordance with the Market Premia Scheme set out in the Pay Policy Statement) the organisation has effectively placed staff in this gap, with 1/4 of all Service Managers currently paid in this 'gap'. It is therefore proposed to formalise this payband, making a distinction between Strategic and Operational Heads of Service to maximise the current headroom between the top of the existing Service Manager band and the bottom of the Assistant Director band in an official and transparent way. There is no direct financial cost to this change, as all existing Service Manager posts including those with Market Premia applied, are within the existing council budget.

Directors (including the Chief Executive for Business Support) will undertake this reorganisation under their delegated authority set out in section 3.1 of the Employee Delegation Scheme in the Constitution.

## 10. Interest and Financing

- 10.1. The proposed 2022/23 Interest and Financing budget represents a small increase of £144,000. This reflects the increase in borrowing costs required to meet the aspirations in the Council's Capital Strategy, while ensuring the availability of sufficient cash-flow to support the operations of the Council.

## 11. Fees and Charges

- 11.1. The budget proposals have been formulated on an assumption that fees and charges would generally increase by 3.0%, however where market conditions allow or where the Council has a statutory obligation to recover costs, greater increases have been applied. The schedule of proposed fees and charges is set out at Appendix 7.

## 12. General Reserves

- 12.1. Over recent years the Council has pursued a strategy seeking to rebuild reserves and Table 3 illustrates the progress made since March 2018. Non-earmarked General Fund reserves currently stand at £22.689million.

**Table 3: Movement in Usable Reserves**

Type of Reserve	Closing Balance 31/03/2018	Closing Balance 31/03/2019	Closing Balance 31/03/2020	Closing Balance 31/03/2021
	£	£	£	£
General Fund Balance	5,000,000	5,000,000	10,000,000	10,000,000
General Fund Earmarked Reserves (Exc CFS31)	11,073,144	13,906,729	19,216,064	35,023,745
Collection Fund S31 Grant	0	0	0	18,502,397
Adjustment Reserve				
General Reserves	88,566	4,039,415	3,924,331	12,688,686
Insurance Fund	1,368,160	1,216,148	960,148	2,458,919
Schools Balances	1,181,345	2,003,591	1,356,148	1,413,839
HRA Reserves	4,924,357	6,407,281	6,745,570	5,700,747
Capital Grants and Contributions (incl. S106)	8,249,262	10,988,050	18,763,921	25,916,403
Capital Receipts Reserve	330,966	1,109,575	5,463,286	6,673,565
<b>Total Usable Reserves</b>	<b>32,215,799</b>	<b>44,670,789</b>	<b>66,429,469</b>	<b>118,378,300</b>
Unusable Reserve - DSG Adjustment Account	452,382	(4,138,678)	(9,345,666)	(16,261,305)

- 12.2. The principal risk to be covered by the contingency balance is that of an overspend and it is a testimony to both the internal budgetary control systems and the robustness of the budget setting process, that over a number of successive years the Council has consistently underspent its revenue budget.

12.3. The other reason for maintaining reasonable reserve balances is to protect against the financial impact of a major emergency or catastrophic event. There is no doubt, that the Coronavirus pandemic would fall under the category of major emergency. The financial impact of the pandemic on the Council's budget has been three-fold.

- The impact of national lock downs and local tier restrictions has resulted in a reduction in the Council's income from services as diverse as car parks, leisure centres and land charges;
- The effects on the local economy have impacted on business turnover and profits and more directly through loss of earnings for individuals. This in turn has affected the Council's ability to collect revenues from local taxation;
- Finally, it has resulted in increased demand for public services, not just those related directly to our response to the pandemic, but also the increased demand for social care, housing services and services for children and young people.

12.4. There is no doubt that the Government responded quickly to this emergency and provided Councils with billions of pounds to address the financial implications on local authority finances and to provide support directly to businesses and households, particularly those most vulnerable in our communities, however the longer term effects will continue possibly for years and we will need to consider these in formulating our longer term financial plans. Healthy reserve balances will be a key component in balancing our budgets over the next couple of years.

### 13. Capital Programme 2022/23 and beyond

13.1. The current capital programme and how it is funded is summarized in Table 4.

**Table 4: Current Capital Programme**

<b>Funding Source</b>	<b>Children &amp; Adults £m</b>	<b>RCE £m</b>	<b>HRA £m</b>	<b>Business Support £m</b>	<b>Member Priorities £m</b>	<b>Total £m</b>
Prudential Borrowing	22.654	177.433	12.572	0.247	0.000	<b>212.906</b>
Borrowing in lieu of Future Business Rates	0.000	35.138	0.000	0.000	0.000	<b>35.138</b>
Borrowing in lieu of Capital Receipts	0.000	0.438	0.000	0.000	0.000	<b>0.438</b>
Borrowing in lieu of Future Section 106 Contributions	1.585	0.000	0.000	0.000	0.000	<b>1.585</b>
Capital Receipts	0.612	2.585	0.000	4.110	0.363	<b>7.670</b>
Capital Grants	2.455	209.973	0.000	0.002	0.000	<b>212.429</b>
RTB Receipts	0.000	0.000	0.045	0.000	0.000	<b>0.045</b>
S106 Developer Contributions	3.218	1.265	0.000	0.000	0.000	<b>4.483</b>
Revenue / Reserves	0.000	0.024	9.039	0.034	0.000	<b>9.097</b>
<b>Total Capital Programme</b>	<b>30.524</b>	<b>426.856</b>	<b>21.656</b>	<b>4.392</b>	<b>0.363</b>	<b>483.791</b>

- 13.2. The current programme above reflects the following additions/amendments made since the second round of capital budget monitoring was [reported to the Cabinet on 16 November 2021](#), following Cabinet approval or using the delegation of the Chief Finance Officer:
- Addition of £8,995 to the Brompton-Westbrook Expansion Final Phase, funded from S106 Contributions;
  - Addition of £320,828 to the Wayfield Primary Expansion, funded from S106 Contributions;
  - Addition of £99,259 to the Capstone Park Improvements, funded from S106 Contributions;
  - Addition of £29,000 to Great Lines Footpath Improvements, funded from S106 Contributions;
  - Approval of the use of £9,320 from Members Priorities to fund Rainham Signage Scheme and of £2,500 to fund improvements to Platters Park; and
  - In October 2021 the government confirmed that Medway Council's bid to the Levelling Up Fund had been successful, with the award of £14.395million across three projects. Of this award, £6.622million has been added to the Council's Capital Programme to fund a comprehensive refurbishment of the Brook Theatre. Though the Council is the accountable body for the schemes to transform the Docking Station into a unique creative facility and to bring the Fitted Rigging House (South) back into effective use, these are not being delivered by the Council so do not feature in the Capital Programme.

Working alongside the University of Greenwich, the Council has also been awarded £586,514 through the Community Renewal Fund to deliver the Medway Together project. The project will carry out research for businesses and organisations to address the issue of persistent unemployment, the project includes tailor-made mentoring and the piloting of an approach that allows disadvantaged groups to gain real-world employment experience, and aims to pull together different strands of knowledge and assistance into a one-stop shop. Though the Council will be the accountable body for the scheme we are not delivering the works and so this does not feature in the Capital Programme.

- 13.3. Additions to the programme for next year are dealt with in the narrative below. New schemes will be funded from a combination of grant, prudential borrowing and capital receipts.
- 13.4. Table 5 overleaf sets out the Council's capital receipts position, however as set out at Section 8 of this report, it is proposed that £2.030million be added to the revenue budget through the Flexible Use of Capital Receipts, in line with the Strategy set out at Appendix 8.

**Table 5: Projected Capital Receipts**

<b>Movement in Capital Receipts</b>	<b>Available Capital Receipts £m</b>	<b>HRA 1 for 1 Capital Receipts £m</b>
Balance 31/03/2021	6.167	1.813
Projected Receipts	5.324	0.000
Projected Spend (latest monitoring)	(5.348)	0.000
Balance 31/03/2022	6.143	1.813
Projected Receipts	1.655	0.000
Projected Spend (latest monitoring)	(1.718)	(0.036)
Balance 31/03/2023	6.080	1.777

- 13.5. **Schools Capital Programme:** The major part of the basic need for school places continues to be delivered by the free schools that the Education and Skills Funding Agency (ESFA) are directly funding. In January 2019 Council added £24.700million to the capital programme to fund the delivery of an Independent Autism Spectrum Disorder (ASD) Special School on the Cornwallis site. While the ESFA are funding the planned 160 place expansion and relocation of the Inspire Free School on to the Cornwallis Avenue site, Members will be aware that delays in these projects have placed a burden on the local authority, which had to be met by the addition of £3.000million to fund 'bulge classes' funded from virements from the original scheme. In addition to this, the Council has embarked upon a significant programme of investment in local SEND provision, as part of the plan to address the deficit against the High Needs Block of the DSG. During 2020/21 the Council allocated £2.500million to create 250 SEND places in mainstream settings, £4.200million to create additional secondary places at Bradfields and a further £12.000million expansion at Abbey Court, also for secondary age pupils. The balance of the SEND school scheme is currently £2.468million and with no planned call on that funding, it is proposed that the scheme be removed from the capital programme.
- 13.6. Whilst the Council is not expecting any further Basic Need Grant, it should continue to receive Schools Condition and Maintenance Grant funding to fund major condition works at maintained schools and this will be added to next year's programme, under the Chief Finance Officer's delegation, when we have certainty over the figure. Similarly, the Devolved Formula Capital Grant will be added in due course.
- 13.7. **Highways and Transport Related Capital:** In the Spending Review 2021 the government announced that the Department for Transport settlement provides £8.500billion, equivalent to real-terms growth rate of 1.9% a year on average over the settlement period to 2024-2025. The funding is exclusively ring fenced to highways, however Local Authorities have yet to be notified of allocations and these will be added to the programme, under the Chief Finance Officer's delegation, when final allocations are known. It is proposed to inject a further £2.000million of capital receipts towards maintaining the highways.

- 13.8. **Housing Revenue Account:** The HRA Capital and Revenue Budgets 2022/23 report considered earlier on this agenda sets out the ongoing investment in the planned maintenance and disabled adaptations capital works programme, and the continuation of the house building development programme over the coming year. Phase 5 of the new build programme will require investment of £9.500million and will deliver around 40 new affordable rent properties on two sites, subject to planning approval.
- 13.9. The HRA Business Plan references a three-year planned capital maintenance budget as summarised in Table 6:

**Table 6: HRA Capital Requirement**

	2021/22 £m	2022/23 £m	2023/24 £m
Planned Maintenance	5.419	4.975	4.417
Disabled Adaptations	0.200	0.200	0.200
New Build Programme	0	8.200	0
<b>Total</b>	<b>5.619</b>	<b>13.375</b>	<b>4.617</b>

- 13.10. **Future High Streets Fund:** In Spring 2021 the government confirmed Medway Council had been successful in bidding for the Future High Street Fund, with an allocation of £9.498million to deliver six key projects in Chatham by March 2024, including reconfiguring the first floor of the Pentagon Shopping Centre for community use; delivering a creative and collaborative workspace in the town centre to support the development of Chatham’s creative sector; creating an innovation hub to support business start-ups and restoring and redeveloping the vacant St John’s Church into a conference and co-working hub to meet growing demand for such space.
- 13.11. **Regeneration Investment Fund:** In February 2021 the balance of the former Property Investment Fund was rebranded as the Regeneration Investment Fund, in light of clearer advice from the government that local authorities should not borrow to invest for purely commercial reasons. Since then, the Cabinet has agreed to use the fund to make acquire a long-term derelict property, 364 High Street, Rochester through a Compulsory Purchase Order to return the property to use, providing accommodation with a potential commercial use on the ground floor. Officers and Members continue to work to identify further opportunities to make us of this fund.
- 13.12. **Leisure and Culture:** In July 2020 Full Council approved the addition to the Capital programme of £5.000million to fund the refurbishment of the Splashes Sports Centre, however after extensive structural surveys were carried out at Splashes Leisure Centre to ascertain the condition of the building with the intention to refurbish, the building was found to have major structural faults beyond economic repair. In June 2021 the Cabinet approved the demolition of the current Splashes Sports Centre whilst plans are being developed for a new centre on the same site. In the coming months, Cabinet will consider another report setting out details for the replacement of a new leisure facility on the existing site. This will establish a brand new centre offering fun, family-friendly activities which complement the sessions delivered at Medway’s other sports

centres. The investment in Splashes Sports Centre supports our aspiration to become a Child-Friendly City, putting Medway's young people at the centre of everything we do.

- 13.13. **Play Area Investment:** An audit and annual play inspection sets out the top priorities for play investment each year. In July 2020, Cabinet proposed that £275,000 should be included in the capital programme and this was included in the agreed budget for the current financial year. Cabinet also recommended that £250,000 should be added to each year's capital programme moving forward to ensure that residents and visitors have access to safe play equipment designed to meet the increasingly diverse range of user needs.
- 13.14. **Bereavement Services:** We have four cemeteries in Medway which are all suitable for burials, cremated remains and memorials. The roads and pathways across these are in need of repair, requiring investment of £250,000 to ensure they continue to provide a safe and aesthetically pleasing environment.
- 13.15. **Central Theatre Sound System:** The Central Theatre's existing sound system is fifteen years old and requires replacement with a new voice reinforcement sound system to maintain the quality of sound reproduction befitting of a venue of The Central's size and status. Bose, a world leader in sound reinforcement systems with headquarters in Chatham has approached the Council with a proposal to work in partnership with the Central Theatre to deliver a high quality sound system for £95,000 and carry out a range of mutually beneficial activities, including use of the venue as their European Centre of Excellence to demo their product to professionals across Europe and as a showcase site.
- 13.16. **CCTV:** An ongoing programme of replacement is required to ensure the service continues to operate as planned, with investment of £100,000 now necessary to replace a range of cameras including those in our car parks and the bus station.
- 13.17. **Investment in Digital Infrastructure in our Adult Education Centres:** In advance of the opening of the new Learning Skills and Employment Hub at Britton Farm, the service operates face to face courses from hubs in Rochester and Gillingham alongside online learning. Alongside funding some minor adaptations to the Rochester centre, the addition of £230,000 to the capital programme will enable the service to enhance its the web presence and update online course enrolment and delivery software.
- 13.18. **Investment in our Operational Buildings:** In addition to our annual revenue budget for building repairs and maintenance of £750,000, the 2021/22 capital programme included an injection of £500,000 of capital receipts to fund major repairs to our operational property portfolio. The Capital Strategy set out a further package of works required, for which a further £1.050million of capital receipts will be added to the programme to deliver replacement of transformers, replacement of passenger lifts, waterproofing works and new drainage to protect assets on level 2 within Gun Wharf.

**Table 7: Summary of Proposed Additions to the Capital Programme in 2022/23**

<b>New Capital Scheme</b>	<b>Source of Funding</b>	<b>Allocation £m</b>
Schools Maintenance and Condition	Maintenance Grant	TBC
Devolved Schools Maintenance and Condition	Devolved Formula Capital	TBC
Highways Maintenance	DfT Grant Programme	TBC
HRA Planned Maintenance	HRA Revenue / Reserves	4.975
HRA Disabled Adaptations	HRA Revenue / Reserves	0.200
HRA New Build Programme	HRA borrowing & 1:1 Right To Buy Capital Receipts	8.200
Programme of capital works to Gun Wharf	Capital Receipts	1.050
Highways Infrastructure	Capital Receipts	2.000
Investment in Play Areas	Capital Receipts	0.250
Investment in Digital Infrastructure in our Adult Education Centres	Capital Receipts	0.230
CCTV Cameras	Capital Receipts	0.100
Bereavement Service Path Repairs	Capital Receipts	0.250
Show Match sound system at Central Theatre	Capital Receipts	0.095
<b>Total</b>		<b>17.350</b>
Removal of SEN School Scheme	Prudential Borrowing	2.468

## 14. Housing Revenue Account

- 14.1. The Council is required under the Local Government and Housing Act 1989 to ensure that the Housing revenue Account (HRA) does not fall into a deficit position.
- 14.2. The Business Support Overview and Scrutiny Committee received a report on 25 January 2022 that detailed the HRA revenue and capital budget proposals and a follow up to that report features elsewhere on this agenda.
- 14.3. The summarised Housing Revenue Account is attached at Appendix 6, with the capital investment requirements included within the current programme at Table 4 and the additions at Table 7.

## 15. Risk management

<b>Risk</b>	<b>Description</b>	<b>Action to avoid or mitigate risk</b>	<b>Risk rating</b>
<b>Demographic Growth</b>	Further demographic pressures may surface across our social care services above those assumed in building the	Close monitoring of demand for service to identify pressures early, robust budget monitoring.	C2 (Significant likelihood, major impact)



<b>Risk</b>	<b>Description</b>	<b>Action to avoid or mitigate risk</b>	<b>Risk rating</b>
	budget.		
<b>Special Educational Needs and Disabilities</b>	Further increases in the number of children requiring support, and in the complexity of needs may surface above those assumed in building the budget.	Close monitoring of demand for service to identify pressures early, robust budget monitoring.	C2 (Significant likelihood, major impact)
<b>Final settlement may be worse for Medway than the Provisional settlement</b>	There remains a slight possibility that following consultation, changes could be made to the settlement that adversely affect the overall position for the Council in terms of Government support.	This is considered a low risk but in the event that it proves to materialise there may be a need to table revised proposals for consideration by Council. Close monitoring of government communications.	D3 (Low likelihood, marginal impact)
<b>Inadequate funding</b>	Funding allocated is inadequate to offset expenditure pressures, and it may not be possible to deliver significant savings required to balance the Council's budget without recourse to reserves.	Officers and Members continue to work closely to identify savings.	C1 (Significant likelihood, critical impact)
<b>Capital receipts</b>	The budget assumes a significant proportion of the Capital Programme is funded from capital receipts; if the Council does not achieve the	Close monitoring of the programmes anticipated to deliver capital receipts, and careful management of the delivery of those schemes funded from	D2 (Low likelihood, major impact)

<b>Risk</b>	<b>Description</b>	<b>Action to avoid or mitigate risk</b>	<b>Risk rating</b>
	required receipts, some elements of the programme may either need to be curtailed or refinanced.	receipts.	
<b>Deliverability of the Capital Programme</b>	Macro-economic conditions, largely but not wholly resulting from the pandemic, have affected the cost and availability of both materials and labour.	Close monitoring of the programme and careful management of the delivery are supported by scrutiny from senior officers and Members.	B3
<b>Medway Development Company activity</b>	A reduction or slowing of the housing market could mean that MDC schemes planned may not generate the revenue income or the capital receipts assumed in the Council's budget.	<p>Skilled and experienced staff within the company and at the Council are focused on the production of high-quality businesses cases, leading to the selection and delivery of schemes that will perform well.</p> <p>Close monitoring of the programme and careful management of the delivery are supported by scrutiny from senior officers and Members.</p>	D2 (Low likelihood, major impact)
<b>Housing Infrastructure Fund</b>	The delivery of the HIF scheme is funded by Homes England, however any overspend must be funded by the Council.	<p>A dedicated team of skilled and experienced staff are focussed on the delivery of the HIF programme.</p> <p>Close monitoring of the programme and careful</p>	C2 (Significant likelihood, major impact)

Risk	Description	Action to avoid or mitigate risk	Risk rating
		management of the delivery are supported by scrutiny from senior officers and Members.	

## 16. Consultation

- 16.1. The Draft Budget is subject to consultation with Members via Overview and Scrutiny Committees with their comments captured at Appendix 1 to this report.

## 17. Diversity Impact Assessment

- 17.1. In setting its budget, the Council is exercising a public function and must therefore comply with the duties in section 149 Equality Act 2010 to have 'due regard' to the matters set out that section. Accordingly, due regard to the need to eliminate discrimination, advance equality, and foster good relations between those with a protected characteristic (pregnancy and maternity, age discrimination, disability, gender reassignment, marriage and civil partnerships, race, religion or belief, sex and sexual orientation) and those who do not share it must form an integral part of the decision-making process in relation to the budget. In practice the Council must show it has thoroughly considered any impact its decisions could have on groups with 'protected characteristics' before any decision is arrived at. Complying with this duty does not prevent the council from making difficult decisions about reorganisations, redundancies and service reductions nor does it stop decisions being made which may affect one group more than another. What must be demonstrated is that where there is potential for disproportionate impact this is transparent and any appropriate mitigating actions have been considered before final decisions are made.
- 17.2. In accordance with statutory requirements, work is currently ongoing by services to ensure that robust diversity impact assessments have been completed for the budget proposals in advance of Full Council's decision on the 24 February 2022. To manage the potential cumulative effect of proposals, this will include an overarching assessment taking a strategic view of the aggregate impact of reductions in funding, in recognition that some individual proposals on their own may not be significant but may need to be considered against changes in provision by other Council services.
- 17.3. It should be noted however that although equality impact assessments help to anticipate the likely effects of proposals on different communities and groups, in reality the full impact will only be known once the proposal is introduced. To mitigate any unintentional and unidentified impact, monitoring will be undertaken.

## 18. Financial implications

- 18.1. The financial implications are set out in the body of the report and in the attached appendices.

## 19. Legal and constitutional implications

- 19.1. Sections 30 to 36 of the Local Government Finance Act 1992 require that the Council sets a budget and Council Tax by 11 March each year and in doing so make a number of statutory calculations incorporated by resolution. The Localism Act 2011 has amended some of the terms and definitions to accommodate the introduction of powers to call local referendums for excessive Council Tax increase. The Council is now required to make a calculation of the Council Tax Requirement (Section 31A), excluding Parish precepts. The Act (Section 36) further prescribes that a calculation of the basic amount of Council Tax be presented together with an analysis of the Council Tax across the area and by valuation band. These calculations are required to be presented in a prescribed format and be subject to formal resolution by the Council.
- 19.2. Section 25 of the Local Government Act 2003 requires the Council's Section 151 officer to report to the Council on the robustness of the estimates made and the adequacy of the proposed financial reserves assumed in the budget calculations.
- 19.3. The Local Authorities (Standing Orders)(England) Regulations 2001 deal, amongst other things, with the process of approving the budget. Under the constitution the adoption of the budget and the setting of the Council Tax are matters reserved for the Council upon recommendation from Cabinet.
- 19.4. Council budget: In reaching their decisions, Members and officers must act reasonably, taking into account all relevant considerations and ignoring irrelevant ones. There is a need to ensure that when making budget decisions the result is not one which is irrational in the Wednesbury sense (i.e., one which no reasonable local authority could have made). The Council's overriding duty is to make a lawful budget and this is the touchstone against which other considerations must be tested.
- 19.5. The Council must have regard to its public sector equality duties when making decisions. This includes the requirement to undertake a Diversity Impact Assessment in relation to all significant changes to policies, procedures or practice, and to pay 'due regard' to the need to eliminate discrimination and promote equality with regards to race, disability and gender. This is further dealt with in Section 17 of this report.
- 19.6. Legal Obligations: Local authorities provide services pursuant to statutory duties (a mandatory requirement to provide services), and statutory powers, (where the Council has a discretion whether or not to provide services). Where the Council has a legal duty then it still has discretion in determining the manner in which those services are provided, so long as the level of quality of service provision is sufficient to fulfil the statutory duty.

- 19.7. Even where Members and officers are under pressure to make a budget reduction, they must not pre-empt proper decision-making processes by focusing solely on financial considerations. Members and officers must address the core question of individual service users' needs, rather than a lack of resources. Recent case law has held that resources may be a relevant consideration in making a decision relating to the manner of service provision, so long as the individual's assessed needs are met.
- 19.8. Charges for services: In considering charges for services, Members and officers should also try to achieve a fair balance between the interests of the users of council services and Council Tax payers. Where charges are being increased, Members need to bear in mind the scale and extent of the charges, and may need in some cases to have regard to the costs of service provision, associated with the power to charge.
- 19.9. Members' responsibility to make a personal decision: In Council, Members must make a personal decision on how to vote on the budget proposals. Members' overriding duty is to the whole community. Members have a special duty to their constituents, including those who did not vote for them. Whilst Members may be strongly influenced by the views of others, and of their party in particular, it is their responsibility alone to determine what view to take when deciding upon budget questions. He/she should not follow party loyalty and party policy to the exclusion of other considerations.
- 19.10. Members need to balance the cost to Council Tax payers of any budget reductions, against the need for the benefits of services of the particular nature, range and quality, under consideration. If having taken into account all relevant (and disregarding all irrelevant) considerations, Members are satisfied that it is financially prudent and reasonable to make any budget cuts proposed and adopt the recommendations as proposed then they may properly and reasonably decide to do so.
- 19.11. Capping: The Localism Act 2011 has superseded the previous capping legislation and dictates that should a council propose an increase in Council Tax which would be deemed to be excessive in accordance with principles and levels designated by the minister, then a local referendum on the proposal would be required. This would necessitate the drafting of an alternative proposal that would meet ministerial requirements to be put to the electorate alongside the 'excessive' proposition. Since this proposed budget is below the 'excessive' threshold this does not apply.
- 19.12. Housing Revenue Account: Under Section 76 of the Local Government and Housing Act 1989, the council is required, in advance of the financial year, to formulate proposals which satisfy the requirement that, on certain stated assumptions, the Housing Revenue Account for that year does not show a debit balance. The council is obliged to implement those proposals and from time to time to determine whether the proposals satisfy the 'break even' requirement. If not, then the council shall make such provisions as are reasonable practicable towards securing that the proposals as revised, shall satisfy the requirement.

- 19.13. Under Section 24 of the Housing Act 1985, the council can make such reasonable charges as it determines for the tenancy or occupation of its houses. The council is obliged, from time to time, to review rents charged and make such changes, as circumstances may require. In exercising this function (determining and fixing rent), the council should have regard to the rents charged in the private sector.
- 19.14. A decision to increase rent constitutes a variation of the terms of a tenancy. Under Section 103 of the Housing Act 1985, in respect of secure tenancies, a notice of variation (specifying the variation and date on which it takes effect) must be served on each tenant. For non-secure tenancies (excluding introductory tenancies), a notice must be served that complies with Section 25 of the Housing Act 1985.
- 19.15. The Housing Act 1985 defines the legal requirements for informing tenants of rent increases. In practice this requires the issue of written notification to each tenant a minimum of four weeks in advance of the date that the increase becomes operative. For 2022/23 the latest date for posting the notices (first class) is 28 February 2022.
- 19.16. Bringing the Kyndi recruitment agency back in-house (see paragraph 7.3) will involve the transfer of staff under the Transfer of Undertaking Protection of Employment (TUPE) Regulations 2006. Therefore, full staff consultation will be carried out, which given the numbers involved requires 30 days.
- 19.17. The Council's constitution contains the budget and policy framework rules. The relevant extracts from the constitution are summarised as follows:
- The budget and policy framework rules contained in the constitution specify that the Cabinet should produce the draft revenue and capital budget. This initial budget which does not have to give full detail, nor be a finalised set of proposals, should be submitted to the overview and scrutiny committees to consider the initial budget and if appropriate offer alternative proposals. Any such proposals will be referred back to the Cabinet for consideration.
  - Under the constitution the Cabinet has complete discretion to either accept or reject the proposals emanating from the overview and scrutiny committees. Ultimately it is the Cabinet's responsibility to present a budget to the Council, with a special Council meeting arranged for this purpose on 24 February 2022. The adoption of the budget and the setting of Council Tax are matters reserved for the Council.

## 20. Conclusion

- 20.1. The budget has been formulated based on the assumptions set out in the Financial Outlook, Draft Budget and Capital Strategy. In addition, budgets have been proposed to deliver the aspirations of the Council Plan and preserve those services that are important to residents.
- 20.2. The proposed revenue budget requirement of £351.076million (Appendix 2) exceeds the estimated available resources by £1.609million. If we cannot

identify measures to address this deficit, it will need to be met from the Council's reserves.

## 21. Section 25 Statement:

- 21.1. Section 25 of the Local Government Act 2003 requires that an Authority's Chief Financial Officer reports to Full Council when it is considering its Budget and setting its Council Tax for the forthcoming financial year, confirming the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals.
- 21.2. The budget proposals are based on extensive analysis and assurance from members of the Council's senior leadership team and their finance support staff. Portfolio Holders have worked with their respective Directors throughout the budget setting process. Overview and Scrutiny Committees have been consulted on the proposals as set out in the Draft Budget. The latest estimates, including those informed by the Provisional Settlement, are detailed throughout this report.
- 21.3. The Council's reserves position is set out in detail at Section 12 of this report.
- 21.4. As the Section 151 Officer, excluding the deficit on the DSG, for which a statutory override is in place, I feel confident in confirming the robustness of the assumptions underpinning this proposed budget and the adequacy of general reserves available to the Council. However in the absence of any action by the Government/Department for Education to address accumulated DSG deficits across upper tier authorities, the projected accumulated deficit at 31 March 2022 of £20.829million would mean the Council would likely have to seek financial support from the Government to avoid needing to issue a Section 114 in 2023/24.

## 22. Recommendations

- 22.1. Cabinet considers the recommendations from overview and scrutiny committees as summarised in Appendix 1 to this report;
- 22.2. Cabinet recommends to Council that the net revenue budget summarised at Appendix 2, should be set at £351.076million, and that this should be funded by a 2.994% increase in Council Tax for 2022/23 with the equivalent Band D figure at £1591.74.
- 22.3. Cabinet is requested to agree that the recruitment agency, previously transferred to Kyndi Ltd., be transferred back to Medway Council with effect from 1 April 2022 and that authority be delegated to the Chief Finance Officer to effect this transfer.
- 22.4. Cabinet recommends to Council the capital budget proposals, as set out in Table 7.
- 22.5. Cabinet recommends to Council that the balance of the SEN School scheme of

£2,467,626 be removed from the capital programme as set out in paragraph 13.5 of this report;

- 22.6. Cabinet recommends to Council the fees and charges set out at Appendix 7 to this report;
- 22.7. Cabinet recommends to Council the Flexible Use of Capital Receipts Strategy set out at Appendix 8 to this report;
- 22.8. Cabinet is asked to recommend to Council that the following schemes in the current capital programme, funded through the Flexible Use of Capital Receipts be removed from the capital programme and instead reflected in the 2021/22 revenue budget:
- 9X576 Children’s Improvement Programme – £612,351,
  - 9C077 Transformation Flexible Use of Capital Receipts – £2,371,602, and
  - 9C779 Feasibility Studies Flexible Use of Capital Receipts – £500,000.
- 22.9. Cabinet is asked to recommend to Full Council to approve the revised Senior Management Structure set out at Appendix 9.
- 22.10. Cabinet is asked to recommend to Full Council the creation of a new band within the pay structure as set out in Appendix 10, and to note that Directors will undertake reorganisations for their respective Directorates as set out in paragraph 9.3 of the report. This range will attract the same special allowance as the current Head of Service.
- 22.11. The Chief Finance Officer be requested to calculate the formal requirements under Sections 30 to 36 of the Local Government Finance Act 1992 for resolution by Special Council on 24 February 2022.

## 23. Suggested Reasons for Decision

- 23.1. The Constitution required that Cabinet’s budget proposals must be referred to Council for consideration and approval.
- 23.2. The Council is required by statute to set a budget and Council Tax Levels by 11 March each year.

### Lead officer contact

Katey Durkin, Head of Finance Strategy, Gun Wharf, 01634 332355,  
[katey.durkin@medway.gov.uk](mailto:katey.durkin@medway.gov.uk)

### Appendices

- 1 Report back from other Overview and Scrutiny Committees on Draft Budget Proposals
- 2 2022/23 Proposed Budget Summary
- 3 (a) and (b) C&A Budget Summary and Directorate Pressures & Savings
- 4 (a) and (b) RCE Budget Summary and Directorate Pressures & Savings



- 5 (a) and (b) BSD Budget Summary and Directorate Pressures & Savings
- 6 Housing Revenue Account Budget
- 7 Schedule of Proposed Fees and Charges
- 8 Flexible Use of Capital Receipts Strategy
- 9 Revised Senior Management Structure
- 10 MedPay Grades

## Background papers

[Provisional Local Government Financial Settlement report to Cabinet 11 January 2022](#)

[Financial Outlook 2022/23 report to Cabinet 28 September 2021](#)

[Draft Capital and Revenue Budget 2022/23 report to Cabinet on 16 November 2021](#)

This page is intentionally left blank

## Report back from other Overview and Scrutiny Committee on Draft Capital and Revenue Budget Proposals 2022/2023

### Summary

This Appendix presents for consideration the comments of all Overview and Scrutiny (O&S) Committees on the provisional draft budget for 2022/2023 proposed by Cabinet on 16 November 2021.

#### 1. Background

- 1.1 On 16 November 2020 Cabinet considered the draft capital and revenue budgets for 2022/2023 and agreed to forward these to all Overview and Scrutiny (O&S) Committees as work in progress inviting them to offer comments on the proposals outlined.
- 1.2 The Business Support O&S Committee has a pivotal role in the consultation process that surrounds Cabinet's construction of the budget. It has the responsibility to scrutinise and comment on the proposals. To this end the other O&S Committees have been invited to forward their comments to inform the process of scrutiny by this Committee as part of the constitutional consultation requirement for budget formulation.
- 1.3 The views expressed by the O&S Committees during this consultation period will be considered by Cabinet at its meeting on 8 February 2021.

#### 2. Draft Capital and Revenue Budgets 2022/2023

- 2.1 The draft proposals discussed by Cabinet were disaggregated into overview and scrutiny responsibilities and each Committee has been asked to consider the draft proposals pertinent to their area of responsibility and comment back to this Committee.
- 2.2 All of the other O&S Committees – dates included for information – have now had the opportunity to consider the budget proposals recommended by Cabinet and their views are set out in this Appendix.

Business Support O&S Committee	25 November 2021
Children and Young People O&S Committee	1 December 2021
Regeneration, Culture and Environment O&S Committee	2 December 2021
Health and Adult Social Care O&S Committee	18 January 2022
Business Support O&S Committee	25 January 2022

2.3 The relevant extracts from the minutes of these Committees are set out below.

## 2.4 Business Support Overview and Scrutiny Committee, 25 November 2021

### Discussion:

Members considered a report regarding the Council's draft capital and revenue budgets for 2022/23.

The following issues were raised:

- **Transfer of £2m children's social care pressure to adult social care** – in response to a query, Members were advised that historically most of the growth in learning disabilities placements in adult social care came from transitions from children's social care. Having looked at the expected cohort transitioning from children's social care the needs were now known and were lower than originally forecast. There would be no impact on services from this transfer.
- **2022/23 budget gap** – noting that the projected budget gap of £18.176m at this stage was unprecedented the point was made that difficult decisions would be needed at the February budget Council meeting.
- **New homes bonus** – the point was made that the Government were instructing councils to build more houses but this scheme which helped councils encourage housing growth was being wound down. The Head of Finance Strategy advised that the government may be moving from decentralised schemes like this to schemes which better reflected local needs.
- **Health and Social Care Levy** – a point was made that this was unlikely to benefit the Council. The Head of Finance Strategy agreed this was unlikely to have a significant positive impact on the Council's budget and there was a concern that providers would charge councils more.
- **Charging revenue costs to capital schemes** - referring to a comment that this is something that the Council should not do, the Head of Finance Strategy commented this was also something the Council's external auditors focussed on. There could be some confusion in terms of what matters the government classed as capital (i.e. potholes capital grant) and it could sometimes be possible to spend capital receipts on what were revenue items under temporary flexibilities in place. The Council would seek to charge appropriate items to capital where possible. A point was also made that care should be exercised in how S106 contributions were used.
- **Pay award** – noting that 1% had been set aside for pay, the point was made that due to inflation running at more than 4% this meant a pay cut in real terms. The Head of Finance Strategy commented this was still subject to negotiations with the Trade Unions.

- **Financial Settlement** – in terms of the impact on the Council of the Government’s levelling up agenda and also the timing of the settlement, the Head of Finance Strategy was hopeful that some of the grant announcements had been underplayed. The Council’s senior leadership were focused on reducing the gap further.
- **Personal care costs cap** – referring to the cap of £86k, whether this would lead to a cultural shift where people started to release equity from their homes or move to cheaper properties was queried and what the impact might be for the Council. The Head of Finance Strategy commented this sort of shift might be possible and the impact of the cap was still being modelled.

**Decision:**

The Committee:

- a) noted that Cabinet has instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2022/23 and beyond.
- b) noted the proposals outlined in the draft capital and revenue budgets and agreed to forward the proposals to the individual overview and scrutiny committees.

**2.5 Children and Young People Overview and Scrutiny Committee, 1 December 2021**

**Discussion:**

The Head of Finance Strategy introduced the report which set out the draft budget proposals for 2022/2023. She highlighted the budget setting process and the key assumptions that had been taken into account. She highlighted the pressure of placement costs which was currently the biggest factor attributable to the £18m gap and confirmed officers were working hard to find solutions to mitigate this.

Members then raised a number of questions and comments, which included:

- **Reserves** – officers confirmed that although there was no guarantee of not using reserves, it would not be something officers would want to build a budget on as this would not be sustainable.
- **Sustainability of children’s services investment** – concern was raised about the sustainability of the previous investment that had been made in children’s services as part of the improvement journey. Officers reassured the Committee that that previous investment did form part of the base budget and it was the costs of placements activity and the provider market that was increasing the budget gap.

**Decision:**

- (1) The Committee noted that Cabinet had instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2022/23 and beyond.
- (2) The Committee recommended that its comments on the draft budget be fed back to the Business Support Overview and Scrutiny Committee in January.
- (3) The Committee noted that the timetable for consideration by overview and scrutiny.

**2.6 Regeneration, Culture and Environment Overview and Scrutiny Committee, 2 December 2021****Discussion:**

The Committee received a report providing an update on progress towards setting the Council's draft capital and revenue budgets for 2022/23.

The report set out the process by which the budget would progress through to Cabinet and Council in February 2022.

In response to a question as to whether there was a likelihood of reducing staffing levels to assist in bridging the budget gap, the Head of Finance Strategy reminded the Committee that the Council was a lean establishment insofar as staffing was concerned and that the majority of the budget pressures came from the cost of adult and children's social care placements. This was therefore an area that was under review to assess the potential for reductions.

**Decision:**

The Committee noted that Cabinet has instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2022/23 and beyond.

**2.7 Health and Adult Social Care Overview and Scrutiny Committee, 18 January 2022****Discussion:**

Members considered a report which presented the Council's draft capital and revenue budgets for 2022/23. In accordance with the Constitution, Cabinet is required to develop 'initial budget proposals' approximately three months before finalising the budget and setting council tax levels at the end of February 2022.

Members were advised the Local Government Finance Settlement had resulted in an additional £2.5m for adult social care compared to the draft budget, and that the public health grant would be increased in line with inflation to be around £18.1m.

Whether this increased funding meant the identified budget gap had been closed, allowing services to be delivered at their current level was queried. Members were advised the announcements represented a significant increase in funding and there is therefore less need to identify savings from adult social care to deliver a balanced budget. Officers were confident a balanced budget could be delivered. In response the point was made that the increase in pressures in adult social care was still a concern and while less savings were now needed whether demand could be met comfortably was questioned.

**Decision:**

The Committee agreed to:

- a) note that Cabinet has instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2022/23 and beyond.
- b) comment on the proposals outlined in the draft capital and revenue budgets in so far as they relate to the services within the remit of this Committee, and feed this back to the Business Support Overview and Scrutiny Committee in January.

## **2.8 Business Support Overview and Scrutiny Committee, 25 January 2022**

**Discussion:**

The Committee considered a report presenting the Council's draft capital and revenue budgets for 2022/23 noting that it was based on the principles set out in the Financial Outlook 2022/23 reported to Cabinet on 28 September 2021.

Members raised the following questions and comments:

- **Clarification on the Council tax base:** With reference to new housing development, clarification was sought on the reduction in the Council's tax base due to the pandemic. The Head of Finance Strategy explained that the number of properties was not the only factor in calculating the tax base. For example, it would be reduced by the number of people claiming under the Council Tax Reduction Scheme. Colleagues in Planning Services had assisted in reaching a prudent assumption about the number of dwellings that would be completed and occupied over the course of the year, and therefore liable to Council Tax, based on the number of outstanding planning consents.

The Head of Finance Strategy added that, although there were impacts of Covid that would reduce the Council's tax base, there were also significant residential development opportunities which would increase the tax base.

The projected increased cost of adult and children's social care as a result of the pandemic was also highlighted by Members and it was requested that this, as well as the housing development issue, be included in a briefing note on the impact of the pandemic on the Council tax base. The

Head of Finance Strategy advised that the adult social care precept was an additional 1% on a resident's council tax bill.

- **Shortfall in income from the Pentagon Centre:** The Head of Finance Strategy advised that the draft budget represented a set of assumptions made in November that had now been reviewed. Over the next two years, the shortfall in income from the Pentagon Centre would be in relation to improvement works for its better future use. It was therefore anticipated that this shortfall would be reduced for 2023/24.
- **Reduction in Business Rate retention:** The Head of Finance Strategy said that Medway not benefiting from 100% business rate retention, as a result of a recent Secretary of State announcement in relation to levelling up, would hopefully be offset by increased national grant allocation due to Medway's higher position on the indices of deprivation than previously.
- **Concerns regarding the Health and Social Care Levy:** Concern was expressed that residents might conclude that they were paying twice for adult social care and might still have to sell their homes to contribute towards their care. However, the Council would not receive the extra funding collected through this levy. The Head of Finance Strategy responded that every individual would be paying an extra 1.25% from April as a result of this levy and the allocations from it would be ringfenced for the NHS for the first three years. Separately, the Government had announced a series of relatively small funding pots for local authorities with Medway's allocation amounting to around £630,000. The Council was modelling the impact of these changes but the presumption within the budget was that the impact would be contained within this year's grant funding.
- **Income from Local Taxation – The Collection Fund:** In response to a question on whether the Council was losing support for the collection fund, the Head of Finance Strategy, said that this was in part a timing issue. Some Covid funding allocations had been provided up front with two years funding received in the same year. Conversely, the impact from other funding allocations might not be seen until the following year. This complication meant that there were occasions when funding had been passed on the residents before it could be reflected in the Council's collection fund accounts.
- **Schools Grants:** Asked if the situation on these allocations was still uncertain, the Head of Finance Strategy said that they had now been confirmed and at its meeting on 8 February, Cabinet would receive the final schools funding report.
- **Funding pressure on SEND transport:** It was noted that the Council Strategy report which would be considered later in the meeting, mentioned significant funding pressure on SEND transport and further information on this was requested. The Head of Finance Strategy advised that the dedicated schools grant did not cover school transport costs which therefore became a pressure on the general fund and this pressure was growing as the SEND cohort increased. Although routes had been rationalised to reduce the number of vehicles needed for school transport,



social distancing requirements during the pandemic had meant that this rationalisation could not be sustained. SEND Transport was included as a line within the Children and Adults Directorate budget summary at Appendix 2A of the report.

- **Reduction in funding allocation for homelessness:** The Head of Housing Strategy advised that Government funding for the rough sleeping initiative would be reduced by 25% for quarter 1 of 2022/23. The current level of service would be maintained during this time from reserves, and any rolled forward money from the second phase of the Everyone In fund. Discussions with the Ministry were continuing on what the level of funding might be beyond quarter 1. This information had been received after the draft budget had been prepared but it would be reflected in the final budget.

**Decision:**

- 1) The Committee noted that Cabinet has instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2022/23 and beyond.
- 2) The Committee commented on the proposals outlined in the draft capital and revenue budgets in so far as they relate to the services within the remit of this committee. It considered the comments from the individual Overview and Scrutiny Committees, as set out in Appendix 5, and forwards them to Cabinet, contributing to the overall comments that the Committee feeds back to Cabinet on behalf of the other O&S Committees.

This page is intentionally left blank

## 2022/23 Proposed Budget Summary

Directorate	2021/22 Adjusted Base	2022/23 Financial Outlook & Draft Budget Assumptions	2022/23 Further Adjustments	2022/23 Budget Requirement	Gross Expenditure	Direct Income	Net Expenditure
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children and Adult Services	240,628	263,463	(7,346)	256,118	267,454	(11,336)	256,118
Regeneration, Culture & Environment	60,272	64,838	(4,239)	60,599	97,990	(37,391)	60,599
Business Support Department	33,551	33,612	747	34,360	129,622	(95,263)	34,360
<b>Budget Requirement</b>	<b>334,452</b>	<b>361,913</b>	<b>(10,837)</b>	<b>351,076</b>	<b>495,066</b>	<b>(143,990)</b>	<b>351,076</b>
Council Tax	(135,642)	(139,144)	1,058	(138,086)	0	(138,086)	(138,086)
Retained Business Rates & Baseline Need Funding	(59,900)	(70,334)	1,923	(68,412)	0	(68,412)	(68,412)
New Homes Bonus	(986)	(88)	(1,891)	(1,979)	0	(1,979)	(1,979)
Education Related Grants	(99,406)	(101,879)	(2,720)	(104,599)	0	(104,599)	(104,599)
Adult Social Care Related Grants	(13,912)	(14,711)	(2,487)	(17,198)	0	(17,198)	(17,198)
Children's Social Care Related Grants	0	0	(1,067)	(1,067)	0	(1,067)	(1,067)
Public Health Grant	(17,581)	(17,581)	(545)	(18,126)	0	(18,126)	(18,126)
Budgeted Use of Reserves	0	0	0	0	0	0	0
<b>Estimated Available Funding</b>	<b>(327,427)</b>	<b>(343,738)</b>	<b>(5,729)</b>	<b>(349,467)</b>	<b>0</b>	<b>(349,467)</b>	<b>(349,467)</b>
<b>Budget Gap - General Fund</b>	<b>7,025</b>	<b>18,175</b>	<b>(16,566)</b>	<b>1,609</b>	<b>495,066</b>	<b>(493,457)</b>	<b>1,609</b>

This page is intentionally left blank

## Children &amp; Adults Directorate - Proposed Budget 2022/23

General Fund Activities	2021/22 Adjusted Base £000s	Financial Outlook & Draft Budget Assumptions £000s	2022/23 Further Adjustments £000s	2022/23 Budget Requirement £000s	2022/23 Budget Requirement - Expenditure £000s	2022/23 Budget Requirement - Income £000s	2022/23 Budget Requirement - Net £000s
Assistant Director Adult Social Care	(2,681)	(2,656)	(1,660)	(4,316)	16,738	(21,053)	(4,316)
Business Operations & Provider Services	3,499	3,499		3,499	3,752	(252)	3,499
Locality Services	67,793	76,440	(1,205)	75,235	90,260	(15,025)	75,235
Specialist Services/Principal Social Worker	1,763	1,763		1,763	1,763	0	1,763
<b>Total Adult Social Care</b>	<b>70,374</b>	<b>79,046</b>	<b>(2,865)</b>	<b>76,181</b>	<b>112,511</b>	<b>(36,330)</b>	<b>76,181</b>
<b>Directorate Management Team</b>	<b>584</b>	<b>584</b>	<b>(10)</b>	<b>574</b>	<b>711</b>	<b>(137)</b>	<b>574</b>
Business Support	1,331	1,331		1,331	1,331	0	1,331
Children In Care	31,085	41,755	(9,016)	32,739	33,711	(972)	32,739
Children's Care Improvement	(686)	(686)	1,067	380	1,716	(1,335)	380
Children's Care Management	840	840	(83)	757	813	(56)	757
Children's Social Work Team	7,367	7,367	211	7,578	7,578	0	7,578
Early Help, Youth, MASH and Adolescence	5,738	5,738	149	5,887	8,161	(2,274)	5,887
Head of Provider Services	0	0		0	0	0	0
Head of Safeguarding	1,835	1,835		1,835	1,835	0	1,835
Head of Safeguarding & QA	2,918	2,918		2,918	3,129	(211)	2,918
Virtual Head	435	435		435	626	(191)	435
<b>Total Children's Services</b>	<b>50,864</b>	<b>61,534</b>	<b>(7,672)</b>	<b>53,861</b>	<b>58,901</b>	<b>(5,040)</b>	<b>53,861</b>
Early Years Sufficiency	16,232	16,232	881	17,113	17,113	0	17,113
Education Management Team	38	38	(19)	19	295	(277)	19
Inclusions	2,723	2,723		2,723	3,120	(397)	2,723
Psychology & SEN	32,501	34,974	(722)	34,252	34,755	(503)	34,252
School Organisation & Student Services	1,135	1,135	88	1,223	1,971	(748)	1,223
School Improvement	(262)	(262)		(262)	302	(564)	(262)
School Online Services	(128)	(128)		(128)	551	(679)	(128)
SEN Transport	6,043	6,043	200	6,243	6,665	(422)	6,243
<b>Total: Education</b>	<b>58,282</b>	<b>60,755</b>	<b>427</b>	<b>61,183</b>	<b>64,772</b>	<b>(3,589)</b>	<b>61,183</b>
Adults Commissioning	258	258		258	567	(309)	258
C&A Performance & Intelligence	472	472		472	472	0	472
Children's Commissioning	1,404	1,404		1,404	1,938	(534)	1,404
<b>Total: Partnership Commissioning</b>	<b>2,134</b>	<b>2,134</b>	<b>0</b>	<b>2,134</b>	<b>2,977</b>	<b>(843)</b>	<b>2,134</b>
Business Development	180	180		180	325	(144)	180
DAAT	1,918	1,918		1,918	1,977	(59)	1,918
Health Improvement Programmes	3,216	3,216		3,216	4,175	(960)	3,216
Public Health Commissioning	5,511	5,511	545	6,056	6,230	(173)	6,056
Public Health Management	1,091	1,091		1,091	1,715	(624)	1,091
Stop Smoking Services	375	375		375	375	0	375
Supporting Healthy Weight	1,257	1,257		1,257	1,257	0	1,257
<b>Total Public Health</b>	<b>13,549</b>	<b>13,549</b>	<b>545</b>	<b>14,094</b>	<b>16,054</b>	<b>(1,960)</b>	<b>14,094</b>
Finance Provisions	1,562	1,562		1,562	1,534	28	1,562
HR Provisions	677	677		677	978	(301)	677
School Grants	42,417	42,417	2,561	44,979	8,142	36,836	44,979
<b>Total School Retained Funding and Grants</b>	<b>44,656</b>	<b>44,656</b>	<b>2,561</b>	<b>47,217</b>	<b>10,654</b>	<b>36,563</b>	<b>47,217</b>
<b>Pay including 1% pay award, 1.25% Employers National Insurance, removal of Thank You payments</b>	<b>185</b>	<b>1,205</b>	<b>(332)</b>	<b>873</b>	<b>873</b>	<b>0</b>	<b>873</b>
<b>Total for Children and Adults</b>	<b>240,628</b>	<b>263,463</b>	<b>(7,346)</b>	<b>256,118</b>	<b>267,454</b>	<b>(11,336)</b>	<b>256,118</b>

This page is intentionally left blank

<b>Children and Adults Directorate</b>		
<b>Pressures &amp; Savings</b>	<b>2022/23 Financial Outlook and Draft Budget Pressures / Savings £000s</b>	<b>2022 Further Pressures / Savings £000s</b>
<b>Adult Social Care</b>		
Adult Social Care demographic growth	4,100	
Adult Social Care cost of current placements in excess of current budget	3,746	
Adult Social Care price increases	3,001	
Kent and Medway Care Record implementation	25	
Adult Social Care Transformation and Improvement Programme	(3,000)	
Impact of Adult Social Care reforms	800	
Adult Social Care Transformation and Improvement Programme additional savings		(52)
Impact of social care reforms: Market Sustainability & Fair Cost of Care grant lower than estimated in Draft Budget		(126)
Assumed Health contribution to Adult Social Care placement costs		(1,570)
Remove ASC contribution towards 38 week SEND placement costs		(453)
Flattening of increases in mental health supported living costs		(473)
Directorate-wide reduction in non-salary costs, reflecting new ways of working		(90)
Reduction in agency costs following the return of the recruitment agency in-house		(100)
<b>Total Adult Social Care</b>	<b>8,672</b>	<b>(2,865)</b>
<b>Children's Services</b>		
Children's Social Care demographic growth	4,573	
Children's Social Care cost of current placements in excess of current budget	9,726	
Children's Social Care price increases	752	
Reduction in Children's Social Care cost of current placements reflecting transitions into Adult Social Care	(2,902)	
Removal of staffing budget in excess of requirement	(1,478)	
Impact of LGO on special guardianship orders and additional resource in service		140
Review of Children's Social Care placement projections		(3,471)
Invest to save activity in parent and child placements		(332)
Impact of building capacity in residential provision		(1,664)
Introduction of multi-disciplinary team (Medway Council contribution to DfE funding)		149
Introduction of NQSW scheme (Medway Council contribution, match funded by DfE)		361
Staff progression payments cost 2022/23		200
Investment in Medium term foster placements for moderate/complex children		195
Additional resource for 0-25 Team		308
Care leavers rent guarantor scheme		(335)
Centralisation of legal expenditure budgets		(1,835)
Improvement funding from DfE		1,067
Remove CSC contribution towards 38 week SEND placement costs		(1,274)
Impact of Business Manager on agreement and monitoring of placements		(748)
Directorate-wide reduction in non-salary costs, reflecting new ways of working		(83)
Reduction in agency costs following the return of the recruitment agency in-house		(350)
<b>Total Children's Services</b>	<b>10,671</b>	<b>(7,672)</b>
<b>Directorate Management Team</b>		
Directorate-wide reduction in non-salary costs, reflecting new ways of working		(10)
<b>Total Directorate Management Team</b>	<b>0</b>	<b>(10)</b>
<b>Education</b>		
SEND Transport pressure		200
School transport costs relating to delayed opening of Maritime Academy		88
Hypothecated expenditure based on increased DSG allocation	2,473	159
Directorate-wide reduction in non-salary costs, reflecting new ways of working		(19)
<b>Total Education</b>	<b>2,473</b>	<b>427</b>
<b>School Retained Funding and Grants</b>		
Hypothecated expenditure reduction based on decreased DSG allocation		2,561
<b>Total School Retained Funding and Grants</b>	<b>0</b>	<b>2,561</b>
<b>Public Health</b>		
Hypothecated expenditure reflecting real terms increase in grant based on 3% CPI		545
<b>Total Public Health</b>	<b>0</b>	<b>545</b>
<b>Pay including 1% pay award, 1.25% Employers National Insurance, removal of Thank You payments</b>	<b>1,020</b>	<b>(332)</b>
<b>Total C&amp;A</b>	<b>22,836</b>	<b>(7,346)</b>

This page is intentionally left blank



## Regeneration, Culture and Environment Directorate - Proposed Budget 2022/23

General Fund Activities	2021/22 Adjusted Base £000s	Financial Outlook & Draft Budget Assumptions £000s	2022/23 Further Adjustments £000s	2022/23 Budget Requirement £000s	2022/23 Budget Requirement - Expenditure £000s	2022/23 Budget Requirement - Income £000s	2022/23 Budget Requirement - Net £000s
Environmental Services	27,093	27,865	481	28,346	30,428	(2,082)	28,346
Front Line Services Support	769	769		769	841	(72)	769
Greenspaces	4,012	4,012		4,012	4,318	(305)	4,012
Highways	6,496	6,900	(1,687)	5,213	7,046	(1,833)	5,213
Integrated Transport	6,329	6,679		6,679	8,519	(1,840)	6,679
Parking Services	(4,851)	(4,079)	(937)	(5,016)	3,212	(8,228)	(5,016)
Regulatory Services	576	576	(5)	572	3,419	(2,848)	572
<b>Total for Front Line Services</b>	<b>40,424</b>	<b>42,721</b>	<b>(2,147)</b>	<b>40,574</b>	<b>57,781</b>	<b>(17,207)</b>	<b>40,574</b>
Culture	1,225	1,428		1,428	2,261	(832)	1,428
Culture & Community Support	140	140		140	248	(108)	140
Libraries & Community Hubs	3,179	3,192		3,192	3,440	(248)	3,192
Planning	861	861	(255)	605	2,651	(2,046)	605
South Thames Gateway Partnership	135	135		135	135	0	135
Sport, Leisure, Tourism & Heritage	2,056	2,576	(390)	2,186	5,491	(3,305)	2,186
Strategic Housing	5,360	5,360	(258)	5,102	9,558	(4,456)	5,102
<b>Total for Culture &amp; Community</b>	<b>12,955</b>	<b>13,691</b>	<b>(903)</b>	<b>12,788</b>	<b>23,784</b>	<b>(10,996)</b>	<b>12,788</b>
Economic Development	230	230		230	1,150	(920)	230
Medway Norse	5,538	5,538		5,538	5,538	0	5,538
Property & Capital Projects	1,930	1,930		1,930	2,915	(985)	1,930
Regeneration Delivery	766	766	(5)	762	1,076	(314)	762
Skills & Employability	(258)	(258)		(258)	1,959	(2,217)	(258)
Valuation & Asset Management	(3,801)	(2,501)	(508)	(3,010)	1,333	(4,342)	(3,010)
<b>Total for Regeneration</b>	<b>4,406</b>	<b>5,705</b>	<b>(513)</b>	<b>5,192</b>	<b>13,971</b>	<b>(8,779)</b>	<b>5,192</b>
<b>Director's Office</b>	<b>963</b>	<b>563</b>		<b>563</b>	<b>585</b>	<b>(22)</b>	<b>563</b>
<b>Communications</b>	<b>699</b>	<b>699</b>		<b>699</b>	<b>916</b>	<b>(218)</b>	<b>699</b>
<b>MCG Services</b>	<b>673</b>	<b>688</b>		<b>688</b>	<b>857</b>	<b>(169)</b>	<b>688</b>
<b>Deangate</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Directorate-wide budget reduction reflecting new ways of working</b>	<b>0</b>	<b>0</b>	<b>(348)</b>	<b>(348)</b>	<b>(348)</b>	<b>0</b>	<b>(348)</b>
<b>Pay including 1% pay award, 1.25% Employers National Insurance, removal of Thank You payments</b>	<b>153</b>	<b>770</b>	<b>(328)</b>	<b>442</b>	<b>442</b>	<b>0</b>	<b>442</b>
<b>Total for Regeneration, Culture and Environment</b>	<b>60,272</b>	<b>64,838</b>	<b>(4,239)</b>	<b>60,599</b>	<b>97,990</b>	<b>(37,391)</b>	<b>60,599</b>

This page is intentionally left blank

<b>Regeneration, Culture and Environment Directorate</b>		
<b>Pressures &amp; Savings</b>	<b>2022/23 Financial Outlook and Draft Budget Pressures / Savings</b>	<b>2022 Further Pressures / Savings £000s</b>
<b>Front Line Services</b>		
Environmental Services - Increases in waste arisings	113	
Environmental Services - Contractual uplifts for collection and disposal (3%)	408	
Environmental Services - Medway Norse uplifts for Waste Collection / Street Cleansing, HWRC and Green Spaces	176	
Parking Services - projected income shortfall	772	
Highways - Infrastructure contractual uplift (2%)	134	
Highways - Impact of revised mechanism for charging staff costs to capital programme	270	
Integrated Transport - Impact of revised mechanism for charging staff costs to capital programme	350	
CCTV Partnership - contractual uplift (2%)	15	
Climate Change - Permanent resource to support and deliver Action Plan	75	
Capitalisation of appropriate Highways expenditure		(996)
Recovery of income from Parking Services to pre-Covid levels		(772)
Norse contract uplift in excess of Draft Budget provision		482
Reduction in energy budget required following installation of LED street lighting		(689)
Centralisation of legal expenditure budgets		(173)
<b>Total Front Line Services</b>	<b>2,313</b>	<b>(2,147)</b>
<b>Culture and Community</b>		
Sports centres - projected income shortfall	440	
Heritage attractions - projected income shortfall	100	
Theatres - projected income shortfall	204	
Libraries - self-service machines support and maintenance contracts	13	
Reduction in subsidy to Lordswood Leisure	(20)	
Recovery of income from Leisure Centres to pre-Covid levels		(440)
Increased marketing activity around leisure offer		50
Reduction in required level of contributions to dedicated reserves and increased income projection in Planning Services		(187)
Increase income budget to reflect higher Homelessness grant		(250)
Centralisation of legal expenditure budgets		(80)
<b>Total Culture and Community</b>	<b>737</b>	<b>(907)</b>
<b>Regeneration</b>		
Pentagon Centre - projected income shortfall	1,236	
Valuation and Asset Management Service - Impact of revised mechanism for charging staff costs to capital programme	95	
Valuation and Asset Management Service - Projected income from letting out office accommodation in Gun Wharf	(32)	
Revised projection Gun Wharf lettings income		(150)
Property rationalisation - surrender of lease of property no longer required		(25)
Improved income projections for Pentagon Centre		(300)
Centralisation of legal expenditure budgets		(34)
<b>Total Regeneration</b>	<b>1,299</b>	<b>(509)</b>
<b>Removal of one-off Modern Medway Fund</b>	<b>(400)</b>	<b>0</b>
<b>Directorate-wide reduction in non-salary costs, reflecting new ways of working</b>	<b>0</b>	<b>(348)</b>
<b>Pay including 1% pay award, 1.25% Employers National Insurance, removal of Thank You payments</b>	<b>617</b>	<b>(328)</b>
<b>Total Regeneration, Culture &amp; Environment</b>	<b>4,566</b>	<b>(4,239)</b>

This page is intentionally left blank

## Business Support Department - Proposed Budget 2022/23

General Fund Activities	2021/22 Adjusted Base £000s	Financial Outlook & Draft Budget Assumptions £000s	2022/23 Further Adjustments £000s	2022/23 Budget Requirement £000s	2022/23 Budget Requirement - Expenditure £000s	2022/23 Budget Requirement - Income £000s	2022/23 Budget Requirement - Net £000s
Corporate Management	3,113	2,733	(130)	2,603	5,157	(2,554)	2,603
<b>Total for Corporate Management</b>	<b>3,113</b>	<b>2,733</b>	<b>(130)</b>	<b>2,603</b>	<b>5,157</b>	<b>(2,554)</b>	<b>2,603</b>
Business Change	632	632	(632)	0	3,003	(3,003)	0
Business Intelligence	601	601		601	709	(109)	601
Community Interpreters	(117)	(117)		(117)	509	(626)	(117)
Customer & Business Support	2,320	2,320		2,320	2,622	(302)	2,320
Digital	596	596		596	596	0	596
Finance Operations	724	724		724	1,003	(279)	724
Finance Strategy	1,105	1,105		1,105	1,277	(172)	1,105
ICT	5,647	5,647		5,647	6,862	(1,215)	5,647
Internal Audit & Counter Fraud	374	374	(1)	373	600	(227)	373
Revenues & Benefits	549	549	(15)	534	78,491	(77,957)	534
Rural Liaison Grants	73	73	(73)	0	0	0	0
Divisional Management Team	0	0	(500)	(500)	0	(500)	(500)
Human Resources	1,412	1,412	200	1,612	2,745	(1,134)	1,612
<b>Total Finance &amp; Business Improvement</b>	<b>13,915</b>	<b>13,915</b>	<b>(1,020)</b>	<b>12,895</b>	<b>98,418</b>	<b>(85,523)</b>	<b>12,895</b>
Category Management	344	344		344	448	(104)	344
Democratic Services	572	572		572	616	(44)	572
Legal, Land Charges & Licensing	1,109	1,109	1,787	2,896	4,166	(1,270)	2,896
Members & Elections	1,549	1,571		1,571	1,629	(59)	1,571
<b>Total Legal, Contracts &amp; Property</b>	<b>3,574</b>	<b>3,596</b>	<b>1,787</b>	<b>5,382</b>	<b>6,859</b>	<b>(1,476)</b>	<b>5,382</b>
Directorate-wide budget reduction reflecting new ways of working	0	0	(201)	(201)	(201)	0	(201)
Pay including 1% pay award, 1.25% Employers National Insurance, removal of Thank You payments	(339)	31	286	317	317	0	317
<b>Total for Business Support</b>	<b>20,263</b>	<b>20,275</b>	<b>722</b>	<b>20,997</b>	<b>110,549</b>	<b>(89,552)</b>	<b>20,997</b>
Interest & Financing	12,171	12,171	144	12,315	17,415	(5,100)	12,315
Levies	1,577	1,626	0	1,626	1,658	(32)	1,626
Norse Profit Share	(460)	(460)	(118)	(578)	0	(578)	(578)
<b>Total for Business Support (inc Centralised costs)</b>	<b>33,551</b>	<b>33,612</b>	<b>747</b>	<b>34,360</b>	<b>129,622</b>	<b>(95,263)</b>	<b>34,360</b>

This page is intentionally left blank

<b>Business Support Department</b>		
<b>Pressures &amp; Savings</b>	<b>2022/23 Financial Outlook and Draft Budget Pressures / Savings £000s</b>	<b>2022 Further Pressures / Savings £000s</b>
<b>Legal and Governance</b>		
Members Allowances annual uplift	10	
Elections Reserve - increase in annual contribution required to fund 2023/24 elections	12	
Reduced external expenditure on legal advice		(350)
Centralisation of legal expenditure budgets		2,121
<b>Total Legal, Contracts &amp; Property</b>	<b>22</b>	<b>1,771</b>
<b>Finance &amp; Business Improvement</b>		
Divisional restructure		(500)
Fund the Business Change team through Flexible Use of Capital Receipts		(632)
<b>Total Finance &amp; Business Improvement</b>	<b>0</b>	<b>(1,132)</b>
<b>Corporate Services</b>		
Audit fee increases	70	
Removal of one-off additional pay award	(450)	
Reduction in Kent Pension Fund strain		(130)
Cease Rural Liaison Grants		(73)
<b>Total Corporate Services</b>	<b>(380)</b>	<b>(203)</b>
<b>Human Resources</b>		
Staffing Agency brought back in-house		200
<b>Total Human Resources</b>	<b>0</b>	<b>200</b>
<b>Directorate-wide reduction in non-salary costs, reflecting new ways of working</b>	<b>0</b>	<b>(201)</b>
<b>Pay including 1% pay award, 1.25% Employers National Insurance, removal of Thank You payments</b>	<b>370</b>	<b>286</b>
<b>Total BSD</b>	<b>12</b>	<b>722</b>
Levies - increased cost of Coroners Service, Environment Agency and Internal Drainage Board levies	49	
Interest and Financing - increased interest cost due to capital programme borrowing		144
Medway Norse Joint Venture - increase in profit share		(118)
<b>Total Centralised Costs</b>	<b>49</b>	<b>26</b>
<b>Total for Business Support (inc Centralised costs)</b>	<b>61</b>	<b>747</b>

This page is intentionally left blank



## Housing Revenue Account – Budget Summary 2022/23

Description	Budget 2021/22			R2 Forecast 2021/22			Proposed Budget 2022/23		
	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
<b>HRA Working Balance B/F</b>			<b>(5,462)</b>			<b>(5,395)</b>			<b>(4,870)</b>
Housing Maintenance	2,265	0	2,265	2,265	0	2,265	2,695	0	2,695
Homes for Independent Living	613	(2)	611	574	(1)	573	593	(2)	591
Tenancy Services	1,520	0	1,520	1,695	0	1,695	1,138	0	1,138
Estates Service	594	(4)	590	566	(5)	561	594	(4)	590
Community Development	144	0	144	142	0	142	147	0	147
Centralised Accounts	239	0	239	218	0	218	246	0	246
Client Side	2,052	(306)	1,746	1,965	(306)	1,659	1,970	(61)	1,909
Capital Development Programme	115	(65)	50	150	(65)	85	116	(66)	50
Capital Financing	7,978	0	7,978	7,830	0	7,830	7,458	0	7,458
Rental Income	0	(14,546)	(14,546)	0	(14,344)	(14,344)	0	(14,829)	(14,829)
Other Income	0	(246)	(246)	0	(161)	(161)	0	(196)	(196)
<b>Total Housing Revenue Account</b>	<b>15,522</b>	<b>(15,169)</b>	<b>353</b>	<b>15,406</b>	<b>(14,881)</b>	<b>525</b>	<b>14,957</b>	<b>(15,159)</b>	<b>(202)</b>
Revenue Contribution to Capital Expenditure			<b>241</b>			<b>0</b>			<b>231</b>
<b>HRA Working Balance C/F</b>			<b>(4,868)</b>			<b>(4,870)</b>			<b>(4,841)</b>

This page is intentionally left blank

# **MEDWAY COUNCIL**

Fees & Charges April 2022

## **Contents:**

<b><u>Directorate</u></b>	<b><u>Page</u></b>	<b><u>Service</u></b>
Regeneration, Culture and Environment	1-7	Front Lines Services
Regeneration, Culture and Environment	8	Parking (Pay & Display)
Regeneration, Culture and Environment	9	Animal Licensing
Regeneration, Culture and Environment	10	Integrated Transport
Regeneration, Culture and Environment	11-13	Greenspaces
Regeneration, Culture and Environment	14-16	Planning
Regeneration, Culture and Environment	17-18	Economic Development
Regeneration, Culture and Environment	19-20	Sports and Leisure
Regeneration, Culture and Environment	21-22	Heritage
Regeneration, Culture and Environment	23	Archives
Regeneration, Culture and Environment	24-25	Theatres
Regeneration, Culture and Environment	26-27	Corn Exchange
Regeneration, Culture and Environment	28-29	Housing
Regeneration, Culture and Environment	30	Libraries
Regeneration, Culture and Environment	31-38	Bereavement
Regeneration, Culture and Environment	39	Registration
Regeneration, Culture and Environment	40-41	Adult Learning
Regeneration, Culture and Environment	42-44	Property & Capital Projects
Children and Adults	45	Childrens Services & Education
Business Support Department	46-48	Customer and Business Support: Community Interpreters and Blue Badges
Business Support Department	49	Democratic and Electoral Services
Business Support Department	50-54	Corporate Services

## REGENERATION, CULTURE AND ENVIRONMENT

### Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Trading Standards</b>			
<b>Weights &amp; Measures - General</b>			
Hourly rate of Charge - (minimum charge 1 hour)	105.10	108.30	3.04%
Certificate of Errors	105.10	108.30	3.04%
Supply of replacement certificate	105.10	108.30	3.04%
Certificate of Errors	32.90	33.90	3.04%
Supply of replacement certificate	32.90	33.90	3.04%
<b>Weights &amp; Measures - Weights</b>			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	26.40	27.20	3.03%
Other weights	26.40	27.20	3.03%
<b>Weights &amp; Measures - Linear Measures</b>			
Linear measures not exceeding 3m or 10ft each scale	31.52	32.47	3.01%
<b>Weights &amp; Measures - Capacity Measures</b>			
Capacity measures without diversions not exceeding 1 litre or 1 quart	26.40	27.19	2.99%
Cubic ballast measures (other than brim measures)	262.80	270.70	3.01%
Brim measures (unsubdivided) up to 1 metre	131.40	135.40	3.04%
Liquid capacity measures for making up and checking average quantity packages	52.60	54.20	3.04%
<b>Weights &amp; Measures - Weighing Instruments</b>			
Not exceeding 30kg - first item	52.60	54.20	3.04%
Not exceeding 30kg - Second and subsequent items	52.60	54.20	3.04%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	52.60	54.20	3.04%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	105.10	108.30	3.04%
(1) Time on site of 4 hours or less (half day charge)	367.90	379.00	3.02%
(2) Time on site exceeding 4 hours (full day charge)	735.60	757.70	3.00%
<b>Weights &amp; Measures - Intoxicating Liquor Measuring Instruments</b>			
Not exceeding 5 fl. oz.	52.60	54.20	3.04%
Other	52.60	54.20	3.04%
<b>Weights &amp; Measures - Liquid Fuel Measuring Instruments</b>			
LFLO dispenser per meter/measuring container submitted	78.90	81.27	3.00%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	78.90	81.20	2.92%
Charge for each credit card acceptor unit tested, irrespective of the number	78.90	81.20	2.92%
<b>Weights &amp; Measures - Road Tankers</b>			
Wet hose type with two testing liquids	315.30	324.80	3.01%
Jammed ticket printer (no replacement parts)	210.10	216.40	3.00%
Replacement of parts without effect on calibration	210.10	216.40	3.00%
(1) First or single dipstick	52.60	54.20	3.04%
(2) Each additional dipstick submitted at the same time	31.52	32.50	3.11%
<b>Weights &amp; Measures - Other</b>			
Any other metrological testing, goods or equipment (per hour)	102.00	105.10	3.04%
<b>Petroleum</b>			
Petroleum Installation Record Search (per hour)	101.00	104.10	3.07%
<b>Licence &amp; Renewal</b>			
<b>Trader approval scheme</b>			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	255.00	262.70	3.02%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	184.00	189.60	3.04%
Fair Trader Scheme initial application fee	123.00	126.70	3.01%
Fair Trader Scheme - extra categories on website per category	55.00	55.70	1.27%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	65.00	66.70	2.62%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.50	12.90	3.20%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	365.00	375.95	3.00%
<b>Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019</b>	304.00	313.20	3.03%
<b>Exhibiting Animals</b>			
EXHIBITING Animals registration	196.70	196.70	0.00%

## Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%

### Gillingham Pier

#### Rent of berth:

##### Western Side of slipway

under 30 ft. - per month	65.50	67.50	3.05%
under 30 ft. - per annum	654.20	673.80	3.00%
30ft to under 40ft - per month	83.30	85.80	3.00%
30ft to under 40ft - per annum	831.90	856.90	3.01%
40 ft. and over - per month	120.80	124.40	2.98%
40 ft. and over - per annum	1,215.30	1,251.80	3.00%

##### Pontoon

under 20 ft. - per month	65.50	67.50	3.05%
under 20 ft. - per annum	654.20	673.80	3.00%
20ft to under 30ft - per month	83.40	85.90	3.00%
20ft to under 30ft - per annum	831.90	856.90	3.01%
30ft to under 40ft - per month	120.80	124.40	2.98%
30ft to under 40ft - per annum	1,215.30	1,251.80	3.00%

#### Mooring Fees

##### Commercial and Casual Mooring

Under 20ft - per day	11.40	11.70	2.63%
20ft to under 30ft - per day	11.90	12.30	3.36%
30ft to under 40ft - per day	16.80	17.30	2.98%
40ft to under 50ft - per day	17.50	18.00	2.86%
50ft to under 60ft - per day	23.10	23.80	3.03%
60ft to under 70ft - per day	33.20	34.20	3.01%
70ft to under 80ft - per day	44.10	45.40	2.95%
80ft to under 90ft - per day	56.40	58.10	3.01%
90ft to under 100ft - per day	69.40	71.50	3.03%
Per additional foot over 100ft - per day	1.40	1.40	0.00%

Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.40	0.00%
---	------	------	-------

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	124.80	128.50	2.96%
-------------------------	--------	--------	-------

#### Slipways

##### Painting, repairs etc. daily rate

Under 30ft	20.50	21.10	2.93%
30ft - 40ft	29.00	29.90	3.10%
40ft - 45ft	44.00	45.30	2.95%

##### Launching ( launch and haul out)

under 30ft	17.00	17.50	2.94%
30ft to under 40ft	19.00	19.60	3.16%
40ft to under 45 ft.	48.00	49.40	2.92%

## Waste Services

#### Bulky Collection

Standard collection - Metal	22.00	22.50	2.27%
Standard collection - Non Metal	22.00	22.50	2.27%
Collection within two working days	40.00	41.00	2.50%
Recovery of lost item from recycling bring bank	31.00	32.00	3.23%

#### Graffiti Removal

Hourly charge for removal of graffiti from private land	42.00	43.00	2.38%
---	-------	-------	-------

## Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Household Waste Recycling Centre's (HWRC's)</b>			
Car tyre disposal	4.00	4.00	0.00%

### Food Waste Caddy Liners

1 roll of 26 caddy liners	2.00	2.00	0.00%
---------------------------	------	------	-------

## Public Conveniences

Access Key to Disabled Persons' Convenience	5.40	5.60	3.70%
---	------	------	-------

## Highway Group

### Vehicle crossings

New / extended crossings (using Term Contractor)	167.00	172.00	2.99%
New / extended crossings (using Private Contractor)	215.00	220.00	2.33%
Charge for TMA notices - Per Notice	5.80	6.00	3.45%
Charge for service plans - Per Site	48.00	49.50	3.13%
Checking legality of crossings	167.00	172.00	2.99%
Confirming permission was given (conveyancing queries)	49.50	51.00	3.03%

### Highway lighting

Checking lighting designs	270.00	500.00	85.19%
Additional charge for every 50m length of Highway in design	54.50	60.00	10.09%
Application to alter/move Highway lighting equipment (street light, sign etc.).	167.00	170.50	2.10%
Application to fit shielding to a street light	32.50	33.50	3.08%
Hourly rate to administer and monitor third party works	54.00	55.50	2.78%

### Highways - Highway Adoption via S38/S278 Agreements

Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2,080.80	2,143.20	3.00%
Structures Fixed Fee Charge	1,560.60	1,607.40	3.00%
Medway Norse (Landscaping) Fixed Fee Charge	1,560.60	1,607.40	3.00%
Traffic Signals Fixed Fee Charge	1,560.60	1,607.40	3.00%
Solicitor Enquiry re Highway Adoption Charge	48.20	49.60	2.90%
Highway Drainage Fixed Fee Charge	1,560.60	1,607.40	3.00%

### Street Naming and numbering Charges

Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	74.50	76.50	2.68%
Charge for Amending a Road Name, i.e. request by local residents etc.	740.00	760.00	2.70%
Charge for Registering a New House or Building	74.50	76.50	2.68%
Charge for Registering 2 to 10 Buildings/Properties	220.00	225.00	2.27%
Charge for Registering 11 to 20 Buildings/Properties	297.00	305.00	2.69%
Charge for Registering 21 to 30 Buildings/Properties	372.00	382.00	2.69%
Charge for Registering 31 to 50 Buildings/Properties	530.00	545.00	2.83%
Charge for Registering 51 to 60 Buildings/Properties	685.00	705.00	2.92%
Charge for Registering 61 or more Buildings/Properties	850.00	875.00	2.94%
Charge for Amending a House Name/Building Name	74.50	76.50	2.68%
Charge for Amending a House Number	74.50	76.50	2.68%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	74.50	76.50	2.68%
Charge for registering a Hotel	228.00	235.00	3.07%
Charge for Historical Information, i.e. enquiries from Solicitors etc.	308.00	315.00	2.27%

### Highway Search Charges

Standard Search	27.80	28.50	2.52%
Additional charge per question	7.20	7.40	2.78%
Additional charge for requested A3 size plan	13.80	14.20	2.90%

### Requests to Stop Up the Highway

Administrating and processing a request to stop up highway rights	500.00	New Charge	
---	--------	------------	--

## Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Highways Pre Application Advice for Developers</b>			
Small Residential Developments (less than 10 units)	180.00	186.00	3.33%
- Preliminary Advice	220.00	227.00	3.18%
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice	260.00	268.00	3.08%
- Full Advice	300.00	309.00	3.00%
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice	340.00	350.00	2.94%
- Full Advice	380.00	392.00	3.16%
Strategic Residential Developments (over 101 units)			
- Preliminary Advice	420.00	433.00	3.10%
- Full Advice	460.00	474.00	3.04%
<b>Dropped Curb</b>			
Admin Fee for amendments to TRO	1,285.50	1,324.00	2.99%

## Community Safety & Enforcement

### Environmental Health

per hour officer cost	52.00	53.60	3.08%
Contaminated Land Searches min cost (up to 3 hours)	150.00	150.00	0.00%
Contaminated Land Searches per hour thereafter	52.00	53.60	3.08%

### Private Water Supplies

Analysis under regulation 10	26.00	26.80	3.08%
All other charges (per hour) - see website for national capped charges	52.00	53.60	3.08%

### Unfit Food

Examination of Food and the issue of Certificates for voluntary surrender	208.00	210.00	0.96%
Officer time per hour over and above the first two hours	52.00	53.50	2.88%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	

### Food Hygiene

FHRS re-score visit request	170.00	175.00	2.94%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	57.00	58.50	2.63%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	290.00	300.00	3.45%
Issue of export certificate (per hour officer time, min 1 hour)	52.00	53.50	2.88%

### Health and Safety

Level 2 award in health and safety in the workplace	57.50	59.20	2.96%
Asbestos Training - Half Day (pp - minimum 10 people per course)	78.00	80.30	2.95%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	52.00	53.60	3.08%

### Port Health

Ship Water Sampling Requests minimum up to 2 hours	52.00	53.50	2.88%
Rate per hour thereafter	52.00	53.50	2.88%
PHE water sample fees (where charged)	At Cost		
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	78.00	80.00	2.56%
Rate per hour for weekends and bank holidays thereafter	78.00	80.00	2.56%

### Licensing

Skin Piercing (Registration)	187.00	190.00	1.60%
Skin Piercing (minor variation)	88.00	90.00	2.27%
Amendment/Replacement of a licence or certificate	53.50	55.00	2.80%
Pleasure boat licences	145.00	150.00	3.45%



## Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Safer Communities</b>			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge)	60.00	62.00	3.33%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	12.00	12.00	0.00%
Additional fee if dog is collected out of hours	10.00	15.00	50.00%
Fees for the sale of unclaimed stray dogs	150.00	155.00	3.33%
Delivery of stray if owner is unable to collect from kennels	25.00	25.50	2.00%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	52.50	55.00	4.76%
<b>Anti Social Behaviour, Crime and Policing Act 2014</b>			
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	62.00	62.50	0.81%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	40.00	40.00	0.00%
Fixed penalty charge for depositing litter. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for fly posting. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty for the unauthorised distribution of free printed matter.	150.00	150.00	0.00%
Fixed penalty for graffiti. Discounted to £90 if paid within 10 days	150.00	150.00	0.00%
Fixed penalty charge for failing to comply with a Dog Control Order. The	80.00	80.00	0.00%
Dog waste bags for pack of 50	1.60	1.65	3.12%
<b>Travel Safety</b>			
<b>Accident Data Searches:</b>			
1 junction - 36 months	60.50	62.30	2.98%
1 junction - 60 months	65.70	67.70	3.04%
2 junctions - 36 months	87.30	89.90	2.98%
2 junctions - 60 months	96.50	99.40	3.01%
3 junctions - 36 months	115.70	119.20	3.03%
3 junctions - 60 months	124.80	128.50	2.96%
4 junctions - 36 months	141.60	145.80	2.97%
4 junctions - 60 months	154.30	158.90	2.98%
5 junctions - 36 months	167.20	172.20	2.99%
5 junctions - 60 months	186.50	192.10	3.00%
6 junctions - 36 months	195.50	201.40	3.02%
6 junctions - 60 months	216.20	222.70	3.01%
7 junctions - 36 months	225.10	231.90	3.02%
7 junctions - 60 months	244.40	251.70	2.99%
8 junctions - 36 months	250.70	258.20	2.99%
8 junctions - 60 months	276.50	284.80	3.00%
9 junctions - 36 months	277.60	285.90	2.99%
9 junctions - 60 months	306.20	315.40	3.00%
10 junctions - 36 months	306.20	315.40	3.00%
10 junctions - 60 months	335.70	345.80	3.01%
11 junctions - 36 months	330.70	340.60	2.99%
11 junctions - 60 months	372.80	384.00	3.00%
12 junctions - 36 months	360.30	371.10	3.00%
12 junctions - 60 months	393.60	405.40	3.00%
13 junctions - 36 months	388.60	400.30	3.01%
13 junctions - 60 months	424.60	437.30	2.99%
14 junctions - 36 months	415.50	428.00	3.01%
14 junctions - 60 months	456.70	470.40	3.00%
15 junctions - 36 months	441.40	454.60	2.99%
15 junctions - 60 months	486.10	500.70	3.00%
16 junctions - 36 months	472.10	486.30	3.01%
16 junctions - 60 months	514.60	530.00	2.99%

## Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
17 junctions - 36 months	495.20	510.10	3.01%
17 junctions - 60 months	542.80	559.10	3.00%
18 junctions - 36 months	521.00	536.60	2.99%
18 junctions - 60 months	575.10	592.40	3.01%
19 junctions - 36 months	550.70	567.20	3.00%
19 junctions - 60 months	607.20	625.40	3.00%
20 junctions - 36 months	581.30	598.70	2.99%
20 junctions - 60 months	638.00	657.10	2.99%
21 junctions - 36 months	605.90	624.10	3.00%
21 junctions - 60 months	670.10	690.20	3.00%
22 junctions - 36 months	630.30	649.20	3.00%
22 junctions - 60 months	702.40	723.50	3.00%
23 junctions - 36 months	662.30	682.20	3.00%
23 junctions - 60 months	726.90	748.70	3.00%
24 junctions - 36 months	688.20	708.80	2.99%
24 junctions - 60 months	759.00	781.80	3.00%
25 junctions - 36 months	720.50	742.10	3.00%
25 junctions - 60 months	791.10	814.80	3.00%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	643.00	662.30	3.00%
Stage 1 Safety Audit - Other Junction or arrangements	750.10	772.60	3.00%
Stage 1 Safety Audit - Complex junctions or Estate layouts	Price on application	Price on application	N/A
Stage 2, 3 and monitoring stage (Combined fee)	3,857.80	3,973.50	3.00%
Review of External Safety Audit and Proposal	416.90	429.40	3.00%
Road Safety Assessment (Vehicle crossing)	99.70	102.70	3.01%

## Traffic Management

Disabled Parking Bays	41.00	42.00	2.44%
<b>Scaffold/ Hoarding Licence</b>			
Processing and first inspection	110.00	113.00	2.73%
Subsequent inspections	58.00	60.00	3.45%
Keep Clear markings	38.60	39.80	3.11%
Removal of unauthorised signs (per sign)	97.50	100.40	2.97%
<b>Miscellaneous</b>			
Skip licence (first 14 days)	43.00	45.00	4.65%
Building Material licences	65.00	67.00	3.08%
Crane over sailing licence	154.00	160.00	3.90%
Crane or MEVP Licence			
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	147.80	152.20	2.98%
Weekdays outside Core time	218.70	225.30	3.02%
Weekends	289.50	298.20	3.01%
Temporary Event or Development signing approval	125.68	129.50	3.04%
Table and Chairs permit (outside of COVID Legislation)	34.40	Remove	N/A
Table and Chairs permit - Under COVID Legislation (Currently in place until 31/09/21 but could be extended)	100.00	Remove	N/A
Table and chairs permit Chatham High St			
A boards Chatham High St (nil charge)			
Abnormal load support	POA	POA	
Temporary Traffic Signal Approval	POA	POA	
Temporary 15 minute closure approval	69.70	71.80	3.01%
Signal Bagging	POA	POA	
Temporary Traffic management layout approval	POA	POA	

## Front Line Services

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Traffic Counts (survey results)</b>			
ATC Up to 2 years old	148.30	152.70	2.97%
ATC Older than 2 years	74.20	76.40	2.96%
Manual counts	POA	POA	
Licence for private Service in the Highway	500.00	515.00	3.00%
<b>Temporary road closures</b>			
Emergency Closures 14(2)	1,046.80	1,078.20	3.00%
Planned closures 14(1)	1,350.60	1,391.10	3.00%
Town and Police Closure orders	67.60	69.60	2.96%

## Parking (Excluding Pay and Display)

### Permit Type

Resident	30.00	31.00	3.33%
Resident Support	30.00	31.00	3.33%
Daily visitor vouchers each	2.00	2.10	5.00%
Season Ticket Medway Residents	561.00	578.00	3.03%
Season Ticket Medway Residents Quarterly	165.00	170.00	3.03%
Season Ticket Non Medway Resident	647.00	660.00	2.01%
Season Ticket Non Medway Resident Quarterly	186.00	192.00	3.23%
Shoppers Season Ticket	633.00	652.00	3.00%
Shoppers Season Ticket Quarterly	182.00	187.00	2.75%
Single Car Park	433.00	446.00	3.00%
Cared for Permit (Individual)	20.00	20.60	3.00%
Business	148.00	152.00	2.70%
Special Business	165.00	170.00	3.03%
Late Night	38.00	39.00	2.63%
Worship Permit	38.00	39.00	2.63%
Jezreels	100.00	103.00	3.00%
Dispensations per day	6.00	6.20	3.33%
Suspended Bays per bay per day	32.00	33.00	3.13%
Rochester Multi Storey Car Park Season Ticket	753.00	776.00	3.05%
Rochester Multi Storey Car Park Season Ticket Quarterly	223.00	230.00	3.14%
Traders Permit	148.00	152.00	2.70%

## 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	500.00	500.00	0.00%
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	31.00	3.33%
Bus Lane Enforcement - paid after 14 days	60.00	62.00	3.33%

## Medway Council Pay and Display Charges from 1st April 2022

### Off Street Parking

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

Time Period in Hours	21/22 Tariff (pence)	22/23 Tariff (pence)	Increase %
0-0.5	70	70	0%
0.5-1	120	120	0%
1-2	170	170	0%
2-4	270	270	0%
4-6	370	370	0%
6+	540	540	0%
48	1020	1020	0%

### Rochester Riverside MSCP

Time Period in Hours	21/22 Tariff (pence)	22/23 Tariff (pence)	Increase %
0-1	120	120	0%
1-2	170	170	0%
2-3	220	220	0%
3-5	270	270	0%
5-15	650	650	0%

### 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	21/22 Tariff (pence)	22/23 Tariff (pence)	Increase %
0-0.5	70	70	0%
0.5-1	120	120	0%
1-2	170	170	0%
2-4	270	270	0%
4-6	370	370	0%
6+	540	540	0%
48	1020	1020	0%

### Multi Storey Car Park (Brook & Pentagon)

Time Period in Hours	20/21 Tariff (pence)	21/22 Tariff (pence)	Increase %
0-1	120	120	0%
1-2	170	170	0%
2-3	220	220	0%
3-4	270	270	0%
4-5	320	320	0%
5-6	370	370	0%
6+	540	540	0%

The Parking Charges have been frozen for 4 Years following the 2021/22 increase until 2025/26

## Frontline Services Licensing

2021/22 Fees					
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B		
			1 & 2 star establishment. 1 year licence.	3 & 4 star establishment. 2 year licence.	5 star establishment. 3 year licence.
Boarding in kennels for Dogs	1-15 pens/kennels	£204 plus vet fees	£204	£309	£444
Boarding for Cats	16-30 pens/kennels	£274 plus vet fees			
	31+ pens/kennels	£309 plus vet fees			
Selling of Animal as Pets		£204 plus vet fees	£204	£309	£444
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£204 plus vet fees			
	6+ Dogs	£274 plus vet fees			
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£204 plus Vet Fees	£204	£309	£444
	Hosts	£71 per additional host plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£204 plus vet fees	£204	£309	£444
	11-20 adult dogs resident	£274 plus vet fees			
	21+ adult dogs resident	£341 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£274 plus vet fees	£200	£303	£435
	31+ horses on the premises	£341 plus vet fees			
Keeping or training animals for exhibition	N/A	£204 plus vet fees	N/A	N/A	£204
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework. Both fees must be paid in full (along with any veterinary fees) prior to the licence being issued.					
<b>Other Charges</b>					
Requests for variations	Administration fee	£35	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£71			
Request for re-inspection		£102			
Pre Application Advice		£68			
Zoo fees		£735	Vet fees will be charged separately		
Dangerous Wild animals		£290			

2022/23 Fees						Increase %		
Nature of Licensable activity	Size of licensable activity	Fees Part A	Fees Part B					
			1 & 2 star establishment. 1 year licence.	3 & 4 star establishment. 2 year licence.	5 star establishment. 3 year licence.			
Boarding in kennels for Dogs	1-15 pens/kennels	£210 plus vet fees	£210	£318	£457	2.99%	3.01%	3.00%
Boarding for Cats	16-30 pens/kennels	£282 plus vet fees						
	31+ pens/kennels	£318 plus vet fees						
Selling of Animal as Pets		£210 plus vet fees	£210	£318	£457	2.94%	2.91%	2.93%
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£210 plus vet fees						
	6+ Dogs	£282 plus vet fees						
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£210 plus Vet Fees	£210	£318	£457	2.94%	2.91%	2.93%
	Hosts	£73 per additional host plus vets fees						
Breeding of Dogs	1-10 adult dogs resident	£210 plus vet fees	£210	£318	£457	2.94%	2.91%	2.93%
	11-20 adult dogs resident	£282 plus vet fees						
	21+ adult dogs resident	£351 plus vet fees						
Hiring of Horses	1-30 Horses on the premises	£282 plus vet fees	£210	£318	£457	5.00%	4.95%	5.06%
	31+ horses on the premises	£351 plus vet fees						
Keeping or training animals for exhibition	N/A	£210 plus vet fees	N/A	N/A	£210	N/A	N/A	2.94%
Part A covers the application and authorisation process. Part B is the cost for administering and enforcing the framework. Both fees must be paid in full (along with any veterinary fees) prior to the licence being issued.								
<b>Other Charges</b>								
Requests for variations	Administration fee	£36	Vet fees will be charged separately if applicable.					
	Pre-application/Site inspection (if required)	£73						
Request for re-inspection		£105						
Pre Application Advice		£99	If pre application advice leads to a licence application. The Part A fee detailed above will be reduced by £30					
Zoo fees		£757	Vet fees will be charged separately					
Dangerous Wild animals		£300						
			2.99%	N/A	N/A			
			3.45%	N/A	N/A			

## REGENERATION, CULTURE AND ENVIRONMENT

### FRONT LINE SERVICES

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b><u>INTEGRATED TRANSPORT</u></b>			
<b>Subsidised Bus Services</b>			
Bus Contract Deductions for Administration (per hour)	146.00	150.40	3.01%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	59.00	60.80	3.05%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	113.00	116.40	3.01%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	321.00	330.60	2.99%
Replacement of Medway Scholar pass (except Arriva)	13.00	13.40	3.08%
Replacement of Medway School Yellow Bus pass	10.00	10.30	3.00%
<b>Concessionary Fares</b>			
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%
<b>Local Transport Plan</b>			
Information from existing automatic traffic count (per site)	56.00	57.70	3.04%
Information from existing manual traffic count (per site)	168.00	173.00	2.98%
<b>Chatham Waterfront Bus Station</b>			
Charge per bus service departure	0.82	0.82	0.00%
<b>Streetworks Permit Scheme (These need Dft approval so could be subject variation if following consultation these are not agreed)</b>			
Permit Fee - Maid Road Category 0,1 & 2 - Provisional Advance Activity	97.00	97.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 days+	218.00	218.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works 10 to 4 days	119.00	119.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Major works up to 3 days	61.00	61.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Standard Activity	119.00	119.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Minor Activity	61.00	61.00	0.00%
Permit Fee - Maid Road Category 0,1 & 2 - Immediate Activity	56.00	56.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity	97.00	97.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+	218.00	218.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days	119.00	119.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days	61.00	61.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity	119.00	119.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity	61.00	61.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity	56.00	56.00	0.00%
Permit Fee - Main Road Category 3 & 4 - Provisional Advance Activity (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 days+ (Non Traffic Sensitive)	137.00	137.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works 10 to 4 days (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Major works up to 3 days (Non Traffic Sensitive)	43.00	43.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Standard Activity (Non Traffic Sensitive)	70.00	70.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Minor Activity (Non Traffic Sensitive)	43.00	43.00	0.00%
Permit Fee - Maid Road Category 3 & 4 - Immediate Activity (Non Traffic Sensitive)	38.00	38.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Provisional Advance Activity	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 days+	137.00	137.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works 10 to 4 days	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Major works up to 3 days	43.00	43.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Standard Activity	70.00	70.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Minor Activity	43.00	43.00	0.00%
Permit Fee - Minor Road Category 3 & 4 - Immediate Activity	38.00	38.00	0.00%
Permit Fee - Category 0, 1, 2 and 3 & 4 TSS - Variation to Permit	45.00	45.00	0.00%
Permit Fee - Category 3 & 4 Non TSS - Variation to Permit	35.00	35.00	0.00%
<b>Disabled Bays</b>			
Disabled Parking Bays	41.00	42.00	2.44%

# REGENERATION, CULTURE AND ENVIRONMENT

<b>GREENSPACE SERVICES</b>	<b>Fee 2021/22</b>	<b>Fee 2022/23</b>	<b>Increase</b>
	<b>£</b>	<b>£</b>	<b>%</b>
<b>Country Parks</b>			
<b>Fishing</b>			
Day ticket (no night fishing) adult	10.40	10.70	2.88%
Day ticket (no night fishing) Junior/+60	6.20	6.30	1.61%
Pre-booked club outings	218.00	220.00	0.92%
<b>Orienteering</b>			
Orienteering / price per visit per child	2.05	2.10	2.44%
<b>Other Activities</b>			
Children's activity sessions	3.20	3.30	3.12%
Guided walks	3.15	3.20	1.59%
Forest School Visit - price per child	4.65	4.75	2.15%
Fishing teach ins for children	10.40	10.60	1.92%
<b>Event Site Hire - All Green Spaces (price per event)</b>			
Up to 100 People	55.00	56.00	1.82%
101 to 500 People	310.00	316.00	1.94%
501 to 1,000 people	580.00	590.00	1.72%
1001 to 5000 people	1,140.00	1160.00	1.75%
More than 5000 people	3,540.00	3610.00	1.98%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	110.00	113.00	2.73%
Toilet cleaning charge post external event hire (cleaning costs only)	105.00	108.00	2.86%
<b>Allotment Rental - Charge per sq. metre</b>			
Plot and water	0.24	0.25	4.17%
Plot only	0.19	0.20	5.26%
Flat rate per shed	18.00	18.40	2.22%
Flat rate use of container	6.80	7.00	2.94%
Bloor Lane Church Allotment	38.00	38.76	2.00%
<b>Miscellaneous Recreation</b>			
Playhut - Playgroups - per 3 hours	22.00	22.50	2.27%
<b>Circus Visits &amp; Fairs</b>			
Circus & Fairs Daily Hire Fee	630.00	645.00	2.38%
Deposit Against damage and fly posting	1,600.00	1650.00	3.13%

# REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Cricket Pitch Hire - from 10 am to 6 pm</b>			
Per day - Adult	81.00	82.00	1.23%
<b>Public Rights of Way</b>			
Process Application for pre-publication stage	59.50	61.30	3.03%
Land Registry Search plus search fee	23.80	24.50	2.94%
Site visit	178.20	183.50	2.97%
Preparation of Plans	83.20	85.70	3.00%
Initial consultation	118.80	122.40	3.03%
Responding to consultation replies. (Includes £150 site visit)	297.20	306.10	2.99%
Preparation of Committee Report	261.40	269.20	2.98%
<b>Order Making Stage</b>			
Prepare Order, Notice and Statement	202.30	208.40	3.02%
Distribution of Order	142.70	147.00	3.01%
Posting Notices on Site	130.90	134.80	2.98%
Advertise Notice of Making of Order. (plus cost of advertisement)	41.60	42.80	2.88%
Responding to replies	118.80	122.40	3.03%
Site visits as required - per visit	178.20	183.50	2.97%
Forwarding documentation to DEFRA	618.10	636.60	2.99%
<b>Confirmation of Order</b>			
Site visit	118.80	122.40	3.03%
Preparation of Confirmation Notice	59.50	61.30	3.03%
Distribution of Confirmed Order	142.70	147.00	3.01%
Post Notices on Site	130.90	134.80	2.98%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	41.60	42.80	2.88%
Produce LEO, amend Definitive Map and inform OS	142.70	147.00	3.01%
Additional letter (to applicants and objectors)	35.80	36.90	3.07%
Additional site visit (to check plans, meet objectors etc.)	178.20	183.50	2.97%
Site visit to check works have been carried out and standard agreed	178.20	183.50	2.97%
Certificate Preparation for bringing into force	59.50	61.30	3.03%
Advertising of Certificate for bringing into force (plus cost of advertisement)	41.60	42.80	2.88%
Distribution of Certificate	118.80	122.40	3.03%
<b>Recreation Grounds - With Pavilion</b>			
Per Season - Adult - 18 matches (with pavilion)	600.00	610.00	1.67%
Per Season - Junior / 60+ - 18 matches (with pavilion)	215.00	220.00	2.33%



# REGENERATION, CULTURE AND ENVIRONMENT

<b>GREENSPACE SERVICES</b>	<b>Fee 2021/22</b>	<b>Fee 2022/23</b>	<b>Increase</b>
	<b>£</b>	<b>£</b>	<b>%</b>
<b>Recreation Grounds - Without Pavilion</b>			
Per Season - Adult - 18 matches (without pavilion)	380.00	385.00	1.32%
Per Season - Junior /60+ - 18 matches (without pavilion)	110.00	112.00	1.82%
<b>Casual Use with Pavilion</b>			
Adults (casual use)	98.00	100.00	2.04%
Junior / 60+ (casual use)	92.00	94.00	2.17%
<b>Casual Use without Pavilion</b>			
Adults (casual use/without pavilion)	52.00	53.00	1.92%
Junior / 60+ (casual use/ without pavilion)	29.50	30.00	1.69%
School Parties with Pavilion	135.00	137.00	1.48%
School Parties without Pavilion	72.50	73.50	1.38%
<b>Pitch &amp; Putt</b>			
Round with Clubs Adult	8.55	8.70	1.75%
Round with Clubs Junior/60+	4.25	4.35	2.35%
Round with own Clubs Adult	5.60	5.70	1.79%
Round with own Clubs Junior/60+	3.15	3.20	1.59%
Broken Club	35.65	36.20	1.54%
Lost Ball	4.00	4.10	2.50%
Deposit on Club	12.70	12.95	2.00%

# REGENERATION, CULTURE AND ENVIRONMENT

## PLANNING

### PLANNING

#### VAT to be added where applicable

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	15.50	16.00	3.23%
Plan copying (A1 per plan)	7.80	8.00	2.56%
Plan copying (A2 per plan)	4.00	4.10	2.50%
Plan copying (A3 per plan)	1.90	1.90	0.00%
Plan copying (A4 per plan)	0.90	0.90	0.00%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	32.40	32.40	0.00%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	64.90	64.90	0.00%
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)	38.50	40.00	3.90%
Research for private property sales/purchases (per hour thereafter)	38.50	40.00	3.90%
Search of adjoining land/property up to 200m - (plus research fee as above)	50.00	52.00	4.00%

#### Pre Application Service

Charge per hour: Assistant Director	138.25	142.50	3.07%
Charge per hour: Head of Service	117.25	120.85	3.07%
Charge per hour: Group Manager / Principal Planner	104.13	107.25	3.00%
Charge per hour: Senior Planner / Senior Arboriculture Officer	90.12	92.90	3.08%
Charge per hour: EHO / Highways Officer / Conservation Officer	83.13	85.65	3.03%
Charge per hour: Planners	69.12	71.25	3.08%
Charge for Presentations to Members	800.00	824.00	3.00%

#### Major Developments

##### **Strategic Residential**

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	3,100.00	3,193.00	3.00%

##### **Major Residential**

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	1,550.00	1,596.50	3.00%

##### **Strategic Commercial**

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	3,100.00	3,193.00	3.00%

##### **Major Commercial**

Preliminary Advice	355.00	365.70	3.01%
Meeting and Written Advice	1,550.00	1,596.50	3.00%

## REGENERATION, CULTURE AND ENVIRONMENT

PLANNING	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b><u>PLANNING</u></b>			
<b>VAT to be added where applicable</b>			
<b><u>Minor Developments</u></b>			
<b>Minor Residential</b>			
Written	413.32	426.00	3.07%
Meeting and Written Advice	516.65	532.15	3.00%
<b>Minor Commercial</b>			
Written	413.32	426.00	3.07%
Meeting and Written Advice	516.65	532.15	3.00%
<b>Other</b>			
<b>Householder</b>			
Meeting	150.00	154.50	3.00%
Additional Sites as above plus £50 plus VAT	50.00	51.50	3.00%
<b>Officer Hourly Rates</b>			
Hourly rates: Head of Service	117.25	120.85	3.07%
Hourly rates: Principal Planner	104.13	107.25	3.00%
Hourly rates: Senior Planner	90.12	92.90	3.08%
Hourly rates: Planners	69.12	71.25	3.08%
<b>Discharge of Conditions - Discussion of requirements</b>			
Meeting	see above	see above	
<b>Discussions relating to amendments to previously approved schemes</b>			
Meeting	see above	see above	
<b>Discussion post refusal</b>			
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	
<b>Listed Building</b>			
Written Advice Only	110.00	113.30	3.00%
<b>Trees</b>			
Meeting - hourly rate	90.12	92.90	3.08%

## REGENERATION, CULTURE AND ENVIRONMENT

### PLANNING

Fee 2021/22	Fee 2022/23	Increase
£	£	%

### PLANNING

VAT to be added where applicable

### Section 106 - Post Resolution Preparation - Charge For Planning Officer Time

Officer time

see above

see above

### Medway Aimsun Model Transport Assessment

Application type	Licence	Transport Assessment	Impartial validation	Total
Strategic	£6,100	Unknown – applicant to appoint suitable consultant	£3,900	£10,000
Major	£3,600	Unknown – applicant to appoint suitable consultant	£2,900	£6,500

### Administration Charge for invalid Planning Applications

Householder, Minor and Other Applications With no Planning officer Input	44.00	45.00	2.27%
Major Applications and applications where officer input required	87.00	90.00	3.45%

### Administration Charge for retrospective applications following an Enforcement Investigation

All Planning Applications	32.72	33.70	3.00%
S106 Monitoring Cost Per Obligation Trigger - no VAT	450.00	465.00	3.33%

# REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b><u>ECONOMIC DEVELOPMENT</u></b>			
<b>Innovation Centre Medway</b>			
<b>VAT to be added where applicable</b>			
<b><u>Room Hire</u></b>			
<b><i>NB: Rates for all rooms negotiable for introductory, long-term and regular bookings</i></b>			
<b>Charity and Public Sector</b>			
Darwin Room (per hour)	43.00	44.00	2.33%
Darwin Room (per half day - 4 hours)	152.00	157.00	3.29%
Darwin Room (per day - 8 hours)	257.00	265.00	3.11%
Sunderland Room (per hour)	36.00	Remove	N/A
Sunderland Room (per half day - 4 hours)	122.50	Remove	N/A
Sunderland Room (per day - 8 hours)	185.00	Remove	N/A
G3 Room (per hour)	28.00	29.00	3.57%
G3 Room (per half day - 4 hours)	92.00	95.00	3.26%
G3 Room (per day - 8 hours)	131.00	135.00	3.05%
G5 Room (per hour)	28.00	29.00	3.57%
G5 Room (per half day - 4 hours)	92.00	95.00	3.26%
G5 Room (per day - 8 hours)	131.00	135.00	3.05%
<b>Non-Tenants</b>			
Darwin Room - per hour	58.00	60.00	3.45%
Darwin Room (per half day - 4 hours)	194.00	200.00	3.09%
Darwin Room (per day - 8 hours)	327.00	340.00	3.98%
Sunderland Room (per hour)	53.00	Remove	N/A
Sunderland Room (per half day - 4 hours)	179.00	Remove	N/A
Sunderland Room (per day - 8 hours)	266.00	Remove	N/A
G3 Room (per hour)	36.00	37.00	2.78%
G3 Room (per half day - 4 hours)	123.00	127.00	3.25%
G3 Room (per day - 8 hours)	204.00	210.00	2.94%
G5 Room (per hour)	36.00	37.00	2.78%
G5 Room (per half day - 4 hours)	123.00	127.00	3.25%
G5 Room (per day - 8 hours)	204.00	210.00	2.94%
<b><u>Data Centre</u></b>			
<b>Internal Tenants</b>			
Data Centre space (per "U" of space per month)	11.25	11.50	2.22%
Data Centre space (per half rack of space per month)	271.00	280.00	3.32%
Data Centre space (per 1 rack of space per month)	441.00	450.00	2.04%
Data Centre power (per KWh per month)	0.16	0.16	0.00%
<b>Non-Tenants</b>			
Data Centre space (per "U" of space per month)	22.00	23.00	4.55%
Data Centre space (per half rack of space per month)	307.00	315.00	2.61%
Data Centre space (per 1 rack of space per month)	477.40	490.00	2.64%
Data Centre power (per KWh per month)	0.16	0.16	0.00%

## REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b><u>ECONOMIC DEVELOPMENT</u></b>			
<b>Innovation Centre Medway</b>			
<b>VAT to be added where applicable</b>			
<b><u>Bandwidth</u></b>			
Starting from 10mb			
<b>Internal Tenants</b>			
Per mb per month	10.50	10.80	2.86%
<b>Non-Tenants</b>			
Per mb per month	13.40	13.80	2.99%
<b><u>Other Charges</u></b>			
Office set up fee	122.00	125.00	2.46%
Floor box moving fee - per box	32.00	33.00	3.13%
Floor box power usage for individual offices (per KWh per month)	0.20	0.21	5.00%
Printing/copying per copy black and white	0.06	0.06	0.00%
Printing/copying per copy colour	0.11	0.11	0.00%
Telephone hire per handset per month	11.00	11.00	0.00%
Telephone calls Local per minute	0.03	0.03	0.00%
Telephone calls National per minute	0.10	0.10	0.00%
Telephone calls International to be charged at standard tariff from supplier			

## REGENERATION, CULTURE AND ENVIRONMENT

### LEISURE CENTRES

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>SPORTS CENTRE FACILITIES</b>			
<b>MEMBERSHIPS</b>			
<b>Increased Membership prices will apply to new members or rejoining members. It should be noted that some existing members have a 'price for life.'</b>			
Premier Membership - Advance annual payment	479.40	479.40	0.00%
Family Membership - Advance annual payment	840.00	840.00	0.00%
Premier Membership - Monthly	39.95	39.95	0.00%
Family Membership - Monthly	70.00	70.00	0.00%
Senior Membership - Monthly	16.00	16.50	3.13%
Senior Membership - Monthly pay and play	16.50	17.35	5.15%
Gym and swim Membership - Monthly	29.95	31.45	5.01%
Class and swim Membership - Monthly	29.95	31.45	5.01%
Rackets and swim Membership - Monthly	29.95	31.45	5.01%
Student Membership - Monthly	24.50	25.75	5.10%
Disabled Membership - Monthly	20.40	21.00	2.94%
Swimming Membership - Monthly	18.65	19.60	5.09%
Echoes Gym Non-Member Casual	9.20	9.50	3.26%
Gym induction	17.30	17.80	2.89%
<b>Centre admission annual pass</b>			
Adult	47.40	48.85	3.06%
Family	67.10	69.10	2.98%
Junior (under 16)	24.40	25.20	3.28%
Senior	24.40	25.20	3.28%
<b>Centre admission fee - daily</b>			
Adult	2.60	2.70	3.85%
Junior (under 16)	1.90	1.95	2.63%
Senior	1.90	1.95	2.63%
<b>Squash - 40 minutes</b>	11.00	11.35	3.18%
<b>Badminton - per hour</b>	13.00	13.40	3.08%
<b>School swim</b>	2.90	3.00	3.45%
<b>Fitness classes</b>	6.80	7.00	2.94%
<b>Medway Park</b>			
<b>Hire of Pool (per hour)</b>			
Training Pool	39.90	41.10	3.01%
Diving Pool	39.90	41.10	3.01%
All Pools	190.10	195.80	3.00%
Gala (including timing) 3 hour package	468.20	482.20	2.99%

## REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2021/22	Fee 2022/23	Increase %
	£	£	
<b>SPORTS CENTRE FACILITIES</b>			
<b>ROOM HIRE (Medway Park and Strood)</b>			
Per Hour	20.10	20.70	2.99%
Per Day	107.10	110.30	2.99%
<b>Dance Studios</b>			
Dance studios per hour	29.70	30.60	3.03%
<b>Athletics Tracks (Medway Park and Deangate)</b>			
Clubs per hour	59.50	61.30	3.03%
Floodlights per hour	20.10	20.70	2.99%
Individual Use	4.20	4.30	2.38%
<b>SPLASHES (Facility Currently closed to the Public, this charge will be reviewed in the business plan for the new Facility when it reopens to the public)</b>			
<b>Admissions</b>			
Adult Swim	5.95	Remove	N/A
Child / Senior	5.10	Remove	N/A
Under Threes (no charge)	FREE	Remove	N/A
<b>STRAND LEISURE PARK</b>			
<b>Summer Season</b>			
<b>Admissions</b>			
Adult per session	6.00	6.20	3.33%
Jnr per session	4.00	4.10	2.50%
Senior per session	4.00	4.10	2.50%
<b>Netball</b>			
5-a-side (per session)	21.60	Remove	N/A
<b>STROOD SPORTS CENTRE &amp; HUNDRED OF HOO SPORTS CENTRE</b>			
<b>Wet Side Strood</b>			
Large Pool per hour Strood	130.60	134.50	2.99%
Training Pool per hour Strood	39.90	41.10	3.01%
Large Pool per hour Hoo	65.30	67.30	3.06%
Training Pool per hour Hoo	39.90	41.10	3.01%
Hydrotherapy pool per hour Strood	59.50	61.30	3.03%
<b>KICKS</b>			
<b>Peak times Monday - Thursday after 5pm.</b>			
5-a-side Pitch Hire	35.00	36.00	2.86%
7-a-side Pitch Hire	55.00	56.70	3.09%
<b>WATLING PARK FOOTBALL CENTRE</b>			
<b>(per session)</b>			
Full pitch	90.00	92.70	3.00%
Half pitch	55.00	56.70	3.09%



## REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2021/22	Fee 2022/23	Increase %
	£	£	%
<b>Entrance fees for castles are set in conjunction with English Heritage.</b>			
<b><u>ROCHESTER CASTLE</u></b>			
Per Person (Adult)	7.20	7.40	2.78%
Per Person (60+)	5.15	5.30	2.91%
Per Person (Child 5-17 years)	3.10	3.20	3.23%
Family - 2 adult and 1 child	17.50	18.00	2.86%
English Heritage membership including corporate	Free	Free	N/A
Group 11+ people (Adult)	6.10	6.30	3.28%
Group 11+ people (Child)	2.65	2.70	1.89%
Audio guide	1.05	Remove	N/A
Education visit Inc. introduction in Tower Two	20.50	21.00	2.44%
Hire of grounds daytime	1,025.00	Remove	N/A
Hire of grounds evening/over night	2,050.00	Remove	N/A
Hire of grounds charity	515.00	Remove	N/A
Hire - grounds only (per hour)		300.00	New Charge
Hire - whole site (per hour)		1,000.00	New Charge
Wedding hire (castle and grounds - four hours)		3,500.00	New Charge
<b><u>UPNOR CASTLE</u></b>			
Per Person (Adult)	7.20	7.40	2.78%
Per Person (60+)	5.15	5.30	2.91%
Per Person (Child 5-17 years)	3.10	3.20	3.23%
Family - 2 adult and 1 child	17.50	18.00	2.86%
Group 11+ people (Adult). 15% discount	6.10	6.30	3.28%
Group 11+ people (Child) 15% discount	2.65	2.70	1.89%
English Heritage membership including corporate	Free	Free	N/A
Audio guide	1.05	Remove	N/A
Wedding (Friday & Saturday)	1,025.00	Remove	N/A
Midweek wedding (Monday-Thursday)	710.00	Remove	N/A
Wedding hire (castle and grounds - four hours)		2,000.00	New Charge
Wedding late booking discount (6 month prior to date) -25%		Remove	
Upnor Castle residents pass (season)	25.60	26.40	3.12%
Hire - Part of site per hour	77.00	Remove	N/A
Hire - Whole site per hour	164.00	550.00	235.37%
Half day visit with Education Officer	62.00	64.00	3.23%
<b><u>TEMPLE MANOR</u></b>			
Hire of site per hour	76.00	76.00	0.00%
Half day visit with Education Officer	62.00	64.00	3.23%
<b>Discretionary entry fee discounts to maximise marketing - Head of Service authorised</b>			
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	45.00	46.30	2.89%
Hire of Members room per hour 9am - 5pm	46.50	47.90	3.01%
Hire of Guildhall Chamber per hour 9am - 5pm	77.00	79.30	2.99%

Illustrated lectures for adult groups in the Museum			
Illustrated lectures for adult groups - outreach (daytime)	31.00	31.90	2.90%
Illustrated lectures for adult groups - outreach (evening)	82.00	84.50	3.05%
Heritage engagement sessions - on site introductions	62.00	63.90	3.06%
Education Outreach Visits - Medway Schools - Morning	175.00	180.20	2.97%
Education Outreach Visits - Medway Schools - Whole day	240.00	247.20	3.00%
Overnight hire of Guildhall Museum	1,025.00	Remove	N/A
Weddings	475.00	489.20	2.99%

**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)	67.00	Remove	N/A
Filming minimum charge (commercial)	134.00	Remove	N/A
Handling fee per hour	50.00	Remove	N/A

*By negotiation and sign-off by Head of Service due to the varying needs of the hirer***EASTGATE HOUSE**

Per Person (Adult)	5.75	5.90	2.61%
Per Person (60+)	3.10	3.20	3.23%
Per Person (Child 5-17 years)	2.60	2.70	3.85%
Family - 2 adult and 1 child	14.00	14.40	2.86%
English Heritage members 20% discount			
Group 11+ people (Adult). 15% discount	4.90	5.05	3.06%
Group 11+ people (Child) 15% discount	2.20	2.30	4.55%
Education visit	62.00	64.00	3.23%
Hire of activity room Wednesday - Sunday 10am to 4pm	23.00	Remove	N/A
Hire of activity room Monday to Tuesday 10am to 4pm	36.00	Remove	N/A
Hire of activity room Wednesday to Sunday (per hour)		12.40	New Charge
Hire of activity room Monday to Tuesday (per hour)		17.50	New Charge
Additional hours 4pm - 7pm per hour	12.00	Remove	N/A
Additional hours 7pm - 10pm per hour	17.00	Remove	N/A
Additional hours after 10pm per hour	23.00	Remove	N/A
Hire of whole house Monday to Tuesday 10am - 5pm per hour	54.50	56.10	2.94%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	77.00	79.30	2.99%
Hire of whole house After 8pm/overnight			
Weddings Inc. registrars fee	1075.00	1,107.25	3.00%

**JOINT HERITAGE TICKETS****Rochester Castle and Eastgate House (20% Discount for joint ticket)**

Per Person (Adult)	10.35	10.65	2.90%
Per Person (60+)	6.60	6.80	3.03%
Per Person (Child 5-17 years)	4.55	4.70	3.30%
Family - 2 adult and 2 children	25.20	25.90	2.78%

**Rochester Castle, Upnor Castle, and Eastgate House (25% Discount for joint ticket)**

Per Person (Adult)	15.10	15.50	2.65%
Per Person (60+)	10.05	10.35	2.99%
Per Person (Child 5-17 years)	6.75	6.80	0.74%
Family - 2 adult and 2 children	36.75	37.80	2.86%

## REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
Photocopying (Local Studies) A4	0.30	0.30	0.00%
Photocopying (Local Studies) A3	0.50	0.50	0.00%
<i>Photocopying (Local Studies) colour A4</i>	0.75	0.75	0.00%
<i>Photocopying (Local Studies) colour A3</i>	1.05	1.05	0.00%
Photocopying (Archives original doc) A4	1.00	REMOVE	N/A
Photocopying (Archives original doc) A3	2.00	REMOVE	N/A
<i>Photocopying (Archives original doc) colour A4</i>	2.00	REMOVE	N/A
<i>Photocopying (Archives original doc) colour A3</i>	4.00	REMOVE	N/A
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%
Digital image supply (£2 per subsequent image if from the same item)	5.00	6.00	20.00%
Microfiche/Microfilm printouts A4	0.80	0.80	0.00%
Microfiche/Microfilm printouts A3	1.00	1.00	0.00%
Self service digital image permit (non-commercial)	10.00	10.00	0.00%
Self service digital image permit (up to 5 images) (non-commercial)	5.00	5.00	0.00%
Self service digital image permit (commercial users)	26.00	26.00	0.00%
Remote reprographics handling charge per item (including for digitisation/photographing carried out by a professional photographer)	9.00	REMOVE	N/A
<b>Medway Archives - Other Charges</b>			
Baptism Certificate (National charge)	31.00	31.00	0.00%
Preparations for media visits and filming on premises : per hour	105.00	105.00	0.00%
Issue of conviction certificate copy (magistrates courts)	43.00	45.00	4.65%
Storage of magistrates' court records( per box per annum)	9.00	10.00	11.11%
Talks to external groups (at discretion of staff)	55.00	55.00	0.00%
Talks to groups visiting (excluding school visits and at the discretion of staff)	45.00	45.00	0.00%
Research per hour private users (at discretion of Archivist)	40.00	40.00	0.00%
Research per hour commercial users (at discretion of Archivist)	100.00	100.00	0.00%
<b>ROYALTIES - All royalties fees checked as being market rate with similar institutions]</b>			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	45.00	45.00	0.00%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	60.00	60.00	0.00%
Reproduction of photograph in TV programme (per image)-market rate	100.00	100.00	0.00%
Reproduction of photograph on publication cover (UK only publication)	72.00	72.00	0.00%
Reproduction of photograph on publication cover (Worldwide publication)	105.00	105.00	0.00%
Reproduction of photograph in web-based publication.	45.00	45.00	0.00%
Education and reminiscence packs - creation of new packs for customer	50.00	50.00	0.00%
Education and reminiscence packs - printing of existing pack	25.00	25.00	0.00%
Exhibitions - loan of existing physical exhibition and reminiscence packs	25.00	25.00	0.00%

## REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee	Fee	Increase	per hour excess		
	2021/22	2022/23		Fee	Fee	Increase
	£	£		2021/22	2022/23	%
Bookings outside these times can only be accepted after negotiation with Management and at additional cost						
<b>THE CENTRAL THEATRE</b>						
<b>SCALE A - Concerts and Entertainments</b>						
Auditorium 6.00 p.m. - 11.00 p.m.						
Daily Minimum Charge						
Monday - Tuesday	2,720.05	2,801.70	3.00%	173.96	179.18	3.00%
Wednesday - Thursday	2,885.00	2,971.50	3.00%	185.46	191.02	3.00%
Friday/Saturday/Sunday	3,519.37	3,624.90	3.00%	258.22	265.97	3.00%
Bank Holidays	5,113.67	5,267.10	3.00%	296.46	305.36	3.00%
Extra Performance	765.44	788.40	3.00%			
Extra Performance (Bank hols)	982.66	1,012.10	3.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	84.26	86.79	3.00%			
Wednesday - Thursday	93.84	96.66	3.00%			
Friday/Saturday/Sunday	124.93	128.68	3.00%			
Bank Holidays	158.59	163.35	3.00%			
Non-returnable deposit	689.52	710.21	3.00%			
Non-returnable deposit (3 days or more)	1,453.50	1,497.11	3.00%			

**SCALE C (Formerly Scale B)**  
**(Voluntary Organisations/Registered Charities/Non Commercial Organisations)**

Auditorium 6.00 p.m. - 11.00 p.m.						
Monday - Tuesday	651.31	670.85	3.00%	111.78	115.14	3.00%
Wednesday - Thursday	702.80	723.88	3.00%	156.03	160.71	3.00%
Friday/Saturday/Sunday	1,397.81	1,439.74	3.00%	180.78	186.21	3.00%
Bank Holidays	1,931.09	1,989.03	3.00%	203.73	209.85	3.00%
Extra Performance	548.33	564.78	3.00%			
Extra Performance (bank hols)	646.64	666.04	3.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	54.96	56.61	3.00%			
Wednesday - Thursday	66.31	68.30	3.00%			
Friday/Saturday/Sunday	102.98	106.07	3.00%			
Bank Holidays	143.55	147.86	3.00%			
Non-returnable deposit	306.00	315.18	3.00%			
Non-returnable deposit (3 days or more)	629.34	648.22	3.00%			

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 AND ENVIRONMENT

THEATRES	Fee	Fee	Increase	per hour excess		
	2021/22	2022/23		Fee	Fee	Increase
	£	£		2021/22	2022/23	%
<b>THE BROOK THEATRE</b>						
<b>SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)</b>						
All fees are charged at an hourly rate for between 8.30am and 10.30pm						
Main Theatre	96.52	99.42	3.00%			
Main Theatre Floor events	68.77	70.83	3.00%			
Mayor's Parlour	30.54	31.45	3.00%			
Studio Room Hire	45.91	47.29	3.00%			
Conference Room	30.54	31.45	3.00%			
Meeting Room	16.61	17.10	3.00%			
Activity Room	11.71	12.06	3.00%			
Large Dance Studio	16.17	16.65	3.00%			
Small Dance Studio	10.71	11.03	3.00%			
Function Room	18.73	19.29	3.00%			
Basement Dance Studio	13.37	13.77	3.00%			
Basement Drama Studio	14.38	14.81	3.00%			
Non-returnable deposit	312.12	321.48	3.00%			
Non-returnable deposit (3 days or more)	624.24	642.97	3.00%			
<b>SCALE B - Professional arts based organisations</b>						
Main Theatre	60.29	62.10	3.00%			
Main Theatre Floor Events	43.02	44.31	3.00%			
Mayor's Parlour	20.18	20.78	3.00%			
Studio Room Hire	28.74	29.61	3.00%			
Conference Room	20.18	20.78	3.00%			
Meeting Room	11.14	11.47	3.00%			
Activity Room	7.69	7.92	3.00%			
Large Dance Studio	10.71	11.03	3.00%			
Small Dance Studio	6.69	6.89	3.00%			
Function Room	13.93	14.35	3.00%			
Basement Dance Studio	10.25	10.56	3.00%			
Basement Drama Studio	10.91	11.24	3.00%			
Non-returnable deposit	312.12	321.48	3.00%			
Non-returnable deposit (3 days or more)	624.24	642.97	3.00%			
<b>SCALE C - Amateur arts based organisations</b>						
Main Theatre	36.43	37.53	3.00%			
Main Theatre Floor Events	25.53	26.30	3.00%			
Mayor's Parlour	13.37	13.77	3.00%			
Studio Room Hire	19.29	19.87	3.00%			
Conference Room	13.36	13.76	3.00%			
Meeting Room	7.35	7.57	3.00%			
Activity Room	5.23	5.39	3.00%			
Large Dance Studio	7.25	7.47	3.00%			
Small Dance Studio	4.90	5.04	3.00%			
Function Room	9.25	9.53	3.00%			
Basement Dance Studio	6.58	6.78	3.00%			
Basement Drama Studio	7.25	7.47	3.00%			
Non-returnable deposit	238.68	245.84	3.00%			
Non-returnable deposit (3 days or more)	385.56	397.13	3.00%			

**REGENERATION, CULTURE & ENVIRONMENT**

<b>ROCHESTER CORN EXCHANGE</b>	<b>Fee 2021/22</b>	<b>Fee 2022/23</b>	<b>Increase</b>	<b>Fee 2023/24</b>	<b>Increase</b>	<b>Fee 2024/25</b>	<b>Increase</b>
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	%	£	%	£	%
<b>PARTIES AND CELEBRATIONS</b>							
A range of room only options are available that have access to tables, chairs, staging (Queen's Hall only) and dance floor. Catering is not included.							
<b>Queens Hall</b>							
In addition to the above, also includes staffed bar and seating area							
Half Day Hire (Minimum of 6 hour hire)	1,500.00	1,575.00	5.00%	1,650.00	4.76%	1,740.00	5.17%
Full Day Hire (Flexible Access)	3,000.00	3,150.00	5.00%	3,350.00	6.35%	3,520.00	4.83%
<b>Princes Hall</b>							
In addition to the above it includes access to staffed bar							
Half Day Hire (Minimum of 4 hour hire)	240.00	252.00	5.00%	265.00	5.16%	280.00	5.36%
Full Day Hire (Flexible Access)	1,000.00	1,050.00	5.00%	1,100.00	4.76%	1,155.00	4.76%
<b>BUSINESS EVENTS</b>							
A range of options for the hire of rooms only. Hirers will have access to tables, chairs and in house audio visual equipment. Catering not included.							
<b>Queen's Hall</b>							
Half Day Hire (Minimum 4 hour hire)	1,000.00	1,050.00	5.00%	1,100.00	4.76%	1,160.00	5.17%
Full Day Hire (Flexible access between 8am and midnight)	3,000.00	3,150.00	5.00%	3,350.00	6.35%	3,520.00	4.83%
<b>Prince's Hall</b>							
Half Day Hire (Minimum 4 hour hire)	240.00	252.00	5.00%	265.00	5.16%	280.00	5.36%
Full Day Hire (Flexible access between 8am and midnight)	1,500.00	1,575.00	5.00%	1,660.00	5.40%	1,743.00	4.76%
<b>Delegate Packages</b>							
Two delegate packages are available for businesses who require a complete hire and catering package. Each package has specific food and beverage options. The room allocation for these rates are dependant on the number of delegates attending.							
Standard delegate rate (per head)	25.00	By negotiation					
Premium delegate rate (per head)	37.50	By negotiation					
<b>WEDDING PACKAGES</b>							

<b>ROCHESTER CORN EXCHANGE</b>	<b>Fee 2021/22</b>	<b>Fee 2022/23</b>	<b>Increase</b>	<b>Fee 2023/24</b>	<b>Increase</b>	<b>Fee 2024/25</b>	<b>Increase</b>
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	%	£	%	£	%
A suite of Wedding packages has been put together for the re-launch of the Rochester Corn Exchange following the Refurbishment of the Facility. The packages will be clearly defined but can ultimately be as bespoke as the customer requires charged at a day rate from 9am and midnight.							
<b>The Courtyard</b>							
A standard hire of the Queens Hall that includes tables, chairs, use of the bar & kitchen allowing hirers to add their own finishing touches, allowing greater flexibility with food & drinks options							
Sunday to Thursday	3,000.00	3,375.00	12.50%	3,560.00	5.48%	3,738.00	4.76%
Friday and Saturday	3,900.00	4,387.50	12.50%	4,650.00	5.98%	4,883.00	4.77%
<b>The Castle</b>							
A mid-scale package that includes all of the hire benefits of the Courtyard package with additional dressing and a drinks package							
Sunday to Thursday	4,750.00	5,350.00	12.63%	5,650.00	5.61%	5,940.00	4.88%
Friday and Saturday	5,700.00	6,400.00	12.28%	6,750.00	5.47%	7,088.00	4.77%
<b>The Cathedral</b>							
This premium package offers all of the hire benefit of The Castle package plus additional decoration and a premium drinks package.							
Sunday to Thursday	6,000.00	6,750.00	12.50%	7,100.00	5.19%	7,455.00	4.76%
Friday and Saturday	7,200.00	8,100.00	12.50%	8,550.00	5.56%	8,978.00	4.77%

***Any promotional offer that differs to the charges above will need Director & Portfolio Holder Sign off***

## REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>PRIVATE SECTOR HOUSING</b>			
<b>Enforcement Activity</b>			
Copy of Notices	6.80	7.00	2.94%
Service of statutory notice	535.50	551.00	2.89%
HMO License Renewal Charge	601.60	619.00	2.89%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection)	142.80	147.00	2.94%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	163.20	168.00	2.94%
Sec232 Housing Act2004 Register of Licences Viewings	44.40	45.70	2.93%
<b>Inspections</b>			
Non Statutory Accommodation Inspections	107.50	Remove	N/A
Licensing of Houses in Multiple Occupation Second or Subsequent Application	1,075.10	1,106.70	2.94%
Change of manager	955.50	983.60	2.94%
Licence variation	111.90	115.20	2.95%
Licence renewal fee - with no significant changes	136.50	140.50	2.93%
Licence renewal fee - with significant changes	403.70	Remove	N/A
2nd Reminder Letter for a HMO Licence	683.20	703.20	2.93%
Unlicensed HMO Fine	40.60	41.80	2.96%
	173.90	179.00	2.93%
<b>HOUSING SOLUTIONS</b>			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	109.62	109.62	0.00%
1 bed self contained	158.66	158.66	0.00%
2 bed self contained*	183.58	183.58	0.00%
3 bed self contained*	200.19	200.19	0.00%
4 bed self contained*	262.50	262.50	0.00%
5 bed self contained *	327.60	327.60	0.00%

*\*(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).*



	<b>Fee 2021/22</b>	<b>Fee 2022/23</b>	<b>Increase</b>
	£	£	%
<b>General Fund Properties</b>			
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%
<b>TRAVELLERS PERMANENT ACCOMMODATION</b>			
Weekly Rent Per Pitch	76.55	79.22	3.50%
<b>Mobile Homes Act 2013</b>			
Application for a new licence	362.10	373.00	3.01%
Application for a new licence: per pitch	8.60	8.85	2.91%
<b>Application to transfer or amend an existing licence:</b>			
Minor amendment	141.40	145.60	2.97%
Major amendment	282.80	291.00	2.90%
Annual Licence Fee (Admin and Monitoring existing site)	28.30	29.10	2.83%
Annual Licence Fee (Admin and Monitoring existing site) per pitch	11.30	11.60	2.65%

## REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Overdue Charges (Per item per day)</b>			
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	Remove	N/A
<b>Reservation Fees</b>			
Reservation fee for any book not in stock	3.00	3.00	0.00%
<b>Audio Visual Charges</b>			
New DVD rentals 1 day loan	1.25	Remove	N/A
DVD boxed set 1 week loan	1.70	1.70	0.00%
Language courses - 3 month loans	6.00	Remove	N/A
All other videos, DVDs, CDs	1.00	1.00	0.00%
Ticket Replacement Adults	3.00	3.00	0.00%
<b>Damaged &amp; Lost Books</b>			
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			
<b>Photocopying/Printing Charges (all sources)</b>			
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%
<b>Fax Transmissions</b>			
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%
<b>Meeting room hire Strood Library Hall, Twydall Library and all other library premises.</b>			
<b>Basic Rate</b>			
Inside Library opening hours - per hour	14.00	14.00	0.00%
Outside Library opening hours - per hour	21.50	21.50	0.00%
Guest use of public computer session	3.00	3.00	0.00%

## REGENERATION, CULTURE AND ENVIRONMENT

(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 a maximum coffin size (width and length) than can be accommodated. Where any grave has been pre-purchased alternative arrangements may have to be made for any coffin exceeding these dimensions, which may include purchasing another grave.

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 2021/22		Fee 2022/23		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Interment and attendance fee up to 18 years: max grave length 1.8 m (max coffin length is 1.65m). (Adult fee is applied to a person under 18 if interred in full sized adult grave.)	0.00	0.00	0.00	0.00	0.00%	0.00%
Interment and attendance fee: 18 years and above to single or double depth.	785.00	1,570.00	800.00	1,600.00	1.91%	1.91%
Interment and attendance fee: 18 years and above to treble depth.	960.00	1,920.00	980.00	1,960.00	2.08%	2.08%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	1,800.00	3,100.00	1,850.00	3,700.00	2.78%	19.35%
Two full burials undertaken at same time, add to interment fee:	169.00	338.00	175.00	350.00	3.55%	3.55%
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.	170.00	340.00	176.00	352.00	3.53%	3.53%
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.	225.00	450.00	235.00	470.00	4.44%	4.44%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	237.00	237.00	245.00	245.00	3.38%	3.38%
Relocation of spoil away from graveside prior to service / interment. Prices from:	254.00	254.00	262.00	262.00	3.15%	3.15%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	670.00	670.00	690.00	690.00	2.99%	2.99%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	165.00	165.00	170.00	170.00	3.03%	3.03%
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.	95.00	95.00	98.00	98.00	3.16%	3.16%
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.	180.00	180.00	186.00	186.00	3.33%	3.33%

(All charges include VAT where applicable)

**BEREAVEMENT SERVICES**

26

**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).

	Fee 2021/22		Fee 2022/23		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	52.00	52.00	54.00	54.00	3.85%	3.85%
Grave Selection	160.00	160.00	165.00	165.00	3.13%	3.13%
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	1,005.00	2,010.00	1,035.00	2,070.00	2.99%	2.99%
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	1,585.00	3,170.00	1,633.00	3,266.00	3.03%	3.03%
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).	3,095.00	6,190.00	3,188.00	6,376.00	3.00%	3.00%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	690.00	1,311.00	711.00	1,422.00	3.04%	8.47%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	1,075.00	2,109.00	1,108.00	2,216.00	3.07%	5.07%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	587.00	1,174.00	605.00	1,210.00	3.07%	3.07%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	978.00	1,956.00	1,008.00	2,016.00	3.07%	3.07%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,462.00	2,924.00	1,506.00	3,012.00	3.01%	3.01%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	905.00	1,810.00	933.00	1,866.00	3.09%	3.09%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,831.00	3,662.00	1,886.00	3,772.00	3.00%	3.00%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,717.00	3,434.00	1,769.00	3,538.00	3.03%	3.03%

	Fee 2021/22		Fee 2022/23		increase	
	£		£		%	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
<b>CEMETERY MISCELLANEOUS</b>						
Use of Cemetery Chapel (Duration of Service: 45 minutes).	90.00	90.00	93.00	93.00	3.33%	3.33%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	90.00	90.00	93.00	93.00	3.33%	3.33%
Private Use of Cemetery Chapel	155.00	155.00	165.00	165.00	6.45%	6.45%
Heating of Chapel - October to April (per service)	30.00	30.00	31.00	31.00	3.33%	3.33%
Re-open walled grave - from:	290.00	290.00	299.00	299.00	3.10%	3.10%
Exhumation – from:	1,265.00	1,265.00	1,303.00	1,303.00	3.00%	3.00%
Exhumation of cremated remains – from:	450.00	450.00	464.00	464.00	3.11%	3.11%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	60.00	60.00	62.00	62.00	3.33%	3.33%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	20.00	20.00	20.00	20.00	0.00%	0.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	60.00	60.00	60.00	60.00	0.00%	0.00%
NEW: Extension to full grave EROB of 20 years - including alteration of grave deed	640.00	1,280.00	660.00	1,320.00	3.13%	3.13%
NEW: Extension to full grave EROB of 49 years - including alteration of grave deed	1,570.00	3,140.00	1,617.00	3,234.00	2.99%	2.99%
NEW: Extension to EROB full grave of 69 years - including alteration of grave deed	2,150.00	4,300.00	2,215.00	4,430.00	3.02%	3.02%
NEW: Extension to EROB cremated remains grave of 20 years - including alteration of grave deed	451.00	902.00	465.00	930.00	3.10%	3.10%
NEW: Extension to EROB cremated remains grave of 49 years - including alteration of grave deed	544.00	1,088.00	560.00	1,120.00	2.94%	2.94%
NEW: Extension to EROB cremated remains grave of 69 years - including alteration of grave deed	935.00	1,870.00	963.00	1,926.00	2.99%	2.99%

(All charges include VAT where applicable)

**BEREAVEMENT SERVICES**

**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. Materials are re-cycled.

Eco surround Renewal of lease 1 year	52.00	52.00	54.00	54.00	3.85%	3.85%
Wooden Cross (and other temporary marker) 1 year permit	21.00	21.00	22.00	22.00	4.76%	4.76%
Woodland burial plaques (10 years).	230.00	230.00	237.00	237.00	3.04%	3.04%
Woodland burial plaque - extension of lease	142.00	142.00	147.00	147.00	3.52%	3.52%

**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)	112.00	112.00	116.00	116.00	3.57%	3.57%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	81.00	81.00	84.00	84.00	3.70%	3.70%
30 Year Permit for the erection of a memorial/headstone 12" or larger	213.00	213.00	220.00	220.00	3.29%	3.29%
30 Year Permit for the erection of full kerbs and cover slabs.	333.00	333.00	343.00	343.00	3.00%	3.00%
30 Year Permit for Memorial/headstone with full kerbs	510.00	510.00	526.00	526.00	3.14%	3.14%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	281.00	281.00	290.00	290.00	3.20%	3.20%
30 Year Permit Memorial/headstone with small kerbs	401.00	401.00	414.00	414.00	3.24%	3.24%

(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, Obitus Music, all attendances after the coffin has been placed on the catafalque, strewing of

94

	<b>Fee 2021/22</b>
	£
	<b>Resident and Non Resident</b>
Adult cremation.	720.00
Late cremation after 15.30pm add £50.00, (by arrangement only)	
Adult cremation: 9.00am and 9.30am services	525.00
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	860.00
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	235.00
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 remains box. There is no service nor family attendance.	265.00
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	975.00
Witness Coffin being committed into Cremator (Services after 9.30 am)	30.00
Extra costs for Service Overrun from:	40.00
Cremations under 16 years (excluding 'Late Cremations')	0.00

	<b>Fee 2022/23</b>
	£
	<b>Resident and Non Resident</b>
	730.00
	540.00
	886.00
	243.00
	270.00
	1,005.00
	30.00
	45.00
	0.00

	<b>increase %</b>
	<b>Resident and Non Resident</b>
	1.39%
	2.86%
	3.02%
	3.40%
	1.89%
	3.08%
	0.00%
	12.50%
	0.00%

**CREMATORIUM MISCELLANEOUS**

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	41.00
Cancellation within 48 hours of booked service (Postponement - no charge)	120.00
Receiving cremated remains from elsewhere	50.00
Witnessing Strewing from elsewhere (Up to 2 deceased, add £5.00 per person thereafter)	35.00
Family Led Strewing, from elsewhere (previously referred to as Silent strewing) - (up to 2 deceased, add £5.00 per person thereafter)	25.00
Additional Chapel Time/Memorial Service	255.00
Administration charge to cover requests for information, alterations etc. to records.	16.00
Additional or replacement Certified Extract, label or other proof of cremation	32.00

	43.00
	124.00
	Remove
	Remove
	Remove
	263.00
	17.00
	33.00

	4.88%
	3.33%
	N/A
	N/A
	N/A
	3.14%
	6.25%
	3.13%

Obitus in service tribute - Single Photo	13.00
Obitus in service tribute - Simple Slideshow	39.00
Obitus in service tribute - Professional Photo Tribute	72.00
Obitus in service tribute - Family supplied video	18.00
Obitus in service tribute - Physical copy of Pro Tribute	30.00
Obitus in service tribute - Downloadable link to Pro Tribute	10.00
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	16.00
Obitus Webcast of service - Live broadcast	30.00
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	45.00
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	50.00

	14.00
	41.00
	75.00
	20.00
	32.00
	12.00
	20.00
	33.00
	48.00
	52.00

	7.69%
	5.13%
	4.17%
	11.11%
	6.67%
	20.00%
	25.00%
	10.00%
	6.67%
	4.00%

New: Service charge - Overside Coffin - if a coffin is over 26" wide, we must have coffin sizes on the paperwork three days before the service	New
NEW: Receiving cremated remains from elsewhere, including strewing (witnessed / unwitnessed)	New

	100.00
	90.00

	N/A
	N/A

(All charges include VAT where applicable)

**BEREAVEMENT SERVICES**

**CREMATORIUM MEMORIALS**

**Book of Remembrance - includes 1 swipe card**

	Fee 2021/22 £
	Resident and Non Resident
2 Line Entry	72.00
5 Line Entry	142.00
8 Line Entry	185.00
5 Line Entry with motif	203.00
8 Line Entry with motif	235.00
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	57.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

Fee 2022/23 £
Resident and Non Resident
75.00
147.00
191.00
210.00
242.00
59.00
20.00

increase %
Resident and Non Resident
4.17%
3.52%
3.24%
3.45%
2.98%
3.51%
5.26%

**Book of Remembrance for Babies - includes 1 swipe card**

Charge Per Line	17.00
Charge For Motif	65.00
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	50.00
Additional swipe card for digital book of remembrance (existing entries)	19.00

18.00
67.00
52.00
20.00

5.88%
3.08%
4.00%
5.26%

**Miniature Books - Existing books only**

Each Additional Line	24.00
All Crests/Motifs	65.00
Postage and Packaging of books - Studio Returns	11.00

25.00
67.00
12.00

4.17%
3.08%
9.09%

**Memorial Plaques**

Perspex plaque - replacement or alteration to existing plaque including additional name	85.00
Perspex garden plaque - new and renewal (5 years)	133.00

85.00
137.00

0.00%
3.01%

**Bronze Wall Plaques 5 -10 year lease - Renewal Only**

Bronze wall plaque - extension of lease 10 years, no new plaque	186.00
Bronze wall plaque - extension of lease 5 years, no new plaque	97.00
Replacement or alteration to existing plaque including additional name	164.00

191.58
99.91
168.92

3.00%
3.00%
3.00%

**Floris Wall Plaques: Renewal only**

Extension of lease (10 years) - same plaque used	228.00
Extension of lease (5 years) - same plaque used	119.00
Replacement or alternation to existing Floris Wall plaque	203.00

Remove
Remove
Remove

N/A
N/A
N/A

**Granite Wall Plaques: Renewal only**

Extension of lease (10 years) - same plaque used	146.00
Extension of lease (5 years) - same plaque used	72.00
Replacement or alternation to existing Granite Wall plaque	124.00
Replacement or alternation to existing Granite Wall plaque with photo/ motif	156.00

Remove
Remove
Remove
Remove

N/A
N/A
N/A
N/A

**Wall Plaques (Granite and Flois available) - Replacement Charges for the Above**

5 year lease - New Granite / Floris wall plaque inscription only	New
Extension of lease - 5 years. Existing wall plaque used	New
10 year lease - New Granite / Floris wall plaque inscription only	New
Extension of lease - 10 years. Existing wall plaque used	New
Wall plaque Motif / Photo	New
Replacement or alternation to existing wall plaque	New

190.00
120.00
310.00
225.00
140.00
205.00

N/A
N/A
N/A
N/A
N/A
N/A

(All charges include VAT where applicable)

**BEREAVEMENT SERVICES**

96

**Benches - 5-10 year lease - (12" x 2½ " plaque) 10 year lease various locations around the grounds subject to availability**

	Fee 2021/22
	£
	Resident and Non Resident
Extension of lease 10 years	1,024.00
Extension of lease 5 years	514.00
Additional Bronze Plaque <b>or replacement or alteration to existing bronze plaque including additional name</b>	169.00

	Fee 2022/23
	£
	Resident and Non Resident
	1,055.00
	530.00
	174.00

	increase
	%
	Resident and Non Resident
	3.03%
	3.11%
	2.96%

**Shared Benches - (5" x 3" plaque ) 5 year lease various locations around the grounds subject to availability**

Shared bench Perspex plaque - replacement or alteration to existing plaque including additional name	85.00
Shared bench Perspex plaque [5 Years] - New & Renewal	148.00

	85.00
	153.00

	0.00%
	3.38%

**Columbaria & Granite Niche - 5- 10 year lease subject to availability**

Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,201.00
Columbaria - extension of lease 10 years without refurbishment	708.00
Columbaria - extension of lease 5 years without refurbishment	461.00
Granite Niche - [10 years]	1,126.00
Granite Niche - [5 years]	745.00
Granite Niche - extension of lease 10 years without refurbishment	670.00
Granite Niche - extension of lease 5 years without refurbishment	443.00
Granite Niche / Columbaria refurbishment (inc P&P)	115.00
Columbaria inscriptions (price per character after the first 80)	3.00
Columbaria Motif (from standard catalogue). Prices from:	138.00
Columbaria Motif (own design supplied). Prices from:	155.00
Columbaria Motif/photo on ceramic from:	191.00
Replacement Plate for columbaria - includes 80 characters	196.00
Additional Inscription to Columbaria - includes 80 characters <b>+P&amp;P</b>	174.00
Postage and packing of columbaria plates - Courier	51.00
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	745.00
Installation of new Columbaria unit between Glades 16 to 18	NEW

	1,237.00
	730.00
	475.00
	1,160.00
	767.00
	690.00
	456.00
	118.00
	3.00
	142.00
	160.00
	196.00
	202.00
	179.00
	53.00
	768.00
	350.00

	3.00%
	3.11%
	3.04%
	3.02%
	2.95%
	2.99%
	2.93%
	2.61%
	0.00%
	2.90%
	3.23%
	2.62%
	3.06%
	2.87%
	3.92%
	3.09%
	N/A

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

Granite Flower Kerb both colours [10 years]	540.00
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	428.00
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	214.00
Granite Flower Kerb replacement both colours	149.00
Granite Flower Kerb both colours [5 Years]	351.00
Granite Flower Kerb refurbishment (include P&P)	65.00

	556.00
	441.00
	220.00
	154.00
	362.00
	67.00

	2.96%
	3.04%
	2.80%
	3.36%
	3.13%
	3.08%



(All charges include VAT where applicable)

**BEREAVEMENT SERVICES**

	Fee 2021/22 £	Fee 2022/23 £	increase %
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
<b>Mushrooms - 5-10 year lease (glades 5 &amp; 18, Podkin and 2 area's of bluebell walk)</b>			
Mushroom Plaque 10 years	291.00	300.00	3.09%
Mushroom Plaque 5 years	199.00	205.00	3.02%
Replacement Mushroom Plaque (Carriage included)	120.00	124.00	3.33%
Extension of lease 10 year without refurbishment	189.00	195.00	3.17%
Extension of lease 5 years without refurbishment	84.00	87.00	3.57%
Mushroom Plaque Refurbishment (carriage included)	65.00	67.00	3.08%
<b>Dedicated roses - 5-10 year lease</b>			
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	85.00	88.00	3.53%
Standard rose tree with plaque on stem [5 Years] - New & Renewal	265.00	273.00	3.02%
Standard rose tree with plaque on stem [10 Years extension] - No new plaque	315.00	325.00	3.17%
<b>Bluebell Memorials - 5-10 year lease (Podkin glade and bluebell walk) Subject to availability</b>			
Single memorial - (left or right of a pair) inscription only [10 years]	1,015.00	1,046.00	3.05%
Single memorial - (stand alone) inscription only [10 years]	1,180.00	1,216.00	3.05%
Single memorial - (left or right of a pair) inscription only [5 Years]	515.00	531.00	3.11%
Single memorial - (stand alone) inscription only [5 Years]	608.00	626.00	2.96%
Single memorial renewal 10 years no refurbishment	856.00	882.00	3.04%
Single memorial renewal 5 years no refurbishment	474.00	488.00	2.95%
Replacement plate with or without photo	193.00	199.00	3.11%
Bluebell Memorial Ceramic motif / picture	138.00	142.00	2.90%
Bluebell Memorial refurbishment	85.00	88.00	3.53%
<b>Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability</b>			
Granite Book Plaque [10 years]	175.00	180.00	2.86%

(All charges include VAT where applicable)

**BEREAVEMENT SERVICES**

06

**Sundial & Babe-in-Hand- 5 -10 year lease subject to availability**

	Fee 2019/20	Fee 2020/21	increase
	£ Resident and Non Resident	£ Resident and Non Resident	% Resident and Non Resident
Small plaque [10 years]	268.00	276.00	2.99%
Medium Plaque [10 years]	278.00	287.00	3.24%
Large Plaque [10 years]	294.00	303.00	3.06%
Replacement plaque (all sizes)	113.00	117.00	3.54%
Extension of lease - 10 years without refurbishment	173.00	179.00	3.47%
Extension of lease - 5 years without refurbishment	111.00	115.00	3.60%
Small plaque [5 Years]	177.00	183.00	3.39%
Medium plaque [5 Years]	189.00	195.00	3.17%
Large plaque [5 Years]	200.00	206.00	3.00%
Refurbishment (all sizes)	65.00	67.00	3.08%

**Other charges**

Postage for garden plaques	10.00	11.00	10.00%
Postage for larger plaques i.e. kerbs <b>NEW</b>	31.00	32.00	3.23%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	599.00	617.00	3.01%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	260.00	268.00	3.08%

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.

## REGENERATION, CULTURE AND ENVIRONMENT

### Registration Services

(All charges include VAT where applicable)

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b>Medway Register Office</b>			
<b>ALL CEREMONIES - APPROVED PREMISES</b>			
Ceremony fee (Booking) non refundable	57.00	60.00	5.26%
Monday to Friday Ceremony fee (Attendance)	485.00	490.00	1.03%
Saturday Ceremony fee (Attendance)	585.00	590.00	0.85%
<b>ALL CEREMONIES Corn Exchange (Library Room)</b>			
<b>Venues annexed to the Register Office, for up to 60 Guests.</b>			
<b>(Larger parties subject to negotiation in context)</b>			
Ceremony fee (Booking) non refundable	57.00	60.00	5.26%
Monday to Friday Ceremony fee (Attendance)	195.00	200.00	2.56%
Saturday Ceremony fee (Attendance)	245.00	250.00	2.04%
<b>ALL CEREMONIES The Guildhall Rochester</b>			
<b>Saturdays only</b>			
Ceremony fee (Booking) non refundable	57.00	60.00	5.26%
Saturday Ceremony fee (Attendance)	350.00	350.00	0.00%
<b>Handling Fees for bookings on behalf of other premises</b>			
Personal Citizenship Ceremonies	255.00	255.00	0.00%
Initial licensing/Renewal of a venue	1,900.00	1,950.00	2.63%
Request for review	490.00	500.00	2.04%
<b>Sale of Products/Additional Services</b>			
Name Change	45.00	50.00	11.11%

**REGENERATION, CULTURE AND ENVIRONMENT**

10

**Medway Adult Education**

<b>Academic Year Charges (from 1 August 2016)</b>	<b>Course fees (full) 2021/22 £</b>	<b>Course fees (concessionary 75%) 2021/22 £</b>	<b>Course fees (full) 2021/22 £</b>	<b>Course fees (concessionary 75%) 2021/22 £</b>	<b>Course Fees (Full) Increase %</b>	<b>Course Fees (Concessionary) Increase %</b>
<b>Adult Skills Courses</b>						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.60	2.70	3.80	2.80	5.56%	3.70%
<i>20 guided learning hours including registration fee</i>	83.90	66.00	88.10	69.30	5.01%	5.00%
<i>40 guided learning hours including registration fee</i>	155.60	119.80	163.40	125.80	5.01%	5.01%
<i>60 guided learning hours including registration fee</i>	227.30	173.70	238.70	182.40	5.02%	5.01%
<i>80 guided learning hours including registration fee</i>	299.10	227.60	314.10	239.00	5.02%	5.01%
<b>Community Learning Courses</b>						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.80	2.80	4.00	2.90	5.26%	3.57%
<i>3 guided learning hours including registration fee</i>	19.00	16.20	20.00	17.00	5.26%	4.94%
<i>10 guided learning hours including registration fee</i>	47.60	38.20	50.00	40.10	5.04%	4.97%
<i>20 guided learning hours including registration fee</i>	87.40	68.70	91.80	72.10	5.03%	4.95%
<i>40 guided learning hours including registration fee</i>	162.70	125.20	170.80	131.50	4.98%	5.03%
<i>60 guided learning hours including registration fee</i>	238.00	181.70	249.90	190.80	5.00%	5.01%
<b>Drawing and painting, pottery, ceramics, dressmaking and stained glass courses</b>						
<i>Academic Year £ (per hour excluding registration fee):</i>	3.70	2.80	3.90	2.90	5.41%	3.57%
<i>3 guided learning hours including registration fee</i>	19.30	16.40	20.30	17.20	5.18%	4.88%
<i>10 guided learning hours including registration fee</i>	48.60	38.90	51.00	40.80	4.94%	4.88%
<i>20 guided learning hours including registration fee</i>	89.40	70.00	93.90	73.50	5.03%	5.00%
<i>40 guided learning hours including registration fee</i>	166.70	127.80	175.00	134.20	4.98%	5.01%
<i>60 guided learning hours including registration fee</i>	243.90	185.70	256.10	195.00	5.00%	5.01%

## REGENERATION, CULTURE AND ENVIRONMENT

### Medway Adult Education

Academic Year Charges (from 1 August 2016)	Course fees (full) 2021/22	Course fees (concessionary 75%) 2021/22	Course fees (full) 2021/22	Course fees (concessionary 75%) 2021/22	Course Fees (Full) Increase %	Course Fees (Concessionary) Increase %
<b>Commercial rate courses (non-SFA funded)</b>						
<i>Academic Year £ (per hour excluding registration fee):</i>	8.30	not applicable	8.70		4.82%	not applicable
<i>20 guided learning hours including registration fee</i>	177.20	not applicable	186.10		5.02%	not applicable
<i>57.5 guided learning hours including registration fee</i>	487.30	not applicable	511.70		5.01%	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.						
<b>Lettings</b>						
Standard classroom per hour	17.30	not applicable	18.20	not applicable	5.20%	not applicable
ICT suite per hour	48.60	not applicable	51.00	not applicable	4.94%	not applicable

**Any discounts/special offers to maximise course attendance are to be authorised by the *Head of Service & Director***

## REGENERATION, CULTURE AND ENVIRONMENT

### PROPERTY & CAPITAL PROJECTS

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%

#### 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)	16.30	16.80	3.07%
Hall hire evening rate (per hour)	20.10	20.70	2.99%

##### Non Regular Users

Hall hire Monday to Friday day (per hour)	23.10	23.80	3.03%
Hall hire Monday to Thursday evening (per hour)	32.90	33.90	3.04%
Hall hire Saturday & Sunday day (per hour)	25.40	26.20	3.15%
Hall hire Friday, Saturday & Sunday evening (per hour)	45.70	47.10	3.06%
Large Kitchen day (per booking)	36.90	38.00	2.98%
Large Kitchen evening (per booking)	36.90	38.00	2.98%
Small Kitchen day (per booking)	17.10	17.60	2.92%
Small Kitchen evening (per booking)	18.40	19.00	3.26%

#### LARGE ROOM (Weddings & functions room hire only)

##### Regular User Groups

Hall hire daytime rate (per hour)	12.60	13.00	3.17%
Hall hire evening rate (per hour)	14.00	14.40	2.86%

##### Non Regular Users

Room hire Monday to Friday day (per hour)	15.30	15.80	3.27%
Room hire Monday to Thursday evening (per hour)	17.40	17.90	2.87%
Room hire Saturday & Sunday day (per hour)	14.70	15.10	2.72%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.90	28.70	2.87%

#### SMALL ROOM (Room hire only)

##### Regular User Groups

Hall hire daytime rate (per hour)	6.80	7.00	2.94%
Hall hire evening rate (per hour)	7.20	7.40	2.78%

##### Non Regular Users

Room hire Monday to Friday day (per hour)	7.90	8.10	2.53%
Room hire Monday to Thursday evening (per hour)	8.10	8.30	2.47%
Room hire Saturday & Sunday day (per hour)	13.80	14.20	2.90%
Hall hire Friday, Saturday & Sunday evening (per hour)	14.60	15.00	2.74%

#### COMPUTER SUITE

Regular User Groups - day or evening (per hour)	12.60	13.00	3.17%
Non Regular Users - day or evening (per hour)	13.20	13.60	3.03%
My Desk - Individual desk work space (per month)	119.40	123.00	3.02%

## REGENERATION, CULTURE AND ENVIRONMENT

### PROPERTY & CAPITAL PROJECTS

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%

#### 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)	14.90	15.30	2.68%
One To One Room hire day or evening (per hour)	14.90	15.30	2.68%

##### Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.10	23.80	3.03%
Main Hall hire Saturday & Sunday day (per hour)	25.40	26.20	3.15%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	33.40	34.40	2.99%
One To One Room hire day or evening (per hour)	15.50	16.00	3.23%
Family Room hire day or evening (per hour)	13.20	13.60	3.03%

#### CHATTENDEN COMMUNITY CENTRE

##### MAIN COMMUNITY BUILDING

##### Regular User Groups

Main Hall hire day or evening (per hour)	14.90	15.30	2.68%
Crèche hire day or evening (per hour)	14.90	15.30	2.68%
One to One Room day or evening (per hour)	14.90	15.30	2.68%
Computer Suite day or evening (per hour)	14.90	15.30	2.68%

##### Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.10	23.80	3.03%
Main Hall hire Saturday & Sunday day (per hour)	24.90	25.60	2.81%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.10	27.90	2.95%
Crèche hire day or evening (per hour)	15.50	16.00	3.23%
One to One Room day or evening (per hour)	15.50	16.00	3.23%
Computer Suite day or evening (per hour)	15.50	16.00	3.23%
My Desk - Individual desk work space (per month)	119.40	123.00	3.02%

##### LARGE HALL

##### Regular User Groups

Hall hire day or evening (per hour)	19.60	20.20	3.06%
End Hall hire day or evening (per hour)	13.30	13.70	3.01%
Back Office hire day or evening (per hour)	15.10	15.60	3.31%

##### Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.10	23.80	3.03%
Hall hire Saturday & Sunday day (per hour)	26.30	27.10	3.04%
Hall hire Friday, Saturday & Sunday evening (per hour)	33.40	34.40	2.99%
End Hall hire day or evening (per hour)	15.50	16.00	3.23%
Back Office hire day or evening (per hour)	15.50	16.00	3.23%

## REGENERATION, CULTURE AND ENVIRONMENT

### PROPERTY & CAPITAL PROJECTS

	Fee 2021/22	Fee 2022/23	Increase
	£	£	%
<b><u>COMMUNITY CENTRES</u></b>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
<b>ST GEORGE'S CENTRE HALL HIRE RATES</b>			
<i>(Bank Holidays, New Years Eve and Christmas On Application)</i>			
<b>Monday - Thursday</b>			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	322.00	331.50	2.95%
- All Others	397.00	409.00	3.02%
Full Day 9am - 5pm			
- Charity/Community Groups	594.00	612.00	3.03%
- All Others	735.00	757.00	2.99%
Evening 6pm - 12 midnight			
- Charity/Community Groups	418.00	430.50	2.99%
- All Others	526.00	542.00	3.04%
<b>Friday, Saturday or Sunday</b>			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	322.00	331.50	2.95%
- All Others	397.00	409.00	3.02%
Full Day 9am - 5pm			
- Charity/Community Groups	594.00	612.00	3.03%
- All Others	735.00	757.00	2.99%
Evening 6pm - 12 midnight			
- Charity/Community Groups	633.00	652.00	3.00%
- All Others	793.00	817.00	3.03%
<b>Audio Visual Equipment</b>			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	107.00	110.00	2.80%
- All Others	137.00	141.00	2.92%
Full Day 9am - 5pm			
- Charity/Community Groups	192.00	198.00	3.13%
- All Others	238.00	245.00	2.94%
Evening 6pm - 12 midnight			
- Charity/Community Groups	164.00	169.00	3.05%
- All Others	210.00	216.00	2.86%
<b>Use of Catering Kitchen</b>			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	43.00	44.00	2.33%
- All Others	54.00	55.50	2.78%
Full Day 9am - 5pm			
- Charity/Community Groups	80.00	82.00	2.50%
- All Others	98.00	101.00	3.06%
Evening 6pm - 12 midnight			
- Charity/Community Groups	104.00	107.00	2.88%
- All Others	132.00	136.00	3.03%



## Children and Adults Directorate

	Fee 2021/22	Proposed Fees 2021/22	Increase
--	-------------	-----------------------	----------

### Children's

#### Parklands

After School Club (per child per session)

8.00

8.24

3.00%

#### Section 20

Individually calculated based on the section 20 charging policy.

	Fee 2021/22	Proposed Fees 2022/23	Increase
--	-------------	-----------------------	----------

### Education

#### Post 16 Parental SEND Transport Contribution towards Costs

Full contribution per academic year

600

659

9.83%

Reduced contribution for families on low incomes per academic

450

450

0

**BUSINESS SUPPORT DEPARTMENT**  
**Community Interpreting Service (CIS)**

Fees & Charges for the Community Interpreting Service that are delivered outside of Medway & Kent are to be negotiated on an individual basis.

**Translation Charges**

*Translation can be delivered electronically, by fax or as a hard copy. All prices are excluding VAT*

Language	Fee 2021/22		Fee 2022/23		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	149.00	50.00	149.00	50.00	0.0%	0.0%
Arabic	164.00	50.00	164.00	50.00	0.0%	0.0%
Bengali	164.00	50.00	164.00	50.00	0.0%	0.0%
Bosnian/Serbo-Croat	164.00	50.00	164.00	50.00	0.0%	0.0%
Chinese	164.00	50.00	164.00	50.00	0.0%	0.0%
Czech	164.00	50.00	164.00	50.00	0.0%	0.0%
Danish	182.00	50.00	182.00	50.00	0.0%	0.0%
Dutch	182.00	50.00	182.00	50.00	0.0%	0.0%
Farsi/Persian	164.00	50.00	164.00	50.00	0.0%	0.0%
French	149.00	50.00	149.00	50.00	0.0%	0.0%
German	149.00	50.00	149.00	50.00	0.0%	0.0%
Greek	164.00	50.00	164.00	50.00	0.0%	0.0%
Gujarati	164.00	50.00	164.00	50.00	0.0%	0.0%
Hindi	164.00	50.00	164.00	50.00	0.0%	0.0%
Hungarian	164.00	50.00	164.00	50.00	0.0%	0.0%
Italian	149.00	50.00	149.00	50.00	0.0%	0.0%
Japanese	182.00	50.00	182.00	50.00	0.0%	0.0%
Kurdish Kurmanji	182.00	50.00	182.00	50.00	0.0%	0.0%
Kurdish Sorani	182.00	50.00	182.00	50.00	0.0%	0.0%
Latvian	164.00	50.00	164.00	50.00	0.0%	0.0%
Lithuanian	164.00	50.00	164.00	50.00	0.0%	0.0%
Nepalese	182.00	50.00	182.00	50.00	0.0%	0.0%
Polish	146.00	50.00	146.00	50.00	0.0%	0.0%
Punjabi	164.00	50.00	164.00	50.00	0.0%	0.0%
Portuguese	149.00	50.00	149.00	50.00	0.0%	0.0%
Pashto	164.00	50.00	164.00	50.00	0.0%	0.0%
Romanian	164.00	50.00	164.00	50.00	0.0%	0.0%
Russian	149.00	50.00	149.00	50.00	0.0%	0.0%
Slovak	164.00	50.00	164.00	50.00	0.0%	0.0%
Somali	149.00	50.00	149.00	50.00	0.0%	0.0%
Spanish	164.00	50.00	164.00	50.00	0.0%	0.0%
Swahili	164.00	50.00	164.00	50.00	0.0%	0.0%
Tamil	164.00	50.00	164.00	50.00	0.0%	0.0%
Thai	182.00	50.00	182.00	50.00	0.0%	0.0%
Turkish	149.00	50.00	149.00	50.00	0.0%	0.0%
Ukrainian	164.00	50.00	164.00	50.00	0.0%	0.0%
Vietnamese	149.00	50.00	149.00	50.00	0.0%	0.0%
Urdu	164.00	50.00	164.00	50.00	0.0%	0.0%

*Other languages available on request*

**Face to Face Interpreting Charges**

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

	Fee 2021/22				Fee 2022/23				Travel Time Increase	Interpreting Fee Increase
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	0.00	45.00	0.40	As incurred	0.00	45.00	0.40	As incurred	0.0%	0.0%
Mon-Fri 5pm-9am	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Saturdays	0.00	67.50	0.40	As incurred	0.00	67.50	0.40	As incurred	0.0%	0.0%
Sundays & Bank Holidays	0.00	90.00	0.40	As incurred	0.00	90.00	0.40	As incurred	0.0%	0.0%
Day rate (between 5 and 8 hours) - one charge per day	0.00	250.00	0.40	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	28.00	0.40	As incurred	18.66	28.00	0.40	As incurred	0.0%	0.0%

**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 2021/22				Fee 2022/23				Increase In Charge Per Minute First 30 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	Charged per minute equivalent to first 30 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute	Charged per minute - equivalent to first 30 Minutes	Charged per minute - equivalent to every 15 minutes thereafter	Utility Charge - Landline Per Minute	Utility Charge - Mobile Per Minute		
	£	£	£	£	£	£	£	£		
Mon-Fri 9am-5pm	22.50	7.50	0.10	0.30	22.50	7.50	0.10	0.30	0.0%	0.0%
Mon-Fri 5pm-9am	33.75	11.25	0.10	0.30	33.75	11.25	0.10	0.30	0.0%	0.0%
Saturdays	33.75	11.25	0.10	0.30	33.75	11.25	0.10	0.30	0.0%	0.0%
Sundays & Bank Holidays	45.00	15.00	0.10	0.30	45.00	15.00	0.10	0.30	0.0%	0.0%

\*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.

## Cancellation Charges

	Fee 2021/22	
	Cancelled Within 24 Hours	Did Not Proceed as booked
	£	£
Face to face Interpreting - duration of appointment booked	45.00	45.00
Travel - per hour	0.00	0.00
Mileage - per mile	0.00	0.40
Expenses	0.00	As incurred
<b>Legal Aid prescribed rates:</b>		
Interpreting per hour	28.00	28.00
Travel - per hour	0.00	19.00
Mileage - per mile	0.00	0.40
Expenses	0.00	As incurred
Telephone interpreting - minimum of 30 mins - per hour	22.50	22.50

Fee 2022/23	
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	19.00
0.00	0.40
0.00	As incurred
22.50	22.50

Increase cancelled within 24 hours	Increase - Did not proceed as booked
%	%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%

## BUSINESS SUPPORT DEPARTMENT

Blue Badge application fee administration charge per badge

Fee 2021/22	Fee 2022/23	Increase
£	£	%
10.00	10.00	0.00% * Fee set by Government

## BUSINESS SUPPORT DEPARTMENT

	Fee 2021/22 £	Fee 2022/23 £	Increase %
<b>SALE OF AGENDAS</b>			
Annual charge per committee	104.04	107.20	3.04%
<b>PHOTOCOPYING CHARGE</b>			
Admin charge	2.50	2.60	4.10%
Each copy up to 20 copies	0.13	0.10	-25.38%
Minimum charge (admin plus one copy)	2.63	2.70	2.60%
Each copy over 20	0.12	0.10	-17.92%

## BUSINESS SUPPORT DEPARTMENT

### REGISTER OF ELECTORS (Statutory)

The fee for the Full Register (restricted sales to credit agencies only) and the Edited Register, in either paper or data format, is set on 1<sup>st</sup> December each year subject to the published Register. The fees are statutory and are based on per thousand Electors plus a small statutory administration fee.

	Fee 2021/22 £	Fee 2022/23 £	Increase %
Postage & packing for paper copies of the Register	28.28	29.10	2.90%
Street Index	16.97	17.50	3.10%
Sale of Medway ward map	16.97	17.50	3.10%
Letter of confirmation on Register of Electors	0.00	0.00	0.00%
Confirmation of "proof of life" for pensions	0.00	0.00	0.00%

**BUSINESS SUPPORT DEPARTMENT**

	Fee 2021/22 £	Fee 2022/23 £	Increase %
<b>(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 @ £25.50, CON29 @ £51.00 plus VAT @ £10.20 Total of £86.70)</b>			
<b>LOCAL LAND CHARGES</b>			
LLC1 only	25.50	25.50	0.00%
Additional parcel of land (LLC1 only)	20.40	20.40	0.00%
CON29 only	51.00	51.00	0.00%
Additional parcel of land with CON29 only	15.30	15.30	0.00%
Standard search including LLC1 fee and CON29	76.50	76.50	0.00%
Additional parcel of land with Standard Search including LLC1 and CON29	35.70	35.70	0.00%
<i>Commercial requests e.g. shopping centre or new development officially named &amp; numbered - fee on request, but maximum of:</i>	2550.00	2,550.00	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	11.20	11.20	0.00%
<b>Fees in respect of revisions to Con29 that came into force on 4th July 2016</b>			
Part II printed enquiry - Con29O Questions 4 to 21	10.20	10.20	0.00%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.30	15.30	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	2.60	2.60	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)	3.10	3.10	0.00%
Registration of a charge in Part 11 of the register	71.40	71.40	0.00%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.30	15.30	0.00%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.40	20.40	0.00%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.10	5.10	0.00%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.10	5.10	0.00%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.50	25.50	0.00%
(ii) in any other case	25.50	25.50	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	20.40	20.40	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)	2.60	2.60	0.00%
Office copy of any plan or other documents filed pursuant to the Rules	2.60	2.60	0.00%
<b>Provision under, or for the purposes of which, the application is made in respect of Commons &amp; Village Greens</b>			
Regulation 44 - declaration of entitlement to exercise a right of common	25.50	25.50	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	102.00	105.10	3.04%
Section 7 of the 2006 Act - variation of a right of common	102.00	105.10	3.04%
Section 8 of the 2006 Act - apportionment of a right of common	102.00	105.10	3.04%
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	102.00	105.10	3.04%
Section 12 of the 2006 Act - transfer of a right in gross	40.80	42.00	2.94%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	81.60	84.00	2.94%
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)	153.00	157.60	3.01%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	255.00	262.70	3.02%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	357.00	367.70	3.00%
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)	102.00	105.10	3.04%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.30	15.80	3.27%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	81.60	84.00	2.94%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	81.60	84.00	2.94%
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	

**BUSINESS SUPPORT DEPARTMENT**

	Fee 2021/22 £	Fee 2022/23 £	Increase %
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	765.00	788.00	3.01%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No fee	
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	193.80	199.60	2.99%
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	102.00	105.10	3.04%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	183.60	189.10	3.00%
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)	163.20	168.10	3.00%
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	102.00	105.10	3.04%
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	102.00	105.10	3.04%
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)	183.60	189.10	3.00%
<b>LICENSING</b>			
<b>Sex Shop &amp; Sex Cinema</b>			
New	4,300.00	4,300.00	0.00%
Renewal and transfer	2,700.00	2,700.00	0.00%
<b>Sexual Entertainment Venues</b>			
New or Renewal	4,300.00	4,300.00	0.00%
Copy of licence (if lost or stolen)	29.00	30.00	3.45%
<b>Street Trading</b>			
Street Trading Consent	306.00	316.00	3.27%
Street Trading Consent – Festivals (per day)	52.00	53.60	3.08%
Copy of Consent (if lost or stolen)	29.00	30.00	3.45%
<b>Scrap Metal</b>			
Site licence 3 year – new or renewal - TOTAL	550.00	567.00	3.09%
Site licence 3 year – new or renewal – PART A – payable upon application	340.00	350.00	2.94%
Site licence 3 year – new or renewal – PART B – payable upon grant	210.00	217.00	3.33%
Collectors licence 3 year – new or renewal – TOTAL	319.50	330.00	3.29%
Collectors licence 3 year – new or renewal – PART A – payable upon application	267.50	276.00	3.18%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	52.00	54.00	3.85%
Variation - collector to site licence	235.50	243.00	3.18%
Variation - site to collector's licence	72.50	75.00	3.45%
Change of site manager	119.50	123.50	3.35%
Minor variation	37.00	38.50	4.05%
Copy of licence (if lost or stolen)	29.00	30.00	3.45%
<b>Hackney Carriage and Private Hire Fees</b>			
Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	145.50	150.00	3.09%
Drivers Licence (3 year)	171.50	173.50	1.17%
Knowledge Test	68.50	69.00	0.73%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	563.00	569.00	1.07%
Operator – over 5 vehicles – 5 year (standard duration)	1,122.00	1,133.00	0.98%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	189.00	191.00	1.06%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	375.50	380.00	1.20%
Copy of Plate following loss/damage, etc. (like for like)	20.50	21.00	2.44%
Replacement vehicle on existing plate	49.00	49.50	1.02%
Licensing of Temporary Vehicle following accident, etc. for 2 months	62.50	63.00	0.80%
Change of Ownership of Licenced Vehicle	35.00	35.00	0.00%
Copy of Badge following loss, damage, etc. (like for like)	16.00	16.00	0.00%
Change of vehicle registration and reissue of licence and plates	29.00	29.00	0.00%
Change of passenger number and reissue of licence and plates	30.00	30.00	0.00%
Reissue of vehicle licence following change of name/address	15.00	15.00	0.00%
Reissue of driver licence following change of name/address	18.00	18.00	0.00%
Reissue of operator licence following change of name/address	13.00	13.00	0.00%
Like for like copy of any paper part of licence only	12.00	12.00	0.00%
Enhanced DBS Check Application	61.50	62.00	0.81%

**BUSINESS SUPPORT DEPARTMENT**

	Fee 2021/22 £	Fee 2022/23 £	Increase %
<b>Licensing Act 2003 Fees and Charges (Set by Government)</b>			
<b>Premises License, Club Premises Certificate, Variation and Conversion Fees</b>			
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%
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%
<b>Licensing Act 2003 Fees and Charges (Set by Government) (cont.)</b>			
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%
<b>Personal Licences</b>			
Personal fee	37.00	37.00	0.00%
<b>Miscellaneous Licence Fees and Charges</b>			
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%



**BUSINESS SUPPORT DEPARTMENT**

	Fee 2021/22 £	Fee 2022/23 £	Increase %
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%
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	2,081.00	2,144.00	3.03%
New Large Casino	3,121.50	3,216.00	3.03%
Regional Casino	4,162.00	4,287.00	3.00%
Betting (Track)	1,014.50	1,045.00	3.01%
Betting (Other)	1,280.00	1,319.00	3.05%
Family Entertainment Centre	962.50	992.00	3.06%
Adult Gaming Centre	962.50	992.00	3.06%
Bingo	1,613.00	1,662.00	3.04%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

**New Premises Application and Applications for Provisional Statement**

New Small Casino	5,202.00	5,359.00	3.02%
New Large Casino	7,803.00	8,038.00	3.01%
Regional Casino	10,404.00	10,717.00	3.01%
Betting (Track)	1,873.00	1,930.00	3.04%
Betting (Other)	2,654.00	2,734.00	3.01%
Family Entertainment Centre	1,613.00	1,662.00	3.04%
Adult Gaming Centre	1,613.00	1,662.00	3.04%
Bingo	3,173.50	3,269.00	3.01%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

**Licence Application (Provisional Statement holders)**

New Small Casino	2,081.00	2,144.00	3.03%
New Large Casino	3,121.50	3,216.00	3.03%
Regional Casino	5,202.00	5,359.00	3.02%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	1,200.00	1,200.00	0.00%
Family Entertainment Centre	950.00	950.00	0.00%
Adult Gaming Centre	963.00	992.00	3.01%
Bingo	963.00	992.00	3.01%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

**Application to Transfer/Reinstatement of Licence**

New Small Casino	1,040.50	1,072.00	3.03%
New Large Casino	1,561.00	1,608.00	3.01%
Regional Casino	3,121.50	3,216.00	3.03%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	962.50	992.00	3.06%
Family Entertainment Centre	609.00	628.00	3.12%
Adult Gaming Centre	905.50	933.00	3.04%
Bingo	905.50	933.00	3.04%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

**Annual Fee**

New Small Casino	3,121.50	3,216.00	3.03%
New Large Casino	5,202.00	5,359.00	3.02%
Regional Casino	7,803.00	8,038.00	3.01%
Betting (Track)	1,000.00	1,000.00	0.00%
Betting (Other)	468.50	483.00	3.09%
Family Entertainment Centre	609.00	628.00	3.12%
Adult Gaming Centre	962.50	992.00	3.06%
Bingo	962.50	992.00	3.06%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

**BUSINESS SUPPORT DEPARTMENT**

	Fee 2021/22 £	Fee 2022/23 £	Increase %
<b>PERMITS (Set by Government - No discretion for local authorities)</b>			
<b><i>Licensed Premises Gaming Machine Permit</i></b>			
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	50.00	0.00%
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%
<b><i>Licensed Premises Automatic Notification Process (2 or less gaming machines)</i></b>			
On notification	50.00	50.00	0.00%
Copy of notification	10.50	10.50	0.00%
<b><i>Club Gaming Permits</i></b>			
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	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<b><i>Club Machine Permits</i></b>			
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	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<b><i>Family Entertainment Centre Gaming Machine Permits</i></b>			
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%
<b><i>Prize Gaming Permits</i></b>			
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%
<b><i>Small Lottery Registration</i></b>			
Application	40.00	40.00	0.00%
Annual Fee	20.00	20.00	0.00%

# Flexible Use of Capital Receipts Strategy

## Introduction

From 2016/17 Local authorities were given the power to use capital receipts from the disposal of property, plant and equipment assets received in the years in which this flexibility is offered, to spend up to 100% of their fixed asset receipts (excluding Right to Buy receipts) on the revenue costs of reform projects. The flexibility was granted for three financial years to 2018/19, and was then extended for three years from 2019/20 to 2021/22. On 10 February 2021 the government announced a further three year extension from 2022-23 onwards.

This Strategy sets out the intended use of this flexibility at Medway Council and will be updated as part of the annual budget process in coming years.

## Qualifying expenditure

To qualify for this flexibility, expenditure should be forecast to generate ongoing savings to an authority's net service expenditure. Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners.

Local Authorities may not use their existing stock of capital receipts to finance the revenue costs of reform.

Examples of projects cited in the Government guidance include:

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others).

## Medway Council's Strategy for use of funds

Where the Council is looking to capitalise pump priming costs, additional surplus assets may be identified and sold.

The council will have due regard to the requirements to the Prudential Code and the impact on the prudential indicators. Capital receipts from the sale of assets are not built into the Council's current capital programme and so the utilisation of receipts for capital receipts flexibility will not have a detrimental impact on the Council's prudential indicators, as set out in the Council's Treasury Management Strategy.

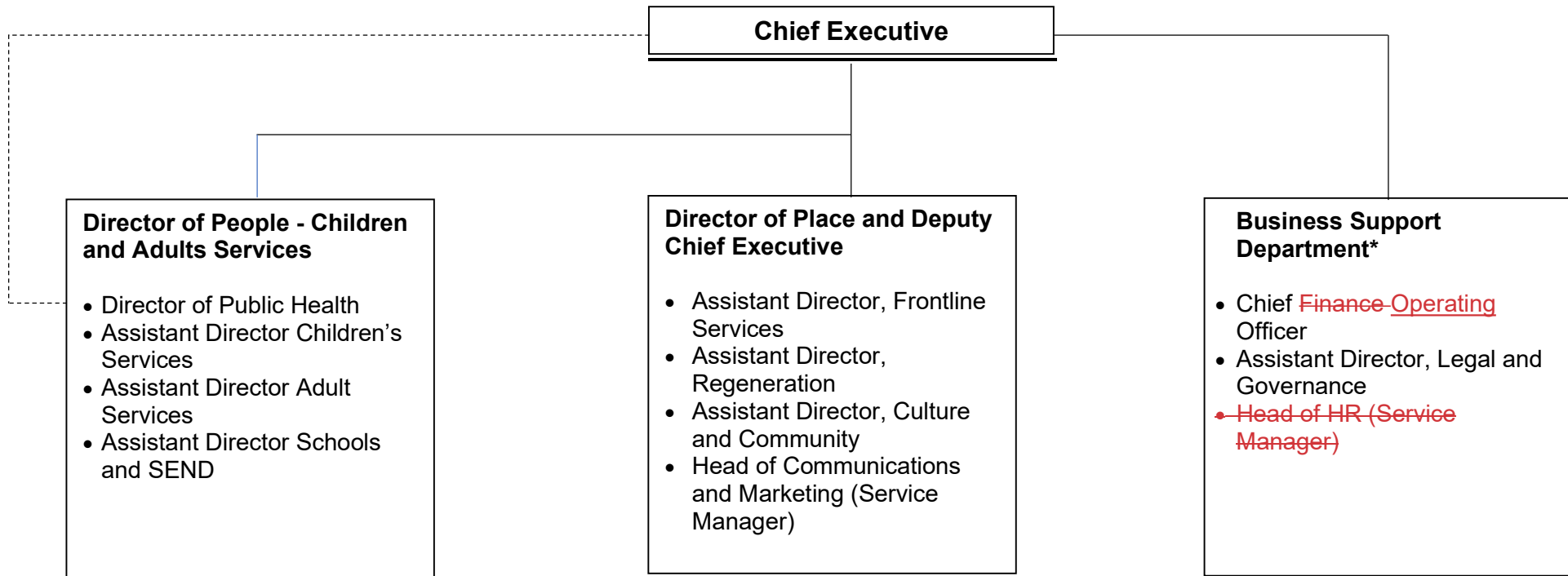
All schemes which are eventually deemed to qualify under this programme would have the required costs funded through capital receipts rather than revenue funding streams. Approval of projects and allocation of funds arising from the use of flexible capital receipts will be at the discretion of the Section 151 Officer.

### Planned schemes

The Council intends to use capital receipts to fund expenditure in relation to the following projects:

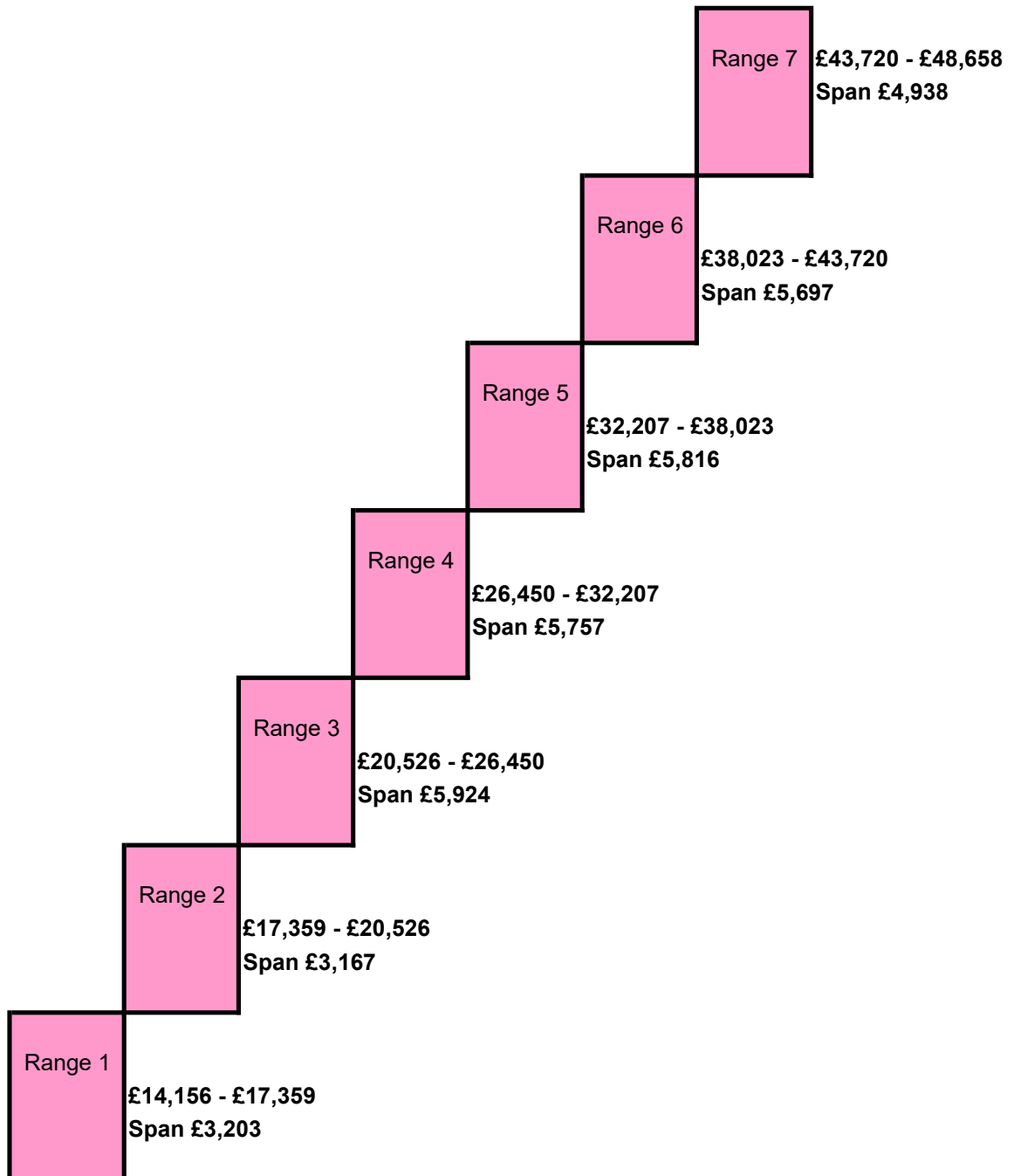
- Following the inadequate ILACS inspection, the Children's Services Improvement Plan was initiated and the continuation of much of this expenditure will be met from capital receipts;
- The Council's Adult Social Care Transformation and Improvement programme continues in 2022/23 and resources will be funded from capital receipts to support the programme to deliver the £3.052million savings budgeted for next year; and
- The Council's digital transformation programme was established to deliver service improvements across a wide range of service areas, whilst at the same time seeking to drive out efficiencies. It is planned to fund the Business Change team from capital receipts for both 2021/22 and 2022/23 financial years.

# CHAPTER 7 - MANAGEMENT STRUCTURE



The Chief Executive is also the Director of Business Support\*

This page is intentionally left blank

**MedPay Range 1-7**

## MedPay Senior Grades

Current Structure	Proposed Structure	
<div style="background-color: #ADD8E6; width: 100px; height: 150px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Director Grades</p> </div>	<div style="background-color: #ADD8E6; width: 100px; height: 150px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Director Grades</p> </div>	<p><b>£110,237 - £133,397</b> <b>Span £23,160</b></p>
<div style="background-color: #FF00FF; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Deputy Director Grades</p> </div>	<div style="background-color: #FF00FF; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Deputy Director Grades</p> </div>	<p><b>£91,193 - £100,063</b> <b>Span £8,870</b></p>
<div style="background-color: #FFFF00; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Assistant Director Grades</p> </div>	<div style="background-color: #FFFF00; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Assistant Director Grades</p> </div>	<p><b>£76,254 - £91,193</b> <b>Span £14,939</b></p>
	<div style="background-color: #FFA500; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Strategic Service Manager Grades</p> </div>	<p><b>£64,401 - £76,253</b> <b>Span £11,854</b></p>
<div style="background-color: #ADD8E6; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Service Manager Grades</p> </div>	<div style="background-color: #ADD8E6; width: 100px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Service Manager Grades</p> </div>	<p><b>£48,501 - £64,400</b> <b>Span £15,899</b></p>





## **CABINET**

**8 FEBRUARY 2022**

### **DETERMINATION OF APPLICATIONS FOR ASSET OF COMMUNITY VALUE APPLICATIONS UPDATE TO THE EMPLOYEE SCHEME OF DELEGATIONS**

Portfolio Holder: Councillor Adrian Gulvin, Portfolio Holder for Resources

Report from: Richard Hicks, Deputy Chief Executive and Director of Place

Author: Bhupinder Gill, Assistant Direct Legal and Governance

#### **Summary**

This report seeks Cabinet approval to update the Employee Scheme of Delegations to clarify the position in relation to applications for designations of Asset of Community Value ('ACV') status.

#### **1. Budget and policy framework**

- 1.1. No funding is required for this recommendation. The decision for this matter is within the Council's policy and budget framework.
- 1.2. This report has been circulated separately to the main agenda. Therefore, the Cabinet is asked to accept this report as urgent to enable consideration of the matter at the earliest opportunity. This is because an application was submitted requiring determination by the Council within an eight week period and has triggered the need for these delegations to be in place.

#### **2. Background**

- 2.1. One of the new community powers introduced by the Localism Act 2011 ('the Act') was the ability for the community to apply to the local authority to register buildings, areas of recreational space or facilities as assets of community value.
- 2.2. The Act and the associated regulations set out a framework of legal tests which each application must meet in order for the asset to receive ACV status. These tests centre on whether the facility furthers the social interest or social well being of the community either at the time of application or in the recent

past and that there is a realistic prospect of it being able to do so again in the next five years.

- 2.3. There are a number of criteria that must be met by the nominating person or body to show that they are eligible to make the nomination and these are set out within the Act.
- 2.4. Previously, the decision making was carried out by the former role of Assistant Director Housing and Regeneration, however that post no longer exists and therefore it has fallen to the Director of Place and Deputy Chief Executive, however this is not currently reflected within the constitution. Cabinet is therefore being asked to confirm this delegation and allow for the update to the scheme in order that there is a clear audit trail.
- 2.5. In addition to this, the Act requires the Authority to maintain registers of applications, both successful and unsuccessful, as well as a register of assets of community value.

### 3. Options

- 3.1. Cabinet can confirm the delegation as requested. This will allow the statutory process to be carried out in the most efficient way but retain decision making at an appropriately senior level within the Council.
- 3.2. Cabinet could choose not to confirm this delegation, if this is the case then in order to minimise the risk of challenge to a decision all applications would have to be reported to cabinet for cabinet to make the determination. Although there are not a large number of applications this would not be a good use of cabinet time or resource.

### 4. Advice and analysis

- 4.1. The recommendation is that the Authority be delegated to the Director of Place and Deputy Chief Executive to determine applications for Asset of Community Value Status and to maintain the registers as required by the Localism Act 2011
- 4.2. A diversity Impact Assessment has not been completed due to the nature of the decision cabinet is being asked to consider.

### 5. Risk management

- 5.1. The recommendation within this report is suggested in order to minimise the risk of challenge to any decision regarding an ACV.

Risk	Description	Action to avoid or mitigate risk	Risk rating
That the decision making process is unclear	Decision making not made at an appropriate level meaning that statutory timeframes are put at risk	Confirm delegation as requested	C3

## 6. Consultation

- 6.1. Due to the nature of the decision which Cabinet is being asked to consider no consultation is necessary and therefore none has been undertaken.

## 7. Climate change implications

- 7.1. This recommendation has no negative impact on Climate Change within Medway.

## 8. Financial implications

- 8.1. There are no financial implications arising directly from this report as the processes to determine applications for ACV status have been in place for some time and are met from within existing budgets and resources.

## 9. Legal implications

- 9.1. In order to minimise the risk of challenge to the use of any powers by the Council it is necessary to ensure that any adoption of powers and subsequent delegation to officers has a clear audit trail. Following a number of restructures through the Regeneration, Culture and Environment Directorate, that trail has become unclear, therefore Cabinet are being asked to agree the delegation as set out below.
- 9.2. The application process and criteria to be applied are relatively prescriptive and are set out within the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

## 10. Recommendation

- 10.1. It is recommended that the Cabinet delegates authority to the Director of Place and Deputy Chief Executive to, in consultation with the Portfolio Holder for Resources, determine applications for Asset of Community Value Status and to maintain the registers as required by the Localism Act 2011.

## 11. Suggested reasons for decision

- 11.1. The Council has a statutory duty to maintain the registers of ACVs and determine applications made by eligible bodies it is important that this is carried out within the statutory timescales and therefore it is appropriate to confirm the delegation.

### Lead officer contact

Bhupinder Gill, Assistant Director Legal and Governance  
Telephone: 01634 332133 E-mail: [bhupinder.gill@medway.gov.uk](mailto:bhupinder.gill@medway.gov.uk).

### Appendices

None

### Background papers

None