

Cabinet – Supplementary agenda No.2

A meeting of the Cabinet will be held on:

Date: 7 February 2023

Time: 3.00pm

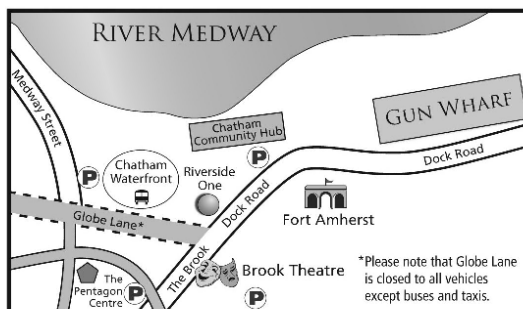
Venue: Meeting Room 9 - Level 3, Gun Wharf, Dock Road, Chatham
ME4 4TR

Items

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| 6. | Council Tax Reduction Scheme 2023-2024 and Council Tax Discretionary Policy for Care Leavers | (Pages 3 - 118) |
| 11. | Capital and Revenue Budgets 2023/24 | (Pages 119 - 228) |

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

Date: 1 February 2023



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CABINET

7 FEBRUARY 2023

COUNCIL TAX REDUCTION SCHEME 2023/24, COUNCIL TAX DISCRETIONARY POLICY FOR CARE LEAVERS AND COUNCIL TAX ADDITIONAL SUPPORT

Portfolio Holder: Councillor Gary Hackwell, Portfolio Holder for Business Management

Report from: Phil Watts, Chief Operating Officer

Author: Katey Durkin, Chief Finance Officer
Gemma Gilley, Head of Benefits and Financial Welfare

Summary

This report informs the Cabinet of proposed changes to the Council Tax Reduction Scheme for 2023/24. Cabinet is asked to consider the proposed CTRS and recommend it for approval by Full Council on 23 February 2023. This report also recommends a continuation of the Council Tax Discretionary Policy for Care Leavers. Finally, the report seeks approval for a delegation to allow the implementation of the discretionary element of the newly announced Council Tax Support Fund.

1. Budget and policy framework

- 1.1. Section 13A(1)(a) of the Local Government Finance Act 1992 prescribes that Medway Council is required to have a Council Tax Reduction Scheme (CTRS) that is approved annually by Full Council.
- 1.2. The Council is under a legal duty under Schedule 1A to the Local Government Finance Act 1992 to consider each year whether to revise its Council Tax Reduction Scheme or to replace it with another scheme. Schedule 1A also provides that any revision to the scheme, or any replacement scheme, must be made no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect. Any revision to the CTRS or a replacement CTRS must be the subject of consultation.
- 1.3. 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 23 February 2023.

2. Background

- 2.1. Council Tax Benefit was abolished as a national benefit and Councils were required to establish local support for Council Tax from April 2013 and Medway implemented the Council Tax Reduction Scheme (CTRS). During 2021, the Council consulted on a new banded scheme which was introduced from 1 April 2022, following full Council approval on 24 February 2022.
- 2.2. The scheme and operation have been reviewed and no significant changes are proposed, other than those prescribed in law or changes that are already permissible within the parameters of the currently agreed scheme.
- 2.3. The current scheme provides approximately £13.5million of support by reducing Council Tax liabilities for those eligible. Elsewhere on this agenda, the Proposed Budget for 2023/24 includes a proposal to increase the Council Tax for Medway by 4.994%. If that recommendation is accepted by Cabinet and Council, the cost of Medway's CTRS scheme will increase by an estimated £675,000.

3. Options

- 3.1. Our current scheme prescribes within Schedule 1, that the authority may increase the income bands within the scheme on an annual basis by the appropriate level of inflation. The level is measured by the Consumer Price Index (CPI) at 1 October preceding the effective financial year, rounded to the nearest pound. The CPI for October 2022 was 11.1%
- 3.2. Currently the income bands within the scheme are set as follows; all income bands relate to income received per week:

Band/Discount percent	Single person	Couple with no children or young person	Couple or Lone Parent with one child/young person	Couple or Lone Parent with two or more children/young persons
Band 1* 65%	£0 to £94.99	£0 to £129.99	£0 to £179.99	£0 to £239.99
Band 2 55%	£95 to £139.99	£130 to £174.99	£180 to £229.99	£240 to £289.99
Band 3 45%	£140 to £184.99	£175 to £219.99	£230 to £279.99	£290 to £339.99
Band 4 35%	£185 to £229.99	£220 to £264.99	£280 to £329.99	£340 to £389.99
Band 5 20%	£230 to £269.99	£265 to £309.99	£330 to £379.99	£390 to £449.99
Band 6 0%	£270+	£310+	£380+	£450+

*Where any applicant or their partner are in receipt of Income Support, Income-Based Jobseeker's Allowance or Income-Related Employment and Support Allowance, a Band 1 discount will be given.

3.3. In his written statement to Parliament on 17 November 2022, the Secretary of State for the Department for Work and Pensions announced proposals for the social security benefit rates which will apply for 2023. The main points are:

3.3.1. the basic State Retirement Pension and the full rate of the new State Retirement Pension are being uprated by 10.1% in line with the Consumer Prices Index (CPI) in the financial year ending (FYE) March 2024;

3.3.2. the Standard Minimum Guarantee in Pension Credit is being increased by 10.1% this year to match the cash increase in the basic State Pension. The Savings Credit maximum is increased by CPI at 10.1% in FYE March 2024;

3.3.3. premiums paid to pensioner recipients of Working Age benefits will continue to be uprated to match Pension Credit rates;

3.3.4. premiums paid to disabled people receiving working age benefits and to Employment and Support Allowance claimants in the Support Group, will increase by CPI at 10.1% in FYE March 2024; and

3.3.5. Working Age benefits (main rates and certain premiums and additions) will increase by the CPI at 10.1% from April 2023.

3.4. Option 1: Retain the current Income Bands.

3.4.1. If Medway were to retain the current income bands, some claimants will find that their incomes increase by 10.1% which could cause them to move into a band that offers a lower level of support with their Council Tax. This would mitigate the positive impact to them of the increase in benefits and could cause financial hardship.

3.4.2. Pension age claimants would be unaffected as the scheme and values are prescribed by the government.

3.4.3. For working age claimants on passported benefits (Income Support, Income Based Jobseekers Allowance and Income Related Employment and Support Allowance) will see no difference as Medway's current scheme prescribes that they will receive 65% support regardless however, other working age claimants in receipt of benefits such as Universal Credit will be affected.

3.4.4. The Council would bill for a higher level of Council Tax income from residents should this option be agreed as the scheme would deliver a lower proportion of support compared to the increased Council Tax proposed in the Budget for 2023/24.

3.5. Option 2: Uprate the income bands in the scheme by inflation.

- 3.6. If Medway uprates the income bands in line with inflation, the government's increases in benefit will result in increased income in real terms for claimants. Given the cost of living crisis and potential impacts on the ability of residents to pay their Council Tax liabilities.
- 3.7. The Benefits and Welfare Service have modelled the financial implications for the collection fund of uprating the bands by 11.1% alongside the increase in benefit income of 10.1% and have concluded the financial effect to be approximately £100,000.
- 3.8. The bands would increase as set out overleaf, with bands referencing income per week:

Band/Discount percent	Single person	Couple with no children or young person	Couple or Lone Parent with one child/young person	Couple or Lone Parent with two or more children/young persons
Band 1* 65%	£0 to £105.99	£0 to £143.99	£0 to £199.99	£0 to £266.99
Band 2 55%	£106 to £155.99	£144 to £193.99	£200 to £255.99	£267 to £321.99
Band 3 45%	£156 to £205.99	£194 to £243.99	£256 to £310.99	£322 to £377.99
Band 4 35%	£206 to £255.99	£244 to £293.99	£311 to £366.99	£378 to £432.99
Band 5 20%	£256 to £299.99	£294 to £343.99	£367 to £421.99	£433 to £499.99
Band 6 0%	£300+	£344+	£422+	£500+

*Where any applicant or their partner are in receipt of Income Support, Income-Based Jobseeker's Allowance or Income-Related Employment and Support Allowance, a Band 1 discount will be given.

- 3.9. This report therefore recommends increasing the income bands in the scheme by inflation based on the CPI for October 2022 of 11.1%.
- 3.10. The proposed Medway CTRS scheme for 2023/24, reflecting these uprated income bands, is presented at Appendix 1 to this report and an updated diversity impact assessment is at Appendix 3

4. Council Tax Support for Care Leavers

- 4.1. From 1 April 2021, Care Leavers living in Medway have been supported with 100% discount on their Council Tax. The policy stands alone, is reviewed annually and presented to Cabinet if required. Decision 39/2022 extended the policy from 1 April 2022 to March 2023. This also means that provision is not affected by changes to the Council's council tax discretionary relief policy, however this report represents an opportunity to reflect upon and update the wider policy. The policy is sustained and operated outside of the CTRS meaning that care leavers would not be affected by changes to that scheme.

- 4.2. The policy provides support until the care leaver's 25th birthday, which therefore could represent a 'cliff edge effect' however, by ensuring there are no previous debt issues and that the appropriate statutory reductions are in place, Medway Council is, in its position as corporate parent, placing the care leaver in the best possible position. Overall, the policy provides financial support to low-income groups and families, that ultimately Medway Council is responsible for. For a vulnerable group who may not be able to seek assistance elsewhere, financial assistance is provided by the corporate parent.
- 4.3. The scheme has operated well during the past year. It has helped 141 care leavers and cost £75,927 in respect of 2022/23 Council Tax Liability. This is an increase from £36,590 (93 cases) in respect of 2021/22 liabilities.
- 4.4. The policy has been refreshed in consultation with Children's Services Division and is presented as Appendix 2.
- 4.5. Cabinet is asked to agree to recommend to Council that this scheme continues from 2023/24 on a permanent basis. We will continue to review the policy annually and any proposed changes will be presented to Cabinet for consideration. An updated diversity impact assessment can be found within Appendix 4.

5. Council Tax Support Fund

- 5.1. Alongside the provisional Local Government Finance Settlement on 19 December 2022, the Government announced £100million of additional funding through the Council Tax Support Fund. This mandatory grant requires local authorities to deliver additional support to those already receiving Council Tax Reduction. Medway's allocation of the fund is £411,292 which will be added to the budget under the delegation of the Chief Operating Officer.
- 5.2. To supplement the support provided by our CTRS, the government requires billing authorities to use their allocation to fund further reductions in the Council Tax liability of those receiving CTR with an outstanding Council tax liability of up to £25 in 2023/24. The discount will apply to current CTRS claimants that have an outstanding council tax liability for the 2023/24 financial year. Government expects councils to deliver this using their discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.
- 5.3. The government expects that any excess funds are used to provide discretionary support. The Government recognises that existing support mechanisms vary locally, including CTR schemes, discretionary council tax discount/hardship schemes and local welfare schemes. The guidance asks Local Authorities to consider using a proportion of their allocation to establish their own local approach to helping economically vulnerable households with council tax bills. Within the CTRS and the Council Tax Discretionary Relief Policy (decision 40/2022 refers), the Council already operates policies which

provide help using discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992, through which we propose to distribute any balance remaining.

- 5.4. In order to implement this new scheme it will be necessary to implement software changes and we are in discussion with our suppliers as to when these updates will be made available and how the software will function.
- 5.5. Cabinet is asked to agree to delegate the implementation of this scheme to the Chief Operating Officer in consultation with the Leader and Portfolio Holder for Business Management.

6. Risk Management

Risk	Description	Action to avoid or mitigate risk	Risk rating
The number of care leavers continues to increase	Expenditure has doubled from 2021-22 to 2022-23.	Ensuring the policy is adhered to by using statutory reductions before discretionary.	D4
Forecast cost of scheme falls short of estimate	Claimants may have reduced benefits 'unnecessarily'	Use of data modelling tools and data analysis	D3
Forecast cost of scheme excessive	Unidentified increase in service demand	Use of data modelling tools and data analysis	D2
Effect on council tax collection	If bands are not increased there is the potential for increased arrears. Potential for arrears not to be cleared within the relevant financial year leading to delays in collecting the following year's liability.	Increasing the income bands will mitigate the effect of this risk.	B2

Likelihood	Impact:
A Very high B High C Significant D Low E Very low F Almost impossible	1 Catastrophic (Showstopper) 2 Critical 3 Marginal 4 Negligible

7. Consultation

- 7.1. The ability to uprate the income bands in line with CPI is set out within the existing CTRS and as such there is no requirement to consult on the change proposed in this report.

8. Financial implications

- 8.1. The increases in support set out and recommended in this report are considered to represent modest cost increases to the Council but would provide considerable support to our most vulnerable residents, particularly given the current economic climate.
- 8.2. The cost of the CTRS in 2022/23 is £13.5million. Elsewhere on this agenda, the Proposed Budget for 2023/24 includes a proposal to increase the Council Tax for Medway by 4.994%. If that recommendation is accepted by Cabinet and Council, the cost of Medway's CTRS scheme will increase by an estimated £675,000. However, the impact of uprating the income bands within the scheme is estimated to cost approximately £100,000. This cost will not fall to the general fund in 2023/24 as it will not materialise until setting the budget for 2024/25 and will manifest in the surplus or deficit on the Collection Fund at the end of 2023/24.
- 8.3. The cost of the Care Leavers scheme in 2022/23 is £75,927. The cost will increase proportionally with any increase in Council Tax agreed by Cabinet and Council.
- 8.4. The Council Tax Support Fund is a mandatory scheme for which the Council has been allocated £411,292 to implement in 2023/24.

9. Legal implications

- 9.1. The Council is under a legal duty under Schedule 1A to the Local Government Finance Act 1992 to consider each year whether to revise its council tax reduction scheme or to replace it with another scheme. Schedule 1A also provides that any revision to the scheme, or any replacement scheme, must be made no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect.

10. Recommendations

- 10.1. Cabinet is asked to recommend to Full Council to adopt the Council Tax Reduction Scheme 2023/24, reflecting income bands uprated for CPI, as set out in Appendix 1 to this report.
- 10.2. Cabinet is asked to agree to delegate authority to the Chief Operating Officer, in consultation with the Leader and the Portfolio Holder for Business Management, to implement the Council Tax Support Scheme in line with government guidance, to grant a mandatory £25.00 rebate to each recipient of the CTRS for 2023/24, as set out in paragraph 5.3 of the report.
- 10.3. Cabinet is asked to agree the Care Leavers Discretionary Relief policy as set out at Appendix 2 to become permanent from 1 April 2023.

11. Suggested reasons for decisions

- 11.1. The scheme continues to balance the need for supporting those currently in receipt of CTRS and the ability of the Council to fund the scheme within the current budgetary constraints. The Council's Council Tax Discretionary Relief for Care Leavers scheme provides vital support to the most vulnerable care leavers.

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Appendices

Appendix 1 – Draft Council Tax Reduction Scheme 2023/2024
(with uprated income bands)

Appendix 2 – Care Leavers Policy for Council Tax

Appendix 3 – Diversity Impact Assessment CTRS 2023

Appendix 4 – Diversity Impact Assessment Care Leavers 2023

Background papers

Medway's 2022/2023 Council Tax Reduction Scheme

https://www.medway.gov.uk/downloads/file/7343/council_tax_reduction_scheme_2022_to_2023

Council Tax Support Fund Guidance

<https://www.gov.uk/government/publications/council-tax-support-fund-guidance/council-tax-support-fund-guidance>



**Medway Council
Council Tax Reduction Scheme
S13A and Schedule 1a of the Local Government Finance Act 1992**

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1.0 Introduction to the Council Tax Reduction Scheme

1.1 The following has been adopted by the Council and details the Council Tax Reduction scheme for the period from 1st April 2023.

1.2 This document details how the scheme will operate for both pension credit age and working age applicants and in accordance with Section 13A of the Local Government Finance Act 1992 specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2023 for a period of one financial year.

1.3 The scheme in respect of pension age applicants is defined by Central Government within the following:

- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012;
- Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012;
- Council Tax Reduction Schemes (Transitional Provision) (England) Regulations 2013;
- Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013;
- Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016;
- The Council Tax Reduction Schemes (England) (Amendment) Regulations 2017;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2020;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2022;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2023; and
- Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

The scheme for pension age applicants – Central Government’s scheme as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012

1.4 There are three main classes under the prescribed pension credit age scheme, for each of which there are a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction, such as a person subject to immigration control with limited leave to remain. The definition of a pension credit age person is a person who;

- (a) has attained the qualifying age for state pension credit; and
- (b) is not, or, if he has a partner, his partner is not;
 - i. a person on income support, on an income-based jobseeker’s allowance or on an income-related employment and support allowance; or
 - ii. a person with an award of universal credit

The three prescribed classes are as follows;

Class A: pensioners whose income is less than the applicable amount.

On any day Class A consists of any person who is a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- (c) who does not fall within a class of persons prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- (d) whose income (if any) for the relevant week does not exceed his applicable amount calculated in accordance with paragraph 9 and Schedule 2 of the Local Government Finance Act 1992;
- (e) not have capital savings above £16,000; and
- (f) who has made an application for a reduction under the authority's scheme.

Class B: pensioners whose income is greater than the applicable amount.

On any day class B consists of any person who is a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- (c) who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- (d) whose income for the relevant week is greater than his applicable amount calculated in accordance with paragraph 9 and Schedule 2 to the Local Government Finance Act 1992;
- (e) in respect of whom amount A exceeds amount B where:
 - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
 - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount;
- (f) not have capital savings above £16,000; and
- (g) who has made an application for a reduction under the authority's scheme.

Class C: alternative maximum Council Tax Reduction

On any day class C consists of any person who is a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum Council Tax Reduction amount can be calculated;
- (d) who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the 1992 Act and excluded from the authority's scheme;
- (e) who has made an application for a reduction under the authority's scheme; and
- (f) in relation to whom the condition below is met.

The condition referred to in sub-paragraph (f) is that no other resident of the dwelling is liable to pay rent to the applicant in respect of the dwelling and there is an alternative maximum Council Tax Reduction in respect of the day in the case of that person which is derived from the income, or aggregate income, of one or more residents to whom this sub-paragraph applies.

The above applies to any other resident of the dwelling who:

- (a) is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount;
- (b) is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
- (c) is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant is a member of that couple or of that marriage and—
 - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; or
 - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;
- (d) is not a person who, jointly with the applicant, falls within the same paragraph of section 6(2)(a) to (e) of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
- (e) is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

Disregard of certain incomes

1.5 For those who have reached the qualifying age for state pension credit, the Council has resolved to enhance the government scheme (as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 to disregard in full the following:

- (a) a war disablement pension;
- (b) a war widow's pension or war widower's pension;
- (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of His Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
- (d) a guaranteed income payment;
- (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
- (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
- (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

1.6 The authority further enhances Central Government's scheme for pensioners in so far as, further to schedule 7 part 1 of the prescribed requirements, the authority determines to accept a new claim for Pension Credit as a claim for Council Tax Reduction where it receives a 'Local Authority Claim Information' document from the DWP

The provisions outlined above, enhance the Central Government's scheme.

THE SCHEME FOR WORKING AGE APPLICANTS – THE COUNCIL'S LOCAL SCHEME

1.7 The adopted scheme for working age applicants is an income band scheme means test, which compares income against a range of discounts available. Full details of the working age scheme of the authority are contained within this document from section 2 onwards. The authority is required to specify a scheme for working age and therefore this scheme only applies to a person who;

- (a) has not attained the qualifying age for state pension credit; or
- (b) has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance, on an income-related

employment and support allowance or on universal credit.

- 1.8 The Council has resolved that there will be **two** classes of persons who will receive a reduction in line with adopted scheme. The scheme has qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within section 7 of this scheme.

Class D

To obtain reduction the individual (or partner) must:

- (a) have not attained the qualifying age for state pension credit; or
- (b) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- (c) be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- (d) is not deemed to be absent from the dwelling;
- (e) not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- (f) be somebody in respect of whom a maximum Council Tax Reduction amount can be calculated;
- (g) not have capital savings above £16,000;
- (h) not have income above the levels specified within the scheme;
- (i) be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income* is within a range of incomes specified within Schedule 1; and
- (j) has made a valid application for reduction.

Class E

Those working age applicants who (or where their partner) is in receipt of a war pension or war disablement pension shall be entitled to make a claim for reduction and will be assessed under Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended.

Council Tax Reduction Scheme

Details of reduction to be given for working age applicants for the financial year 2023/24

2.0 Interpretation – an explanation of the terms used within this policy

2.1 In this policy–

‘the 1992 Act’ means the Local Government Finance Act 1992;

‘the 2000 Act’ means the Electronic Communications Act 2000;

‘Abbeyfield Home’ means an establishment run by the Abbeyfield Society including all bodies corporate or incorporate which are affiliated to that Society;

‘adoption leave’ means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996;

‘an AFIP’ means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004

‘applicant’ means a person who the authority designates as able to claim Council tax reduction – for the purposes of this policy all references are in the masculine gender but apply equally to male and female;

‘application’ means an application for a reduction under this scheme:

‘attendance allowance’ means–

(a) an attendance allowance under Part 3 of the Act;

(b) an increase of disablement pension under section 104 or 105 of the Act;

(c) a payment under regulations made in exercise of the power conferred by paragraph 7(2)(b) of Part 2 of Schedule 8 to the Act;

(d) an increase of an allowance which is payable in respect of constant attendance under paragraph 4 of Part 1 of Schedule 8 to the Act;

(e) a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or

(f) any payment based on need for attendance which is paid as part of a war disablement pension;

‘the authority’ means a billing authority in relation to whose area this scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

‘basic rate’, where it relates to the rate of tax, has the same meaning as in the Income Tax Act 2007 (see section 989 of that Act).

‘board and lodging accommodation’ means accommodation provided to a family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

‘care home’ has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home within the meaning of Article 11 of the Health and Personal Social Services Quality Improvement and Regulation (Northern Ireland) Order 2003 or a residential care home, within the meaning of Article 10 of that Order;

‘the Caxton Foundation’ means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

‘child’ means a person under the age of 16;

‘child benefit’ has the meaning given by section 141 of the SSCBA as amended by The Child Benefit (General), Child Tax Credit (Amendment) Regulations 2014 and The Child Benefit (General) (Amendment) Regulations 2015;

‘child tax credit’ means a child tax credit under section 8 of the Tax Credits Act 2002;

‘the Children Order’ means the Children (Northern Ireland) Order 1995;

‘claim’ means a claim for council tax reduction;

‘close relative’ means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

‘contributory employment and support allowance’ means an allowance under Part 1 of the Welfare Reform Act 2007 as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act 2012 that remove references to an income-related allowance

and a contributory allowance under Part 1 of the Welfare Reform Act 2007 as that Part has effect apart from those provisions;

‘converted employment and support allowance’ means an employment and support allowance which is not income-related and to which a person is entitled as a result of a conversion decision within the meaning of the Employment and Support Allowance (Existing Awards) Regulations;

‘council tax reduction’ means council tax reduction as defined by S13a Local Government Finance Act 1992 (as amended);

‘couple’ means;

- (a) a man and woman who are married to each other and are members of the same household;
- (b) a man and woman who are not married to each other but are living together as husband and wife;
- (c) two people of the same sex who are civil partners of each other and are members of the same household; or
- (d) two people of the same sex who are not civil partners of each other but are living together as if they were civil partners.

Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes.

‘date of claim’ means the date on which the claim is made, or treated as made, for the purposes of this policy

‘designated authority’ means any of the following;

the local authority; or a person providing services to, or authorised to exercise any function of, any such authority;

‘designated office’ means the office designated by the authority for the receipt of claims for council tax reduction;

- (a) by notice upon or with a form approved by it for the purpose of claiming council tax reduction; or
- (b) by reference upon or with such a form to some other document available from it and sent by electronic means or otherwise on application; or
- (c) by any combination of the provisions set out in sub-paragraphs (a) and (b) above;

‘disability living allowance’ means a disability living allowance under section 71 of the Act;

‘dwelling’ has the same meaning in section 3 or 72 of the 1992 Act;

‘earnings’ has the meaning prescribed in section 25 or, as the case may be, 27;

‘the Eileen Trust’ means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

‘electronic communication’ has the same meaning as in section 15(1) of the 2000 Act;

‘employed earner’ is to be construed in accordance with section 2(1)(a) of the Act and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

‘Employment and Support Allowance Regulations’ means the Employment and Support Allowance Regulations 2008 and the Employment and Support Regulations 2013 as appropriate;

‘Employment and Support Allowance (Existing Awards) Regulations’ means the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) Regulations 2010;

‘family’ has the meaning assigned to it by section 137(1) of the Act and Section 8 of this scheme;

‘the Fund’ means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by him on 24th April 1992 or, in Scotland, on 10th April 1992;

‘a guaranteed income payment’ means a payment made under article 14(1)(b) or article 21(1)(a) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2005(b);

‘he, him, his’ also refers to the feminine within this policy

‘housing benefit’ means housing benefit under Part 7 of the Act; **‘the Housing Benefit**

Regulations’ means the Housing Benefit Regulations 2006;

‘Immigration and Asylum Act’ means the Immigration and Asylum Act 1999;

‘an income-based jobseeker’s allowance’ and **‘a joint-claim jobseeker’s allowance’** have the same meaning as they have in the Jobseekers Act by virtue of section 1(4) of that Act;

‘income-related employment and support allowance’ means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

‘Income Support Regulations’ means the Income Support (General) Regulations 1987(a);

‘independent hospital’–

- (a) in England, means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;
- (b) in Wales, has the meaning assigned to it by section 2 of the Care Standards Act 2000; and
- (c) in Scotland, means an independent health care service as defined in section 2(5)(a) and (b) of the Regulation of Care (Scotland) Act 2001;

‘the Independent Living Fund (2006)’ means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

‘invalid carriage or other vehicle’ means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

‘Jobseekers Act’ means the Jobseekers Act 1995; **‘Jobseeker’s Allowance Regulations’** means the Jobseeker’s Allowance Regulations 1996 and Jobseeker’s Allowance Regulations 2013 as appropriate; **‘limited capability for work’** has the meaning given in section 1(4) of the Welfare Reform Act;

‘limited capability for work-related activity’ has the meaning given in section 2(5) of the Welfare Reform Act 2007;

‘the London Bombing Relief Charitable Fund’ means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability, or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

‘lone parent’ means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

‘the Macfarlane (Special Payments) Trust’ means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

‘the Macfarlane (Special Payments) (No.2) Trust’ means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

‘the Macfarlane Trust’ means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;

‘main phase employment and support allowance’ means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007 except in Part 1 of Schedule 1;

‘maternity leave’ means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

‘member of a couple’ means a member of a married or unmarried couple;

‘member of the work-related activity group’ means a claimant who has or is treated as having limited capability for work;

‘MFET Limited’ means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by

the NHS with blood or blood products;

'net earnings' means such earnings as are calculated in accordance with this scheme;

'net profit' means such profit as is calculated in accordance with this scheme;

'the New Deal options' means the employment programmes specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations and the training scheme specified in regulation 75(1)(b)(ii) of those Regulations;

'new dwelling' means, for the purposes of the definition of 'second authority' and sections 60C, and 61C the dwelling to which an applicant has moved, or is about to move, in which the applicant is or will be resident;

'non-dependant' means any person, who normally resides with an applicant or with whom an applicant normally resides except;

(a) any member of the applicant's family;

(b) if the applicant is polygamously married—

(i) where the applicant has (alone or jointly with his partner) an award of universal credit, any—

(aa) party to such a marriage other than the applicant's partner; and

(bb) any child or young person who is a member of his household and for whom he or his partner or another party to the polygamous marriage is responsible; or

(ii) in any other case, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;

(c) a child or young person who is living with the applicant but who is not a member of his household by virtue of paragraph 8 (households);

(d) any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under section 6 or 7 of the 1992 Act (persons liable to pay council tax);

(e) any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling; and

(f) a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.

'occupational pension' means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

'ordinary clothing or footwear' means clothing or footwear for normal daily use, but does not include school uniforms, or clothing or footwear used solely for sporting activities;

'partner' means—

(a) where an applicant is a member of a couple, the other member of that couple; or

(b) where an applicant is polygamously married to two or more members of his household, any such member to whom he is married;

'paternity leave' means a period of absence from work on leave by virtue of section 80A or 80B of the Employment Rights Act 1996;

'payment' includes part of a payment;

'pensionable age' has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995 as amended by the Public Services Pension Act 2013 and Pensions Act 2014;

'pension fund holder' means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers, or scheme administrators, as the case may be, of the scheme concerned;

'pensioner' a person who has attained the age at which pension credit can be claimed;

'person affected' shall be construed as a person to whom the authority decides is affected by any decision made by the council;

'personal independence payment' has the meaning given by Part 4 of the Welfare Reform Act 2012 and the Social Security (Personal Independence Payments) 2013;

'person treated as not being in Great Britain' has the meaning given by section 7;

'personal pension scheme' means—

(a) a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993 as

amended by the Public Service Pension Act 2013;

(b) an annuity contractor trust scheme approved under section 20 or 21 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) or that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 of the Finance Act 2004;

(c) a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;

'policy of life insurance' means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums for a term dependent on human life;

'polygamous marriage' means a marriage to which section 133(1) of the Act refers namely;

(a) a person is a husband or wife by virtue of a marriage entered into under law which permits polygamy; and

(b) either party to the marriage has for the time being any spouse additional to the other party.

'public authority' includes any person certain of whose functions are functions of a public nature;

'qualifying age for state pension credit' means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002)–

(a) in the case of a woman, pensionable age; or

(b) in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

'qualifying contributory benefit' means;

(a) severe disablement allowance;

(b) incapacity benefit;

(c) contributory employment and support allowance;

'qualifying course' means a qualifying course as defined for the purposes of Parts 2 and 4 of the Job Seeker's Allowance Regulations 1996

'qualifying income-related benefit' means

(a) income support;

(b) income-based jobseeker's allowance;

(c) income-related employment and support allowance;

'qualifying person' means a person in respect of whom payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, or the London Bombings Relief Charitable Fund;

'reduction week' means a period of seven consecutive days beginning with a Monday and ending with a Sunday;

'relative' means a close relative, grandparent, grandchild, uncle, aunt, nephew, or niece;

'relevant authority' means an authority administering council tax reduction;

'relevant week' In relation to any particular day, means the week within which the day in question falls;

'resident' has the meaning it has in Part 1 or 2 of the 1992 Act;

'self-employed earner' is to be construed in accordance with section 2(1)(b) of the Act;

'self-employment route' means assistance in pursuing self-employed earner's employment whilst participating in–

(a) an employment zone programme;

(b) a programme provided or other arrangements made pursuant to section 2 of the 1973 Act (functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.);

(c) the Employment, Skills and Enterprise Scheme;

(d) a scheme prescribed in regulation 3 of the Jobseeker's Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;

(e) Back to Work scheme.

'single applicant' means an applicant who neither has a partner nor is a lone parent;

‘the Skipton Fund’ means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme’s provisions.

‘special account’ means an account as defined for the purposes of Chapter 4A of Part 8 of the Jobseeker’s Allowance Regulations or Chapter 5 of Part 10 of the Employment and Support Allowance Regulations;

‘sports award’ means an award made by one of the Sports Councils named in section 23(2) of the National Lottery etc. Act 1993 out of sums allocated to it for distribution under that section;

‘the SSCBA’ means the Social Security Contributions and Benefits Act 1992

‘State Pension Credit Act’ means the State Pension Credit Act 2002;

‘student’ has the meaning prescribed in section 43;

‘subsistence allowance’ means an allowance which an employment zone contractor has agreed to pay to a person who is participating in an employment zone programme;

‘the Tax Credits Act’ means the Tax Credits Act 2002;

‘tax year’ means a period beginning with 6th April in one year and ending with 5th April in the next;

‘training allowance’ means an allowance (whether by way of periodical grants or otherwise) payable—

(a) out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise, the Young People’s Learning Agency for England, the Chief Executive of Skills Funding or Welsh Ministers;

(b) to a person for his maintenance or in respect of a member of his family; and

(c) for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, the department or approved by the department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers.

It does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the 1973 Act or is training as a teacher;

‘the Trusts’ means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane (Special Payments) (No. 2) Trust;

‘Universal Credit’ means any payment of Universal Credit payable under the Welfare Reform Act 2012, the Universal Credit Regulations 2013, The Universal Credit (Consequential, Supplementary, Incidental and Miscellaneous Provisions) Regulations 2013, Universal Credit (Miscellaneous Amendments) Regulations 2013 and the Universal Credit (Transitional Provisions) Regulations 2014;

‘Up-rating Act’ means the Welfare Benefit Up-rating Act 2013, the Welfare Benefits Up-rating Order 2014, and the Welfare Benefits Up-rating Order 2015;

‘voluntary organisation’ means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

‘war disablement pension’ means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

‘war pension’ means a war disablement pension, a war widow’s pension, or a war widower’s pension;

‘war widow’s pension’ means any pension or allowance payable to a woman as a widow under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

‘war widower’s pension’ means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

‘water charges’ means;

(a) as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,

(b) as respects Scotland, any water and sewerage charges established by Scottish Water under

a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002, in so far as such charges are in respect of the dwelling which a person occupies as his home;
'week' means a period of seven days beginning with a Monday;
'Welfare Reform Act' means the Welfare Reform Act 2007;
'Working Tax Credit Regulations' means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended.

2.2 In this policy, where an amount is to be rounded to the nearest penny, a fraction of a penny shall be disregarded if it is less than half a penny and shall otherwise be treated as a whole penny.

2.3 For the purpose of this policy, a person is on an income-based jobseeker's allowance on any day in respect of which an income-based jobseeker's allowance is payable to him and on any day;

(a) in respect of which he satisfies the conditions for entitlement to an income-based jobseeker's allowance but where the allowance is not paid in accordance with regulation 27A of the Jobseeker's Allowance Regulations or section 19 or 20A or regulations made under section 17A of the Jobseekers Act (circumstances in which a jobseeker's allowance is not payable); or

(b) which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income-based jobseeker's allowance is payable to him or would be payable to him but for regulation 27A of the Jobseeker's Allowance Regulations or section 19 or 20A or regulations made under section 17A of that Act;

(c) in respect of which he is a member of a joint-claim couple for the purposes of the Jobseekers Act and no joint-claim jobseeker's allowance is payable in respect of that couple as a consequence of either member of that couple being subject to sanctions for the purposes of section 20A of that Act;

(d) in respect of which an income-based jobseeker's allowance or a joint-claim jobseeker's allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or 9 of the Social Security Fraud Act 2001 (loss of benefit provisions).

2.4 For the purposes of this policy, a person is on an income-related employment and support allowance on any day in respect of which an income-related employment and support allowance is payable to him and on any day;

(a) in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act disqualification; or

(b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.

2.5 For the purposes of this policy, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.

2.6 In this policy, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

3.0 Requirement to provide a National Insurance Number

3.1 No person shall be entitled to reduction unless the criteria below in 3.2 is satisfied in relation both to the person making the claim and to any other person in respect of whom he is claiming reduction.

3.2 This subsection is satisfied in relation to a person if–

(a) the claim for reduction is accompanied by;

- i. a statement of the person’s national insurance number and information or evidence establishing that that number has been allocated to the person; or
 - ii. information or evidence enabling the national insurance number that has been allocated to the person to be ascertained; or
- (b) the person makes an application for a national insurance number to be allocated to him which is accompanied by information or evidence enabling such a number to be so allocated and the application for reduction is accompanied by evidence of the application and information to enable it to be allocated.

3.3 Paragraph 3.2 shall not apply–

- (a) in the case of a child or young person in respect of whom council tax reduction is claimed;
- (b) to a person who;
 - i. is a person in respect of whom a claim for council tax reduction is made;
 - ii. is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act;
 - iii. is a person from abroad for the purposes of this scheme; and
 - iv. has not previously been allocated a national insurance number.

4.0 Persons who have attained the qualifying age for state pension credit

4.1 This scheme applies to a person if:

- (i) he has not attained the qualifying age for state pension credit; or
- (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is;
 - (a) a person on income support, on income-based jobseeker’s allowance or an income-related employment and support allowance; or
 - (b) a person with an award of universal credit.

5.0 Persons treated as not being in Great Britain and Persons Subject to Immigration Control

Persons treated as not being in Great Britain

5.1 Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority’s scheme.

5.2 Except where a person falls within paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland.

5.3 A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland unless the person has a right to reside in one of those places.

5.4 For the purposes of paragraph (3), a right to reside does not include a right, which exists by virtue of, or in accordance with—

- (a) regulation 13 of the EEA Regulations;
- (aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is—
 - (i) a jobseeker for the purpose of the definition of “qualified person” in regulation 6(1) of those Regulations, or
 - (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;
- (b) regulation 15A(1) of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (5) of that regulation of the Treaty on the Functioning of the European Union (in a case

where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).

- 5.4A For the purposes of paragraph (3), a right to reside does not include a right which exists by virtue of a person having been granted limited leave to enter, or remain in, the United Kingdom under the Immigration Act 1971 by virtue of—
- (a) (Removed by the Council Tax Reductions Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021
 - (b) Appendix EU to the immigration rules made under section 3(2) of that Act;
 - (c) being a person with a Zambrano right to reside as defined in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of that Act; or
 - (d) having arrived in the United Kingdom with an entry clearance that was granted under Appendix EU (Family Permit) to the immigration rules made under section 3(2) of that Act.
- 5.4B Paragraph (5A)(b) does not apply to a person who—
- (a) has a right to reside granted by virtue of being a family member of a relevant person of Northern Ireland; and
- would have a right to reside under the EEA Regulations if the relevant person of Northern Ireland were an EEA national, provided that the right to reside does not fall within paragraph (4)(a) or (b)
- 5.5 A person falls within this paragraph if the person is—
- (za) a person granted leave in accordance with the immigration rules made under section 3(2) of the Immigration Act 1971, where such leave is granted by virtue of—
 - (i) the Afghan Relocations and Assistance Policy; or
 - (ii) the previous scheme for locally employed staff in Afghanistan (sometimes referred to as the ex-gratia scheme);
 - (zb) a person in Great Britain not coming within sub-paragraph (za) or (e) who left Afghanistan in connection with the collapse of the Afghan government that took place on 15th August 2021;
 - (zc) a person in Great Britain who was residing in Ukraine immediately before 1st January 2022, left Ukraine in connection with the Russian invasion which took place on 24th February 2022 and—
 - (i) has been granted leave in accordance with immigration rules made under section 3(2) of the Immigration Act 1971;
 - (ii) has a right of abode in the United Kingdom within the meaning given in section 2 of that Act; or
 - (iii) does not require leave to enter or remain in the United Kingdom in accordance with section 3ZA of that Act;
 - (a) a qualified person for the purposes of regulation 6 of the EEA Regulations as a worker or a self-employed person;
 - (b) a family member of a person referred to in sub-paragraph (a);
 - (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
 - (ca) a family member of a relevant person of Northern Ireland, with a right to reside which falls within paragraph (4A)(b), provided that the relevant person of Northern Ireland falls within paragraph (5)(a), or would do so but for the fact that they are not an EEA national;
 - (cb) a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020;
 - (cc) a family member of a person referred to in sub-paragraph (cb), who has been granted limited leave to enter, or remain in, the United Kingdom by virtue of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971
 - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th

July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;

- (e) a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971
- (f) a person who has humanitarian protection granted under those rules;
- (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of his deportation, expulsion, or other removal by compulsion of law from another country to the United Kingdom;
- (h) in receipt of income support or on an income-related employment and support allowance; or
- (ha) in receipt of an income-based jobseeker's allowance and has a right to reside other than a right to reside falling within paragraph (4).

5.6 A person falls within this paragraph if the person is a Crown servant or member of His Majesty's forces posted overseas.

5.7 A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of His Majesty's forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.

5.8 In this regulation—
“**claim for asylum**” has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;
“**Crown servant**” means a person holding an office or employment under the Crown;
“**EEA Regulations**” means the Immigration (European Economic Area) Regulations 2006; and the Immigration (European Economic Area) (Amendment) (No. 2) Regulations 2014 and references to the EEA Regulations are to be read with Schedule 4 to the Immigration and Social Security Co-ordination (EU Withdrawal) Act 2020 (Consequential, Saving, Transitional and Transitory Provisions) Regulations 2020
“**EEA national**” has the meaning given in regulation 2(1) of the EEA Regulations;
“**family member**” has the meaning given in regulation 7(1)(a), (b) or (c) of the EEA Regulations, except that regulation 7(4) of the EEA Regulations does not apply for the purposes of paragraphs (4B) and (5)(ca);
“**relevant person of Northern Ireland**” has the meaning given in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971; and
“**His Majesty's forces**” has the same meaning as in the Armed Forces Act 2006.

Persons subject to immigration control

5.9 Persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.

5.10 A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph 5.9

5.11 “Person subject to immigration control” has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

6.0 Transitional provision

6.1 The above does not apply to a person who, on 31st March 2015—

- (a) is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority's scheme established under section 13A (2) of the Act; and
- (b) is entitled to an income-based jobseeker's allowance, until the first of the events in paragraph 6.2 occurs.

6.2 The events are—

- (a) the person makes a new application for a reduction under an authority's scheme established under section 13A (2) of the Act; or
- (b) the person ceases to be entitled to an income-based jobseeker's allowance.

6.3 In this section "the Act" means the Local Government Finance Act 1992.

7.0 Temporary Absence (period of absence)

7.1 A person is not absent from a dwelling in relation to any day which falls within a period of temporary absence from that dwelling.

7.2 In sub-paragraph (1), a "period of temporary absence" means—

- (a) a period of absence not exceeding 13 weeks, beginning with the first whole day on which a person resides in residential accommodation in Great Britain where and for so long as—
 - (i) the person resides in that accommodation;
 - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
 - (iii) that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks, where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;
- (b) subject to sub-paragraph (2B), a period of absence within Great Britain not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as—
 - (i) the person intends to return to the dwelling;
 - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
 - (iii) that period is unlikely to exceed 13 weeks;
- (c) a period of absence not exceeding 52 weeks, beginning with the first whole day of that absence, where and for so long as—
 - (i) the person intends to return to the dwelling;
 - (ii) the part of the dwelling in which he usually resided is not let or sub-let;
 - (iii) the person is a person to whom sub-paragraph (3) applies; and
 - (iv) subject to sub-paragraph (2D), a period of absence within Great Britain is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period and;
- (d) subject to sub-paragraphs (2F), (3C), (3E) and (3G) and where sub-paragraph (2E) applies, a period of absence outside Great Britain not exceeding 4 weeks, beginning with the first day of that absence from Great Britain where and for so long as— (i) the person intends to return to the dwelling; (ii) the part of the dwelling in which he usually resides is not let or sub-let; and (iii) the period of absence from Great Britain is unlikely to exceed 4 weeks;

7.2A The period of 13 weeks referred to in sub-paragraph (2)(b) shall run or continue to run during any period of absence from Great Britain.

7.2B Where—

- (a) a person returns to Great Britain after a period of absence from Great Britain (period A);
 - (b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 13 weeks beginning with the first day of absence from that dwelling; and
 - (c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence,
- then any day that follows period A and precedes the person's return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(b).

7.2C The period of 52 weeks referred to in sub-paragraph (2)(c) shall run or continue to run during any period of absence from Great Britain.

7.2D Where —

1. a person returns to Great Britain after a period of absence from Great Britain (period A);
2. that person has been absent from the dwelling, including any absence within Great Britain, for less than 52 weeks beginning with the first day of absence from that dwelling; and
3. at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence,
then, any day that follows period A and precedes the person's return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(c).

7.2E This sub-paragraph applies where—

1. a person is temporarily absent from Great Britain;
2. immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

7.2F If the temporary absence referred to in sub-paragraph (2)(d) is in connection with the death of—

1. the person's partner or a child or young person for whom the person or the person's partner is responsible;
2. the person's close relative;
3. the close relative of the person's partner; or
4. the close relative of a child or young person for whom the person or the person's partner is responsible,
then the period of 4 weeks in the opening words of sub-paragraph (2)(d) may be extended by up to 4 further weeks if the relevant authority considers it unreasonable to expect the person to return to Great Britain within the first 4 weeks (and the reference in subparagraph (iii) of that paragraph to a period of 4 weeks shall, where the period is extended, be taken as referring to the period as so extended).";

7.3 This sub-paragraph applies to a person who—

- (a) is a person to whom sub-paragraph (3A) applies;
 - (i) in a dwelling, other than the dwelling referred to in sub-paragraph (1), or
 - (ii) in premises approved under section 13 of the Offender Management Act 2007, or is detained in custody pending sentence upon conviction;
- (b) is resident in a hospital or similar institution as a patient;
- (c) is undergoing, or whose partner or dependent child is undergoing medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
- (d) is following a training course;
- (e) is undertaking medically approved care of a person;
- (f) is undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care or medical treatment;
- (g) is receiving medically approved care provided in accommodation other than residential accommodation;
- (h) is a student;
- (i) is receiving care provided in residential accommodation and is not a person to whom subparagraph (2)(a) applies; or
- (j) has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.

7.3A This sub-paragraph applies to a person ("P") who is—

- (a) detained in custody on remand pending trial;

(b) detained pending sentence upon conviction; or
(c) as a condition of bail required to reside—
 (i) in a dwelling, other than a dwelling P occupies as P's home; or
 (ii) in premises approved under section 13 of the Offender Management Act 2007(a),
and who is not also detained in custody following sentence upon conviction.

7.3B This sub-paragraph applies where—
(a) a person is temporarily absent from Great Britain;
(b) the person is a member of His Majesty's forces posted overseas, a mariner or a continental shelf worker;
(c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

7.3C Where sub-paragraph (3B) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as—
(a) the person intends to return to the dwelling;
(b) the part of the dwelling in which he usually resided is not let or sub-let;
(c) the period of absence from Great Britain is unlikely to exceed 26 weeks.

7.3D This sub-paragraph applies where—
(a) a person is temporarily absent from Great Britain;
(b) the person is a person described in any of paragraphs (b), (c), (g) or (j) of subparagraph (3);
(c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

7.3E Where sub-paragraph (3D) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as—
(a) the person intends to return to the dwelling;
(b) the part of the dwelling in which he usually resided is not let or sub-let;
(c) the period of absence is unlikely to exceed 26 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.

7.3F This sub-paragraph applies where—
(a) a person is temporarily absent from Great Britain;
(b) the person is a person described in any of paragraphs (a), (d), (e), (f), (h) or (i) of subparagraph (3);
(c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

7.3G Where sub-paragraph (3F) applies, a period of absence from Great Britain not exceeding 4 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as—
(a) the person intends to return to the dwelling;
(b) the part of the dwelling in which he usually resided is not let or sub-let;
(c) the period of absence is unlikely to exceed 4 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.

7.4 This sub-paragraph applies to a person who is—
(a) detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983, or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995; and
(b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989.

- 7.5 Where sub-paragraph (4) applies to a person, then, for any day when he is on temporary release—
- (a) if such temporary release was immediately preceded by a period of temporary absence under sub-paragraph (2)(b) or (c), he must be treated, for the purposes of sub-paragraph (1), as if he continues to be absent from the dwelling, despite any return to the dwelling;
 - (b) for the purposes of sub-paragraph (3)(a), he must be treated as if he remains in detention;
 - (c) if he does not fall within paragraph (a), he is not to be considered to be a person who is liable to pay council tax in respect of a dwelling of which he is a resident.
- 7.6 In this paragraph—
- ““continental shelf worker” means a person who is employed, whether under a contract of service or not, in a designated area or a prescribed area in connection with any of the activities mentioned in section 11(2) of the Petroleum Act 1998(a);
 - “designated area” means any area which may from time to time be designated by Order in Council under the Continental Shelf Act 1964(b) as an area within which the rights of the United Kingdom with respect to the seabed and subsoil and their natural resources may be exercised;
 - “mariner” means a person who is employed under a contract of service either as a master or member of the crew of any ship or vessel, or in any other capacity on board any ship or vessel, where—
 - (a) the employment in that capacity is for the purposes of that ship or vessel or its crew or any passengers or cargo or mails carried by the ship or vessel; and
 - (b) the contract is entered into in the United Kingdom with a view to its performance (in whole or in part) while the ship or vessel is on its voyage;
 - “medically approved” means certified by a medical practitioner;
 - “member of His Majesty’s forces posted overseas” means a person who is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006(c)), who is absent from the main dwelling because the person has been posted outside of Great Britain to perform the duties of a member of His Majesty’s regular forces or reserve forces;”; and
 - “patient” means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution;
 - “prescribed area” means any area over which Norway or any member State (other than the United Kingdom) exercises sovereign rights for the purpose of exploring the seabed and subsoil and exploiting their natural resources, being an area outside the territorial seas of Norway or such member State, or any other area which is from time to time specified under section 10(8) of the Petroleum Act 1998;
 - “residential accommodation” means accommodation which is provided in—
 - (a) a care home;
 - (b) an independent hospital;
 - (c) an Abbeyfield Home; or
 - (d) an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;
 - “training course” means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department, or the Secretary of State.

Transitional provision

7.7 Subject to paragraph (8), the provision shall not apply in respect of a person who is temporarily absent from Great Britain on 1st April 2017 until the day that person returns to Great Britain.

7.8 Paragraph (7) does not apply to a person who, on 1st April 2017, is temporarily absent from Great Britain and is—

- (a) a member of His Majesty's forces posted overseas;
- (b) absent in the capacity of a continental shelf worker; or
- (c) absent in the capacity of a mariner.

7.9 In this section—

“continental shelf worker” means a person who is employed, whether under a contract of service or not, in a designated area or a prescribed area in connection with any of the activities mentioned in section 11(2) of the Petroleum Act 1998;

“designated area” means any area which may from time to time be designated by Order in Council under the Continental Shelf Act 1964 as an area within which the rights of the United Kingdom with respect to the seabed and subsoil and their natural resources may be exercised;

“mariner” means a person who is employed under a contract of service either as a master or member of the crew of any ship or vessel, or in any other capacity on board any ship or vessel, where—

- (a) the employment in that capacity is for the purposes of that ship or vessel or its crew or any passengers or cargo or mails carried by the ship or vessel; and
- (b) the contract is entered into in the United Kingdom with a view to its performance (in whole or in part) while the ship or vessel is on its voyage;

“member of His Majesty's forces posted overseas” means a person who is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006), who is absent from the dwelling that the person normally occupies as his home because the person has been posted outside of Great Britain to perform the duties of a member of His Majesty's regular forces or reserve forces; and

“prescribed area” means any area over which Norway or any member State (other than the United Kingdom) exercises sovereign rights for the purpose of exploring the seabed and subsoil and exploiting their natural resources, being an area outside the territorial seas of Norway or such member State, or any other area which is from time to time specified under section 10(8) of the Petroleum Act 1998.

8.0 Membership of a family

8.1 Within the reduction scheme adopted by the Council ‘family’ means;

- (a) a married or unmarried couple;
- (b) married or unmarried couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person;
- (c) two people of the same sex who are civil partners of each other and are members of the same household (with or without children);
- (d) two people of the same sex who are not civil partners of each other but are living together as if they were civil partners (with or without children),
- (e) and for the purposes of sub-paragraph (d) two people of the same sex are to be regarded as living together as if they were civil partners if, but only if, they would be regarded as living together as husband and wife were they instead two people of the opposite sex;
- (f) except in prescribed circumstances, a person who is not a member of a married or unmarried couple and a member of the same household for whom that person is responsible and who is a child or a young person;

For the purposes of the scheme a child is further defined as a ‘child or young person’

A 'child' means a person under the age of 16 and a 'Young Person' is someone aged 16 or over but under 20 and who satisfies other conditions. These conditions are:

- they are aged 16, have left 'relevant education' or training, and 31 August following the sixteenth birthday has not yet been passed;
- they are aged 16 or 17, have left education or training, are registered for work, education, or training, are not in remunerative work and are still within their 'extension period';
- they are on a course of full-time non-advanced education, or are doing 'approved training', and they began that education or training before reaching the age of 19;
- they have finished a course of full-time non-advanced education, but are enrolled on another such course (other than one provided as a result of their employment);
- they have left 'relevant education' or 'approved training' but have not yet passed their 'terminal date'.

- 8.2 Paragraph 8.1 the definition of child or young person shall not apply to a person who is;
- (a) on income support;
 - (b) an income-based jobseeker's allowance or an income related employment and support allowance; or be entitled to an award of Universal Credit; or
 - (c) a person to whom section 6 of the Children (Leaving Care) Act 2000 applies

- 8.3 The definition also includes a child or young person in respect of whom there is an entitlement to child benefit but only for the period that Child Benefit is payable

9.0 Circumstances in which a person is to be treated as responsible (or not responsible) for a child or young person.

- 9.1 Subject to the following paragraphs a person shall be treated as responsible for a child or young person who is normally living with him, and this includes a child or young person.

- 9.2 Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person shall be treated for the purposes of paragraph 9.1 as normally living with;
- a. the person who is receiving child benefit in respect of him; or
 - b. if there is no such person;
 - i. where only one claim for child benefit has been made in respect of him, the person who made that claim; or
 - ii. in any other case the person who has the primary responsibility for him.

- 9.3 For the purposes of this scheme a child or young person shall be the responsibility of only one person in any reduction week and any person other than the one treated as responsible for the child or young person under this section shall be treated as not so responsible.

10.0 Circumstances in which a child or young person is to be treated as being or not being a member of the household

- 10.1 Subject to paragraphs 10.2 and 10.3, the applicant and any partner and, where the applicant or his partner is treated as responsible for a child or young person, that child or young person and any child of that child or young person, shall be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.

- 10.2 A child or young person shall not be treated as a member of the applicant's household where he is;
- (a) placed with the applicant or his partner by a local authority under section 23(2)(a) of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out with the applicant or his partner under a relevant enactment; or

- (b) placed with the applicant or his partner prior to adoption; or
- (c) placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002.

10.3 Subject to paragraph (4), paragraph (1) shall not apply to a child or young person who is not living with the applicant and he–

- (a) is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
- (b) has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
- (c) has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009; or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes).

10.4 The authority shall treat a child or young person to whom paragraph (3a) applies as being a member of the applicant’s household in any reduction week where;

- (a) that child or young person lives with the applicant for part or all of that reduction week; and
- (b) the authority considers that it is responsible to do so taking into account the nature and frequency of that child’s or young person’s visits.

10.5 In this paragraph ‘relevant enactment’ means the Army Act 1955, the Air Force Act 1955, the Naval Discipline Act 1957, the Matrimonial Proceedings (Children) Act 1958, the Social Work (Scotland) Act 1968, the Family Law Reform Act 1969, the Children and Young Persons Act 1969, the Matrimonial Causes Act 1973, the Children Act 1975, the Domestic Proceedings and Magistrates’ Courts Act 1978, the Adoption and Children (Scotland) Act 1978, the Family Law Act 1986, the Children Act 1989, the Children (Scotland) Act 1995 and the Legal Aid, Sentencing and Punishment of Offenders Act 2012 as amended.

11.0 Calculation of income and capital of members of applicant’s family and of a polygamous marriage

11.1 The income and capital of an applicant’s partner within this scheme and for the purposes of claiming council tax reduction is to be treated as income and capital of the applicant and shall be calculated or estimated in accordance with the following provisions in like manner as for the applicant; and any reference to the ‘applicant’ shall, except where the context otherwise requires be construed for the purposes of this scheme as if it were a reference to his partner.

11.2 Where an applicant or the partner of is married polygamously to two or more members of his household–

- (a) the applicant shall be treated as possessing capital and income belonging to each such member; and
- (b) the income and capital of that member shall be calculated in accordance with the following provisions of this scheme in like manner as for the applicant.

11.3 The income and capital of a child or young person shall not be treated as the income and capital of the applicant.

12.0 Calculation of income and capital: persons who have an award of universal credit

12.1 Any universal credit new claim notification received by the authority may be used as a claim for reduction or in the assessment of council tax reduction including data received from the Secretary of State where the applicant no longer qualifies for a universal credit award

12.2 In determining the income of an applicant

- (a) who has, or

(b) who (jointly with his partner) has,
an award of universal credit the authority may use the calculation or estimate of the income of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit. The authority may use any other assessment based on the information provided by the Secretary of State.

- 12.3 The authority may adjust the amount referred to in sub-paragraph (2) to take account of
- (a) income consisting of the award of universal credit;
 - (b) any sum to be disregarded in the calculation of earnings;
 - (c) any sum to be disregarded in the calculation of income other than earnings; and
 - (d) any sum determined by the authority as the proportion of housing costs award;

12.4 The amount for the award of universal credit is to be determined by multiplying the amount of the award by 12 and dividing the product by 52.

- 12.5 In determining the capital of an applicant;
- (a) who has, or
 - (b) who (jointly with his partner) has,
- an award of universal credit, the authority must use the calculation or estimate of the capital of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining that award

13.0 Calculation of income on a weekly basis

13.1 For the purposes of this scheme the income of an applicant shall be calculated on a weekly basis by estimating the amount which is likely to be his average weekly income.

14.0 Average weekly earnings of employed earners

14.1 Where an applicant's income consists of earnings from employment as an employed earner his average weekly earnings shall be estimated by the authority by reference to his actual earnings over a period determined by the authority as reasonable. This period will not exceed 52 weeks.

14.2 Where the applicant is recently employed and cannot furnish the appropriate evidence, the authority may require the applicant's employer to furnish an estimate of the applicant's likely weekly earnings over such period as the authority may require and the applicant's average weekly earnings shall be estimated by reference to that estimate.

14.3 Where the amount of an applicant's earnings changes during an award the authority shall estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately.

15.0 Average weekly earnings of self-employed earners

15.1 Where an applicant's income consists of earnings from employment as a self-employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately. This period shall not exceed 52 weeks.

15A.0 Minimum Income Floor

15A.1 Where no start up period (as defined within 15A.2) applies to the applicant or partner, the income used by the Council in the calculation of their award will be the gross amount declared by the applicant or a substituted amount whichever is the higher. This substituted amount shall not be less than 35 hours multiplied by the national living wage (or national minimum wage as

appropriate) From that, the Council will deduct only an estimate for tax, national insurance, and a pension contribution (where a pension contribution is being made).

15A.2 The Council shall determine an appropriate start up period for the employment activity being conducted by the applicant or partner. This will normally be one year from the date of commencement of the employment activity. During this period, no Minimum Income Floor shall be applied. The start-up period ends where the person is no longer in gainful self-employment.

15A.3 Where an applicant or partner holds a position in a company that is analogous to that of a sole owner or partner in the business of that company, he shall be treated as if he were such sole owner or partner and in such a case be subject to the substituted amount where appropriate.

15A.4 No start-up period may be applied in relation to an applicant where a start-up period has previously been applied, whether in relation to a current or previous award of a Council Tax Reduction.

15A.5 In order to establish whether to award a startup period, the applicant must satisfy the Council that the employment is

- Genuine and effective. The Council must be satisfied that the employment activity is being conducted; and
- Being conducted with the intention of increasing the income received to the level that would be conducive with that form of employment.

15A.6 For the purposes of determining whether an applicant is in gainful self-employment or meets the conditions for a start-up-period, the Council will require the applicant to provide such evidence or information that it reasonably requires to make that decision, the Council may also require the self-employed person to attend an interview for the purpose of establishing whether the employment is gainful or whether the conditions for a start-up period are met.

15A.7 Where the applicant satisfies the authority that, based on his or her circumstances, there are good reasons that a Minimum Income Floor should not apply, the authority may, at its discretion, determine that no Minimum Income Floor applies to that particular award of Council Tax Reduction.

16.0 Average weekly income other than earnings

16.1 An applicant's income which does not consist of earnings shall be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately. Such period shall not exceed 52 weeks.

17.0 Calculation of average weekly income from tax credits

17.1 Where this section applies, the period over which a tax credit is to be taken into account shall be the period set out in paragraph (2)

17.2 Where the instalment in respect of which payment of a tax credit is made is;

- (a) a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;
- (b) a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;
- (c) a two-weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;
- (d) a four-weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.

17.3 For the purposes of this section 'tax credit' means child tax credit or working tax credit.

18.0 Calculation of weekly income

- 18.1 For the purposes of this scheme where the period in respect of which a payment is made;
- (a) does not exceed a week, the weekly amount shall be the amount of that payment;
 - (b) exceeds a week, the weekly amount shall be determined–
 - i. in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
 - ii. in any other case, by dividing the amount of the payment by the number equal to the number of days in the period to which it relates and multiplying the quotient by 7.
- 18.2 The weekly amount of earnings of an applicant shall be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the quotient by 7.

19.0 Earnings of employed earners

- 19.1 Earnings means in the case of employment as an employed earner, any remuneration or profit derived from that employment and includes–
- (a) any bonus or commission;
 - (b) any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
 - (c) any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment but only in so far as it represents loss of income;
 - (d) any holiday pay except any payable more than 4 weeks after termination or interruption of the employment;
 - (e) any payment by way of a retainer;
 - (f) any payment made by the applicant's employer in respect of expenses not wholly, exclusively, and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant's employer in respect of–
 - (g) (i) travelling expenses incurred by the applicant between his home and his place of employment;
(ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant's absence from home;
 - (h) any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
 - (i) any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
 - (j) any such sum as is referred to in section 112 of the Act (certain sums to be earnings for social security purposes);
 - (k) any statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
 - (l) any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave or adoption leave or is absent from work because he is ill;
 - (m) the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001 as amended.
- 19.2 Earnings shall not include–
- (a) any payment in kind;
 - (b) any payment in respect of expenses wholly, exclusively, and necessarily incurred in the performance of the duties of employment;
 - (c) any occupational pension

20.0 Calculation of net earnings of employed earners

- 20.1 For the purposes of this scheme, the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account shall be his net earnings.
- 20.2 There shall be disregarded from an applicant's (or their partner's) net earnings, £25 per week. This shall apply irrespective of the applicant's household and only one disregard shall be applied per claim.
- 20.3 Net earnings shall be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less;
- (a) any amount deducted from those earnings by way of
 - i) income tax;
 - ii) primary Class 1 National Insurance contributions
 - (b) one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
 - (c) one-half of the amount calculated in accordance with paragraph 20.5 in respect of any qualifying contribution payable by the applicant; and
- 20.4 In this section 'qualifying contribution' means any sum which is payable periodically as a contribution towards a personal pension scheme.
- 20.5 The amount in respect of any qualifying contribution shall be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying contribution shall be determined—
- (a) where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365;
 - (b) in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.
- 20.6 Where the earnings of an applicant are estimated an appropriate estimate of net earnings shall be determined in line with paragraph (3) above.

21.0 Earnings of self-employed earners

- 21.1 'Earnings', in the case of employment as a self-employed earner, means the gross income of the employment
- 21.2 'Earnings' shall not include any payment in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority, or voluntary organisation in respect of persons temporarily in the applicant's care nor shall it include any sports award.
- 21.3 This paragraph applies to—
- (a) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent, or trademark; or
 - (b) any payment in respect of any—
 - (i) book registered under the Public Lending Right Scheme 1982; or
 - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982, where the applicant is the first owner of the copyright, design, patent or trademark, or an original contributor to the book of work concerned.

22.0 Calculation of net profit of self-employed earners

- 22.1 For the purposes of this scheme the earnings of an applicant to be taken into account shall be
- (a) in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
 - (b) in the case of a self-employed earner whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security (Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less–
 - i. an amount in respect of income tax and of national insurance contributions payable under this scheme; and
 - ii. one-half of the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.
- 22.2 There shall be disregarded from an applicant's (or their partner's) net earnings, £25 per week per claim.
- 22.3 The net profit of the employment must be calculated by taking into account the earnings for the employment over the assessment period less
- (a) any expenses wholly and exclusively incurred in that period for the purposes of that employment;
 - (b) an amount in respect of;
 - i. income tax, and
 - ii. national insurance contributions payable calculated in accordance with section 22; and
 - iii. one-half of the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.
- 22.4 For the purposes of paragraph (1b) the net profit of the employment shall be calculated by taking into account the earnings of the employment over the assessment period less, any expenses wholly and exclusively incurred in that period for the purposes of the employment.
- 22.5 No deduction shall be made under paragraph (3 a) or (4), in respect of–
- (a) any capital expenditure;
 - (b) the depreciation of any capital asset;
 - (c) any sum employed or intended to be employed in the setting up or expansion of the employment;
 - (d) any loss incurred before the beginning of the assessment period;
 - (e) the repayment of capital on any loan taken out for the purposes of the employment;
 - (f) any expenses incurred in providing business entertainment, and
 - (g) any debts, except bad debts proved to be such, but this sub-paragraph shall not apply to any expenses incurred in the recovery of a debt.
- 22.6 A deduction shall be made under paragraph (3 a) or (4) in respect of the repayment of capital on any loan used for–
- (a) the replacement in the course of business of equipment or machinery; and
 - (b) the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.
- 22.7 The authority shall refuse to make deduction in respect of any expenses where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.
- 22.8 For the avoidance of doubt–
- (a) deduction shall not be made in respect of any sum unless it has been expended for the purposes of the business;
 - (b) a deduction shall be made thereunder in respect of–
 - i. the excess of any value added tax paid over value added tax received in the assessment period;
 - ii. any income expended in the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair;

iii. any payment of interest on a loan taken out for the purposes of the employment

22.9 Where an applicant is engaged in employment, as a child minder the net profit of the employment shall be one-third of the earnings of that employment, less an amount in respect of

- (a) income tax; and
- (b) national insurance contributions calculated by the authority in line with 23.2;
- (c) one-half of the amount any qualifying pension contribution in accordance with paragraph 22.11.

22.10 For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner, and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in any one of his employments shall not be offset against his earnings in any other of his employments.

22.11 The amount in respect of any qualifying premium shall be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying premium shall be determined

- (a) where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and divided the product by 365;
- (b) in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.

22.12 In this section, 'qualifying premium' means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of claim.

23.0 Deduction of tax and contributions of self-employed earners

23.1 The amount to be deducted in respect of income tax under section 22 shall be calculated on the basis of the amount of chargeable income and as if that income were assessable to income tax at the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under section 257(1) of the Income and Corporation Taxes Act 1988(personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate is to be applied and the amount of the personal reliefs deductible under this paragraph shall be calculated on a pro rata basis.

23.2 The amount to be deducted in respect of national insurance contributions under section shall be the total of—

- (a) the amount of Class 2 National Insurance contributions payable at the rate applicable to the assessment period except where the applicant's chargeable income is less than the amount specified in section 11(4) of the Act (small profits threshold) for the tax year applicable to the assessment period; but if the assessment period is less than a year, the amount specified for that tax year shall be reduced pro rata; and
- (b) the amount of Class 4 contributions (if any) which would be payable under section 15 of the Act (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits shall be reduced pro rata.

23.3 In this section 'chargeable income' means—

- (a) the earnings derived from the employment less any expenses deducted under section 22;
- (b) in the case of employment as a child minder, one-third of the earnings of that employment.

24.0 Calculation of income other than earnings

- 24.1 For the purposes of this scheme, the income of an applicant which does not consist of earnings to be taken into account shall be his gross income and any capital treated as income under section 25.
- 24.2 There shall be disregarded from the calculation of an applicant's gross income any sum, where applicable, specified in Schedule 2.
- 24.3 Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account shall be the gross amount payable.
- 24.4 Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- 24.5 Where an award of any working tax credit or child tax credit under the Tax Credits Act is subject to a deduction by way of recovery of an overpayment of working tax credit or child tax credit which arose in a previous tax year the amount to be taken into account shall be the amount of working tax credit or child tax credit awarded less the amount of that deduction.
- 24.6 'Tax year' means a period beginning with 6th April in one year and ending with 5th April in the next.
- 24.7 Paragraphs (7),(8), (9) and (10) apply to any applicant who is a student. Paragraph (8) and (9) apply where a relevant payment has been made to a person in an academic year; and that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.
- 24.8 Where a relevant payment is made quarterly, the amount of a relevant payment to be taken into account for the assessment period for the purposes of paragraph (1) in respect of a person to whom paragraph (7) applies, shall be calculated by applying the formula–
$$\frac{A - (B \times C)}{D}$$
Where
A = the total amount of the relevant payment which that person would have received had he remained a student until he last day of the academic term in which he abandoned, or was dismissed from, his course;
B = the number of reduction weeks from the reduction week immediately following that which includes the first day of that academic year to the reduction week which includes the day on which the person abandoned, or was dismissed from, his course;
C = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to council tax reduction immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;
D = the number of reduction weeks in the assessment period.
- 24.9 Where a relevant payment is made by two or more instalments in a quarter, the amount of a relevant payment to be taken into account for the assessment period for the purposes of paragraph (1) in respect of a person to whom paragraph (8) applies, shall be calculated by applying the formula in paragraph (8) but as if–
A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course or was dismissed from it.

24.10 In this section– ‘academic year’ and ‘student loan’ shall have the same meanings as for the purposes of this scheme, ‘assessment period’ means–

- (a) in a case where a relevant payment is made quarterly, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes the last day of the last quarter for which an instalment of the relevant payment was payable to that person;
- (b) in a case where the relevant payment is made by two or more instalments in a quarter, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes–
 - i. the day immediately before the day on which the next instalment of the relevant payment would have been due had the payments continued; or
 - ii. the last day of the last quarter for which an instalment of the relevant payment was payable to that person.

whichever of those date is earlier

‘quarter’ in relation to an assessment period means a period in that year beginning on;

- (a) 1st January and ending on 31st March;
- (b) 1st April and ending on 30th June;
- (c) 1st July and ending on 31st August; or
- (d) 1st September and ending on 31st December;

‘relevant payment’ means either a student loan or an amount intended for the maintenance of dependants.

25.0 Capital treated as income and Notional Income

25.1 Any payment received under an annuity shall be treated as income.

25.2 Any earnings to the extent that they are not a payment of income shall be treated as income.

25.3 Any Career Development Loan paid pursuant to section 2 of the 1973 Act shall be treated as income

25.4 Where an agreement or court order provides that payments shall be made to the applicant in consequence of any personal injury to the applicant and that such payments are to be made, wholly or partly, by way of periodic payments, any such periodic payments received by the applicant (but not a payment which is treated as capital), shall be treated as income.

25.6 An applicant shall be treated as possessing income of which he has deprived himself for the purpose of securing entitlement of reduction or increasing the amount of that reduction.

25.7 Except in the case of–

- (a) a discretionary trust;
- (b) a trust derived from a payment made in consequence of a personal injury;
- (c) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
- (d) rehabilitation allowance made under section 2 of the 1973 Act;
- (e) child tax credit; or
- (f) working tax credit,

any income which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by the applicant but only from the date on which it could be expected to be acquired were an application made.

25.8 Any payment of income made–

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under or by a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in sub-paragraph a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

25.9 This section shall not apply in respect of a payment of income made—

- (a) under the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, or the Independent Living Fund (2006);
- (b) pursuant to section 19(1)(a) of the Coal Industry Act 1994 (concessionary coal);
- (c) pursuant to section 2 of the 1973 Act in respect of a person's participation—
 - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations;
 - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
 - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
 - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations or;
 - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- (d) in respect of a previous participation in the Mandatory Work Activity Scheme;
- (e) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
 - (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration, or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
 - (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
 - (iii) the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

25.10 Where an applicant is in receipt of any benefit (other than council tax reduction) under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority shall treat the applicant as possessing such benefit at the altered rate from 1st April in that year.

25.11 Where—

- (a) applicant performs a service for another person; and
- (b) that person makes no payment of earnings or pays less than that paid for a comparable employment in the area, the authority shall treat the applicant as possessing such earnings (if any) as is reasonable for that employment unless the applicant satisfies the authority that the means of that person are insufficient for him to pay or to pay more for the service.

25.12 Paragraph (11) shall not apply–

- (a) to an applicant who is engaged by a charitable or voluntary organisation or who is a volunteer if the authority is satisfied in any of those cases that it is reasonable for him to provide those services free of charge; or
- (b) in a case where the service is performed in connection with–
 - (i) the applicant’s participation in an employment or training programme in accordance with regulation 19(1)(q) of the Jobseeker’s Allowance Regulations, other than where the service is performed in connection with the applicant’s participation in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations or
 - (ii) the applicant’s or the applicant’s partner’s participation in an employment or training programme as defined in regulation 19(3) of those Regulations for which a training allowance is not payable or, where such an allowance is payable, it is payable for the sole purpose of reimbursement of travelling or meal expenses to the person participating in that programme ; or
- (c) to an applicant who is participating in a work placement approved by the Secretary of State (or a person providing services to the Secretary of State) before the placement starts.

25.13 ‘Work placement’ means practical work experience which is not undertaken in expectation of payment.

25.14 Where an applicant is treated as possessing any income under this section, the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of that income as if a payment has actually been made and as if it were actual income which he does possess.

25.15 Where an applicant is treated as possessing any earnings under this section his net earnings shall be calculated by taking into account those earnings which he is treated as possessing, less;

- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the starting rate or, as the case may be, the starting rate and the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the starting rate of tax is to be applied and the amount of the personal relief deductible under this subparagraph shall be calculated on a pro rate basis;
- (b) an amount equivalent to the amount of the primary Class 1 National Insurance contributions that would be payable by him in respect of those earnings if such contributions were payable; and
- (c) one-half of any sum payable by the applicant by way of a contribution towards an occupational or personal pension scheme.

26.0 Capital limit

26.1 For the purposes of this scheme, the prescribed amount is £16,000 and no reduction shall be granted when the applicant has an amount greater than this level.

27.0 Calculation of capital

27.1 For the purposes of this scheme, the capital of an applicant to be taken into account shall, subject to paragraph (2), be the whole of his capital calculated in accordance with this scheme and any income treated as capital under this scheme

27.2 There shall be disregarded from the calculation of an applicant’s capital under paragraph (1), any capital, where applicable, specified in Schedule 3.

28.0 Disregard of capital of child and young person

28.1 The capital of a child or young person who is a member of the applicant's family shall not be treated as capital of the applicant.

29.0 Income treated as capital

29.1 Any bounty derived from employment and paid at intervals of at least one year shall be treated as capital.

29.2 Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E shall be treated as capital.

29.3 Any holiday pay which is not earnings shall be treated as capital.

29.4 Any income derived from capital shall be treated as capital but only from the date it is normally due to be credited to the applicant's account.

29.5 In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer shall be treated as capital.

29.6 Any charitable or voluntary payment which is not made or due to be made at regular intervals, other than a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Independent Living Fund (2006) or the London Bombings Charitable Relief Fund, shall be treated as capital.

29.7 There shall be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under the self-employment route, but only in so far as those receipts were payable into a special account during the period in which that person was receiving such assistance.

29.8 Any arrears of subsistence allowance which are paid to an applicant as a lump sum shall be treated as capital.

29.9 Any arrears of working tax credit or child tax credit shall be treated as capital.

30.0 Calculation of capital in the United Kingdom

30.1 Capital which an applicant possesses in the United Kingdom shall be calculated at its current market or surrender value less—

- a. where there would be expenses attributable to the sale, 10 per cent.; and
- b. the amount of any encumbrance secured on it;

31.0 Calculation of capital outside the United Kingdom

31.1 Capital which an applicant possesses in a country outside the United Kingdom shall be calculated

(a) in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value.

(b) in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer,

less, where there would be expenses attributable to sale, 10 per cent. and the amount of any encumbrances secured on it.

32.0 Notional capital

32.1 An applicant shall be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to council tax reduction or increasing the amount of that

reduction except to the extent that that capital is reduced in accordance with section 33.

32.2 Except in the case of

- (a) a discretionary trust; or
- (b) a trust derived from a payment made in consequence of a personal injury; or
- (c) any loan which would be obtained only if secured against capital disregarded under Schedule 3; or
- (d) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
- (e) any sum to Schedule 3 refers; or
- (f) child tax credit; or
- (g) working tax credit,

any capital which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.

32.3 Any payment of capital, other than a payment of capital specified in paragraph (4), made

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in subparagraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

32.4 Paragraph 32.3 shall not apply in respect of a payment of capital made:

- (a) under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, or the London Bombings Relief Charitable Fund;
- (b) pursuant to section 2 of the 1973 Act in respect of a person's participation:
 - i. in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations;
 - ii. in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
 - iii. in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
 - iv. in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
 - v. in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- (c) in respect of a person's participation in the Mandatory Work Activity Scheme;
- (d) Enterprise Scheme;
- (e) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme;
- (f) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
 - vi. a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
 - vii. the payment is made to the trustee in bankruptcy or any other person acting on behalf

of the creditors; and

- viii. the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

32.5 Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case

- (a) the value of his holding in that company shall be disregarded; and
(b) he shall be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this Section shall apply for the purposes of calculating that amount as if it were actual capital which he does possess.

32.6 For so long as the applicant undertakes activities in the course of the business of the company, the amount which, he is treated as possessing under paragraph (5) shall be disregarded.

32.7 Where an applicant is treated as possessing capital under any of paragraphs (1) and (2) the foregoing provisions of this Section shall apply for the purposes of calculating its amount as if it were actual capital, which he does possess.

33.0 Diminishing notional capital rule

33.1 Where an applicant is treated as possessing notional capital the amount which he is treated as possessing shall be reduced by the amount calculated by the authority as the weekly amount of council tax reduction lost due to the inclusion of the notional capital within the calculation.

33.2 The authority will reduce any notional capital at a frequency of 13 weeks.

34.0 Capital jointly held

34.1 Where an applicant and one or more persons are beneficially entitled in possession to any capital asset they shall be treated as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this Section shall apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess.

34A.0 Calculation of tariff income from capital

34A.1 Where the claimant's capital calculated in accordance with this scheme exceeds £6,000 it shall be treated as equivalent to a weekly income of £1 for each complete £250 of in excess of £6,000 but not exceeding £16,000

34A.2 Notwithstanding paragraph 34A.1 where any part of the excess is not a complete £250 that part shall be treated as equivalent to a weekly tariff income of £1.

34A.3 For the purposes of paragraph 34A.1, capital includes any income treated as capital under section 29 (income treated as capital).

35.0 Students - Student related definitions

35.1 In this scheme the following definitions apply;
'academic year' means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course shall be considered to begin in the autumn rather than the summer;
'access funds' means;

- (a) grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
- (b) grants made under section 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
- (c) grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;
- (d) discretionary payments, known as “learner support funds”, which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding under sections 100 and 101 of the Apprenticeships, Skills, Children and Learning Act 2009; or
- (e) Financial Contingency Funds made available by the Welsh Ministers;

‘college of further education’ means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

‘contribution’ means;

- (a) any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student’s grant or student loan; or
- (b) any sums, which in determining the amount of a student’s allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority consider that it is reasonable for the following person to contribute towards the holder’s expenses;
 - (i) the holder of the allowance or bursary;
 - (ii) the holder’s parents;
 - (iii) the holder’s parent’s spouse, civil partner or a person ordinarily living with the holder’s parent as if he or she were the spouse or civil partner of that parent; or
 - (iv) the holder’s spouse or civil partner;

‘course of study’ means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

‘covenant income’ means the gross income payable to a full-time student under a Deed of Covenant by his parent;

‘education authority’ means a government department, a local education authority as defined in section 12 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973 an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body of the Channel Island, Isle of Man or any other country outside Great Britain;

‘full-time course of study’ means a full-time course of study which;

- (a) is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers or a full-time course of study which is not funded in whole or in part by the Scottish Ministers at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers;
- (b) is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out—
 - (i) in the case of a course funded by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding, in the student’s learning agreement signed on behalf of the establishment which is funded by either of those persons for the delivery of that course; or
 - (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or

- (c) is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves—
- (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
 - (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

‘full-time student’ means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

‘grant’ means any kind of educational grant or award and includes any scholarship, studentship, exhibition allowance or bursary;

‘grant income’ means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

‘higher education’ means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992; ‘last day of the course’ means;

- (a) in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- (b) in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

‘period of study’ means—

- (a) in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- (b) in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, the year’s start and ending with either—
 - (i) the day before the start of the next year of the course in a case where the student’s grant or loan is assessed at a rate appropriate to his studying throughout the year, or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
 - (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;
- (c) in the final year of a course of study of more than one year, the period beginning with that year’s start and ending with the last day of the course;

‘periods of experience’ means periods of work experience which form part of a sandwich course;

‘qualifying course’ means a qualifying course as defined for the purposes of Parts 2 and 4 of the Jobseeker’s Allowance Regulations;

‘modular course’ means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

‘sandwich course’ has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans), (Scotland), Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

‘standard maintenance grant’ means—

- (a) except where paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an establishment within the area comprising the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (‘the 2003 Regulations’) for such a student;
- (b) except where paragraph (c) applies, in the case of a student residing at his parent’s home,

the amount specified in paragraph 3 thereof;

(c) in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as 'standard maintenance allowance' for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;

(d) in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

'student' means a person, other than a person in receipt of a training allowance, who is attending or undertaking–

(a) a course of study at an educational establishment; or

(b) a qualifying course;

'student' loan' means a loan towards a student's maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and shall include, in Scotland, a young student's bursary paid under regulation 4(1)(c) of the Student's Allowances (Scotland) Regulations 2007

35.2 For the purposes of the definition of 'full-time student', a person shall be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course

(a) in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending;

(i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or

(ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;

(b) in any other case, throughout the period beginning on the date on which he starts attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.

35.3 For the purposes of sub-paragraph (a) of paragraph 43.2, the period referred to in that sub-paragraph shall include;

(a) where a person has failed examinations or has failed to successfully complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;

(b) any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.

36.0 Students who are excluded from entitlement to council tax reduction

36.1 Students except those defined in paragraph (3) are not able to claim Council tax reduction under Classes D of the authority's reduction scheme.

36.2 To be eligible for reduction, the student must be liable for Council Tax under Section 6 of the Local Government Finance Act 1992, and they must not be deemed to be a full-time student or a person from abroad within the meaning of section 7 of this scheme (persons from abroad).

36.3 Paragraph 36.2 shall not apply to a student

(a) who is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance;

(b) who is a lone parent;

(c) who is in receipt of a Personal Independence Payment;

- (d) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;
- (e) (who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989,
- (f) who is;
 - (i) aged under 21 and whose course of study is not a course of higher education, or
 - (ii) a qualifying young person or child within the meaning of section 142 of the Act (child and qualifying young person);
- (g) in respect of whom
 - i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;
 - (ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) or regulation 4 of the Students' Allowances (Scotland) Regulations 1999 or, as the case may be, under paragraph (1)(d) of regulation 4 of the Education Authority (Bursaries) (Scotland) Regulations 1995, in respect of expenses incurred;
 - (iii) a payment has been made under section 2 of the Education Act 1962 or under or by virtue of regulations made under the Teaching and Higher Education Act 1998;
 - (iv) a grant has been made under regulation 13 of the Education (Student Support) Regulations 2005 or under regulation 13 of the Education (Student Support) Regulations (Northern Ireland) 2000; or
 - (v) a supplementary requirement has been determined under paragraph 9 of Schedule 6 to the Students Awards Regulations (Northern Ireland) 1999 or a payment has been made under Article 50(3) of the Education and Libraries (Northern Ireland) Order 1986,

on account of his disability by reason of deafness.

- 36.4 For the purposes of paragraph (3(f)(i)) the student must have begun, or been enrolled or accepted onto the course before attaining the age of 19
- 36.5 The reference to a course of higher education is a reference to a course of any description mentioned in Schedule 6 to the Education Reform Act 1988.
- 36.6 An intercalating student may be eligible for a reduction if the following circumstances are met:
- (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is;
 - (i) engaged in caring for another person; or
 - (ii) ill;
 - (b) he has subsequently ceased to be engaged in engaging in caring for that person or, as the case may be, he has subsequently recovered from that illness; and
 - (c) he is not eligible for a grant or a student loan in respect of the period specified in paragraph (7).
- 36.7 The period specified for the purposes of paragraph (6) is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before;
- (a) the day on which he resumes attending or undertaking the course; or
 - (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course,
- which shall first occur.

37.0 Students - Calculation of grant income

- 37.1 The amount of a student's grant income to be taken into account shall, subject to paragraphs

(2) and (3), be the whole of his grant income.

37.2 There shall be excluded from a student's grant income any payment;

- (a) intended to meet tuition fees or examination fees;
- (b) in respect of the student's disability;
- (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
- (d) on account of the student maintaining a home at a place other than that at which he resides during his course;
- (e) on account of any other person but only if that person is residing outside of the United Kingdom and there is no applicable amount in respect of him;
- (f) intended to meet the cost of books and equipment;
- (g) intended to meet travel expenses incurred as a result of his attendance on the course;
- (h) intended for the childcare costs of a child dependant.
- (i) of higher education bursary for care leavers made under Part III of the Children Act 1989.

37.3 Where a student does not have a student loan and is not treated as possessing such a loan, there shall be excluded from the student's grant income;

- (a) the sum of £303 per academic year in respect of travel costs; and
- (b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.

The above amounts shall be adjusted annually in line with the Housing Benefit Regulations 2006.

37.4 There shall also be excluded from a student's grant income the grant for dependants known as the parents' learning allowance paid pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.

37.5 Subject to paragraphs (6) and (7), a student's grant income shall be apportioned;

- (a) subject to paragraph (8), in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
- (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.

37.6 Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2004 shall be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.

37.7 In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants shall be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.

37.8 In the case if a student on a sandwich course, any periods of experience within the period of study shall be excluded and the student's grant income shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last

day of which coincides with, or immediately precedes, the last day of the period of study.

38.0 Students- Calculation of covenant income where a contribution is assessed

38.1 Where a student is in receipt of income by way of a grant during a period of study and a contribution has been assessed, the amount of his covenant income to be taken into account for that period and any summer vacation immediately following shall be the whole amount of the covenant income less, subject to paragraph (3), the amount of the contribution.

38.2 The weekly amount of the student's covenant shall be determined—

- (a) by dividing the amount of income which falls to be taken into account under paragraph (1) by 52 or 53, whichever is reasonable in the circumstances; and
- (b) by disregarding from the resulting amount, £5.

39.0 Students - Covenant income where no grant income or no contribution is assessed

39.1 Where a student is not in receipt of income by way of a grant the amount of his covenant income shall be calculated as follows;

- (a) any sums intended for any expenditure specified in the calculation of grant income necessary as a result of his attendance on the course shall be disregarded;
- (b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, shall be apportioned equally between the weeks of the period of study;
- (c) there shall be disregarded from the amount so apportioned the amount which would have been disregarded in the calculation of grant income had the student been in receipt of the standard maintenance grant; and
- (d) the balance, if any, shall be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 shall be disregarded.

39.2 Where a student is in receipt of income by way of a grant and no contribution has been assessed, the amount of his covenanted income shall be calculated in accordance with sub-paragraphs (a) to (d) of paragraph (1).

40.0 Students - Covenant Income and Grant income – non-disregard

40.1 No part of a student's covenant income or grant income shall be disregarded under this scheme

41.0 Treatment of student loans

41.1 A student loan shall be treated as income.

41.2 In calculating the weekly amount of the loan to be taken into account as income

- (a) in respect of a course that is of a single academic year's duration or less, a loan which is payable in respect of that period shall be apportioned equally between the weeks in the period beginning with;
 - (i) except in a case where (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of the single academic year;
 - (ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course, and ending with the reduction week, the last day of which coincides with, or immediately precedes with last day of the course,
- (b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year and ending with the reduction week, the last day of which coincides with or immediately

precedes, the last day of that academic year but excluding any reduction weeks falling entirely within the quarter during which, in the opinion of the Secretary of State, the longest of any vacation is taken and for the purposes of this sub-paragraph, 'quarter' shall have the same meaning as for the purposes of the Education (Student Support) Regulations 2005;

- (c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year shall be apportioned equally between the weeks in the period beginning with;
 - (i) except in a case where (ii) applies, the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year;
 - (ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincide with, or immediately follows, the earlier of 1st September or the first day of the autumn term,and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;
- (d) in any other case, the loan shall be apportioned equally between the weeks in the period beginning with the earlier of;
 - (i) the first day of the first reduction week in September; or
 - (ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term,and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

and, in all cases, from the weekly amount so apportioned there shall be disregarded £10.

41.3 A student shall be treated as possessing a student loan in respect of an academic year where;

- (a) a student loan has been made to him in respect of that year; or
- (b) he could acquire such a loan in respect of that year by taking reasonable steps to do so.

41.4 Where a student is treated as possessing a student loan under paragraph (3), the amount of the student loan to be taken into account as income shall be, subject to paragraph (5).

- (a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to
 - (i) the maximum student loan he is able to acquire in respect of that year by taking reasonable steps to do so; and
 - (ii) any contribution whether or not it has been paid to him;
- (b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if;
 - (i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and
 - (ii) no deduction in that loan was made by virtue of the application of a means test.

41.5 There shall be deducted from the amount of income taken into account under paragraph (4)

- (a) the sum of £303 per academic year in respect of travel costs; and
- (b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.

The above amounts shall be adjusted annually in line with the Housing Benefit Regulations 2006.

42.0 Students - Treatment of fee loans

42.1 A loan for fees, known as a fee loan or a fee contribution loan, made pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, section 22 of the Teaching and Higher Education Act 1998 or section 73(f) of the Education (Scotland) Act 1980, shall be disregarded as income.

43.0 Students - Treatment of payments from access funds

43.1 A payment from access funds, other than a payment to which paragraph 43.2 applies, shall be disregarded as income.

- 43.2 a) any payments from access funds which are intended and used for an item of food, ordinary clothing or footwear, household fuel, or rent of a single applicant or, as the case may be, of the applicant or any other member of his family and
- b) any payments from access funds which are used for any council tax or water charges for which that applicant or member is liable, shall be disregarded as income to the extent of £20 per week.

43.3 Where a payment from access funds is made—

- (a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or
- (b) before the first day of the course to a person in anticipation of that person becoming a student,
- that payment shall be disregarded as income.

44.0 Students - Disregard of contribution

44.1 Where the applicant or his partner is a student and for the purposes of assessing a contribution to the student's grant or student loan, the other partner's income has been taken into account, an amount equal to that contribution shall be disregarded for the purposes of assessing that other partner's income.

45.0 Further disregard of student's income

45.1 Where any part of a student's income has already been taken into account for the purpose of assessing his entitlement to a grant or student loan, the amount taken into account shall be disregarded in assessing that student's income.

46.0 Students - Income treated as capital

46.1 Any amount by way of a refund of tax deducted from a student's covenant income shall be treated as capital.

46.2 Any amount paid from access funds as a single lump sum shall be treated as capital.

46.3 An amount paid from access fund as a single lump sum which is intended and used for an item other than food, ordinary clothing or footwear, household fuel or rent, or which is used for an item other than any council tax or water charges for which that applicant or member is liable, shall be disregarded as capital but only for a period of 52 weeks from the date of the payment.

47.0 Students - Disregard of changes occurring during summer vacation

47.1 In calculating a student's income the authority shall disregard any change in the standard maintenance grant, occurring in the recognised summer vacation appropriate to the student's course if that vacation does not form part of his period of study from the date on which the change occurred to the end of that vacation.

48.0 Maximum Council Tax Reduction

48.1 Subject to paragraphs (2) to (4), the amount of a person's maximum Council Tax Reduction in respect of a day for which he is liable to pay council tax, shall be 65 per cent, of the amount A divided by B where;

- (a) A is the amount set by the appropriate authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
- (b) B is the number of days in that financial year,

less any deductions in respect of non-dependants which fall to be made under paragraph 48A.0 (Non-dependant deductions).

In this paragraph “relevant financial year” means, in relation to any particular day, financial year within which the day in question falls.

48.2 In calculating a person’s maximum Council Tax Reduction any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act, shall be taken into account.

48.3 Subject to paragraph (4), where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons but excepting any person so residing with the applicant who is a student who is excluded from entitlement to Council Tax Reduction applies, in determining the maximum Council Tax Reduction in his case in accordance with paragraph (1), the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.

48.4 Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph (3) shall not apply in his case.

48A.0 Non-dependant deductions

48A.1 Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in section 48 (maximum council tax reduction) shall be;

- (a) in respect of a non-dependant aged 18 or over in remunerative work, £10 x 1/7;
- (b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply, £5 x 1/7.

Where no evidence is provided by the applicant as to whether the non-dependant is in remunerative work, the higher deduction shall be made.

48A.2 Only one deduction shall be made under this section in respect of a couple or, as the case may be, members of a polygamous marriage and, where, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other, member, the higher amount shall be deducted.

48A.3 In applying the provisions of paragraph 48A.2 in the case of a couple or, as the case may be a polygamous marriage, regard shall be had, for the purpose of that paragraph, to the couple’s or, as the case may be, all members of the polygamous marriage’s joint weekly gross income.

48A.4 Where in respect of a day–

- a. a person is a resident in a dwelling but is not himself liable for council tax in respect of that dwelling and that day;
- b. other residents in that dwelling (the liable persons) have joint and several liability for council tax in respect of that dwelling and that day otherwise than by virtue of section 9 or 77 or 77A of the 1992 Act (liability of spouses and civil partners); and
- c. the person to whom sub-paragraph (a) refers is a non-dependant of two or more of the liable persons, the deduction in respect of that non-dependant shall be apportioned equally between those liable persons.

48A.5 No deduction shall be made in respect of any non-dependants occupying an applicant’s dwelling

if the applicant or his partner is–

- a. blind or treated as blind; or
- b. receiving in respect of himself:
 - attendance allowance, or would be receiving that allowance but for:
 - i. a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
 - ii. an abatement as a result of hospitalisation; or
 - the care component of the disability living allowance, or would be receiving that component but for:
 - i. a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
 - ii. an abatement as a result of hospitalisation; or
- c. the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- d. an AFIP, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution;

48A.6 No deduction shall be made in respect of a non-dependant if:

- a. although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
- b. he is in receipt of a training allowance paid in connection with a youth training established under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or
- c. he is a full-time student within the meaning of section 35.0; or
- d. he is not residing with the applicant because he has been a patient for a period of excess of 52 weeks, and for these purposes;
- e. 'patient' has the meaning given within this scheme, and
- f. where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he shall be treated as having been a patient continuously for a period equal in duration to the total of those distinct periods;
- g. he is not residing with the claimant because he is a member of the armed forces away on operations

49.0 Date on which entitlement is to begin

49.1 Subject to paragraph (2), any person to whom or in respect of whom a claim for council tax reduction is made and who is otherwise entitled to that reduction shall be so entitled from the date on which that claim is made or is treated as made.

49.2 Where a person is otherwise entitled to council tax reduction and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his claim is made or is treated as made, he shall be so entitled from the date of claim

50.0 Date on which change of circumstances is to take effect

50.1 A change of circumstances which affects entitlement to, or the amount of, a reduction under the authority's scheme ("change of circumstances"), takes effect from date on which the change actually occurs.

50.2 Subject to paragraph (3), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.

50.3 Where the change of circumstances is that income, or an increase in the amount of income, is

paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances shall take effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

51.0 Making an application

51.1 In the case of a couple or members of a polygamous marriage an application is to be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines.

51.2 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and;

- (a) a deputy has been appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
- (b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on his behalf; or
- (c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985, or the Mental Capacity Act 2005 or otherwise,

that deputy, judicial factor, guardian, or attorney, as the case may be, may make an application on behalf of that person.

51.3 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and sub-paragraph (2) does not apply to him, the authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under the authority's scheme and to receive and deal on his behalf with any sums payable to him.

51.4 Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under sub-paragraph (3).

51.5 Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (4);

- (a) it may at any time revoke the appointment;
- (b) the person appointed may resign his office after having given 4 weeks' notice in writing to the authority of his intention to do so;
- (c) any such appointment terminates when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).

51.6 Anything required by the authority's scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned in sub-paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.

51.7 The authority must;

- (a) inform any person making an application of the duty imposed on them
- (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
- (c) set out the circumstances a change in which might affect entitlement to the

reduction or its amount.

52.0 Procedure by which a person may apply for a reduction under the authority's scheme¹

52.1. Paragraphs 2 to 7 apply to an application made under the authority's scheme.

52.2. An application may be made;

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 4 of this Schedule, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.
- (d) a notification of a new claim for Universal Credit from DWP, may be treated by the authority as a claim for reduction.

52.3 An application which is made in writing must be made to the designated office on a properly completed form. The form must be provided free of charge by the authority for the purpose.

52.4 Where an application made in writing is defective because—

- (a) it was made on the form supplied for the purpose, but that form is not accepted by the authority as being properly completed; or
- (b) it was made in writing but not on the form approved for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,

the authority may, in a case to which sub-paragraph (a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (b) applies, supply the applicant with the approved form or request further information and evidence.

52.5 An application made on a form provided by the authority is properly completed if it is completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

52.6 If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect. An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

52.7 In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

52.8 If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect. An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

52.9 Notwithstanding other paragraphs within this section, the authority will determine the method by which claims are to be made as well as where claims should be sent or delivered.

52.10 Where an applicant ('C') makes a claim which includes (or which C subsequently requests should include) a period before the claim is made, the authority may, at its discretion, treat the claim as made on a date up to one year before the date on which the request is received by the authority.

¹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

53.0 Date on which an application is made²

53.1 Subject to sub-paragraph (7), the date on which an application is made is;

(a) in a case where;

(i) an award of state pension credit which comprises a guarantee credit has been made to the applicant or his partner, and

(ii) the application for a reduction is made within one month of the date on which the claim for that state pension credit which comprises a guarantee credit was received at the appropriate DWP office,

the first day of entitlement to state pension credit which comprises a guarantee credit arising from that claim;

(b) in a case where

(i) an applicant or his partner is a person in receipt of a guarantee credit,

(ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling he occupies as his home, and

(iii) the application is received at the designated office within one month of the date of the change,

the date on which the change takes place;

(c) in a case where;

(i) an award of income support, an income-based jobseeker's allowance, or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and

(ii) the application is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,

the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;

(d) in a case where;

(i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,

(ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and

(iii) the application is received at the designated office within one month of the date of the change,

the date on which the change takes place;

(e) in a case where;

(i) an applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under the authority's scheme, and

(ii) the applicant makes an application for a reduction under that scheme within one month of the date of the death or the separation,

the date of the death or separation;

(f) except where paragraph (a), (b) or (e) is satisfied, in a case where a properly completed application is received within one month (or such longer period as the authority considers reasonable) of the date on which an application form was issued to an applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;

(g) in any other case, the date on which an application is received at the designated office.

53.2 For the purposes only of sub-paragraph (1)(c) a person who has been awarded an income-based jobseeker's allowance or an income-related employment and support allowance is to be treated as entitled to that allowance for any days which immediately precede the first day in that award and on which he would, but for regulations made under;

(a) in the case of income-based jobseeker's allowance, paragraph 4 of Schedule 1 to the

² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Jobseekers Act 1995 (waiting days); or
(b) in the case of income-related employment and support allowance, paragraph 2 of Schedule 2 to the Welfare Reform Act 2007 (waiting days),
have been entitled to that allowance.

- 53.3 Where there is a defect in an application by telephone;
(a) is corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance;
(b) is not corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance where it considers it has sufficient information to decide the application.
- 53.4 The authority is to treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (5)(a), (b) or (c) are satisfied.
- 53.5 The conditions are that—
(a) where the authority receives the properly completed application or the information requested to complete it or the evidence within one month of the request, or such longer period as the authority may consider reasonable; or
(b) where an application is not on approved form or further information requested by authority applies;
(i) the approved form sent to the applicant is received at the offices of the authority properly completed within one month of it having been sent to him; or, as the case may be;
(ii) the applicant supplies whatever information or evidence was requested within one month of the request; or,
in either case, within such longer period as the authority may consider reasonable; or
(c) where the authority has requested further information, the authority receives at its offices the properly completed application or the information requested to complete it within one month of the request or within such longer period as the authority considers reasonable.
- 53.6 Except in the case of an application made by a person treated as not being in Great Britain, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under that authority's scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority must treat the application as having been made on the day on which the liability for the tax arises.
- 53.7 Except in the case of an application made by a person treated as not being in Great Britain, where the applicant is not entitled to a reduction under the authority's scheme in the reduction week immediately following the date of his application, but the authority is of the opinion that unless there is a change of circumstances, he will be entitled to a reduction under its scheme for a period beginning not later than;
(a) in the case of an application made by;
(i) a pensioner, or
(ii) a person who has attained, or whose partner has attained, the age which is 17 weeks younger than the qualifying age for state pension credit,
the seventeenth reduction week following the date on which the application is made, or
(b) in the case of an application made by a person who is not a pensioner, the thirteenth reduction week following the date on which the application is made,
the authority may treat the application as made on a date in the reduction week immediately preceding the first reduction week of that period of entitlement and award a reduction accordingly.

53.8 In this paragraph “appropriate DWP office” means an office of the Department for Work and Pensions dealing with state pension credit or an office which is normally open to the public for the receipt of claims of income support, a job seekers allowance or an employment and support allowance.

54.0 Submission of evidence electronically

54.1 The authority may accept such evidence, documents, and certificates to support the claim electronically where it feels that this would be acceptable given the nature of the claim

55.0 Use of telephone provided evidence

55.1 The authority may accept such evidence to support the claim by telephone where it feels that this would be acceptable given the nature of the claim

56.0 Information and evidence³

56.1 Subject to sub-paragraph (3), a person who makes an application for a reduction under an authority’s scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.

56.2 This sub-paragraph is satisfied in relation to a person if—

- (a) the application is accompanied by;
 - (i) a statement of the person’s national insurance number and information or evidence establishing that that number has been allocated to the person; or
 - (ii) information or evidence enabling the authority to ascertain the national insurance number that has been allocated to the person; or
- (b) the person has made an application for a national insurance number to be allocated to him and the application for the reduction is accompanied by;
 - (i) evidence of the application for a national insurance number to be so allocated; and
 - (ii) the information or evidence enabling it to be so allocated.

56.3 Sub-paragraph (2) does not apply;

- (a) in the case of a child or young person in respect of whom an application for a reduction is made;
- (b) to a person who;
 - (i) is a person treated as not being in Great Britain for the purposes of this scheme;
 - (ii) is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act 1999; and
 - (iii) has not previously been allocated a national insurance number.

56.4 Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under the authority’s scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by that authority in order to determine that person’s entitlement to, or continuing entitlement to a reduction under its scheme and must do so within one month of the authority requiring him to do so or such longer period as the authority may consider reasonable.

56.5 Nothing in this paragraph requires a person who is a pensioner to furnish any certificates, documents, information, or evidence relating to a payment to which sub-paragraph (7) applies.

56.6 Where the authority makes a request under sub-paragraph (4), it must;

³ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- (a) inform the applicant or the person to whom a reduction under its scheme has been awarded of his duty under paragraph 9 (duty to notify change of circumstances) to notify the authority of any change of circumstances; and
- (b) without prejudice to the extent of the duty owed under paragraph 9, indicate to him either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which must be notified.

- 56.7 This sub-paragraph applies to any of the following payments;
- (a) a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, or the London Bombings Relief Charitable Fund; and
 - (b) a payment which is disregarded under paragraph 24 of Schedule 5, other than a payment under the Independent Living Fund (2006);
- 56.8 Where an applicant or a person to whom a reduction under the authority's scheme has been awarded or any partner has attained the qualifying age for state pension credit and is a member of, or a person deriving entitlement to a pension under, a personal pension scheme, he must where the authority so requires furnish the following information;
- (a) the name and address of the pension fund holder;
 - (b) such other information including any reference or policy number as is needed to enable the personal pension scheme to be identified.

57.0 Amendment and withdrawal of application⁴

- 57.1 A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the designated office.
- 57.2 Where the application was made by telephone the amendment may also be made by telephone.
- 57.3 Any application amended is to be treated as if it had been amended in the first instance.
- 57.4 A person who has made an application may withdraw it by notice to the designated office at any time before a decision has been made on it.
- 57.5 Where the application was made by telephone, the withdrawal may also be made by telephone.
- 57.6 Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- 57.7 Where a person, by telephone, amends or withdraws an application the person must (if required to do so by the authority) confirm the amendment or withdrawal by a notice in writing delivered or sent to the designated office.

58.0 Duty to notify changes of circumstances⁵

- 58.1 Subject to sub-paragraphs (3), (6) and (7), an applicant (or any person acting on his behalf) must comply with sub-paragraph (2) if there is a relevant change of circumstances at any time;
- (a) between the making of an application and a decision being made on it, or
 - (b) after the decision is made (where the decision is that the applicant is entitled to a reduction under the authority's scheme) including at any time while the applicant is in receipt of such a reduction.

⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

⁵ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

58.2 The applicant (or any person acting on his behalf) must notify any change of circumstances which the applicant (or that person) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under the authority's scheme (a "relevant change of circumstances") by giving notice to the authority;

- (a) in writing; or
- (b) by telephone—
 - (i) where the authority has published a telephone number for that purpose unless the authority determines that in any particular case or class of case notification may not be given by telephone; or
 - (ii) in any case or class of case where the authority determines that notice may be given by telephone; or
- (c) by any other means which the authority agrees to accept in any particular case, within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later.

58.3 The duty imposed on a person by sub-paragraph (1) does not extend to notifying

- (a) changes in the amount of council tax payable to the authority;
- (b) changes in the age of the applicant or that of any member of his family;
- (c) in the case of an applicant in receipt of a relevant benefit, changes in circumstances which affect the amount of the benefit but not the amount of the reduction under the authority's scheme to which he is entitled, other than the cessation of that entitlement to the benefit.

58.4 For the purposes of sub-paragraph (3)(c) "relevant benefit" means income support, an income-based jobseeker's allowance or an income-related employment and support allowance or universal credit.

58.5 Notwithstanding sub-paragraph (3)(b) or (c) an applicant is required by sub-paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he has ceased to be a child or young person.

58.6 The duty imposed on a person by sub-paragraph (1) includes in the case of a person falling within alternative maximum council tax reduction, giving written notice to the authority of changes which occur in the number of adults in the dwelling or in their total gross incomes and, where any such adult ceases to be in receipt of state pension credit, the date when this occurs.

58.7 All changes in circumstances should be notified to the authority in writing (or by whatever format agreed by the authority) within one calendar month of the happening of the event or change in circumstance. This timescale may be extended at the discretion of the authority. Where such a change is not received within that timescale and where the change would increase the level of reduction payable, the authority may use a date later than the actual change of circumstances

59.0 Decisions by the authority⁶

59.1 The authority must make a decision on an application under its scheme within 14 days or as soon as reasonably practicable thereafter.

60.0 Notification of decision⁷

60.1 The authority must notify in writing any person affected by a decision made by it under its

⁶ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

⁷ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

scheme;
(a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;
(b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.

60.2 Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement;
(a) informing the person affected of the duty imposed by paragraph 9(1);
(b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and
(c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.

60.3 Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement as to how that entitlement is to be discharged.

60.4 In any case, the notification under sub-paragraph (1) must inform the person affected of the procedure by which an appeal may be made and must refer the person to the provisions in the authority's scheme relating to the procedure for making an appeal.

60.5 A person affected to whom the authority sends or delivers a notification of decision may, within one month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.

60.6 The written statement referred to in sub-paragraph (5) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.

60.7 For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under its scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (8).

60.8 This sub-paragraph applies to—
(a) the applicant;
(b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act;
(i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
(ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000(3) who has power to apply or, as the case may be, receive benefit on the person's behalf; or
(iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985, or the Mental Capacity Act 2005 or otherwise,
(c) a person appointed by the authority to act for a person unable to act.

61.0 Time and manner of granting council tax reduction⁸

61.1 Where a person is entitled to a reduction under this authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year ("the chargeable year"), the authority must discharge his entitlement;
(a) by reducing, so far as possible, the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers; or

⁸ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- (b) where;
 - (i) such a reduction is not possible; or
 - (ii) such a reduction would be insufficient to discharge the entitlement to a reduction under the authority's scheme; or
 - (iii) the person entitled to the reduction is jointly and severally liable for the council tax and the authority determines that such a reduction would be inappropriate, by making payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.

61.2 The authority must notify the person entitled to a reduction under this scheme of the amount of that reduction and how his entitlement is to be discharged in pursuance of paragraph (1).

61.3 In a case to which paragraph (1)(b) refers;

- (a) if the amount of the council tax for which he remains liable in respect of the chargeable year, after any reduction to which sub-paragraph (1)(a) refers has been made, is insufficient to enable his entitlement to a reduction under the authority's scheme in respect thereof to be discharged, upon the final instalment of that tax becoming due any outstanding reduction;
 - (i) must be paid to that person if he so requires; or
 - (ii) in any other case must (as the authority determines) either be repaid or credited against any subsequent liability of the person to make a payment in respect of the authority's council tax as it has effect for any subsequent year;
- (b) if that person has ceased to be liable for the authority's council tax and has discharged the liability for that tax, the outstanding balance (if any) of the reduction under the authority's scheme in respect thereof must be paid within 14 days or, if that is not reasonably practicable, as soon as practicable thereafter
- (c) in any other case, the reduction under the authority's scheme must be paid within 14 days of the receipt of the application at the offices of the authority or, if that is not reasonably practicable, as soon as practicable thereafter.

61.4 For the purposes of this paragraph "instalment" means any instalment of the authority's council tax to which regulation 19 of the Council Tax (Administration and Enforcement) Regulations 1992 refers (council tax payments).

62.0 Persons to whom reduction is to be paid⁹

62.1 Subject to paragraph (2), any payment of the amount of a reduction must be made to that person.

62.2 Where a person other than a person who is entitled to a reduction under this authority's scheme made the application for the reduction and that first person is a person acting pursuant to an appointment or is treated as having been so appointed, the amount of the reduction may be paid to that person.

63.0 Shortfall in reduction¹⁰

63.1 Where, on the revision of a decision allowing a reduction under the authority's scheme to a person, it is determined that the amount allowed was less than the amount to which that person was entitled, the authority must either;

- (a) make good any shortfall in reduction which is due to that person, by reducing so far as possible the next and any subsequent payments he is liable to make in respect of the council tax of the authority as it has effect for the chargeable financial year until that shortfall is made good; or
- (b) where this is not possible or the person concerned so requests, pay the amount of any

⁹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁰ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

shortfall in reduction due to that person within 14 days of the revision of the decision being made or if that is not reasonably practicable, as soon as possible afterwards.

64.0 Payment on the death of the person entitled¹¹

64.1 Where the person entitled to any reduction under this scheme has died and it is not possible to award the reduction which is due in the form of a reduction of the council tax for which he was liable, the authority must make payment of the amount of the reduction to his executor or administrator in accordance with regulation 58(4) of the Council Tax (Administration and Enforcement) Regulations 1992.

65.0 Offsetting

65.1 Where a person has been allowed or paid a sum of council tax reduction under a decision which is subsequently revised or further revised, any sum allowed or paid in respect of a period covered by the subsequent decision shall be offset against arrears of entitlement under the subsequent decision except to the extent that the sum exceeds the arrears and shall be treated as properly awarded or paid on account of them.

66.0 Payment where there is joint and several liability¹²

66.1 Where;

- (a) a person is entitled to a reduction under the authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year;
- (b) the person entitled to the reduction is jointly and severally liable for the council tax; and
- (c) the authority determines that discharging his entitlement by reducing the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992(7) refers would be inappropriate,

it may make a payment to him of the amount of the reduction to which he is entitled, rounded where necessary to the nearest penny.

66.2 Subject to sub-paragraph (3) any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.

66.3 Where a person other than a person who is entitled to a reduction under the authority's scheme made the application and that first person is a person acting pursuant to an appointment this scheme or is treated as having been so appointed, the amount of the reduction may be paid to that person.

67.0 Use of information from and to the Department of Work and Pensions (DWP) and His Majesty's Revenues and Customs (HMRC)

67.1 The authority will use information provided by the DWP and HMRC for the purposes of Council Tax Reduction, council tax liability, billing, administration, and enforcement as outlined within Schedule 2 of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012 and the Social Security (Information-sharing in relation to Welfare Services etc.) (Amendment) Regulations 2013

67.2 Where required by the relevant department and where required by law, the authority will share information obtained for Council Tax Reduction with the DWP or HMRC as appropriate and in accordance with Data Protections requirements¹³.

¹¹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹² Inserted by Schedule 8 of the Council Tax Reductions Scheme (Prescribed Requirements) (England) Regulations 2012

¹³ Data Retention and Investigatory Powers Act 2014 and Data Retention Regulations 2014

68.0 Collection of information

68.1 The authority may receive and obtain information and evidence relating to claims for council tax reduction, the council may receive or obtain the information or evidence from—

- (a) persons making claims for council tax reduction;
- (b) other persons in connection with such claims;
- (c) other local authorities; or
- (d) central government departments including the DWP and HMRC

68.2 The authority may verify relevant information supplied to or obtained.

69.0 Recording and holding information

69.1 The authority may

- (a) may make a record of such information; and
- (b) may hold that information, whether as supplied or obtained or recorded, for the purpose of forwarding it to the person or authority for the time being administering council tax reduction.

70.0 Forwarding of information

70.1 The authority may forward it to the person or authority for the time being administering claims to or awards of council tax reduction to which the relevant information relates, being

- (i) a local authority;
- (ii) a person providing services to a local authority; or
- (iii) a person authorised to exercise any function of a local authority relating to council tax reduction.

71.0 Persons affected by Decisions

71.1 A person is to be treated as a person affected by a relevant decision of the authority where that person is;

- (a) an applicant;
- (b) in the case of a person who is liable to make payments in respect of a dwelling and is unable for the time being to act
 - (i) a Deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit or reduction on his behalf,
 - (ii) in Scotland, a tutor, curator, judicial factor, or other guardian acting or appointed in terms of law administering that person's estate, or
 - (iii) an attorney with a general power or a power to receive benefit or reduction appointed by the person liable to make those payments under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985, or the Mental Capacity Act 2005 or otherwise;
- (c) a person appointed by the authority under this scheme;

72.0 Terminations

72.1 The authority may terminate, in whole or in part the Council tax reduction where it appears to the authority that an issue arises whether;

- (a) the conditions for entitlement to Council tax reduction are or were fulfilled; or
- (b) a decision as to an award of such a reduction should be revised or superseded.

Where the person fails to provide information to the authority as requested in relation to any matter relating to their liability for Council Tax. Where the amount of current reduction reduces to zero, the award will end.

73.0 Procedure by which a person may make an appeal against certain decisions of the authority¹⁴

73.1 A person who is aggrieved by a decision of the authority, which affects;
(a) the person's entitlement to a reduction under its scheme, or
(b) the amount of any reduction to which that person is entitled,
may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.

73.2 The authority must
(a) consider the matter to which the notice relates;
(b) notify the aggrieved person in writing;
(i) that the ground is not well founded, giving reasons for that belief; or
(ii) that steps have been taken to deal with the grievance, stating the steps taken.

73.3 Where, following notification under sub-paragraph (2)(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with sub-paragraph (2)(b) within two months of the service of his notice, he may appeal to the valuation tribunal under section 16 of the 1992 Act¹⁵.

74.0 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act¹⁶

74.1 An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made;
(a) in writing,
(b) by means of an electronic communication in accordance this scheme or
(c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

74.2 Where;
(a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
(b) a person in that class would otherwise be entitled to a reduction under its scheme, that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).

75.0 Exceptional Hardship Scheme

75.1 The authority may provide additional help to an applicant who is entitled to reduction under its Exceptional Hardship Scheme.

75.2 Such payments shall be deemed to be made under S13A (1)(a) of the 1992 Act.

76.0 Interpretation for the use of electronic communication

76.1 In this Part;
"information" includes an application, a certificate, notice or other evidence; and
"official computer system" means a computer system maintained by or on behalf of an authority for sending, receiving, processing, or storing of any information.

77.0 Conditions for the use of electronic communication

¹⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁵ As amended by the Tribunal Procedure (Amendment No 3) Rules 2014

¹⁶ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

77.1	The authority may use an electronic communication in connection with applications for, and awards of, reductions under its scheme.
77.2	A person other than the authority may use an electronic communication in connection with the matters referred to in sub-paragraph (1) if the conditions specified in sub-paragraphs (3) to (6) are satisfied.
77.3	The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.
77.4	The second condition is that the person uses an approved method of; <ul style="list-style-type: none"> (a) authenticating the identity of the sender of the communication; (b) electronic communication; (c) authenticating any application or notice delivered by means of an electronic communication; and (d) subject to sub-paragraph (7), submitting to the authority any information.
77.5	The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes.
77.6	The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.
77.7	Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.
77.8	In this paragraph “approved” means approved by means of a direction given by the Chief Executive of the authority for the purposes of this section.
78.0	Use of intermediaries
78.1	The authority may use intermediaries in connection with; <ul style="list-style-type: none"> (a) the delivery of any information by means of an electronic communication; and (b) the authentication or security of anything transmitted by such means, and may require other persons to use intermediaries in connection with those matters.
79.0	Effect of delivering information by means of electronic communication
79.1	Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of an authority’s scheme on the day the conditions imposed; <ul style="list-style-type: none"> (a) by this section; and (b) by or under an enactment, are satisfied.
79.2	The authority may determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).
79.3	Information may not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.
80.0	Proof of identity of sender or recipient of information
80.1	If it is necessary to prove, for the purpose of any legal proceedings, the identity of— <ul style="list-style-type: none"> (a) the sender of any information delivered by means of an electronic communication to an

official computer system; or
(b) the recipient of any such information delivered by means of an electronic communication from an official computer system, the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

81.0 Proof of delivery of information

- 81.1 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this is presumed to have been the case where;
- (a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
 - (b) any such information has been delivered by the relevant authority if the delivery of that information has been recorded on an official computer system.
- 81.2 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information, this is presumed not to be the case if that information delivered to the relevant authority has not been recorded on an official computer system.
- 81.3 If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt is presumed to be that recorded on an official computer system.

82.0 Proof of content of information

- 82.1 If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content is presumed to be that recorded on an official computer system.

83.0 Counter Fraud and compliance

- 83.1 In order to protect the finances of the authority and also in the interests of all council taxpayers, the authority will undertake such actions as allowed by law to;
- (a) Prevent and detect fraudulent claims and actions in respect of Council tax reduction;
 - (b) Carry out investigations fairly, professionally and in accordance with the law; and
 - (c) Ensure that sanctions are applied in appropriate cases
- 83.2 The authority believes that it is important to minimise the opportunity for fraud and;
- (a) will implement rigorous procedures for the verification of claims for council tax reduction;
 - (b) will employ sufficient Officers to fulfil the authority's commitment to combat fraud;
 - (c) will actively tackle fraud where it occurs in accordance with this scheme;
 - (d) will co-operate with the Department for Work and Pensions (DWP), His Majesty's Revenues and Customs and take part in joint working including prosecutions; and
 - (e) will in all cases seek to recover all outstanding council tax.
- 83.3 The authority shall put into place such administrative policies, procedures and processes as are necessary to ensure that the actions outlined within paragraph (1) and (2) can be carried out successfully. In particular the authority shall undertake actions provided by the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Schedule 1
Calculation of the amount of Council Tax Reduction in accordance with the Discount Scheme.

1. The authority's Council Tax Reduction scheme from 2023/24 shall be calculated on the basis of the following Banded Discount Scheme:

Band	Discount	Single Person with no children/young persons	Couple with no children/young persons	Couple or Single Person with one child/young person	Couple or Single Person with two or more children/young persons
1*	65%	£0 to £105.99	£0 to £143.99	£0 to £200.99	£0 to £266.99
2	55%	£106.00 to £155.99	£144.00 to £193.99	£201.00 to £255.99	£267.00 to £321.99
3	45%	£156.00 to 205.99	£194 to £243.99	£256 to £310.99	£322 to £377.99
4	35%	£206 to £255.99	£244 to £293.99	£311 to £366.99	£378 to £432.99
5	20%	£256 to £299.99	£294 to £343.99	£367 to £421.99	£433 to £499.99
6	0%	£300+	£344+	£422+	£500+

2. The amount of discount to be granted is to be based on the following factors:
- The maximum Council Tax Reduction as defined within this scheme;
 - The Council Tax family as defined within this scheme;
 - The income of the applicant and partner as defined within this scheme; and
 - The capital of the applicant and partner as defined within this scheme.
3. For the sake of clarity all incomes shown within the table above are weekly in accordance with the scheme requirements and definitions.
4. Discount bands vary depending on both weekly income and the household (family as defined within this scheme). For the sake of clarity, it should be noted that in any application for reduction is limited to a maximum of two dependant children or young persons.
5. Any applicant whose capital is greater than £16,000 shall not be entitled to any Council Tax Reduction whatsoever.
6. The authority **may** increase the level of incomes within the grid specified in paragraph 1 on an annual basis by the appropriate level of inflation measured by the Consumer Price Index (CPI) at 1st October preceding the effective financial year, rounded to the nearest pound.
7. *Where an applicant or partner is in receipt of Income Support, Income Related Employment and Support Allowance or Income Based Jobseeker's Allowance, discount will be awarded at Band 1 level.

Schedule 2

Sums to be disregarded in the calculation of income other than earnings

1. Any amount paid by way of tax on income,
2. Any payment made to the claim and in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme.
3. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme, but only for 52 weeks beginning with the date of receipt of the payment.
4. Any payment in respect of any expenses incurred or to be incurred by an applicant who is–
 - (a) engaged by a charitable or voluntary organisation, or
 - (b) volunteer,
 if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under section 32.0 (notional income).
5. Any payment in respect of expenses arising out of the applicant’s participation in a service user group.
6. In the case of employment as an employed earner, any payment in respect of expenses wholly, exclusively, and necessarily incurred in the performance of the duties of the employment.
7. Where an applicant is on income support, an income-based jobseeker’s allowance or an income-related employment and support allowance the whole of his income.
8. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act and his partner is on an income-based jobseeker’s allowance, the whole of the applicant’s income.
9. Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker’s allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.
10. Any attendance allowance, disability living allowance, personal independence payment or AFIP
11. Any concessionary payment made to compensate for the non-payment of;
 - (a) income support;
 - (b) an income-based jobseeker’s allowance.
 - (c) an income-related employment and support allowance.
12. Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
13. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.
14. (1) Any payment–
 - (a) by way of an education maintenance allowance made pursuant to;
 - (i) regulations made under section 518 of the Education Act 1996 (payment of school expenses; grant of scholarships etc.);
 - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980 (power to assist persons to take advantage of educational facilities);
 - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and

- paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992
- (b) corresponding to such an education maintenance allowance, made pursuant to;
- (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
- (ii) regulations made under section 181 of that Act; or
- (iii) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.
- (2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to;
- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992, in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).
15. Any payment made to the applicant by way of a repayment under regulation 11(2) of the Education (Teacher Student Loans) (Repayment etc.) Regulations 2002.
- 16 (1) Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 except a payment;
- (a) made as a substitute for income support, a jobseeker's allowance, incapacity benefit, severe disablement allowance or an employment and support allowance;
- (b) of an allowance referred to in section 2(3) of the 1973 Act or section 2(5) of the Enterprise and New Towns (Scotland) Act 1990; or
- (c) intended to meet the cost of living expenses which relate to any one or more of the items specified in sub-paragraph (2) whilst an applicant is participating in an education, training or other scheme to help him enhance his employment prospects unless the payment is a Career Development Loan paid pursuant to section 2 of the 1973 Act and the period of education or training or the scheme, which is supported by that loan, has been completed.
- (2) The items specified in this sub-paragraph for the purposes of sub-paragraph (1)(c) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
- 17 (1) Subject to sub-paragraph (2), any of the following payments;
- (a) a charitable payment;
- (b) a voluntary payment;
- (c) a payment (not falling within sub-paragraph (a) or (b) above) from a trust whose funds are derived from a payment made in consequence of any personal injury to the applicant;
- (d) a payment under an annuity purchased;
- (i) pursuant to any agreement or court order to make payments to the applicant; or
- (ii) from funds derived from a payment made, in consequence of any personal injury to the applicant; or
- (e) a payment (not falling within sub-paragraphs (a) to (d) received by virtue of any agreement or court order to make payments to the applicant in consequence of any personal injury to the applicant.
- (2) Sub-paragraph (1) shall not apply to a payment, which is made or due to be made by–

- (a) a former partner of the applicant, or a former partner of any member of the applicant's family; or
 - (b) the parent of a child or young person where that child or young person is a member of the applicant's family.
18. 100% of any of the following, namely
- (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 9 or 10);
 - (b) a war widow's pension or war widower's pension;
 - (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of His Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - (d) a guaranteed income payment;
 - (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.
19. £15 of any;
- (a) widowed mother's allowance paid pursuant to section 37 of the Act;
 - (b) widowed parent's allowance paid pursuant to section 39A of the Act.
20. (1) Any income derived from capital to which the applicant is or is treated as beneficially entitled.
21. Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating—
- (a) under, or pursuant to regulations made under powers conferred by, sections 1 or 2 of the Education Act 1962 or section 22 of the Teaching and Higher Education Act 1998, that student's award;
 - (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student's bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
 - (c) the student's student loan,
- an amount equal to the weekly amount of that parental contribution, but only in respect of the period for which that contribution is assessed as being payable.
22. (1) Where the applicant is the parent of a student aged under 25 in advanced education who either;
- (a) is not in receipt of any award, grant or student loan in respect of that education; or
 - (b) is in receipt of an award under section 2 of the Education Act 1962 (discretionary awards) or an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship, or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980,
- and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution defined within this scheme.
- (2) For the purposes of sub-paragraph (1), the amount shall be equal to—
- (a) the weekly amount of the payments; or
 - (b) the amount by way of a personal allowance for a single applicant under 25 less the weekly amount of any award, bursary, scholarship, allowance, or payment

referred to in sub-paragraph (1)(b),
whichever is less.

23. Any payment made to the applicant by a child or young person or a non- dependant.
24. Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family–
- (a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or
 - (b) where the aggregate of any such payments is £20 or more per week, £20.
25. (1) Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for which such accommodation is provided for the whole or any part of a week, equal to–
- (a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20.00, 100 per cent. of such payments;
 - (b) where the aggregate of any such payments exceeds £20.00, £20.00 and 50 per cent. of the excess over £20.00.
- (2) In this paragraph, ‘board and lodging accommodation’ means accommodation provided to a person or, if he is a member of a family, to him or any other member of his family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises.
26. (1) Any income in kind, except where regulation 30(11)(b) (provision of support under section 95 or 98 of the Immigration and Asylum Act in the calculation of income other than earnings) applies.
- (2) The reference in sub-paragraph (1) to ‘income in kind’ does not include a payment to a third party made in respect of the applicant which is used by the third party to provide benefits in kind to the applicant.
27. Any income which is payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.
28. (1) Any payment made to the applicant in respect of a person who is a member of his family–
- (a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978(b) (schemes for payments of allowances to adopters); or in accordance with an Adoption Allowance Scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (Adoption Allowances Schemes)
 - (b) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child’s maintenance where the child is living with a person as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);
 - (c) which is a payment made by an authority, as defined in Article 2 of the Children Order, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child’s maintenance);
 - (a) in accordance with regulations made pursuant to section 14F of the Children Act 1989(c) (special guardianship support services);

- (2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
29. Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made
- (a) by a local authority under–
- (i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),
- (ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or
- (iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or
- (b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).
30. Any payment made to the applicant or his partner for a person ('the person concerned'), who is not normally a member of the applicant's household but is temporarily in his care, by–
- (a) a health authority;
- (b) a local authority but excluding payments of housing benefit made in respect of the person concerned;
- (c) a voluntary organisation;
- (d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;
- (e) a primary care trust established under section 16A of the National Health Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or
- (f) a Local Health Board established under section 16BA of the National Health Service Act 1977 or established by an order made under section 11 of the National Health Service (Wales) Act 2006
31. Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
32. (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989(e) or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the applicant.
- (2) Sub-paragraph (1) applies only where A;
- (a) was formerly in the applicant's care, and
- (b) is aged 18 or over, and
- (c) continues to live with the applicant.
33. (1) Subject to sub-paragraph (2), any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments;
- (a) on a loan which is secured on the dwelling which the applicant occupies as his home; or
- (b) under a regulated agreement as defined for the purposes of the Consumer Credit Act 1974 or under a hire-purchase agreement or a conditional sale agreement as defined for the purposes of Part 3 of the Hire-Purchase Act 1964.
- (2) A payment referred to in sub-paragraph (1) shall only be disregarded to the extent that the payment received under that policy does not exceed the amounts, calculated on a weekly basis, which are used to–
- (a) maintain the repayments referred to in sub-paragraph (1)(a) or, as the case may be, (b); and

- (b) meet any amount due by way of premiums on–
 - (i) that policy; or
 - (ii) in a case to which sub-paragraph(1)(a) applies, an insurance policy taken out to insure against loss or damage to any building or part of a building which is occupied by the applicant as his home, and which is required as a condition of the loan referred to in sub-paragraph (1)(a).

- 34. Any payment of income which is to be treated as capital.
- 35. Any social fund payment made pursuant to Part 8 of the Act (the Social Fund), or any local welfare provision as defined by the Social Security (Miscellaneous Amendments) Regulations 2013
- 36. Any payment under Part 10 of the Act (Christmas bonus for pensioners).
- 37. Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 38. (1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, or the Independent Living Fund (2006).
(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of–
 - (a) that person’s partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person’s death;
 - (b) any child who is a member of that person’s family or who was such a member and who is a member of the applicant’s family; or
 - (c) any young person who is a member of that person’s family or who was such a member and who is a member of the applicant’s family.
(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of;
 - (a) the person who is suffering from haemophilia or who is a qualifying person;
 - (b) any child who is a member of that person’s family or who was such a member and who is a member of the applicant’s family; or
 - (c) any young person who is a member of that person’s family or who was such a member and who is a member of the applicant’s family.
(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;
 - (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person’s family; and
 - (b) the payment is made either;
 - (i) to that person’s parent or step-parent, or
 - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,

but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and

(b) the payment is made either

(i) to that person's parent or step-parent, or

(ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose support payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

39. Any Housing Benefit or where the applicant is entitled to an award of Universal Credit which includes a housing element, any sum determined by the authority as the proportion of housing costs award.
40. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.
41. Any payment to a juror or witness in respect of attendance at a court other than compensation for loss of earnings or for the loss of a benefit payable under the benefit Acts.
42. Any payment in consequence of a reduction of council tax under section 13 or section 80 of the 1992 Act (reduction of liability for council tax).
43. (1) Any payment or repayment made—
(a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
(b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
(c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies).
(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers, or the Welsh Ministers, which is analogous to a payment or repayment, mentioned in sub-paragraph (1).
44. Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins).
45. Any payment made by either the Secretary of State for Justice or by the Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody.

46. (1) Where an applicant's family includes at least one child or young person, £15 of any payment of maintenance, other than child maintenance, whether under a court order or not, which is made or due to be made by the applicant's former partner, or the applicant's partner's former partner.
- (2) For the purpose of sub-paragraph (1) where more than one maintenance payment falls to be taken into account in any week, all such payments such be aggregated and treated as if they were a single payment.
- (3) A payment made by the Secretary of State in lieu of maintenance shall, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).
47. (1) Any payment of child maintenance made or derived from a liable relative where the child or young person in respect of whom the payment is made is a member of the applicant's family, except where the person making the payment is the applicant or the applicant's partner.
- (2) In paragraph (1)
- 'child maintenance' means any payment towards the maintenance of a child or young person, including any payment made voluntarily and payments made under;
- (a) the Child Support Act 1991;
- (b) the Child Support (Northern Ireland) Order 1991;
- (c) a court order;
- (d) a consent order;
- (e) a maintenance agreement registered for execution in the Books of Council and Session or the sheriff court books;
- 'liable relative' means a person listed in regulation 54 (interpretation) of the Income Support (General) Regulations 1987, other than a person falling within sub-paragraph (d) of that definition.
48. Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.
49. Any guardian's allowance.
50. (1) If the applicant is in receipt of any benefit under Parts 2, 3 or 5 of the Act, any increase in the rate of that benefit arising under Part 4 (increases for dependants) or section 106(a) (unemployability supplement) of the Act, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.
- (2) If the applicant is in receipt of any pension or allowance under Part 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006, any increase in the rate of that pension or allowance under that Order, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.
51. Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.
52. In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983(a) (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.
- 53 (1) Any payment which is
- (a) made under any of the Dispensing Instruments to a widow, widower or
- (b) surviving civil partner of a person;
- (i) whose death was attributable to service in a capacity analogous to service as a

member of the armed forces of the Crown; and
(ii) whose service in such capacity terminated before 31st March 1973; and equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.

(2) In this paragraph 'the Dispensing Instruments' means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).

54. Any council tax reduction or council tax benefit to which the applicant is entitled.
55. Any payment made under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care) or under regulations made under section 57 of the Health and Social Care Act 2001 (direct payments).
56. (1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person—
(a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;
(b) which is used or intended to be used to maintain repayments on a loan taken out by that person for the purpose of establishing or carrying on the commercial activity, in respect of which such assistance is or was received.
(2) Sub-paragraph (1) shall apply only in respect of payments, which are paid to that person from the special account
57. (1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).
(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.
58. Where the amount of subsistence allowance paid to a person in a reduction week exceeds the amount of income-based jobseeker's allowance that person would have received in that reduction week had it been payable to him, less 50p, that excess amount.
59. In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise.
60. Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001 as amended by the Welfare Reform Act 2012 (Consequential Amendments) Regulations 2013.
61. (1) Any payment made by a local authority or by the Welsh Ministers to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.
(2) For the purposes of sub-paragraph (1) 'local authority' includes, in England, a county council.
62. Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
63. Any payment of child benefit.
64. Any Windrush compensation payment.

65. Any payment made under the We Love Manchester Emergency Fund.
66. Any payment made under the London Emergency Trust.
67. Carers Allowance.
68. The support component of Employment and Support Allowance.
69. Where, but for the adoption of this scheme, the applicant, any partner, or child (including young person) would meet the criteria for their award to include a disability premium, enhanced disability premium, severe disability premium or disabled children premium under the Council Tax Reduction Scheme (Default Scheme) 2013 regulations, a disregard of £40 shall be made from their weekly income. Only one disregard shall apply per award.
70. Any Local Welfare Payment paid to the applicant by the authority;
71. Any payment of Council Tax Rebate paid under the Government announcement on 3rd February 2022.
72. **Provision for all applicants: Homes for Ukraine scheme**
 - (1) Any payment made in connection with the Homes for Ukraine scheme is to be disregarded in determining—
 - (a) an applicant’s entitlement to a reduction under the scheme; or
 - (b) the amount of any reduction to which the applicant is entitled.
 - (2) In this regulation—

“the Homes for Ukraine scheme” means the Homes for Ukraine sponsorship scheme which was announced in Parliament by the Secretary of State for Levelling Up, Housing and Communities on 14th March 2022.

Schedule 3
Capital to be disregarded

1. The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular 5, in Scotland, any croft land on which the dwelling is situated; but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of polygamous marriage), only one dwelling shall be disregarded under this paragraph.
2. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme but only for 52 weeks beginning with the date of receipt of the payment.
3. Any payment made to the applicant in respect of any travel or other expenses incurred or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme but only for 52 weeks beginning with the date of receipt of the payment but only for 52 weeks beginning with the date of receipt of payment.
4. Any premises acquired for occupation by the applicant, which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.
5. Any sum directly attributable to the proceeds of sale of any premises formerly occupied by the applicant as his home which is to be used for the purchase of other premises intended for such occupation within 26 weeks of the date of sale or such longer period as is reasonable in the circumstances to enable the applicant to complete the purchase.
6. Any premises occupied in whole or in part–
 - (a) by a partner or relative of a single applicant or any member of the family as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
 - (b) by the former partner of the applicant as his home; but this provision shall not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.
7. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his capital provided that it is no more than £10,000.
8. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act 1995 and his partner is on income-based jobseeker's allowance, the whole of the applicant's capital.
9. Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub- leases or sub-tenancies.
10. (1) The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.
 (2) The assets of any business owned in whole or in part by the applicant where–
 - (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
 - (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business;

for a period of 26 weeks from the date on which the claim for council tax reduction is

made, or is treated as made, or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

(3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.

(3) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

11. (1) Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of;

- (a) an income-related benefit;
- (b) an income-based jobseeker's allowance;
- (c) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
- (d) working tax credit and child tax credit
- (e) an income-related employment and reduction allowance

(2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as "the relevant sum") and is -

- (a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001; and
- (b) received by the applicant in full on or after 14th October 2001,

sub-paragraph (1) has effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the period of an award of a reduction under this scheme, for the remainder of that period if that is a longer period

(3) For the purposes of sub-paragraph (2), "the period of an award of a reduction under this scheme" means -

- (a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and
- (b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that further award the applicant -
 - (i) is the person who received the relevant sum; or
 - (ii) is the partner of the person who received the relevant sum or was that person's partner at the date of his death.

12. Any sum

- (a) paid to the applicant in consequence of damage to, or loss of the home or any personal possession and intended for its repair or replacement; or
- (b) acquired by the applicant (whether as a loan or otherwise) on the express condition that it is to be used for effecting essential repairs or improvement to the home, which is to be used for the intended purpose, for a period of 26 weeks from the date on which it was so paid or acquired, or such longer period as is reasonable in the circumstances to effect the repairs, replacement, or improvement.

13. Any sum—

- (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 or section 338(1) of the Housing (Scotland) Act 1987 as a condition of occupying the home;
- (b) which was so deposited, and which is to be used for the purchase of another home,
- for the period of 26 weeks or such longer period as may be reasonable in the circumstances to enable the applicant to complete the purchase.
14. Any personal possessions except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to council tax reduction or to increase the amount of that reduction.
15. The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.
16. Where the funds of a trust are derived from a payment made in consequence of any personal injury to the applicant or applicant's partner, the value of the trust fund and the value of the right to receive any payment under that trust.
17. (1) Any payment made to the applicant or the applicant's partner in consequence of any personal injury to the applicant or, as the case may be, the applicant's partner.
- (2) But sub-paragraph (1)
- (a) applies only for the period of 52 weeks beginning with the day on which the applicant first receives any payment in consequence of that personal injury;
- (b) does not apply to any subsequent payment made to him in consequence of that injury (whether it is made by the same person or another);
- (c) ceases to apply to the payment or any part of the payment from the day on which the applicant no longer possesses it;
- (d) does not apply to any payment from a trust where the funds of the trust are derived from a payment made in consequence of any personal injury to the applicant.
- (3) For the purposes of sub-paragraph (2)(c), the circumstances in which an applicant no longer possesses a payment or a part of it include where the applicant has used a payment or part of it to purchase an asset.
- (4) References in sub-paragraphs (2) and (3) to the applicant are to be construed as including references to his partner (where applicable).
18. The value of the right to receive any income under a life interest or from a life rent.
19. The surrender value of any policy of life insurance.
20. Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
21. Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
22. (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the applicant.
- (2) Sub-paragraph (1) applies only where A;

- (a) was formerly in the applicant's care, and
- (b) is aged 18 or over, and
- (c) continues to live with the applicant.

23. Any social fund payment.
24. Any refund of tax which falls to be deducted under section 369 of the Income and Corporation Taxes Act 1988 (deduction of tax from certain loan interest) on a payment of relevant loan interest for the purpose of acquiring an interest in the home or carrying out repairs or improvements to the home.
25. Any capital which, by virtue of sections 31 or 51 (capital treated as income, treatment of student loans) is to be treated as income.
26. Where any payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
27. Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, or the Charitable Fund.
28. Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of–
- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
 - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
 - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts and which is made to or for the benefit of–
- (a) the person who is suffering from haemophilia or who is a qualifying person;
 - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
 - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts where–
- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
 - (b) the payment is made either;
 - (i) to that person's parent or step-parent; or
 - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,

but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or any of the Trusts where

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and

(b) the payment is made either;

(i) to that person's parent or step-parent; or

(ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose support payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) Any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

29. (1) Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from, or dissolution of his civil partnership with, his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.

(2) In this paragraph 'dwelling' includes any garage, garden, and outbuildings, which were formerly occupied by the applicant as his home and any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated.

30. Any premises where the applicant is taking reasonable steps to dispose of those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.

31. Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.

32. Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.

33. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

34. The value of the right to receive an occupational or personal pension.

35. The value of any funds held under a personal pension scheme

36. The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.
37. Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation, or the Independent Living Fund (2006).
38. Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990, but only for the period of 52 weeks beginning on the date of receipt of the payment.
39. Any payment in consequence of a reduction of council tax under section 13 or, as the case may be, section 80 of the Local Government Finance Act 1992 (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.
40. Any grant made in accordance with a scheme made under section 129 of the Housing Act 1988 or section 66 of the Housing (Scotland) Act 1988 (schemes for payments to assist local housing authority and local authority tenants to obtain other accommodation) which is to be used–
 - (a) to purchase premises intended for occupation as his home; or
 - (b) to carry out repairs or alterations which are required to render premises fit for occupation as his home,
 for a period of 26 weeks from the date on which he received such a grant, or such longer period as is reasonable in the circumstances to enable the purchase, repairs, or alterations to be completed and the applicant to commence occupation of those premises as his home.
41. Any arrears of supplementary pension which is disregarded under this scheme but only for a period of 52 weeks from the date of receipt of the arrears.
42. (1) Any payment or repayment made–
 - (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
 - (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
 - (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies),
 but only for a period of 52 weeks from the date of receipt of the payment or repayment.
 (2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers, or the Welsh Ministers, which is analogous to a payment, or repayment mentioned in subparagraph (1), but only for a period of 52 weeks from the date of the receipt of the payment or repayment.
43. Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins), but only for a period of 52 weeks from the date of receipt of the payment.
44. Any payment made under Part 8A of the Act (entitlement to health in pregnancy grant).
45. Any payment made either by the Secretary of State for Justice or by Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody, but only for a period of 52 weeks from the date of the receipt of the payment.
46. Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to

obtain or retain employment despite their disability.

47. Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958 to homeworkers assisted under the Blind Homeworkers' Scheme.
48. (1) Subject to sub-paragraph (2), where an applicant satisfies the conditions in section 131(3) and (6) of the Act (entitlement to alternative maximum council tax reduction), the whole of his capital.
(2) Where in addition to satisfying the conditions in section 131(3) and (6) of the Act the applicant also satisfies the conditions in section 131(4) and (5) of the Act (entitlement to the maximum council tax reduction), sub-paragraph (1) shall not have effect.
49. (1) Any sum of capital to which sub-paragraph (2) applies and
(a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 or by the Court of Protection;
(b) which can only be disposed of by order or direction of any such court; or
(c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.
(2) This sub-paragraph applies to a sum of capital which is derived from;
(a) an award of damages for a personal injury to that person; or
(b) compensation for the death of one or both parents where the person concerned is under the age of 18.
50. Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from
(a) award of damages for a personal injury to that person; or
(b) compensation for the death of one or both parents where the person concerned is under the age of 18.
51. Any payment to the applicant as holder of the Victoria Cross or George Cross.
52. In the case of a person who is receiving, or who has received, assistance under the self-employment route, any sum of capital which is acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is or was received but only for a period of 52 weeks from the date on which that sum was acquired.
53. (1) Any payment of a sports award for a period of 26 weeks from the date of receipt of that payment except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).
(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.
54. (1) Any payment;
(a) by way of an education maintenance allowance made pursuant to—
(i) regulations made under section 518 of the Education Act 1996;
(ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980;
(iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
(b) corresponding to such an education maintenance allowance, made pursuant to;

- (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
- (ii) regulations made under section 181 of that Act ;

or in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

- (2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to;
- (a) regulations made under section 518 of the Education Act 1996;
 - (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
 - (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992, in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

55. In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise, but only for the period of 52 weeks from the date of receipt of the payment.

56. Any arrears of subsistence allowance paid as a lump sum but only for the period of 52 weeks from the date of receipt of the payment.

57. Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or interment of–

- (a) the applicant;
- (b) the applicant's partner;
- (c) the applicant's deceased spouse or deceased civil partner; or
- (d) the applicant's partner's deceased spouse or deceased civil partner,

by the Japanese during the Second World War, £10,000.

58. (1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is

- (a) a diagnosed person;
- (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (d) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.

(2) Where a trust payment is made to;

- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
- (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending two years after that date;
- (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending–
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person–
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,

- whichever is the latest.
- (3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is—
- (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
 - (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
 - (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death,
- but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.
- (4) Where a payment as referred to in sub-paragraph (3) is made to—
- (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending two years after that date; or
 - (c) person referred to in sub-paragraph (3)(c), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending—
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,
 whichever is the latest.
- (5) In this paragraph, a reference to a person—
- (a) being the diagnosed person's partner;
 - (b) being a member of a diagnosed person's family;
 - (c) acting in place of the diagnosed person's parents,
- at the date of the diagnosed person's death shall include a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home, or an independent hospital on that date.
- (6) In this paragraph— 'diagnosed person' means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeld- Jakob disease;
 'relevant trust' means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions;
 'trust payment' means a payment under a relevant trust.
59. The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner
- (a) was a slave labourer or a forced labourer;
 - (b) had suffered property loss or had suffered personal injury; or
 - (c) was a parent of a child who had died,
- during the Second World War.
60. (1) Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service, which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) 'local authority' includes in England a county council.

61. Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under section 12A to 12D of the National Health Service Act 2006 (direct payments for health care).
62. Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
63. Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).
64. Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments),
65. Any Windrush compensation payment.
66. Any payment made under the We Love Manchester Emergency Fund.
67. Any payment made under the London Emergency Trust.
68. **Provision for all applicants: Homes for Ukraine scheme**
 - (1) Any payment made in connection with the Homes for Ukraine scheme is to be disregarded in determining—
 - (a) an applicant's entitlement to a reduction under the scheme; or
 - (b) the amount of any reduction to which the applicant is entitled.
 - (2) In this regulation—

"the Homes for Ukraine scheme" means the Homes for Ukraine sponsorship scheme which was announced in Parliament by the Secretary of State for Levelling Up, Housing and Communities on 14th March 2022.

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MEDWAY COUNCIL

CARE LEAVERS COUNCIL TAX DISCRETIONARY RELIEF
POLICY

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1. Introduction

- 1.1. Some local authorities have introduced measures to assist care leavers with council tax following the recommendations made in the Government's care leavers strategy, Keep on Caring which encourages local authorities to do so.
- 1.2 When they are supported by the Leaving Care Team, care leavers are faced with potentially difficult responsibilities without the ability to be able to draw on family support and networks that other young people can rely on. As the corporate parent, Medway Council feels it should do as much as it can to support care leavers up to the age of 25.
- 1.3 In granting discretionary relief from council tax, the council is providing practical help and financial assistance to care leavers. This allows breathing space to develop their independence and life skills. However, Medway Council also feels that we must educate our care leavers and therefore care leavers will be expected to claim statutory council tax discounts ahead of receiving discretionary relief.

2. Policy intentions

- 2.1 The policy sets out the local authority's approach to the award of discretionary council tax relief for care leavers living within the Medway area and care leavers where Medway Council is the corporate parent.
- 2.2 Local authorities have the power to reduce the amount of council tax a person has to pay. This includes the power to reduce an amount to nil and may be exercised in relation to particular classes of people or property. The policy intends to:
 - Set the procedures for awarding the relief to care leavers living in the Medway area.
 - Establish an appeals procedure for customers dissatisfied with a decision made in respect of this relief.
 - To safeguard the interests of Medway taxpayers by ensuring that awards of relief are administered in the most effective way.
- 2.3 In order to provide further support for care leavers, this policy will take effect from 1 April 2021.

3. Care leavers definition

- 3.1 The term care leaver is defined within the Children (Care Leavers) Act 2000 and refers to eligible, relevant and former relevant children:
 - Eligible children are those young people aged 16-17 who are still in care and have been 'looked after' for a total of 13 weeks from the age of 14 and including their 16th birthday.
 - Relevant children are those young people aged 16 and 17 who have already left care, and who were 'looked after' for at least 13 weeks from the age of 14 and have been 'looked after' at some time while they were 16 or 17.

- Former relevant children are those young people aged 18 – 25 who have been eligible and/or relevant.
- 3.2 For the purposes of this policy, support will be offered up to the day before the care leaver’s 25th birthday or if they cease to be liable for council tax, whichever date occurs first.
- 3.3 The scheme is open to all care leavers in accordance with paragraph 3.2 regardless of whether they are open to the authority acting as their corporate parent.

4. Legislation

- 4.1 Council tax discretionary relief is awarded under Section 13A of the Local Government Finance Act 1992.
- 4.2 The discretionary relief will be applied after entitlement to any discounts, exemptions, including council tax reduction have been calculated and awarded.
- 4.3 There is a cost to the council in respect of any discount or relief awarded and this is met by the general fund.

5. Applications

- 5.1 An application form will be required, except for cases where 5.6 applies, to be completed by the care leaver (or his/her appointee or a recognised third party acting on his/her behalf), or, the liable person where relevant (i.e., the liable person at the property in which the care leaver resides).
- 5.2 Applications should be made in writing or by telephone, and may be received electronically to ctax@medway.gov.uk. Postal application forms should be returned to:
- Medway Council
Gun Wharf
Dock Road
Chatham
Kent
ME4 4TR
- 5.3 The application form requires only pertinent details to be submitted in order to process the award of this relief. Basic information requirements include:

- Full name
- Date of birth
- Which authority is the corporate parent.
- Consent to request information to confirm care leaver status.
- Current address
- Details of any other adults in the property
- Details of any circumstances that would be relevant to entitlement to legislative discounts, disregards or exemptions
- Contact details

5.4 The application form should be as clear and concise as possible in order to encourage take up and expedite administration.

5.5 A new application will need to be completed, if the care leaver moves, to confirm any change in circumstances (except where 5.6 applies).

5.6 An application form is not required where the authority has been able to establish all the conditions of entitlement to discretionary relief from existing evidence.

6. Administration and awards

6.1 Applications will be administered by Medway Revenue and Benefits Team. The Leaving Care team will be requested to confirm the care status of the applicant. Where the corporate parent is another authority, written confirmation must be sought from the relevant council. It must also be confirmed whether the relevant council has a council tax policy in relation to care leavers and whether that has been applied.

6.2 The general principles of awarding the discretionary relief are as follows:

- Care leavers who are the liable person to pay council tax and live alone will receive a 100% discretionary relief, only after any other appropriate reductions have been applied (Council tax reduction, single person discounts, disregards and exemptions).
- Care leavers who are jointly liable with a partner in the property, who is not a care leaver, will receive 100% discretionary relief on the total charge, after any other appropriate reductions have been applied where a property is occupied only by care leavers, 100% discretionary relief be applied.
- Care leavers who are jointly liable with one or more residents in the property, who are not care leavers, will receive 50% discretionary relief on the total charge, only after any other appropriate reductions have been applied.

- Where a care leaver is not liable for council tax and their occupation within a property increases the council tax liability, the taxpayer will receive discretionary relief so that the amount of council tax payable is the same as if the care leaver were not occupying the property.
- If a Medway care leaver lives outside of Medway, they must pass their bill to their Leaving Care Personal Advisor for payment. The Personal Advisor will ensure that all appropriate reductions have been awarded by the billing authority before any payment is made.

6.3 Awards will be made directly by a reduction in liability on the council tax account only and notification of the award of discretionary relief will be by way of the revised council tax bill.

6.4 If there is a subsequent reduction in liability, the care leaver's reduction will be amended to ensure that the discretionary relief does not exceed the council tax liability.

6.5 The care leaver (or his/her appointee or a recognised third party acting on his/her behalf) or the liable person where relevant (i.e., the liable person at the property in which the care leaver resides) must advise of any change of circumstances which may impact the council tax charge within 21 days.

6.6 Any overpaid discretionary relief will be reclaimed through the relevant council tax account and collected and recovered under the Council Tax (Administration and Enforcement) Regulations 1992.

7. Exclusions

7.1 Houses in Multiple Occupation (HMOs) where occupants:

- Do not constitute a single household
- Are tenants or have licence to occupy only part of the dwelling
- Share living space
- Are not the liable party to pay council tax

7.2 HMOs are generally run as a business with the liable party for council tax being the landlord(s). For that reason, these properties and respective liable parties are excluded from this policy.

8. Review of Decision/Appeals

8.1 The Council will accept a written request from a care leaver (or his/her appointee or a recognised third party acting on his/her behalf) or the liable person where relevant (i.e., the liable person at the property in which the care leaver resides), for a re-determination of its decision.

8.2 Re-determination of the decision will be made by a senior officer who has not previously been involved with the award.

8.3 In the case where the customer has been notified of a decision and they exercise their rights to appeal, payment cannot be withheld pending an appeal decision. In the event that an appeal is successful, any interim overpayment will be refunded.

- 8.4 The Council will consider whether any additional information that has been provided will justify a change to its original decision.
- 8.5 The Council will notify the council taxpayer of its final decision within 28 days of receiving a request for a re-determination.
- 8.6 Whilst every effort will be made to meet the deadline outlined above, failure by the Council to do so does not qualify the applicant for relief.
- 8.7 If an applicant remains dissatisfied with refusal of their application, they may appeal to the Valuation Tribunal for England (VTE) within two months of the decision being sent.

Website: valuationtribunal.gov.uk
Email : appeals@valuationtribunal.gov.uk
Phone: 0303 445 8100
Valuation Tribunal Service
Second Floor
120 Leaman Street
London
E1 8EU

9. Monitoring, reporting and policy review

- 9.1 Discretionary awards made under this policy will be monitored and all awards made will be subject to regular quality assurance checking / annual reviews as appropriate.
- 9.2 This policy will be reviewed annually, and any changes referred to cabinet for consideration.

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Diversity impact assessment

TITLE				
Council Tax Reduction Scheme (CTRS)				
DATE				
January 2023				
LEAD OFFICER.				
Gemma Gilley				
1 Summary description of the proposed change				
What is the change to policy / service / new project that is being proposed? How does it compare with the current situation?				
<p>Section 13A(1)(a) of the Local Government Finance Act 1992 prescribes that Medway Council is required to have a council tax reduction scheme (CTRS). The current 2022-2023 Medway scheme is a banded income scheme and can be found at www.medway.gov.uk/counciltaxreduction</p> <p>The service simplified its scheme in 2022/23 by using an income-based discount based on percentage bandings and income-grid scheme more aligned to council tax discounts than benefits.</p>				
Band/Discount percent	Single person	Couple with no children or young person	Couple or Lone Parent with one child/young person	Couple or Lone Parent with two or more children/young persons
Band 1* 65%	£0 to £94.99	£0 to £129.99	£0 to £179.99	£0 to £239.99
Band 2 55%	£95 to £139.99	£130 to £174.99	£180 to £229.99	£240 to £289.99
Band 3 45%	£140 to £184.99	£175 to £219.99	£230 to £279.99	£290 to £339.99
Band 4 35%	£185 to £229.99	£220 to £264.99	£280 to £329.99	£340 to £389.99
Band 5 20%	£230 to £269.99	£265 to £309.99	£330 to £379.99	£390 to £449.99
Band 6 0%	£270+	£310+	£380+	£450+
2 Summary of evidence used to support this assessment				
Eg: Feedback from consultation, performance information, service user. Eg: Comparison of service user profile with Medway Community Profile				

Diversity impact assessment

When the new scheme was introduced a consultation was undertaken. The consultation process began on 1 October 2021 and finished on 24 December 2021(12weeks). The consultation comprised of the following elements:

- Letter sent by post with a link to the online consultation to 6,000 randomly selected council tax payers (non-recipients of CTR), 3,000 pension-age CTR recipients (not directly affected by proposed scheme changes) and all 9,531 working-age CTR recipients.
- Online survey made available on the Medway website with provision of hard copy of consultation document where required
- Social media campaign
- Notification on the Landlord Portal
- Email to Housing Associations, Welfare & Advice Organisations and Support Groups providing details of the consultation and a link to the online survey to comment and disseminate to other relevant stakeholders.
- Posters and flyers at key council venues and outlets to promote the consultation.
- Consultation was undertaken with the major precepting authorities (Kent Police & Crime Commissioner and Kent Fire & Rescue) who are statutory consultees.

There were 819 responses received during the consultation period. A more important measure is whether the response rate provides a representative sample of the population. This provides the ability to assess how closely the results match the 'true value' by using knowledge of the sample size and how often an answer is given to define a 'confidence' level. For the purposes of this survey, we can assess this against response from the general population and those from residents in receipt of CTRS.

There were 317 responses to the randomly selected residents across Medway out of a population of 263,925; this is sufficient to provide a representative sample of the residents' views on the CTRS proposals with a confidence interval of $\pm 5.5\%$. So, for example if 47% of our sample picks an answer you can be 'sure' that if the entire population had been asked that between 41.5% (-5.5%) and 52.5% ($+5.5\%$) would have also picked that answer. At the end of the consultation period there were 502 respondents from CTR recipients out of the 15,738 households that are within the scheme. This provides a confidence interval of $\pm 4.3\%$. *The 2011 Census population data has been used in this analysis as some demographic characteristics, such as ethnicity and disability, are not updated as part of the latest population estimates published by the Office for National Statistics.*

The headline results are :-










- Whilst under Question 1, 38.33% wished to retain the current CTRS (27.13% said no with 34.54% stating they did not know) this changed significantly once the respondents considered the new proposed Income Grid scheme under Question 6 which saw 67.06% agreeing with its introduction (15.88% stated no with remaining 17.06% stating they did not know).

Diversity impact assessment

- All twelve proposed changes (Parts) saw the majority saying they agreed with the proposal. Agreement with each proposal was in the range of 55.53% to 81.16%
- Disagreement with each proposal was in the range of 5.77% to 17.66%
- “Don’t know” response with each proposal was in the range of 12.89% to 29.38%





Age

Whilst the proposals relate to a working age scheme, this is specified within law and the council is following its obligations. The consultation was open to all and the response was as follows:

18-24		0.29%
25-34		6.47%
35-44		10.88%
45-54		22.65%
55-64		28.82%
65-74		14.71%
75-84		9.41%
85+		1.76%
Prefer not to say		5.00%

Disability















The consultation asked recipients if they considered that their day-to day activities were limited due to a health problem or disability. The response was:

Yes		39.58%
No		52.38%
Don't know		2.38%
Prefer not to say		5.65%

Race




The consultation sought to encompass all ethnic groups and the results are as follows:

Diversity impact assessment

Prefer not to say		7.69%
White British		80.18%
White Irish		0.00%
White Gypsy or Irish Traveller		0.00%
Any other White background		4.14%
Mixed/Multiple ethnic groups - White & Black African		0.00%
Mixed/Multiple ethnic groups - White & Black Caribbean		0.89%
Mixed/Multiple ethnic groups - White & Asian		0.30%
Any other multi mixed background		0.59%
Asian or Asian British Pakistani		0.59%
Asian or Asian British Indian		2.07%
Asian or Asian British Bangladeshi		0.89%
Asian or Asian British Chinese		0.00%
Any other Asian background		0.30%
Black African		0.89%
British Caribbean		0.59%
Black British		0.89%
Any other Black background		0.30%

Sex

The consultation requested the respondents sex and the responses were:

Male		46.61%
Female		46.61%
Prefer not to say		6.78%

Low income households

Diversity impact assessment

By virtue of the consultation and the subject, it is likely that the majority of respondents would be in receipt of council tax reduction 61.24% of those who responded were in receipt of council tax reduction.

The proposed change now keeps all of the conditions that formed a part of the consultation however, it seeks to increase the income bands by 11.1% . This is being done because the Government announced a 10.1% increase in benefit rates. To not increase the bands, would equate to a reduction in support for Medway's residents.

3 What is the likely impact of the proposed change?

Is it likely to:

Adversely impact on one or more of the protected characteristic groups

Advance equality of opportunity for one or more of the protected characteristic groups

Foster good relations between people who share a protected characteristic and those who don't

(insert Yes when there is an impact or No when there isn't)

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Age	No	No	Yes
Disability	No	Yes	Yes
Gender reassignment	No	No	No
Marriage/civil partnership	No	No	No
Pregnancy/maternity	No	No	No
Race	No	No	No
Religion/belief	No	No	No
Sex	No	No	No
Sexual orientation	No	No	No
Other (eg low income groups)	No	Yes	Yes

4 Summary of the likely impacts

Who will be affected?

How will they be affected?

- The new scheme has been designed to support all low-income taxpayers and has been created strictly in accordance with the legislative requirements.
- The scheme changes will only apply to working age applicants, pension age applicants are covered by the Prescribed Requirements Regulations determined by Central Government and will not be affected by these changes.
- Any entitlement is awarded to claimants depending on their financial position and the number of people in their household and not any other criteria.
- All working age people are able to apply for the scheme and it is the revised scheme allows all working age people to estimate their entitlement
- Uprating the bands ensures that households maintain and retain their benefit increase during the cost of living crisis.
- The scheme is designed to protect the households with the lowest incomes and will redistribute the levels of support available in a fairer manner. The overall aim of this scheme is for the cost of the 2022-23 scheme to remain cost neutral when compared (based on the current caseload) to the current estimated expenditure for the 2021-2022 scheme. This will continue to allow up to 65% support to those applicants on the lowest incomes and those who receive passported benefits (Income Support, Job Seeker's Allowance (Income Based), Employment and Support Allowance (Income Related));
- The scheme continues to protect applicants who are disabled or where any member of their household is disabled;
- The scheme continues be more generous to carers;
- All existing capital disregards will apply in the new scheme.

Diversity impact assessment

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

What alternative ways can the Council provide the service?

Are there alternative providers?

Can demand for services be managed differently?

All applicants will still be able to apply for a payment from the Council's Exceptional Hardship Fund. This is in line with Section 13A of the Local Government Finance Act 1992.

6 Action plan

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

Action	Lead	Deadline or review date
Monitoring of collection rates for council tax	Revenues	Monthly
Monitoring of CTR overall spend	Benefits and Financial Welfare	Monthly

7 Recommendation

The recommendation by the lead officer should be stated below. This may be: to proceed with the change, implementing the Action Plan if appropriate, consider alternatives, gather further evidence

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

Recommended – It is recommended that the Council increases the income bands within the existing CTR scheme.

8 Authorisation

The authorising officer is consenting that the recommendation can be implemented, sufficient evidence has been obtained and appropriate mitigation is planned, the Action Plan will be incorporated into the relevant Service Plan and monitored

Assistant Director

Date of authorisation

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Diversity impact assessment

TITLE Name / description of the issue being assessed	Council tax for care leavers policy
DATE Date the DIA is completed	12 February 2022
LEAD OFFICER Name, title and dept of person responsible for carrying out the DIA.	Gemma Gilley, Head of Benefits and Financial Welfare.

1 Summary description of the proposed change

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

Helping care leavers to secure and sustain accommodation is a key outcome in the cross-Government care leaver strategy, Keep on Caring. The Department for Education's guidance for local authorities advises on applying corporate parenting principles to looked after children and care leavers. Medway Council in their role as corporate parent can support vulnerable groups to help manage their council tax liabilities by offering a reduction in council tax for care leavers. This will be an important step in providing financial assistance and preventing debt for vulnerable people.

Currently, council tax liabilities are paid by the Leaving Care team however, through moving to a formal policy, the Council Tax and Business Rates Service alongside the Benefits and Financial Welfare Service can ensure that appropriate reductions are added prior to the application of discretionary relief. Creating a policy means that Medway Council can support all care leavers in Medway, and in line with Government advice, make this a part of our local offer for care leavers.

2 Summary of evidence used to support this assessment

- Eg: Feedback from consultation, performance information, service user records etc.
- Eg: Comparison of service user profile with Medway Community Profile

Service user records show that many care leavers struggle to pay their council tax bill often resulting in court action and enforcement action.

Keep on Caring, the cross-government strategy to transform support for young people leaving care. This strategy encourages local authorities to consider how they can support their care leavers with council tax.

1/2021 Council tax information letter – 13 January 2021 which highlights the Department for Education report "National implementation adviser for care leavers' second report: the decade of the care leaver". This report confirms that a good local offer for care leavers involves a full council tax exemption. The effect of the discretionary policy will ensure 100% of the liability is covered however, it will also empower the care leaver to apply for other council tax reductions.

Diversity impact assessment

Recommendations from the Children’s Society report, “The Wolf at the Door” which shows the effect that council tax debt has on young people and recommends strategies for helping care leavers.

3 What is the likely impact of the proposed change?

Is it likely to :

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

(insert ✓ in one or more boxes)

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Age	✓		
Disability			
Gender reassignment			
Marriage/civil partnership		✓	
Pregnancy/maternity			
Race			
Religion/belief			
Sex			
Sexual orientation			
Other <ul style="list-style-type: none"> • low income groups • Families 		✓ ✓	

4 Summary of the likely impacts

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

Age

Care leavers will only be supported until they are 25 however, by ensuring other reductions are applied we can mitigate the effect of the change in age. The age criteria mirrors our responsibility as the corporate parent.

Marriage/civil partnership

The care leaver will be supported if they are living with a partner and therefore being treated the same as a care leaver who is single.

Low-income groups/families

As the policy provides financial assistance, it will provide care leavers with support they previously may have struggled to get.

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

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

The council could provide a full council tax exemption for all care leavers however, it is thought that through empowerment and education of the system, care leavers will be in a better position once their support ends.

The policy will be reviewed annually and developed where needed.

6 Action plan

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

Action	Lead	Deadline or review date
Monitoring of spend and accuracy of applications and awards.	Revenues & Benefits	Ongoing
Promote the policy on Medway.gov.uk and other appropriate platforms.	Revenues & Benefits	Ongoing

7 Recommendation

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

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

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

It is recommended that Cabinet agree to the policy. Actions will be taken by Revenue and Benefits to mitigate and monitor any adverse impacts.

8 Authorisation

The authorising officer is consenting that:

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

Assistant Director

Date



CABINET

7 FEBRUARY 2023

CAPITAL AND REVENUE BUDGETS 2023/24

Portfolio Holder: Councillor Alan Jarrett, Leader of the Council

Report from: Phil Watts, Chief Operating Officer

Author: Katey Durkin, Chief Finance Officer

Summary

This report sets out Cabinet's proposals for the Capital and Revenue Budget for 2023/24. In accordance with the Constitution, this is to be submitted to Full Council on 23 February 2023, 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 23 February 2023.

2. Background

- 2.1. The Draft Capital and Revenue Budget 2023/24 was presented to the Cabinet on 15 November 2022 and projected a potential revenue shortfall of £28.683million. On 19 December 2022 the government published the

Provisional Local Government Finance Settlement. Details of the funding announcements and their impact on Medway Council's budget were set out in a report considered by the Cabinet on 10 January 2023.

- 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. Budget Monitoring 2022/23

- 3.1. At its meeting on 24 February 2022, the Council set a total budget requirement of £351.982million for 2022/23. Since the budget was approved, additional grant funding to provide assistance to residents through the Household Support Fund, Holiday Activities and Food Programme and Homes for Ukraine Schemes have been received. These additions take the Round 3 budget requirement to a total of £373.535million. The Round 3 Revenue Budget Monitoring Report, considered elsewhere on this agenda, forecasts a net overspend on services of £12.333million. A freeze on all expenditure that is not essential to the delivery of statutory services or to meet existing contractual obligations has been in place since December 2022 in order to reduce the overspend and consequent call on the Council's limited reserves by the year-end.

4. Revenue Budget Funding

4.1. **Core Spending Power**

- 4.1.1. 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 overleaf.
- 4.1.2. 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

	2022/23 £m	2023/24 £m
Revenue Support Grant	6.380	7.308
Business Rates Baseline Funding Level	48.214	50.019
Settlement Funding Assessment	54.594	57.327
Council Tax excluding Parishes	140.769	149.136
Section 31 Compensation for under-indexing the Business Rates Multiplier	3.961	8.520
Improved Better Care Fund	7.307	7.307
New Homes Bonus	1.979	1.998
Social Care Grant	8.497	14.330
Adult Social Care Market Sustainability	0.674	2.337
Adult Social Care Discharge Fund	0.000	1.025
Lower Tier Services Grant	0.383	0.000
Services Grant	3.324	1.873
Core Spending Power	221.488	243.853

4.2. The Provisional Local Government Finance Settlement

- 4.2.1. The Provisional Local Government Finance Settlement was announced via a written statement on 19 December 2022. The Ministerial Statement sets out that “councils across England will benefit from an additional £5 billion – a 9% increase on last year’s settlement [...] with a one-off Funding Guarantee that ensures every council in England will see at least a 3% increase in core spending power before any local decisions around council tax are taken.” The Provisional Settlement confirms grant allocations for 2023/24 and 2024/25 to “offer greater certainty [...] which will allow town halls to plan ahead with confidence”.
- 4.2.2. The Ministerial Statement also announced a new “£100 million of additional funding for local authorities to support the most vulnerable households in England. This funding will allow councils to deliver additional support to the 3.8million households already receiving council tax support, whilst also providing councils with the resources and flexibility to determine the local approaches to support other vulnerable households in their area.” This funding is outside of the Provisional Settlement, so we will add Medway’s allocation to the budget when confirmed.
- 4.2.3. The Settlement consultation document sets out that “The government had previously committed to carry out a Review of Relative Needs and Resources and a reset of accumulated business rates growth. Whilst we can confirm that these will not be implemented in this Spending Review period, the government remains committed to reforming the local government finance landscape in the next Parliament.”
- 4.2.4. Outside of the Settlement, on 19 December 2022 the government announced it would be providing support in the form of a £200 payment for households in Britain that use alternative fuels like heating oil, and that those without a direct

relationship to a domestic energy supplier, including many care home residents and those living in park homes, will receive a £400 discount on their fuel bills through the Energy Bills Support Scheme Alternative Funding (EBSS Alternative Funding). Final guidance for these schemes has not been published at the time of preparing this report, however it is understood that local authorities will have some responsibility for disbursing these funding streams and any funding allocations will be added to the budget when confirmed.

4.3. Income from Local Taxation – the Collection Fund

4.3.1. 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.

4.3.2. Given the scale of deficits expected owing to the pandemic, in 2020 the then Chancellor announced that repayments to meet collection fund deficits accrued in 2020/21 in respect of Council Tax could instead be phased over a three-year period from 2021/22 to ease immediate pressures on budgets. Therefore 2023/24 is the final year impacted by this deficit spreading, which reduces the amount of income available to the Council from the collection fund in 2023/24 by £431,000.

4.3.3. The business rates retention system introduced in 2013 was designed to transfer a level of risk and reward to local authorities, therefore any growth or decline in the local economy would impact the Council's income. 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. 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 updated each year by the business rates multiplier, now the Consumer Prices Index (CPI).

4.4. Council Tax

4.4.1. The Provisional Settlement set the Council Tax referendum threshold at 3% per year from April 2023, with upper tier local authorities also able to levy an Adult Social Care precept of up to 2% in addition. The Proposed Budget therefore reflects that Medway's Council Tax will be increased by 4.994%, taking the Medway Band D to £1,671.23.

4.4.2. In accordance with the Council delegation, on 5 January 2023 the Chief Operating Officer, in consultation with the Leader, agreed the Council Tax base for 2023/24 at 89,336.65 band D equivalents. This represents an increase of 1,295.15 band D equivalents against the tax base reflected in the Draft Budget.

This results in a projected income collectable through the Council Tax of £149,302,106, an increase of £1,877,616 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 the final £431,000 through the 2023/24 budget.

4.4.3. The 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 (unoccupied and substantially 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 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 for a period of two to five years, and
- a 200% premium for properties in excess of five years.

The Act also provided for a 300% premium to be charged for properties empty in excess of ten years and in February 2022, the Council agreed to introduce this premium from 2022/23.

4.4.4. The Levelling-up and Regeneration Bill, currently at committee stage in the House of Commons, proposes an amendment to section 11B of the Local Government Finance Act 1992 and the insertion of a new section 11C which will result in the following changes with effect from 1 April 2024:

- the 100% premium for long-term empty properties may be brought forward so that it can commence after being empty for one year rather than two; and
- a 100% premium may be charged for properties that are unoccupied but furnished (referred to as second homes).

These changes are subject to the bill being enacted (which is anticipated before the end of the current financial year) and to any guidance received from the Government. An authority's first determination under this section must be made at least one year before the beginning of the financial year to which it relates (i.e., it must be made prior to 1 April 2023 if it is to have effect from 1 April 2024). In November 2022 the Cabinet agreed to recommend to Council that these premiums be introduced from 2024/25 onwards and that final decision-making powers, once Royal Assent and Government guidance is received, are delegated to the Council's Chief Operating Officer (decision 135/2022 refers). Should these changes be adopted from 2024/25, it is estimated that this would affect 392 long-term empty (unoccupied and unfurnished) properties and 286 second homes (unoccupied and furnished properties) raising an additional estimated £1.127million in Council Tax income in 2024/25.

4.4.5. At the projected taxbase of 89,336.65 with a 4.994% increase and after repayment of the deficit, the Proposed Budget reflects the Council's projected income from Council Tax of £148.871million, representing £10.784million additional resources compared to 2022/23.

4.5. **Business Rates**

- 4.5.1. The rates payable by individual businesses is calculated based on the Rateable Value of the property as set by the government's Valuation Office Agency, which is then multiplied by a figure called the business rates multiplier which is set by the government each year. All business rates properties have been revalued by the VOA with the updated valuations in place from 1 April 2023. The multiplier has historically been adjusted each year to reflect inflation, based on the CPI inflation figure for the September prior to the billing year. However, the multiplier has been frozen by the government since 2020/21, with local authorities being compensated for the impact in line with CPI. The government confirmed in the Provisional Settlement that the multiplier is again frozen for 2023/24 with local authorities compensated in full for the impact of the freeze.
- 4.5.2. In his Autumn Statement on 19 November 2022, the Chancellor of the Exchequer announced the 2023/24 Retail, Hospitality and Leisure Relief Scheme which will provide eligible, occupied, retail, hospitality, and leisure properties with 75% relief, up to a cash cap of £110,000 per business. The Chancellor also announced the Supporting Small Business Relief Scheme, which will cap bill increases at £600 per year for any business losing eligibility for Small Business Rate Relief or Rural Rate Relief at the 2023 revaluation. The scheme also provides support for those previously eligible for the 2022/23 Supporting Small Business Scheme and facing large increases in 2023/24 but in those cases for one further year only. The Council will be fully reimbursed for the delivery of these reliefs by Section 31 grants calculated through the NDR1 (forecast) and NDR3 (actual spend) returns to the government. The government has published prescriptive guidance on the operation and delivery of both schemes and local authorities are expected to include details of the reliefs to be provided to eligible ratepayers in their bills for the 2023/24 year. These schemes will be implemented under the delegation of the Chief Operating Officer.
- 4.5.3. The amount of income the Council can expect to receive in respect of the coming financial year through Business Rates is calculated at the end of January through the NDR1 statutory return to the government. This calculation reflects any deficit or surplus in actual income received to the fund compared to the previous year's budget, the total income expected through Section 31 grants compensating for rate reliefs awarded by the government, the top-up grant to ensure authorities reach the baseline funding level set by the government, and the total Rateable Value (RV, as set for each non-domestic property by the Valuation Office Agency) of the area.
- 4.5.4. Our completed NDR1 calculates that Medway's income from retained business rates and Section 31 grants received in government compensation for reliefs awarded (less any surplus or deficit relating to prior years) will be £53.255million, which represents a £2.782million increase compared to the budget for 2022/23.

4.6. **Non-ringfenced government grant (including New Homes Bonus)**

- 4.6.1. To compensate for freezing the Business Rates multiplier until 31 March 2024, the Provisional Settlement includes an increase in grant compared to growth in line with the October CPI rate of 10.1%. Medway's funding is £8.520million, an increase of £4.284million compared to the assumption in the Draft Budget. Medway continues to be a top-up authority for Business Rates, with the Provisional Settlement confirming a grant allocation of £2.664million for 2023/24.
- 4.6.2. The Provisional Settlement reflects that local authorities will receive the 2022/23 allocations of Revenue Support Grant (RSG) increased in line with the Consumer Price Index (CPI), based on the October rate of 10.1%. Medway's allocation is £7.308million, an increase of £928,185 compared to the Draft Budget. However, the Provisional Settlement also announced that three previously separate grants will be rolled into RSG; the Local Council Tax Support Administration Subsidy, the Family Annexe Council Tax Discount Grant and Additional Funding for Food Safety and Standards Enforcement (Natasha's Law) grants. Medway's 2022/23 allocations for those grants totalled £281,094, meaning the extent to which the increased RSG benefits Medway's 2023/24 budget is £647,091.
- 4.6.3. The Provisional Settlement confirmed that the Services Grant, introduced as a one-off grant in 2022/23 will continue in 2023/24, however the national quantum has been reduced to remove the compensation previously announced for the impact of the Health and Social Care Levy on National Insurance Contributions, which has since been reversed. The grant has also been reduced "to increase the funding for the Supporting Families programme and to pay for other parts of the settlement such as increasing Revenue Support Grant." The consultation document notes that the quantum of the grant distributed in the Provisional Settlement has also been reduced as the government has held back a proportion "as contingency to cover unexpected movements". However, if this is not used, it will be returned to the Services Grant potentially increasing local authority allocations through the Final Settlement, expected in early 2023. Medway's Provisional Settlement allocation is £1.873million.
- 4.6.4. Introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas, the New Homes Bonus scheme was significantly diluted in 2018/19 and it was widely anticipated that the scheme would end thereafter. However, the Provisional Settlement confirms that Medway will receive £1.998million in 2023/24.

4.7. **Social Care Grants**

- 4.7.1. In addition to the flexibility to levy a 2% Adult Social Care precept on Council Tax, the Autumn Statement announced that the rollout of the Adult Social Care charging reforms would be delayed from October 2023 to October 2025, but stated that the funding previously allocated for the reforms (nationally £1.3billion in 2023/24 and £1.9billion in 2024/25) would be distributed to local authorities through the Social Care Grant. The Statement also announced new funding

allocations for Social Care, with national allocations of £1.0billion in 2023-24 and £1.7billion in 2024-25. Of that:

- £600million in 2023/24 (£1billion in 2024/25) will be distributed through the Better Care Fund (BCF) “to get people out of hospital on time into care settings, freeing up NHS beds for those that need them”.
- £400million in 2023/24 (£680million in 2024/25) will be distributed through a grant “ringfenced for adult social care which will also help to support discharge”.

4.7.2. Medway’s Draft Budget projected that we would receive £5.8million to fund the Adult Social Care Charging Reforms and the Market Sustainability and Fair Cost of Care changes. The Provisional Settlement set out that Medway’s allocation through the Social Care Grant for 2023/24 is £14.330million, an increase of £5.833million compared to the projection in the Draft Budget. However, the Provisional Settlement also confirmed that the Independent Living Fund, previously paid separately, will be rolled into the Social Care Grant from 2023/24. Medway’s 2022/23 allocation of this grant was £720,000, therefore the extent to which the increased Social Care Grant will benefit Medway’s 2023/24 budget is £5.113million.

4.7.3. The Provisional Settlement announced the Adult Social Care Market Sustainability and Improvement Fund as a replacement for the Fair Cost of Care and Market Sustainability Fund. Medway’s allocation from the Adult Social Care Market Sustainability and Improvement Fund is £2.337million, which is £1.663million more than assumed in the Draft Budget.

4.7.4. The day before the Provisional Settlement, the Government announced the 2022/23 allocations of the new Discharge Fund “to support timely and safe discharge from hospital into the community by reducing the number of people delayed in hospital awaiting social care and reducing the number of bed days lost to delayed discharges. The focus will be on (but not limited to) a ‘home first’ approach and discharge to assess (D2A).” Medway’s 2022/23 allocation is £831,559. The Provisional Settlement confirmed that this fund would continue into 2023/24, with Medway’s allocation rising to £1.024million.

4.7.5. The Provisional Settlement confirmed that Medway’s Improved Better Care Fund (iBCF) allocation for 2023/24 will be unchanged from our 2022/23 allocation, at £7.307million.

4.7.6. The net impact of these changes to Social Care Grants is an increase for 2023/24 of £2million compared to the Draft Budget.

4.8. **Education Related Grants**

4.8.1. Outside of the Settlement, on 16 December the government wrote to local authorities confirming the Dedicated Schools Grant (DSG) funding allocations for 2023/24. Medway’s allocations for Education Related Grants will total £116.566million as set out in Table 2 overleaf. This represents an increase of £6.117million compared to the Draft Budget, with the equivalent hypothecated growth in expenditure also reflected in the Education budget.

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

	2023/24 £m	2024/25 £m
DSG (Retained Schools Block)	1.033	1.064
DSG (Schools Block)	48.344	49.794
DSG (High Needs Block)	43.176	44.471
DSG (Early Years Block)	19.274	19.853
Pupil Premium Grant	3.824	3.939
Sixth Form Grant	0.914	0.914
Total Grant	116.566	120.035

4.8.2. 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 the third round of the Revenue Budget Monitoring (considered elsewhere on this agenda) projects that this will result in a cumulative deficit of £24.717million on the DSG High Needs reserve by 31 March 2023. The government have confirmed the statutory override, which means this deficit does not have to be offset against General Reserves, has again been extended for three years, to March 2027.

4.8.3. The Council is working with the Department for Education through the Safety Valve Intervention Programme (SVIP) to agree a plan to address the deficit over the next four years. Through this scheme the government have confirmed agreement in principle to enter into an agreement that will provide £17.725million revenue funding. The funding is subject to the delivery of a Deficit Recovery Plan which is projected to remove the deficit and bring the High Needs block of the DSG to balance by 2025/26. The Council will continue to provide resources and funding to support inclusive practices within our schools from within existing budgets. In addition to this funding, the Council is required to provide £3million in an earmarked reserve to be used should the Recovery Plan not address the deficit in line with the agreement. Cabinet are therefore asked to recommend to Council the transfer of £3million from general reserves to a new earmarked reserve for this purpose. The Council has also secured £7.188million additional High Needs capital through the SVIP to help the Council with developing our local high needs offer, on top of the funding already allocated through the High Needs Provision Capital Allocations as set out in Section 14 of this report.

4.9. **Public Health Grant**

4.9.1. Neither the Provisional Settlement nor the Autumn Statement made any announcements in respect of the Public Health Grant, and we understand that the Department of Health and Social Care will be announcing allocations early in 2023. Our Proposed Budget therefore assumes the same level of funding will be received in 2023/24 as in the current year; £18.075million.

5. Revenue Budget Requirement 2023/24

- 5.1. 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 £28.683million in excess of the anticipated resources available, largely driven by demographic pressures manifesting within Adult Social Care and Children's Services.
- 5.2. 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 2023/24 are discussed in more detail in the directorate level commentaries at Section 7, 8 and 9 of this report.
- 5.3. Appendix 2 summarises the proposed budget requirement against the funding assumptions, with appendices 2a, 3a and 4a representing the directorate summaries and appendices 2b, 3b and 4b providing more detail regarding individual pressures and savings proposals. At the time of writing this report, there is still a deficit of £2.026million to resolve. If we cannot identify measures to address this deficit, it will need to be met from the Council's reserves.

6. Children and Adults (Appendices 3a / 3b)

- 6.1. 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£7million added for 2020/21, almost £9million added for 2021/22 and more than £6million added for 2022/23. Ofsted have now carried out five monitoring visits in May 2020, July 2021, January 2022, May 2022 and September 2022. The most recent report noted positive improvements in the leadership of the service, the workforce reported being well supported and value opportunities for learning and development and capacity within the service has increased. A final monitoring visit is expected in early 2023 with the full inspection expected in the Spring/Summer.
- 6.2. However, continued increases in the complexity of need, and an ongoing scarcity of suitable placements has driven significant financial pressures at Medway in 2022/23 reflected in the Round 3 Revenue Budget Monitoring Report elsewhere on this Agenda. The Proposed Budget reflects a further increase in expenditure compared to the 2022/23 budget for Children's Social Care of £10.549million. The budget also reflects further efficiencies and improvements in planning and tracking packages of support expected as a result of ongoing change programmes of £2.500million. Savings arising from work to increase capacity in residential provision in Medway of £1.561million and for Care Leavers of £837,000, and savings expected as a result of provision of more intensive parent support of £509,000. As a result of these activities, the net increase in the Children's Services budget for 2023/24 is £5.143million.

- 6.3. The Budget reflects significant increases in Adult Social Care expenditure of £9.113million, including funding from the Adult Social Care Market Sustainability and Improvement Fund to help local authorities to make tangible improvements to adult social care and, in particular, to address discharge delays, social care waiting times, low fee rates, workforce pressures, and to promote technological innovation in the sector. 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. The pressures currently being experienced in the NHS will bring additional demand and cost to Medway's budget and we are working with our partners in the NHS and care sector to ensure best use is made of the government funding available to support the discharge of medically fit patients into sustainable care packages. Our assumptions around the level of support the Council will receive via the NHS and pooled budgets reduce the budget requirement by £1.200million. Savings of £1.426million are anticipated through the continuation of the programme of targeted reviews to ensure care packages continue to meet the needs of clients at an appropriate cost and £300,000 related to the expansion of the Flight supported Living provision enabling the service to step down service users from more expensive supported living provisions. Along with anticipated funding through the Better Care Fund, these collectively reduce the net increase required in the Adult Social Care Budget for 2023/24 to £6.187million.
- 6.4. The Budget also reflects that Medway continues to experience significant pressure on services for children with Special Educational Needs and Disabilities (SEND). In addition to the growth in Education grants set out in Section 4.9 of this report, the Proposed Budget reflects growth of £6.185million in the general fund budget requirement for Education Services, primarily arising from the increasing demand for and cost of transporting children to school which is in part mitigated by savings anticipated through increasing travel training and enabling independence. As set out in Section 4.9.3 of this report, the Council is receiving support through the SVIP to address the deficit on the High Needs block of the DSG.
- 6.5. As set out at section 4.10 of this report, the government has yet to make any announcements about the Public Health Grant allocations for 2023/24. As expenditure on Public Health services is contained within the grant received, our Proposed Budget assumes the same level of funding will be received in 2023/24 as in the current year; £18.075million.
7. Regeneration, Culture and Environment (Appendices 4a / 4b)
- 7.1. The Proposed Budget for the Directorate in 2023/24 reflects the impact of high inflation rates on the c£40million of contract expenditure including waste, highways and transport services combined to increase the Directorate budget requirement by £2.378million. The Directorate is responsible for the majority of the Council's property estate, and therefore bears most of the cost of rising utilities prices which add a further £2.108million.

- 7.2. The budget also reflects the one-year impact of £726,000 resulting from the works to turn the first floor of the Pentagon Centre into a Healthy Living Centre, meaning service charge and business rates charges for the vacant units fall to the Council for the duration of the works. Income is anticipated to return to budgeted levels in 2024/25. Increases levied on other Council rental/leases are anticipated to generate a further £103,000 income.
- 7.3. The introduction of the enforcement of Moving Traffic Offences, Red Routes and School Streets in Medway during 2023/24 are anticipated to generate £786,000 income. The budget assumes savings in the delivery of concessionary fares and subsidised bus routes of £117,000 and of £96,000 through the ongoing Smart Cities programme.
- 7.4. The Proposed Budget for general fund Housing Services reflects the delivery of floating support through the Council's Benefits and Financial Welfare Team, which is anticipated to save £200,000. Despite most local authorities ceasing to provide funding for Sheltered Housing to social landlords, with Kent County Council funding ceasing in 2017, Medway has continued to fund this at an annual cost of £248,000. Medway's general fund ceased providing funding to the HRA in 2019/20. The Proposed Budget reflects the cessation of this funding which has been anticipated by providers for some years, by giving six months' notice from 1 April 2023. This would deliver a part year saving in 2023/24 of £140,000. Cabinet is asked to recommended to agree to the cessation of funding to landlords to provide sheltered housing, with a six month notice period from 1 April 2023.
- 7.5. Savings and additional income anticipated through changes to the delivery of tourism, festivals and events are expected to save a total of £147,000. Fees and charges uplifts as set out in the proposed Fees and Charges schedule at Appendix 7 are anticipated to generate £200,000 additional income across the Directorate.
- 7.6. Collectively these savings reduce the Directorate budget requirement by £3.192million.
8. Business Support Department and Interest & Financing (Appendices 5a / 5b)
- 8.1. The Proposed Budget for the Business Support Department and Interest & Financing represents an increase in the budget requirement of £3.6million. The most significant increase is the cost of financing the borrowing required to finance the Council's capital programme. Though the programme has grown in 2022/23, the latest projections for interest rates have reduced since the Draft Budget was prepared and as such the total requirement is £15.3million, a reduction of £4.837million compared to the Draft Budget. In 2019 the Council commissioned a review of its Minimum Revenue Provision policy and the contributions to reserves made to date. This review concluded that the Council had over-provided in the past and could therefore reduce contributions to the provision in future years to £1 up to the value of that over-provision. The budgeted provision manifested in an underspend which contributed to the

overall underspends reported in the outturn of 2020/21 and 2021/22, and enabled the creation of an earmarked reserve to be used to smooth the impact of changes in the Interest and Financing budgets in future years. The Proposed Budget reflects the use of £2.985million from that earmarked reserve to address the pressure arising from Interest and Financing in 2023/24.

8.2. Levies charged by other bodies for statutory services including the Kent Coroners Service are increasing, requiring the addition of £300,000, while the rising scope and cost of external audit work adds £165,000 to the budget requirement. Inflation on other contracts and the rising cost of utilities on properties within the Department add £115,000 and grants rolled into the Revenue Support Grant (as outlined at Section 4.7 of this report) are reflected with the addition of £276,000 to the budget requirement. The rebate received from Medway Norse is expected to fall by £315,000 reflecting the challenging operating climate.

8.3. These pressures are partially mitigated by savings of £1million anticipated through the ongoing work to transform the delivery of Medway Revenues and Benefits and the impact of this work on Customer and Business Services, anticipated improvements in the Benefits Subsidy arising from the Supported Housing Improvement Project and a review of arrangements to deliver print, post and scanning services across the Council. Savings of £100,000 are anticipated from the CCTV service and of £80,000 through the Replacement Asset Management System (RAMS). The net effect of these movements reduces the budget requirement for the department by £4.421million.

9. Flexible Use of Capital Receipts

9.1. 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 transformation 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.

9.2. Alongside the budgets for 2020/21, 2021/22 and 2022/23 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. Appendix 8 to this report sets out the updated Strategy and the proposed use of this flexibility in 2023/24. While the Proposed Budget does not reflect the addition of any further capital receipts to this programme of activity, the funding agreed in the 2022/23 budget not spent by 31 March 2023 will continue to support the Council's transformation activities in 2023/24 under this Strategy. This will see the continuation of support through this flexibility to support the Adult Social Care Transformation and Improvement Programme and for the Council's Business Change Team to continue to be funded from capital receipts for the 2023/24 financial year.

10. Pay and Pensions

10.1. The Proposed Budget reflects the recommendations of the Employment Matters Committee of 24 January 2023 to Full Council, which Cabinet are asked to note:

- a general cost of living increase of £1,000 (pro-rata) for all staff,
- creation of a gap in pay ranges 1-4 through the introduction of a £500 gap, as detailed in paragraphs 7.6-7.8 of that report, and
- Full Council delegate to the Chief Executive the authority to agree the competency-based awards for staff assessed under MedPay at Levels 1A and 1B.

These recommendations result in a budget requirement for pay uplifts of £3.104million. In addition the Proposed Budget reflects £675,000 to uplift pay and premia payments to match the market and attract and retain permanent staff in Children's Services. The total cost for pay uplifts in the Proposed Budget is £3.761million, a reduction of £1.069million compared to the Draft Budget.

11. Fees and Charges

11.1. The budget proposals have been formulated on an assumption that fees and charges would generally increase by circa 10%, 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 below illustrates the progress made since March 2018. Non-earmarked General Fund reserves currently stand at £26.550million.

Table 3: Movement in Reserves

Type of Reserve	Closing Balance 31/03/2018 £m	Closing Balance 31/03/2019 £m	Closing Balance 31/03/2020 £m	Closing Balance 31/03/2021 £m	Closing Balance 31/03/2022 Draft £m
General Fund Balance	5.000	5.000	10.000	10.000	10.000
General Fund Earmarked Reserves	11.073	13.907	19.216	53.526	48.822
General Reserves	0.089	4.039	3.924	12.689	16.550
Insurance Fund	1.368	1.216	0.960	2.459	2.483
Schools Balances	1.181	2.004	1.356	1.414	1.750
HRA Reserves	4.916	6.308	6.746	5.701	5.283
Capital Grants and Contributions (incl. S106)	8.249	10.988	18.764	25.916	17.787
Capital Receipts Reserves	0.331	1.110	5.463	6.674	8.113
HRA Major Repairs Reserve	0.008	0.100	0.000	0.000	0.000
Total Usable Reserves	32.216	44.671	66.429	118.378	110.788
Unusable Reserve - DSG Adjustment Account	(0.452)	(4.139)	(9.346)	(16.261)	(23.530)

- 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 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. It would be fair to say that recent years have seen several events that would fall into this category:
- The lasting impacts of the Covid-19 pandemic,
 - The economic impact of the war in Ukraine including high inflation and cost of living,
 - Spiralling demand for social care and the crisis being experienced in the NHS and social care system.
- 12.4. Whilst the Provisional Settlement was more positive than anticipated, the financial pressures impacting on all upper tier authorities have made balancing the budget difficult, without recourse to reserves and indeed, the government has stated its expectation that councils utilise reserve balances to see them through the current financial difficulties.
13. Projected Budget Requirement and Resources for future years
- 13.1. Historically in the Autumn of each year we have published a Medium-Term Financial Strategy providing five-year projections of the Council's income and expenditure. In recent years, the uncertainty created by the pandemic and a series of one-year local government finance settlements had made it impossible to make any meaningful projections beyond the coming year. It had always been our intention to return to publishing medium term projections when circumstances enabled us to do so, and the Council's external auditors have recommended we do so in their latest audit findings reports. Our initial projections for the next five years are presented at Appendix 9 and will form the basis of the work to prepare the budget for 2024/25 and beyond, commencing in the Summer of 2023.
14. The Capital Programme 2023/24 and beyond
- 14.1. Elsewhere on the agenda we present the Round 3 Capital Budget Monitoring Report which reflects planned capital expenditure over the medium term and incorporates everything we currently know about capital grant allocations for the period.
- 14.2. The current Capital Programme for 2022/23 includes £125.169million (approved) / £95.595m (remaining) relating to schemes being delivered by the Medway Development Company Ltd (MDC), including Garrison Point, Chatham Waterfront and Britton Farm Residential. For some schemes, including White Road, Britton Farm Public Realm/ Skills Hub and Queen Street, MDC have acted in a project management capacity on behalf of Medway, to build or

develop assets owned by Medway Council. For other schemes, MDC is building or developing assets in their ownership. Medway Council finances the latter schemes through loans to MDC with interest charged at a market rate yielding a revenue benefit to the Council.

- 14.3. We have considered the relevant guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) on the proper accounting treatment and have concluded that though these loans are capital in nature, as they are not schemes delivered by the Council to deliver or improve Council owned assets, they should not feature in the Council's capital programme. As such, the Capital Programme for 2023/24 onwards will not feature these schemes, representing a reduction of £65.386million (approved)/£44.631million (remaining) budget compared to the 2022/23 programme, not including the unallocated balance if this is removed then this will mean £115.742million (approved) and £94.383million (remaining). Tables 4 (below) and 5 (overleaf) re-state the current capital programme with these schemes removed, and will therefore form the basis of the Capital Programme for 2024/24 onwards.

Table 4 – 2022/23 Capital Monitoring Summary excluding MDC owned schemes

Directorate	Total Approved Cost £m	Total Exp to 31/03/22 £m	Remaining Budget £m	Forecast Spend 2022/23 £m	Forecast Spend in Future Years £m	Forecast (Under)/ overspend £m
Children and Adults (including Public Health)	37.449	16.564	20.885	15.046	6.430	0.590
Regeneration, Culture and Environment	560.732	183.505	377.227	55.856	321.371	0.000
Housing Revenue Account	47.896	19.739	28.157	15.743	12.413	0.000
Business Support Department	3.677	2.952	0.724	0.300	0.424	0.000
Members Priorities	0.363	0.000	0.363	0.025	0.338	0.000
Total	650.117	222.760	427.356	86.970	340.977	0.590

Table 5 – Funding the Capital Budget excluding MDC owned schemes

Funding Source	C&A £m	RCE £m	HRA £m	Business Support £m	Member Priorities £m	Total £m
Prudential Borrowing	14.890	49.707	17.108	0.175	0.000	81.881
Borrowing in lieu of Future Business Rates	0.000	30.304	0.000	0.000	0.000	30.304
Borrowing in lieu of Capital Receipts	1.174	83.171	0.000	0.000	0.000	84.345
Borrowing in lieu of Future Section 106 Contributions	0.000	0.000	0.000	0.000	0.000	0.000
Borrowing in lieu of Future NHS Grant	0.000	10.348	0.000	0.000	0.000	10.348
Capital Receipts	0.001	4.623	0.009	0.548	0.363	5.543
Capital Grants	2.329	197.092	0.488	0.002	0.000	199.911
RTB Receipts	0.000	0.000	2.906	0.000	0.000	2.906
S106 Developer Contributions	2.490	0.994	0.000	0.000	0.000	3.484
Revenue / Reserves	0.000	0.989	7.646	0.000	0.000	8.634
Total Capital Programme	20.885	377.227	28.157	0.724	0.363	427.356

14.3.1. Arrangements are in place for progress against all MDC activities to be reported to the Council through regular reports to Overview and Scrutiny, and a summary update will be provided through the Capital Budget Monitoring Reports from 2023/24 as a memorandum item, to ensure continued transparency around these developments.

14.4. Additions to the programme for 2023/24 are dealt with in the narrative below. New schemes will be funded from a combination of grant, prudential borrowing and capital receipts where available.

14.5. **Housing Revenue Account (HRA)**

14.5.1. The HRA Capital and Revenue Budgets 2023/24 report considered earlier on this agenda sets out that 2023/24 will be the third year of the current three-year planned maintenance and disabled adaptations capital works programme, and the continuation of the new build/acquisitions programme over the coming year. The HRA is now looking at bringing forward phases 5 and 6 which once completed, will deliver an additional circa 84 units. Phase 5 consists of two sites with one receiving planning permission and the other currently in the process of having a planning application submitted. Phase 6 is currently on site and due to complete in 2024. The HRA is also looking at other housing provisions such as Rough Sleepers Accommodation. The HRA successfully obtained funding to purchase 6 units of which 50% of the costs being eligible for grant funding from Homes England. The HRA Business Plan references a three-year planned capital maintenance budget as summarised in Table 6 overleaf.

Table 6: HRA Capital Requirement 2024/24

	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/Acquisitions Programme	0.000	8.200	12.000
Total	5.619	13.375	16.617

- 14.6. **Schools Capital Programme:** The Annual Review of the School Place Planning Strategy 2022-2027 approved by Cabinet in October 2022 articulates a requirement to add 1,010 permanent and 180 temporary places at an estimated total cost of £21.283million. In March 2022 the Department for Education announced the Basic Need capital grant allocations to support the creation of places needed during 2023/24 and 2024/25. Medway's allocation is £17.050million. In addition to the Basic Need capital grant allocation to deliver new places for 2023/24 and 2024/25, the Council has been allocated £7.962million to fund places and improve existing provision for children with SEND or who require Alternative Provision. These funding allocations will be added to the capital programme to deliver places in line with the Strategy in due course.
- 14.7. **Highways and Transport Related Capital:** In the Spending Review 2021 the government announced that the Department for Transport settlement provides £8.5billion, equivalent to real-terms growth rate of 1.9% a year on average over the settlement period to 2024/25. 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 Operating Officer's delegation, when final allocations are known. It is proposed to inject a further £1.5million, funded from reserves, towards maintaining the highways.
- 14.8. **Future High Streets and Levelling Up Fund:** In January 2021, we received £9.498million from the government's Future High Streets Fund which aims to transform high streets into vibrant hubs for future generations and to protect and create jobs. Last year we were also awarded £14.4million from the government's Levelling Up Fund which will be invested in three projects to further support the establishment of Chatham as Medway's city centre - The Docking Station, The Brook Theatre and The Fitted Rigging House which will support the area's flourishing creative sector and provide further opportunities for economic growth. In January 2023 the government announced the latest round of allocations from the Levelling Up Fund, however Medway's bids for Innovation Park Medway: Gateway Building, Southern Site, and Green Infrastructure, and Gillingham: Open Lines not successful so officers and Members will review how the aspirations underpinning those bids might be delivered without that grant funding.
- 14.9. **Culture & Community**
- 14.9.1. The Council holds the Grade I listed Dickens Chalet in trust for Medway residents and the nation and the Proposed Budget includes the addition of £100,000 to restore the chalet to a structurally sound state. This would enable

the Council to seek funding from external organisations to continue the restoration of the chalet with the aim of creating a restored, safe attraction for visitors to not only see but to step inside.

- 14.9.2. The Library Service currently operates a Children's Mobile Library that visits schools and early years settings that are not currently close to a static Library, supporting our child friendly city aspirations. The Proposed Budget includes the addition of £150,000 to purchase a modern, environmentally friendly vehicle to replace the current mobile community hub vehicle that is proving costly to maintain and operate. This facility would also focus on supporting literacy improvement amongst young people, particularly in rural locations where very few other Council services are available on a permanent basis. As with the other community hub developments, this mobile community hub would provide a single point of contact for our residents, particularly those living in more isolated areas, enabling them to regularly access a broad range of Council services, as well as signposting to partner organisations in the community, voluntary and private sectors.
- 14.10. **Rochester Pier Salvage:** In 2019 Rochester Pier closed owing to structural safety concerns relating to the central floatation platform linking the two brows from the upper section of pier to the pontoon. Elsewhere on the agenda for this meeting, a report seeks approval to add £137,172 to the capital programme, funded from borrowing, to remove the collapsed sections of the pier and timber dolphins from the riverbed. Should the Cabinet approve the recommendations in that report, the addition will be reflected in the Proposed Budget presented to the Council on 23 February 2023.
- 14.11. **Play Area Investment:** In July 2020, Cabinet recommended that £250,000 should be added to each year's capital programme (subject to the availability of Section 106 contributions and /or capital receipts) moving forward to ensure that residents and visitors continue to have access to safe play equipment designed to meet the increasingly diverse range of user needs. This programme has seen investment of £275,000 in 2021/22 and £250,000 in 2022/23 funded from capital receipts. We do not project any availability of capital receipts beyond those already committed to fund the existing capital programme or the additions set out in Table 7 in 2023/24. As such, as and when suitable Section 106 contributions become available, this will be added to the capital programme to deliver play areas in 2023/24 via a future report to Cabinet and Council.
- 14.12. **Disabled Facilities Grant (DFG):** The DFG is a means tested grant of up to £30,000 to provide adaptations in people's homes that will make them more accessible. The grant forms part of the Better Care Fund and for 2022/23 is worth £2.471million; when the allocation for 2023/24 is confirmed the funding will be added to the budget using the delegation of the Chief Operating Officer.
- 14.13. **Facilities for Council Meetings:** Due to the loss of the Civic Suite space as part of the Ministry of Justice lease, and the larger space required for social distancing measures due to the Covid-19 pandemic, Medway Council had to split Council meetings across Gun Wharf and the St Georges Centre. There are issues with heating and the acoustics at the St Georges Centre and having

meetings split across two different sites causes unnecessary travel for officers and Members. The Proposed Budget includes a capital addition of £320,000 to deliver a new Council Chamber in Gun Wharf to hold all Council meetings, including full Council. Some of the technology used to support Council meetings is approaching end of life, especially the wireless microphones, so this addition also includes the replacement of the audio visual technology. Following the successful creation of a Council Chamber at Gun Wharf, the Council will be able to review the options for the St George's Centre.

Table 7 – Proposed Additions to the Capital Programme

Addition	£m
Restore Dickens Chalet to structurally sound state, funded from reserves	0.100
Purchase of new Mobile Library, funded from reserves	0.150
Facilities for Council Meetings, funded from reserves	0.320
Highways improvements, funded from capital receipts	1.500
Total	2.070

15. Housing Revenue Account

- 15.1. 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.
- 15.2. The Business Support Overview and Scrutiny Committee received a report on 25 January 2023 that detailed the HRA revenue and capital budget proposals and a follow up to that report features elsewhere on this agenda.
- 15.3. The summarised Housing Revenue Account is attached at Appendix 6, with the capital investment requirements included within the current programme at Tables 4 and 5.

16. Risk management

Risk	Description	Action to avoid or mitigate risk	Risk rating
Failure to deliver a balanced budget without recourse to reserves	The Council has a statutory duty to deliver a balanced budget in advance of the financial year. Reserve balances will need to be protected to ensure the future sustainability of the Council's finances.	Members and officers are working closely to develop proposals to reduce the cost of service delivery or maximise income streams to ensure a balanced budget can be achieved.	B2

Risk	Description	Action to avoid or mitigate risk	Risk rating
Demographic Growth	Further demographic pressures may surface across our social care services above those assumed in the budget.	Close monitoring of demand for service to identify pressures early, robust budget monitoring.	C2
Final settlement may be worse for Medway than the Provisional settlement	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.	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
Inadequate Funding	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
Capital Receipts	The budget assumes a significant proportion of the Capital Programme is funded from capital receipts; if the Council does not achieve the required receipts, schemes may need to be curtailed or refinanced.	Close monitoring of the programmes anticipated to deliver capital receipts, and careful management of the delivery of those schemes funded from receipts.	C2

Risk	Description	Action to avoid or mitigate risk	Risk rating
Interest Rate Rises	The budget assumes a significant proportion of the Capital Programme is funded from borrowing. If rates rise beyond the projections in the budget, or if additional borrowing is required, a revenue budget pressure will arise unless some elements of the programme can be curtailed or refinanced.	Close monitoring of the capital programme monitoring to minimise borrowing and avoid taking out borrowing at interest rate peaks.	C1
Deliverability of the Capital Programme	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.	D3
Special Educational Needs and Disabilities	Further increases in the number of children requiring support, and in the complexity of needs may surface above those assumed the budget.	Close monitoring of demand for service to identify pressures early, robust budget monitoring.	C2
Social Care Reforms	The impact of the government's social care reforms may result in higher costs to the authority beyond that received through new burdens funding.	Officers continue to work to determine the impact of the reforms and lobby government for adequate financial support for the sector.	C1

Risk	Description	Action to avoid or mitigate risk	Risk rating
Medway Development Company (MDC) activity	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.	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. Close monitoring of the programme and careful management of the delivery are supported by scrutiny from senior officers and Members.	D2
Housing Infrastructure Fund (HIF)	The delivery of the HIF scheme is funded by Homes England, however any overspend must be funded by the Council.	A dedicated team of skilled and experienced staff are focussed on the delivery of the HIF programme. Close monitoring of the programme and careful management of the delivery are supported by scrutiny from senior officers and Members.	C2

Likelihood	Impact:
A Very high B High C Significant D Low E Very low F Almost impossible	1 Catastrophic (Showstopper) 2 Critical 3 Marginal 4 Negligible

17. Consultation

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

18. Diversity Impact Assessment

- 18.1. 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.
- 18.2. 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 23 February 2023. 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.
- 18.3. 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.

19. Financial implications

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

20. Legal and Constitutional Implications

- 20.1. 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.

- 20.2. 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.
- 20.3. 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.
- 20.4. 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.
- 20.5. 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 16 of this report.
- 20.6. 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.
- 20.7. 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.

- 20.8. 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.
- 20.9. 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.
- 20.10. 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.
- 20.11. 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.
- 20.12. 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.
- 20.13. 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.

- 20.14. 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.
- 20.15. 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 2023/24 the latest date for posting the notices (first class) is 28 February 2023.
- 20.16. 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.
- 20.17. The Council has a statutory duty to set a balanced budget no later than 11 March in the financial year preceding the one in respect of which the budget is set. When developing the budget, the Council needs to be cognisant that is required in law to provide some services, mandatory services, and others where it is a matter of local choice, discretionary services. It is a matter for the Council to determine what its local priorities are and those which are not. This can assist in determining resource allocation.
- 20.18. Section 19 of this report refers to the potential budget gap for the next financial year. When determining its budget, the Council must have regard to the advice provided by the Chief Operating Officer (its statutory S151 finance officer). The S151 officer is required to report on the robustness of the estimates made for the purposes of the calculations, and the adequacy of the proposed financial reserves.

21. Conclusions

- 21.1. 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 most important to residents.

21.2. The proposed revenue budget requirement of £390.205million (Appendix 2) exceeds the estimated available resources by £2.026million. If we cannot identify measures to address this deficit, it will need to be met from the Council's reserves.

22. Section 25 Statement:

22.1. Section 25 of the Local Government Act 2003 requires that an Authority's Chief Financial Officer (Section 151 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.

22.2. 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.

22.3. The Council's reserves position is set out in detail at Section 13 of this report. It demonstrates that at March 2022 the Council had non-earmarked general fund reserves of £26.550million available to it. Elsewhere on this agenda, the round 3 monitoring for the current financial year indicates that if the position does not improve by year end, the Council may be called upon to use £17.186million of these reserves, although our experience is that the final outturn generally shows significant improvement between the last reported monitoring and year end. The 'Safety Valve' programme also requires the Council to set aside £3million of general reserves as a guarantee against non-delivery of the deficit recovery plan. Finally, in the absence of sufficient capital receipts, the capital additions proposed at Table 7 would require circa £0.570million of general reserves. This would leave the Council's non-earmarked general fund reserves at around £5.794million – around £700,000 greater than the balances held at March 2018.

22.4. As the Section 151 Officer, I would prefer that the Council were not in this position, however it is not dissimilar to the position confronting many other upper tier authorities. Indeed, the government has urged local authorities to use reserves in order to balance budget shortfalls.

22.5. In conclusion, I feel confident in confirming the robustness of the assumptions underpinning this proposed budget and whilst the current level of reserves does not point to the Council's longer-term sustainability, there are sufficient general reserves available to the Council to balance the budget for 2023/24.

23. Recommendations

23.1. Cabinet notes the comments from the overview and scrutiny committees as summarised in Appendix 1 to this report;

- 23.2. Cabinet recommends to Full Council that the net revenue budget summarised at Appendix 2, should be set at £390.205million, and that this should be funded by a 4.994% increase in Council Tax for 2023/24 with the equivalent Band D figure at £1671.23;
- 23.3. Cabinet recommend to Full Council the transfer of £3million from general reserves to a new earmarked reserve, to be used in the event the Deficit Recovery Plan does not reduce the DSG Deficit in line with the agreement with the Safety Valve Intervention Programme, as set out in Section 4.9.3 of the report.
- 23.4. Cabinet agree to the cessation of funding to landlords to provide sheltered housing, with a six month notice period from 1 April 2023, as set out in Section 7.4 of the report.
- 23.5. Cabinet note that on 24 January 2023, Employment Matters Committee recommended to Full Council:
- a general cost of living increase of £1,000 (pro-rata) for all staff,
 - creation of a gap in pay ranges 1-4 through the introduction of a £500 gap, as detailed in paragraphs 7.6-7.8 of that report, and
 - Full Council delegate to the Chief Executive the authority to agree the competency-based awards for staff assessed under MedPay at Levels 1A and 1B.
- 23.6. Cabinet recommends to Full Council the capital budget proposals, as set out in Table 7;
- 23.7. Cabinet recommends to Full Council the fees and charges set out at Appendix 7 to this report;
- 23.8. Cabinet recommends to Full Council the Flexible Use of Capital Receipts Strategy set out at Appendix 8 to this report;
- 23.9. The Chief Operating 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 23 February 2023.
- 23.10. Cabinet notes its earlier recommendation to Full Council (decision 135/2022 refers) that when setting the Council Tax, the following changes are applied to Council premia in line with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, as set out in paragraph 4.4.3 of this report:
- the 100% premium for long-term empty properties may be brought forward so that it can commence after being empty for one year rather than two; and
 - a 100% premium may be charged for properties that are unoccupied but furnished (referred to as second homes).

24. Suggested reasons for decision

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

Lead officer contact

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Appendices

- 1 Report back from Overview and Scrutiny Committees on Draft Budget Proposals
- 2 Proposed Revenue Budget Summary 2023/24
- 3A Children & Adults Directorate Budget Summary
- 3B Children & Adults Directorate Pressures and Savings
- 4A Regeneration, Culture and Environment Directorate Budget Summary
- 4B Regeneration, Culture and Environment Directorate Pressures and Savings
- 5A Business Support Department Budget Summary
- 5B Business Support Department Pressures and Savings
- 6 Housing Revenue Account Budget 2023/24
- 7 Schedule of Proposed Fees and Charges 2023/24
- 8 Flexible Use of Capital Receipts Strategy
- 9 Projected Budget Requirement and Resources for future years

Background papers

Provisional Local Government Finance Settlement – Cabinet 10 January 2023:

<https://democracy.medway.gov.uk/ieIssueDetails.aspx?Id=35136&Opt=3>

Draft Capital and Revenue Budget 2023/24 – Cabinet 15 November 2022:

<https://democracy.medway.gov.uk/ieIssueDetails.aspx?Id=34005&Opt=3>

Financial Outlook 2023/24 – Cabinet 18 October 2022:

<https://democracy.medway.gov.uk/ieIssueDetails.aspx?Id=33680&Opt=3>

1. Comments from the Overview and Scrutiny Committees

1.1. Business Support Overview and Scrutiny Committee – 24 November 2022

Discussion:

The Committee considered a report setting out the Council's draft capital and revenue budget for 2023/24. The Chief Finance Officer advised that it had been prepared prior to the Chancellor's Autumn Statement so did not reflect the impact of the announcements made.

The following issue was discussed:

- **Council Tax rate** – Asked about anticipated Council Tax increases in other unitary authorities, the Chief Finance Officer said that there had been conversations with other authorities and all were facing significant budget challenge. While the decision to raise Council Tax was a difficult one, given affordability, if councils did not take advantage of the flexibility to raise Council Tax, in future years they were left behind as Government funding allocations reduced as a result.

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 2023/24.
- 2) The Committee commented on the proposals outlined in the draft capital and revenue budgets and forwarded proposals to the individual overview and scrutiny committees.
- 3) The Committee noted the timetable for consideration by overview and scrutiny.

1.2. Children and Young People Overview and Scrutiny Committee – 29 November 2022

Discussion:

The Committee considered a report setting out the Council's draft capital and revenue budget for 2023/24. The Chief Finance Officer advised that it had been prepared prior to the Chancellor's Autumn Statement so did not reflect the impact of the announcements made.

When the financial outlook was prepared, it assumed that ringfenced education grants would increase by £5 million. In terms of costs of services, the draft budget reflected additional pressures in children's social care and education of net £16 million increased budget requirement.

The core schools' budget in England would increase following the Chancellor's announcement, £2.3 billion in 23/24 and £2.3 billion in 23/25

Members then raised comments and questions which included:

- **Safety Valve Intervention Programme** - it was asked how the financial issues and impact from the high needs block deficit would affect the general budget, what was charged to the account that the Education Skills Funding Agency (ESFA) say should not have been charged and given that the DfE required yearly reporting why was the charge not picked up earlier.

The Chief Finance Officer said that the high need deficit had been a matter of concern for a long time and was grateful for statutory override as once confirmed, it was highly likely that the government would follow with another form of support. There had been a difference of opinion between the Council and the DfE as to whether the services which had been charged to the DSG (Education Psychology and SEND Social Work Teams) were appropriate charges to that grant, totalling £2.9 million of annual spend. The latest budget monitoring for the current year already reflected the impact of putting this sum back in to the general fund. Medway produced a return to government of the spend on the Dedicated Schools Grant (DSG) every year and so it was not clear how this was not identified by the government following previous years' returns. Officers were working to further understand the circumstances regarding this.

The Assistant Director Education and SEND added that internally, officers were working to review historic decisions of HNB spend in certain areas, which had increased Medway's deficit at a greater rate than it otherwise would have, which was done at the time to prevent taking vital funding away from schools and children. Officers undertook to share with Members any findings from that. The safety valve intervention had been submitted to the Secretary of State for approval and it was expected to be signed off in December 2022. It was clarified that there were two strands of work taking place, one was on the safety valve and the other was a paper that was being taken to the Schools Forum on high needs funding. It was requested that the Schools Forum paper be shared with Committee Members and that an update on the safety valve also be provided, once a final decision from the Secretary of State had been made.

The Finance Business Partner added that the statutory override was expected to come to an end at the end of this financial year. The safety valve programme was important because if Medway was successful in its negotiations with the ESFA, it would allow Medway to continue with the statutory override until the end of the recovery plan.

- **Aut Even** – in response to a question on how Aut Even featured in the new sufficiency plans, the officer said that scoping work was underway to explore whether Aut Even could be reinstated, though it would need refurbishment work to do so. Sufficiency was a big challenge for children's

social care, in particular for children with disabilities and how best to meet their needs. A bid had been submitted to the DfE for funding for the refurbishment which had unfortunately been unsuccessful and once feedback was received, a challenge or further application may be submitted. Members asked for a briefing to be provided to the Committee on this work and officers agreed to provide an update at a later stage when the way forward was clear.

- **Efficiencies** – it was commented that there were increasing budget demands year on year, and in prior years efficiencies had been identified but had not prevented the service from exceeding its budget. It was asked what was being done to manage spend.

The Chief Finance Officer said it was important to note that the budget was not set in isolation by any one department and was also not set centrally by the finance teams. Setting the budget involved meeting on a regular basis with services to discuss opportunities and to identify solutions in delivery of demand led services which was extremely difficult.

The comments on it being unusual for a Medium-Term Financial Strategy (MTFS) not to have been produced was acknowledged and the Chief Finance Officer agreed that projections needed to be made as it assisted organisations over a long term period. A commitment had been made for publication of the MTFS in February 2023 and the only reason one had not been produced to date was due to the position the Council found itself in as a result of the Covid pandemic and trying to set budgets during a period of uncertainty. The publication of a Capital Strategy was envisaged for December 2023 which would look at a longer time frame of up to a 10-year period. This set of estimates would assist with the ability to make sensible projections.

The Assistant Director, Children's Social Care added that part of the improvement journey had been about putting tangible systems in place in order to ensure efficiencies. This was a difficult task that was being done in a changing landscape, in a market driven by extremely high placement costs, with national workforce challenges and pressures on LA finances. The service was working as best as it could to reduce costs of placements where possible and improve commissioning practices through re-negotiation of commissioned placements. Work was also being done to claw back money from the health service as part of health funding for child placements as this would deliver savings. A multitude of work streams were in progress to manage sufficiency and efficiency.

- Long term aspirations – it was commented that there was a distinct lack of longer-term projections in the budget and how each decision affected another was not made evident. This did not provide a reflection of the work being done, what the gaps represented, why they occurred and how long they would continue. The Chief Finance Officer agreed that investment in long term solutions was an aspiration of all staff, and work was underway to develop a tool to assist officers to appropriately articulate the investment business case for such projects. A set of projections for the

coming five years would be published alongside the proposed 2023/24 budget going to Cabinet in February, with thought being given to how the gaps in the budget would be presented going forward which may include ranges.

The Assistant Director, Children's Social Care advised that modelling over five years had been completed on placements as well as forecasting the care leavers service based on the next three years. There was a multitude of collaborative working across the directorate.

Decision:

The Committee noted the contents of the report and requested:

- 1) A briefing update on Aut Even (when the way forward was clear);
- 2) An update report to the Committee on the Safety Valve Intervention Programme;
- 3) A copy of the High Needs Block Funding report submitted to the Schools Forum to be shared with Committee Members; and
- 4) The outcome of the work officers were undertaking in relation to the High Needs Block historic spend, be shared with Committee Members.

1.3. Health and Adult Social Care Overview and Scrutiny Committee –
1 December 2022

Discussion:

Members considered a report which set out the Council's draft capital and revenue budgets for 2023/24.

The Chief Finance Officer updated Members on the Chancellor's autumn statement, referring to the following:

- the decision to delay the adult social care charging reforms for at least 2 years, although the funding for these reforms would still be distributed to councils;
- £1 billion of new funding across the system, of which 40% was expected to be allocated to councils in 2023/24 with the remainder distributed through the Better Care Fund.
- Household support fund would continue.

It was suggested that the delay in the adult social care reforms presented an opportunity to give the directorate space in the budget setting process to make the necessary investments now in the knowledge these would lead to future efficiency savings, without being under the same pressure to make savings.

The Chief Finance Officer commented that there was a need to set a balanced budget each year. In terms of making forward year projections officers were working on a much broader set of assumptions in terms of possible ranges. The local government finance settlement expected in December may be longer term in nature, allowing the possibility of the Council returning to a medium-term financial strategy model.

Decision:

The Committee agreed to:

- 1) note that Cabinet had instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2023/24.
- 2) forward its comment on the proposals outlined in the draft capital and revenue budgets to the Business Support Overview and Scrutiny Committee.

1.4. Regeneration, Culture and Environment Overview and Scrutiny Committee – 8 December 2022

Discussion:

The Committee received a report providing an update on progress towards setting the Council's draft capital and revenue budgets for 2023/24.

The report set out the process by which the budget would progress through to Cabinet and Council in February 2023.

Decision:

The Committee noted that Cabinet had instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2023/24

1.5. Business Support Overview and Scrutiny Committee – 25 January 2023

Discussion:

The Chief Finance Officer said that the previous report considered by the Committee on 25 November 2022 had been written prior to the Chancellor of Exchequer's autumn statement.

Appendix 5 of the report outlined the discussions held at the other Overview and Scrutiny Committee's on the draft budget.

Appendix 6 of the report was the Local finance settlement report to Cabinet. This was more favourable than had been anticipated and as a result the budget deficit would be smaller than expected.

Members raised a number of issues which were responded to by the Chief Finance Officer as follows:

- **Uncertainty over the social care budget:** Concerns were expressed about assumptions that had been made in the budget process. The officer responded that in the Chancellor's autumn statement and the provisional settlement, the Government had not been clear about which element of the adult social care reforms were being deferred. The absence of the charging reform element implied that this was the deferred element. Although there was certainty about the flexibility to increase Council Tax by the 2% adult social care precept, it remained necessary to make some funding assumptions so there would continue to be an element of uncertainty and risk until the final settlement was published.
- **High needs block/safety valve programme:** Asked for an update, the officer said that there had been some clarity as the Minister had confirmed £17,000,000 of revenue funding and £8,000,000 SEND capital funding in principle. This was backed by a deficit recovery plan which would return the high needs block to a breakeven point by 2025/26. The statutory override which allowed the Council to have the reserve in a deficit position had been extended for another 3 years which would cover the deficit recovery period.
- **Savings and efficiencies identified by Directorates:** Asked how satisfied the Finance Team were, in building the budget, that these identified efficiencies were reasonable, two examples being the predicted increased capacity of Aut Even and the Old Vicarage, the officer said that the budget was a set of estimates based on projections of placement numbers and predicted costs which made it precarious to a degree. The calculations of the assumptions that underpinned the changes that had been put into the budget had been made through close working between the services and Finance Team and the logic had been tested by senior Members and officers and by Finance Managers. The identified savings were more proportionate in terms of risk and demand than in previous years.
- **Update on Cornwallis School:** The officer advised that further information would be within the round 3 capital budget monitoring report. The anticipated opening of the school was in 2024/25.
- **Assumptions on Legal Services savings:** Asked about the increase in the cost of the service, the officer said that this service was a pressure in the current year as it had been necessary to use locum staff to cover vacant posts in the permanent establishment, however the budget for Legal Services for 2023/24 remained unchanged from 2022/23 in the Draft Budget.
- **Prudential borrowing for the capital programme:** Asked how the debt was being serviced, particularly the £1,600,000 in relation to Splashes, the officer said that in the current year, there was a budget of £12,300,000 for the cost of interest and financing. The Draft Budget reflected pressure

from the growth of the programme (including the Splashes addition) and the increased interest rates, increasing the budget requirement by c£8m.

- **The Government's levelling up process:** Concern was expressed about the amount of officer time that had been spent on this process where it later transpired that there was no chance of success, for example in relation to Gillingham and Innovation Park Medway. The officer said that the Council continued to lobby Government for longer term settlements with less competitive processes.
- **Risk management rating:** Reference was made to the risk rating in the report that there was a high likelihood that there would be a failure to deliver a balanced budget. The officer said that prior to the Chancellor's statement and in the absence of any Government guidance, this had been correct given the scale of the budget gap. However, the report to Cabinet would include a smaller gap and therefore would almost certainly include a lower risk management rating.

Decision:

The Committee noted that Cabinet had instructed officers to continue to work with Portfolio Holders in formulating robust proposals to balance the budget for 2023/24.

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 forwarded them to Cabinet, contributing to the overall comments that the Committee fed back to Cabinet on behalf of the other O&S Committees.

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2023/24 Proposed Budget Summary

Directorate	2022/23 Round 2 Budget	Removal of one-off budgets	Adjusted base budget	Adjusted base budget excluding recharges	2023/24 Changes	2023/24 Draft Budget	2023/24 Further Changes	2023/24 Proposed Budget Requirement
	£000s	£000s	£000s	£000s	£000s	£000s	£'000	£'000
Children and Adult Services	265,099	0	265,099	257,084	30,232	287,316	(541)	286,775
Regeneration, Culture & Environment	62,312	(279)	62,033	59,841	7,450	67,291	(3,192)	64,099
Business Support Department	13,006	0	13,006	23,215	401	23,616	415	24,031
Interest & Financing	12,315	0	12,315	12,315	7,822	20,137	(4,837)	15,300
Additional Government Support Expenditure	19,870	(19,870)	0	0	0	0	0	0
Budget Requirement	372,602	(20,148)	352,454	352,454	45,906	398,359	(8,154)	390,205
Council Tax	(138,087)	0	(138,087)	(138,087)	(6,491)	(144,577)	(4,294)	(148,871)
Retained Business Rates	(56,037)	0	(56,037)	(56,037)	(5,134)	(61,171)	7,916	(53,255)
Non ringfenced Government Grants	(10,087)	0	(10,087)	(10,087)	726	(9,361.2)	(11,004)	(20,365)
New Homes Bonus	(1,979)	0	(1,979)	(1,979)	0	(1,979)	(19)	(1,998)
Education Related Grants	(105,350)	0	(105,350)	(105,350)	(5,098)	(110,448)	(6,117)	(116,566)
Children Social Care Related Grants	(1,067)	0	(1,067)	(1,067)	0	(1,067)	0	(1,067)
Adult Social Care Related Grants	(17,198)	0	(17,198)	(17,198)	(5,800)	(22,998)	(2,000)	(24,998)
Public Health Grant	(18,075)	0	(18,075)	(18,075)	0	(18,075)	0	(18,075)
Budgeted Use of Earmarked Reserves	0	0	0	0	0	0	(2,985)	(2,985)
Budgeted Use of Reserves	(4,853)	4,853	0	0	0	0	0	0
Additional Government Support	(19,870)	19,870	0	0	0	0	0	0
Estimated Available Funding	(372,602)	24,722	(347,880)	(347,880)	(21,797)	(369,677)	(18,503)	(388,179)
Budget Gap - General Fund	0	4,574	4,574	4,574	24,109	28,683	(26,657)	2,026

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Children & Adults Directorate - Proposed Budget 2023/24

General Fund Activities	2023/24 Adjusted Base £'000	2023/24 Changes £'000	2023/24 Draft Budget Assumptions £'000	2023/24 Further Changes £'000	2023/24 Budget Requirement £'000	2023/24 Budget Requirement - Expenditure £'000	2023/24 Budget Requirement - Income £'000	2023/24 Budget Requirement - Net £'000
Assistant Director Adult Social Care	(3,280)		(3,280)		(3,280)	20,882	(24,162)	(3,280)
Business Operations & Provider Services	3,551	14	3,565		3,565	3,858	(293)	3,565
Locality Services	74,632	11,990	86,622	(5,817)	80,805	97,341	(16,536)	80,805
Specialist Services/Principal Social Worker	1,624		1,624		1,624	1,779	(155)	1,624
Total Adult Social Care	76,527	12,004	88,531	(5,817)	82,714	123,860	(41,146)	82,714
Directorate Management Team	619	0	619		619	875	(256)	619
Business Support	1,377		1,377		1,377	1,447	(70)	1,377
Children In Care	35,827	4,705	40,532	396	40,928	43,663	(2,735)	40,928
Children's Care Improvement	1,150		1,150		1,150	2,801	(1,651)	1,150
Children's Care Management	1,395		1,395		1,395	1,262	133	1,395
Children's Social Work Team	7,132		7,132		7,132	7,132	0	7,132
Early Help, Youth, MASH and Adolescence	4,415	41	4,456		4,456	6,595	(2,139)	4,456
Head of Safeguarding & QA	2,729	1	2,730		2,730	2,941	(211)	2,730
Virtual Head	427		427		427	618	(191)	427
Total Children's Services	54,452	4,746	59,198	396	59,594	66,459	(6,865)	59,594
Early Years Sufficiency	16,232		16,232		16,232	16,232	0	16,232
Education Management Team	283		283		283	283	0	283
Inclusions	2,711		2,711		2,711	3,106	(394)	2,711
Psychology & SEN	32,659	2,900	35,559		35,559	36,062	(503)	35,559
School Organisation & Student Services	1,597		1,597		1,597	1,995	(398)	1,597
School Improvement	302		302		302	581	(279)	302
School Online Services	(128)		(128)		(128)	530	(658)	(128)
SEN Transport	6,247	3,285	9,532	(392)	9,139	9,589	(450)	9,139
Total: Education	59,903	6,185	66,088	(392)	65,696	68,378	(2,682)	65,696
Adults Commissioning	282		282		282	591	(309)	282
C&A Performance & Intelligence	479		479		479	479	0	479
Children's Commissioning	1,432		1,432		1,432	2,566	(1,133)	1,432
Total: Partnership Commissioning	2,194	0	2,194	0	2,194	3,636	(1,442)	2,194
Business Development	290		290		290	290	0	290
DAAT	1,942		1,942		1,942	2,392	(449)	1,942
Health Improvement Programmes	3,329		3,329		3,329	4,145	(816)	3,329
Public Health Commissioning	5,650		5,650		5,650	5,792	(142)	5,650
Public Health Management	1,139		1,139		1,139	1,975	(837)	1,139
Stop Smoking Services	420		420		420	420	0	420
Supporting Healthy Weight	1,273		1,273		1,273	1,489	(216)	1,273
Total Public Health	14,043	0	14,043	0	14,043	16,504	(2,461)	14,043
Finance Provisions	2,085		2,085		2,085	2,057	28	2,085
HR Provisions	659		659		659	978	(319)	659
School Grants	46,603	5,098	51,701	6,117	57,818	15,400	42,419	57,818
Total School Retained Funding and Grants	49,347	5,098	54,445	6,117	60,562	18,434	42,127	60,562
Pay award	0	2,587	2,587	(845)	1,742	1,742	0	1,742
Government reversal of Health & Social Care levy on National Insurance: reduction in Employer's contribution cost	0	(388)	(388)		(388)	(388)	0	(388)
Total for Children and Adults	257,084	30,232	287,316	(541)	286,775	299,500	(12,725)	286,775

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Children and Adults Directorate

Pressures & Savings	2023/24 Agreed Pressures / Savings at Draft Budget £000s	2023/24 Further Pressures / Savings £000s
Adult Social Care		
Cost of Current Service	2,466	
Projected demographic growth	1,200	
Allowance for provider uplifts	4,250	1,183
Adult Social Care Reforms	5,800	(5,800)
New Funding allocations for Social Care		(1,200)
ASC Targeted reviews	(1,426)	
ASC Flight supported living	(300)	
Utilities projected increase	14	
Total Adult Social Care	12,004	(5,817)
Children's Services		
Cost of Current Service	5,548	
Projected demographic growth	2,784	
Allowance for provider uplifts	1,680	
Efficiencies, tracking/planning, external contributions to placement costs	(2,500)	
Increase capacity in residential provision (including Learning Disability & Autism, and Aut Even)	(1,500)	(4)
Intensive parenting support	(509)	
Care leavers accommodation projected savings	(837)	
Utilities projected increase	80	
16+ & Care Leavers Service Capacity		400
Total Children's Services	4,746	396
Education		
SEND Transport projected increase	3,285	
Reflect cost of SEND and Educational Psychologists teams in the General Fund	2,900	
Increase in ringfenced education grants	5,098	6,117
Travel training		(392)
Total Education	11,283	5,725
Pay award	2,587	(845)
Government reversal of Health & Social Care levy on National Insurance: reduction in Employer's contribution cost	(388)	
Total C&A	30,232	(541)

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Regeneration, Culture and Environment Directorate - Proposed Budget 2023/24

General Fund Activities	2023/24 Adjusted Base	2023/24 Changes	2023/24 Budget Requirement	2023/24 Further Changes	2023/24 Budget Requirement	2023/24 Budget Requirement - Expenditure	2023/24 Budget Requirement - Income	2023/24 Budget Requirement - Net
	£'000	£'000	£'000	£'000	£'000	£000's	£000's	£000's
Environmental Services	27,072	2,561	29,633	(877)	28,756	31,022	(2,265)	28,756
Front Line Services Support	778		778		778	805	(27)	778
Greenspaces	4,147	479	4,626	(138)	4,488	4,803	(315)	4,488
Highways	5,307	1,124	6,431	(219)	6,212	7,613	(1,401)	6,212
Integrated Transport	6,691	598	7,290	(732)	6,558	8,210	(1,652)	6,558
Parking Services	(5,014)	73	(4,941)	(786)	(5,727)	3,347	(9,074)	(5,727)
Regulatory Services	1,453	120	1,573	(73)	1,501	4,426	(2,925)	1,501
Total for Front Line Services	40,435	4,955	45,390	(2,824)	42,566	60,226	(17,660)	42,566
Culture	1,486	23	1,509	(65)	1,444	2,367	(924)	1,444
Culture & Community Support	79		79		79	188	(108)	79
Libraries & Community Hubs	3,247	37	3,284	(20)	3,264	3,533	(268)	3,264
Planning	663		663		663	2,709	(2,046)	663
South Thames Gateway Partnership	135		135		135	135	0	135
Sport, Leisure, Tourism & Heritage	2,189	243	2,432	(147)	2,285	5,703	(3,419)	2,285
Strategic Housing	4,861	3	4,864	(340)	4,524	8,763	(4,239)	4,524
Total for Culture & Community	12,659	306	12,966	(572)	12,394	23,398	(11,004)	12,394
Economic Development	225	73	298		298	1,154	(856)	298
Medway Norse	5,623	495	6,118	(161)	5,957	5,957	0	5,957
Property & Capital Projects	1,799	452	2,250		2,250	3,453	(1,203)	2,250
Regeneration Delivery	698	2	700		700	1,080	(380)	700
Skills & Employability	(204)	9	(195)		(195)	2,062	(2,257)	(195)
Valuation & Asset Management	(2,984)	22	(2,962)	623	(2,338)	1,292	(3,631)	(2,338)
Total for Regeneration	5,156	1,053	6,210	462	6,672	14,998	(8,327)	6,672
Director's Office	856	20	877		877	899	(22)	877
Communications	734	2	735		735	979	(244)	735
Deangate	0	0	0		0	0	0	0
Pay award	0	1,310	1,310	(258)	1,052	1,052	0	1,052
Government reversal of Health & Social Care levy on National Insurance: reduction in Employer's contribution cost	0	(197)	(197)		(197)	(197)	0	(197)
Total for Regeneration, Culture and Environment	59,841	7,450	67,291	(3,192)	64,099	101,355	(37,256)	64,099

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Regeneration, Culture and Environment Directorate

Pressures & Savings	2023/24 Agreed Pressures / Savings at Draft Budget £000s	2023/24 Further Pressures / Savings £000s
Front Line Services Smart Cities project - Pre Wetted Salt Smart Cities project - Road Temperature Sensors Utilities projected increase Allowance for inflation across key service contracts Introduction of Moving Traffic Offences - increased income net of cost of implementation Introduction of Enforcement of Red routes - increased income net of cost of implementation Introduction of Enforcement of School Streets - increased income net of cost of implementation Amended Bus Subsidies & Concessionary Fares Increased income from proposed uplifts to Fees & Charges Total Front Line Services	(20) (76) 1,221 3,830 4,955	 (1,786) (309) (232) (245) (117) (135) (2,824)
Culture and Community Utilities projected increase Sheltered Housing reduction in funding to other providers Housing Floating Support contract delivered in house in Welfare & Financial Benefits Seek sponsorship for the Medway Mile event Cease Tourism Open Top Bus provision Cease delivery of Bonfire Night display Medway Gaming Festival reduction in funding Monetising Festivals Community Hubs and Libraries new commercial activity Increased income from proposed uplifts to Fees & Charges Total Culture and Community	306 306	 (140) (200) (20) (27) (40) (20) (40) (20) (65) (572)
Regeneration Allowance for inflation across key service contracts Utilities projected increase Pentagon Pressure (1 year impact of redevelopment) Rent/Lease properties - reviews and uplifts Total Regeneration	495 558 1,053	(161) 726 (103) 462
Directors Office Utilities projected increase Total Directors Office	20 20	 0
Communications Utilities projected increase Total Communications	2 2	 0
Pay award	1,310	(258)
Government reversal of Health & Social Care levy on National Insurance: reduction in Employer's contribution cost	(197)	0
Total Regeneration, Culture & Environment	7,450	(3,192)

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Business Support Department - Proposed Budget 2023/24

General Fund Activities	2023/24 Adjusted Base £'000	2023/24 Changes £'000	2023/24 Budget Requirement £'000	2023/24 Further Changes £'000	2023/24 Budget Requirement £'000	2023/24 Budget Requirement - Expenditure £000's	2023/24 Budget Requirement - Income £000's	2023/24 Budget Requirement - Net £000's
Corporate Management	2,499		2,499		2,499	2,606	(107)	2,499
Total for Corporate Management	2,499	0	2,499	0	2,499	2,606	(107)	2,499
FBI - Finance	2,103	(130)	1,973	571	2,544	81,043	(78,499)	2,544
FBI - Information	9,603	(261)	9,342	196	9,539	14,174	(4,635)	9,539
FBI - Organisational Culture	1,692		1,692		1,692	2,828	(1,135)	1,692
FBI Divisional Management Team	310		310	(1,000)	(690)	(690)	0	(690)
Internal Audit & Counter Fraud	389		389		389	616	(227)	389
Total Finance & Business Improvement	14,098	(391)	13,707	(233)	13,474	97,970	(84,496)	13,474
Legal, Land Charges & Licensing	3,057		3,057		3,057	4,427	(1,370)	3,057
Total Legal & Contracts	3,057	0	3,057	0	3,057	4,427	(1,370)	3,057
Category Management	356		356		356	460	(104)	356
Democratic Services Manager	576		576		576	620	(44)	576
Members & Elections	1,580		1,580		1,580	1,639	(59)	1,580
Total Legal & Governance	2,512	0	2,512	0	2,512	2,719	(207)	2,512
Levies	1,626	0	1,626	300	1,926	1,958	(32)	1,926
Norse Profit Share	(578)	0	(578)	315	(263)	0	(263)	(263)
Pay award	0	933	933	34	967	967	0	967
Government reversal of Health & Social Care levy on National Insurance: reduction in Employer's contribution cost	0	(141)	(141)		(141)	(141)	0	(141)
Total for Business Support	23,215	401	23,616	415	24,031	110,507	(86,476)	24,031
Interest & Financing	12,315	7,822	20,137	(4,837)	15,300	21,119	(5,819)	15,300
Total for Business Support and Interest & Financing	35,529	8,223	43,753	(4,421)	39,331	131,626	(92,294)	39,331

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Business Support Department

Pressures & Savings	2023/24 Agreed Pressures / Savings at Draft Budget	2023/24 Further Pressures / Savings
	£000s	£000s
Finance & Business Improvement		
Revenues & Benefits improvement programme	(130)	
Review of print post and scanning	(150)	
Replacement Asset Management System (RAMS)	(80)	
CCTV	(100)	
Projected utilities increase	1	
Allowance for inflation on contracts	68	46
Transformation of delivery of Revenues, Benefits and Customer Contact		(720)
External Audit fees and external valuations		165
Specific Grants rolled into Revenue Support Grant		276
Total Finance & Business Improvement	(391)	(233)
Norse Rebate	0	315
Levies	0	300
Pay award	933	34
Government reversal of Health & Social Care levy on National Insurance: reduction in Employer's contribution cost	(141)	0
Total for Business Support	401	415
Interest & Financing	7,822	(4,837)
Total for Business Support and Interest & Financing	8,223	(4,421)

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HOUSING REVENUE ACCOUNT- BUDGET SUMMARY 2023/24									
Description	Budget 2022/23			R2 Forecast 2022/23			Proposed Budget 2023/24		
	Exp	Income	Net	Exp	Income	Net	Exp	Income	Net
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
HRA Working Balance B/F			(5,462)			(5,283)			(5,261)
HOUSING MAINTENANCE	2,695	0	2,695	2,927	0	2,927	3,249	0	3,249
HOMES FOR INDEPENDANT LIVING	593	(2)	591	575	(0)	574	858	(2)	856
TENANCY SERVICES	1,138	0	1,138	1,113	0	1,113	1,308	0	1,308
ESTATE SERVICE	594	(4)	590	552	(5)	547	571	(5)	566
COMMUNITY DEVELOPMENT	147	0	147	147	0	147	168	0	168
CENTRALISED ACCOUNTS	246	0	246	262	0	262	264	0	264
CLIENT SIDE	1,970	(61)	1,909	2,135	(212)	1,924	2,365	(268)	2,097
CAPITAL DEVELOPMENT PROGRAMME	116	(66)	50	117	(67)	50	120	(70)	50
CAPITAL FINANCING	7,458	0	7,458	7,379	0	7,379	7,839	0	7,839
RENTAL INCOME	0	(14,829)	(14,829)	0	(14,737)	(14,737)	0	(16,157)	(16,157)
OTHER INCOME	0	(196)	(196)	0	(166)	(166)	0	(246)	(246)
Total HOUSING REVENUE ACCOUNT	14,958	(15,159)	(202)	15,208	(15,186)	22	16,742	(16,746)	(5)
Revenue Contribution to Capital Expenditure			241			0			0
HRA Working Balance C/F			(5,423)			(5,261)			(5,265)

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MEDWAY COUNCIL

Fees & Charges 2023

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**REGENERATION, CULTURE AND ENVIRONMENT
Front Line Services**

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Trading Standards			
Weights & Measures - General			
Hourly rate of Charge - (minimum charge 1 hour)	108.30	119.00	9.88%
Certificate of Errors	108.30	119.00	9.88%
Supply of replacement certificate	108.30	119.00	9.88%
Certificate of Errors	33.90	37.30	10.03%
Supply of replacement certificate	33.90	37.30	10.03%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	27.20	29.90	9.93%
Other weights	27.20	29.90	9.93%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	32.47	35.70	9.95%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	27.19	29.90	9.97%
Cubic ballast measures (other than brim measures)	270.70	297.50	9.90%
Brim measures (unsubdivided) up to 1 metre	135.40	148.80	9.90%
Liquid capacity measures for making up and checking average quantity packages	54.20	59.60	9.96%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	54.20	59.60	9.96%
Not exceeding 30kg - Second and subsequent items	54.20	59.60	9.96%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	54.20	59.60	9.96%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	108.30	119.00	9.88%
(1) Time on site of 4 hours or less (half day charge)	379.00	416.50	9.89%
(2) Time on site exceeding 4 hours (full day charge)	757.70	832.70	9.90%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz.	54.20	59.60	9.96%
Other	54.20	59.60	9.96%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	81.27	89.30	9.88%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	81.20	89.20	9.85%
Charge for each credit card acceptor unit tested, irrespective of the number	81.20	89.20	9.85%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	324.80	357.00	9.91%
Jammed ticket printer (no replacement parts)	216.40	237.80	9.89%
Replacement of parts without effect on calibration	216.40	237.80	9.89%
(1) First or single dipstick	54.20	59.60	9.96%
(2) Each additional dipstick submitted at the same time	32.50	35.70	9.85%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	105.10	115.50	9.90%
Petroleum			
Petroleum Installation Record Search (per hour)	104.10	114.40	9.89%
Licence & Renewal			
Trader approval scheme			
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) Member Before 31/3/19	262.70	288.70	9.90%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) Member Before 31/3/19	189.60	208.40	9.92%
Fair Trader Scheme initial application fee	126.70	139.20	9.87%
Fair Trader Scheme - extra categories on website per category	55.70	61.20	9.87%
Fair Trader Scheme - enhanced listing (with company logo hyperlink)	66.70	73.30	9.90%
Fair Trader Scheme - enhanced listing - Annual Continuation Fee	12.90	14.20	10.08%
Fair Trader Scheme "Large org. member" (Above VAT registered threshold) NEW Member Rate from 1 April 2019	375.95	413.20	9.91%
Fair Trader Scheme "Small org. member" (Below VAT registered threshold) NEW Member Rate from 1 April 2019	313.20	344.20	9.90%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Exhibiting Animals			
EXHIBITING Animals registration	196.70	216.20	9.91%
Gillingham Pier			
Rent of berth:			
Western Side of slipway			
under 30 ft. - per month	67.50	74.20	9.93%
under 30 ft. - per annum	673.80	740.50	9.90%
30ft to under 40ft - per month	85.80	94.30	9.91%
30ft to under 40ft - per annum	856.90	941.70	9.90%
40 ft. and over - per month	124.40	136.70	9.89%
40 ft. and over - per annum	1,251.80	1,375.70	9.90%
Pontoon			
under 20 ft. - per month	67.50	74.20	9.93%
under 20 ft. - per annum	673.80	740.50	9.90%
20ft to under 30ft - per month	85.90	94.40	9.90%
20ft to under 30ft - per annum	856.90	941.70	9.90%
30ft to under 40ft - per month	124.40	136.70	9.89%
30ft to under 40ft - per annum	1,251.80	1,375.70	9.90%
Mooring Fees			
Commercial and Casual Mooring			
Under 20ft - per day	11.70	12.80	9.40%
20ft to under 30ft - per day	12.30	13.50	9.76%
30ft to under 40ft - per day	17.30	19.00	9.83%
40ft to under 50ft - per day	18.00	19.80	10.00%
50ft to under 60ft - per day	23.80	26.10	9.66%
60ft to under 70ft - per day	34.20	37.50	9.65%
70ft to under 80ft - per day	45.40	49.90	9.91%
80ft to under 90ft - per day	58.10	63.80	9.81%
90ft to under 100ft - per day	71.50	78.60	9.93%
Per additional foot over 100ft - per day	1.40	1.50	7.14%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.40	0.44	10.00%
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	128.50	141.20	9.88%
Slipways			
Painting, repairs etc. daily rate			
Under 30ft	21.10	23.20	9.95%
30ft - 40ft	29.90	32.90	10.03%
40ft - 45ft	45.30	49.80	9.93%
Launching (launch and haul out)			
under 30ft	17.50	19.20	9.71%
30ft to under 40ft	19.60	21.50	9.69%
40ft to under 45 ft.	49.40	54.30	9.92%
Waste Services			
Bulky Collection			
Standard collection - Metal	22.50	24.70	9.78%
Standard collection - Non Metal	22.50	24.70	9.78%
Collection within two working days	41.00	45.10	10.00%
Recovery of lost item from recycling bring bank	32.00	35.20	10.00%
Graffiti Removal			
Hourly charge for removal of graffiti from private land	43.00	47.30	10.00%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Household Waste Recycling Centre's (HWRC's)			
Car tyre disposal	4.00	4.40	10.00%
Ancillary Charge at HWRC	-	12.50	New Charge
Food Waste Caddy Liners			
1 roll of 26 caddy liners	2.00	2.20	10.00%
Fixed penalty charge for depositing waste. Discounted to £200 if paid within 10 days	400.00	400.00	0.00%
Fixed penalty charge for failure to produce waste documents – no reduction	300.00	300.00	0.00%
Fixed penalty charge for failure to comply with duty of care (household). Discounted to £120 if paid within 10 days.	200.00	200.00	0.00%
Fixed penalty charge for failure to comply with waste receptacles notice. Discounted to £60 if paid within 10 days.	80.00	80.00	0.00%
Fixed penalty charge for failure to comply with waste receptacles notice. Discounted to £75 if paid within 10 days.	110.00	110.00	0.00%
Fixed penalty charge for failure to produce authority to transport waste – no reduction	300.00	300.00	0.00%
Fixed penalty charge for abandonment of a vehicle. Discounted to £150 if paid within 10 days.	200.00	200.00	0.00%
Public Conveniences			
Access Key to Disabled Persons' Convenience	5.60	6.15	9.82%
Highway Group			
Vehicle crossings			
New / extended crossings (using Term Contractor)	172.00	331.40	92.67%
New / extended crossings (using Private Contractor)	220.00	250.00	13.64%
Charge for TMA notices - Per Notice	6.00	6.60	10.00%
Charge for service plans - Per Site	49.50	55.00	11.11%
Checking legality of crossings	172.00	189.50	10.17%
Confirming permission was given (conveyancing queries)	51.00	57.00	11.76%
Highway lighting			
Checking lighting designs	500.00	550.00	10.00%
Additional charge for every 50m length of Highway in design	60.00	66.00	10.00%
Application to alter/move Highway lighting equipment (street light, sign etc.).	170.50	187.00	9.68%
Application to fit shielding to a street light	33.50	36.50	8.96%
Hourly rate to administer and monitor third party works	55.50	61.00	9.91%
Highways - Highway Adoption via S38/S278 Agreements			
Technical/Supervision Fee Charges	10%	10%	
Traffic Management fixed Fee Charge.	2,143.20	2,355.40	9.90%
Structures Fixed Fee Charge	1,607.40	1,766.50	9.90%
Medway Norse (Landscaping) Fixed Fee Charge	1,607.40	1,766.50	9.90%
Traffic Signals Fixed Fee Charge	1,607.40	1,766.50	9.90%
Solicitor Enquiry re Highway Adoption Charge	49.60	54.50	9.88%
Highway Drainage Fixed Fee Charge	1,607.40	1,766.50	9.90%
Highway Search Charges			
Standard Search	28.50	35.00	22.81%
Additional charge per question	7.40	9.00	21.62%
Additional charge for requested A3 size plan	14.20	17.00	19.72%
Requests to Stop Up the Highway			
Administrating and processing a request to stop up highway rights	500.00	555.00	11.00%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Highways Pre Application Advice for Developers			
Small Residential Developments (less than 10 units)	186.00	204.00	9.68%
- Preliminary Advice	227.00	250.00	10.13%
- Full Advice			
Medium Residential Developments (between 10 and 50 units)			
- Preliminary Advice	268.00	295.00	10.07%
- Full Advice	309.00	340.00	10.03%
Large Residential Developments (between 51 & 100 units)			
- Preliminary Advice	350.00	385.00	10.00%
- Full Advice	392.00	431.00	9.95%
Strategic Residential Developments (over 101 units)			
- Preliminary Advice	433.00	476.00	9.93%
- Full Advice	474.00	521.00	9.92%
Dropped Curb			
Admin Fee for amendments to TRO	1,324.00	1,456.00	9.97%
Community Safety & Enforcement			
Environmental Health			
per hour officer cost	53.60	58.90	9.89%
Contaminated Land Searches min cost (up to 3 hours)	150.00	164.90	9.93%
Contaminated Land Searches per hour thereafter	53.60	58.90	9.89%
Private Water Supplies			
Analysis under regulation 10	26.80	29.50	10.07%
All other charges (per hour) - see website for national capped charges	53.60	58.90	9.89%
Unfit Food			
Examination of Food and the issue of Certificates for voluntary surrender	210.00	230.80	9.90%
Officer time per hour over and above the first two hours	53.50	58.80	9.91%
Disposal of unfit food - transportation and tipping charges	At Cost	At Cost	N/A
Food Hygiene			
FHRS re-score visit request	175.00	192.30	9.89%
Level 2 Award in Food Safety in Catering (pp subject to min 10 people per course)	58.50	64.30	9.91%
Level 3 Award in Supervising Food Safety in Catering (pp nb min 4 people per course)	300.00	329.70	9.90%
Issue of export certificate (per hour officer time, min 1 hour)	53.50	58.80	9.91%
Health and Safety			
Level 2 award in health and safety in the workplace	59.20	65.10	9.97%
Asbestos Training - Half Day (pp - minimum 10 people per course)	80.30	88.20	9.84%
General Safety Certificate as defined by section 1 of Safety of Sports Ground Act 1975. (rate/hour of work undertaken).	53.60	58.90	9.89%
Port Health			
Ship Water Sampling Requests minimum up to 2 hours	53.50	58.80	9.91%
Rate per hour thereafter	53.50	58.80	9.91%
PHE water sample fees (where charged)			
Ship Water Sampling Requests minimum up to 2 hours (Weekends and BH)	80.00	87.90	9.88%
Rate per hour for weekends and bank holidays thereafter	80.00	87.90	9.88%
Licensing			
Skin Piercing (Registration)	190.00	208.80	9.89%
Skin Piercing (minor variation)	90.00	98.90	9.89%
Amendment/Replacement of a licence or certificate	55.00	60.40	9.82%
Pleasure boat licences	150.00	164.90	9.93%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Safer Communities			
Minimum fees for collection and return of stray dogs directly to owner (including £25 statutory charge)	62.00	68.10	9.84%
Additional part/daily fee the kennelling of stray dogs - additional to minimum fee; per day rate	12.00	13.20	10.00%
Additional fee if dog is collected out of hours	15.00	16.50	10.00%
Fees for the sale of unclaimed stray dogs	155.00	170.30	9.87%
Delivery of stray if owner is unable to collect from kennels	25.50	28.00	9.80%
Dog owners' suggested contribution towards expenses incurred in rehoming their dog. Larger amounts are acceptable at the owners' discretion.	55.00	60.40	9.82%
Anti Social Behaviour, Crime and Policing Act 2014			
Failure to adhere to a Community Protection Notice or Public Spaces Protection Order. The penalty charge notice is reduced to £70 if paid within 10 days	100.00	100.00	0.00%
Country Park out of hours vehicle release fee	62.50	68.70	9.92%
Fees for the removal of unauthorised posters. N.B. Price will increase significantly if traffic management is necessary.	40.00	44.00	10.00%
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	1.65	1.80	9.09%
Travel Safety			
Accident Data Searches:			
1 junction - 36 months	62.30	68.50	9.95%
1 junction - 60 months	67.70	74.40	9.90%
2 junctions - 36 months	89.90	98.80	9.90%
2 junctions - 60 months	99.40	109.20	9.86%
3 junctions - 36 months	119.20	131.00	9.90%
3 junctions - 60 months	128.50	141.20	9.88%
4 junctions - 36 months	145.80	160.20	9.88%
4 junctions - 60 months	158.90	174.60	9.88%
5 junctions - 36 months	172.20	189.20	9.87%
5 junctions - 60 months	192.10	211.10	9.89%
6 junctions - 36 months	201.40	221.30	9.88%
6 junctions - 60 months	222.70	244.70	9.88%
7 junctions - 36 months	231.90	254.90	9.92%
7 junctions - 60 months	251.70	276.60	9.89%
8 junctions - 36 months	258.20	283.80	9.91%
8 junctions - 60 months	284.80	313.00	9.90%
9 junctions - 36 months	285.90	314.20	9.90%
9 junctions - 60 months	315.40	346.60	9.89%
10 junctions - 36 months	315.40	346.60	9.89%
10 junctions - 60 months	345.80	380.00	9.89%
11 junctions - 36 months	340.60	374.30	9.89%
11 junctions - 60 months	384.00	422.00	9.90%
12 junctions - 36 months	371.10	407.80	9.89%
12 junctions - 60 months	405.40	445.50	9.89%
13 junctions - 36 months	400.30	439.90	9.89%
13 junctions - 60 months	437.30	480.60	9.90%
14 junctions - 36 months	428.00	470.40	9.91%
14 junctions - 60 months	470.40	517.00	9.91%
15 junctions - 36 months	454.60	499.60	9.90%
15 junctions - 60 months	500.70	550.30	9.91%
16 junctions - 36 months	486.30	534.40	9.89%
16 junctions - 60 months	530.00	582.50	9.91%
17 junctions - 36 months	510.10	560.60	9.90%

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
17 junctions - 60 months	559.10	614.50	9.91%
18 junctions - 36 months	536.60	589.70	9.90%
18 junctions - 60 months	592.40	651.00	9.89%
19 junctions - 36 months	567.20	623.40	9.91%
19 junctions - 60 months	625.40	687.30	9.90%
20 junctions - 36 months	598.70	658.00	9.90%
20 junctions - 60 months	657.10	722.20	9.91%
21 junctions - 36 months	624.10	685.90	9.90%
21 junctions - 60 months	690.20	758.50	9.90%
22 junctions - 36 months	649.20	713.50	9.90%
22 junctions - 60 months	723.50	795.10	9.90%
23 junctions - 36 months	682.20	749.70	9.89%
23 junctions - 60 months	748.70	822.80	9.90%
24 junctions - 36 months	708.80	779.00	9.90%
24 junctions - 60 months	781.80	859.20	9.90%
25 junctions - 36 months	742.10	815.60	9.90%
25 junctions - 60 months	814.80	895.50	9.90%
26 junctions + will be priced based on the application received			
Stage 1 Safety Audit - Simple Priority Junction	662.30	727.90	9.90%
Stage 1 Safety Audit - Other Junction or arrangements	772.60	849.10	9.90%
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)	3,973.50	4,366.90	9.90%
Review of External Safety Audit and Proposal	429.40	471.90	9.90%
Road Safety Assessment (Vehicle crossing)	102.70	112.90	9.93%

Traffic Management

Disabled Parking Bays	42.00	46.20	10.00%
Scaffold/ Hoarding Licence			
Processing and first inspection	113.00	125.00	10.62%
Subsequent inspections	60.00	66.00	10.00%
Keep Clear markings	39.80	43.70	9.80%
Removal of unauthorised signs (per sign)	100.40	110.30	9.86%
Miscellaneous			
Skip licence (first 14 days)	45.00	50.00	11.11%
Building Material licences	67.00	75.00	11.94%
Crane over sailing licence	160.00	175.00	9.38%
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	152.20	167.30	9.92%
Weekdays outside Core time	225.30	247.60	9.90%
Weekends	298.20	327.70	9.89%
Temporary Event or Development signing approval	129.50	142.30	9.88%
Table and chairs permit Chatham High St			
A boards Chatham High St (nil charge)			
Abnormal load support	POA	POA	N/A
Temporary Traffic Signal Approval	POA	POA	N/A
Temporary 15 minute closure approval	71.80	78.90	9.89%
Signal Bagging	POA	POA	N/A
Temporary Traffic management layout approval	POA	POA	N/A
Traffic Regulation Order (Permanent)	-	4,000.00	New Charge

Front Line Services

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Traffic Counts (survey results)			
ATC Up to 2 years old	152.70	167.80	9.89%
ATC Older than 2 years	76.40	84.00	9.95%
Manual counts	POA	POA	N/A
Licence for private Service in the Highway	515.00	565.00	9.71%
Temporary road closures			
Emergency Closures 14(2)	1,078.20	1,184.90	9.90%
Planned closures 14(1)	1,391.10	1,528.80	9.90%
Town and Police Closure orders	69.60	76.50	9.91%

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

Resident	31.00	31.00	0.00%
Resident Support	31.00	31.00	0.00%
Daily visitor vouchers each	2.10	2.10	0.00%
Season Ticket Medway Residents	578.00	578.00	0.00%
Season Ticket Medway Residents Quarterly	170.00	170.00	0.00%
Season Ticket Non Medway Resident	660.00	660.00	0.00%
Season Ticket Non Medway Resident Quarterly	192.00	192.00	0.00%
Shoppers Season Ticket	652.00	652.00	0.00%
Shoppers Season Ticket Quarterly	187.00	187.00	0.00%
Single Car Park	446.00	446.00	0.00%
Cared for Permit (Individual)	20.60	20.60	0.00%
Business	152.00	152.00	0.00%
Special Business	170.00	170.00	0.00%
Late Night	39.00	39.00	0.00%
Worship Permit	39.00	39.00	0.00%
Jezreels	103.00	103.00	0.00%
Dispensations per day	6.20	6.20	0.00%
Suspended Bays per bay per day	33.00	33.00	0.00%
Rochester Multi Storey Car Park Season Ticket	776.00	776.00	0.00%
Rochester Multi Storey Car Park Season Ticket Quarterly	230.00	230.00	0.00%
Traders Permit	152.00	152.00	0.00%
Traders Permit Fair trade member	137.00	137.00	0.00%
Business permit for schools	39.00	39.00	0.00%
Carers permit	41.00	41.00	0.00%
Essential User Permit	41.00	41.00	0.00%
Special Permit	152.00	152.00	0.00%
Admin Charge for permit Ammendments	-	15.00	New Charge

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

Medway Council Pay and Display Charges from 1st April 2024**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	22/23 Tariff (pence)	23/24 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%

Charge to be implemented using the Chief Operating Officers delegated Powers:

- Short Stay Car Parks in Rochester (Cathedral Garage, Corporation Street, Blue Boar Lane) following the implementation of ANPR Technology

Time Period in Hours	22/23 Tariff (pence)	23/24 Tariff (pence)	Increase %
5+ Hours	1320	1320	0%

Rochester Riverside MSCP

Time Period in Hours	22/23 Tariff (pence)	23/24 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	22/23 Tariff (pence)	23/24 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	22/23 Tariff (pence)	23/24 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

2022/23 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	£210 plus vet fees	£210	£318	£457
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
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
	Hosts	£73 per additional host plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£210 plus vet fees	£210	£318	£457
	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
	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
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.					
Other Charges					
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			
Zoo fees		£757	Vet fees will be charged separately		
Dangerous Wild animals		£300			

2023/24 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	£231 plus vet fees	£231	£350	£502
Boarding for Cats	16-30 pens/kennels	£310 plus vet fees			
	31+ pens/kennels	£350 plus vet fees			
Selling of Animal as Pets		£231 plus vet fees	£231	£350	£502
Home Boarding of Dogs and Day Care for Dogs	1-5 Dogs	£231 plus vet fees			
	6+ Dogs	£310 plus vet fees			
Arranging Home Boarding for Dogs with Hosts (Arranged not providing Home Boarding themselves)	Franchise Fee	£231 plus vet fees	£231	£350	£502
	Hosts	£80 per additional host plus vets fees			
Breeding of Dogs	1-10 adult dogs resident	£231 plus vet fees	£231	£350	£502
	11-20 adult dogs resident	£310 plus vet fees			
	21+ adult dogs resident	£386 plus vet fees			
Hiring of Horses	1-30 Horses on the premises	£310 plus vet fees	£231	£350	£502
	31+ horses on the premises	£386 plus vet fees			
Keeping or training animals for exhibition	N/A	£231 plus vet fees	N/A	N/A	£230
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.					
Other Charges					
Requests for variations	Administration fee	£40	Vet fees will be charged separately if applicable.		
	Pre-application/Site inspection (if required)	£80			
Request for re-inspection		£115			
Pre Application Advice		£109	If pre application advice leads to a licence application. The Part A fee detailed above will be reduced by £30		
Zoo fees		£832	Vet fees will be charged separately		
Dangerous Wild animals		£330			

Increase %		
9.90%	9.89%	9.89%
10.00%	10.06%	9.85%
10.00%	10.06%	9.85%
N/A	N/A	N/A
10.00%	10.06%	9.85%
N/A	N/A	9.52%
11.11%	N/A	N/A
9.59%	N/A	N/A
9.52%	N/A	N/A
10.10%	N/A	N/A
9.91%	N/A	N/A
10.00%	N/A	N/A

REGENERATION, CULTURE AND ENVIRONMENT

FRONT LINE SERVICES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
<u>INTEGRATED TRANSPORT</u>			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	150.40	165.30	9.91%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	60.80	60.80	0.00%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	116.40	116.40	0.00%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	330.60	330.60	0.00%
Replacement of Medway Scholar pass (except Arriva)	13.40	13.40	0.00%
Replacement of Medway School Yellow Bus pass	10.30	10.30	0.00%
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	10.00	10.00	0.00%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	10.00	10.00	0.00%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	10.00	10.00	0.00%
Local Transport Plan			
Information from existing automatic traffic count (per site)	57.70	63.40	9.88%
Information from existing manual traffic count (per site)	173.00	190.10	9.88%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.82	0.90	9.76%
Streetworks Permit Scheme (These need Dft approval so could be subject variation if following consultation these are not agreed)			
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%
Disabled Bays			
Disabled Parking Bays	42.00	42.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Country Parks			
Fishing			
Day ticket (no night fishing) adult	10.70	11.80	10.28%
Day ticket (no night fishing) Junior/+60	6.30	6.90	9.52%
Pre-booked club outings	220.00	241.80	9.91%
Orienteering			
Orienteering / price per visit per child	2.10	2.30	9.52%
Other Activities			
Children's activity sessions	3.30	3.60	9.09%
Guided walks	3.20	3.50	9.37%
Forest School Visit - price per child	4.75	5.20	9.47%
Fishing teach ins for children	10.60	11.60	9.43%
Event Site Hire - All Green Spaces (price per event)			
Up to 100 People	56.00	61.50	9.82%
101 to 500 People	316.00	347.30	9.91%
501 to 1,000 people	590.00	648.40	9.90%
1001 to 5000 people	1160.00	1,274.80	9.90%
More than 5000 people	3610.00	3,967.40	9.90%
Deposit against damage - £500 to £1000 (subject to proposed event)			
25% discount for registered charities on all the above			
Boot Camps and Fitness Classes	113.00	124.20	9.91%
Toilet cleaning charge post external event hire (cleaning costs only)	108.00	118.70	9.91%
Allotment Rental - Charge per sq. metre			
Plot and water	0.25	0.30	20.00%
Plot only	0.20	0.20	0.00%
Flat rate per shed	18.40	20.20	9.78%
Flat rate use of container	7.00	7.70	10.00%
Bloor Lane Church Allotment	38.76	42.60	9.91%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	22.50	24.70	9.78%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	645.00	708.90	9.91%
Deposit Against damage and fly posting	1650.00	1,813.40	9.90%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Cricket Pitch Hire - from 10 am to 6 pm			
Per day - Adult	82.00	90.10	9.88%
Public Rights of Way			
Process Application for pre-publication stage	61.30	67.40	9.95%
Land Registry Search plus search fee	24.50	26.90	9.80%
Site visit	183.50	201.70	9.92%
Preparation of Plans	85.70	94.20	9.92%
Initial consultation	122.40	134.50	9.89%
Responding to consultation replies. (Includes £150 site visit)	306.10	336.40	9.90%
Preparation of Committee Report	269.20	295.90	9.92%
Order Making Stage			
Prepare Order, Notice and Statement	208.40	229.00	9.88%
Distribution of Order	147.00	161.60	9.93%
Posting Notices on Site	134.80	148.10	9.87%
Advertise Notice of Making of Order. (plus cost of advertisement)	42.80	47.00	9.81%
Responding to replies	122.40	134.50	9.89%
Site visits as required - per visit	183.50	201.70	9.92%
Forwarding documentation to DEFRA	636.60	699.60	9.90%
Confirmation of Order			
Site visit	122.40	134.50	9.89%
Preparation of Confirmation Notice	61.30	67.40	9.95%
Distribution of Confirmed Order	147.00	161.60	9.93%
Post Notices on Site	134.80	148.10	9.87%
Advertise Notice of Confirmation of Order. (plus cost of advertisement)	42.80	47.00	9.81%
Produce LEO, amend Definitive Map and inform OS	147.00	161.60	9.93%
Additional letter (to applicants and objectors)	36.90	40.60	10.03%
Additional site visit (to check plans, meet objectors etc.)	183.50	201.70	9.92%
Site visit to check works have been carried out and standard agreed	183.50	201.70	9.92%
Certificate Preparation for bringing into force	61.30	67.40	9.95%
Advertising of Certificate for bringing into force (plus cost of advertisement)	42.80	47.00	9.81%
Distribution of Certificate	122.40	134.50	9.89%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	610.00	670.40	9.90%
Per Season - Junior / 60+ - 18 matches (with pavilion)	220.00	241.80	9.91%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	385.00	423.10	9.90%
Per Season - Junior /60+ - 18 matches (without pavilion)	112.00	123.10	9.91%

REGENERATION, CULTURE AND ENVIRONMENT

GREENSPACE SERVICES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Casual Use with Pavilion			
Adults (casual use)	100.00	109.90	9.90%
Junior / 60+ (casual use)	94.00	103.30	9.89%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	53.00	58.20	9.81%
Junior / 60+ (casual use/ without pavilion)	30.00	33.00	10.00%
School Parties with Pavilion	137.00	150.60	9.93%
School Parties without Pavilion	73.50	80.80	9.93%
Pitch & Putt			
Round with Clubs Adult	8.70	9.60	10.34%
Round with Clubs Junior/60+	4.35	4.80	10.34%
Round with own Clubs Adult	5.70	6.30	10.53%
Round with own Clubs Junior/60+	3.20	3.50	9.37%
Broken Club	36.20	39.80	9.94%
Lost Ball	4.10	4.50	9.76%
Deposit on Club	12.95	14.20	9.62%

REGENERATION, CULTURE AND ENVIRONMENT

0.00

PLANNING

Fee 2022/23	Fee 2023/24	Increase
£	£	%

PLANNING**VAT to be added where applicable**

Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	16.00	17.60	10.00%
Plan copying (A1 per plan)	8.00	8.80	10.00%
Plan copying (A2 per plan)	4.10	4.50	9.76%
Plan copying (A3 per plan)	1.90	2.10	10.53%
Plan copying (A4 per plan)	0.90	1.00	11.11%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	32.40	Remove	N/A
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	32.40	Remove	N/A
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	64.90	Remove	N/A
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)	40.00	44.00	10.00%
Research for private property sales/purchases (per hour thereafter)	40.00	44.00	10.00%
Search of adjoining land/property up to 200m - (plus research fee as above)	52.00	57.10	9.81%

Pre Application Service

Charge per hour: Assistant Director	142.50	156.60	9.89%
Charge per hour: Head of Service	120.85	132.80	9.89%
Charge per hour: Group Manager / Principal Planner	107.25	117.90	9.93%
Charge per hour: Senior Planner / Senior Arboriculture Officer	92.90	102.10	9.90%
Charge per hour: EHO / Highways Officer / Conservation Officer	85.65	94.10	9.87%
Charge per hour: Planners	71.25	78.30	9.89%
Charge for Presentations to Members	824.00	905.60	9.90%

Major Developments**Strategic Residential**

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	3,193.00	3,509.10	9.90%

Major Residential

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	1,596.50	1,754.60	9.90%

Strategic Commercial

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	3,193.00	3,509.10	9.90%

Major Commercial

Preliminary Advice	365.70	401.90	9.90%
Meeting and Written Advice	1,596.50	1,754.60	9.90%

REGENERATION, CULTURE AND ENVIRONMENT

0.00

PLANNING

Fee 2022/23	Fee 2023/24	Increase
£	£	%

PLANNING**VAT to be added where applicable****Minor Developments****Minor Residential**

Written	426.00	468.20	9.91%
Meeting and Written Advice	532.15	584.80	9.89%

Minor Commercial

Written	426.00	468.20	9.91%
Meeting and Written Advice	532.15	584.80	9.89%

Other**Householder**

Meeting	154.50	170.00	10.03%
Additional Sites as above plus £50 plus VAT	51.50	56.60	9.90%

Officer Hourly Rates

Hourly rates: Head of Service	120.85	132.80	9.89%
Hourly rates: Principal Planner	107.25	117.90	9.93%
Hourly rates: Senior Planner	92.90	102.10	9.90%
Hourly rates: Planners	71.25	78.30	9.89%

Discharge of Conditions - Discussion of requirements

Meeting	see above	see above	
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Discussions relating to amendments to previously approved schemes

Meeting	see above	see above	
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Discussion post refusal

No pre-app sought prior to submitting planning application	Relevant Pre-App Charges apply	Relevant Pre-App Charges apply	
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Pre-App sought prior to submitting planning application	see above	see above	
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Listed Building

Written Advice Only	113.30	124.50	9.89%
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Trees

Meeting - hourly rate	92.90	102.10	9.90%
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REGENERATION, CULTURE AND ENVIRONMENT

ECONOMIC DEVELOPMENT	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Room Hire</u>			
<i>NB: Rates for all rooms negotiable for introductory, long-term and regular bookings</i>			
Charity and Public Sector			
Darwin Room (per hour)	44.00	48.00	9.09%
Darwin Room (per half day - 4 hours)	157.00	173.00	10.19%
Darwin Room (per day - 8 hours)	265.00	292.00	10.19%
G3 Room (per hour)	29.00	32.00	10.34%
G3 Room (per half day - 4 hours)	95.00	104.00	9.47%
G3 Room (per day - 8 hours)	135.00	148.00	9.63%
G5 Room (per hour)	29.00	32.00	10.34%
G5 Room (per half day - 4 hours)	95.00	104.00	9.47%
G5 Room (per day - 8 hours)	135.00	148.00	9.63%
Non-Tenants			
Darwin Room - per hour	60.00	66.00	10.00%
Darwin Room (per half day - 4 hours)	200.00	220.00	10.00%
Darwin Room (per day - 8 hours)	340.00	374.00	10.00%
G3 Room (per hour)	37.00	40.00	8.11%
G3 Room (per half day - 4 hours)	127.00	140.00	10.24%
G3 Room (per day - 8 hours)	210.00	231.00	10.00%
G5 Room (per hour)	37.00	40.00	8.11%
G5 Room (per half day - 4 hours)	127.00	140.00	10.24%
G5 Room (per day - 8 hours)	210.00	231.00	10.00%
<u>Data Centre</u>			
Internal Tenants			
Data Centre space (per "U" of space per month)	11.50	13.00	13.04%
Data Centre space (per half rack of space per month)	280.00	308.00	10.00%
Data Centre space (per 1 rack of space per month)	450.00	495.00	10.00%
Data Centre power (per KWh per month)	0.16	0.18	10.00%
Non-Tenants			
Data Centre space (per "U" of space per month)	23.00	25.00	8.70%
Data Centre space (per half rack of space per month)	315.00	346.00	9.84%
Data Centre space (per 1 rack of space per month)	490.00	540.00	10.20%
Data Centre power (per KWh per month)	0.16	0.18	10.00%
<u>Bandwidth</u>			
Starting from 10mb			
Internal Tenants			
Per mb per month	10.80	12.00	11.11%
Non-Tenants			
Per mb per month	13.80	15.00	8.70%
<u>Other Charges</u>			
Office set up fee	125.00	140.00	12.00%
Floor box moving fee - per box	33.00	36.00	9.09%
Floor box power usage for individual offices (per KWh per month)	0.21	0.23	10.00%
Printing/copying per copy black and white	0.06	0.07	10.00%
Printing/copying per copy colour	0.11	0.12	10.00%
Telephone hire per handset per month	11.00	12.00	9.09%
Telephone calls Local per minute	0.03	0.04	33.33%
Telephone calls National per minute	0.10	0.11	10.00%
Telephone calls International to be charged at standard tariff from supplier			

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2022/23	Fee 2023/24	Increase
SPORTS CENTRE FACILITIES			
MEMBERSHIPS			
Increased Membership prices will apply to new members or rejoining members. It should be noted that some existing members have a 'price for life.'			
Premier Membership - Advance annual payment	479.40	479.40	0.00%
Family Membership - Advance annual payment	840.00	924.00	10.00%
Premier Membership - Monthly (Direct Debit)	39.95	39.95	0.00%
Premier Membership - Monthly (Pay & Play)	-	43.95	New Charge
Family Membership - Monthly (Direct Debit)	70.00	77.00	10.00%
Senior Membership - Monthly (Direct Debit)	16.50	17.35	5.15%
Senior Membership - Monthly (Pay & Play)	17.35	19.00	9.51%
Gym and swim Membership - Monthly (Direct Debit)	31.45	33.20	5.56%
Gym and swim Membership - Monthly (Pay & Play)	-	36.50	New Charge
Class and swim Membership - Monthly (Direct Debit)	31.45	33.20	5.56%
Class and swim Membership - Monthly (Pay & Play)	-	36.50	New Charge
Rackets and swim Membership - Monthly (Direct Debit)	31.45	33.20	5.56%
Rackets and swim Membership - Monthly (Pay & Play)	-	36.50	New Charge
Student Membership - Monthly	25.75	27.00	4.85%
Disabled Membership - Monthly	21.00	22.00	4.76%
Swimming Membership - Monthly	19.60	20.60	5.10%
Echoes Gym Non-Member Casual	9.50	10.50	10.53%
Gym induction	17.80	19.60	10.11%
Centre admission annual pass			
Adult	48.85	53.75	10.03%
Family	69.10	76.00	9.99%
Junior (under 16)	25.20	27.70	9.92%
Senior	25.20	27.70	9.92%
Centre admission fee - daily			
Adult	2.70	3.00	11.11%
Junior (under 16)	1.95	2.15	10.26%
Senior	1.95	2.15	10.26%
Squash - 40 minutes	11.35	12.50	10.13%
Badminton - per hour	13.40	14.70	9.70%
Table Tennis - per hour	-	11.30	New Charge
School swim	3.00	3.30	10.00%
Fitness classes	7.00	7.70	10.00%
Medway Park			
Hire of Pool (per hour)			
Training Pool	41.10	45.20	9.98%
Diving Pool	41.10	45.20	9.98%
All Pools	195.80	215.40	10.01%
Gala (including timing) 3 hour package	482.20	530.40	10.00%

REGENERATION, CULTURE AND ENVIRONMENT

LEISURE CENTRES	Fee 2022/23	Fee 2023/24	Increase
SPORTS CENTRE FACILITIES			
Sports Hall hire			
Sports Hall 1 (12 Court Hall) per hour	-	176.40	New Charge
Sports Hall 2 (6 Court Hall) per hour	-	88.20	New Charge
ROOM HIRE (Medway Park and Strood)			
Per Hour	20.70	22.80	10.14%
Per Day	110.30	121.30	9.97%
Dance Studios			
Dance studios per hour	30.60	33.70	10.13%
Athletics Tracks (Medway Park and Deangate)			
Clubs per hour	61.30	67.40	9.95%
Floodlights per hour	20.70	22.80	10.14%
Individual Use	4.30	4.75	10.47%
STRAND LEISURE PARK			
Summer Season			
Admissions			
Adult per session	6.20	6.80	9.68%
Jnr per session	4.10	4.50	9.76%
Senior per session	4.10	4.50	9.76%
STROOD SPORTS CENTRE & HUNDRED OF HOO SPORTS CENTRE			
Wet Side Strood & Hoo			
Large Pool per hour Strood	134.50	147.95	10.00%
Training Pool per hour Strood	41.10	45.20	9.98%
Large Pool per hour Hoo	67.30	74.00	9.96%
Training Pool per hour Hoo	41.10	45.20	9.98%
Hydrotherapy pool per hour Strood	61.30	67.40	9.95%
Sports Hall Hire (Strood)			
Sports Hall (Six Court Hall)	-	88.20	New Charge
KICKS			
Peak times Monday - Thursday after 5pm.			
5-a-side Pitch Hire	36.00	38.00	5.56%
7-a-side Pitch Hire	56.70	60.00	5.82%
WATLING PARK FOOTBALL CENTRE			
(per session)			
Full pitch	92.70	96.00	3.56%
Half pitch	56.70	60.00	5.82%

REGENERATION, CULTURE AND ENVIRONMENT		0.00	
	Fee 2022/23	Fee 2023/24	Increase %
	£	£	%
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	7.40	7.70	4.05%
Per Person (60+)	5.30	5.60	5.66%
Per Person (Child 5-17 years)	3.20	3.40	6.25%
Family - 2 adult and 1 child	18.00	Remove	N/A
Family - 2 adult and 2 child	-	19.95	New Charge
English Heritage membership including corporate	Free	Free	N/A
Group 11+ people (Adult)	6.30	Remove	N/A
Group 11+ people (Child)	2.70	Remove	N/A
Education visit Inc. introduction in Tower Two	21.00	23.10	10.00%
Hire - grounds only (per hour)	300.00	330.00	10.00%
Hire - whole site (per hour)	1,000.00	1,100.00	10.00%
Wedding hire (castle and grounds - four hours)	3,500.00	3,850.00	10.00%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	7.40	7.70	4.05%
Per Person (60+)	5.30	5.60	5.66%
Per Person (Child 5-17 years)	3.20	3.40	6.25%
Family - 2 adult and 1 child	18.00	Remove	N/A
Family - 2 adult and 2 child	-	19.95	New Charge
Group 11+ people (Adult). 15% discount	6.30	Remove	N/A
Group 11+ people (Child) 15% discount	2.70	Remove	N/A
English Heritage membership including corporate	Free	Free	N/A
Wedding hire (castle and grounds - four hours)	2,000.00	2,200.00	10.00%
Upnor Castle residents pass (season)	26.40	27.50	4.17%
Hire - Whole site per hour	550.00	605.00	10.00%
Half day visit with Education Officer	64.00	70.50	10.16%
<u>TEMPLE MANOR</u>			
Hire of site per hour	76.00	83.60	10.00%
Half day visit with Education Officer	64.00	70.50	10.16%
Discretionary entry fee discounts to maximise marketing - Head of Service authorised			
Buy -one-get one free			
Free admission for charity/school raffles			
50% discount			
Kids go free			
Big day out participation			
<u>GUILDHALL MUSEUM</u>			
Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	46.30	50.90	9.94%
Hire of Members room per hour 9am - 5pm	47.90	52.70	10.02%
Hire of Guildhall Chamber per hour 9am - 5pm	79.30	87.20	9.96%
Illustrated lectures for adult groups in the Museum			
Illustrated lectures for adult groups - outreach (daytime)	31.90	35.10	10.03%
Illustrated lectures for adult groups - outreach (evening)	84.50	92.95	10.00%
Heritage engagement sessions - on site introductions	63.90	70.30	10.02%
Education Outreach Visits - Medway Schools - Morning	180.20	198.20	9.99%
Education Outreach Visits - Medway Schools - Whole day	247.20	271.90	9.99%
Weddings	489.20	538.10	10.00%
<u>Outdoor theatre</u>			
<i>By negotiation and sign-off by Head of Service</i>			
Normal terms 80:20 split of ticket sales			

Filming/Photo shoots

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

EASTGATE HOUSE

Per Person (Adult)	5.90	6.10	3.39%
Per Person (60+)	3.20	3.30	3.12%
Per Person (Child 5-17 years)	2.70	2.80	3.70%
Family - 2 adult and 1 child	14.40	Remove	N/A
Family - 2 adult and 2 child	-	15.50	New Charge
English Heritage members 20% discount			
Group 11+ people (Adult). 15% discount	5.05	Remove	N/A
Group 11+ people (Child) 15% discount	2.30	Remove	N/A
Education visit	64.00	70.40	10.00%
Hire of activity room Wednesday to Sunday (per hour)	12.40	13.65	10.08%
Hire of activity room Monday to Tuesday (per hour)	17.50	19.25	10.00%
Hire of whole house Monday to Tuesday 10am - 5pm per hour	56.10	61.70	9.98%
Hire of whole house Monday to Tuesday 5pm to 8pm per hour	79.30	87.20	9.96%
Weddings Inc. registrars fee	1,107.25	1,220.00	10.18%

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

Per Person (Adult)	10.65	11.05	3.76%
Per Person (60+)	6.80	7.10	4.41%
Per Person (Child 5-17 years)	4.70	4.95	5.32%
Family - 2 adult and 2 children	25.90	28.35	9.46%

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

Per Person (Adult)	15.50	17.05	10.00%
Per Person (60+)	10.35	11.40	10.14%
Per Person (Child 5-17 years)	6.80	7.50	10.29%
Family - 2 adult and 2 children	37.80	41.55	9.92%

REGENERATION, CULTURE AND ENVIRONMENT

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Photocopying (Local Studies) A4	0.30	0.40	33.33%
Photocopying (Local Studies) A3	0.50	0.60	20.00%
<i>Photocopying (Local Studies) colour A4</i>	0.75	0.80	6.67%
<i>Photocopying (Local Studies) colour A3</i>	1.05	1.10	4.76%
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 - flat bed scanner, 300dpi) (£2.50 per subsequent image if from the same item)	6.00	6.50	8.33%
Digital image supply (quick photography)	-	5.00	New Charge
Microfiche/Microfilm printouts A4	0.80	0.90	12.50%
Microfiche/Microfilm printouts A3	1.00	1.10	10.00%
Self service digital image permit (non-commercial)	10.00	12.00	20.00%
Self service digital image permit (up to 5 images) (non-commercial)	5.00	6.00	20.00%
Self service digital image permit (commercial users)	26.00	30.00	15.38%
Postage	-	1.50	New Charge
Medway Archives - Other Charges			
Baptism Certificate (National charge)	31.00	32.00	3.23%
Issue of conviction certificate copy (magistrates courts)	45.00	Remove	N/A
Talks/Visits			
Talks to external groups (at discretion of staff)	55.00	60.00	9.09%
Talks to groups visiting (excluding school visits and at the discretion of staff)	45.00	50.00	11.11%
Remote Research & Reprographic Fees			
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%
Publication & Reuse Fees			
Reproduction of photograph in print media (including e-books) (UK only publication) Market rate	45.00	50.00	11.11%
Reproduction of photograph in print media (including e-books) (Worldwide publication) Market rate	60.00	70.00	16.67%
Reproduction of photograph in TV programme (per image)-market rate	100.00	110.00	10.00%
Reproduction of photograph on publication cover (UK only publication)	72.00	80.00	11.11%
Reproduction of photograph on publication cover (Worldwide publication)	105.00	115.00	9.52%
Reproduction of photograph in web-based publication.	45.00	50.00	11.11%
Preparations for media visits and filming on premises : per hour	105.00	110.00	4.76%
Learning Resources Fees			
Education and reminiscence packs - creation of new packs for customer	50.00	55.00	10.00%
Education and reminiscence packs - printing of existing pack	25.00	30.00	20.00%
Exhibitions - loan of existing physical exhibition and reminiscence packs	25.00	30.00	20.00%

REGENERATION, CULTURE AND ENVIRONMENT

THEATRES	Fee	Fee 2023/24	Increase	per hour excess		
	2022/23			Fee	Fee	Increase
	£	£	%	2022/23	2023/24	%
	£	£	%	£	£	%

Bookings outside these times can only be accepted after negotiation with Management and at additional cost

THE CENTRAL THEATRE

SCALE A - Concerts and Entertainments

Auditorium 6.00 p.m. - 11.00 p.m.

Daily Minimum Charge

Monday - Tuesday	2,801.70	3,080.00	9.93%	179.18	197.00	9.95%
Wednesday - Thursday	2,971.50	3,266.00	9.91%	191.02	210.00	9.94%
Friday/Saturday/Sunday	3,624.90	3,980.00	9.80%	265.97	292.00	9.79%
Bank Holidays	5,267.10	5,790.00	9.93%	305.36	335.00	9.71%
Extra Performance	788.40	867.00	9.97%			
Extra Performance (Bank hols)	1,012.10	1,113.00	9.97%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	86.79	95.00	9.46%			
Wednesday - Thursday	96.66	106.00	9.67%			
Friday/Saturday/Sunday	128.68	141.00	9.58%			
Bank Holidays	163.35	180.00	10.19%			
Non-returnable deposit	710.21	780.00	9.83%			
Non-returnable deposit (3 days or more)	1,497.11	1,640.00	9.54%			

SCALE C (Formerly Scale B)

(Voluntary Organisations/Registered Charities/Non Commercial Organisations)

Auditorium 6.00 p.m. - 11.00 p.m.

Monday - Tuesday	670.85	737.00	9.86%	115.14	126.00	9.44%
Wednesday - Thursday	723.88	795.00	9.82%	160.71	176.00	9.51%
Friday/Saturday/Sunday	1,439.74	1,580.00	9.74%	186.21	204.00	9.55%
Bank Holidays	1,989.03	2,185.00	9.85%	209.85	230.00	9.60%
Extra Performance	564.78	620.00	9.78%			
Extra Performance (bank hols)	666.04	730.00	9.60%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	56.61	62.00	9.53%			
Wednesday - Thursday	68.30	75.00	9.81%			
Friday/Saturday/Sunday	106.07	116.00	9.36%			
Bank Holidays	147.86	162.00	9.56%			
Non-returnable deposit	315.18	346.00	9.78%			
Non-returnable deposit (3 days or more)	648.22	712.00	9.84%			

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 2023/24	Increase	per hour excess		
	2022/23			Fee	Fee	Increase
	£	£	%	2022/23	2023/24	%
				£	£	
THE BROOK THEATRE						
The Brook Theatre is closed for refurbishment works in 2023/24 and the pricing structure will be reviewed once the facility reopens to the public						
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
All fees are charged at an hourly rate for between 8.30am and 10.30pm						
Main Theatre	99.42	Facility Closed	N/A			
Main Theatre Floor events	70.83	Facility Closed	N/A			
Mayor's Parlour	31.45	Facility Closed	N/A			
Studio Room Hire	47.29	Facility Closed	N/A			
Conference Room	31.45	Facility Closed	N/A			
Meeting Room	17.10	Facility Closed	N/A			
Activity Room	12.06	Facility Closed	N/A			
Large Dance Studio	16.65	Facility Closed	N/A			
Small Dance Studio	11.03	Facility Closed	N/A			
Function Room	19.29	Facility Closed	N/A			
Basement Dance Studio	13.77	Facility Closed	N/A			
Basement Drama Studio	14.81	Facility Closed	N/A			
Non-returnable deposit	321.48	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	642.97	Facility Closed	N/A			
SCALE B - Professional arts based organisations						
Main Theatre	62.10	Facility Closed	N/A			
Main Theatre Floor Events	44.31	Facility Closed	N/A			
Mayor's Parlour	20.78	Facility Closed	N/A			
Studio Room Hire	29.61	Facility Closed	N/A			
Conference Room	20.78	Facility Closed	N/A			
Meeting Room	11.47	Facility Closed	N/A			
Activity Room	7.92	Facility Closed	N/A			
Large Dance Studio	11.03	Facility Closed	N/A			
Small Dance Studio	6.89	Facility Closed	N/A			
Function Room	14.35	Facility Closed	N/A			
Basement Dance Studio	10.56	Facility Closed	N/A			
Basement Drama Studio	11.24	Facility Closed	N/A			
Non-returnable deposit	321.48	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	642.97	Facility Closed	N/A			
SCALE C - Amateur arts based organisations						
Main Theatre	37.53	Facility Closed	N/A			
Main Theatre Floor Events	26.30	Facility Closed	N/A			
Mayor's Parlour	13.77	Facility Closed	N/A			
Studio Room Hire	19.87	Facility Closed	N/A			
Conference Room	13.76	Facility Closed	N/A			
Meeting Room	7.57	Facility Closed	N/A			
Activity Room	5.39	Facility Closed	N/A			
Large Dance Studio	7.47	Facility Closed	N/A			
Small Dance Studio	5.04	Facility Closed	N/A			
Function Room	9.53	Facility Closed	N/A			
Basement Dance Studio	6.78	Facility Closed	N/A			
Basement Drama Studio	7.47	Facility Closed	N/A			
Non-returnable deposit	245.84	Facility Closed	N/A			
Non-returnable deposit (3 days or more)	397.13	Facility Closed	N/A			

REGENERATION, CULTURE & ENVIRONMENT

ROCHESTER CORN EXCHANGE	Fee 2022/23	2023/24 Agreed Fee	2023/24 Revised Fee	Increase	Fee 2024/25	2024/25 Revised Fee	Increase	Fee 2025/26	Increase
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	£	%	£	£	%	£	%
PARTIES AND CELEBRATIONS									
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.									
Queens Hall									
In addition to the above, also includes staffed bar and seating area									
Half Day Hire (Minimum of 6 hour hire)	1,575.00	1,650.00	1,730.00	9.84%	1,740.00	1820.00	5.20%	1870.00	2.75%
Full Day Hire (Flexible Access)	3,150.00	3,350.00	3,500.00	11.11%	3,520.00	3600.00	2.86%	3700.00	2.78%
Princes Hall									
In addition to the above it includes access to staffed bar									
Half Day Hire (Minimum of 4 hour hire)	252.00	265.00	280.00	11.11%	280.00	290.00	3.57%	300.00	3.45%
Full Day Hire (Flexible Access)	1,050.00	1,100.00	1,150.00	9.52%	1,155.00	1210.00	5.22%	1250.00	3.31%
BUSINESS EVENTS									
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.									
Queen's Hall									
Half Day Hire (Minimum 4 hour hire)	1,050.00	1,100.00	1150.00	9.52%	1,160.00	1210.00	5.22%	1250.00	3.31%
Full Day Hire (Flexible access between 8am and midnight)	3,150.00	3,350.00	3460.00	9.84%	3,520.00	3600.00	4.05%	3710.00	3.06%
Prince's Hall									
Half Day Hire (Minimum 4 hour hire)	252.00	265.00	265.00	5.16%	280.00	290.00	9.43%	300.00	3.45%
Full Day Hire (Flexible access between 8am and midnight)	1,575.00	1,660.00	1730.00	9.84%	1,743.00	1810.00	4.62%	1900.00	4.97%
Delegate Packages									
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)	By negotiation								
Premium delegate rate (per head)	By negotiation								

ROCHESTER CORN EXCHANGE	Fee 2022/23	2023/24 Agreed Fee	2023/24 Revised Fee	Increase	Fee 2024/25	2024/25 Revised Fee	Increase	Fee 2025/26	Increase
Bookings outside these times can only be accepted after negotiation with Management and at additional cost.	£	£	£	%	£	£	%	£	%
WEDDING PACKAGES									
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.									
The Courtyard									
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	3,375.00	3,560.00	3700.00	9.63%	3,738.00	3894.00	5.24%	4050.00	4.01%
Friday and Saturday	4,387.50	4,650.00	4800.00	9.40%	4,883.00	5062.00	5.46%	5265.00	4.01%
The Castle									
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	5,350.00	5,650.00	5800.00	8.41%	5,940.00	6172.00	6.41%	6420.00	4.02%
Friday and Saturday	6,400.00	6,750.00	7000.00	9.38%	7,088.00	7384.00	5.49%	7680.00	4.01%
The Cathedral									
This premium package offers all of the hire benefit of The Castle package plus additional decoration and a premium drinks package.									
Sunday to Thursday	6,750.00	7,100.00	7400.00	9.63%	7,455.00	7788.00	5.24%	8100.00	4.01%
Friday and Saturday	8,100.00	8,550.00	8900.00	9.88%	8,978.00	9345.00	5.00%	9720.00	4.01%

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

REGENERATION, CULTURE AND ENVIRONMENT

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	7.00	7.70	10.00%
Service of statutory notice	551.00	606.10	10.00%
HMO License Renewal Charge	619.00	680.90	10.00%
Non Statutory Accommodation Inspections (plus £83.50 per additional follow up inspection	147.00	161.70	10.00%
Fee for Assistance with (HMO) Applications and pre application Inspection (plus £7.50 per room over 5)	168.00	184.80	10.00%
Sec232 Housing Act2004 Register of Licences Viewings	45.70	50.27	10.00%
Inspections			
Licensing of Houses in Multiple Occupation	1,106.70	1,217.37	10.00%
Second or Subsequent Application	983.60	1,081.96	10.00%
Change of manager	115.20	126.72	10.00%
Licence variation	140.50	154.55	10.00%
Licence renewal fee - with significant changes	703.20	773.52	10.00%
2nd Reminder Letter for a HMO Licence	41.80	45.98	10.00%
Unlicensed HMO Fine	179.00	196.90	10.00%
HOUSING SOLUTIONS			
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%
<i>*(The above charges are subject to change and will be calculated using 90% of LHA rates plus £60 Management Fee).</i>			
General Fund Properties			
85 THE BROOK- 2 bed property	183.58	183.58	0.00%
87 THE BROOK - 2 Bed property	183.58	183.58	0.00%
76 Newnham Street Chatham - 3 bed Property	200.19	200.19	0.00%
194 Darnley Rd - 3 bed Property	200.19	200.19	0.00%
41 Byron Road - 3 bed Property	200.19	200.19	0.00%
83 Edinburgh Road - 3 bed Property	200.19	200.19	0.00%
9 Alfred Close - 2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
Scottswood House St Lenoards Ave -2 bed Property	183.58	183.58	0.00%
3 Quenn Street - 2 bed property	-	183.58	N/A
TRAVELLERS PERMANENT ACCOMMODATION			
Weekly Rent Per Pitch	79.22	87.15	10.00%

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Mobile Homes Act 2013			
Application for a new licence	373.00	410.30	10.00%
Application for a new licence Band A	-	767.84	New Charge
Application for a new licence Band B	-	885.84	New Charge
Application for a new licence Band C	-	1071.84	New Charge
Application for a new licence Band D	-	1393.84	New Charge
Application for a new licence: per pitch	-	7.99	New Charge
Application for a new licence: per pitch	8.85	9.74	10.00%
Annual licence existing Band A	-	387.84	New Charge
Annual licence existing Band B	-	505.84	New Charge
Annual licence existing Band C	-	691.84	New Charge
Annual licence existing Band D	-	1,013.84	New Charge
Annual Licence: per pitch	-	4.88	New Charge
Annual Licence: per pitch	8.85	9.74	10.00%
Application to transfer or amend an existing licence:			
Minor amendment	145.60	160.16	10.00%
Minor amendment Band A	-	278.00	New Charge
Minor amendment Band B	-	278.00	New Charge
Minor amendment Band C	-	278.00	New Charge
Minor amendment Band D	-	278.00	New Charge
Major amendment	291.00	320.10	10.00%
Major amendment Band A	-	278.00	New Charge
Major amendment Band B	-	278.00	New Charge
Major amendment Band C	-	278.00	New Charge
Major amendment Band D	-	278.00	New Charge
Annual Licence Fee (Admin and Monitoring existing site)	29.10	32.00	9.97%
Annual Licence Fee (Admin and Monitoring existing site Band A)	-	387.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site Band B)	-	505.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site Band C)	-	691.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site Band D)	-	1,013.84	New Charge
Annual Licence Fee (Admin and Monitoring existing site) per pitch	-	4.88	New Charge
Annual Licence Fee (Admin and Monitoring existing site) per pitch	11.60	12.76	10.00%
Park Rules Register	-	75.00	New Charge
Park Rules Register per pitch	-	0.61	New Charge
Fit and Proper Person New	-	314.00	New Charge
Fit and Proper Person New per pitch	-	2.56	New Charge
Fit and Proper Person Annual	-	261.00	New Charge
Fit and Proper Person Annual per pitch	-	2.13	New Charge
Fit and Proper Person Variation	-	297.00	New Charge
Fit and Proper Person Variation per pitch	-	2.42	New Charge
First Homes			
Application Fee	-	250.00	New Charge

REGENERATION, CULTURE AND ENVIRONMENT

LIBRARIES	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.20	0.20	0.00%
Children (no charge)	Free	Free	N/A
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.05	0.00%
Reservation Fees			
Reservation fee for any book not in stock	3.00	3.00	0.00%
Audio Visual Charges			
DVD boxed set 1 week loan	1.70	1.70	0.00%
All other videos, DVDs, CDs	1.00	1.00	0.00%
Ticket Replacement Adults	3.00	3.00	0.00%
Damaged & Lost Books			
All items in print - Full replacement cost			
Antiquarian, unique & out of print material - At discretion of service			
Damaged & Lost Audio Visual Material - At discretion of service			
Photocopying/Printing Charges (all sources)			
Black & White A4 - per page	0.10	0.10	0.00%
Black & White A3 - per page	0.30	0.30	0.00%
Colour A4 - per page	0.75	0.75	0.00%
Colour A3 - per page	1.50	1.50	0.00%
Fax Transmissions			
UK	1.20	1.20	0.00%
Europe and North America	2.60	2.60	0.00%
Rest of World	2.60	2.60	0.00%
Free fax nos.	0.60	0.60	0.00%
Incoming - each	0.60	0.60	0.00%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate			
Inside Library opening hours - per hour	14.00	15.50	10.71%
Outside Library opening hours - per hour	21.50	23.50	9.30%
Guest use of public computer session	3.00	3.00	0.00%

(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 2022/23 £		Fee 2023/24 £		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.	800.00	1,600.00	850.00	1,700.00	6.25%	6.25%
Interment and attendance fee: 18 years and above to treble depth.	980.00	1,960.00	1,050.00	2,100.00	7.14%	7.14%
Interment and attendance fee: 18 years and above to quadruple depth is special request with minimum 7 working days notice.	1,850.00	3,700.00	2,000.00	4,000.00	8.11%	8.11%
Two full burials undertaken at same time, add to interment fee:	175.00	350.00	200.00	400.00	14.29%	14.29%
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.	176.00	352.00	200.00	400.00	13.64%	13.64%
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.	235.00	470.00	250.00	500.00	6.38%	6.38%
Extra digging etc. to accommodate internal boarding, framework, covers etc. Prices from:	245.00	245.00	275.00	275.00	12.24%	12.24%
Relocation of spoil away from graveside prior to service / interment. Prices from:	262.00	262.00	300.00	300.00	14.50%	14.50%
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	690.00	690.00	750.00	750.00	8.70%	8.70%
Saturday Interment of cremated remains - by arrangement - minimum 8 days notice and subject to availability. In addition to interment fees above.	170.00	170.00	200.00	200.00	17.65%	17.65%
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.	98.00	98.00	125.00	125.00	27.55%	27.55%
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.	186.00	186.00	200.00	200.00	7.53%	7.53%

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

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

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

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	Fee 2022/23 £		Fee 2023/24 £		increase %	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Grave Selection next-in-line	54.00	54.00	60.00	60.00	11.11%	11.11%
Grave Selection	165.00	165.00	175.00	175.00	6.06%	6.06%
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	1,035.00	2,070.00	1,150.00	2,300.00	11.11%	11.11%
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	1,633.00	3,266.00	1,800.00	3,600.00	10.23%	10.23%
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).	3,188.00	6,376.00	3,500.00	7,000.00	9.79%	9.79%
Child graves 6' x 3' : 50 years Inc., memorial permit/right to erect.	711.00	1,422.00	750.00	1,500.00	5.49%	5.49%
Child graves 6' x 3' : 99 years Inc., memorial permit/right to erect	1,108.00	2,216.00	1,200.00	2,400.00	8.30%	8.30%
Cremated remains grave (3' x 3') 30 years Inc., memorial permit, the right to erect and selection	605.00	1,210.00	650.00	1,300.00	7.44%	7.44%
Cremated remains grave (3' x 3') 50 years Inc., memorial permit the right to erect and selection	1,008.00	2,016.00	1,050.00	2,100.00	4.17%	4.17%
Cremated remains grave (3' x 3') 99 years Inc., memorial permit, the right to erect and selection	1,506.00	3,012.00	1,700.00	3,400.00	12.88%	12.88%
Woodland Interment of cremated remains (no tree) includes exclusive right of burial (99 years) and interment fee	933.00	1,866.00	1,000.00	2,000.00	7.18%	7.18%
Woodland Burial fee - includes exclusive right of burial (99 years) - interment fee and memorial tree	1,886.00	3,772.00	2,050.00	4,100.00	8.70%	8.70%
Pre Purchased fee Woodland Burial (99 years) includes memorial tree separate interment fee will apply at time of burial	1,769.00	3,538.00	1,900.00	3,800.00	7.41%	7.41%

CEMETERY MISCELLANEOUS

	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Use of Cemetery Chapel (Duration of Service: 45 minutes).	93.00	93.00	100.00	100.00	7.53%	7.53%
Children up to 18 years - use of Cemetery Chapel (Duration of Service:45 mins)	93.00	93.00	100.00	100.00	7.53%	7.53%
Private Use of Cemetery Chapel	165.00	165.00	200.00	200.00	21.21%	21.21%
Heating of Chapel - October to April (per service)	31.00	31.00	35.00	35.00	12.90%	12.90%
Re-open walled grave - from:	299.00	299.00	325.00	325.00	8.70%	8.70%
Exhumation – from:	1,303.00	1,303.00	1,450.00	1,450.00	11.28%	11.28%
Exhumation of cremated remains – from:	464.00	464.00	500.00	500.00	7.76%	7.76%
Alterations or transfers of right of exclusive burial and duplicate EROB's (For spouse - deduct £20.00)	62.00	62.00	65.00	65.00	4.84%	4.84%
Genealogical Search fee per surname and subject to date of Register entry (assisted searches extra)	20.00	20.00	22.00	22.00	10.00%	10.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	60.00	60.00	65.00	65.00	8.33%	8.33%
NEW: Extension to full grave EROB of 20 years - including alteration of grave deed	660.00	1,320.00	715.00	1,430.00	8.33%	8.33%
NEW: Extension to full grave EROB of 49 years - including alteration of grave deed	1,617.00	3,234.00	1,722.00	3,444.00	6.49%	6.49%
NEW: Extension to EROB full grave of 69 years - including alteration of grave deed	2,215.00	4,430.00	2,415.00	4,830.00	9.03%	9.03%
NEW: Extension to EROB cremated remains grave of 20 years - including alteration of grave deed	465.00	930.00	465.00	930.00	0.00%	0.00%
NEW: Extension to EROB cremated remains grave of 49 years - including alteration of grave deed	560.00	1,120.00	715.00	1,430.00	27.68%	27.68%
NEW: Extension to EROB cremated remains grave of 69 years - including alteration of grave deed	963.00	1,926.00	1,115.00	2,230.00	15.78%	15.78%

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	54.00	54.00	60.00	60.00	11.11%	11.11%
Wooden Cross (and other temporary marker) 1 year permit	22.00	22.00	25.00	25.00	13.64%	13.64%
Woodland burial plaques (10 years).	237.00	237.00	250.00	250.00	5.49%	5.49%
Woodland burial plaque - extension of lease	147.00	147.00	150.00	150.00	2.04%	2.04%

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)	116.00	116.00	125.00	125.00	7.76%	7.76%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	84.00	84.00	90.00	90.00	7.14%	7.14%
30 Year Permit for the erection of a memorial/headstone 12" or larger	220.00	220.00	250.00	250.00	13.64%	13.64%
30 Year Permit for the erection of full kerbs and cover slabs.	343.00	343.00	375.00	375.00	9.33%	9.33%
30 Year Permit for Memorial/headstone with full kerbs	526.00	526.00	575.00	575.00	9.32%	9.32%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	290.00	290.00	325.00	325.00	12.07%	12.07%
30 Year Permit Memorial/headstone with small kerbs	414.00	414.00	450.00	450.00	8.70%	8.70%

(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 cremated remains in the Gardens (including witness and family led strews), and where required a Certificate of Disposal and a simple cardboard cremated remains box.

	Fee 2022/23 £	Fee 2023/24 £	increase %
Adult cremation.	730.00	750.00	2.74%
Late cremation after 15.30pm add £50.00, (by arrangement only)			
Adult cremation: 9.00am and 9.30am services	540.00	575.00	6.48%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	886.00	975.00	10.05%
16 and under Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	243.00	250.00	2.88%
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.	270.00	275.00	1.85%
Joint service/cremations - 2 adults (includes Medway container) - 45 Minute service	1,005.00	1,100.00	9.45%
Witness Coffin being committed into Cremator (Services after 9.30 am)	30.00	30.00	0.00%
Extra costs for Service Overrun from:	45.00	50.00	11.11%
Cremations under 16 years (excluding 'Late Cremations')	0.00	0.00	0.00%

CREMATORIUM MISCELLANEOUS

Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	43.00	50.00	16.28%
Cancellation within 48 hours of booked service (Postponement - no charge)	124.00	150.00	20.97%
Additional Chapel Time/Memorial Service	263.00	300.00	14.07%
Administration charge to cover requests for information, alterations etc. to records.	17.00	20.00	17.65%
Additional or replacement Certified Extract, label or other proof of cremation	33.00	35.00	6.06%

Obitus in service tribute - Single Photo	14.00	Remove	N/A
Obitus in service tribute - Simple Slideshow	41.00	45.00	9.76%
Obitus in service tribute - Professional Photo Tribute	75.00	80.00	6.67%
Obitus in service tribute - Family supplied video	20.00	25.00	25.00%
Obitus in service tribute - Physical copy of Pro Tribute	32.00	35.00	9.38%
Obitus in service tribute - Downloadable link to Pro Tribute	12.00	15.00	25.00%
Obitus in service tribute - Extra photos (each additional batch upto 25 photos)	20.00	25.00	25.00%
Obitus Webcast of service - Live broadcast	33.00	40.00	21.21%
Obitus Webcast of service - Live broadcast + 28 days playback + downloadable	48.00	55.00	14.58%
Obitus Webcast of service - Physical copy on DVD, Blue-Ray or USB	52.00	60.00	15.38%

Overside Coffin - if a coffin is over 26" wide, we must have coffin sizes on the paperwork three days before the service	100.00	100.00	0.00%
Receiving cremated remains from elsewhere, including strewing (witnessed / unwitnessed)	90.00	100.00	11.11%

Book of Remembrance - includes 1 swipe card

	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
2 Line Entry	75.00	80.00	6.67%
5 Line Entry	147.00	160.00	8.84%
8 Line Entry	191.00	210.00	9.95%
5 Line Entry with motif	210.00	230.00	9.52%
8 Line Entry with motif	242.00	265.00	9.50%
Additional screens of text, motif, pictures etc. for digital book of remembrance (per screen)	59.00	65.00	10.17%
Additional swipe card for digital book of remembrance (existing entries)	20.00	25.00	25.00%

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Book of Remembrance for Babies - includes 1 swipe card

Charge Per Line	18.00	20.00	11.11%
Charge For Motif	67.00	75.00	11.94%
Additional screens of text, motif, pictures etc., for digital book of remembrance (per screen)	52.00	60.00	15.38%
Additional swipe card for digital book of remembrance (existing entries)	20.00	25.00	25.00%

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

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	Fee 2022/23 £	Fee 2023/24 £	increase %
Miniature Books - Existing books only			
Each Additional Line	25.00	30.00	20.00%
All Crests/Motifs	67.00	75.00	11.94%
Postage and Packaging of books - Studio Returns	12.00	15.00	25.00%
Memorial Plaques			
Perspex plaque - replacement or alteration to existing plaque including additional name	85.00	90.00	5.88%
Perspex garden plaque - new and renewal (5 years)	137.00	150.00	9.49%
Bronze Wall Plaques 5 -10 year lease - Renewal Only			
Bronze wall plaque - extension of lease 10 years, no new plaque	191.58	200.00	4.40%
Bronze wall plaque - extension of lease 5 years, no new plaque	99.91	110.00	10.10%
Replacement or alteration to existing plaque including additional name	168.92	175.00	3.60%
Wall Plaques (Granite and Flois available) - Replacement Charges for the Above			
5 year lease - New Granite / Floris wall plaque inscription only	190.00	200.00	5.26%
Extension of lease - 5 years. Existing wall plaque used	120.00	130.00	8.33%
10 year lease - New Granite / Floris wall plaque inscription only	310.00	350.00	12.90%
Extension of lease - 10 years. Existing wall plaque used	225.00	250.00	11.11%
Wall plaque Motif / Photo	140.00	150.00	7.14%
Replacement or alteration to existing wall plaque	205.00	225.00	9.76%
Benches - 5-10 year lease - (12" x 2½" plaque) 10 year lease various locations around the grounds subject to availability			
		Resident and Non Resident	Resident and Non Resident
Extension of lease 10 years	1,055.00	1,150.00	9.00%
Extension of lease 5 years	530.00	600.00	13.21%
Additional Bronze Plaque or replacement or alteration to existing bronze plaque including additional name	174.00	200.00	14.94%
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	90.00	5.88%
Shared bench Perspex plaque [5 Years] - New & Renewal	153.00	175.00	14.38%
Columbaria & Granite Niche - 5- 10 year lease subject to availability			
Columbaria Motifs extra (subject to design) – includes first 80 characters [10 years]	1,237.00	1,300.00	5.09%
Columbaria - extension of lease 10 years without refurbishment	730.00	800.00	9.59%
Columbaria - extension of lease 5 years without refurbishment	475.00	500.00	5.26%
Granite Niche - [10 years]	1,160.00	1,200.00	3.45%
Granite Niche - [5 years]	767.00	800.00	4.30%
Granite Niche - extension of lease 10 years without refurbishment	690.00	750.00	8.70%
Granite Niche - extension of lease 5 years without refurbishment	456.00	475.00	4.17%
Granite Niche / Columbaria refurbishment (inc P&P)	118.00	125.00	5.93%
Columbaria inscriptions (price per character after the first 80)	3.00	3.50	16.67%
Columbaria Motif (from standard catalogue). Prices from:	142.00	150.00	5.63%
Columbaria Motif (own design supplied). Prices from:	160.00	175.00	9.38%
Columbaria Motif/photo on ceramic from:	196.00	200.00	2.04%
Replacement Plate for columbaria - includes 80 characters	202.00	225.00	11.39%
Additional Inscription to Columbaria - includes 80 characters +P&P	179.00	200.00	11.73%
Postage and packing of columbaria plates - Courier	53.00	60.00	13.21%
Columbaria, Motifs extra (subject to design) – includes first 80 characters [5 years]	768.00	850.00	10.68%
Installation of new Columbaria unit between Glades 16 to 18	350.00	Remove	N/A

(All charges include VAT where applicable)

BEREAVEMENT SERVICES

	Fee 2022/23 £	Fee 2023/24 £	increase %
Granite Flower Kerbs - 5 -10 year lease (RWA Glades 32 & 38) subject to availability			
Granite Flower Kerb both colours [10 years]	556.00	600.00	7.91%
Granite Flower Kerb both colours extension of lease 10 years without refurbishment	441.00	475.00	7.71%
Granite Flower Kerb both colours extension of lease 5 years without refurbishment	220.00	250.00	13.64%
Granite Flower Kerb replacement both colours	154.00	175.00	13.64%
Granite Flower Kerb both colours [5 Years]	362.00	400.00	10.50%
Granite Flower Kerb refurbishment (include P&P)	67.00	75.00	11.94%
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Mushrooms - 5-10 year lease (glades 5 & 18, Podkin and 2 area's of bluebell walk)			
Mushroom Plaque 10 years	300.00	350.00	16.67%
Mushroom Plaque 5 years	205.00	225.00	9.76%
Replacement Mushroom Plaque (Carriage included)	124.00	150.00	20.97%
Extension of lease 10 year without refurbishment	195.00	250.00	28.21%
Extension of lease 5 years without refurbishment	87.00	150.00	72.41%
Mushroom Plaque Refurbishment (carriage included)	67.00	75.00	11.94%
Dedicated roses - 5 -10 year lease			
Standard rose tree replacement plaque or replacement (maximum of 3 plaques)	88.00	95.00	7.95%
Standard rose tree with plaque on stem [5 Years] - New & Renewal	273.00	300.00	9.89%
Standard rose tree with plaque on stem [10 Years extension] - No new plaque	325.00	Remove	N/A
Bluebell Memorials - 5-10 year lease (Podkin glade and bluebell walk) Subject to availability			
Single memorial - (left or right of a pair) inscription only [10 years]	1,046.00	1,100.00	5.16%
Single memorial - (stand alone) inscription only [10 years]	1,216.00	1,250.00	2.80%
Single memorial - (left or right of a pair) inscription only [5 Years]	531.00	600.00	12.99%
Single memorial - (stand alone) inscription only [5 Years]	626.00	675.00	7.83%
Single memorial renewal 10 years no refurbishment	882.00	750.00	-14.97%
Single memorial renewal 5 years no refurbishment	488.00	475.00	-2.66%
Replacement plate with or without photo	199.00	200.00	0.50%
Bluebell Memorial Ceramic motif / picture	142.00	150.00	5.63%
Bluebell Memorial refurbishment	88.00	95.00	7.95%
Granite Book - 5-10 year lease (6" x 4" plaque) entrance to glade 16 subject to availability			
Granite Book Plaque [10 years]	180.00	200.00	11.11%
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Sundial & Babe-in-Hand- 5 -10 year lease subject to availability			
Small plaque [10 years]	276.00	300.00	8.70%
Medium Plaque [10 years]	287.00	315.00	9.76%
Large Plaque [10 years]	303.00	330.00	8.91%
Replacement plaque (all sizes)	117.00	125.00	6.84%
Extension of lease - 10 years without refurbishment	179.00	195.00	8.94%
Extension of lease - 5 years without refurbishment	115.00	125.00	8.70%
Small plaque [5 Years]	183.00	200.00	9.29%
Medium plaque [5 Years]	195.00	215.00	10.26%
Large plaque [5 Years]	206.00	230.00	11.65%
Refurbishment (all sizes)	67.00	75.00	11.94%
	Resident and Non Resident	Resident and Non Resident	Resident and Non Resident
Memorial - Mulberry Tree			
5 Year Lease	-	250.00	New Charge
10 Year Lease	-	400.00	New Charge
Other charges			
Postage for garden plaques	11.00	12.00	9.09%
Postage for larger plaques i.e. kerbs NEW	32.00	35.00	9.38%
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:	617.00	650.00	5.35%
Arrange funeral under Public Health (Control of Disease) Act 1984. From :	268.00	295.00	10.07%

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 2022/23	Fee 2023/24	Increase
	£	£	%
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Ceremony fee (Booking) non refundable	60.00	60.00	0.00%
Monday to Friday Ceremony fee (Attendance)	490.00	490.00	0.00%
Saturday Ceremony fee (Attendance)	590.00	590.00	0.00%
ALL CEREMONIES Corn Exchange (Library Room)			
Venues annexed to the Register Office, for up to 60 Guests.			
(Larger parties subject to negotiation in context)			
Ceremony fee (Booking) non refundable	60.00	60.00	0.00%
Monday to Friday Ceremony fee (Attendance)	200.00	200.00	0.00%
Saturday Ceremony fee (Attendance)	250.00	250.00	0.00%
ALL CEREMONIES The Guildhall Rochester			
Saturdays only			
Ceremony fee (Booking) non refundable	60.00	60.00	0.00%
Saturday Ceremony fee (Attendance)	350.00	350.00	0.00%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	255.00	255.00	0.00%
Initial licensing/Renewal of a venue	1,950.00	1,950.00	0.00%
Request for review	500.00	500.00	0.00%
Sale of Products/Additional Services			
Name Change	50.00	50.00	0.00%

REGENERATION, CULTURE AND ENVIRONMENT

Medway Adult Education

Academic Year Charges (from 1 August 2016)

Adult Skills Courses

	Course fees (full)	Course fees (concessionary 75%)	Course fees (full)	Course fees (concessionary 75%)	Course Fees (Full) Increase %	Course Fees (Concessionary) Increase %
	2022/23 £	2022/23 £	2023/24 £	2023/24 £		
Academic Year £ (per hour excluding registration fee):	3.80	2.80	4.00	2.90	5.26%	3.57%
20 guided learning hours including registration fee	88.10	69.30	93.00	72.80	5.56%	5.05%
40 guided learning hours including registration fee	163.40	125.80	172.00	132.10	5.26%	5.01%
60 guided learning hours including registration fee	238.70	182.40	251.00	191.50	5.15%	4.99%
80 guided learning hours including registration fee	314.10	239.00	330.00	251.00	5.06%	5.02%

Community Learning Courses

Academic Year £ (per hour excluding registration fee):	4.00	2.90	4.00	3.00	0.00%	3.45%
3 guided learning hours including registration fee	20.00	17.00	21.00	17.90	5.00%	5.29%
10 guided learning hours including registration fee	50.00	40.10	53.00	42.10	6.00%	4.99%
20 guided learning hours including registration fee	91.80	72.10	96.00	75.70	4.58%	4.99%
40 guided learning hours including registration fee	170.80	131.50	179.00	138.10	4.80%	5.02%
60 guided learning hours including registration fee	249.90	190.80	262.00	200.30	4.84%	4.98%

Drawing and painting, pottery, ceramics, dressmaking and stained glass courses

Academic Year £ (per hour excluding registration fee):	3.90	2.90	4.00	3.00	2.56%	3.45%
3 guided learning hours including registration fee	20.30	17.20	21.00	18.10	3.45%	5.23%
10 guided learning hours including registration fee	51.00	40.80	54.00	42.80	5.88%	4.90%
20 guided learning hours including registration fee	93.90	73.50	99.00	77.20	5.43%	5.03%
40 guided learning hours including registration fee	175.00	134.20	184.00	140.90	5.14%	4.99%
60 guided learning hours including registration fee	256.10	195.00	269.00	204.80	5.04%	5.03%

Commercial rate courses (non-SFA funded)

Academic Year £ (per hour excluding registration fee):	8.70	not applicable	9.00	not applicable	3.45%	not applicable
20 guided learning hours including registration fee	186.10	not applicable	195.00	not applicable	4.78%	not applicable
57.5 guided learning hours including registration fee	511.70	not applicable	537.00	not applicable	4.94%	not applicable

Additional charges - will be levied on individual courses to reflect costs of materials, examination fees and venue hire for external venues.

Please refer to the directory of adult learning courses for the definitive price for particular courses.

Lettings

Standard classroom per hour	18.20	not applicable	19.00	not applicable	4.40%	not applicable
ICT suite per hour	51.00	not applicable	54.00	not applicable	5.88%	not applicable

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

REGENERATION, CULTURE AND ENVIRONMENT 0.00

PROPERTY & CAPITAL PROJECTS

Fee 2022/23 Fee 2023/24 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)	16.80	18.50	10.12%
Hall hire evening rate (per hour)	20.70	22.70	9.66%

Non Regular Users

Hall hire Monday to Friday day (per hour)	23.80	26.20	10.08%
Hall hire Monday to Thursday evening (per hour)	33.90	37.30	10.03%
Hall hire Saturday & Sunday day (per hour)	26.20	28.80	9.92%
Hall hire Friday, Saturday & Sunday evening (per hour)	47.10	51.80	9.98%
Large Kitchen day (per booking)	38.00	41.80	10.00%
Large Kitchen evening (per booking)	38.00	41.80	10.00%
Small Kitchen day (per booking)	17.60	19.30	9.66%
Small Kitchen evening (per booking)	19.00	20.90	10.00%

LARGE ROOM (Weddings & functions room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	13.00	14.30	10.00%
Hall hire evening rate (per hour)	14.40	15.80	9.72%

Non Regular Users

Room hire Monday to Friday day (per hour)	15.80	17.40	10.13%
Room hire Monday to Thursday evening (per hour)	17.90	19.70	10.06%
Room hire Saturday & Sunday day (per hour)	15.10	16.60	9.93%
Hall hire Friday, Saturday & Sunday evening (per hour)	28.70	31.50	9.76%

SMALL ROOM (Room hire only)

Regular User Groups

Hall hire daytime rate (per hour)	7.00	7.70	10.00%
Hall hire evening rate (per hour)	7.40	8.10	9.46%

Non Regular Users

Room hire Monday to Friday day (per hour)	8.10	8.90	9.88%
Room hire Monday to Thursday evening (per hour)	8.30	9.10	9.64%
Room hire Saturday & Sunday day (per hour)	14.20	15.60	9.86%
Hall hire Friday, Saturday & Sunday evening (per hour)	15.00	16.50	10.00%

COMPUTER SUITE

Regular User Groups - day or evening (per hour)	13.00	14.30	10.00%
Non Regular Users - day or evening (per hour)	13.60	14.90	9.56%
My Desk - Individual desk work space (per month)	123.00	135.20	9.92%

REGENERATION, CULTURE AND ENVIRONMENT 0.00

PROPERTY & CAPITAL PROJECTS

Fee 2022/23 Fee 2023/24 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)	15.30	16.80	9.80%
One To One Room hire day or evening (per hour)	15.30	16.80	9.80%

Non Regular Users

Main Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.80	26.20	10.08%
Main Hall hire Saturday & Sunday day (per hour)	26.20	28.80	9.92%
Main Hall hire Friday, Saturday & Sunday evening (per hour)	34.40	37.80	9.88%
One To One Room hire day or evening (per hour)	16.00	17.60	10.00%
Family Room hire day or evening (per hour)	13.60	14.90	9.56%

CHATTENDEN COMMUNITY CENTRE

MAIN COMMUNITY BUILDING

Regular User Groups

Main Hall hire day or evening (per hour)	15.30	16.80	9.80%
Crèche hire day or evening (per hour)	15.30	16.80	9.80%
One to One Room day or evening (per hour)	15.30	16.80	9.80%
Computer Suite day or evening (per hour)	15.30	16.80	9.80%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.80	26.20	10.08%
Main Hall hire Saturday & Sunday day (per hour)	25.60	28.10	9.77%
Hall hire Friday, Saturday & Sunday evening (per hour)	27.90	30.70	10.04%
Crèche hire day or evening (per hour)	16.00	17.60	10.00%
One to One Room day or evening (per hour)	16.00	17.60	10.00%
Computer Suite day or evening (per hour)	16.00	17.60	10.00%
My Desk - Individual desk work space (per month)	123.00	135.20	9.92%

LARGE HALL

Regular User Groups

Hall hire day or evening (per hour)	20.20	22.20	9.90%
End Hall hire day or evening (per hour)	13.70	15.10	10.22%
Back Office hire day or evening (per hour)	15.60	17.10	9.62%

Non Regular Users

Hall hire Monday to Thursday day or evening and Friday day (per hour)	23.80	26.20	10.08%
Hall hire Saturday & Sunday day (per hour)	27.10	29.80	9.96%
Hall hire Friday, Saturday & Sunday evening (per hour)	34.40	37.80	9.88%
End Hall hire day or evening (per hour)	16.00	17.60	10.00%
Back Office hire day or evening (per hour)	16.00	17.60	10.00%

REGENERATION, CULTURE AND ENVIRONMENT 0.00

PROPERTY & CAPITAL PROJECTS

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
<u>COMMUNITY CENTRES</u>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
ST GEORGE'S CENTRE HALL HIRE RATES			
<i>(Bank Holidays, New Years Eve and Christmas On Application)</i>			
Monday - Thursday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	331.50	364.50	9.95%
- All Others	409.00	449.50	9.90%
Full Day 9am - 5pm			
- Charity/Community Groups	612.00	672.00	9.80%
- All Others	757.00	832.00	9.91%
Evening 6pm - 12 midnight			
- Charity/Community Groups	430.50	473.00	9.87%
- All Others	542.00	596.00	9.96%
Friday, Saturday or Sunday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	331.50	364.00	9.80%
- All Others	409.00	449.50	9.90%
Full Day 9am - 5pm			
- Charity/Community Groups	612.00	672.00	9.80%
- All Others	757.00	832.00	9.91%
Evening 6pm - 12 midnight			
- Charity/Community Groups	652.00	716.50	9.89%
- All Others	817.00	898.00	9.91%
Audio Visual Equipment			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	110.00	120.50	9.55%
- All Others	141.00	155.00	9.93%
Full Day 9am - 5pm			
- Charity/Community Groups	198.00	217.50	9.85%
- All Others	245.00	269.50	10.00%
Evening 6pm - 12 midnight			
- Charity/Community Groups	169.00	185.50	9.76%
- All Others	216.00	237.50	9.95%
Use of Catering Kitchen			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	44.00	48.00	9.09%
- All Others	55.50	61.00	9.91%
Full Day 9am - 5pm			
- Charity/Community Groups	82.00	90.00	9.76%
- All Others	101.00	111.00	9.90%
Evening 6pm - 12 midnight			
- Charity/Community Groups	107.00	117.50	9.81%
- All Others	136.00	149.50	9.93%

Children and Adults Directorate

	Fee 2022/23	Proposed Fees 2023/24	Increase
<u>Children's</u>			
<u>Parklands</u>			
After School Club (per child per session)	8.24	9.06	9.90%
<u>Section 20</u>			
Individually calculated based on the section 20 charging policy.			
<u>Education</u>			
<u>Post 16 Parental SEND Transport Contribution towards Costs</u>			
Full contribution per academic year	659.00	724.24	9.90%
Reduced contribution for families on low incomes per academic	494.25	543.18	9.90%
<u>New Charges</u>			
Replacement lost or damaged Medway bus pass	10.00	10.99	9.90%
<u>Adult Social Care</u>			
<u>Client Financial Affairs – Charge for Service:</u>			
Service User Savings	10.00	10.99	9.90%
Under £500	No Charge	No Charge	N/A
£500-2,999.99	No Charge	£50 per year	N/A
£3,000-9,999.99	£5 per week	£5 per week	0.00%
£10,000-£15,999.99	3% of Assets Held – annual charge	3.5% of Assets Held – annual Charge	0.05%
£16,000 and over	£585 per year	£650 per year	11.00%
<u>Estate Management Work</u>			
Work done on behalf of estate after CFA client passes away	350.00	350.00	0.00%
<u>Charging for the Deferred Payment Scheme</u>			
Deferred Payment Set Up Administration Fee	65.06	68.31	5.00%
Deferred Payment Annual Administration Fee	75.75	79.01	5.00%
Deferred Payment Legal Costs	700.00	735.00	5.00%
<u>Charges for people who can afford to pay in full for their care at home</u>			
If someone can afford to pay the full cost of their care at home (as determined by a financial assessment), they can ask Medway Council to arrange services for them. In setting up these services, there is an administration cost to the Council and the Care Act allows councils to charge for some of those administration costs. There will be charges to set up the arrangements to begin with, known as the “Set Up Administration Fee” and the ongoing costs, known as the “Annual Administration Fee”.			
The Set Up Administration Fee	101.35	106.42	5.00%
The Annual Administration Fee	117.37	123.24	5.00%

BUSINESS SUPPORT DEPARTMENT
Community Interpreting Service (CIS)

0.00 0.00

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 2022/23		Fee 2023/24		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 2022/23				Fee 2023/24					
	Travel Time Per Hour	Interpreting Per Hour	Mileage Per Mile	Parking Fees	Travel time	Interpreting Fixed Fee Per Hour	Mileage Per Mile	Parking Fees	Travel Time Increase	Interpreting Fee Increase
	£	£	£	£	£	£	£	£	%	%
Mon-Fri 9am-5pm	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 2022/23				Fee 2023/24					
	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	Increase In Charge Per Minute First 30 Minutes	Increase In Charge Per Minute Every 15 Minutes Thereafter
	£	£	£	£	£	£	£	£	%	%
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 2022/23	
	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
Legal Aid prescribed rates:		
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 2023/24	
	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
Legal Aid prescribed rates:		
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

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

Short Notice Charges

	Fee 2022/23	
	Booked within 12 hours	
	£	
Face to face or remote interpreting requested within 12 hours of the appointment	0.00	

Fee 2023/24	
Booked within 12 hours	
£	
10.00	

% Increase
Booked within 12 hours
%
New Charge

BUSINESS SUPPORT DEPARTMENT

Blue Badge application fee administration charge per badge

Fee 2022/23	Fee 2023/24	Increase
£	£	%
10.00	10.00	0.0% * Fee set by Government

BUSINESS SUPPORT DEPARTMENT

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
SALE OF AGENDAS			
Annual charge per committee	107.20	117.80	9.89%
PHOTOCOPYING CHARGE			
Admin charge	2.60	2.90	11.54%
Each copy up to 20 copies	0.10	0.10	0.00%
Minimum charge (admin plus one copy)	2.70	3.00	11.11%
Each copy over 20	0.10	0.10	0.00%

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 1st 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 2022/23	Fee 2023/24	Increase
	£	£	%
Postage & packing for paper copies of the Register	29.10	32.00	9.97%
Street Index	17.50	19.25	10.00%
Sale of Medway ward map	17.50	19.25	10.00%
Letter of confirmation on Register of Electors	Free	Free	N/A
Confirmation of "proof of life" for pensions	Free	Free	N/A

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23 £	Fee 2023/24 £	Increase %
<u>Street Naming and numbering Charges</u>			
Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	76.50	Remove	N/A
Charge for Amending a Road Name, i.e. request by local residents etc.	760.00	Remove	N/A
Charge for Registering a New House or Building	76.50	Remove	N/A
Charge for Registering 2 to 10 Buildings/Properties	225.00	Remove	N/A
Charge for Registering 11 to 20 Buildings/Properties	305.00	Remove	N/A
Charge for Registering 21 to 30 Buildings/Properties	382.00	Remove	N/A
Charge for Registering 31 to 50 Buildings/Properties	545.00	Remove	N/A
Charge for Registering 51 to 60 Buildings/Properties	705.00	Remove	N/A
Charge for Registering 61 or more Buildings/Properties	875.00	Remove	N/A
Charge for Amending a House Name/Building Name	76.50	Remove	N/A
Charge for Amending a House Number	76.50	Remove	N/A
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	76.50	Remove	N/A
Charge for registering a Hotel	235.00	Remove	N/A
Charge for Historical Information, i.e. enquiries from Solicitors etc.	315.00	Remove	N/A
<u>Streets</u>			
Naming a new street	-	219.80	New Charge
Amend a street/road name (excluding advertising costs and replacement SNPs)	-	836.00	New Charge
<u>New Residential property (including flats and maisonettes) or Business Unit</u>			
Registering 1 plot/unit	-	84.20	New Charge
Registering 2 to 10 plots/units (Cost per property/unit)	-	66.00	New Charge
Registering 11 or more plots/units			
· Standing charge for the first 10 plots/units	-	660.00	New Charge
· Cost per additional plot/unit (Cost per property/unit)	-	44.00	New Charge
Amend previously confirmed naming and numbering schedule and resend (Cost per property)	-	27.50	New Charge
<u>Existing Residential or Business Unit (including flats)</u>			
Charge for amending property details inc a flat, house, building name/number (Cost per property)	-	84.20	New Charge
Official registration of an existing unregistered property. (Cost per property)	-	66.00	New Charge

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
(All charges shown are before VAT. The CON29 element of the Local Land Charges search is, however, subject to an additional 20% for VAT e.g. Standard search = LLC1 @ £26.30, CON29 @ £52.50 plus VAT @ £10.50 Total of £89.30)			
LOCAL LAND CHARGES			
LLC1 only	25.50	26.30	3.14%
Additional parcel of land (LLC1 only)	20.40	21.00	2.94%
CON29 only	51.00	52.50	2.94%
Additional parcel of land with CON29 only	15.30	15.80	3.27%
Standard search including LLC1 fee and CON29	76.50	78.80	3.01%
Additional parcel of land with Standard Search including LLC1 and CON29	35.70	36.80	3.08%
<i>Commercial requests e.g. shopping centre or new development officially named & numbered - fee on request, but maximum of:</i>	2,550.00	2,626.50	3.00%
Updated service for Full search - first 3 months free	No fee	No Fee	N/A
Inspection of LLC Register under EIR	No fee	No Fee	N/A
Enhanced personal search service for the LLC Register	11.20	11.50	2.68%
Fees in respect of revisions to Con29 that came into force on 4th July 2016			
Part II printed enquiry - Con29O Questions 4 to 21	10.20	10.50	2.94%
Part II printed enquiry - Con29O Question 22 (Common Land and Village Greens)	15.30	15.80	3.27%
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	2.70	3.85%
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	3.20	3.23%
Registration of a charge in Part 11 of the register	71.40	75.00	5.04%
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	15.30	16.10	5.23%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.40	21.40	4.90%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.10	5.40	5.88%
Official search (including issue of official certificate of search): -			
a) in any one part of the register	5.10	5.40	5.88%
b) in the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16	25.50	26.70	4.71%
(ii) in any other case	25.50	26.80	5.10%
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	21.40	4.90%
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	2.70	3.85%
Office copy of any plan or other documents filed pursuant to the Rules	2.60	2.70	3.85%
Provision under, or for the purposes of which, the application is made in respect of Commons & Village Greens			
Regulation 44 - declaration of entitlement to exercise a right of common	25.50	26.80	5.10%
Section 6 of the 2006 Act - creation of a right of common resulting in the registration of new common land	No fee	No Fee	N/A
Section 6 of the 2006 Act - creation of a right of common over existing common land	105.10	110.50	5.14%
Section 7 of the 2006 Act - variation of a right of common	105.10	110.50	5.14%
Section 8 of the 2006 Act - apportionment of a right of common	105.10	110.50	5.14%
Section 10 of the 2006 Act - attachment of a right of common	No fee		N/A
Section 11 of the 2006 Act - re-allocation of attached rights	105.10	110.50	5.14%
Section 12 of the 2006 Act - transfer of a right in gross	42.00	44.10	5.00%
Section 13 of the 2006 Act - surrender or extinguishment of a right of common	84.00	88.20	5.00%
Schedule 4, paragraph 8 - statutory disposition pursuant to s.14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	157.60	165.50	5.01%
Section 15A of the 2006 Act; s.15 Growth and Infrastructure Act 2013 - landowner statement	262.70	275.80	4.99%
s.31(6) Highways Act 1980 - joint landowner statements and declarations	367.70	386.00	4.98%
Section 15(1) of the 2006 Act - registration of a new town or village green, other than by the owner	No fee	No Fee	N/A
Section 15(8) of the 2006 Act - registration of a new town or village green	No fee	No Fee	N/A
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	N/A
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(b), (c) or (e)	105.10	110.30	4.95%
Section 19 of the 2006 Act - correction, for a purpose described in section 19(2)(d) (Per register unit)	15.80	16.60	5.06%
Schedule 1, paragraph 1(6)(b), to the 2006 Act - severance by transfer to public bodies	84.00	88.20	5.00%
Schedule 1, paragraph 3(7)(b), to the 2006 Act - severance authorised by order	84.00	88.20	5.00%
Schedule 2, paragraph 2 or 3, to the 2006 Act - non-registration of common land or town or village green	No fee	No Fee	N/A
Schedule 2, paragraph 4, to the 2006 Act - waste land of a manor not registered as common land	No fee	No Fee	N/A

BUSINESS SUPPORT DEPARTMENT

	0.00		
	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Schedule 2, paragraph 5, to the 2006 Act - town or village green wrongly registered as common land	No fee	No Fee	N/A
Schedule 2, paragraphs 6 - 9, to the 2006 Act - deregistration of certain land registered as common land or as a town or village green	788.00	827.40	5.00%
Schedule 3, paragraph 2 to the 2006 Act: application made during the transitional application period - for any purpose listed	No fee	No Fee	N/A
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	199.60	210.00	5.21%
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	105.10	110.40	5.04%
Schedule 3, paragraph 2 or 4 to the 2006 Act: application made after the end of the transitional application period - variation of a right	189.10	198.60	5.02%
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)	168.10	176.50	5.00%
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	105.10	110.40	5.04%
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	105.10	110.40	5.04%
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)	189.10	199.60	5.55%
LICENSING			
Sex Shop & Sex Cinema			
New	4,300.00	4,300.00	0.00%
Renewal and transfer	2,700.00	2,700.00	0.00%
Sexual Entertainment Venues			
New or Renewal	4,300.00	4,300.00	0.00%
Copy of licence (if lost or stolen)	30.00	30.00	0.00%
Street Trading			
Street Trading Consent	316.00	348.00	10.13%
Street Trading Consent – Festivals (per day)	53.60	59.00	10.07%
Copy of Consent (if lost or stolen)	30.00	33.00	10.00%
Scrap Metal			
Site licence 3 year – new or renewal - TOTAL	567.00	624.00	10.05%
Site licence 3 year – new or renewal – PART A – payable upon application	350.00	385.00	10.00%
Site licence 3 year – new or renewal – PART B – payable upon grant	217.00	239.00	10.14%
Collectors licence 3 year – new or renewal – TOTAL	330.00	363.00	10.00%
Collectors licence 3 year – new or renewal – PART A – payable upon application	276.00	304.00	10.14%
Collectors licence 3 year – new or renewal – PART B – payable upon grant	54.00	60.00	11.11%
Variation - collector to site licence	243.00	268.00	10.29%
Variation - site to collector's licence	75.00	83.00	10.67%
Change of site manager	123.50	136.00	10.12%
Minor variation	38.50	43.00	11.69%
Copy of licence (if lost or stolen)	30.00	33.00	10.00%
Hackney Carriage and Private Hire Fees			
Vehicle Licence Fees (press notice needed)			
Vehicle Licence (all vehicles) - 1 year	150.00	165.00	10.00%
Drivers Licence (3 year)	173.50	191.00	10.09%
Knowledge Test	69.00	76.00	10.14%
Operators Fees (press notice needed)			
Operator – up to 5 vehicles – 5 year (standard duration)	569.00	626.00	10.02%
Operator – over 5 vehicles – 5 year (standard duration)	1,133.00	1,247.00	10.06%
Operator – up to 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	191.00	211.00	10.47%
Operator – over 5 vehicles – 1 year (only when justified on case by case basis - S10 Dereg)	380.00	418.00	10.00%
Copy of Plate following loss/damage, etc. (like for like)	21.00	24.00	14.29%
Replacement vehicle on existing plate	49.50	55.00	11.11%
Licensing of Temporary Vehicle following accident, etc. for 2 months	63.00	70.00	11.11%
Change of Ownership of Licenced Vehicle	35.00	39.00	11.43%
Copy of Badge following loss, damage, etc. (like for like)	16.00	18.00	12.50%
Change of vehicle registration and reissue of licence and plates	29.00	32.00	10.34%
Change of passenger number and reissue of licence and plates	30.00	33.00	10.00%
Reissue of vehicle licence following change of name/address	15.00	17.00	13.33%
Reissue of driver licence following change of name/address	18.00	20.00	11.11%
Reissue of operator licence following change of name/address	13.00	15.00	15.38%
Like for like copy of any paper part of licence only	12.00	14.00	16.67%
Enhanced DBS Check Application	62.00	69.00	11.29%

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
Licensing Act 2003 Fees and Charges (Set by Government)			
Premises License, Club Premises Certificate, Variation and Conversion Fees			
New premises fees structure is based on NNDR values			
New Applications for premises licence, Club premises certificate, Variation (not changes of name and address etc. or change of designated premises supervisor), including grandfather conversion and variations in transition period.			
BAND A £0 - £4,300	100.00	100.00	0.00%
BAND B £4,301 - £33,000	190.00	190.00	0.00%
BAND C £33,001 - £87,000	315.00	315.00	0.00%
BAND D £87,001 - £125,000	450.00	450.00	0.00%
BAND E £125,001 and over	635.00	635.00	0.00%
Fee per band annual charge for premises licences and club premises certificates			
BAND A £0 - £4,300	70.00	70.00	0.00%
BAND B £4,301 - £33,000	180.00	180.00	0.00%
BAND C £33,001 - £87,000	295.00	295.00	0.00%
BAND D £87,001 - £125,000	320.00	320.00	0.00%
BAND E £125,001 and over	350.00	350.00	0.00%
Additional Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	1,000.00	1,000.00	0.00%
10,000 - 14,999	2,000.00	2,000.00	0.00%
15,000 - 19,999	4,000.00	4,000.00	0.00%
20,000 - 29,999	8,000.00	8,000.00	0.00%
30,000 - 39,999	16,000.00	16,000.00	0.00%
40,000 - 49,999	24,000.00	24,000.00	0.00%
50,000 - 59,999	32,000.00	32,000.00	0.00%
60,000 - 69,999	40,000.00	40,000.00	0.00%
70,000 - 79,999	48,000.00	48,000.00	0.00%
80,000 - 89,999	56,000.00	56,000.00	0.00%
90,000 and over	64,000.00	64,000.00	0.00%
Licensing Act 2003 Fees and Charges (Set by Government) (cont.)			
Additional Annual Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5,000 - 9,999	500.00	500.00	0.00%
10,000 - 14,999	1,000.00	1,000.00	0.00%
15,000 - 19,999	2,000.00	2,000.00	0.00%
20,000 - 29,999	4,000.00	4,000.00	0.00%
30,000 - 39,999	8,000.00	8,000.00	0.00%
40,000 - 49,999	12,000.00	12,000.00	0.00%
50,000 - 59,999	16,000.00	16,000.00	0.00%
60,000 - 69,999	20,000.00	20,000.00	0.00%
70,000 - 79,999	24,000.00	24,000.00	0.00%
80,000 - 89,999	28,000.00	28,000.00	0.00%
90,000 and over	32,000.00	32,000.00	0.00%
Minor Variation Application - Premises Licence	89.00	89.00	0.00%
Personal Licences			
Personal fee	37.00	37.00	0.00%
Miscellaneous Licence Fees and Charges			
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	10.50	10.50	0.00%
Notification of change of name or address (holder of premise licence)	10.50	10.50	0.00%
Application to vary /specify individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making a provisional statement	315.00	315.00	0.00%
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50	10.50	0.00%

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	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	2,144.00	2,144.00	0.00%
New Large Casino	3,216.00	3,216.00	0.00%
Regional Casino	4,287.00	4,287.00	0.00%
Betting (Track)	1,045.00	1,045.00	0.00%
Betting (Other)	1,319.00	1,319.00	0.00%
Family Entertainment Centre	992.00	992.00	0.00%
Adult Gaming Centre	992.00	992.00	0.00%
Bingo	1,662.00	1,662.00	0.00%
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	5,359.00	5,359.00	0.00%
New Large Casino	8,038.00	8,038.00	0.00%
Regional Casino	10,717.00	10,717.00	0.00%
Betting (Track)	1,930.00	1,930.00	0.00%
Betting (Other)	2,734.00	2,734.00	0.00%
Family Entertainment Centre	1,662.00	1,662.00	0.00%
Adult Gaming Centre	1,662.00	1,662.00	0.00%
Bingo	3,269.00	3,269.00	0.00%
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	2,144.00	2,144.00	0.00%
New Large Casino	3,216.00	3,216.00	0.00%
Regional Casino	5,359.00	5,359.00	0.00%
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	992.00	992.00	0.00%
Bingo	992.00	992.00	0.00%
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	1,072.00	1,072.00	0.00%
New Large Casino	1,608.00	1,608.00	0.00%
Regional Casino	3,216.00	3,216.00	0.00%
Betting (Track)	950.00	950.00	0.00%
Betting (Other)	992.00	992.00	0.00%
Family Entertainment Centre	628.00	628.00	0.00%
Adult Gaming Centre	933.00	933.00	0.00%
Bingo	933.00	933.00	0.00%
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	3,216.00	3,216.00	0.00%
New Large Casino	5,359.00	5,359.00	0.00%
Regional Casino	8,038.00	8,038.00	0.00%
Betting (Track)	1,000.00	1,000.00	0.00%
Betting (Other)	483.00	559.00	15.73%
Family Entertainment Centre	628.00	697.00	10.99%
Adult Gaming Centre	992.00	992.00	0.00%
Bingo	992.00	992.00	0.00%
Copy of a Licence	25.00	25.00	0.00%
Notification of Change of Circumstances	50.00	50.00	0.00%

BUSINESS SUPPORT DEPARTMENT

0.00

	Fee 2022/23	Fee 2023/24	Increase
	£	£	%
PERMITS (Set by Government - No discretion for local authorities)			
<i>Licensed Premises Gaming Machine Permit</i>			
Application	150.00	150.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Transfer	25.00	25.00	0.00%
First Annual Fee	50.00	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%
<i>Licensed Premises Automatic Notification Process (2 or less gaming machines)</i>			
On notification	50.00	50.00	0.00%
Copy of notification	10.50	10.50	0.00%
<i>Club Gaming Permits</i>			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee	50.00	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Club Machine Permits</i>			
Application	200.00	200.00	0.00%
Application (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Renewal	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00%
First Annual Fee	50.00	50.00	0.00%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Family Entertainment Centre Gaming Machine Permits</i>			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Prize Gaming Permits</i>			
Application	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing operator Application	100.00	100.00	0.00%
Change of Name	25.00	25.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Small Lottery Registration</i>			
Application	40.00	40.00	0.00%
Annual Fee	20.00	20.00	0.00%

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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 continue the use capital receipts to fund expenditure in relation to the following projects with allocations made in the 2022/23 continuing to fund the activity in 2023/24:

- 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 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 the remaining approval of capital receipts for transformation purposes for the 2023/24 financial year.

Projected Budget Requirement and Resources for Future Years

Directorate	2023/24 Proposed Budget £000s	2024/25 Projected Budget £000s	2025/26 Projected Budget £000s	2026/27 Projected Budget £000s	2027/28 Projected Budget £000s
Adult Social Care	82,714	87,474-90,114	92,234-97,514	96,994-104,914	101,754-112,314
Childrens Services	59,594	63,794-64,844	67,994-70,094	72,194-75,344	76,394-80,594
Education	65,696	67,010-68,746	68,350-72,183	69,717-75,793	71,111-79,582
Public Health	14,043	14,585	15,144	15,719	16,311
School Retained Funding and Grants	60,562	64,059	67,661	71,371	75,192
Directorate Management Team	619	619	619	619	619
Partnership Commissioning	2,194	2,194	2,194	2,194	2,194
Pay increase for 2023/24	1,353		0	0	0
Total Children and Adult Services	286,775	299,735-305,161	314,964-325,409	328,808-345,954	343,576-366,807
Front Line Services	42,566	43,066-43,816	43,927-45,066	44,806-46,316	45,702-47,566
Culture & Community	12,394	12,894	12,894	12,894	12,894
Regeneration	6,672	6,672	6,672	6,672	6,672
Director's Office	877	877	877	877	877
Communications	735	735	735	735	735
Pay increase for 2023/24	855	0	0	0	0
Total Regeneration, Culture & Environment *	64,099	64,244-64,994	65,105-66,244	65,984-67,494	66,880-68,744
Corporate Management	2,499	2,499	2,499	2,499	2,499
Finance & Busines Improvement	13,474	13,574	13,674	13,774	13,874
Legal & Governance	5,569	5,569	5,569	5,569	5,569
Interest & Financing	15,300	15,300	15,300	15,300	15,300
Levies	1,926	2,022-2,118	2,123-2,330	2,229-2,563	2,341-2819
Norse Profit Share	(263)	(263)	(263)	(263)	(263)
Pay increase for 2023/24	826	0	0	0	0
Total Business Support Department (inc Centralised Services) *	39,331	38,701-38,798	38,902-39,109	39,109-39,442	39,320-39,799
Projected Future Years Pay Awards		2,000-4,000	2,000-4,000	2,000-4,000	2,000-4,000
Total Projected Budget Requirement	390,205	404,680-412,952	420,204-434,763	435,901-456,890	451,776-479,350
Council Tax	(148,871)	(156,314)	(161,004)	(165,834)	(170,809)
Retained Business Rates	(53,255)	(54,102)	(54,962)	(55,836)	(56,723)
Non ringfenced Government Grants	(20,365)	(22,363)	(22,363)	(22,363)	(22,363)
New Homes Bonus	(1,998)	0	0	0	0
Education Related Grants	(116,566)	(120,063)	(123,665)	(127,374)	(131,196)
Children Social Care Related Grants	(1,067)	(1,067)	(1,067)	(1,067)	(1,067)
Adult Social Care Related Grants	(24,998)	(24,998)	(24,998)	(24,998)	(24,998)
Public Health Grant	(18,075)	(18,617)	(19,176)	(19,751)	(20,344)
Budgeted Use of Earmarked Reserves	(2,985)	0	0	0	0
Budgeted Use of Reserves	0	0	0	0	0
Estimated Available Funding	(388,179)	(397,523)	(407,234)	(417,223)	(426,507)
Total Projected Budget Gap - General Fund	2,026	7,156-15,429	12,970-27,529	18,678-39,667	25,269-52,843

* Includes elements of Public Health Expenditure

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