

CABINET

12 FEBRUARY 2013

CAPITAL AND REVENUE BUDGETS 2013/2014

Portfolio Holder: Councillor Alan Jarrett, Deputy Leader and Finance

Report from: Mick Hayward, Chief Finance Officer

Summary

This report sets out Cabinet's proposals for the capital and revenue budgets for 2013/2014. In accordance with the Constitution this is to be submitted to Council on 21 February, 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 management team, to propose a capital and revenue budget having first consulted the overview and scrutiny committees. Council has the ultimate responsibility for determining the budget and setting the council tax.
- 1.2 In respect of the Housing Revenue Account 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 Plan is part of the Council's Policy Framework as set out in the Constitution. A completed draft of the plan will be considered as a separate item on this agenda.
- 1.4 The Cabinet is asked to consider this as an urgent item to enable its recommendations to be forwarded to the Council Budget meeting on 21 February 2013.

2. Background

- 2.1 On 27 November 2012 Cabinet considered the draft capital and revenue budget proposals, based on the principles and assumptions contained within the Medium Term Financial Plan (MTFP) 2013/2016 approved by Cabinet in October 2012. The MTFP highlighted a potential revenue shortfall of some £5.9 million, after allowing for savings from the 'Better for Less' programme of £1.9 million and a council tax increase of 4% yielding £4.5 million. However announcements subsequent to the MTFP amended several of the key assumptions underpinning the MTFP, particularly for council tax, Local Authority Central Spend Equivalent Grant (LACSEG), Early Intervention Grant (EIG) and the baseline figures for the re-distribution of business rates (NNDR). These resulted in a marked deterioration of the position and the draft budget showing an £11.950 million gap.

3. Financial Settlement

3.1 General Fund

3.1.1 The Financial Settlement announced on 4 February 2013 presented a more optimistic position with a favourable resource movement of £1.9 million, which, together with a calculated return of LACSEG for non-academy schools, reduced the budget gap to £6.7 million.

3.1.2 Consultation on the provisional settlement completed on 15 January 2013 with the final settlement released on 4 February 2013. The changes between the provisional and final settlement were minor, representing a reduced funding assessment of some £1,567. The headline figures from the settlement for Medway for 2013/2014 are:

- Start-up Funding Assessment which now replaces the Formula Grant at £105.4 million, being a decrease of 3.65% over the equivalent adjusted sum for 2012/2013 with a further decrease of 8.6% for 2014/2015. The detail is set out in Table 1 below;
- Of particular note are the changes between the illustrative figures for 2012/2013 and the adjusted 2012/2013 baseline. Key amongst these are the introduction of the LACSEG reduction (£5.902m); the new funding for Council Tax Support to reflect the localisation of the former Council Tax Benefit and the cessation of direct Government grant funding for the full cost of payments made; and the reduction of funding for EIG (£2.064m) reflecting the transfer of 2 year old funding into the DSG but it should also be noted that EIG reduced by a further unexplained £0.791m between the adjusted 2012/2013 figure and the final 2013/2014 allocation.

Table 1 Adjusted and Provisional Settlement Analysis

	2012/13 (illustr.) £000's	2012/13 (adjusted) £000's	2013/14 (Final) £000's	2014/15 (Final) £000's
Grants Rolled In Using Tailored Distributions	7,963	7,963	8,369	TBA
Relative Needs Amount	65,110	65,110	61,397	TBA
Relative Resource Amount	-24,184	-24,184	-25,859	TBA
Central Allocation	31,691	31,691	37,134	TBA
Floor Damping	-2,300	-2,300	-4,894	TBA
LACSEG adjustment	0	1,324		TBA
Formula Funding	7,260	79,604	76,147	TBA
Less:				
Central Education Functions within LACSEG	0	-5,902	-5,859	TBA
General Fund Formula Grant	78,280	73,702	70,288	76,005
Council Tax Freeze Compensation	2,463	2,463	2,463	2,463
Council Tax Support Funding	0	14,517	14,495	0
Early Intervention Funding	11,191	9,127	8,336	7,805
Homelessness Prevention Funding	120	150	150	150
Lead Local Flood Authority Funding	209	132	132	132
Learning Disability and Public Health Reform Funding	9,319	9,332	9,566	9,804
Start-Up Funding Assessment	101,582	109,423	105,430	96,359
% reduction			-3.65%	-8.60%

- 3.1.3 Table 1 reveals the additional grant that Government is providing to Local Authorities to compensate for the transfer of responsibility of the former Council Tax Benefit (CTB) system to the locally derived Council Tax Support scheme. In making this responsibility transfer Government also took the opportunity to reduce the level of financial support formerly provided through the benefit subsidy regime, Under the current system a legitimate payment of CTB to a claimant is met in full by subsidy from government and this has seen the CTB subsidy bill double in the last decade, partly as a consequence of increased claimants and partly as a reflection of increases in Council Tax. For Medway this subsidy is worth some £19.1 million. Under the new system the risks of these rises are now with Local Authorities and the overall funding was cut by 10% as well as part of the deficit reduction exercise. In practice this 10% cut has proved to be an under estimate, and for Medway we calculate that loss at closer to 19%. For 2014/2015 the Council Tax Support funding of £14.495 million is removed as a discreet grant and becomes part of the formula distribution and subject to the ongoing reductions in that funding stream.
- 3.1.4 At 3.65% Medway's overall loss of grant is lower than the Shire Unitary average of 4.3% and indeed is slightly less than the all England average reduction of 3.9%.
- 3.1.5 The **start-up funding assessment** is then split between **Revenue Support Grant (RSG)** and Business Rates Retention (expressed as **Baseline Need**). The level of RSG is guaranteed throughout the year, whilst the Baseline Need element is not, and ultimately, the level of business rates collected by authorities in 2013/2014 will determine the funding received for this element. Table 2 below analyses the breakdown of the start-up funding assessment.
- 3.1.6 For authorities with a **Baseline Need** that is higher than their **NDR Baseline**, a **Top Up** grant is required (this is also guaranteed). Whereas, for authorities with a baseline need that is lower than their **NDR Baseline**, a **Tariff** is paid to central government – Medway is a **Top Up** council.
- 3.1.7 To enable a comparison to current funding the Department for Communities and Local Government (CLG) provide an adjusted baseline that translates the 2012/2013 funding to an equivalent figure in the new formula calculation. For Medway this revises the Formula Funding allocation from £78.280m to £79.604m – an increase of £1.324m attributable to the re-instatement of the previous LACSEG transfer for Academies. In addition a number of grant funding streams are now consolidated in the revised funding assessment and the revised total for LACSEG is removed. In respect of the latter there will be a re-distribution back to the authority based on the number of non-academy pupil numbers as an Education Services Grant (ESG). Set against the adjusted 2012/2013 figure, the provisional settlement is a cut of 3.65% with a further cut of 8.6% expected for 2014/2015.

Table 2 Analysis of the Start-up Funding Assessment

	Final 2013/14	Final 2014/15
	£000's	£000's
Start-Up Funding Assessment	105,430.2	96,359.2
Formula funding	42,208.2	41,095.3
Grants rolled in:		
Council Tax Freeze	1,479.1	1,448.9
Council Tax Support Funding	8,704.1	0.0
Early Intervention Grant	5,005.9	4,372.5
Homeless Prevention	90.1	88.3
Lead Local Flood Authority Funding	79.2	77.6
Learning disability and health Reform	5,744.5	5,865.6
Revenue Support Grant	63,311.1	52,948.2
Formula funding	28,080.0	34,909.4
Grants rolled in:		
Council Tax Freeze	984.0	1,014.2
Council Tax Support Funding	5,790.5	0.0
Early Intervention Grant	3,330.3	3,432.4
Homeless Prevention	560.0	61.8
Lead Local Flood Authority Funding	52.7	54.3
Learning disability and health Reform	3,821.6	3,938.9
NDR Baseline Funding Level (Baseline Need)	42,119.1	43,411.0

3.2 Dedicated Schools Grant (DSG) and other Schools Based Funds

3.2.1 There will be a new methodology for calculating the DSG from 2013/2014 with separate funding blocks for Schools, Early Years and High Needs. The High Needs block will be used to support children with high-cost special educational needs. The remainder of the 2012/2013 DSG has been split between early years and school-age pupils to establish a funding rate per pupil for these two groups. The per-pupil rates are unchanged from 2012/2013 but are multiplied by the latest pupil number data to generate the DSG allocation for 2013/2014. The October 2012 school census shows that pupil numbers for 2013/2014 will be slightly higher than 2012/2013 leading to an increase in the DSG on a like-for-like basis. Other adjustments have been made to the DSG in relation hospital education, students aged 16-24 with high needs, nursery education for two year olds, and funding to support newly qualified teachers. Consequently the DSG for 2013/2014 has been calculated as set out in Table 3 below:

Table 3. Estimated Dedicated Schools Grant

	2012/13	2013/14 DSG Allocation			Total DSG
	Funding Allocation	Schools Block	Early Years	High Needs	
Pupil Numbers	40,272	36,825	2,542.2	-	
DSG per pupil	£4,953.08	£4,351.77	£4,495.99	-	
DSG (£million gross)	£m199.470	£m160.258	£m11.429	£m29.429	£m201.116
Transfers into DSG					£2.706
DSG (£million gross)					£m203.822
Academy transfers	£m69.613				£m76.191
Net DSG (£million)	£m129.858				£m127.631

- 3.2.2 The Department for Education (DfE) will make further changes to the DSG in March following confirmation of high needs students in schools and colleges. Initially the DSG allocation will include all Medway pupils and further adjustments will be made by the DfE to recoup the funds that will be transferred to Medway's academies. The academy recoupment process is expected to reduce the DSG by about £76.2 million, leaving a revised allocation of £127.6 million.
- 3.2.3 After allowing for transfers to academies, the funds available to the Schools Budget are estimated at £134.7 million, comprising an estimated DSG allocation of £127.6 million and Education Funding Agency (EFA) sixth form grants of £1.6 million together with a Pupil Premium allocation of £5.5 million.
- 3.2.4 The DSG delegated to schools and early years providers for 2012/2013 was £112.940 million with a further £16.918m for centrally retained budget headings. Centrally retained headings, such as SEN, remain static in cash terms for 2013/2014 so inflationary pressures will have to be managed within existing budgets. The Schools Forum agreed the delegated and central expenditure budgets at their meeting on 9 October 2012.

3.3 Capital Settlement

- 3.3.1 The capital funding component of the Provisional Financial Settlement was less clear and indeed the education components are still awaited. The capital settlement announcements are often delayed and this is the case for the majority of this grant funding. However the Department for Transport (DfT) have confirmed Local Transport Plan (LTP) funding for 2013/2014 and 2014/2015 and both the Department of Health (DoH) and Communities and Local Government (CLG), for Disabled Facilities Grants, have released provisional funding figures and the Medway elements are listed below in Table 4.

Table 4 Indicative capital Grant Allocations

	2012/13	2013/14	2014/15
	£m	£m	£m
Department for Transport (DfT)			
Highway Maintenance	2.350	2.153	2.216
Integrated Transport	1.576	1.576	2.122
Department for Health – Community Capacity Grant	0.504	0.537	0.547
Department of Communities and Local Government (DFG's)	0.739	0.739	0.739

4. Capital Programme 2013/2014 and beyond

- 4.1 This section of the report seeks to ensure that the capital programme process is integrated with the process for setting the revenue budget and the level of council tax and all borrowing under the Prudential Regime for capital investment is affordable, prudent and sustainable. Cabinet will be considering the Treasury Management Strategy incorporating prudential indicators as a separate item on this agenda.
- 4.2 The uncertainty of the financial settlement makes assumptions about future capital funding for local authorities subject to some risk. However it is reasonable to assume that the core components of the current funding regime will continue and to provide an indication of the future capital programme the assumptions are set out in Table 5 below, with estimates in italics.
- 4.3 It is clear that the financial settlement no longer includes any revenue support for capital, but local authorities still have access to 'unsupported' borrowing through the prudential regime, providing that these capital investment plans are affordable, prudent and sustainable. Developer contributions and capital receipts might also become available for capital investment, but at this stage of the budget setting process, it is assumed that future investment will be restricted to the current programme, supplemented by the Council's expectations in relation to Government grant, together with the additional highways programme referred to at paragraph 5.4.1.

Table 5. 2013/2014 Government Capital Grant Assumptions

	C & A	BSD	RCC	Total
Disabled Facilities Grant	0	0	739	739
Education Basic Needs Grant (est.)	<i>3,012</i>	<i>0</i>	<i>0</i>	<i>3,012</i>
Schools Capital Maintenance Grant (est.)	<i>3,098</i>	<i>0</i>	<i>0</i>	<i>3,098</i>
Schools Devolved Formula Capital (est.)	<i>541</i>	<i>0</i>	<i>0</i>	<i>541</i>
Adult Social Care Transformation Grant	537	0	0	537
Integrated Transport Grant	0	0	1,576	1,576
Highways Capital Maintenance Grant	0	0	2,153	2,153
Total Forecast	7,187	739	3,729	11,655

- 4.4 The proposed capital programme reflects slippage from 2012/2013, together with the anticipated 2013/2014 and 2014/2015 grant allocations. This programme will continue to be delivered throughout 2013/2014 and beyond and Table 6 summarises planned expenditure, providing an analysis of how it is funded. For completeness, the current schemes that will continue into 2013/2014 are detailed and summarised in Appendix 2.

Table 6. Funding the proposed capital programme

	C & A	BSD	RCC	Member Priorities	Total
	£000's	£000's	£000's	£000's	£000's
2013/2014 Forecast	26,392	2,986	18,287	560	48,225
2014/2015 Forecast	8,943	1,620	9,487	0	20,050
2015/2016 & future year's forecast	0	918	89	0	1,007
Total Forecast	35,335	5,524	27,863	560	69,282
Funding Source					
Government grants	31,959	0	15,226	0	47,185
Prudential borrowing	0	3,062	4,819	0	7,881
Developer & other contributions	2,900	0	1,290	0	4,190
Capital Receipts	296	2,462	713	560	4,031
Right To Buy receipts	0	0	398	0	398
Reserves/Revenue	180	0	190	0	370
HRA Reserves	0	0	1,891	0	1,891
Major Repairs Allow. / Reserve	0	0	3,336	0	3,336
	35,335	5,524	27,863	560	69,282

5. Departmental Programmes (2013/2014)

5.1 Business Support Department

- 5.1.1 There is no new funding identified for 2013/14, the programme consisting of progressing existing approvals, principally the Better for Less programme, investment at Medway Crematorium, Strood Riverside and corporate building maintenance

5.2 Children and Adults Directorate

- 5.2.1 Whilst the Department of Health have published capital grant allocations for 2013/2014 and 2014/2015, the Department for Education allocations have still not been announced, however based upon the indications emanating from the DfE, it would be reasonable to assume that Basic Need Grant will continue to be funded at the current level and so too the Capital Maintenance Grant and Devolved Capital Funds, subject to adjustment for Academy conversions.

Table 7. Provisional / Predicted Capital Grant Allocations

New Schemes/Funding	2012/2013	2013/2014	2013/2014
	£	£	£
Schools Capital Maintenance Grant	3,385,422	3,097,661	2,948,793
Schools Basic Need Grant	3,012,299	3,012,299	3,012,299
Adult Social Care Capital Grant	503,903	536,601	547,440
Sub Total	6,901,624	6,646,561	6,508,442
Schools Devolved Formula Capital	590,860	540,637	514,639
Total New Schemes/Funding	7,492,484	7,187,198	7,187,198

- 5.2.2 To this could be added a further £1.3 million of unallocated developer contributions, reflecting only cash received to date. Together with £19.8 million to be carried forward from 2012/2013, this would give the directorate a total capital programme of £28.3 million for 2013/2014 and a further £7.0 million in 2014/2015.
- 5.2.3 Whilst only the Devolved Formula Capital is ring-fenced, in constructing the draft budget it has been assumed that the Capital Maintenance Grant will be allocated wholly to delivery of a programme of school condition works. Similarly, the Adult Social Care Grant has been allocated to continue to fund adaptations to allow people to remain in their own homes and to facilitate the wider transformation of adult social care services
- 5.2.4 The Basic Need Grant, supplemented with developer contributions, will need to fund both the Council's SEN strategy and the need for additional primary school places in Chatham, Gillingham and Strood, however, whilst consideration of options for future SEN provision is ongoing, the requirement for additional primary school places is becoming more urgent and individual schemes have progressed through the procurement process. Whilst £2.6 million of uncommitted Basic Need Grant is expected to roll forward from 2012/2013, the Wainscott Primary School expansion is expected to cost £3.9 million and total expenditure on creating additional primary places is estimated at around £5.0 million per annum over the next three years. The proposed capital programme assumes that all of the Basic Need funding for both 2013/2014 and 2014/2015 will be allocated to fund the required primary school places.
- 5.2.5 Just under £2.3 million of capital funding will be rolled forward from the current programme into 2013/14 to begin to fund additional SEN provision, once the priorities are agreed.

5.3 Regeneration, Community and Culture Directorate

- 5.3.1 The anticipated funding from Government for both the Highways Maintenance and Integrated Transport were confirmed in the Financial Settlement as £2.153 million and £1.576 million respectively. These compare to allocations of £2.353 million and £1.735 million in 2012/2013. The LTP3 Transport Strategy which set out the priorities for the funding, which are in summary as follows:
- 5.3.2 Integrated transport. This will be used for funding accident reduction measures, traffic management, public transport infrastructure improvements, cycling and walking schemes, and safer routes to schools projects.

- 5.3.3 Highways capital maintenance. This is funding the maintenance of carriageways, footways, bridges, highway drainage and traffic signals.
- 5.3.4 Disabled Facilities Grants (DFG): These grants enable elderly or disabled people to remain in their own home through the provision of adaptations to their property and the forecast carry forward allocation of £486,000 will be supplemented with the grant funding of £739,000 for 2013/2014.
- 5.3.5 Capital funding for the Housing Revenue Account (HRA) is discussed in more detail in the HRA report elsewhere on the agenda but funding of £5 million, in respect of Planned Maintenance and Disabled Adaptations, has been included in the capital programme at Appendix 2, being a combination of Major Repairs Allowance, Major Repairs Reserve and contribution from the HRA working balance. The capital works are split £4.750 million and £0.250 million for Planned Maintenance and Disabled Adaptations respectively.

5.4 Capital Receipts

- 5.4.1 The draft capital programme specifically includes those schemes where funding has already been committed by the Council and new external funding has been secured. The Council has, in previous years, injected considerable sums into the capital programme mainly from capital receipts and prudential borrowing. Given the constraints on revenue and the restricted availability of capital receipts as demonstrated in paragraph 5.4.2 below, the only schemes recommended for continued support are the Highways Capital Investment Programme at £1.5 million to be funded from future Capital Receipts.
- 5.4.2 In recognition of the slow down in the realisation of capital receipts additional borrowing of up to £10 million through the prudential regime was approved in 2008/2009 to fund the capital programme in advance of anticipated receipts. Debt repayments on this borrowing are only in respect of interest albeit the actual loans have now been repaid. £5.4 million was used from this source in 2008/2009 with capital receipts keeping pace with funding needs since. However the capital programme has an identified need for further funding beyond available receipts in 2012/2013 and this will be a further draw down on this borrowing.
- 5.4.3 Table 8 shows the movement in capital receipt balances, after funding the existing approved capital programme, together with the £1.5 million highways commitment in paragraph 5.4.1. The use of the prudential borrowing allocation in 2012/2013 will have increased the total sum drawn upon to £9.2 million – slightly below that borrowed with a potential repayment, in part, in 2013/2014. It is therefore clear that outside of existing approved funding there is little scope for adding to the programme at this time and future receipts will need to repay the borrowing.

Table 8. Movement in Capital Receipts

Description	General Fund Receipts £000's	Housing Receipts £000's
Balance @ 1 April 2012	1,474	(1,474)
Anticipated Receipts 2012/2013	(718)	(1,051)
Borrowing 2012/2013	(3,849)	0
Less funding for balance of 2012/2013 approved Capital Programme:	5,381	227
Estimated Balance at 1 April 2013	2,299	(2,299)
Anticipated Receipts 2013/2014	(8,130)	(115)
Less funding for balance of 2013/2014 approved Capital Programme:	3,907	117
Repayment of Unsupported Borrowing	4,220	0
Estimated Balance at 31 March 2014	2,296	(2,296)

6. Revenue Budget 2013/2014

6.1 The draft budget approved by Cabinet on 27 November 2012 reinforced the principles set out in the Medium Term Financial Plan. The strategic priorities for Medway as set out in the Council Plan are considered elsewhere in this agenda. The Council Plan maintains the existing two core values although the key priorities are reduced to five. It sets out what the council seeks to achieve over the period April 2013 to March 2016. A summary of these priorities and outcomes is provided below:

The five priorities are:

- Safe, clean and green Medway
- Children and young people have the best start in life in Medway
- Adults maintain their independence and live healthy lives
- Everybody travelling easily around Medway
- Everyone benefiting from the area's regeneration

Our two core values set out the principles of the how we work to deliver these priorities, they are:

- Putting our customers at the centre of everything we do; and
- Giving value for money

- 6.2 In addition, the underlying financial aims of the MTFP and budget remain so as:
- To ensure there is a sustainable budget, without recourse to the use of reserves;
 - Generating efficiencies, in partnership with others where appropriate, for reinvestment in priority spending;
 - Assessing the revenue impact of funding streams supporting capital investment decisions, whether that be from supported borrowing, use of reserves, capital receipts or prudential borrowing; and
 - Avoiding the sanction of central government controls, for example capping.
- 6.3 The budget proposals in this report have been prepared with these principles in mind.
- 6.4 In accordance with the constitutional requirements, the draft budget, proposed by Cabinet, was forwarded to overview and scrutiny committees inviting comments. At that stage the draft budget was some £11.95 million in excess of the anticipated resources available, largely driven by an anticipation of grant reductions, pressures already experienced and the continued growth in those pressures.
- 6.5 Both the Provisional and subsequent Final Local Government Financial Settlement which was announced on 4 February 2013 were a slight improvement on that predicted in the draft budget and, coupled with the calculated return of LACSEG, the deficit reduced to £6.7 million.
- 6.6 Both during and after the overview and scrutiny process, officers have continued to examine the budget proposals and work closely with portfolio holders to find measures to close the gap and achieve a balanced budget. Whilst attempting to keep a minimal impact on service delivery. These measures are discussed in more detail in Section 8 of this report.
- 6.7 The transformational work associated with the 'Better for Less' project, including Category Management, is ongoing and scheduled to continue to deliver the planned savings albeit the cash phasing of those savings has been affected by the delayed implementation of parts of the programme. For phases 1 and 2 of the customer contact and administration projects, the full-year target savings have been marginally exceeded. Appendices 3 and 3a to 3c identify the extraction of savings and transfers between budgets. For category management the first project to re-tender the homecare contracts has completed and delivered a saving of £1.9 on a budget of £12 million.
- 6.8 Medway currently has the sixth lowest council tax of all mainland unitary authorities and is, currently, on average, £134 below the combined council tax for Kent County Council (KCC) and Kent districts. Given the scale of the budget challenge and the fact that the proposed grant is non-recurring, it is not proposed to accept the additional Council Tax Freeze grant for 2013/2014. This is presently in tune with the majority of billing authorities. Referendum rules dictate that an increase below 2% will be necessary to avoid the cost and risk of holding a referendum. Accordingly this report is predicated on a council tax rise of 1.99%.

- 6.9 In accordance with Council delegation, the Chief Finance Officer and Finance Portfolio holder, on 30 January, agreed the council tax base for 2013/2014 at 76,712.35. Prior to the impact of the Council Tax Support scheme the tax base calculation would have been 89,028.69 – an increase of 497.35 against the current 88,531.34. The additional yield from the revised council tax base set against the draft budget proposal and prior to the Support Scheme impact will be an extra resource of £63,000.
- 6.10 The revenue budget that Medway must set is determined by the total of Government Grant and the amount raised from council tax. The new funding arrangements introduced for 2013/2014 have made this more complex than before but can be summarised as follows:

Table 9. Funding Medway's Revenue Budget 2012/2013

	Draft Budget Forecast Requirement 2013/14	Proposed Budget Forecast Requirement 2013/14	Proposed Budget Forecast Requirement 2014/15	Proposed Budget Forecast Requirement 2015/16
	£000's	£000's	£000's	£000's
Dedicated Schools Grant	201,704	203,822	204,873	207,351
Academy Transfer	(75,178)	(76,191)	(76,191)	(76,191)
Other School Specific Grants	7,079	7,079	8,553	8,553
Schools Based Resources	133,605	134,710	137,234	139,712
Council Tax	101,565	87,565	89,763	92,016
Revenue Support Grant	59,113	63,311	52,948	44,171
Business Rates Share	44,413	42,119	43,411	44,584
New Homes Bonus	3,434	3,613	4,871	5,791
Specific Grants	0	4,024	4,016	3,932
Public Health Grant	0	13,170	14,280	14,280
General Fund Resources	194,289	213,802	209,089	204,774
Estimated Available Funding	327,894	348,512	346,323	344,486

7. Council Plan

- 7.1 As the council's overarching business plan, the Council Plan identifies objectives the council wishes to achieve (referred to as its 'priorities'), and as such it is important that it is considered alongside the budget setting process. The national background to the development of the Plan has remained as volatile as it has been in recent years, both in terms of funding and policy developments. The review of the Plan has provided an opportunity to pause, check on progress, look further ahead and adjust; the draft Council Plan is considered as a separate item on this agenda.
- 7.2 The Council Plan forms an essential part of the council's performance management framework, setting out the priorities, commitments, measures and targets against which progress will be judged. This year, in response to members' feedback, targets have been revised at a much earlier stage for members to consider and the

plan also references the key change projects that the council is taking forward to support the delivery of its priorities.

- 7.3 As options for meeting the 2013/2014 budget gap are debated, some of the commitments included in the draft plan may need to be revisited. Changes made to the budget up to and including Full Council may also have an impact which will need to be reflected in the final version which Members agree, and an appropriate delegation has been sought in the Council Plan report on this agenda to enable this alignment of the Council Plan to the final budget decisions.

8. Overview and Scrutiny Responses

- 8.1 Business Support Overview and Scrutiny Committee considered the views of individual scrutiny committees, together with its own, on 7 February and the recommendation together with individual responses of Overview and Scrutiny Committees are summarised below with the detail of discussions set out in Appendix 1.

8.2 *Business Support 6 December 2012*

The committee commented on the late changes being made by the government to funding arrangements for local authorities and the problems this created in setting a balanced budget.

Members were advised that home to school transport was a statutory function for the local authority and could not be delegated.

Members asked for the financing of the tunnel to be included in the budget monitoring report due to be considered by the committee at its next meeting.

Members queried the proposed zero increase on pay budgets and officers advised that there was an on-going consultation with staff regarding the Council coming out of the National Agreement and introducing local pay negotiations.

One Member asked if additional funding for highway maintenance could be found from capital expenditure, rather than be used from the revenue budget. Officers responded that an additional £1 million had been included in the original revenue budget proposals for 2013/2014 but this could no longer be included due to the increased deficit in the next three years. These works could be taken from the capital budget but there was no funding available in that budget either.

Members also suggested considering a similar public consultation to that being held by Kent County Council, which asked the public for their opinion as to where reductions in spending and services should be targeted.

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The committee noted the draft capital and revenue budget for 2013/2014 and forwarded the programme to individual Overview and Scrutiny Committees. The Committee commented on the review of fees and charges across a whole range of service areas (paragraph 8.1 of the report) in that Members did not have the opportunity to see these proposals and make comments or recommendations about these before the Full Council budget meeting in February 2013.

8.3 *Children and Young People 11 December 2012*

Members queried how the necessary savings could be achieved over the longer term. The Director of Children and Adults responded that work was ongoing looking at ways of working more effectively and taking difficult decisions about what services were the most important and protecting those vital services for vulnerable children and adults. This included opportunities for integrated working and joint commissioning with the Medway Clinical Commissioning Group. The report was noted.

8.4 *Regeneration, Community and Culture 13 December 2012*

The committee discussed the use of reserves to cover the forthcoming budget deficit and was advised that the council held £17 million in unallocated reserves, which was minimal compared to other similar sized Local Authorities. Members recognised the financial difficulties the council faced in the future and that £1 million additional funding requested by this committee for road maintenance would now be withdrawn. However, the annual cost of £750,000 for the maintenance of Medway Tunnel was viewed as unsustainable and further work should take place to address this.

The committee agreed to note the draft capital and revenue budgets for 2013/2014, proposed by Cabinet on 27 November 2012 insofar as they affected this committee; and to forward to Business Support Overview and Scrutiny Committee on 7 February 2013 the committee's comments and suggestions with regard to the preparation of the Council's capital and revenue budgets for 2013/2014.

8.5 *Health and Adult Social Care 19 December 2012*

The committee agreed to note the draft capital and revenue budgets for 2013/2014, but expressed disappointment that no representative was present from Finance to discuss the report and respond to questions.

8.6 *Health and Adult Social Care 29 January 2013*

The Chief Finance Officer updated the Committee on developments relating to the capital and revenue draft budget for 2013/2014 since the last meeting.

Members considered alternative ways for the committee to scrutinise the budget in a more timely and effective way. It was commented that the committee needed to be robust in challenging reports, which suggest that there are no financial implications and scrutinise decisions that obviously have an impact on the budget, as they are taken.

The committee agreed to note the draft capital and revenue budgets for 2013/2014, proposed by Cabinet on 27 November 2012. It was also suggested that regular budget monitoring should be added to the work programme for the Committee at the points at which Council Plan monitoring were considered.

8.7 *Business Support 7 February 2013 (minutes yet to be agreed by Committee)*

The committee voiced its serious concern at the lack of regard by government to the local authority budget setting timetable and that it was unreasonable to issue the final funding settlement so late in the process.

A Member raised the issue of the number schools becoming Academies and the impact this might have on local authority provision. He also voiced concern for that the Council had not done enough to increase Special Educational Needs (SEN) provision. Officers advised that the SEN budget was currently forecasting an underspend.

A Member asked why non-recurring funding for the airport campaign had been removed from the budget for 2013/2014. Officers advised that the airport campaign was one of a number of recurring and non-recurring items funded in 2012/13 from the general reserve fund. In this instance the project was a non-recurring addition and had therefore been removed. It remained open to Cabinet or Full Council whether to put the money for this campaign back into the budget.

Members asked about the public health grant and were advised that the ring-fenced grant had been confirmed as £13.2 million and officers estimated that £12.0 million was already committed expenditure for 2013/2014, however, the Government expected councils to accomplish more with this grant than was presently achieved.

The committee also discussed the:

- expectation that 'floor-damping' was due to rise to £5 million
- early intervention funding for 2 year olds
- maximum gain to be achieved from the Category Management team
- maintenance funding for the Medway Tunnel
- demographic growth and pressure against social care budgets.

The committee agreed to note the draft revenue and capital budget 2013/2014 insofar as it affected the committee and noted the discussions held at other Overview and Scrutiny committees and forwarded the comments for consideration by Cabinet on 12 February 2013.

9. Revenue Budget 2013/2014 – Proposals to Bridge the Budget Gap

- 9.1 The funding shortfall of £11.95 million in the draft budget report on 27 November, has been subject to continuing work both through the overview and scrutiny process and by officers in consultation with portfolio holders. Table 10 below summarises the changes from that position to the proposal presented in this report. Paragraphs 9.7 onwards outline the changes made since 27 November 2012 with an overall summary of budget build at Appendices 3.
- 9.2 The draft budget report as set out on 27 November identified a number of workstreams to identify savings proposals and reduce pressures on the budget. Clearly the final settlement has improved the position for the General Fund by the £5.747 million highlighted above. The resources available to support the schools based budgets have also improved by £1.105 million as shown in Table 9. There is an assumption that expenditure falling within the definition of the DSG will be contained to that sum.

- 9.3 Under the new arrangements for the DSG in 2013/2014 the Local Authority can continue to retain funds at the same level as 2012/2013 for SEN, Early Years and statutory functions in relation to schools. However, funds can only be retained for non-statutory functions in support of schools with the approval of the Schools Forum. The Schools Forum discussed these budgets on 9 October 2012 and approved all the LA's requests to retain funding centrally in 2013/2014.
- 9.4 The budget build assumed a nil increase in pay for staff and the continued freeze on increments. Officers have been seeking to get the agreement of the Trade Unions to a proposal to leave national conditions for pay and allowances which will underpin these assumptions. This is on the basis of an offer to mirror national conditions for 3 years and pay staff earning less than £21,500 a once-off payment of £50. This is expected to cost some £75,000 and this features in Table 10 below. The results of these negotiations are to be considered at Employment Matters Committee on 19 February 2013. Failure to achieve such an agreement would delay implementation as individual employees would then need to be approached for agreement on an individual basis and any refusal would require a dismissal and re-engagement on the new contract terms. Progress will be reported verbally to Council.
- 9.5 In the 2011/2012 Finance Settlement the Minister confirmed the proposals to introduce a 'New Homes Bonus'. This is to recognise the additional burden that new development in an area places upon the Local Authorities. The 'bonus' payment is calculated based upon the increase in taxbase between October in each year together with additional payments for the numbers of affordable homes and empty properties bought back into use in the year to 31 March. The payment is to be made as a grant over a seven year period. For Medway Council we have calculated that the grant payable in 2013/2014 will be £3.613 million which is some £179,000 more than estimated in the draft budget proposals because of movement in the number of homes.
- 9.6 Table 10 below identifies some modest increases to costs that have been identified subsequent to the draft budget proposals. These and the £6.6 million of savings proposals that have been found by the directorates are discussed in paragraphs 9.7 to 9.9.

Table 10. General Funds Budget Changes

Budget Preparation Summary 2013/2014			
		£000s	£000s
General Fund			
Budget Gap 27 November 2012			
			11,950
add:	LEP/TIGER contributions	75	
	Partnership Contribution for Domestic Violence	120	
	Additional costs for Council Tax Support scheme	67	
	Provisional Pay settlement	75	
	Healthwatch arrangements (formerly LINK) additional costs	58	
	Sub Total	395	12,345
Less:	Formula Grant changes	454	
	Reduced LACSEG top-slice	1,039	
	LACSEG return through Education Services Grant (ESG)	3,597	
	Taxbase changes	63	
	Additional EIG grant	151	
	Additional New Homes Bonus	179	
	Additional Miscellaneous Grants	267	
	Sub Total	5,750	6,595
Less:	Savings from Directorates		
	Children & Adults	4,523	
	Regeneration, Community & Culture	805	
	Business Support	450	
	Public Health	228	
	Unspecified savings	589	
	Revised Gap (surplus)	6,595	(0)

9.7 Children and Adults (Appendix 3)

9.7.1 In addition to the full year effect of 2012/2013 savings reflected in the MTFP and £693,000 of savings included in the draft budget considered by Cabinet on 27 November, the Children and Adult Services directorate has identified a further £4.5 million of budget reductions in response to the funding cuts referred to in this report.

9.7.2 Adult Social Care

Of the £3.4 million reduction in Adult Social Care budgets identified in Appendix 3, £1.8 million represents the transfer of housing related support funding to RCC. The balance comprises the following savings:

- £330,000 from the availability of extra care housing, as a more cost effective alternative to residential care for some people, as part of the balanced community *flexicare* model applied in Medway;
- £500,000 additional savings from the recent re-tendering of homecare contracts, over and above the £1.4 million savings already reflected in the base;

- £202,000 by continuing to target housing related support to those most in need, driving out inefficiencies;
- £600,000 part year effect of the projected savings achievable through renegotiating high cost social care placements for adults with disabilities and mental health needs.

9.7.3 *Early Intervention Grant*

In response to the significant reduction in Early Intervention Grant the directorate was tasked with identifying savings against those services notionally funded from the grant. Over £2.0 million has been identified, including £900,000 already reflected in the draft budget report. This comprises the following reductions in general fund expenditure:

- £1.4 million of early years activity, including £506,000 current spend on nursery provision for vulnerable two year olds, which in 2013/2014 will be met from the DSG. However, over the medium term all but the expenditure on nursery places will cease completely and settings will have to buy-back the support they need;
- £350,000 reduction in the Integrated Youth Services budgets;
- £300,000 from a review of third sector contracts, across the whole range of early intervention and preventative services.

9.7.4 *Local Authority Central Spend Equivalent Grant (LACSEG)*

The LACSEG component of the Start-up Funding Assessment (formerly Formula Grant) represents the notional central spend on schools and education services. For 2013/2014 this component, which amounts to £5.9 million, will be top-sliced and the sum of £3.6 million returned to the Council in the form of Education Services Grant, the difference being allocated directly to Academies. The directorate was asked to target budget reductions at those areas of general fund spend on education services. The following reductions have been identified:

- £740,000 through smarter procurement of home to school transport contracts;
- £115,000 through income generation;
- £490,000 from recently implemented changes in the Council's policy towards school redundancy costs;
- Almost £400,000 savings across other areas of activity, including SEN and psychology services, school intervention funds and school reorganisation costs, but no further redundancies are planned as a result of this.

9.7.5 *Grant Changes*

Appendix 3a also reflects a couple of additions, in relation to grant changes. The Schools Delegated Funding line increases by £1.1 million to reflect the increase in the DSG assumptions since the draft budget report. Also the settlement includes the new Local Reform and Community Voices Grant and £58,000 of this has been added to the former Local Involvement Network budget, to fund the cost of the new Healthwatch arrangements.

9.8 **Regeneration, Community and Culture**

9.8.1 Since the draft budget was issued the following savings and adjustments have been identified:-

- 9.8.2 *Highways (saving £283,000)*: The spending requirement for Medway Tunnel maintenance has been reviewed and some items identified as appropriate to be charged to the capital programme.
- 9.8.3 *Waste (saving £422,000)*: A number of efficiencies from maintenance of litter bins and 'bring sites, reduced residual waste disposal tonnages and re-negotiation of rates where opportunities exist.
- 9.8.4 *Safer Communities (investment £120,000)*: Funding to enable continuation of domestic violence initiatives, including Medway's contribution to co-commissioning the Kent and Medway Independent Domestic Abuse advisor.
- 9.8.5 *Economic Development (investment £75,000)*: Contributions to be made to the LEP (Local Enterprise Partnership) £25,000 and TIGER (Thames Gateway Innovation, Growth and Enterprise Resource) £50,000.
- 9.8.6 *Housing (budget transfer and saving £1,679,000)*: Budget provision of £1.779m for housing related support has been transferred from the Children and Adult Services Directorate. Against this a review of contracts is anticipated to generate savings of £100,000.

9.9 Business Support

- 9.9.1 Since the draft budget was issued the following savings and adjustments have been identified:
- 9.9.2 *Category Management workstreams (saving £450,000)*: Projects currently ongoing in respect of facilities management and agency staffing. Savings will be across services but reflected here until further detail available.
- 9.9.3 *Benefit Payments (pressure £252,000)*: The impact of new arrangements for payment of council tax benefit and the relatively minor loss of net subsidy £185,000. Reduction in housing benefit administration grant £67,000.
- 9.9.4 *Revenue and Benefit Administration (pressure £60,000)*: Additional staff resources to deal with additional customer contact and debt recovery that will result from the implementation of the new Council Tax Support scheme agreed on 24 January 2013.
- 9.9.5 *Rural Liaison (investment £35,000)*: The Council Tax Support Grant included provision for Parishes, and in accordance with the promise made at Council on 24 January, £35,000 has been made available to parishes to negate the effect of the decrease in their taxbase attributable to the new support scheme and the technical changes to Council Tax exemptions and discounts.
- 9.9.6 *Corporate Provisions (pressure) £75,000*: Provision for possible costs from the ongoing negotiations on moving to a local pay agreement.

9.10 Public Health

9.10.1 On 10 January the Department of Health released details of the new Public Health Grant to accompany the transfer of responsibility for the Public Health function from the NHS to Local Government. This is a ring fenced grant to be used only for Public Health purposes. The grant for Medway is £13.170 million, increasing to £14.280 million in 2014/2015. Against this existing commitments of just over £12 million have been identified albeit issues are still surfacing. The expectations associated with the grant are also greater than currently being delivered.

9.10.2 The public health grant is being provided to give local authorities the funding needed to discharge their new public health responsibilities. It is vital that these funds are used to:

- improve significantly the health and wellbeing of local populations
- carry out health protection functions delegated from the Secretary of State
- reduce health inequalities across the life course, including within hard to reach groups
- ensure the provision of population healthcare advice.

9.10.3 The primary purpose of the conditions is to ensure that the grant is spent on the new public health responsibilities being transferred from the NHS to local authorities, that it is spent appropriately and accounted for properly. The expectation is that funds will be utilised in-year, but if at the end of the financial year there is any underspend this can be carried over, as part of a public health reserve, into the next financial year. In utilising those funds over the next year, the grant conditions will still need to be complied with. However, where there are repeatedly large underspends the Department will consider whether allocations should be reduced in future years.

9.11 Revenue Budget Summary

9.11.1 Table 11 below summarises the Revenue budget position for 2013/2014 with a further analysis in Appendices 3, and 3a to 3c

Table 11 Summary Budget Requirement 2013/2014

Directorate/Service	Proposed Budget		
	Expenditure	Income	Net
	£000s	£000s	£000s
Children and Adults			
- DSG and School Specific Expenditure	134,987	(1,775)	133,212
- Other	136,042	(24,551)	111,492
Regeneration Community & Culture	76,413	(24,233)	52,180
Business Support	153,005	(128,388)	24,617
Public Health	13,170		13,170
Interest & Financing	20,209	(5,317)	14,892
Levies	895		895
BfL	(1,358)		(1,358)
Unspecified Savings	(589)		(589)
Total Net Budget	532,774	(184,264)	348,511
Estimated Funding			
Dedicated Schools Grant			127,631
Other School Specific Grants			7,079
Council Tax			87,565
Revenue Support Grant			63,311
Business rate Share			42,119
New Homes Bonus			3,613
Specific Grants			4,023
Public Health Grant			13,170
Total Funding			348,511

10. Capping Regime

- 10.1 The former capping regime has been removed but in its place is a declaration by the Minister as to what he perceives to be an 'excessive' increase in Council Tax. For Unitary Councils the excessive threshold for 2013/2014 is set at 2%. Any increase above the threshold requires the consent of residents through a local referendum. The cost of such an exercise is estimated at £250,000. The proposed increase at 1.99% will not exceed the threshold.

11. Fees and charges

- 11.1 The draft budget proposals have been formulated on an assumption that fees and charges would increase by an overall average of 2.5%. 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 5.

12. General Reserves

- 12.1 One of the key aims of the MTFP is to produce a sustainable budget without recourse to the use of reserves. Past strategy has been to maintain the overall level of non-earmarked reserves at circa 5% of non-schools budget which equates to circa £10.8 million. Non-earmarked reserves at 31 March 2012 were some £17.9 million in the form of the Revenue Balance and the General Reserve. This figure includes the amount approved for severance payments (£3 million) and VAT repayments achieved by Pricewaterhouse Coopers (PWC) as part of the 'Better for Less' programme. The latter are an offset to costs of implementing the transformational change.
- 12.2 The Secretary of State has made it clear that he does not believe Local Authorities should hold large unallocated reserve balances and it is therefore appropriate to clearly earmark those balances held for specific purposes and accordingly most of the General Reserve will be allocated as part of the closure of accounts for 2012/2013. This will still leave the Revenue Balance at £10 million and in past reports it has been highlighted that the level of contingency required is a matter of judgement based on risk.
- 12.3 The principal risk to be covered by the contingency balance relates to that of an overspending and this is a reflection of both control and the robustness of the budget set. In that respect past experience has shown that management controls would trip in to contain the potential overspending within the year and deal with the causes in the next budget setting round.
- 12.4 The second significant risk to be covered by the contingency reserve is that of a catastrophe led spend. Events in recent years such as the floods in Gloucester in 2007 and 2008, Cockermouth in 2009 and more recently across the country during an all time record for the wettest year in England, serve as a prudent reminder of such occurrences. None the less there are compensatory schemes to mitigate such events and these include the Government 'Bellwin' scheme and our own insurance cover which, whilst largely of a self-insured nature, does provide for extreme claims with property excess capped at £1.25 million and claims above this met by the insurers and the aggregate of liability claims in a similar vein at £2.9 million. The balance on the Insurance Fund at 31/03/2011 was £4.8 million including a provision for identified liabilities of £2.8 million and, whilst reserve cover of a greater amount would be a comfort, it is not warranted on a risk-assessed basis.
- 12.5 Against this background it is difficult to argue the case for such a high level of unallocated balance other than on a crude percentage basis. Cabinet recently approved an plan for development around a regenerated Rochester Airport and accordingly to facilitate the short term costs of that development and other similar schemes it is proposed to earmark half of the Revenue Balance to a Medway Development Fund. More detailed proposals will be brought forward in the near future but the initial scheme will be to use the fund on a similar principle to that of prudential borrowing with an objective of recycling the invested sums. This will also be effected in the production of the 2012/2013 accounts.

13. Precepting obligations and Council Tax Leaflet

- 13.1 This report considers the budget requirement for Medway Council only. There are a number of other factors that will influence the final council tax requirement to be approved by Council on 21 February 2013. Whilst the final rate will be dependent on the level of spending, it will also be affected by:
- The council tax base of 76,712.35 agreed on 30 January and incorporated in the funding proposals in Table 9;
 - The parish precepts;
 - The Police and Crime Panel for Kent agreed a 2.01% increase on the Precept for 2013/14 at their meeting on 5 February. The band D Council Tax that this represents is £141.47.
 - The Kent Fire and Rescue Service (KFRS) precept. A budget meeting will be held on 13 February where it is understood that a freeze on the 2012/2013 Band D rate will be agreed. This, if agreed, will produce a KFRS Band D rate of £67.95.

14. Housing Revenue Account

- 14.1 The Council is required under the Local Government and Housing Act 1989 to ensure that the Housing revenue Account (HRA) does not fall into a deficit position.
- 14.2 Regeneration, Community and Culture Overview and Scrutiny Committee on 31 January 2013 received a report that detailed the HRA revenue and capital budget proposals and a follow-on to that report features elsewhere on this agenda.
- 14.3 The summarised housing revenue account is attached at Appendix 4 and the capital component is included in Appendix 2

15. Legal Considerations

- 15.1 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.
- 15.2 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.
- 15.3 In seeking to finalise the overall shape and detail of the budget for 2012/2013, Cabinet needs to be cognisant of the following legal considerations.
- 15.4 *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.

- 15.5 *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 a 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.
- 15.6 Where the Council has a statutory discretion, rather than a duty, budget proposals should not put the Council in a position so that the discretion may not be exercised at all, even where there may be compelling reasons for exercising the discretion in a particular case.
- 15.7 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.
- 15.8 *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.
- 15.9 *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.
- 15.10 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 disregard 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.
- 15.11 *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 will be required. This will

necessitate the drafting of an alternative proposal that will meet ministerial requirements that is put to the electorate alongside the 'excessive' proposition. Since the proposal is below the 'excessive' threshold this will not apply this will not apply.

- 15.12 *Housing Revenue Account:* Under Section 76 of the Local Government & 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.
- 15.13 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.
- 15.14 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.
- 15.15 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 2013/2014 the latest date for posting the notices (first class) is 1 March 2013.

16. Risk Management

- 16.1 As in previous years there remain risks inherent in the assumptions that underlie the budget build and these are described below.
- 16.2 Other risks in the budget construction and general finances for 2013/2014 include:
- The 2013/2014 budget is predicated on the successful outcome of a number of significant savings proposals. Such assumptions can be significantly impacted upon by events allied to or even outside of the area affected by the proposals.
 - Further demographic pressures within Children and Adult Services in adult social care and children's services may surface in 2013/2014 above those assumed in building the budget. The current revenue monitoring position would suggest that these issues are now well managed compared to the past. However, specialist children's services are particularly volatile given the additional pressures both from referral and the regulatory regime brought about by the high profile problems of Haringey and more recently Doncaster.
 - There is continued debate about a 'triple-dip' recession and the impacts of such. If there is such a downturn in the local economy then income targets such as car parking and leisure facilities may not be achieved, and there will be additional demand for services e.g. homelessness, care, benefit payments etc;

- There are very significant changes in the welfare benefits regime that are scheduled to occur in 2013/2014. Some of these such as the new Council Tax Support scheme and the 'bedroom tax' directly impact on Council services. Others will have a knock-on impact particularly for debt collection and as the previous point made, the wider economic situation of the Medway Towns;
- As is particularly current, extreme weather may increase the demand for highway maintenance and put pressure on other front line services;
- Inflationary increases and pay award predictions have been set at nil other than for particular contractual commitments. Clearly current RPI indications will put strain on these assumptions;
- There is no allowance at this stage for discretionary service improvement priorities and any such proposals will require the identification of additional resource.

17. Diversity Impact Assessment

- 17.1 The equality legislation imposes legal duties on the council to pay 'due regard' to the need to eliminate discrimination, promote equality and foster good relation. The law requires that 'due regard' is demonstrated in the decision making process. In practice the authority must show it has thoroughly considered any impact its decisions could have on groups with 'protected characteristics' before any decision is arrived at. Failure to properly assess the impact of decisions risks leaving the authority open to legal challenge and the residents and services users could feel their concerns have not been listened to. Meeting the equalities duty does not prevent the council from making difficult decisions about reorganisations, redundancies and service reductions nor does it stop decisions being made which may affect one group more than another. What must be demonstrated is that where there is potential for disproportionate impact this is transparent and any appropriate mitigating actions have been considered before final decisions are made.
- 17.2 Attached at Appendix 6 is an assessment that aggregates the impact of reductions in funding to services, in recognition that some individual proposals on their own may not be significant but the cumulative effect of a number of proposals could have impact on particular groups. 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 against any unintentional and unidentified impact monitoring will continue and will be reported through quarterly monitoring if necessary.
- 17.3 The budget report sets out in full the proposals and funding reductions impacting on the Council. Clearly in a time of limited resources it is not possible to fund the full range of services that may be asked for and choices will have to be made. However, the budget has been compiled to meet the statutory duties and to enable the council to deliver statutory services. It is also based on delivering good quality services to residents despite the need to find savings. The Council is also trying to minimise, as far as possible, the impact on service users by more effectively targeting resources to needs and the consolidation of back office functions through the Better for Less programme.
- 17.4 The budget paper outlines a set of proposals and the implications of these proposals. The cumulative impact of these proposals show there could be impacts

on diverse groups but the proposals reflect an overall course of action which tries to do this as fairly as possible in view of the savings that are required over a four year period. Wherever possible, actions have been identified against the proposals with the aim of reducing any impacts by making reasonable adjustments.

- 17.5 Clearly if a reduction is taking place in a service that is only provided for a particular group, for example adults receiving social care, that is the specific group that will be impacted upon and this is reflected in the individual DIAs. However, when aggregating together all of the proposals in this report and assessing the cumulative impact on specific groups, the scale of changes proposed to services for disabled people overall, is likely to have a disproportionate impact on that group and decision makers should note this, the reasons for this and mitigations being put in place. It should also be noted that in a number of instances services are being reconfigured and not removed and, also, that reconfigured services will be targeted to support those most in need and impact will be monitored.

18. Financial and constitutional implications

- 18.1 The financial implications are contained in the body of the report and in the attached appendices.
- 18.2 The council's constitution contains the budget and policy framework rules. The relevant extracts from the constitution are reproduced 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 21 February 2013. The adoption of the budget and the setting of council tax are matters reserved for the Council.

19. Conclusion

- 19.1 The budget has been formulated to accord with the principles set out in the MTFP. In addition, budgets have been proposed to deliver the aspirations of the Council Plan and preserve those services that are important to residents.
- 19.2 The proposed revenue budget of £348.511 million (table 11) is based on a Council Tax increase of 1.99%. As in previous years considerable effort has been made to achieve a balanced budget without seriously impacting on direct services to the public. Table 10 in the report reveals that a residual balance of £0.589 million remains to be found and this is ongoing work such that Council can be informed where these savings are to be found.
- 19.3 The Financial Settlement indicates that the Start-up Funding Assessment for Medway is calculated as £105.430 million and this underpins the budget calculations.

20. Consultation

- 20.1 The citizens' panel were consulted on which services were most important and which services were least important and this information has been made available for both budget planning and drafting of the council plan. As part of this consultation residents were asked if they could identify areas where they felt the council could improve services while reducing costs. There were few responses and, generally, those comments received proposed the council should 'increase efficiency/effectiveness of employees/services.'
- 20.2 The council has developed a Resident Engagement Strategy detailing how we will consult and engage with its housing tenants in partnership with tenant's forums. In order to support this commitment, the Council consulted with residents through the Tenant Scrutiny Panel at their meeting on 23 January. The Panel agreed that rents would have to increase recognising that Medway had some of the cheapest rents in the south east of England. It was also agreed that service charges should be increased to make up the shortfall that was required to pay for the service. Most tenants were very pleased with the service they received and it was hoped that this would continue to improve.

21. Recommendations

- 21.1 That Cabinet considers the recommendations from overview and scrutiny committees as summarised in Section 8 and detailed in Appendix 1 of this report;
- 21.2 That Cabinet recommends to Council the capital budget proposals, as set out in Appendix 2;
- 21.3 That Cabinet recommends to Council that the net revenue budget summarised at Table 11, amounting to £348.511 million, should be adopted and that this be funded by a 1.99% increase in Council Tax for 2013/2014 with the equivalent Band D figure at £1,141.47.
- 21.4 That Cabinet recommends to Council the fees and charges set out at Appendix 5 to this report.
- 21.5 That the Chief Finance Officer be requested to calculate the formal requirements under Sections 30 to 36 of the Local Government Finance Act 1992 for resolution by Special Council on 21 February 2013.

22. Reasons for decision

- 22.1 The constitution requires that Cabinet's budget proposals must be forwarded to Council for consideration and approval.
- 21.1 The Council is required by statute to set a budget and council tax levels by 11 March each year.

Report author **Mick Hayward, Chief Finance Officer.**

Appendices

1	Record of individual overview and scrutiny committee meetings
2 and (a) to (c)	Summary and Directorate Proposed Capital Programme
3 and (a) to (c)	Directorate Revenue Budget Build
4	Housing Revenue Account
5	Schedule of Fees and Charges
6	Diversity Impact Assessment

Background papers:

Medium Term Financial Plan 2013/2016 – Cabinet 2 October 2012:

<http://democracy.medway.gov.uk/ielIssueDetails.aspx?Ild=8872&Opt=3>

Draft budget proposals to Cabinet 27 November 2012.

<http://democracy.medway.gov.uk/mgConvert2Pdf.aspx?ID=6664&T=9>

Provisional Finance Settlement report to Cabinet 15 January 2013

<http://democracy.medway.gov.uk/mgconvert2pdf.aspx?id=18740>

Business Support 6 December 2012

Discussion:

The Chief Finance Officer introduced the report and advised that the government had made several announcements about future funding since the drafting of the Medium Term Financial Plan (MTFP) that were incorporated in the report and the provisional settlement made to each Local Authority would not be published until 19 December 2012. The final budget for 2013/2014 would be very different from that presented in this report, as the forecast budget gap was now significantly greater than the MTFP had predicted and currently stood at £11,950 million. Table 4 in the report summarised the movement from the MTFP deficit of £5.917 million to the £11.950 million now shown and Members were advised of the various changes.

The Chief Finance Officer informed Members that the recent funding announcements were further complicated by a re-distribution of business rates, as set out in Appendix 1. The outcome of the combination of formula funding grant changes, changes to school funding, the Council Tax freeze and business rates re-distribution would result in the council having, over its current three year programme, a deficit of £11.9 million in 2013/2014, £18 million in 2014/2015 and £23.5 million in 2015/2016, as set out in Table 5 of the report.

The committee discussed the late changes being made by the government to funding arrangements for Local Authorities and the far-reaching problems this caused for setting a balanced budget within the required timescales for the forthcoming financial year.

Members asked if Home to School Transport funding could be delegated to the Academies but officers advised that this was a statutory function for the Local Education Authority to be financed from a central budget and was not within the schools budgets.

The committee also asked about future funding for the Medway Tunnel and whether officers continued to lobby the government about taking over the funding for this, as it remained the only tunnel in England not funded by central government and took a large part of the council's resources to maintain. The committee was assured that officers continued to use every means possible to lobby the government about this. Members asked that the financing of the tunnel was included in the budget report due to be considered by the committee at its next meeting.

Members discussed the proposed zero increase on pay budgets, which was one of the key assumptions that underpinned the budget requirement for 2013/2014 (as set out in paragraph 4.5 of the report) and asked what the national pay increase was estimated to be. Officers responded that this was currently set at 1% increase but there was an on-going consultation with staff about the council coming out of the National Agreement and introducing local pay negotiations.

A Member gave details of an extensive debate held by the Regeneration, Community and Culture Overview and Scrutiny Committee on road maintenance which had concluded that if additional monies were not included in the budget, there would be worse deterioration of the roads that would cost more to replace in the longer term. He asked if this additional funding could be found from capital expenditure, rather than be used from the revenue budget. Officers responded that an additional £1 million had been included in the original revenue budget proposals for 2013/2014 but this could no longer be included due to the increased deficit in the next three years. These works could be taken from the capital budget but there was no funding available in that budget either.

Members also discussed a current consultation being held by Kent County Council, which asked the public for their opinion as to where reductions in spending and services should happen and suggested that Medway Council should consider holding a similar consultation in the future.

Decision:

The committee noted the draft capital and revenue budget for 2013/2014 and forwarded the programme to individual Overview and Scrutiny Committees.

Children and Young People 11 December 2012

Discussion:

The Finance Manager for Children and Adult Services introduced the capital and revenue budget and responded to Members' questions.

The Director of Children and Adults responded to a question about how the necessary savings could be achieved over the longer term, bearing in mind the forecast budget gap was predicted to rise to £24m by 2015/2016. She stated that work was ongoing looking at ways of working more effectively and taking difficult decisions about what services were the most important and protecting those vital services for vulnerable children and adults. Some of these discussions were with the Medway Clinical Commissioning Group to investigate areas where joint commissioning or integrated working could bring about savings.

Decision:

The report was noted.

Regeneration, Community and Culture 13 December 2012 (minutes yet to be agreed by Committee)

Discussion:

The Chief Finance Officer introduced the report and advised that the government had made several announcements about future funding since the drafting of the Medium Term Financial Plan (MTFP) that were incorporated in the report. The final budget for 2013/2014 would be very different from that presented in this report, as the forecast budget gap was now significantly greater than the MTFP had predicted and currently stood at £11,950 million. Table 4 in the report summarised the movement from the MTFP deficit of £5.917 million to the £11.950 million now shown and Members were advised of the various changes.

The Chief Finance Officer informed Members that the recent funding announcements were further complicated by a re-distribution of business rates. The outcome of the combination of formula funding grant changes, changes to school funding, the Council Tax freeze and business rates re-distribution would result in the council having, over its current three year programme, a deficit of £11.9 million in 2013/2014, £18 million in 2014/2015 and £23.5 million in 2015/2016, as set out in more detail in Table 5 of the report.

The committee was advised that within its own remit, there had been an additional £1 million proposed within the 2013/2014 budget on road maintenance, following detailed discussion by the committee on this matter but this would now be withdrawn. £250,000 had been set aside for insurance claims made against the council during the forthcoming year but this too would be removed as the council had successfully reviewed the vast majority of its claims.

The committee discussed the use of reserves to cover the forthcoming budget deficit and was advised that the council held £17 million in unallocated reserves, which was minimal compared to other similar sized Local Authorities. Members recognised the financial difficulties the council faced in the future and that £1 million additional funding requested by this committee for road maintenance would now be withdrawn. However, the annual cost of £750,000 for the maintenance of Medway Tunnel was viewed as unsustainable and further work should take place to address this.

Decision:

The committee agreed to:

- (a) note the draft capital and revenue budgets for 2013/2014, proposed by Cabinet on 27 November 2012, insofar as they affected this committee;
- (b) forward to Business Support Overview and Scrutiny Committee on 7 February 2013 the committee's comments and suggestions with regard to the preparation of the Council's capital and revenue budgets for 2013/2014.

Health and Adult Social Care 19 December 2012

Discussion:

The Director of Children and Adults gave a brief introduction to the draft capital and revenue budget for 2013/2014.

The Director of Public Health confirmed, in response to a question, that the public health funding which is anticipated shortly, would be ring fenced.

Some Members expressed their concern at the reference in paragraph 4.5 of the report to the key assumption of a zero uplift for general inflation on the basis that it was a known fact that inflation was at 4.5% currently. The point was also made that there did not appear to have been any reference to the potential impact of changes to the benefit system in April and how this was being built into the budget. Members were disappointed not to be able to question the Chief Finance Officer on these points.

A request was made for the Committee to have a separate briefing with the Chief Finance Officer on the budget in the New Year.

Decision:

The Committee:

- (a) noted the draft capital and revenue budget for 2013/2014;
- (b) expressed their extreme disappointment that there was no representative from Finance at the meeting;
- (c) requested a separate briefing from the Chief Finance Officer early in the New Year to enable the Committee to ask questions on the budget.

Health and Adult Social Care 29 January 2013 (minutes yet to be agreed by Committee)

Discussion:

The Chief Finance Officer updated the Committee on developments relating to the capital and revenue draft budget for 2013/2014 since the last meeting. The Chief Finance Officer explained that there was now a £6 million budget gap as a result of a number of announcements from the Government since December. He felt that the Medium Term Financial Plan had improved and was now more realistic. The decision of the government to freeze Council tax had an impact on the current position as had the 41.2% reduction in Formula Grant over the CSR 2010 period. It was stated that at one point it looked as though the budget deficit had been reduced to £1 million which made the prospect of a balanced budget more likely. However, subsequent government announcements had worsened the position. He stated that the budget was still being adjusted, as set out in paragraph 8.3 of the report, and would be discussed further at the next Cabinet meeting, and as such he was not in a position to preempt the Cabinet decision.

The view was expressed that it was difficult for the Committee to effectively scrutinise the budget with so little detail. Discussion took place about alternative ways for the Committee to scrutinise the budget in a more timely and effective way. The point was made that many reports coming to Committee stated that they had no financial implications when perhaps they did and it was important for the Committee to be robust in challenging such statements.

Reference was made to the fact that Members are at liberty to request a briefing with the Chief Finance Officer with regards to the budget position at any point and the fact that decisions taken throughout the year, such as outsourcing of Linked Service Centres, obviously had an impact on the budget and it may be more useful to scrutinise such decisions as they are taken in the light of the changing budget position. A further suggestion was put forward that the Committee could look at the budget position at the points at which Council Plan monitoring is considered.

Decision:

The committee agreed to note the draft capital and revenue budgets for 2013/2014, proposed by Cabinet on 27 November 2012. It was also suggested

that regular budget monitoring should be added to the work programme for the Committee at the points at which Council Plan monitoring were considered.

Business Support 7 February 2013 (minutes yet to be agreed by Committee)

Discussion:

The committee considered the draft budget as relevant to the remit of the committee, together with the comments from other Overview and Scrutiny Committees, which had considered the budget within their remit at recent meetings.

The Chief Finance Officer introduced the report reminding Members that the Cabinet had published its initial budget proposals on 27 November 2012 but that this report now encompassed the outcome of the Funding Settlement, so reflected the current situation. He advised that Appendix 2b set out the position for the Business Support Department where there had originally been a pressure of £1.1 million but these pressures had now been removed and listed in the 'Further Proposals' column.

The committee voiced its serious concern at the lack of regard by government to the Local Authority budget setting timetable and that it was unreasonable to issue the final funding settlement and the Local Authority Central Support for Schools (LACSEG), so late in the process.

A Member raised the issue of the number schools becoming Academies and the impact this might have on Local Authority provision, in particular HR provision to schools. He also voiced concern for Special Educational Needs (SEN) provision and the wasted years when the council could have used a 'spend to save' scheme to benefit both families and the local economy but had not taken the opportunity to do so. Officers advised that current monitoring had shown that there was a current under spend on the SEN budget.

A Member asked why non-recurring funding for the airport campaign had been removed from the budget for 2013/2014, as the need for a campaign looked to continue for a number of years. Officers advised that the airport campaign was one of a number of recurring and non-recurring items funded in 2012/13 from the general reserve fund. In this instance the project was a non-recurring addition and had therefore been removed. It remained open to Cabinet or Full Council whether to put the money for this campaign back into the budget.

Officers were also asked about the public health grant which the council was due to receive when the public health role moved from NHS ownership to be a council function in April 2013. Members were advised that the ring-fenced grant had been confirmed as £13.2 million and officers estimated that £12 million was already committed expenditure for 2013/2014. However, the government expected council's to accomplish more with this grant than was presently achieved.

The committee also discussed:

- expectation that 'floor-damping' was due to rise to £5 million
- early intervention funding for 2 year olds

- maximum gain to be achieved from the Category Management team
- maintenance funding for the Medway Tunnel
- quantifying of demographic growth and pressure in social care budgets.

Decision:

The committee agreed to note the draft revenue and capital budget 2013/2014 insofar as it affected the committee and noted the discussions held at other Overview and Scrutiny committees and forwarded the comments for consideration by Cabinet on 12 February 2013.

Capital Programme 2013/2014 and Beyond

Directorate Summary

Directorate	Spend Forecast for Later Years		
	2013/2014	2014/2015	2015/2016 and future years
Existing Capital Programme	£	£	£
Children & Adults	19,825,100	0	0
Regeneration Community & Culture	8,818,968	4,409,787	89,000
Business Support	2,986,214	1,619,946	917,634
Member Priorities	559,659	0	0
Total Existing Programme	32,189,941	6,029,733	1,006,634
New Schemes/Funding			
Children & Adults	6,566,836	8,943,443	0
Regeneration Community & Culture	9,468,000	5,077,000	0
Business Support	0	0	0
Total New Schemes/Funding	16,034,836	14,020,443	0
Total Capital Programme	48,224,777	20,050,176	1,006,634

Capital Programme 2013/2014 and 2014/2015

Children and Adults Directorate

Description Of Scheme	Forecast Spend			Funding the Programme							
	2013/2014	2014/2015	2015/2016 and future years	SCE (R)	Pru Borrow	Govt Grant	Capital Receipts	RTB Receipts	Developer Contribs.	Revenue Contribs.	Total
Existing Capital Programme	£	£	£								
Adult Social Care	1,139,501	0	0			843,089	296,412				1,139,501
Aiming High for Disabled Children	199,401	0	0			199,401					199,401
Inclusion	32,977	0	0			32,977					32,977
Early Years	0	0	0			0					0
Harnessing Technology / Broadband Connectivity	180,000	0	0			0				180,000	180,000
Primary Strategy Programme	0	0	0			0					0
Academy Programme	10,971,558	0	0			10,971,558					10,971,558
Basic Need - SEN Programme	2,289,622	0	0			2,289,622					2,289,622
Basic Need - Additional Primary Places	2,614,638	0	0			1,014,638			1,600,000		2,614,638
Other School Projects	0	0	0			0					0
Condition Programme	140,571	0	0			140,571					140,571
Total Existing Programme	17,568,268	0	0	0	0	15,491,856	296,412	0	1,600,000	180,000	17,568,268
Total for Devolved Formula Capital	2,256,832	0	0			2,256,832					2,256,832
Total Existing Programme	19,825,100	0	0	0	0	17,748,688	296,412	0	1,600,000	180,000	19,825,100
New Schemes/Funding											
Condition Programme	3,097,661	2,948,703	0			6,046,364					6,046,364
Basic Need - Additional Primary Places	2,346,937	4,932,661	0			5,979,598			1,300,000		7,279,598
Basic Need - Primary Amalgamations	45,000	0	0			45,000					45,000
Adult Social Care - Transformation	302,001	308,140	0			610,141					610,141
Adult Social Care - Adaptations	234,600	239,300	0			473,900					473,900
Sub Total	6,026,199	8,428,804	0	0	0	13,155,003	0	0	1,300,000	0	14,455,003
Devolved Formula Capital	540,637	514,639	0			1,055,276					1,055,276
Total New Schemes/Funding	6,566,836	8,943,443	0	0	0	14,210,279	0	0	1,300,000	0	15,510,279
Total Children & Adults	26,391,936	8,943,443	0	0	0	31,958,967	296,412	0	2,900,000	180,000	35,335,379

Capital Programme 2013/2014 and Beyond

Regeneration, Community & Culture Directorate

Description Of Scheme	Spend Forecast for Later Years		
	2013/2014	2014/2015	2015/2016 and future years
EXISTING CAPITAL PROGRAMME	£	£	£
Gillingham Park	5,000	0	0
2011-12 Greenspaces Section 106 Schemes	7,490	0	0
Eastgate House Improvements	1,489,129	567,000	80,000
English Heritage - Local Management Arrangement	74,000	24,100	0
Rochester Castle Keep Floodlighting	96,452	0	0
Beechings Way Pavillion	262,191	0	0
Total for Leisure and Culture	1,934,262	591,100	80,000
Medway Tunnel	1,000,000	1,999,848	0
Leviathan Way	21,300	0	0
Island Way	20,800	0	0
Four Elms to Tunnel Improvement	125,000	75,566	0
Horsted Gyrotory and Ped Improvements	218,104	0	0
Highways - Structures and Tunnels	78,679	0	0
Highways Maintenance LTP3	335,624	0	0
Darnley Arches Subway	522,612	0	0
Section 106 Contributions	43,125	0	0
Stoke Crossing	46,000	9,000	9,000
Integrated Transport LTP3	285,000	0	0
Civic Centre Car Park	248,820	0	0
Total Front Line Services	2,945,064	2,084,414	9,000

Funding the Programme						
Pru / Other Borrowing	Govt / European Grant	Capital Receipts	RTB Receipts	Developer Contribs.	Revenue / Reserves.	Total
£	£	£	£	£	£	£
					5,000	5,000
				7,490		7,490
200,000	1,420,000	516,129				2,136,129
		98,100				98,100
	41,226	20,000		35,226		96,452
				262,191		262,191
200,000	1,461,226	634,229	0	304,907	5,000	2,605,362
	2,999,848					2,999,848
	21,300					21,300
	20,800					20,800
				200,566		200,566
				218,104		218,104
		78,679				78,679
	335,624					335,624
				522,612		522,612
				43,125		43,125
64,000						64,000
	285,000					285,000
248,820						248,820
312,820	3,662,572	78,679	0	984,407	0	5,038,478

World Heritage Site & Great Lines Heritage Park - Funding from Chatham History Dockyard Trust & English Heritage	24,486	0	0		24,486					24,486
At Fort Project	56,241	56,140	0		112,381					112,381
Artlands North Kent - Funding from Arts Council England SE and KCC	11,638	0	0		11,638					11,638
Gillingham Gateway - Section 106 Funding	1,000	0	0					1,000		1,000
Walls & Gardens	66,000	16,500	0		82,500					82,500
Pentagon BS Lease Settlement	0	185,000	0						185,000	185,000
Total for Housing, Development and Transport	159,365	257,640	0		0	231,005	0	0	1,000	417,005
Rochester Riverside Phase 1a Other	60,633	60,633	0			121,266				121,266
Rochester Riverside Phase 1a Infrastructure (prudential borrowing)	347,885	0	0		347,885			117,422		347,885
Rochester Riverside Phase 1 Infrastructure (Loan - Growing Places Fund)	2,542,000	1,416,000	0		3,958,000					3,958,000
Total for Regeneration	2,950,518	1,476,633	0		4,305,885	121,266	0	0	0	4,427,151
Housing Renovation Loans	117,422	0	0					117,422		117,422
Disabled Facilities Grants	485,785	0	0			204,785		281,000		485,785
Total for General Fund Housing	603,207	0	0		0	204,785	0	398,422	0	603,207
Planned Maintenance	100,000	0	0						100,000	100,000
Disabled Adaptations to Council Dwellings	126,552	0	0						126,552	126,552
Total for Housing Revenue Account	226,552	0	0		0	0	0	0	226,552	226,552
Total Existing Schemes	8,818,968	4,409,787	89,000		4,818,705	5,680,854	712,908	398,422	1,290,314	13,317,755
NEW SCHEMES										
LTP - Integrated Transport	1,576,000	2,216,000				3,792,000				3,792,000
LTP - Highway Maintenance	2,153,000	2,122,000				4,275,000				4,275,000
Disabled Facility Grants	739,000	739,000				1,478,000				1,478,000
HRA Planned Maintenance	4,750,000								4,750,000	4,750,000
HRA Disabled Adaptions	250,000								250,000	250,000
Total New Schemes	9,468,000	5,077,000	0		0	9,545,000	0	0	0	14,545,000
Total Programme - Regeneration, Community & Culture	18,286,968	9,486,787	89,000		4,818,705	15,225,854	712,908	398,422	1,290,314	27,862,755

Capital Programme 2013/2014 and Beyond

Business Support Department

Description Of Scheme	Spend Forecast for Later Years		
	2013/2014	2014/2015	2015/2016 and future years
	£	£	£
ICT Strategic Fund - Grant & Capital Receipts Funded	100,111	0	0
Mercury Abatement - Dev & Other Contributions and Prul Borrow Funded	843,580	58,437	0
Better for Less - Mobile Working	208,782	0	0
Better for Less CRM System	146,031	0	0
Better for Less Document Manager	340,645	0	0
Building Repair and Maintenance Fund	630,000	580,000	500,423
Strood Riverside supporting work for CPO and land acquisition	200,000	200,000	251,587
Thin Client	517,065	781,509	165,624
Total Existing Schemes	2,986,214	1,619,946	917,634

Funding the Programme						
Pru / Other Borrowing	Govt / European Grant	Capital Receipts	RTB Receipts	Developer Contribs.	Revenue / Reserves.	Total
£	£	£	£	£	£	£
		100,111				100,111
902,017						902,017
208,782						208,782
146,031						146,031
340,645						340,645
		1,710,423				1,710,423
		651,587				651,587
1,464,198						1,464,198
3,061,673	0	2,462,121	0	0	0	5,523,794

Capital Programme 2013/2014 and Beyond

Member Priorities

Description Of Scheme	Spend Forecast for Later Years		
	2013/2014	2014/2015	2015/2016 and future years
	£	£	£
RCC - Magpie Hall Road sewer connection	6,465	0	0
RCC - Medway Rugby Club Electrics	8,600	0	0
RCC - Memorial Walls Medway Park	5,000	0	0
RCC - Priestfields Play Area	34,000	0	0
BSD - Unallocated balance	505,594	0	0
Total Existing Schemes	559,659	0	0

Funding the Programme						
Pru / Other Borrowing	Govt / European Grant	Capital Receipts	RTB Receipts	Developer Contribs.	Revenue / Reserves.	Total
£	£	£	£	£	£	£
		6,465				6,465
		8,600				8,600
		5,000				5,000
		34,000				34,000
		505,594				505,594
						0
						0
0	0	559,659	0	0	0	559,659

REVENUE BUDGET SUMMARY 2013-2014

Directorate	2012-13 Adjusted Base	2013-14 MTFP Position	2013-14 Draft Budget	'Better for Less' Adjustments	Further Savings and Adjustments	2013-14 Proposed Budget	2014-15 Forecast Requirement	2015-16 Forecast Requirement
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Children and Adult Services (C&A):								
DSG and School Specific Expenditure	134,158	132,107	132,107	0	1,105	133,212	135,736	138,214
Other Expenditure	117,684	118,934	118,241	(505)	(6,244)	111,492	111,804	112,870
Regeneration, Community and Culture (RCC)	51,064	54,343	52,662	(1,651)	1,169	52,180	53,373	54,387
Business Support (BS):								
DSG Related Expenditure	1,498	1,498	1,498	0	0	1,498	1,498	1,498
Other Expenditure	21,575	22,734	21,686	1,149	284	23,119	23,005	23,391
Public Health	228	228	228	0	12,942	13,170	14,280	14,280
Interest & Financing	15,442	15,442	14,892	0	0	14,892	14,892	14,892
Levies	974	974	895	0	0	895	895	895
Projected savings from 'Better for Less'	(475)	(2,365)	(2,365)	1,007	(0)	(1,358)	(2,262)	(2,262)
Unspecified Savings Target	0	0	0	0	(589)	(589)	(589)	(589)
Budget Requirement	342,148	343,895	339,844	0	8,667	348,511	352,632	357,576
Dedicated Schools Grant	(128,693)	(126,526)	(126,526)	0	(1,105)	(127,631)	(128,682)	(131,160)
Other School Specific Grants	(6,963)	(7,079)	(7,079)	0	0	(7,079)	(8,552)	(8,552)
Council Tax	(99,080)	(103,559)	(101,565)	0	14,000	(87,565)	(89,763)	(92,016)
Council Tax Freeze Grant	(2,477)	0	0	0	0	0	0	0
Formula Grant	(80,743)	(77,273)	(103,526)	0	(1,904)	(105,430)	(96,359)	(88,755)
Council Tax Support Grant (add back)			14,236	0	(14,236)	0	0	0
New Homes Bonus	(2,389)	(3,434)	(3,434)	0	(179)	(3,613)	(4,671)	(5,791)
Specific Grants	(20,628)	(20,107)	0	0	(4,023)	(4,023)	(4,016)	(3,932)
Public Health Grant	0	0	0	0	(13,170)	(13,170)	(14,280)	(14,280)
Use of Reserves	(1,175)	0	0	0	0	0	0	0
Estimated Available Funding	(342,148)	(337,978)	(327,894)	0	(20,617)	(348,511)	(346,323)	(344,486)
Budget Gap								
- DSG	0	0	0	0	(0)	0	0	0
- General Fund	0	5,917	11,950	0	(11,950)	0	6,309	13,090

CHILDREN AND ADULT SERVICES - BUDGET BUILD 2013-2014

General Fund Activities	2012-13 Adjusted Base £'000	2013-14 MTFP Position £'000	2013-14 Draft Budget £'000	'Better for Less' Adjustments £'000	Further Savings and Adjustments £'000	2013-14 Proposed Budget £'000	2013-14 Budget Requirement		
							Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
Commissioning and Client Financial Affairs	6,364	5,864	5,864	(497)	(1,956)	3,411	3,448	(37)	3,411
Older People	18,396	22,113	22,113	0	(830)	21,283	32,334	(11,051)	21,283
Social Care Management	(588)	72	72	(148)	0	(76)	2,548	(2,625)	(76)
Physical Disability	11,310	12,155	12,155	0	0	12,155	13,117	(961)	12,155
Learning Disability	24,025	24,391	24,391	0	(600)	23,791	25,096	(1,305)	23,791
Linked Service Centres	3,580	(694)	(694)	0	0	(694)	125	(819)	(694)
Mental Health	4,377	4,377	4,084	0	0	4,084	4,246	(162)	4,084
Total for Adult Social Care	67,465	68,278	67,985	(646)	(3,386)	63,953	80,913	(16,960)	63,953
Safeguarding Team	5,091	5,091	5,091	0	(30)	5,061	5,085	(24)	5,061
CRAST Team	2,695	2,695	2,695	0	(107)	2,588	2,695	(107)	2,588
Specialist Children's Services	18,740	19,826	19,826	0	33	19,860	19,928	(68)	19,860
Children's Care Management Team	439	439	439	(49)	0	390	390	0	390
Child Protection	220	220	220	0	0	220	220	0	220
Children's Care Training	97	97	97	0	0	97	122	(25)	97
Total for Children's Care	27,283	28,369	28,369	(49)	(104)	28,216	28,440	(224)	28,216
Directorate Management Team	456	456	456	0	0	456	508	(52)	456
Commissioning, Contracts and Business Support	2,695	2,695	2,695	943	(300)	3,339	4,252	(913)	3,339
Schools Commissioning and Traded Services	670	670	670	0	0	670	1,268	(598)	670
School Organisation and Student Services	1,884	1,884	1,884	(33)	(296)	1,554	2,235	(681)	1,554
Commissioning Management Team	69	69	69	(81)	0	(12)	(12)	0	(12)
Total for Commissioning and Traded Services	5,775	5,775	5,775	829	(596)	6,007	8,251	(2,244)	6,007
Health and Wellbeing	3,657	3,657	3,657	0	(8)	3,649	6,534	(2,885)	3,649
Integrated Youth Support Services	3,850	3,850	3,850	(480)	(320)	3,050	4,042	(993)	3,050
Psychology and Inclusion	14,239	14,239	14,239	0	(740)	13,499	14,885	(1,387)	13,499
Inclusion Management Team	618	618	618	0	0	618	1,673	(1,055)	618
Early Years	13,751	13,245	12,845	(159)	(500)	12,186	12,337	(151)	12,186
School Challenge and Improvement	1,112	969	969	0	(100)	869	869	0	869
Total for Inclusion and School Improvement	37,226	36,577	36,177	(639)	(1,668)	33,870	40,341	(6,471)	33,870
Finance Headings	251	251	251	0	0	251	251	0	251
HR Headings	1,067	1,067	1,067	0	(490)	577	1,005	(428)	577
School Grants	4,553	4,669	4,669	0	0	4,669	4,669	0	4,669
Total Schools Retained Funding and Grants	5,871	5,987	5,987	0	(490)	5,497	5,925	(428)	5,497
Schools Delegated Funding	108,222	106,055	106,055	0	1,105	107,160	107,160	0	107,160
Total for Children and Adult Services Directorate	251,842	251,041	250,348	(505)	(5,139)	244,703	271,030	(26,326)	244,703
Dedicated Schools Grant	134,158	132,107	132,107	0	1,105	133,212	134,987	(1,775)	133,212
General Fund	117,684	118,934	118,241	(505)	(6,244)	111,491	136,042	(24,551)	111,491

REGENERATION, COMMUNITY AND CULTURE - BASE BUDGET BUILD 2013-2014

General Fund Activities

	2012-13	2013-14	2013-14	'Better for	Further	2013-14	2013-14 Budget Requirement		
	Adjusted Base £'000	MTFP Position £'000	Draft Budget £'000	Less' Adjustments £'000	Savings and Adjustments £'000	Proposed Budget £'000	Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
Highways	6,624	8,832	7,405	(102)	(283)	7,020	8,455	(1,434)	7,020
Road Safety	279	279	279	0	0	279	547	(267)	279
Traffic Management	677	677	677	(22)	0	655	965	(311)	655
Parking	(3,250)	(3,115)	(3,115)	0	0	(3,115)	2,730	(5,846)	(3,115)
Waste Services	18,759	19,485	19,485	(168)	(422)	18,895	20,756	(1,861)	18,895
Community Safety Partnership	361	361	361	(28)	0	333	333	0	333
Environmental Health Commercial	1,100	1,100	1,100	0	0	1,100	1,173	(73)	1,100
Environmental Services	1,419	1,419	1,419	0	0	1,419	1,632	(213)	1,419
Safer Communities Support	110	110	110	0	120	230	230	0	230
CCTV / Lifeline	193	193	193	0	0	193	1,150	(956)	193
Strood Depot Services	(14)	(14)	(14)	0	0	(14)	97	(112)	(14)
Front Line Services	323	323	323	(7)	0	316	316	0	316
Performance & Intelligence Hub	0	0	0	226	0	226	226	0	226
Major Projects	(120)	189	89	(78)	0	11	875	(864)	11
Total for Front Line Services	26,462	29,840	28,313	(179)	(585)	27,549	39,485	(11,936)	27,549
Housing, Development & Transport	9	9	9	(45)	0	(36)	235	(272)	(36)
Economic Development	526	526	526	0	75	601	1,419	(819)	601
Integrated Transport	6,478	6,433	6,419	(114)	0	6,305	7,051	(746)	6,305
Planning Policy & Design	953	953	953	(139)	0	814	832	(18)	814
Development Management	4	89	4	0	0	4	1,220	(1,216)	4
Social Regeneration & Europe	382	382	382	0	0	382	562	(180)	382
Building Control	199	199	174	0	0	174	174	0	174
Housing Solutions	1,085	1,380	1,380	0	0	1,380	1,818	(439)	1,380
Homechoice	279	279	279	0	0	279	348	(69)	279
Private Sector Housing	265	265	265	0	0	265	306	(41)	265
Housing Disabled Adaptations	73	73	73	0	0	73	155	(81)	73
Property Management	1	1	1	0	0	1	61	(61)	1
Housing Strategy	259	259	259	0	0	259	275	(16)	259
Housing Performance	48	48	48	(44)	0	4	90	(86)	4
Centralised Budgets	249	249	249	0	0	249	249	0	249
Housing Related Support	117	117	117	0	1,679	1,796	1,796	0	1,796
Total for Development and Transport	10,924	11,259	11,135	(342)	1,754	12,547	16,591	(4,044)	12,547
L&C Management Group	46	46	46	0	0	46	46	0	46
Leisure & Sports	3,141	2,501	2,501	(228)	0	2,273	6,213	(3,940)	2,273
Arts, Theatres & Events	1,075	1,075	1,075	0	0	1,075	3,461	(2,386)	1,075
Heritage	626	626	626	(10)	0	616	874	(258)	616
Greenspaces and Country Parks	4,044	4,114	4,084	(226)	0	3,858	4,660	(801)	3,858
Tourism	507	507	507	(41)	0	466	1,012	(546)	466
Libraries	3,899	3,969	3,969	(625)	0	3,344	3,635	(291)	3,344
Total for Leisure and Culture	13,337	12,837	12,807	(1,130)	0	11,677	19,900	(8,223)	11,677
Regeneration, Community & Culture Directorate Support	341	407	407	0	0	407	436	(29)	407
Total for Regeneration, Community & Culture	51,064	54,343	52,662	(1,651)	1,169	52,180	76,413	(24,233)	52,180

BUSINESS SUPPORT DEPARTMENT - BUDGET BUILD 2013-2014

General Fund Activities	2012-13	2013-14	2013-14	'Better for	Further	2013-14	2013-14 Budget Requirement		
	Adjusted Base £'000	MTFP Position £'000	Draft Budget £'000	Less' Adjustments £'000	Savings and Adjustments £'000	Proposed Budget £'000	Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
Legal Services	1,291	1,431	1,391	0	0	1,391	1,536	(145)	1,391
Land Charges & Licensing	(9)	(9)	(99)	(38)	0	(137)	306	(443)	(137)
Building & Design	(571)	(471)	(471)	(145)	0	(616)	581	(1,197)	(616)
Category Management	126	426	126	968	0	1,094	1,098	(4)	1,094
Category Management Workstreams	0	0	0	0	(450)	(450)	(450)	0	(450)
Asset and Property Management	1,866	1,969	1,866	(20)	0	1,846	4,485	(2,639)	1,846
Centralised Budgets	11	11	11	0	0	11	11	0	11
Corp Services Vacancy Target	(88)	(88)	(88)	0	0	(88)	(88)	0	(88)
Total for Housing & Corporate Services	2,626	3,269	2,736	765	(450)	3,051	7,479	(4,428)	3,051
Benefit Payments	1,206	1,206	1,206	0	252	1,458	111,117	(109,659)	1,458
Revenues and Benefits Admin Total	(1,322)	(1,322)	(1,322)	(15)	60	(1,277)	1,793	(3,070)	(1,277)
NNDR Discretionary Relief	251	251	251	0	0	251	251	0	251
Rural Liaison Grants	75	75	75	0	35	110	110	0	110
Ward Improvements	165	165	165	0	0	165	165	0	165
Corporate Management	369	369	369	0	0	369	370	(1)	369
Non Distributed Costs	1,553	1,553	1,553	0	0	1,553	1,553	0	1,553
Corporate Provisions	1,026	926	705	0	388	1,093	1,093	0	1,093
Business Support Management Team	847	847	847	0	0	847	928	(81)	847
Financial Management	1,209	1,209	1,209	(5)	0	1,204	1,327	(123)	1,204
Financial Systems	125	125	125	0	0	125	134	(9)	125
Financial Support	477	477	477	0	0	477	516	(39)	477
Creditors and Income Services	250	250	250	(40)	0	210	234	(24)	210
Audit Services	544	544	544	0	0	544	551	(7)	544
FS Vacancy Saving Target	(106)	(106)	(106)	0	0	(106)	(106)	0	(106)
Total for Finance	6,669	6,569	6,348	(60)	735	7,023	120,036	(113,013)	7,023
Democratic Services	584	584	584	0	0	584	634	(50)	584
Members and Mayoral Services	1,024	1,024	1,024	0	0	1,024	1,072	(48)	1,024
Electoral Services	441	441	441	(1)	0	440	444	(4)	440
Community Interpreters	(75)	(75)	(105)	0	0	(105)	186	(291)	(105)
Registration Services	30	30	30	0	0	30	536	(506)	30
Bereavement Services	(325)	(299)	(299)	(9)	0	(308)	1,584	(1,892)	(308)
Customer Contact	3,274	3,338	3,338	735	0	4,073	4,194	(121)	4,073
Customer First	941	941	941	(285)	0	656	776	(120)	656
CF Vacancy Saving Target	(152)	(152)	(152)	0	0	(152)	(152)	0	(152)
Total for Democracy & Customer First	5,742	5,832	5,802	440	0	6,242	9,274	(3,032)	6,242

BUSINESS SUPPORT DEPARTMENT - BUDGET BUILD 2013-2014

General Fund Activities	2012-13	2013-14	2013-14	'Better for	Further	2013-14	2013-14 Budget Requirement		
	Adjusted Base £'000	MTFP Position £'000	Draft Budget £'000	Less' Adjustments £'000	Savings and Adjustments £'000	Proposed Budget £'000	Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
Research & Review	498	498	498	(498)	0	0	19	(19)	0
Management Information	349	349	349	(349)	0	0	0	0	0
Childrens Review Services	855	935	855	(273)	0	582	641	(59)	582
Communications and Improvement	624	704	686	0	0	686	1,067	(381)	686
Administration Hub	1,679	1,679	1,679	758	0	2,437	2,793	(356)	2,437
Performance & Intelligence	0	0	0	366	0	366	366	0	366
CPP Vacancy Saving Target	(99)	(99)	(99)	0	0	(99)	(99)	0	(99)
Total for Communications, Performance & Partnerships	3,906	4,066	3,968	4	0	3,972	4,787	(815)	3,972
Human Resource Services	1,261	1,581	1,461	0	0	1,461	5,227	(3,766)	1,461
Adult Education	(152)	(152)	(152)	0	0	(152)	2,647	(2,799)	(152)
ICT	3,127	3,173	3,127	0	0	3,127	3,662	(535)	3,127
OS Vacancy Saving Target	(107)	(107)	(107)	0	0	(107)	(107)	0	(107)
Organisational Services Total	4,129	4,495	4,329	0	0	4,329	11,429	(7,100)	4,329
Total for Business Support Department	23,072	24,231	23,183	1,149	285	24,617	153,005	(128,388)	24,617

HOUSING REVENUE ACCOUNT BUDGET SUMMARY 2013 - 2014

Description	Budget 2012/13			Q3 Forecast 2012/13			Proposed Budget 2013/14		
	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			(4,835)			(4,835)			(4,111)
Housing Management Total	136	0	136	82	0	82	0	0	0
Service Improvement Total	252	0	252	229	0	229	252	0	252
Client Side Team Total	1,587	(22)	1,565	1,530	(11)	1,519	1,582	0	1,582
Community Development Total	88	0	88	79	0	79	88	0	88
Tenancy Services Total	1,436	0	1,436	1,491	0	1,491	1,613	0	1,613
Housing Maintenance Total	1,884	0	1,884	1,871	0	1,871	2,168	0	2,168
Homes for Independent Living Total	733	(2)	731	601	(2)	599	700	(2)	698
Estate Services Total	539	(4)	535	514	(4)	510	574	(4)	570
Housing Benefits Total	154	0	154	178	0	178	167	0	167
Capital Financing Costs Total	4,960	(13)	4,947	5,779	(13)	5,765	5,856	(13)	5,843
Rent Income Total	0	(13,052)	(13,052)	0	(13,222)	(13,222)	0	(13,895)	(13,895)
Other Income Total	0	(144)	(144)	0	(178)	(178)	0	(144)	(144)
Total Housing Revenue Account	11,770	(13,238)	(1,468)	12,354	(13,431)	(1,076)	13,000	(14,059)	(1,059)
Revenue Contribution to Capital Expenditure			1,800			1,800			1,664
HRA Working Balance C/F			(4,504)			(4,111)			(3,506)

MEDWAY COUNCIL

Proposed Fees & Charges April 2013

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REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Trading Standards			
Weights & Measures - General			
Call out Charge	117.70	120.70	2.55%
Delays (per hour)	117.70	120.70	2.55%
Hourly rate of Charge - (minimum charge 1 hour)	117.70	120.70	2.55%
Certificate of Errors	76.10	78.00	2.50%
Supply of replacement certificate	36.90	37.80	2.44%
Weights & Measures - Weights			
Weights exceeding 5kg, 10lb or not exceeding 500mg, 2CM	19.10	19.60	2.62%
Other weights	13.90	14.20	2.16%
Weights & Measures - Linear Measures			
Linear measures not exceeding 3m or 10ft each scale	20.80	21.30	2.40%
Weights & Measures - Capacity Measures			
Capacity measures without diversions not exceeding 1 litre or 1 quart	13.90	14.30	2.88%
Cubic ballast measures (other than brim measures)	228.30	234.00	2.50%
Brim measures (unsubdivided) up to 1 metre	121.10	124.10	2.48%
Liquid capacity measures for making up and checking average quantity packages	49.50	50.80	2.63%
Weights & Measures - Weighing Instruments			
Not exceeding 30kg - first item	65.20	66.90	2.61%
Not exceeding 30kg - Second and subsequent items	39.30	40.30	2.54%
Exceeding 30kg but not exceeding 1 tonne (1 ton)	56.50	57.90	2.48%
Exceeding 1 tonne but not 10 tonnes (1 ton - 10 tons)	113.60	116.40	2.46%
Exceeding 10 tonnes (10 tons)	274.40	281.30	2.51%
(1) Time on site of 4 hours or less (half day charge)	443.80	454.90	2.50%
(2) Time on site exceeding 4 hours (full day charge)	840.50	861.50	2.50%
Weights & Measures - Intoxicating Liquor Measuring Instruments			
Not exceeding 5 fl. oz	41.40	42.40	2.42%
Other	51.70	53.00	2.51%
Weights & Measures - Liquid Fuel Measuring Instruments			
LFLO dispenser per meter/measuring container submitted	110.10	112.90	2.54%
Testing of peripheral electronic equipment on a later occasion than stamping of instrument - per site	110.10	112.90	2.54%
Charge for each credit card acceptor unit tested, irrespective of the number	110.10	112.90	2.54%
Weights & Measures - Road Tankers			
Wet hose type with two testing liquids	163.70	167.80	2.50%
Jammed ticket printer (no replacement parts)	81.80	83.90	2.57%
Replacement of parts without effect on calibration	81.80	83.90	2.57%
(1) First or single dipstick	88.80	91.00	2.48%
(2) Each additional dipstick submitted at the same time	42.70	43.80	2.58%
Where the bulk fuel testing van is provided by the Department to enable a meter system to be verified	234.00	239.90	2.52%
Weights & Measures - Other			
Any other metrological testing, goods or equipment (per hour)	117.70	120.60	2.46%
Petroleum			
Petroleum Installation Record Search (per hour)	117.70	120.60	2.46%
Licence & Renewal	As per HSE Statutory Guidance		

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services**Poisons**

Initial registration (Poisons)

Change in details (Poisons)

Re-registration (Poisons)

Trader approval scheme

Fair Trader Scheme

Firework Sales all year

Annual licence fee to sell fireworks all year

Licence / Explosives registration

Performing Animals

Performing Animals registration

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Initial registration (Poisons)		As per HSE Statutory Guidance	
Change in details (Poisons)		As per HSE Statutory Guidance	
Re-registration (Poisons)		As per HSE Statutory Guidance	
Fair Trader Scheme	153.80	153.80	0.00%
Annual licence fee to sell fireworks all year		As per HSE Statutory Guidance	
Licence / Explosives registration		As per HSE Statutory Guidance	
Performing Animals registration	70.00	71.80	2.57%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Gillingham Pier			
Rent of berth:			
Western Side of slipway			
under 30 ft - per month	52.20	53.50	2.49%
under 30 ft - per annum	521.30	534.30	2.49%
30ft to under 40ft - per month	66.50	68.10	2.41%
30ft to under 40ft - per annum	662.90	679.50	2.50%
40 ft and over - per month	96.20	98.60	2.49%
40 ft and over - per annum	968.40	992.60	2.50%
Pontoon			
under 20 ft - per month	52.20	53.50	2.49%
under 20 ft - per annum	521.30	534.30	2.49%
20ft to under 30ft - per month	66.50	68.20	2.56%
20ft to under 30ft - per annum	662.90	679.50	2.50%
30ft to under 40ft - per month	96.20	98.60	2.49%
30ft to under 40ft - per annum	968.40	992.60	2.50%
40 ft and over			
Mooring Fees			
Commercial and Casual Mooring			
Under 20ft - per day	9.20	9.40	2.17%
20ft to under 30ft - per day	9.50	9.70	2.11%
30ft to under 40ft - per day	13.30	13.60	2.26%
40ft to under 50ft - per day	13.90	14.30	2.88%
50ft to under 60ft - per day	18.40	18.90	2.72%
60ft to under 70ft - per day	26.50	27.20	2.64%
70ft to under 80ft - per day	35.10	36.00	2.56%
80ft to under 90ft - per day	45.00	46.10	2.44%
90ft to under 100ft - per day	55.30	56.70	2.53%
Per additional foot over 100ft per day	1.20	1.30	8.33%
Commercial vessels of 20 tons Grt and over (approx. 50ft) per tonne per day	0.30	0.40	33.33%
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	88.70	90.90	2.48%
Slipways			
Painting, repairs etc. daily rate			
Under 30ft	16.40	16.80	2.44%
30ft - 40ft	23.20	23.80	2.59%
40ft - 45ft	34.90	35.80	2.58%
Launching (launch and haul out)			
under 30ft	13.90	14.30	2.88%
30ft to under 40ft	16.10	16.10	0.00%
40ft to under 45 ft	40.50	41.50	2.47%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Waste Services			
Bulky Collection			
Collection within two working days	30.00	30.80	2.67%
One free collection of three items in any twelve month period. Subsequent collections to be charged at:	17.50	18.00	2.86%
Public Conveniences			
Access Key to Disabled Persons' Convenience	4.60	4.70	2.17%
Highway Group			
Vehicle crossings			
New / extended crossings (using Term Contractor)	127.00	130.00	2.36%
New / extended crossings (using Private Contractor)	162.00	166.00	2.47%
Charge for TMA notices - Per Notice	4.00	4.10	2.50%
Charge for service plans - Per Site	36.00	37.00	2.78%
Checking legality of crossings	127.00	130.00	2.36%
Street Naming and numbering Charges			
Charge to Developer for Amending Plans previously Named and Numbered and re-sending out again - Per Building	52.00	53.30	2.50%
Charge for Amending a Road Name, i.e. request by local residents etc	577.00	591.40	2.50%
Charge for Registering a New House or Building	58.00	59.50	2.59%
Charge for Registering upto 4 Buildings/Properties	173.00	177.30	2.49%
Charge for Registering upto 30 Buildings/Properties	288.00	295.20	2.50%
Charge for Registering upto 50 Buildings/Properties	404.00	414.10	2.50%
Charge for Registering upto 60 Buildings/Properties	520.00	533.00	2.50%
Charge for Registering upto 60 or more Buildings/Properties	635.00	650.90	2.50%
Charge for Amending a House Name/Building Name	58.00	59.50	2.59%
Charge for Amending a House Number	58.00	59.50	2.59%
Charge for Amending Property Details, i.e. a House becoming x no of Flats - Per Flat	52.00	53.30	2.50%
Charge for registering a Hotel	173.00	177.30	2.49%
Charge for Historical Information, i.e. enquiries from Solicitors etc	230.00	235.80	2.52%
Highway Search Charges			
Standard Search	15.00	16.00	6.67%
Additional charge per question	5.00	5.25	5.00%
Additional charge for requested A3 size plan	10.00	10.50	5.00%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

		Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Front Line Services				
Community Safety & Enforcement				
Environmental Health				
Per basic enquiry (inclusive of VAT)		150.00	150.00	0.00%
Additional information enquiry - per hour (inclusive of VAT)		42.50	43.60	2.59%
Administration Charge - per hour (inclusive of VAT)		42.50	43.60	2.59%
Unfit Food				
Examination of Food and the issue of Certificates for voluntary surrender		163.70	167.80	2.50%
Officer time per hour over and above the first two hours disposal of unfit food - transportation and tipping charges		42.50	43.60	2.59%
Food Hygiene				
- Basic 6 hour course - Per Person		59.20	55.00	-7.09%
- Advanced 40 hour course - Per Person (min 6 persons)		566.00	580.20	2.51%
Basic Health & Safety Course - Per Person		101.40	103.90	2.47%
Issue of export certificate		108.40	111.10	2.49%
Register of Food Premises				
Charge per Statement (including VAT) Individual Proprietor of Business concerned		178.70	183.20	2.52%
Another enforcement agency - individual or complete				
Other applicants - per page up to a maximum of 10		34.50	35.40	2.61%
Any applicant requiring "single use" type - per page		40.40	41.40	2.48%
Any applicant requiring the complete Register		2017.50	2067.90	2.50%
Pest Control				
Residential treatments without concessions -	Mice	45.00	45.00	0.00%
Residential treatments without concessions -	Wasps	45.00	40.00	-11.11%
Residential treatments without concessions -	Fleas	50.00	50.00	0.00%
Commercial treatments - Priced on individual situation by survey				

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Licensing			
Skin Piercing	255.10	261.50	2.51%
Animal Boarding Establishments	275.50	282.40	2.50%
Dog Breeding Establishments	115.20	118.10	2.52%
Dangerous Wild Animals - to be based on officer time and any external expertise needed.			
Pet Shops	191.60	196.40	2.51%
Pet Shops - Fish only	101.20	103.70	2.47%
Riding Establishments	382.10	391.70	2.51%
Amendment/Replacement of a licence or certificate	42.50	43.60	2.59%
Safer Communities			
Fees for collection and care of stray dogs. £25 Statutory Charge + £35 admin charge. This is discounted to £17 for the first offence. Kennelling fees are additional and are paid directly to the contractor, as well as vet fees will also be added should they be necessary.	41.00	42.00	2.44%
Country Park out of hours vehicle release fee	-	50.00	0.00%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee	Proposed Fee	Increase %
	2012/2013 £	2013/2014 £	
Travel Safety			
Accident Data Searches:			
1 junction - 36 months	48.20	49.40	2.49%
1 junction - 60 months	52.30	53.60	2.49%
2 junctions - 36 months	69.70	71.40	2.44%
2 junctions - 60 months	76.90	78.80	2.47%
3 junctions - 36 months	92.30	94.60	2.49%
3 junctions - 60 months	99.40	101.90	2.52%
4 junctions - 36 months	112.80	115.60	2.48%
4 junctions - 60 months	123.00	126.10	2.52%
5 junctions - 36 months	133.30	136.60	2.48%
5 junctions - 60 months	148.60	152.30	2.49%
6 junctions - 36 months	155.80	159.70	2.50%
6 junctions - 60 months	172.20	176.50	2.50%
7 junctions - 36 months	179.40	183.90	2.51%
7 junctions - 60 months	194.80	199.70	2.52%
8 junctions - 36 months	199.90	204.90	2.50%
8 junctions - 60 months	220.40	225.90	2.50%
9 junctions - 36 months	221.40	226.90	2.48%
9 junctions - 60 months	244.00	250.10	2.50%
10 junctions - 36 months	244.00	250.10	2.50%
10 junctions - 60 months	267.50	274.20	2.50%
11 junctions - 36 months	263.40	270.00	2.51%
11 junctions - 60 months	297.30	304.70	2.49%
12 junctions - 36 months	287.00	294.20	2.51%
12 junctions - 60 months	313.70	321.50	2.49%
13 junctions - 36 months	309.60	317.30	2.49%
13 junctions - 60 months	338.30	346.80	2.51%
14 junctions - 36 months	331.10	339.40	2.51%
14 junctions - 60 months	363.90	373.00	2.50%
15 junctions - 36 months	351.60	360.40	2.50%
15 junctions - 60 months	387.50	397.20	2.50%
16 junctions - 36 months	376.20	385.60	2.50%
16 junctions - 60 months	410.00	420.30	2.51%
17 junctions - 36 months	394.60	404.50	2.51%
17 junctions - 60 months	432.60	443.40	2.50%
18 junctions - 36 months	415.10	425.50	2.51%
18 junctions - 60 months	458.20	469.70	2.51%
19 junctions - 36 months	438.70	449.70	2.51%
19 junctions - 60 months	483.80	495.90	2.50%
20 junctions - 36 months	463.30	474.90	2.50%
20 junctions - 60 months	508.40	521.10	2.50%
21 junctions - 36 months	482.80	494.90	2.51%
21 junctions - 60 months	534.00	547.40	2.51%
22 junctions - 36 months	502.30	514.90	2.51%
22 junctions - 60 months	559.70	573.70	2.50%
23 junctions - 36 months	527.90	541.10	2.50%
23 junctions - 60 months	579.10	593.60	2.50%
24 junctions - 36 months	548.40	562.10	2.50%
24 junctions - 60 months	604.80	619.90	2.50%
25 junctions - 36 months	574.00	588.40	2.51%
25 junctions - 60 months	630.40	646.20	2.51%
26 junctions + will be priced based on the application received			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Traffic Management			
Disabled Parking Bays	36.90	37.80	2.44%
Scaffold/ Hoarding Licence			
Processing and first inspection	87.10	89.30	2.53%
Subsequent inspections	46.10	47.30	2.60%
Keep Clear markings	30.80	31.60	2.60%
Removal of unauthorised signs (per sign)	76.90	78.80	2.47%
Miscellaneous			
Skip licence (first 14 days)	35.90	36.80	2.51%
Skip licence (next 14 days)	15.40	15.80	2.60%
Building Material licences	51.30	52.60	2.53%
Temporary Traffic sign permit / site approval:			
Weekday core time (8am - 6pm)	117.90	120.80	2.46%
Weekdays outside Core time	174.30	178.70	2.52%
Weekends	230.60	236.40	2.52%
Table and Chairs permit	28.70	29.40	2.44%
Traffic Counts (survey results)			
Up to 2 years old	72.50	74.50	2.76%
Older than 2 years	36.53	37.50	2.66%
Licence for private Service in the Highway	139.90	143.40	2.50%
Temporary road closures			
Emergency Closures 14(2)	834.10	855.00	2.51%
Planned closures 14(1)	1076.30	1103.20	2.50%
Road closures for events	Individually assessed		

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

Front Line Services	Fee	Proposed	Increase
	2012/2013	Fee	
Parking (Excluding Pay and Display)	£	£	%
Permit Type			
Resident	25.00	25.00	0.00%
Visitor	29.00	30.00	3.45%
Daily visitor vouchers each	0.60	0.60	0.00%
Season Ticket Medway Residents	465.00	477.00	2.58%
Season Ticket Medway Residents Quarterly	135.00	138.00	2.22%
Season Ticket Non Medway Resident	533.00	546.00	2.44%
Season Ticket Non Medway Resident Quarterly	146.00	150.00	2.74%
Shoppers Season Ticket	511.00	524.00	2.54%
Shoppers Season Ticket Quarterly	146.00	150.00	2.74%
Single Car Park	360.00	370.00	2.78%
Cared for Permit (Individual)	16.00	16.00	0.00%
Business	126.00	126.00	0.00%
Special Business	126.00	130.00	3.17%
Late Night	29.00	30.00	3.45%
Worship Permit	29.00	30.00	3.45%
Jezreels	78.00	80.00	2.56%
Dispensations per day	3.60	3.70	2.78%
Suspended Bays per bay per day	18.00	19.00	5.56%
Social Care Permit	29.00	30.00	3.45%
Special Social Care Permit	54.00	55.00	1.85%
Blue Badge application fee administration charge per badge	10.00	10.30	new

Traffic Management Act 2004 - Notification of Penalty Charge Notice Rates

Full charge PCN Serious Offences	70.00	70.00
Full charge PCN Less Serious Offences	50.00	50.00
Reduced rate (if paid within 14 days) Serious Offences	35.00	35.00
Reduced rate (if paid within 14 days) Less Serious Offences	25.00	25.00

Transport Act 2000 - Notification of Penalty Charge Notice Rates

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

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

LIFELINE

	Proposed	Proposed	Weekly	Annual		
	Weekly Cost	Annual Cost	Weekly Cost	Annual Cost	% Increase	% Increase
	2012/13	2012/13	2013/14	2013/14		
	£	£	£	£		
Lifeline 4000+ R.A.T	5.10	265.20	5.23	271.80	2.49%	2.49%
Hub (LL Connect+ incl Pendant)	4.00	208.00	4.10	213.20	2.50%	2.50%
Hub (400 incl Pendant)	4.00	208.00	4.10	213.20	2.50%	2.50%
Pendant (Additional or Bogus)	0.65	33.80	0.67	34.60	2.37%	2.37%
Pull Cord	0.75	39.00	0.77	40.00	2.56%	2.56%
Smoke	0.70	36.40	0.72	37.30	2.47%	2.47%
Flood	0.85	44.20	0.87	45.30	2.49%	2.49%
Heat Extremes	0.75	39.00	0.77	40.00	2.56%	2.56%
Tim Unit Plus 1 Pad	1.90	98.80	1.95	101.30	2.53%	2.53%
TIM Units	1.00	52.00	1.03	53.30	2.50%	2.50%
Tim Unit Plus 2 Pads	2.90	150.80	2.97	154.60	2.52%	2.52%
Wander System	1.90	98.80	1.95	101.30	2.53%	2.53%
Enuresis	1.25	65.00	1.28	66.60	2.46%	2.46%
Fall	0.90	46.80	0.92	48.00	2.56%	2.56%
Medication Dispenser	1.25	65.00	1.28	66.60	2.46%	2.46%
PIR	0.70	36.40	0.72	37.30	2.47%	2.47%
Natural Gas & Universal Rom	2.00	104.00	2.05	106.60	2.50%	2.50%
CO Detector	0.95	49.40	0.97	50.60	2.43%	2.43%
Chair Occupancy	1.55	80.60	1.59	82.60	2.48%	2.48%
Chair Pad	0.90	46.80	0.92	48.00	2.56%	2.56%
Epilepsy Sensor	2.30	119.60	2.36	122.60	2.51%	2.51%
X-10 Master	0.75	39.00	0.77	40.00	2.56%	2.56%
X-10 Slave	0.60	31.20	0.62	32.00	2.56%	2.56%
X-10 Dimmer	0.65	33.80	0.67	34.60	2.37%	2.37%
X-10 Wall	0.65	33.80	0.67	34.60	2.37%	2.37%
Universal sensor	1.10	57.20	1.13	58.60	2.45%	2.45%
Optional Bogus Caller Button	0.70	36.40	0.72	37.30	2.47%	2.47%
Radio Output Module	0.80	41.60	0.82	42.60	2.40%	2.40%
PDA Blue Tooth Programming Kit	2.10	109.20	2.15	111.90	2.47%	2.47%
GSM Transceiver	4.10	213.20	4.20	218.50	2.49%	2.49%
Pillow Pad	1.00	52.00	1.03	53.30	2.50%	2.50%
Installation		22.60		23.20		2.65%

Car Parks - Proposed Prices 2013/2014 Pay and Display

Chatham Short Stay - Includes: James Street, Rhode Street, Sir John Hawkins, The Paddock, Globe Lane, Medway Street and Church Street

Existing Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	70p	70p	0%
1-2	110p	110p	0%
2-3	120p	120p	0%
3-4	130p	130p	0%
4-5	140p	140p	0%
5+	500p	500p	0%

**Chatham Long Stay - Includes: Riverside, Whiffens Avenue, Queen Street, Slicketts Hill, Union Place, Upper Mount, Old Road, Town Hall & Market Hall.
Gun Wharf - weekends and bank holidays only.**

Existing Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	70p	70p	0%
1-2	110p	110p	0%
2-4	130p	130p	0%
4-6	170p	170p	0%
6-8	250p	250p	0%
8+	320p	320p	0%

Rochester Short Stay - Includes: Blue Boar Lane, Cathedral, Almon Place & Boley Hill

Existing Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	50p	50p	0%
1-2	100p	100p	0%
2-4	120p	120p	0%
4-5	130p	130p	0%

Car Parks - Proposed Prices 2013/2014 Pay and Display

Rochester / Strood Long Stay - Includes High Street 1, High Street 2, Berkeley House, Easons Yard, King Street, Union Street, Corporation St, The Common, Commercial Rd & Temple St, Civic Centre .

Existing Tariff Band	Existing Prices	Proposed Prices	% Increase
0-0.5	30p	30p	0%
0-1	50p	50p	0%
1-2	100p	100p	0%
2-4	120p	120p	0%
4-6	150p	150p	0%
6-8	240p	240p	0%
8+	310p	310p	0%

Gillingham Short Stay - Includes: Balmoral Gardens & Britton Farm

Existing Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	50p	50p	0%
1-2	100p	100p	0%
2-3	110p	110p	0%
3-4	120p	120p	0%

Gillingham Short Stay - Includes: Jeffrey Street & Littlewoods

Existing Tariff Band	Existing Prices	Proposed Prices	% Increase
0-0.5	30p	30p	0%
0-1	50p	50p	0%
1-2	100p	100p	0%

Car Parks - Proposed Prices 2013/2014 Pay and Display

Specials - Includes: Croneens, Eason's Yard & Grove Rd.

Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	50p	50p	0%
1-2	100p	100p	0%
2-4	120p	120p	0%
4-6	150p	150p	0%
8+ 6+	230p	230p	0%
2 day ticket	460p	460p	0%

Rainham Short Stay - Includes: Longley Road & Cricketers

Tariff Band	Existing Prices	Proposed Prices	% Increase
0-0.5	30p	30p	0%
0-1	50p	50p	0%
1-2	90p	90p	0%
2-4	100p	100p	0%

Rainham Long Stay - Includes: Station Road & Birling Avenue

Tariff Band	Existing Prices	Proposed Prices	% Increase
0 - 0.5	30p	30p	0%
0-1	50p	50p	0%
1-2	100p	100p	0%
2-4	120p	120p	0%
4-6	150p	150p	0%
6-8	240p	240p	0%
8+	310p	310p	0%
2 Days	620p	620p	0%

Car Parks - Proposed Prices 2013/2014 Pay and Display

	Tariff Band	Existing Prices	Proposed Prices	% Increase
Rainham - High Street	0-0.5	30p	30p	0%
	0-1	50p	50p	0%
	1-2	90p	90p	0%
	2-4	120p	120p	0%
	4-6	150p	150p	0%
	6+	230p	230p	0%
Nelson Terrace	0-1	10p	10p	0%
	1-2	20p	20p	0%
	2-4	100p	100p	0%
	4-5	140p	140p	0%
	5+	500p	500p	0%
Medway Park Long Stay	0-1	60p	60p	0%
	1-2	90p	90p	0%
	2-4	120p	120p	0%
	4-6	150p	150p	0%
	6-8	240p	240p	0%
	8+	280p	280p	0%

Car Parks - Proposed Prices 2013/2014 Pay and Display

Medway Park Short stay	Tariff Band	Existing Prices	Proposed Prices	% Increase
	0-1	60p	60p	0%
	1-2	90p	90p	0%
	2-4	120p	120p	0%

THE BROOK MULTI STOREY

	Tariff Band	Existing Prices	Proposed Prices	% Increase
	0-1	70p	70p	0%
	1-2	110p	110p	0%
	2-3	120p	120p	0%
	3-4	130p	130p	0%
	4-5	150p	150p	0%
	5+	500p	500p	0%
	Lost Ticket	500p	500p	0%

MARKET HALL MULTI STOREY

	Tariff Band	Existing Prices	Proposed Prices	% Increase
	0-1	60p	60p	0%
	1-2	100p	100p	0%
	2-4	110p	110p	0%
	4-6	130p	130p	0%
	6-8	210p	210p	0%
	8+	290p	290p	0%
	Lost Ticket	290p	290p	0%

Car Parks - Proposed Prices 2013/2014 Pay and Display

ON STREET - Rochester, Strood and Gillingham

Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	60p	60p	0%
1-2	90p	90p	0%
2-4	120p	120p	0%
4-6	150p	150p	0%
6-8	240p	240p	0%
8+	280p	280p	0%

ON STREET - Chatham

Tariff Band	Existing Prices	Proposed Prices	% Increase
0-1	80p	80p	0%
1-2	100p	100p	0%
2-4	130p	130p	0%
4-6	160p	160p	0%
6-8	250p	250p	0%
8+	290p	290p	0%

REGENERATION, COMMUNITY AND CULTURE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
HOUSING, DEVELOPMENT AND TRANSPORT			
<u>DEVELOPMENT MANAGEMENT</u>			
VAT to be added where applicable			
Weekly list of applications	149.80	153.50	2.47%
Photocopying (per page)	0.10	0.10	0.00%
Plan copying (A0 per plan)	12.90	13.20	2.33%
Plan copying (A1 per plan)	6.50	6.65	2.31%
Plan copying (A2 per plan)	3.30	3.35	1.52%
Plan copying (A3 per plan)	1.60	1.65	3.12%
Plan copying (A4 per plan)	0.80	0.90	12.50%
Ordnance Survey site locations plans of 6 A4 block plan scale 1:500	27.00	27.70	2.59%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:1250	27.00	27.70	2.59%
Ordnance Survey site locations plans of 6 A4 site plan scale 1:250	53.80	55.10	2.42%
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)	28.80	29.50	2.43%
Research for private property sales/purchases (per hour thereafter)	28.80	29.50	2.43%
Search of adjoining land/property up to 200m - (plus research fee as above)	38.00	39.00	2.63%
<u>Pre Application</u>			
<u>Major Developments</u>			
Pre-application meeting including pre meeting research, with follow up written advice	959.40	983.40	2.50%
Written advice only	719.60	737.60	2.50%
Hourly rates: Assistant Director	106.60	109.30	2.53%
Hourly rates: Head of Service	90.60	92.90	2.54%
Hourly rates: Group Manager / Principal Planner	80.00	82.00	2.50%
Hourly rates: Senior Planner / Senior Arboriculture Officer	69.30	71.00	2.45%
Hourly rates: EHO / Highways Officer / Conservation Officer	64.00	65.60	2.50%
Hourly rates: Planners	53.30	54.60	2.44%
Charge for pre application site visits	102.50	105.10	2.54%
Charge for Presentations to Members	512.50	525.30	2.50%
<u>Minor Developments</u>			
Written Advice only	102.50	105.10	2.54%
Meeting at Council office plus follow up letter - adjacent fee plus hourly charge for office time (as set out above)	102.50	105.10	2.54%
Meeting on site plus follow up letter	205.00	210.10	2.49%
Meeting on site only	102.50	105.10	2.54%

REGENERATION, COMMUNITY AND CULTURE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
HOUSING, DEVELOPMENT AND TRANSPORT			
<u>DEVELOPMENT MANAGEMENT</u>			
VAT to be added where applicable			
<u>Other Developments</u>			
Written Advice only	51.30	52.60	2.53%
Meeting at Council office plus follow up letter - adjacent fee plus hourly charge for office time (as set out above)	51.30	52.60	2.53%
Meeting on site plus follow up letter	153.80	157.60	2.47%
Meeting on site only	102.50	105.10	2.54%
Householder office meeting for one site up to 1hour		54.60	100.00%
Householder office meeting for every additional site		34.20	100.00%
Tree Preservation Order advice: Senior Arboriculture Officer per hour (or part of hour)		71.00	100.00%
<u>Section 106 - Post Resolution Preparation - Charge For Planning Officer Time</u>			
Hourly rates: Head of Service	90.60	92.90	2.54%
Hourly rates: Principal Planner	80.00	82.00	2.50%
Hourly rates: Senior Planner	69.30	71.00	2.45%
Hourly rates: Planners	53.30	54.60	2.44%

REGENERATION, COMMUNITY AND CULTURE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
HOUSING, DEVELOPMENT AND TRANSPORT			
<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)	35.00	35.00	0.00%
Darwin Room (per half day - 4 hours)	134.60	125.00	-7.13%
Darwin Room (per day - 8 hours)	215.30	210.00	-2.46%
G3 Room (per hour)	24.20	20.00	-17.36%
G3 Room (per half day - 4 hours)	94.20	75.00	-20.38%
G3 Room (per day - 8 hours)	134.60	105.00	-21.99%
G5 Room (per hour)	10.80	20.00	85.19%
G5 Room (per half day - 4 hours)	43.10	75.00	74.01%
G5 Room (per day - 8 hours)	86.10	105.00	21.95%
Non-Tenants			
Darwin Room - per hour	70.00	70.00	0.00%
Darwin Room (per half day - 4 hours)	269.10	250.00	-7.10%
Darwin Room (per day - 8 hours)	430.50	420.00	-2.44%
G3 Room (per hour)	48.50	40.00	-17.53%
G3 Room (per half day - 4 hours)	188.40	150.00	-20.38%
G3 Room (per day - 8 hours)	269.10	210.00	-21.96%
G5 Room (per hour)	48.50	40.00	-17.53%
G5 Room (per half day - 4 hours)	188.40	150.00	-20.38%
G5 Room (per day - 8 hours)	269.10	210.00	-21.96%
<u>Data Centre</u>			
Internal Tenants			
Data Centre space (per "U" of space per month)	10.80	11.00	1.85%
Data Centre space (per half rack of space per month)	242.20	220.00	-9.17%
Data Centre space (per 1 rack of space per month)	376.70	360.00	-4.43%
Data Centre power (per KWh per month)	0.14	0.15	7.21%
Data Centre single internet (per TB transfer per month)	16.20	17.00	4.94%
Data Centre dual internet (per TB transfer per month)	27.00	28.00	3.70%
Data Centre single ip address set up fee	1.10	1.15	4.55%
Non-Tenants			
Data Centre space (per "U" of space per month)	16.20	17.00	4.94%
Data Centre space (per half rack of space per month)	269.10	250.00	-7.10%
Data Centre space (per 1 rack of space per month)	430.50	390.00	-9.41%
Data Centre power (per KWh per month)	0.14	0.15	7.21%
Data Centre single internet (per TB transfer per month)	16.20	17.00	4.94%
Data Centre dual internet (per TB transfer per month)	27.00	28.00	3.70%
Data Centre single ip address set up fee	1.10	1.15	4.55%

REGENERATION, COMMUNITY AND CULTURE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
HOUSING, DEVELOPMENT AND TRANSPORT			
<u>ECONOMIC DEVELOPMENT</u>			
Innovation Centre Medway			
VAT to be added where applicable			
<u>Other Charges</u>			
Office set up fee	80.80	80.00	-0.99%
Floor box moving fee - per box	20.00	25.00	25.00%
Floor box power usage for individual offices (per KWh per month)		0.11	
Internet per TB transfer per month	26.90	28.00	4.09%
Printing/copying per copy black and white	0.03	0.05	54.86%
Printing/copying per copy colour	0.06	0.10	54.86%
Telephone hire per handset per month	21.50	10.00	-53.49%
Telephone calls Local per minute	0.03	0.03	0.00%
Telephone calls National per minute	0.06	0.07	8.40%
Telephone calls International to be charged at standard tariff from supplier			
Franking per Royal Mail charges			

REGENERATION, COMMUNITY AND CULTURE

HOUSING, DEVELOPMENT AND TRANSPORT	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
<u>INTEGRATED TRANSPORT</u>			
Subsidised Bus Services			
Bus Contract Deductions for Administration (per hour)	107.60	110.30	2.51%
Yellow Bus Fares - charge for one term - to come into effect for the new academic year	40.80	42.00	2.94%
Yellow Bus Fares - charge for two terms - to come into effect for the new academic year	78.40	81.00	3.32%
Yellow Bus Fares - charge for one year - to come into effect for the new academic year	224.00	230.00	2.68%
Replacement of Medway Scholar pass (except Arriva)		10.00	
Replacement of Medway School Yellow Bus pass		5.00	
Concessionary Fares			
Application fee for young persons half fare bus pass. Fee to come into effect July for new academic year.	5.60	5.70	1.79%
Replacement of lost bus pass - elderly and disabled persons concession (no charge if crime number given)	5.60	5.70	1.79%
Replacement of lost bus pass - young persons half fare concession (no charge if crime number given). Fee to come into effect July.	5.60	5.70	1.79%
Local Transport Plan			
Information from existing automatic traffic count (per site)	44.40	45.50	2.48%
Information from existing manual traffic count (per site)	133.00	136.30	2.48%
Chatham Waterfront Bus Station			
Charge per bus service departure	0.70	0.70	0.00%
The Villager			
Annual membership		10.00	
Annual family membership (2 adults + 2 children up to 16 years of age)		20.00	
Annual group membership		25.00	
Group hire price		80.00	
Mileage to be charged per mile at a variable rate depending on journey distance			

REGENERATION, COMMUNITY AND CULTURE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
HOUSING, DEVELOPMENT AND TRANSPORT			
<u>SOCIAL REGENERATION</u>			
<u>COMMUNITY CENTRES</u>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
<u>HOOK MEADOW COMMUNITY CENTRE</u>			
<u>MAIN HALL (Bank holidays, New Year's Eve & Christmas on application)</u>			
<u>Regular User Groups</u>			
Hall hire daytime rate (per hour)	13.00	13.30	2.31%
Hall hire evening rate (per hour)	16.00	16.40	2.50%
<u>Non Regular Users</u>			
Hall hire Monday to Friday day (per hour)	18.30	18.80	2.73%
Hall hire Monday to Friday evening (per hour)	26.10	26.80	2.68%
Hall hire Monday to Friday after midnight (per hour)	42.40	43.50	2.59%
Hall hire Saturday & Sunday day (per hour)	20.20	20.70	2.48%
Hall hire Saturday & Sunday evening (per hour)	36.20	37.10	2.49%
Hall hire Saturday & Sunday after midnight (per hour)	52.20	53.50	2.49%
Large Kitchen day (per booking)	29.30	30.00	2.39%
Large Kitchen evening (per booking)	29.30	30.00	2.39%
Small Kitchen day (per booking)	13.50	13.80	2.22%
Small Kitchen evening (per booking)	14.50	14.90	2.76%
<u>LARGE ROOM (Weddings & functions room hire only)</u>			
<u>Regular User Groups</u>			
Hall hire daytime rate (per hour)	10.00	10.30	3.00%
Hall hire evening rate (per hour)	11.00	11.30	2.73%
<u>Non Regular Users</u>			
Room hire Monday to Friday day (per hour)	12.20	12.50	2.46%
Room hire Monday to Friday evening (per hour)	13.80	14.10	2.17%
Room hire Monday to Friday after midnight (per hour)	30.00	30.80	2.67%
Room hire Saturday & Sunday day (per hour)	11.60	11.90	2.59%
Room hire Saturday & Sunday evening (per hour)	22.10	22.70	2.71%
Room hire Saturday & Sunday after midnight (per hour)	36.90	37.80	2.44%

REGENERATION, COMMUNITY AND CULTURE

	Fee	Proposed	
HOUSING, DEVELOPMENT AND TRANSPORT	2012/2013	Fee	Increase
	£	2013/2014	%
		£	
<u>SOCIAL REGENERATION</u>			
<u>COMMUNITY CENTRES</u>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
<u>SMALL ROOM (Room hire only)</u>			
<u>Regular User Groups</u>			
Hall hire daytime rate (per hour)	5.50	5.60	1.82%
Hall hire evening rate (per hour)	5.70	5.80	1.75%
<u>Non Regular Users</u>			
Room hire Monday to Friday day (per hour)	6.10	6.30	3.28%
Room hire Monday to Friday evening (per hour)	6.30	6.50	3.17%
Room hire Monday to Friday after midnight (per hour)	24.20	24.80	2.48%
Room hire Saturday & Sunday day (per hour)	10.80	11.10	2.78%
Room hire Saturday & Sunday evening (per hour)	11.50	11.80	2.61%
Room hire Saturday & Sunday after midnight (per hour)	29.40	30.10	2.38%
<u>COMPUTER SUITE</u>			
Regular User Groups - day or evening (per hour)	10.00	10.30	3.00%
Non Regular Users - day or evening (per hour)	10.30	10.60	2.91%
My Desk - Individual desk work space (per month)		100.00	

REGENERATION, COMMUNITY AND CULTURE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
HOUSING, DEVELOPMENT AND TRANSPORT			
<u>SOCIAL REGENERATION</u>			
<u>COMMUNITY CENTRES</u>			
<i>NB: Rates for all rooms negotiable for long-term, regular and community group bookings</i>			
<u>WOODSIDE COMMUNITY CENTRE</u>			
<u>MAIN HALL</u> (Bank Holidays, New Year's Eve & Christmas On Application)			
<u>Regular User Groups</u>			
Hall hire daytime rate (per hour)	13.00	13.30	2.31%
Hall hire evening rate (per hour)	16.00	16.40	2.50%
<u>Non Regular Users</u>			
Hall hire Monday to Friday day (per hour)	13.40	13.70	2.24%
Hall hire Monday to Friday evening (per hour)	26.10	26.80	2.68%
Hall hire Monday to Friday after midnight (per hour)	42.40	43.50	2.59%
Hall hire Saturday & Sunday day (per hour)	20.20	20.70	2.48%
Hall hire Saturday & Sunday evening (per hour)	36.20	37.10	2.49%
Hall hire Saturday & Sunday after midnight (per hour)	52.20	53.50	2.49%
Kitchen day (per booking)	13.50	13.80	2.22%
Kitchen evening (per booking)	14.50	14.90	2.76%
<u>ONE TO ONE ROOM</u>			
Regular User Groups - day or evening (per hour)	8.00	8.20	2.50%
Non Regular Users - day or evening (per hour)	9.10	9.30	2.20%
<u>COMPUTER SUITE</u>			
Regular User Groups - day or evening (per hour)	9.50	9.70	2.11%
Non Regular Users - day or evening (per hour)	11.00	11.30	2.73%
My Desk - Individual desk work space (per month)		100.00	
<u>WHITE ROAD COMMUNITY CENTRE</u>			
<u>Regular User Groups</u>			
Main Hall hire day or evening (per hour)	12.00	12.30	2.50%
One To One Room hire day or evening (per hour)	12.00	12.30	2.50%
<u>Non Regular Users</u>			
Main Hall hire day or evening (per hour)	13.40	13.70	2.24%
One To One Room hire day or evening (per hour)	13.00	13.30	2.31%
Family Room hire day or evening (per hour)	10.30	10.60	2.91%

REGENERATION, COMMUNITY AND CULTURE

	Fee	Proposed Fee	
HOUSING, DEVELOPMENT AND TRANSPORT	2012/2013	2013/2014	Increase
	£	£	%

SOCIAL REGENERATION**COMMUNITY CENTRES**

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

CHATTENDEN COMMUNITY CENTRE**MAIN COMMUNITY BUILDING****Regular User Groups**

Main Hall hire day or evening (per hour)	12.00	12.30	2.50%
Creche hire day or evening (per hour)	12.00	12.30	2.50%
One to One Room day or evening (per hour)	12.00	12.30	2.50%
Computer Suite day or evening (per hour)	12.00	12.30	2.50%

Non Regular Users

Main Hall hire Monday to Friday day or evening (per hour)	18.30	18.80	2.73%
Main Hall hire Saturday & Sunday day (per hour)	19.70	20.20	2.54%
Main Hall hire Saturday & Sunday evening (per hour)	21.50	22.00	2.33%
Creche hire day or evening (per hour)	12.40	12.70	2.42%
One to One Room day or evening (per hour)	12.40	12.70	2.42%
Computer Suite day or evening (per hour)	12.40	12.70	2.42%
My Desk - Individual desk work space (per month)		100.00	

LARGE HALL**Regular User Groups**

Hall hire day or evening (per hour)	17.00	17.40	2.35%
End Hall hire day or evening (per hour)	12.00	12.30	2.50%
Back Office hire day or evening (per hour)	12.00	12.30	2.50%

Non Regular Users

Hall hire Monday to Friday day or evening (per hour)	22.70	23.30	2.64%
Hall hire Saturday & Sunday day (per hour)	24.30	24.90	2.47%
Hall hire Saturday & Sunday evening (per hour)	26.50	27.20	2.64%
End Hall hire day or evening (per hour)	12.40	12.70	2.42%
Back Office hire day or evening (per hour)	12.40	12.70	2.42%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
<u>Swimming Sessions - all sites where applicable</u>						
<u>Lesson Rate - price per lesson</u>						
Adult non member	7.30	7.40	1.37%			
Adult member	5.80	5.90	1.72%			
Junior/Senior non member	6.90	6.90	0.00%			
Junior/Senior member	5.80	5.80	0.00%			
MEDWAY PARK						
Membership Fees - 1 years membership						
Adult Individual	37.40	38.30	2.41%			
Family	53.30	54.60	2.44%			
Jnr	19.40	19.90	2.58%			
Senior	19.40	19.90	2.58%			
Day Membership Admission Fee						
Adult	1.60	1.70	6.25%			
Jnr	1.20	1.20	0.00%			
Senior	1.20	1.20	0.00%			
Wet Side / Swimming						
Adult	2.80	2.90	3.57%			
Jnr	1.80	1.80	0.00%			
Senior	1.80	1.80	0.00%			
3 to 5 years	1.20	1.20	0.00%			
(Children under 3 years of age admitted free of charge)						

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
School Swim	2.00	2.10	5.00%			
Hire of Pool (per hour)						
Large Pool	75.70	77.60	2.51%			
Training Pool	31.70	32.50	2.52%			
Diving Pool	26.50	27.20	2.64%			
All Pools	133.80	137.10	2.47%			
Gala (including timing)	369.50	378.70	2.49%			
Gala hourly rate (including timing)	142.60	155.00	8.70%			
General Recreation (2 hours)	5.00	5.10	2.00%			
Over 50s	2.90	3.00	3.45%			
Fitness Classes	3.80	3.90	2.63%			
Schools charge, per session	5.25	5.40	2.86%			
any activity	2.20	2.30	4.55%			
Hire of Equipment						
Racquets	2.30	2.40	4.35%			
Table Tennis Bats	1.40	1.40	0.00%			
Football/Netballs	2.90	3.00	3.45%			
Lettings						
Main Hall - full - NEW HALL	165.70	72.00	-56.55%	143.60	72.00	-49.86%
Main Hall - One Third	55.50	24.00	-56.76%	45.90	24.00	-47.71%
Main Hall - 2 Thirds	110.90	48.00	-56.72%	91.90	48.00	-47.77%
CONFERENCE ROOM						
Per Hour	15.90	16.30	2.52%			
Per Half Day	52.80	54.10	2.46%			
Per Day	84.50	86.60	2.49%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
Commercial Hirings and Community						
Events - Fees to be negotiated individually, using the following basic charges						
Squash - 40 minutes	6.50	6.70	3.08%	5.20	5.30	1.92%
Badminton - per hour	7.60	7.80	2.63%	5.85	5.90	0.85%
Echoes Gym Non Member Casual	6.10	6.95	13.93%	5.80	6.30	8.62%
Dance Studios						
Hourly rate per studio	37.00	25.00	-32.43%		25.00	
Athletics Track						
Clubs per hour	47.50	48.70	2.53%			
Floodlights per hour	15.90	16.30	2.52%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
SPLASHES						
Admissions						
Adult Swim	4.80	4.90	2.08%			
Child Senior	4.20	4.30	2.38%			
Family Swim Ticket	13.90	14.20	2.16%			
Spectators	1.60	1.60	0.00%			
Under Fives	1.20	1.20	0.00%			
Under Threes (no charge)	0.00	0.00	0.00%			
Group of 20+ Adults	4.30	4.40	2.33%			
Group of 20+ Children	3.10	3.20	3.23%			
Special Sessions						
Adult Swim	4.20	4.30	2.38%			
Child/Oap/disab	3.20	3.30	3.12%			
3 years to 5 years	1.20	1.20	0.00%			
Fins Club						
Annual Member	11.00	11.30	2.73%			
Member	3.00	3.10	3.33%			
School Swim						
With Instruction	2.00	2.20	10.00%			
Without Instruction	2.30	2.50	8.70%			
Swim / Fitness Room	9.10	9.30	2.20%			
Fitness Classes - member	4.70	4.80	2.13%			
Parties						
Saturday Special	9.00	9.20	2.22%			
Palm Tree	8.50	8.70	2.35%			
Invitations	2.50	2.60	4.00%			
Adults Swimming	2.90	3.00	3.45%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
STRAND LEISURE PARK						
Summer Season						
Membership - swimming pool						
Adult Individual	8.90	9.10	2.25%			
Jnr/Senior	4.80	4.90	2.08%			
Admissions						
Adult Member	2.70	2.80	3.70%			
Adult Non Member	4.30	4.40	2.33%			
Jnr/ Member	1.95	2.00	2.56%			
Jnr/ Non Member	2.70	2.80	3.70%			
Senior Member	1.95	2.00	2.56%			
Senior Non Member	2.70	2.80	3.70%			
Crazy Golf						
Adult	2.50	2.60	4.00%			
Jnr	1.90	1.90	0.00%			
Senior	1.90	1.90	0.00%			
Family	5.30	5.40	1.89%			
Club Deposit	1.70	1.70	0.00%			
Ball Deposit	0.60	0.60	0.00%			
Netball/5-a-side(per session)	17.30	17.70	2.31%			
Par 3 Golf						
Adult 9 holes	5.80	5.90	1.72%			
Jnr 9 holes	3.60	3.70	2.78%			
Senior 9 holes	3.80	3.90	2.63%			
Adult 18 holes	9.40	9.60	2.13%			
Jnr 18 holes	7.00	7.20	2.86%			
Senior 18 holes	7.20	7.40	2.78%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
Tennis (per hour)						
Adult	3.00	3.10	3.33%			
Jnr	1.65	1.70	3.03%			
Senior	1.85	1.90	2.70%			
Racquet Hire	2.00	2.10	5.00%			
Ball Hire (2 balls)	2.10	2.20	4.76%			
Ball Deposit	1.70	1.70	0.00%			
Racquet Deposit	6.70	6.90	2.99%			
Minature Railway - per person	0.80	1.00	25.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
STROOD SPORTS CENTRE & HUNDRED OF HOO SWIMMING POOL						
Dry Side						
Charges per hour						
Main Hall - Adult	46.10	46.80	1.52%	31.00	35.40	14.19%
Main Hall - Jnr/Passport to Leisure				16.70	16.80	0.60%
Half Hall - Adult	23.20	23.40	0.86%	15.60	17.70	13.46%
Half Hall - Jnr/Passport to Leisure				8.20	8.40	2.44%
Badminton Court - Adult	7.60	7.80	2.63%	5.75	5.90	2.61%
Badminton Court - Jnr/Pass. to Leisure				2.70	2.80	3.70%
Per Session etc						
Dance & Movement - Junior	3.30	3.40	3.03%	2.50	2.60	4.00%
Squash per 40 mins per ct 2Adult	6.50	6.70	3.08%	5.20	5.30	1.92%
Equipment hire	2.20	2.20	0.00%	2.20	2.20	0.00%
Popagility/Aerobics - Adult	5.20	4.80	-7.69%	4.70	4.80	2.13%
Jnr/Passport to Leisure	0.00	0.00	0.00%	2.60	2.70	3.85%
Soft Play under 5's	1.00	1.00	0.00%	1.00	1.00	0.00%
Soft Play 5 and over	2.10	2.00	-4.76%	2.10	2.00	-4.76%
Room Hire						
Adult	22.00	22.00	0.00%	22.00	22.00	0.00%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
Membership Fees:	£	£	%			
Adult	37.40	38.30	2.41%			
Junior/Senior	19.40	19.90	2.58%			
Family	53.30	54.60	2.44%			
Day Membership Adult	1.60	1.70	6.25%			
Day Membership Jnr/Senior	1.20	1.20	0.00%			
Replacement card	3.00	3.50	16.67%			
Wet Side						
Swimming per person (Adult	2.80	2.90	3.57%			
Junior/Senior	1.80	1.80	0.00%			
Parties school children/half hour	19.30	19.80	2.59%			
Club hire per hour (whole pool)						
pro rata charge - Strood	60.00	61.50	2.50%			
pro rata charge - Hoo	52.00	53.30	2.50%			
Book of 12 tickets - adult	28.00	29.00	3.57%			
Book of 12 tickets - jnr/snr	18.00	18.00	0.00%			
Hydrotherapy pool-commercial per hour	49.00	49.00	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
MEDWAY LEISURE ECHOES GYMS						
Memberships below will include centre membership, an increased number of fitness classes & allow access to all Echoes Gyms in Medway						
Increased prices will apply to new members only as existing members have 'price for life.'						
Joining fee -Advance contract - annual payment	15.00	15.00	0.00%			
Single Membership - Advance annual payment	398.20	377.50	-5.20%			
Couple - Advance annual payment	706.40	669.60	-5.21%			
Matinee - Advance annual payment	284.90	270.00	-5.23%			
Commuter monthly - Advance annual payment	182.30	172.80	-5.21%			
Joining Fee (12 month contract)	15.00	15.00	0.00%			
Single Membership - Monthly (12 month contract)	34.95	34.95	0.00%			
Couple - Monthly (12 month contract)	62.00	62.00	0.00%			
Matinee - Monthly (12 month contract)	25.00	25.00	0.00%			
Commuter monthly (12 month contract)	16.00	16.00	0.00%			
Joining Fee (open contract)	25.00	25.00	0.00%			
Single membership - Monthly (open contract)	40.00	40.00	0.00%			
Couple membership - Monthly (open contract)	72.00	72.00	0.00%			
Matinee - Monthly (open contract)	30.00	30.00	0.00%			
Commuter monthly (open contract)	20.00	20.00	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
KICKS - STROOD LEISURE CENTRE						
Peak times Monday - Thursday after 5pm.						
5-a-side Hire	45.00	45.00	0.00%			
7-a-side Hire	62.00	62.00	0.00%			
Off Peak times						
Monday - Thursday before 4pm, all day Fri., Sat. & Sun. EXCLUDING LEAGUE MATCHES						
5-a-side Hire	26.00	26.00	0.00%			
7-a-side Hire	42.00	42.00	0.00%			
Per team game = £35 (40mins)	70.00	70.00	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
DEANGATE	Adult Non- Vatable	Adult	Adult	Junior	Junior	Junior
Golf						
7 day General Membership	669.00	669.00	0.00%			
5 day General Membership (Mon - Fri)	549.00	549.00	0.00%			
5 day senior membership (Mon - Fri)	484.00	484.00	0.00%			
Under 18s 7 Day Membership				99.00	99.00	
Intermediate Membership: 18 years Old				150.00	150.00	
Intermediate Membership: 19 years Old				250.00	250.00	
Intermediate Membership: 20 years Old				350.00	350.00	
Intermediate Membership: 21 - 22 years Old				450.00	450.00	
Pay & Play Weekday peak (7 a.m. - 11 a.m.)	17.50	17.50	0.00%			
Pay & Play Weekday off peak (11 a.m. - Close)	14.00	14.00	0.00%	9.50	9.70	2.11%
Pay & Play Weekend & Bank Holidays all times	22.00	22.50	2.27%	12.00	12.30	2.50%
Week day twilight (last 3 hrs of light)	9.00	9.50	5.56%	9.00	9.20	2.22%
Weekend twilight (last 3 hrs of light)	11.00	11.50	4.55%	11.00	11.30	2.73%
9 HOLE Pay & Play weekday peak (7 a.m. - 11 a.m)	9.95	10.50	5.53%	5.50	5.60	1.82%
9 HOLE Pay & Play weekday off peak (11 a.m. - twigh	8.00	8.50	6.25%	5.50	5.60	1.82%
9 HOLE Pay & Play weekend & bank holidays all time:	12.50	12.50	0.00%	6.50	6.70	3.08%
Per basket (small)	2.60	1.50	-42.31%			
Per basket (large)	4.50	3.00	-33.33%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	Off Peak 2012/2013 £	Proposed Off Peak 2013/2014 £	Increase %
DEANGATE (cont)						
Pitch & Putt						
Round with Clubs	4.50	4.60	2.22%			
Round with own clubs	2.70	2.80	3.70%			
Deposit on Clubs	3.40	3.50	2.94%			
Athletics Track						
Club Use						
Monday-Friday up to 2 hrs	27.70	28.40	2.53%			
After 2hrs, per hour or part thereof	14.00	14.40	2.86%			
Saturday up to 2 hrs	52.00	53.30	2.50%			
After 2hrs, per hour or part thereof	27.60	28.30	2.54%			
Sunday, Bank Hols up to 2 hrs	75.00	76.90	2.53%			
After 2hrs, per hour or part thereof	37.00	37.90	2.43%			
Training per session	20.80	21.30	2.40%			
Individual use						
Use of dressing room & track	2.80	2.90	3.57%			
Education - by negotiation (basic price)						
Floodlight per hour or part	10.00	10.30	3.00%			
Tennis - per hour						
Per person	3.50	3.60	2.86%			
Parties of School children per court						
Bowls						
Casual Users per half hour	1.80	1.80	0.00%			
Club Hire (max 8 players)						
2.5 hours	19.80	20.30	2.53%			
3 hours	23.70	24.30	2.53%			
Hire of woods	0.60	0.60	0.00%			
Locker hire per session	4.90	5.00	2.04%			
Locker hire per session	4.90	4.90	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

GREENSPACE SERVICES

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Country Parks			
Fishing			
Day ticket (no night fishing) adult	9.50	9.50	0.00%
Day ticket (no night fishing) Junior/+60	6.00	6.00	0.00%
Half day ticket (after 1pm) adult	6.00	6.00	0.00%
Half day ticket (after 1pm) Junior/+60	5.00	5.00	0.00%
Pre-booked club outings	150.00	150.00	0.00%
Caravan Site Min of 20 units - Max Of 60			
Caravan Rallies			
Vehicle & Trailer (per unit, per night)	8.50	8.50	0.00%
Motorised Van (per unit, per night)	8.50	8.50	0.00%
Tent (per unit, per night)	4.50	4.50	0.00%
Orienteering			
Orienteering by Medway schools/ price per visit per child	1.80	1.80	0.00%
Orienteering for schools outside Medway/ price per visit per child	2.30	2.30	0.00%
Room Hire (Both Sites)			
Cost for 1st Hour (75% to be charged to reg. charities/ self led school groups)	20.00	20.00	0.00%
Cost per hour thereafter (75% to be charged to reg. charities/self led school groups)	20.00	20.00	0.00%
Talks-individual tickets	1.10	1.10	0.00%
Children's activity sessions	3.30	3.30	0.00%
Children's short drop-in event	1.10	1.10	0.00%
Guided walks	3.30	3.30	0.00%
Education visits by Medway schools/ price per visit per child for ranger led sessions	2.30	2.30	0.00%
Education visits by schools outside Medway. price per visit per child for	3.40	3.40	0.00%
Forest School Visit - price per child	3.40	3.40	0.00%
Fishing teach ins for children	10.80	10.80	0.00%
External talks	56.30	56.30	0.00%
Large unbooked events (Country Fair, Kites etc) entrance fee			
Independent food vendors/day			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

GREENSPACE SERVICES

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Event Site Hire - All Green Spaces (price per event)			
Up to 500 People	250.00	250.00	0.00%
501 to 1,000 people	470.00	470.00	0.00%
1001 to 5000 people	940.00	940.00	0.00%
More than 5000 people	2,900.00	2,900.00	0.00%
50% discount for registered charities on all the above Price includes total number of people over the duration of the entire event. Site hire for no more than 7 consecutive days without incurring additional costs.			
Special Event Hire	P.O.A.		
Toilet cleaning charge post external event hire (cleaning costs only)	50.00	50.00	0.00%
Allotment Rental - Charge per sq metre			
Plot and water	0.1788	0.1833	2.50%
Plot only	0.1370	0.1404	2.50%
Flat rate per shed	15.00	15.00	0.00%
Flat rate use of container	5.00	5.00	0.00%
Bloor Lane Church Allotment	14.93	15.30	2.48%
Miscellaneous Recreation			
Playhut - Playgroups - per 3 hours	16.70	17.10	2.40%
Circus Visits & Fairs			
Circus & Fairs Daily Hire Fee	495.08	507.50	2.51%
Deposit Against damage	1,107.00	1,134.70	2.50%
Deposit against fly posting 10m rad.	1,107.00	1,134.70	2.50%
Recreation Grounds - With Pavilion			
Per Season - Adult - 18 matches (with pavilion)	500.00	512.50	2.50%
Per Season - Junior / 60+ - 18 matches (with pavilion)	177.00	181.40	2.49%
Recreation Grounds - Without Pavilion			
Per Season - Adult - 18 matches (without pavilion)	316.00	323.90	2.50%
Per Season - Junior /60+ - 18 matches (without pavilion)	88.70	90.90	2.48%
Casual Use with Pavilion			
Adults (casual use)	80.00	82.00	2.50%
Junior / 60+ (casual use)	75.00	76.90	2.53%
Casual Use without Pavilion			
Adults (casual use/without pavilion)	42.25	43.30	2.49%
Junior / 60+ (casual use/ without pavilion)	24.40	25.00	2.46%
School Parties with Pavilion	110.90	113.70	2.52%
School Parties without Pavilion	61.00	62.50	2.46%
Maidstone Road Sports Ground			
Chatham Town Grounds Casual Use per Match Adult	115.50	118.40	2.51%
Chatham Town Grounds Casual Use per Match Junior / 60+	70.00	71.80	2.57%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

GREENSPACE SERVICES

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
Pitch & Putt			
Round with Clubs Adult	7.00	7.20	2.86%
Round with Clubs Junior/60+	3.50	3.60	2.86%
Round with own Clubs Adult	4.70	4.80	2.13%
Round with own Clubs Junior/60+	2.40	2.50	4.17%
Broken Club	29.00	29.70	2.41%
Lost Ball	3.50	3.60	2.86%
Deposit on Club	11.00	11.30	2.73%
Pitch Hire - Cricket - from 10 am to 6 pm			
Per day - Adult	70.00	71.80	2.57%
Outdoor Bowls Use of greens per person per hour			
Adults	2.90	0.00	-100.00%
Junior / 60+	1.90	0.00	-100.00%
Use of Slips	1.10	0.00	-100.00%
Use of Woods	1.10	0.00	-100.00%
Outdoor Bowls Season Ticket			
Adults	81.00	81.00	0.00%
Junior / 60+	40.50	40.50	0.00%
Outdoor Bowls - Priority use of rinks granted to Clubs (per rink per season)	104.00	104.00	0.00%
Tennis per person per hour			
Adult	0.00	0.00	0.00%
Junior/60+	0.00	0.00	0.00%
Booking Fee	0.00	0.00	0.00%
Tennis - Parties for School Children - Court per hour	0.00	0.00	0.00%
Anchorians fee for hire of rugby pitch per season	2,000.00	2,000.00	0.00%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

	Fee 2012/2013	Proposed Fee 2013/2014	Increase %
	£	£	
Entrance fees for castles are set in conjunction with English Heritage.			
<u>ROCHESTER CASTLE</u>			
Per Person (Adult)	5.65	5.80	2.65%
Per Person (Jnr/60+)	3.60	3.70	2.78%
Family	15.00	15.30	2.00%
<u>UPNOR CASTLE</u>			
Per Person (Adult)	5.65	5.80	2.65%
Per Person (Jnr/60+)	3.60	3.70	2.78%
Family	15.00	15.30	2.00%
Wedding Hire	800.00	800.00	0.00%
<u>GUILDHALL MUSEUM</u>			
Admission	0.00	0.00	0.00%
Hire of Members room to Oyster Fisheries	35.00	36.00	2.86%
Hire of Members room per hour	35.00	36.00	2.86%
Hire of Guildhall Chamber per hour	60.00	61.50	2.50%
Weddings	380.00	380.00	0.00%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

MEDWAY ARCHIVES, LOCAL STUDIES CENTRE	Fee	Proposed Fee	Increase
	2012/2013	2013/2014	
	£	£	%
Photocopying (Local Studies) A4	0.31	0.32	2.50%
Photocopying (Local Studies) A3	0.51	0.53	2.50%
Photocopying (Archives original doc) A4	0.82	0.84	2.50%
Photocopying (Archives original doc) A3	1.13	1.16	2.50%
Computer printing black and white A4 per page	0.10	0.11	2.50%
Computer printing colour A4 per page	0.77	0.79	2.50%
Computer printing black and white A3 per page	0.21	0.21	2.50%
Computer printing colour A3 per page	1.03	1.05	2.50%
Local Studies Scanning depending on copyright A4 colour	2.87	2.94	2.50%
Local Studies Scanning depending on copyright A3 colour	3.38	3.47	2.50%
Local Studies Scanning depending on copyright A4 black & white	0.72	0.74	2.50%
Local Studies Scanning depending on copyright A3 black & white	0.82	0.84	2.50%
Archive scanning (discretion of archivist) A4 colour	2.87	2.94	2.50%
Archive scanning (discretion of archivist) A3 colour	3.38	3.47	2.50%
Archive scanning (discretion of archivist) A4 black & white	0.72	0.74	2.50%
Archive scanning (discretion of archivist) A3 black & white	0.82	0.84	2.50%
Microfiche/Microfilm printouts A4	0.72	0.74	2.50%
Microfiche/Microfilm printouts A3	1.03	1.05	2.50%
Microfilm from original documents	0.62	0.63	2.50%
Microfilm duplicate (per roll)			
Requests for photos by professional photographer- Photographer's fee plus £5 charge per item			
Photographs/ slides - non commercial self service full day permit	10.25	10.51	2.50%
Commercial Users			
Laser Copies (of illustrations) (A4)	2.87	2.94	2.50%
Laser Copies (of illustrations) (A3)	3.38	3.47	2.50%
Photocopies sent in response to research enquiries by letter or e-mail (maximum of 5 pages)	7.18	7.35	2.50%

Medway Archives - Other Charges	Fee	Proposed Fee	Increase %
	2012/2013	2013/2014	
	£	£	
Baptism Certificate (National charge)	12.30	12.61	2.50%
Building plans including one digital photo	12.92	13.24	2.50%
Commercial Users (negotiable - minimum charge)	28.50	29.21	2.50%
Preparations for media visits and participation in interviews, as for commercial users per hour	86.10	88.25	2.50%
Issue of conviction certificate copy	34.44	35.30	2.50%
Storage of magistrates' court records(per box per annum)	7.59	7.77	2.50%
Storage of modern records for council departments (per foot/box per annum)	7.59	7.77	2.50%
Retrievals of modern records for council departments (per box on site)	6.87	7.04	2.50%
Retrievals of modern records for council departments(per box off site, Riverside No 1)	13.84	14.18	2.50%
Withdrawal of privately owned records (minimum charge)	57.61	59.05	2.50%
Royalties for reproduction of still photographs	28.70	29.42	2.50%
Royalties for reproduction of moving images cost per second(running time) used by national & international media (commercial rate)	86.41	88.57	2.50%
Talks to external groups (at discretion of staff)	43.05	44.13	2.50%
Talks to groups visiting (excluding school visits and at the discretion of staff)	32.29	33.09	2.50%
Research per hour private users (at discretion of Archivist)	26.65	27.32	2.50%
Research per hour commercial users (at discretion of Archivist)	79.95	81.95	2.50%

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

CENTRAL THEATRE	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	per hour excess 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
SCALE A - Concerts and Entertainments						
Auditorium 6.00 p.m - 11.00 p.m						
Daily Minimum Charge						
Monday - Tuesday	2,200.30	2,200.30	0.00%	158.40	158.40	0.00%
Wednesday - Thursday	2,333.80	2,333.80	0.00%	168.90	168.90	0.00%
Friday/Saturday/Sunday	2,847.00	2,847.00	0.00%	235.10	235.10	0.00%
Bank Holidays	4,136.60	4,136.60	0.00%	269.90	269.90	0.00%
Extra Performance	619.20	619.20	0.00%			
Extra Performance (Bank hols)	794.90	794.90	0.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	68.20	68.20	0.00%			
Wednesday - Thursday	75.80	75.80	0.00%			
Friday/Saturday/Sunday	101.10	101.10	0.00%			
Bank Holidays	128.30	128.30	0.00%			
Non-returnable deposit	557.90	557.90	0.00%			
Non-returnable deposit (3 days or more)	1,177.60	1,177.60	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

CENTRAL THEATRE	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	per hour excess 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
SCALE C (Formerly Scale B) (Voluntary Organisations/Registered Charities/Non Commercial Organisations)						
Auditorium 6.00 p.m - 11.00 p.m						
Monday - Tuesday	526.80	526.80	0.00%	101.80	101.80	0.00%
Wednesday - Thursday	568.50	568.50	0.00%	142.10	142.10	0.00%
Friday/Saturday/Sunday	1,130.80	1,130.80	0.00%	164.50	164.50	0.00%
Bank Holidays	1,562.10	1,562.10	0.00%	185.40	185.40	0.00%
Extra Performance	443.60	443.60	0.00%			
Extra Performance (bnk hols)	523.00	523.00	0.00%			
Rehearsal and fit-up rates						
Minimum of 3 hours on non-show days						
Monday - Tuesday	44.50	44.50	0.00%			
Wednesday - Thursday	53.60	53.60	0.00%			
Friday/Saturday/Sunday	83.30	83.30	0.00%			
Bank Holidays	116.10	116.10	0.00%			
Non-returnable deposit	247.40	247.40	0.00%			
Non-returnable deposit (3 days or more)	508.40	508.40	0.00%			

Central & Brook Theatre Box Office commission 10% of Gross

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

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

Central & Brook Theatre Extra charges as incurred

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

CENTRAL THEATRE	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	per hour excess 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
SCALE A - Commercial organisations/Non-Voluntary organisations (non-arts based)						
Main Theatre	80.40	80.40	0.00%			
Main Theatre Floor events	57.30	57.30	0.00%			
Mayor's Parlour	25.50	25.50	0.00%			
Studio Room Hire	38.20	38.20	0.00%			
Conference Room	25.50	25.50	0.00%			
Meeting Room	13.90	13.90	0.00%			
Activity Room	9.80	9.80	0.00%			
Large Dance Studio	13.50	13.50	0.00%			
Small Dance Studio	8.90	8.90	0.00%			
Function Room	15.60	15.60	0.00%			
Basement Dance Studio	11.10	11.10	0.00%			
Basement Drama Studio	12.00	12.00	0.00%			
Non-returnable deposit	260.90	260.90	0.00%			
Non-returnable deposit (3 days or more)	520.70	520.70	0.00%			
SCALE B - Professional arts based organisations						
Main Theatre	50.20	50.20	0.00%			
Main Theatre Floor Events	35.80	35.80	0.00%			
Mayor's Parlour	16.80	16.80	0.00%			
Studio Room Hire	24.00	24.00	0.00%			
Conference Room	16.80	16.80	0.00%			
Meeting Room	9.30	9.30	0.00%			
Activity Room	6.40	6.40	0.00%			
Large Dance Studio	8.90	8.90	0.00%			
Small Dance Studio	5.60	5.60	0.00%			
Function Room	11.60	11.60	0.00%			
Basement Dance Studio	8.60	8.60	0.00%			
Basement Drama Studio	9.10	9.10	0.00%			
Non-returnable deposit	260.90	260.90	0.00%			
Non-returnable deposit (3 days or more)	520.70	520.70	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

CENTRAL THEATRE	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %	per hour excess 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
SCALE C - Amateur arts based organisations						
Main Theatre	30.30	30.30	0.00%			
Main Theatre Floor Events	21.30	21.30	0.00%			
Mayor's Parlour	11.10	11.10	0.00%			
Studio Room Hire	16.10	16.10	0.00%			
Conference Room	11.10	11.10	0.00%			
Meeting Room	6.10	6.10	0.00%			
Activity Room	4.40	4.40	0.00%			
Large Dance Studio	6.00	6.00	0.00%			
Small Dance Studio	4.10	4.10	0.00%			
Function Room	7.70	7.70	0.00%			
Basement Dance Studio	5.50	5.50	0.00%			
Basement Drama Studio	6.00	6.00	0.00%			
Non-returnable deposit	197.90	197.90	0.00%			
Non-returnable deposit (3 days or more)	322.80	322.80	0.00%			

REGENERATION, COMMUNITY & CULTURE DIRECTORATE

CORN EXCHANGE	Includes			Fee	Proposed Fee	Increase
	Hall	Bar	Kitchen	2012/2013 £	2013/2014 £	
QUEEN'S HALL						
Mon - Thur 12 noon - 12 midnight	✓	✓	✓	962.90	962.90	0.00%
Mon - Thur 6 p.m. - 12 midnight	✓	✓	✓	600.60	600.60	0.00%
Fri 12 noon - 12 midnight	✓	✓	✓	1012.20	1012.20	0.00%
Fri 6 p.m. - 12 midnight	✓	✓	✓	633.20	633.20	0.00%
Sat 12 noon - 12 midnight	✓	✓	✓	1061.60	1061.60	0.00%
Sat - 6 p.m. - 12 midnight	✓	✓	✓	666.80	666.80	0.00%
Sun 12 noon - 10.30 p.m.	✓	✓	✓	840.00	840.00	0.00%
	Hall Hire Only					
Mon - Thur 9 a.m. - 12 noon	✓			133.40	133.40	0.00%
Mon - Thur 12 noon - 6 p.m.	✓			177.50	177.50	0.00%
Fri 9 a.m. - 12 noon	✓			146.00	146.00	0.00%
Fri 12 noon - 6p.m.	✓			194.30	194.30	0.00%
Kitchen hire per booking				78.80	78.80	0.00%
PRINCES HALL	Hall Hire Only					
Prices per hour - Minimum hire - 3 hours						
Mon - Thur	✓			36.80	36.80	0.00%
Fri	✓			38.90	38.90	0.00%
Sat - Sun	✓			42.00	42.00	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/2013 £	Proposed Fee 2013/14 £	Increase %
PRIVATE SECTOR HOUSING			
Enforcement Activity			
Copy of Notices	5.77	5.91425	0.03
Service of statutory notice			* Will be calculated on a case by case basis
Inspections			
Non Statutory Accommodation Inspections	96.00	96.00	0.00
Licensing of Houses in Multiple Occupation	927.00	927.00	0.00
Second or Subsequent Application	824.00	824.00	0.00
Removed cannot change licence holder - must submit a new application			
Change of manager	96.40	96.40	0.00
Licence variation	117.80	117.80	0.00
Licence renewal fee - with no significant changes	348.10	348.10	0.00
Licence renewal fee - with significant changes	589.20	589.20	0.00
2nd Reminder Letter for a HMO Licence	35.00	35.00	0.00
Unlicensed HMO Fine	150.00	150.00	0.00
HOUSING SOLUTIONS			
Weekly Cost of Temporary Accommodation			
Shared 1 Bed	116.25	116.25	0.00
1 bed self contained	155.54	155.54	0.00
2 bed self contained*	179.42	179.42	0.00
3 bed self contained*	195.00	195.00	0.00
4 bed self contained*	236.54	236.54	0.00
5 bed self contained *	319.61	319.61	0.00

**(The above charges will be calculated using 90% of LHA rates plus £60 Management Fee).*

TRAVELLERS PERMANENT ACCOMMODATION

Weekly Rent Per Pitch	60.77	62.65	0.03
Electricity Pre-paid card	Recharged At Cost		
General Fund Properties			
27 FIRST AVENUE	116.41	120.02	0.03
3 QUEEN STREET	92.97	95.85	0.03
85 THE BROOK	92.78	95.66	0.03
87 THE BROOK	83.81	86.41	0.03
7A CUXTON ROAD	138.14	142.42	0.03
Avenues Lettings	183.58	189.27	0.03

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/2013	Proposed Fee 2013/2014	Increase
LIBRARIES	£	£	%
Overdue Charges (Per item per day)			
Adults(£15 maximum)	0.21	0.20	-2.44%
Children (no charge)	0.00	0.00	
Teenagers & Retired aged 60 or over (£2.00 max)	0.05	0.05	2.50%
Overdue items reminder notice	0.50	0.80	
Reservation fee for any book in stock	0.00	0.00	
Reservation fee for any book not in stock	2.00	3.00	50.00%
Audio Visual Charges			
New DVD rentals 2 day loan	2.50	2.50	0.00%
DVD boxed set 2 week loan	5.00	5.00	0.00%
Console games 1 week loan	4.00	4.00	0.00%
Language courses - 3 month loans	5.25	5.25	0.00%
All other videos, DVDs, CDs	1.10	1.10	0.00%
Ticket Replacement Adults	2.20	2.30	4.55%
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		Full replacement cost	
Photocopying/Printing Charges (all sources)			
Black & White A4 - per page	0.10	0.10	2.50%
Black & White A3 - per page	0.20	0.21	2.50%
Colour A4 - per page	0.75	0.77	2.50%
Colour A3 - per page	1.00	1.03	2.50%
Fax Transmissions			
UK	1.15	1.20	4.35%
Europe and North America	2.20	2.25	2.27%
Rest of World	2.20	2.25	2.27%
Free fax nos.	0.55	0.60	9.09%
Incoming - each	0.55	0.60	9.09%
Meeting room hire Strood Library Hall, Twydall Library and all other library premises.			
Basic Rate	£		
Inside Hours per hour	9.00	9.50	5.56%
Outside Hours per hour	15.00	16.00	6.67%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13	Proposed Fee 2013/2014	increase
	£	£	%

BEREAVEMENT SERVICES**CEMETERIES**

INTERMENTS. *Fee includes preparation and excavation of grave, matting, 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. The fees do not include removal of any memorial, planting, shrubs, flowers or trees. Where any request is received to inter in an existing grave it is expected that the applicants will have made arrangements for the removal of anything that has been placed on the grave and that when digging commences anything left remaining (apart from any proper approved memorial) may be properly disposed of.*

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 added to any costs that the council might charge. 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 refuse any further burial in that grave.

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase	
	£ Resident	£ Non Resident	£ Resident	£ Non Resident	% Resident	% Non Resident
BEREAVEMENT SERVICES						
<u>CEMETERIES (cont)</u>						
Not exceeding 1 month	0.00	105.00	0.00	108.00	0.00%	2.86%
Interment and attendance fee: 1 month - 5 years	100.00	200.00	100.00	200.00	0.00%	0.00%
Interment and attendance fee: 5 - 16 years: max grave length 1.8 m (max coffin length is 1.65m).	250.00	500.00	250.00	500.00	0.00%	0.00%
Interment and attendance fee: Exceeding 16 years.	610.00	1220.00	625.00	1250.00	2.46%	2.46%
Interment and attendance fee: Exceeding 16 years. Treble depth. (Grave for 4 is special request with minimum 7 working days notice. Add £275.00)	660.00	1320.00	675.00	1350.00	2.27%	2.27%
Two full burials undertaken at same time, add:	120.00	320.00	125.00	250.00	4.17%	-21.88%
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 of method or digging. POA.	125.00	250.00	130.00	260.00	4.00%	4.00%
2 sets of cremated remains at same time to a maximum depth of 900 mm, additional depths may be necessary if grave is to be re-used: additional depths charged according to depth of method or digging POA. Note previously this fee was added to the standard fee for cremated remains - this is now a combined fee)	120.00	320.00	175.00	350.00	45.83%	9.38%
Extra digging for coffins greater than 26" wide (in total including bar handles etc) or 78" long add £100.00.	160.00	200.00	150.00	300.00	-6.25%	50.00%
Extra digging etc to accommodate internal boarding, framework, covers etc (materials supplied by others).	160.00	200.00	200.00	400.00	25.00%	100.00%
Relocation of spoil away from graveside prior to service / interment. Prices from:						
Saturday Interment - by arrangement - min 8 working days notice and subject to availability: add	500.00	550.00	520.00	550.00	4.00%	0.00%
Saturday Interment of cremated remains - by arrangement - min 8 days notice and subject to availability: add	100.00	200.00	120.00	240.00	20.00%	20.00%
Services times are 90 minutes - extra service time, per 45 minutes. This cost may be trebled if prior warning not	25.00	25.00	75.00	75.00	200.00%	200.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase	
	£	£	£	£	%	%
BEREAVEMENT SERVICES						
<i>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. All Rights to Erect are for a maximum period of 30 years (renewable).</i>						
CEMETERIES (cont)						
	Resident	Non Resident	Resident	Non Resident		
Grave Selection next-in-line			50.00	100.00		
Grave Selection	180.00	360.00	185.00	370.00	2.78%	2.78%
Exclusive Right of Burial (<30") Adult graves 30 years - inc memorial permit	650.00	1300.00	665.00	1330.00	2.31%	2.31%
Exclusive Right of Burial (<30") Adult graves 50 years - inc memorial permit	1050.00	2100.00	1080.00	2160.00	2.86%	2.86%
Exclusive Right of Burial (<30") Adult graves 99 years - inc memorial permit	1900.00	3800.00	2000.00	4000.00	5.26%	5.26%
Pre Purchased Exclusive Right of Burial (<30") Adult graves 30 years - inc memorial permit	900.00	1800.00	950.00	1900.00	5.56%	5.56%
Pre Purchased Exclusive Right of Burial (<30") Adult graves 50 years - inc memorial permit	1550.00	3100.00	1600.00	3200.00	3.23%	3.23%
Pre Purchased Exclusive Right of Burial (<30") Adult graves 99 years - inc memorial permit	2300.00	4600.00	2360.00	4720.00	2.61%	2.61%
Purchased Exclusive Right of Burial (<30") Adult graves 30 years (RoB)			645.00	1290.00		
Pre Purchased Exclusive Right of Burial (<30") Adult graves 50 years.			1295.00	2590.00		
Pre Purchased Exclusive Right of Burial (<30") Adult graves 99 years.			2055.00	4110.00		
Child graves 6' x 3' : 50 years inc memorial permit	500.00	1000.00	515.00	1030.00	3.00%	3.00%
Child graves 6' x 3' : 99 years inc memorial permit	800.00	1600.00	825.00	1650.00	3.13%	3.13%
Cremated remains 3' x 3': 50 years inc memorial permit	580.00	1160.00	625.00	1250.00	7.76%	7.76%
Cremated remains 3' x 3': 99 years inc memorial permit	950.00	1900.00	1050.00	2100.00	10.53%	10.53%
Pre purchased Cremated remains (3' x 3') 50 years	775.00	1550.00	795.00	1590.00	2.58%	2.58%
Pre purchased Cremated remains (3' x 3') 99 years	1145.00	2290.00	1200.00	2400.00	4.80%	4.80%
Extension to EROB's, per 5 year period - max 30 years	105.00	210.00	105.00	210.00	0.00%	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase	
	£	£	£	£	%	%
BEREAVEMENT SERVICES						
MEMORIALS						
1. Double fees only charged where both deceased and the applicant are non-residents.						
2. Where more than one item is being undertaken on a grave at any one time, the higher fee only is payable						
3. Unless stated otherwise, all permits are for 30 years. Permits are renewable prior to expiry.						
Permit for a cleaning, planted areas etc.	0.00	0.00	0.00	0.00		
30 Year Permit for Small Inscribed vase or tablet (less than 12", 300mm)	70.00	140.00	72.00	144.00	2.86%	2.86%
Additional Inscriptions (no charge if undertaken in-situ and memorials not removed or detached from grave)	70.00	140.00	75.00	150.00	7.14%	7.14%
30 Year Permit for the erection of a memorial/headstone	150.00	300.00	160.00	320.00	6.67%	6.67%
30 Year Permit for the erection of full kerbs and cover slabs.	225.00	450.00	230.00	460.00	2.22%	2.22%
30 Year Permit for Memorial/headstone with full kerbs	370.00	740.00	385.00	770.00	4.05%	4.05%
30 Year Permit for Small kerbs (lawn section/cremated remains) and cover slabs	195.00	390.00	200.00	400.00	2.56%	2.56%
30 Year Permit Memorial/headstone with small kerbs	295.00	590.00	300.00	600.00	1.69%	1.69%
1 Year Permit for Wooden cross and other temporary marker	15.00	30.00	16.00	32.00	6.67%	6.67%
Family maintained grave notice	10.00	20.00	15.00	30.00	50.00%	50.00%
Transfer of right of exclusive burial and duplicate EROB's (Transfer to spouse - deduct £20.00)	50.00	100.00	52.00	104.00	4.00%	4.00%
Alterations to Deeds	30.00	60.00	35.00	70.00	16.67%	16.67%
Genealogical Search fee per name and subject to date of Register entry (assisted searches extra)	15.00	30.00	15.00	30.00	0.00%	0.00%
Marking / identification of grave prior to visit - special request (min 5 days notice)	15.00	30.00	15.00	15.00	0.00%	-50.00%
Quinquennial memorial inspection	35.00	35.00	36.00	36.00	2.86%	2.86%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase	
	£	£	£	£	%	%
BEREAVEMENT SERVICES						
<i>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.</i>						
Medway 'Eco-surround' Adult (supply and fix) 1 year hire	120.00	240.00	124.00	124.00	3.33%	-48.33%
Medway 'Eco-surround' Child (supply and fix) 1 year hire	115.00	230.00	119.00	119.00	3.48%	-48.26%
Medway 'Eco-surround' Cremated Remains (supply and fix) 1 year hire	115.00	230.00	119.00	119.00	3.48%	-48.26%
Medway 'Eco-surround' Adult (supply and fix) 5 year hire	160.00	320.00	165.00	165.00	3.13%	-48.44%
Medway 'Eco-surround' Child (supply and fix) 5 year hire	135.00	270.00	137.00	137.00	1.48%	-49.26%
Medway 'Eco-surround' Cremated Remains (supply and fix) 5 year hire	145.00	290.00	150.00	150.00	3.45%	-48.28%
Eco-surround lease renewal 1 year			37.00	37.00		
Eco-surround lease renewal 5 year			58.00	58.00		

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase	
	£ Resident	£ Non Resident	£ Resident	£ Non Resident	%	
BEREAVEMENT SERVICES						
MISCELLANEOUS						
Arrange funeral under Public Health (Control of Disease) Act 1984, including full property search. From:			500.00	500.00		
Arrange funeral under Public Health (Control of Disease) Act 1985. From :			200.00	200.00		
Use of Cemetery Chapel (Duration of Service: 45 minutes).	75.00	150.00	75.00	75.00	0.00%	-50.00%
Use of Cemetery Chapel (Children up to 5th Birthday)	0.00	100.00				
Private Use of Cemetery Chapel	90.00	125.00	95.00	95.00	5.56%	-24.00%
Bench dedications 10 yr from:	1200.00	1750.00	1230.00	1230.00	2.50%	-29.71%
Re-open walled grave - from:	235.00	470.00	240.00	240.00	2.13%	-48.94%
Exhumation – from:	1060.00	2120.00	1060.00	1060.00	0.00%	-50.00%
Exhumation of cremated remains – from:	345.00	690.00	345.00	345.00	0.00%	-50.00%
Woodland Burial fee (including tree) - includes exclusive right of burial (99 years) (CHATHAM ONLY)	1125.00	2250.00	1500.00	3000.00	33.33%	33.33%
Woodland Interment of cremated remains includes exclusive right of burial (99 years) (CHATHAM ONLY)	490.00	1000.00	750.00	1500.00	53.06%	50.00%
Woodland Burial pre-purchased (99 years) (CHATHAM ONLY)			1500.00	3000.00		
Topping up and seeding. From:	50.00	50.00	50.00	51.25	0.00%	2.50%
Woodland and other Tree plaques (10 years). From	150.00	150.00	195.00	153.75	30.00%	2.50%
Grave identification and photograph	35.00	35.00	35.00	35.00	0.00%	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase
	£		£		%
BEREAVEMENT SERVICES					
<u>CREMATORIUM</u>					
<i>Cremation fees to be applied from 1st September 2013</i>					
<i>CREMATION FEE.</i> The Cremation fee includes all Medical Referee Fees, use of the Chapel for 30 Minute service, Wesley Music, all attendances after the coffin has been placed on the catafalque, strewing of ashes in the Gardens (where the family are not in attendance), and where required a Certificate of Disposal and ashes box.					
All					
Adult cremation. Services before 9.40 deduct £25.00. Late cremation (after 15:20 add £35.00, by arrangement only)	510.00	-	535.00	-	4.90%
Adult Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	635.00	-	665.00	-	4.72%
Under 16 Saturday Cremation - subject to availability. Includes facilities to witness the charging of the coffin.	205.00	-	205.00	-	0.00%
Cremation - NO SERVICE - 8:30 - 9:00	-	-	350.00	-	
Joint service/cremations - 2 adults (includes Medway	775.00	-	810.00	-	4.52%
Witness Coffin being committed into Cremator (Services after 9.40 am)	20.00	-	20.00	-	0.00%
Extra costs for Service Overrun from:	27.00	-	28.00	-	3.70%
Child - Over 5 years and under 16 years	125.00	-	125.00	-	0.00%
Child - Over 1 month to Under 5 years	100.00	-	100.00	-	0.00%
Stillborn - 1 month	25.00	-	25.00	-	0.00%
Body Parts, blocks and slides (no charge for stillborn etc)	70.00	-	75.00	-	7.14%
NVF with service, after 9:40	25.00	-	25.00	-	0.00%
NVF with no service	0.00	-	0.00	-	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase
	£		£		%
BEREAVEMENT SERVICES					
MISCELLANEOUS					
Temporary Storage of Remains - per month - (min period of storage = 3 months, payable in advance)	25.00	-	26.00	-	4.00%
Cancellation within 48 hours (Postponement - no charge)	100.00	-	100.00	-	0.00%
Receiving Ashes from elsewhere	50.00	-	50.00	-	0.00%
Witnessing Strewing (Up to 2 deceased, add £5.00 per person thereafter)	27.00	-	27.00	-	0.00%
Silent disposal of ashes (Up to 2 deceased, add £5.00 per person thereafter) NEW	20.00		20.00		0.00%
Additional Medway Container (Scatter Tube add £8.00)	12.00	-	12.00	-	0.00%
Metal Urn (with cremation)	20.00	-	23.00	-	15.00%
Additional Metal Urn	30.00	-	34.00	-	13.33%
Packaging and Forwarding of Cremated Remains – UK	50.00	-	53.00	-	6.00%
Additional Chapel Time/Memorial Service	120.00	-	125.00	-	4.17%
Administration charge to cover requests for information, alterations etc to records. Genealogical searches etc	15.00	-	16.00	-	6.67%
Additional or replacement Certified Extract, label or other proof of cremation	25.00	-	25.00	-	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13		Proposed Fee 2013/2014		increase
	£		£		%
BEREAVEMENT SERVICES					
CREMATORIUM MEMORIALS					
Book of Remembrance (includes 1 swipe card).					
2 Line Entry	67.00	-	69.00	-	2.99%
5 Line Entry	118.00	-	120.00	-	1.69%
8 Line Entry	150.00	-	154.00	-	2.67%
5 Line Entry with illustration	165.00	-	170.00	-	3.03%
8 Line Entry with illustration	190.00	-	195.00	-	2.63%
Additional screens of text, pictures etc (cost per screen)	35.00	-	37.00	-	5.71%
Swipe cards	16.00	-	17.00	-	6.25%
Book of Remembrance for Babies (includes 1 swipe card).					
Charge per line	15.00	-	15.00	-	0.00%
Charge for illustration	50.00	-	54.00	-	8.00%
Additional swipe card for digital book	16.00	-	16.00	-	0.00%
Miniature Books (Existing books only)					
Charge Per Line	18.00	-	19.00	-	5.56%
Charge For illustration	50.00	-	55.00	-	10.00%
Postage & Packing back to studio	10.00	-	11.00	-	10.00%
Bluebell Memorials - 10 year lease (podkin glade and bluebell walk) Subject to availability					
Single memorial - (left or right of a pair) inclusive of ceramic picture if required	885.00	-	895.00	-	1.13%
Single memorial - (stand alone) inclusive of ceramic picture if required	1000.00	-	1025.00	-	2.50%
Double memorial - (both sides of a pair) inclusive of ceramic picture if required	1770.00	-	1775.00	-	0.28%
Replacement plate with or without photo	185.00	-	190.00	-	2.70%
Replacement plate with or without photo (during first year of lease only)	120.00	-	125.00	-	4.17%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13	Proposed Fee		increase
	£	£		%
BEREAVEMENT SERVICES				
CREMATORIUM MEMORIALS (cont)				
Mushrooms - 10 year lease (glades 5 & 18, podkin and 2 area's of bluebell walk)				
Mushroom Plaque	210.00	220.00	-	4.76%
Replacement Mushroom Plaque	70.00	80.00	-	14.29%
Sundial - 10 year lease				
Small plaque	220.00	225.00	-	2.27%
Medium Plaque	230.00	240.00	-	4.35%
Large Plaque	240.00	245.00	-	2.08%
Replacement plaque (all sizes)	90.00	95.00	-	5.56%
Babe in hand - 10 year lease				
Small plaque	220.00	221.00	-	0.45%
Medium Plaque	230.00	231.00	-	0.43%
Large Plaque	240.00	241.00	-	0.42%
Replacement plaque (all sizes)	85.00	87.00	-	2.35%
All sizes - 20 year lease	335.00	350.00	-	4.48%
Wall Columbaria 15 year lease (chapel of meditation walls 4 & 5) subject to availability				
Wall Columbaria without Motif (15 years)	470.00	470.00	-	0.00%
Wall Columbaria with Motif (15 years)	470.00	470.00	-	0.00%
Wall Columbaria with own Motif (15 years)	470.00	470.00	-	0.00%
Wall Columbaria - replacement	105.00	110.00	-	4.76%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13	Proposed Fee		increase
	£	£		%
BEREAVEMENT SERVICES				
CREMATORIUM MEMORIALS (cont)				
Columbaria				
Columbaria (10 years) Motifs extra (subject to design) – includes first 80 characters	1000.00	1005.00	-	0.50%
Columbaria (20 years) Motifs extra (subject to design) – includes first 80 characters	1300.00	1305.00	-	0.38%
Granite Niche (20 years) - new	950.00	955.00	-	0.53%
Columbaria (30 years) – includes first 80 characters and standard motif.	2200.00	2205.00	-	0.23%
Columbaria inscriptions (price per character after the first 80)	1.60	1.65	-	3.13%
Columbaria Motif (from standard catalogue)	85.00	90.00	-	5.88%
Columbaria Motif (own design supplied)	100.00	105.00	-	5.00%
Columbaria Motif/photo (1 face) on ceramic (portrait)	130.00	135.00	-	3.85%
Columbaria photo (2 faces) on ceramic (landscape)	140.00	145.00	-	3.57%
Replacement Plate for columbaria - includes 80 character	135.00	140.00	-	3.70%
Additional Inscription to Columbaria - includes 80 characters	115.00	120.00	-	4.35%
Postage and packing of columbaria plates - Courier	40.00	45.00	-	12.50%
Benches 10 year lease (various locations around the grounds) subject to availability				
Bench renewal lease	850.00	855.00	-	0.59%
Bench New lease - Including 12" x 21/2" Perspex Plaque	1200.00	1205.00	-	0.42%
Additional Perspex Plaque (12" x 21/2")	40.00	45.00	-	12.50%
Additional Bronze Plaque (12" x 21/2")	135.00	140.00	-	3.70%
Perspex replacement of alteration to existing plaque including additional name	50.00	55.00	-	10.00%
Bronze replacement of alteration to existing plaque including additional name	135.00	135.00		0.00%
Bench vases	25.00	25.00		0.00%
Shared bench perspex plaque (5" x 3")	165.00	167.00		1.21%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13	Proposed Fee	increase
	£	£	%
BEREAVEMENT SERVICES			
CREMATORIUM MEMORIALS (cont)			
Chapel Chair (both chapels, east - blue and west - pink)			
Chapel Chair including plaque	200.00	210.00	5.00%
Chapel Chair additional plaque	50.00	60.00	20.00%
Replacement chapel chair plaque	50.00	60.00	20.00%
Bronze Wall Plaques 10 year lease subject to availability			
Bronze wall plaque - renewal of lease only no new plaque	150.00	155.00 -	3.33%
Replacement Bronze wall plaques - including alterations, updating & additional names	135.00	140.00 -	3.70%
Granite Wall Plaques 10 year lease subject to availability			
Granite wall plaque - inscription only	220.00	225.00	2.27%
Granite wall plaque - inscription & engraved illustration	250.00	255.00	2.00%
Granite wall plaque - inscription & photo	310.00	315.00	1.61%
Granite wall plaque - lease renewal	110.00	115.00	4.55%
Replacement or alteration to existing plaque including additional name - inscription only	275.00	280.00	1.82%
Replacement or alteration to existing plaque including additional name - inscription & illustration/photo.	200.00	205.00	2.50%
FLORIS' Wall Plaques			
Floris Plaque - inscription only	240.00	245.00	2.08%
Floris Plaque - with engraved motif (from standard catalogue range)	260.00	265.00	1.92%
Floris Plaque - with ceramic motif/photo	310.00	320.00	3.23%
Renewal of lease (New 10 years existing plaque used)	180.00	190.00	5.56%
Replacement Floris plaque - including alterations, updating & additional names	170.00	170.00	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13	Proposed Fee	increase
	£	£	%
BEREAVEMENT SERVICES			
CREMATORIUM MEMORIALS (cont)			
Dedicated roses - 10 year lease			
Standard rose tree with plaque on stem	200.00	225.00	12.50%
Standard rose tree replacement plaque on stem	60.00	65.00	8.33%
Standard rose tree additional replacement plaque on stem	60.00	65.00	8.33%
Granite Flower Kerbs - 10 year lease (RWA Glades 32 & 38)			
subject to availability			
Granite Flower Kerb (grey/black)	425.00	430.00	1.18%
Granite Flower Kerb (gold/black)	435.00	440.00	1.15%
Replacement Flower Kerb Plaques (both colours)	100.00	105.00	5.00%
Granite Book - 10 year lease (Entrance to Glade 16 - 6" x 4", and Rear of East Cloisters, 4" x 3" plaque)			
Granite Book Plaque: Glade 16	235.00	240.00	2.13%
Replacement Granite Book Plaque: Glade 16	90.00	95.00	5.56%
Granite Book Plaque: East Chapel	235.00	235.00	0.00%
Replacement Granite Book Plaque: East Chapel	90.00	90.00	0.00%
Memorial Plaques (10 years)			
Perspex Garden Plaque	155.00	157.00	1.29%
Perspex Replacement Garden Plaque including alterations, updating & additional names	57.00	60.00	5.26%
Granite Garden Plaque	202.00	205.00	1.49%
Granite Replacement Garden Plaque including alterations, updating & additional names	102.00	105.00	2.94%

Organist (Private fee not paid to LA)

Other memorials and services available subject to demand and availability. Fees determined as necessary.

Medical Referee fees are included in the cremation fee - should these fees be increased (usually by NJC), the cremation fee to be increased accordingly. VAT included where applicable.

BUSINESS SUPPORT DEPARTMENT (BSD)

(All charges include VAT where applicable)

	Fee 2012/13	Proposed Fee 2013/14	Increase (%)
	£	£	
Medway Register Office			
ALL CEREMONIES - APPROVED PREMISES			
Booking Deposit (additional to Ceremony Fee - non refundable)	50.00	50.00	0.00%
Cancellation fee		50.00	
Monday to Friday	410.00	415.00	1.22%
Saturday	480.00	485.00	1.04%
Sunday and Bank Holidays	550.00	555.00	0.91%
Notice appointment fee		20.00	
ALL CEREMONIES Corn Exchange/Guildhall			
Venues annexed to the Register Office, for up to 60			
Guests. (Larger parties subject to negotiation in context)			
Booking Deposit (additional to Ceremony Fee - non refundable)	20.00	20.00	0.00%
Cancellation fee		50.00	
Monday to Friday	180.00	185.00	2.78%
Saturday	220.00	225.00	2.27%
Sunday - Bank Holidays	265.00	270.00	1.89%
Handling Fees for bookings on behalf of other premises			
Personal Citizenship Ceremonies	110.00	120.00	9.09%
Initial licensing/Renewal of a venue	1800.00	1800.00	0.00%
Request for review	430.00	430.00	0.00%
Sale of Products/Additional Services			
Priority Certificate Production	11.00	11.00	0.00%
postage 2nd	0.50	0.50	0.00%
postage 1st	1.00	1.00	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)**Community Interpreting Service (CIS)****Translation Charges**

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

All prices are excluding VAT

	Fee 2012/13				Proposed Fee 2013/14			
Language	Letters and other simple format documents		Multilingual leaflets, complex or urgent		Letters and other simple format		Multilingual leaflets, complex or urgent	
	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum 200 words
	£	£	£	£	£	£	£	£
Albanian	130.00	40.00	138.00	40.00	130.00	40.00	138.00	40.00
Arabic	130.00	35.00	155.00	45.00	130.00	35.00	155.00	45.00
Bengali	130.00	35.00	155.25	35.00	130.00	35.00	155.25	35.00
Bosnian/Serbo-Croat	130.00	35.00	155.25	50.00	130.00	35.00	155.25	50.00
Chinese	130.00	40.00	155.25	40.00	130.00	40.00	155.25	40.00
Czech	130.00	35.00	155.25	50.00	130.00	35.00	155.25	50.00
Danish	172.50	50.00	172.50	50.00	172.50	50.00	172.50	50.00
Dutch	130.00	PAO	172.50	PAO	130.00	PAO	172.50	PAO
Farsi/Persian	155.25	40.00	155.25	45.00	155.25	40.00	155.25	45.00
French	130.00	35.00	138.00	35.00	130.00	35.00	138.00	35.00
German	130.00	35.00	138.00	35.00	130.00	35.00	138.00	35.00
Greek	130.00	40.00	155.25	35.00	130.00	40.00	155.25	35.00
Gujarati	155.25	35.00	155.25	35.00	155.25	35.00	155.25	35.00
Hindi	155.25	35.00	155.25	35.00	155.25	35.00	155.25	35.00
Hungarian	130.00	40.00	155.25	POA	130.00	40.00	155.25	POA
Italian	130.00	35.00	138.00	35.00	130.00	35.00	138.00	35.00
Japanese	130.00	35.00	172.50	60.00	130.00	35.00	172.50	60.00
Kurdish Kurmanji	172.50	55.00	172.50	55.00	172.50	55.00	172.50	55.00
Kurdish Sorani	172.50	55.00	172.50	55.00	172.50	55.00	172.50	55.00
Latvian	130.00	35.00	155.25	50.00	130.00	35.00	155.25	50.00

Community Interpreting Service (CIS)

		Fee 2012/13				Proposed Fee 2013/14			
Language	Letters and other simple format documents		Multilingual leaflets, complex or urgent		Letters and other simple format		Multilingual leaflets, complex or urgent		
	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum 200 words	Rate/ 1000 words	Minimum 200 words	
	£	£	£	£	£	£	£	£	
Lithuanian	130.00	40.00	155.25	50.00	130.00	40.00	155.25	50.00	
Nepalese	155.25	50.00	155.25	50.00	155.25	50.00	155.25	50.00	
Polish	130.00	35.00	138.00	35.00	130.00	35.00	138.00	35.00	
Punjabi	155.25	35.00	155.25	35.00	155.25	35.00	155.25	35.00	
Portuguese	130.00	35.00	138.00	45.00	130.00	35.00	138.00	45.00	
Pashto	155.25	40.00	155.25	40.00	155.25	40.00	155.25	40.00	
Romanian	130.00	35.00	155.25	50.00	130.00	35.00	155.25	50.00	
Russian	130.00	35.00	138.00	40.00	130.00	35.00	138.00	40.00	
Somali	138.00	40.00	138.00	40.00	138.00	40.00	138.00	40.00	
Swahili	155.25	50.00	155.25	50.00	155.25	50.00	155.25	50.00	
Tamil	155.00	40.00	155.00	40.00	155.00	40.00	155.00	40.00	
Thai	172.50	40.00	172.50	40.00	172.50	40.00	172.50	40.00	
Turkish	130.00	35.00	138.00	35.00	130.00	35.00	138.00	35.00	
Ukrainian	155.25	40.00	155.25	40.00	155.25	40.00	155.25	40.00	
Vietnamese	138.00	45.00	138.00	35.00	138.00	45.00	138.00	35.00	
Urdu	155.25	35.00	155.25	35.00	155.25	35.00	155.25	35.00	

Community Interpreting Service (CIS)*Other languages available on request***Face to Face Interpreting Charges***Charges are made in increments of 15 minutes for interpreting and travel time*

	Fee 2012/2013 Charges per hour		Proposed Fee 2013/2014 Charges per hour		Increase	Increase
	Travel time	Interpreting	Travel time	Interpreting		
	£	£	£	£	%	%
Mon-Fri 8am-8pm	31.00	34.00	31.00	34.00	0.0%	0.0%
Mon-Fri 8pm-8am	31.00	41.00	31.00	41.00	0.0%	0.0%
Saturdays	31.00	41.00	31.00	41.00	0.0%	0.0%
Sundays & Bank Holidays	31.00	48.00	31.00	48.00	0.0%	0.0%

Telephone Interpreting Charges*Cost per 30 minutes telephone interpreting (minimum charge) + utility charge* if applicable*

	Fee 2012/2013	Proposed Fee 2013/2014	Increase
	£	£	%
Mon-Fri 8am-8pm	27.00	27.00	0.0%
Mon-Fri 8pm-8am	30.00	30.00	0.0%
Saturdays	30.00	30.00	0.0%
Sundays & Bank Holidays	32.50	32.50	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.*

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
LOCAL LAND CHARGES			
LLC1 only	25.00	25.00	0.00%
Additional parcel of land	20.00	20.00	0.00%
Standard search incl LLC1 fee	75.00	75.00	0.00%
Additional parcel of land	35.00	35.00	0.00%
Part II printed enquiry - Con29O Questions 4 & 7-21	10.00	10.00	0.00%
Part II printed enquiry - Con29O Questions 5 & 22	15.00	15.00	0.00%
Admin. fee for additional enquiries	10.00	10.00	0.00%
<i>Commercial requests e.g Shopping Centre or New development officially named & numbered - Fee on request</i>	0.00	2,500.00	100%
Expedited Service for Standard search - returned electronically within 1· working day	15.00	15.00	0.00%
Updated service for Full search first 3 months - free	0.00	0.00	0.00%
Updated service for Full search - fee imposed for 3-6 months	40.00	40.00	0.00%
Inspection of LLC Register under EIR	0.00	0.00	0.00%
Enhanced personal search service for the LLC Register	11.00	11.00	0.00%
Additional parcel of land	1.00	2.50	150.00%
Enhanced component data service - Con29R Questions 1.1a-e; 1.2 - 3.7 & 3.9 - 3.13	2.50	2.50	0.00%
Enhanced component data service - Con29R Questions 1.1f -h & 3.8	3.00	3.00	0.00%
Registration of a charge in Part 11 of the register			
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	10.00	10.00	0.00%
Filing a judgement, order or application for the variation or cancellation of an entry in Part 11 of the register	20.00	20.00	0.00%
Inspection of documents filed under rule 10 in respect of each parcel of land	5.00	5.00	0.00%
Official search (including issue of official certificate of search): -			
a) In any one part of the register	5.00	5.00	0.00%
b) In the whole of the register			
(i) where the request is made by electronic means in accordance with rule 16; and	25.00	25.00	0.00%
(ii) in any other case	25.00	25.00	0.00%
and in addition, in respect of each parcel of land above one, where under rule 11(3) more than one parcel is included in the same requisition (where the requisition is for a search in the whole or in any part of the register), subject to a maximum of £240	20.00	20.00	0.00%
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	2.50	2.50	0.00%
Office copy of any plan or other documents filed pursuant to the Rules			

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
LICENSING			
<i>Pleasure Boat</i>	125.00	125.00	0.00%
<i>Sex Shop & Sex Cinema</i>			
- New	4300.00	4,300.00	0.00%
- Renewal and transfer	2700.00	2,700.00	0.00%
<i>Sexual Entertainment Venues</i>			
- New	4300.00	4,300.00	0.00%
- Renewal (dealt with in the same way as new application)	4300.00	4,300.00	0.00%
<i>Street Trading</i>			
Street Trading Licence	280.00	0.00	-100.00%
Amended Street Trading Consent - Annual	280.00	500.00	78.57%
Street Trading Consent - 6-months	0.00	300.00	100.00%
Street Trading Consent - month	0.00	150.00	100.00%
Street Trading Consent – Festivals (per day)	65.00	50.00	-23.08%
<i>Motor Salvage Operator</i>			
Individual	65.00	75.00	15.38%
Partnership	80.00	90.00	12.50%
Limited Company	105.00	125.00	19.05%
<i>Hackney Carriage and Private Hire Fees</i>			
Vehicle Licence Fees (press notice needed)			
- Vehicles under 3 years old	80.00	80.00	0.00%
- Vehicles 3 – 5years old	130.00	130.00	0.00%
- Vehicles over 5years old	140.00	140.00	0.00%
Drivers Licence (3 year)	160.00	160.00	0.00%
Knowledge Test	65.00	65.00	0.00%
Operators Fees (press notice needed)			
Operators Licence A (1-6 vehicles)	90.00	90.00	0.00%
Operators Licence B (7-12 vehicles)	200.00	200.00	0.00%
Operators Licence C (over 12 vehicles)	315.00	315.00	0.00%
Plate Replacements &	25.00	25.00	0.00%
Non attendance to an appointment	0.00	25.00	100%
Transfer of Ownership	25.00	25.00	0.00%
Driver licence badge replacement	5.00	5.00	0.00%
Application Fee	25.00	25.00	0.00%
Duplicate Licence Fee	10.50	10.50	100.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
<i>Licensing Act 2003 New fees and Charges (Set by Government)</i>			

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 £4301-£33000	190.00	190.00	0.00%
BAND C £33001-£87000	315.00	315.00	0.00%
BAND D £87001-£125000	450.00	450.00	0.00%
BAND E £125001 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 £4301-£33000	180.00	180.00	0.00%
BAND C £33001-£87000	295.00	295.00	0.00%
BAND D £87001-£125000	320.00	320.00	0.00%
BAND E £125001 and over	350.00	350.00	0.00%

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

Number of Occupants

5000-9999	1000.00	1,000.00	0.00%
10000-14999	2000.00	2,000.00	0.00%
15000-19999	4000.00	4,000.00	0.00%
20000-29999	8000.00	8,000.00	0.00%
30000-39999	16000.00	16,000.00	0.00%
40000-49999	24000.00	24,000.00	0.00%
50000-59999	32000.00	32,000.00	0.00%
60000-69999	40000.00	40,000.00	0.00%
70000-79999	48000.00	48,000.00	0.00%
80000-89999	56000.00	56,000.00	0.00%
90000 and over	64000.00	64,000.00	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
<i>Licensing Act 2003 New fees and Charges (Set by Government)</i>			
<i>(cont)</i>			
Additional Annual Fee for exceptionally large scale events requiring premises licenses, based on occupancy.			
Number of Occupants			
5000-9999	500.00	500.00	0.00%
10000-14999	1000.00	1,000.00	0.00%
15000-19999	2000.00	2,000.00	0.00%
20000-29999	4000.00	4,000.00	0.00%
30000-39999	8000.00	8,000.00	0.00%
40000-49999	12000.00	12,000.00	0.00%
50000-59999	16000.00	16,000.00	0.00%
60000-69999	20000.00	20,000.00	0.00%
70000-79999	24000.00	24,000.00	0.00%
80000-89999	28000.00	28,000.00	0.00%
90000 and over	32000.00	32,000.00	0.00%
 Minor Variation Application - Premises Licence	 89.00	 89.00	 0.00%
<i>Personal Licences</i>			
Personal fee	37.00	37.00	0.00%
<i>Miscellaneous Licence fees and charges</i>			
Application for copy of licence or summary on theft, loss etc of premises licence or summary	10.50	10.50	0.00%
Notification of change of name or address (holder of premise licence)	10.50	10.50	0.00%
Application to vary /specify individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making a provisional statement	315.00	315.00	0.00%
Application for copy of certificate or summary on theft, loss etc of certificate or summary	10.50	10.50	0.00%
Notification of change of name or alteration of club rules	10.50	10.50	0.00%
Change of relevant registered address of club	10.50	10.50	0.00%
Temporary event notices	21.00	21.00	0.00%
Application for copy of notice on theft, loss etc of temporary event	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%

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
Amusement with Prize Machines			
GAMBLING ACT 2005			
Premises Licence (Maximum Fee set by Government - local authorities have discretion to set fees based on cost)			
Variation Applications			
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	1230.00	1,230.00	0.00%
Family Entertainment Centre	925.00	925.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	1550.00	1,550.00	0.00%
Non Conversion Applications (New Premises) and Provisional Applications (New)			
Betting (Track)	1800.00	1,800.00	0.00%
Betting (Other)	2550.00	2,550.00	0.00%
Family Entertainment Centre	1550.00	1,550.00	0.00%
Adult Gaming Centre	1550.00	1,550.00	0.00%
Bingo	3050.00	3,050.00	0.00%
Non-Conversion Fee in respect of Provisional Statement Premises			
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	1225.00	1,225.00	0.00%
Family Entertainment Centre	925.00	925.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	925.00	925.00	0.00%
Copy of a Licence (Government maximum fee)	25.00	25.00	0.00%
Change of Circumstances (Government maximum fee)	50.00	50.00	0.00%
Transfer/Reinstatement of Licence			
Betting (Track)	925.00	925.00	0.00%
Betting (Other)	925.00	925.00	0.00%
Family Entertainment Centre	585.00	585.00	0.00%
Adult Gaming Centre	870.00	870.00	0.00%
Bingo	870.00	870.00	0.00%
Annual Fee			
Betting (Track)	975.00	975.00	0.00%
Betting (Other)	450.00	450.00	0.00%
Family Entertainment Centre	585.00	585.00	0.00%
Adult Gaming Centre	925.00	925.00	0.00%
Bingo	925.00	925.00	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
PERMITS (Set by Government - No discretion for local authorities)			
<i>Licensed Premises Gaming Machine Permit</i>			
Grant	150.00	150.00	0.00%
Existing operator grant	100.00	100.00	0.00%
Variation	100.00	100.00	0.00%
Transfer	25.00	25.00	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	51.00	2.00%
Copy of notification	10.50	10.50	0.00%
<i>Club Gaming Permits</i>			
Grant	200.00	200.00	0.00%
Grant (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing Operator Grant	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%
Annual Fee	50.00	50.00	0.00%
Copy of Permit	15.00	15.00	0.00%
<i>Club Machine Permits</i>			
Grant	200.00	200.00	0.00%
Grant (Club Premises Certificate holder)	100.00	100.00	0.00%
Existing Operator Grant	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%
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>			
Grant	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing Operator Grant	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>			
Grant	300.00	300.00	0.00%
Renewal	300.00	300.00	0.00%
Existing Operator Grant	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>			
Grant	40.00	40.00	0.00%
Annual Fee	20.00	20.00	0.00%

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/14 £	Increase %
(All charges include VAT where applicable)			
St George's Centre Hall Hire rates			
<i>(Bank Holidays, New Years Eve, Christmas On Application)</i>			
Monday - Thursday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	256.00	265.00	3.52%
- All Others	318.00	325.00	2.20%
Full Day 9am - 5pm			
- Charity/Community Groups	477.00	490.00	2.73%
- All Others	595.00	610.00	2.52%
Evening 6pm - 12 midnight			
- Charity/Community Groups	338.00	345.00	2.07%
- All Others	425.00	435.00	2.35%
Friday, Saturday or Sunday			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	256.00	265.00	3.52%
- All Others	318.00	325.00	2.20%
Full Day 9am - 5pm			
- Charity/Community Groups	477.00	490.00	2.73%
- All Others	595.00	610.00	2.52%
Evening 6pm - 12 midnight			
- Charity/Community Groups	513.00	525.00	2.34%
- All Others	641.00	660.00	2.96%
Audio Visual Equipment			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	87.00	90.00	3.45%
- All Others	108.00	110.00	1.85%
Full Day 9am - 5pm			
- Charity/Community Groups	154.00	160.00	3.90%
- All Others	190.00	195.00	2.63%
Evening 6pm - 12 midnight			
- Charity/Community Groups	133.00	135.00	1.50%
- All Others	164.00	170.00	3.66%
Use of Catering Kitchen			
Half Day 9am - 12.30pm or 1.30pm to 5pm			
- Charity/Community Groups	33.00	35.00	6.06%
- All Others	41.00	45.00	9.76%
Full Day 9am - 5pm			
- Charity/Community Groups	62.00	65.00	4.84%
- All Others	77.00	80.00	3.90%
Evening 6pm - 12 midnight			
- Charity/Community Groups	82.00	85.00	3.66%
- All Others	103.00	105.00	1.94%

BUSINESS SUPPORT DEPARTMENT (BSD)**Medway Community Learning****Academic Year Charges (from 1 August 2013)**

	Full Fee incl Reg fee 2012/2013 £	Concessionary Fee (70%) incl Reg fee 2012/2013 £	Proposed		Increase %	Increase %
			Full Fee incl Reg fee 2013/2014	Concessionary Fee (70%) incl Reg fee 2013/2014		
Registration fee - applies to all courses						
Registration fee (charge varies according to length of course):						
1-9 hours	5.0	5.0	5.00	not applicable	0.0%	not applicable
10-19 hours	7.0	7.0	7.00	not applicable	0.0%	not applicable
20+ hours	8.5	8.5	9.00	not applicable	5.9%	not applicable
Adult Skills Courses - tuition fees only						
<i>Academic Year £ (per hour):</i>	2.8	2.0	2.87	2.01	2.5%	2.5%
Community Learning Courses - tuition fees only						
<i>Academic Year £ (per hour):</i>	2.9	2.1	3.00	2.10	2.5%	2.5%
Commercial rate courses (non-SFA funded)						
<i>Academic Year £ (per hour):</i>	3.4		3.53		2.5%	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.

BUSINESS SUPPORT DEPARTMENT (BSD)

	Fee 2012/13 £	Proposed Fee 2013/2014 £	Increase %
SALE OF AGENDAS			
Annual charge per committee	73.00	74.83	2.5%
INSPECTION OF FILES CHARGE			
Each subject matter or set of background papers (Up to 100 pages. Extra pages at 10p each)			
PHOTOCOPYING CHARGE			
Admin charge	2.00	2.05	2.5%
Each copy up to 20 copies	0.11	0.11	2.5%
Minimum charge (admin plus one copy)	2.00	2.05	2.5%
Each copy over 20	0.10	0.10	2.5%
REGISTER OF ELECTORS (Statutory)			
Full Register (restricted sales to credit agencies only) as at 1 December.			
Full register - paper format	990.00	1014.75	2.5%
Full register - data format	337.50	345.94	2.5%
Edited register - paper format	415.00	425.38	2.5%
Edited register - data format	175.50	179.89	2.5%
Postage & packing	22.00	22.55	2.5%
Street Index	12.00	12.30	2.5%
Sale of Medway ward map	12.00	12.30	2.5%
Letter of confirmation on Register of Electors	6.00	6.15	2.5%
Sale of Medway ward map	12.00	12.30	2.5%

CHILDREN AND ADULTS DIRECTORATE

	Fee 2012/2013 £	Proposed Fee 2013/2014 £	Increase %
<u>SOCIAL CARE</u>			
<u>Charges for Meals and Snacks at Internal Services*</u>			
Mid Morning/Afternoon Tea/Coffee Toast & Biscuits	1.68	1.70	1.19%
Midday Meals and am/pm Snacks	5.57	5.70	2.33%
Midday Meal Charge	3.89	4.00	2.83%
<u>Meals Delivery Service*</u>			
NB: Income collected directly by supplier who bills for a net amount	3.90	4.00	2.56%
<u>Apointee Service</u>			
Service user savings			
Under £3,000		No charge	
£3,000 - £9,999		£5 per week	
£10,000 - £15,999		3% annual charge	
£16,000 and over		£585 annual charge	
<u>Adoption</u>			
<u>Inter-country adoption assessments</u>			
First Assessment	4,950.00	5,075.00	2.53%
Second Assessment	2,475.00	2,535.00	2.42%
Placement Report	27.90	28.60	2.51%
<i>BAAF National Charging Arrangement</i>			
<u>Parklands</u>			
After School Club (per child per session)	8.00	8.00	0.00%
Youth Group (per child per session)	8.00	8.00	0.00%
Half Term (per child per session)	16.00	16.00	0.00%
Easter and Summer Play Schemes (per child per session)	16.00	16.00	0.00%
Saturday Club (per child per session)	16.00	16.00	0.00%
<u>Fostering</u>			
Independent Fostering Agencies/Other Local Authorities foster carer c	35.00	40.00	14.29%
<u>HOME TO SCHOOL/COLLEGE TRANSPORT</u>			
Vacant Seats Payment	530.00	543.00	2.45%

Directorate Business Support	Name of Function or Policy or Major Service Change Capital and Revenue Budgets 2013-2014		
Officer responsible for assessment Mick Hayward Chief Finance Officer	Date of assessment February 2013	New or existing? New	
Defining what is being assessed			
1. Briefly describe the purpose and objectives	The capital and revenue budgets 2013/2014 set out the council's spending plans and how it intends to resource the delivery of services in 2013/14. In accordance with the constitution these are to be submitted to Council on 21st February, a special meeting convened to set the council tax. Like last the last two years the need to deliver a sustainable budget significant savings has been identified.		
2. Who is intended to benefit, and in what way?	The budget must enable the council to provide services. It supports delivery of council provision which is underpinned by the council's two core values <ul style="list-style-type: none"> • Giving value for money • Putting the customer at the centre of everything we do This assessment reviews the possible cumulative impact of the proposals identified in the budget report.		
3. What outcomes are wanted?	A sustainable budget is agreed which supports the council in delivering its priorities and in meeting statutory responsibilities.		

<p>4. What factors/forces could contribute/detract from the outcomes?</p>	<p>Contribute Good planning and effective use of information and intelligence</p> <p>Effective joined up working across the council to deliver services</p> <p>If decisions are made to outsource services, it is proposed to involve service users and their families in the specification of outcomes/ outputs to be achieved by the provider and the evaluation of the contract to provide further reassurance.</p> <p>Impact of council initiatives such as the apprenticeship and Employ Medway' projects.</p> <p>Increasing customer satisfaction up from 50% in 2010 to 58% in 2012.</p> <p>Client satisfaction with services for older and disabled people has increased from 62 %to 63.5%</p> <p>Implementation of Better for Less programme, to deliver a more efficient and customer focused service.</p>	<p>Detract</p> <p>Further funding cuts</p> <p>Increased demand</p> <p>Poor performance monitoring in year</p> <p>Increasing demographic pressures for over 65+ and under 15 age groups.</p>
<p>5. Who are the main stakeholders?</p>	<p>Residents, businesses located in Medway councillors, partners, officers.</p>	
<p>6. Who implements this and who is responsible?</p>	<p>Senior managers.</p>	

Assessing impact		
<p>7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial groups</i>?</p>	<p>YES</p>	<p>To deliver a sustainable council budget service savings have been identified that could have a differential impact due to Racial groups. Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them.</p>
<p>What evidence exists for this?</p>	<p>The YES Medway Service aims to provide impartial advice and support to young people as risk of not being employed, in education or training (NEET).</p> <p>The service is commissioned by Medway Council and delivered through Medway Youth Trust with budget funding through the Early Intervention Grant (EIG).</p> <p>Budget proposal for the Early Intervention Grant 2013/14 includes a 20% reduction in funding for the YES Medway contract with Medway Youth Trust.</p> <p>19% of all service users are from ethnic groups other than white-British. [YES Medway Monitoring Report September – December 2012]. This is a disproportionately higher percentage compared with these ethnic groups for Medway (14%) (although this Census figure is for <u>all</u> ages) [Census 2011}</p> <p>Any remodelling of the service to meet the proposed service would seek to retain this function at its current level to mitigate against any impact in this area.</p>	
<p>8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>?</p>	<p>YES</p>	<p>To deliver a sustainable council budget service savings have been identified that could have a differential impact due to disability. Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to disabled people that need them. Any further issues not already identified will be incorporated.</p>
<p>What evidence exists for this?</p>	<p>The DIAs undertaken by Adult and Children Services in relation to service saving proposals, which will be included as part of the Cabinet report on these proposals, have highlighted a potential impact on disabled people.</p>	

	<p>For example 24% of all YES Medway service users have special educational needs SEN.</p> <p>The service currently provides the vehicle to deliver the statutory duty for the local authority of supporting post -16 transition for young people with learning difficulties and disabilities (Learning and Skills Act 2000).</p> <p>Any reduction to this specific resource as part of the process to meet the proposed savings for 2013/14 would naturally impact upon this particular equality group.</p> <p>Any remodelling of the service to meet the proposed savings would therefore seek to prioritise this front line function aimed at this group. It will aim to retain the service at its current level where possible to mitigate against any impact in this area.</p>	
<p>9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>?</p>	<p>YES</p>	<p>To deliver a sustainable council budget service savings have been identified that could have a differential impact due to gender. Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them.</p>
<p>What evidence exists for this?</p>	<p>The possible impact of proposed savings for the 'Yes Medway' service.</p> <p>Analysis of service usage for Sept-Dec 2012 shows there is a higher percentage of males (54%) accessing this service compared with females (46%).</p> <p>This is a higher proportion compared with the total males (51%) and total females (49%) for Medway (Census 2011)</p> <p>Any proposed changes to service delivery to meet 2013/14 savings would potentially impact on access to the service disproportionately in favour of males. Female users who are currently under represented may be further adversely affected if services are reduced.</p>	

<p>10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>?</p>	<p>NO</p>	<p>None of the services have reported service reductions that might impact disproportionately. However this will continue to be reviewed to look for any unintentional or unidentified impact in the future.</p>
<p>What evidence exists for this?</p>		
<p>11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>?</p>	<p>NO</p>	<p>None of the services have reported service reductions that might impact disproportionately. However this will continue to be reviewed to look for any unintentional or unidentified impact in the future.</p>
<p>What evidence exists for this?</p>		
<p>12. Are there concerns there <u>could</u> be a differential impact due to people's age?</p>	<p>YES</p>	<p>To deliver a sustainable council budget service savings have been identified that could have a differential impact due to age. Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them.</p>
<p>What evidence exists for this?</p>	<p>The YES Medway service is specifically targeted at young people. Any proposed changes to the service in respect of meeting the proposed reduced funding for 2013/14 would still enable access to the service for all ages within its target group.</p> <p>However, any reduction in the scale of service provision is likely to adversely affect discretionary groups who receive this service eg under 13s. Young People will be impacted by the on-going review of the youth service. The Youth Services will continue to meet the needs of young people in need of support. Services will continue to be targeted to ensure they are available to the most vulnerable young people. A DIA will identify any potential adverse impact and mitigations that can be put in place.</p>	
<p>13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>?</p>	<p>NO</p>	<p>None of the services have reported service reductions that might impact disproportionately. However this will continue to be monitored to look for any unintentional or unidentified impact in the future.</p>
<p>What evidence exists for this?</p>		

14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. people with caring responsibilities or dependants, those with an offending past, or people living in rural areas)?		None of the services have reported service reductions that might impact disproportionately. However this will continue to be monitored to look for any unintentional or unidentified impact in the future.
	NO	
What evidence exists for this?		
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)?	YES	Some clients are impacted by a number of changes, not because of the protected category they are part of but because of the services they use. The individual move on plans are being introduced to ensure that those potentially impacted by several changes receive a robust level of support and move on plans are in place and monitored regularly.
What evidence exists for this?	YES Medway service users may have multi discrimination characteristics (age, disability, ethnicity), which may compound the adverse impact on these groups as a result of the proposed service reduction.	

Conclusions & recommendation		
16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact?	YES	Many of the services proposed to undergo changes are provided to particular groups so the impact will be specifically on that group. This is not surprising when such significant funding reductions need to be incorporated into the budget.
17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?	YES	N/A
	NO	
Recommendation to proceed to a full impact assessment?		
NO, BUT ...	What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?	<p>The impact on a number of Children and Adult services has been identified. In doing so the council recognises that individual proposals on their own may not be significant but the cumulative impact of a number of proposals could have an impact on particular groups. The council has attempted to minimise impact on particular groups.</p> <p>Although diversity impact assessments help to anticipate the likely effects of proposals on different communities and groups in reality it is likely that the full impact will only be known once it is introduced. Consequently, the council</p>

		through individual services will continue to review and monitor satisfaction and take up of services and any unintentional impacts that come to light during that monitoring will be reported through existing quarterly monitoring processes.
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Action plan to make Minor modifications		
Outcome	Actions (with date of completion)	Officer responsible
Unintentional and unintended impact is picked up through on going monitoring	Monitor take up of and satisfaction with services	Assistant Directors
Put mitigations in place, where possible, to redress any unintended or unintentional impact identified through monitoring	Review monitoring at service and directorate level and report any impact to the Equality and access group	Assistant Directors

Planning ahead: Reminders for the next review		
Date of next review	Budget 2014-2015	
Areas to check at next review (e.g. new census information, new legislation due)	Any adverse impact identified through the course of the on going monitoring	
Signed (completing officer/service manager)	Date	11.02.12
Signed (service manager/Assistant Director)	Date	11.02.12