

CORPORATE SERVICES POLICY ADVISORY COMMITTEE MEETING

Date: Wednesday 14 December 2022
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Brice (Chairman), Mrs Gooch (Vice-Chairman), Brindle, Cannon,
Cooke, Cox, Harper, Hinder and Khadka

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

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| 2. Notification of Substitute Members | |
| 3. Urgent Items | |
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| 5. Disclosures by Members and Officers | |
| 6. Disclosures of Lobbying | |
| 7. To consider whether any items should be taken in private because of the possible disclosure of exempt information | |
| 8. Minutes of the Meeting Held on 16 November 2022 | 1 - 6 |
| 9. Question and Answer session for Members of the Public (if any) | |
| 10. Presentation of Petitions (if any) | |
| 11. Questions from Members to the Chairman (if any) | |
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Issued on 6 December 2022

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

INFORMATION FOR THE PUBLIC

In order to ask a question at this meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 12 December 2022). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 12 December 2022). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email committee@maidstone.gov.uk.

To find out more about the work of the Committee, please visit www.maidstone.gov.uk.

MAIDSTONE BOROUGH COUNCIL

CORPORATE SERVICES POLICY ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2022

Present:

Committee Members:	Councillor Brice (Chairman) and Councillors Brindle, Cannon, Cooke, Cox, Mrs Gooch, Harper and Hinder
Lead Members:	Councillor Perry (Lead Member for Corporate Services)

49. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillor Khadka.

50. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

51. URGENT ITEMS

There were no urgent items. However, the Chairman sought Members' agreement to the withdrawal of item 13 (Council Tax Reduction Scheme 2023/24) from the agenda as it had been incorrectly included and, in line with the Constitution, could not be considered by this Committee.

RESOLVED: That agreement be given to the withdrawal of item 13 (Council Tax Reduction Scheme 2023/24) from the agenda.

52. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

53. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

54. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

55. EXEMPT ITEMS

RESOLVED: That the items on the agenda be taken in public as proposed.

56. MINUTES OF THE MEETING HELD ON 12 OCTOBER 2022

RESOLVED: That the Minutes of the meeting held on 12 October 2022 be approved as a correct record and signed.

57. PRESENTATION OF PETITIONS

There were no petitions.

58. QUESTION AND ANSWER SESSION FOR LOCAL RESIDENTS

There were no questions from local residents.

59. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

60. FORWARD PLAN RELATING TO THE COMMITTEE'S TERMS OF REFERENCE

It was noted that there were currently no items in the Forward Plan relating to this Committee's terms of reference.

61. COUNCIL TAX REDUCTION SCHEME 2023/24

See Minute 51 above.

62. SECOND QUARTER FINANCE, PERFORMANCE AND RISK MONITORING REPORT 2022/23

Councillor Perry, the Lead Member for Corporate Services, introduced the report setting out the financial and performance position for the services reporting into the Committee as at 30 September 2022 (Quarter 2), together with an update on corporate risks. It was noted that:

- A modest surplus was projected for the end of the year. There had been a significant increase in the cost of temporary accommodation for the homeless, but it was offset by improvements in income areas.
- This was a period of financial uncertainty, but the reserves remained sound. High inflation posed a particular challenge for the Council. Financial uncertainty was probably the biggest single corporate risk and areas such as the Public Works Loan Board and increasing interest rates would have an effect on the Revenue Budget and not just the Capital Budget and the Council's borrowing. Nevertheless, the position as at the end of Quarter 2 was sound.

In response to questions by Members:

The Lead Member for Corporate Services advised the Committee that:

- Additional provision had been made within the 2022/23 budget for the expected impact of higher inflation and, at this stage, a small surplus was projected for the end of the year. However, this was a period of financial uncertainty.
- The Executive was progressing delivery of the 1,000 Affordable Homes Programme and further information would be made available in due course.

- Concerns had been expressed about the effect if any of the County Council's financial situation on the Borough Council. The Borough Council did not have the same constraints as the County Council which had high spend areas such as education and adult social care. The Borough Council's finances were sound, and it had a good level of unallocated reserves which met the CIPFA standards. The Borough Council also had a strong balance sheet which meant that it was in a good position for the future, and he wanted to maintain that.

The Director of Finance, Resources and Business Improvement advised the Committee that:

- MPH (Maidstone Property Holdings) Residential Properties was the housing company where the Council held its private rented sector housing.
- Reference was made in Table 5 of the report to the issues currently being experienced in getting up to date information from the managing agents in respect of Sundry Corporate Properties, the Phoenix Park Units and the Boxmend Industrial Estate. The Council had sub-contracted the role of managing agents, but consideration was being given to taking the service in-house.
- In accordance with the Council's commitment to transparency and recognised good practice, virements (the transfer of funds between cost centres after the overall budget has been agreed by full Council) were reported to the Committee on a quarterly basis. The virements made in Quarter 2 were set out in Table 9 of the report and consideration would be given as to how the information might be better presented in future to provide more detailed explanations.
- For example, the Bereavement post had been established using funding from various cost centres as the service had been very busy. The costs of the senior management restructure had been allocated to the various applicable service cost centres.

During the discussion, the Director of Finance, Resources and Business Improvement and his team were thanked for their work given the current economic situation and uncertainty.

RESOLVED:

1. That the Revenue position as at the end of Quarter 2 for 2022/23, including the actions being taken or proposed to improve the position, where significant variances have been identified, be noted.
2. That the Capital position at the end of Quarter 2 for 2022/23 be noted.
3. That the Performance position as at Quarter 2 for 2022/23, including the actions being taken or proposed to improve the position, where significant issues have been identified, be noted.
4. That the Risk Update, attached at Appendix 3 to the Officers' report, be noted.

5. That the Recovery & Renewal Update, attached at Appendix 4 to the Officers' report, be noted.
6. That the UK Shared Prosperity Fund update, attached at Appendix 5 to the Officers' report, be noted.

Note: Councillor Cannon entered the meeting during consideration of this item (6.40 p.m.). He said that he had no disclosures of interest or of lobbying.

63. MEDIUM-TERM FINANCIAL STRATEGY 2023/2028

Councillor Perry, the Lead Member for Corporate Services, introduced the report setting out the framework for the Medium-Term Financial Strategy (MTFS) explaining that:

- The Council had to prepare and produce a balanced budget and, at the same time, ensure that its finances were on a sound base moving forward. Financial uncertainty was the main risk. Council Tax was the major source of income and until now a 2% Council Tax referendum limit had been assumed, but that could change with the Chancellor's Autumn Statement the following day. This was a period of very high inflation and dealing with that was a top priority.
- Given the uncertainty, as in previous years, several possible scenarios had been considered for the future. The draft MTFS attached to the report used Scenario 4 as the base case and it also included Scenario 5 to understand what the possible situation would be if inflation continued to remain high with consequential pressures on costs. The budget gap between Scenarios 4 and 5 was very significant. The Council had the option to use reserves but should not do so because reserves were used for emergencies, as a one-off. To use reserves would affect the future base level of the Council's finances and it was important to ensure that the Council's finances remained sound.
- In terms of the capital budget, any investment appraisals would have to factor in a higher cost of capital. It would be necessary to reassess the capital budget and some prioritisation of schemes would be required. The cost of borrowing would be higher and that would affect the Revenue Budget as well.
- New Homes Bonus (NHB) had been used to support strategic planning and policy work because of the Local Plan and this would continue. Part of the NHB would also be used to fund the 1,000 Affordable Homes Programme.
- The overall position would become clearer with the Chancellor's Autumn Statement, but at present a 2% Council Tax referendum limit had been assumed. With inflation running at 11%, a 2% increase would be a major reduction in real terms. All budgets would be reviewed to identify opportunities for savings or increased income. Specific provision had been built in for major known pressures such as the likely additional costs arising from the reletting of the waste collection contract.
- He would like to thank the Director of Finance, Resources and Business Improvement and his team for their work in managing the Council's finances.

In response to questions by Members:

The Lead Member for Corporate Services advised the Committee that:

- As part of the process of developing the MTFS, consideration would be given to the use of reserves, but there would need to be a plan to replenish them taking into account inflation projections.
- There was no certainty about the future of NHB. If it was reduced or withdrawn, alternative sources of funding for strategic policy and plan making and to subsidise the Affordable Housing Programme would need to be identified.

The Director of Finance, Resources and Business Improvement advised the Committee that:

- In terms of Council Tax increases, for the current year, there had been an increase in the Council Tax base of 1.7% (recent information). It had been assumed that this would be 1.5%. There was a separate issue about the level of collection of Council Tax which might deteriorate to offset that but 1.5% was in the right ballpark. In subsequent years 1% growth was assumed. Whilst there had been rapid growth in housing in Maidstone in recent years, if the economy slowed down, this might slow down too. In estimating the Council Tax for next year, there were two elements: the rate of Council Tax (a Council Tax referendum limit of 2% was currently assumed) and the growth in the Tax Base which was currently assumed to be 1.5%, but this might slip or improve in future years.
- The cost of delivering the Capital Programme was impacted by the rate of inflation and the prioritisation of capital schemes such as the Leisure Centre would be necessary.
- In his view, the Council had to be prepared for inflation to continue at a high level for longer than implied by Bank of England projections.
- Whilst salary increases tended to lag behind published inflation figures, market pressures were likely to mean that inflation would impact salaries in the medium term. Other costs such as contract costs were directly linked to inflation indices.

During the discussion, it was suggested that, given the unique circumstances, consideration should be given to the use of reserves to mitigate the impact for residents of high inflation and increasing costs. It would also be useful to have details of the Council Tax Reduction Scheme to inform discussions going forward.

RESOLVED:

1. That the issues and risks associated with updating the Medium-Term Financial Strategy be noted.
2. **TO RECOMMEND TO THE EXECUTIVE:** That the Medium-Term Financial Strategy be approved, and the proposed approach outlined to development of an updated Medium-Term Financial Strategy for 2023/24 – 2027/28 and a budget for 2023/24 be approved.

64. DURATION OF MEETING

6.30 p.m. to 7.35 p.m.

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 JANUARY 2023 TO 30 APRIL 2023

This Forward Plan sets out the details of the key decisions which the Executive or Lead Members expect to take and the non-Key decisions that the Executive or Lead Members expect to take during the next four-month period. The plan will be updated weekly for the relevant period and a new plan for a new four-month period, published monthly on the last Friday of the month.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current members of the Executive are:

7	 Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910	 Councillor John Perry Deputy Leader and Lead Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741	 Councillor Lottie Parfitt-Reid Lead Member for Communities and Public Engagement LottieParfittReid@Maidstone.gov.uk 07919 360000	 Councillor Martin Round Lead Member for Environmental Services MartinRound@maidstone.gov.uk 07709 263447
	 Councillor Simon Webb Lead Member for Housing and Health SimonWebb@Maidstone.gov.uk 07878 018997	 Councillor Claudine Russell Lead Member for Leisure and Arts ClaudineRussell@Maidstone.gov.uk	 Councillor Paul Cooper Lead Member for Planning and Infrastructure PaulCooper@Maidstone.gov.uk 01622 244070	

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at the Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the Council's website: www.maidstone.gov.uk

Members of the public are welcome to attend meetings of the Executive which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on www.maidstone.gov.uk or you may contact the Democratic Services Team on telephone number 01622 602899 for further details.

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David Burton
Leader of the Council

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
<p>Fees and Charges 2023/24 This report sets out the proposed fees and charges for Fees and charges determined by the council are reviewed annually, and this forms part of the budget setting process. Changes to fees and charges agreed will come into effect on 1 April 2023 unless otherwise stated in the report.</p>	Executive	Lead Member for Corporate Services	21 Dec 2022	Yes	No Open	Corporate Services Policy Advisory Committee 14 Dec 2022	Fees and Charges 2023/24	<p>Adrian Lovegrove Head of Finance adrianlovegrove@m aidstone.gov.uk</p>
<p>Procurement Policy Changes The Council has taken the opportunity to review and develop its policies in a number of areas in regards to the procurement of its goods and services.</p> <p>The review has identified 3 key areas where we should be developing our policies.</p>	Executive	Lead Member for Corporate Services	21 Dec 2022	No	No Open	Corporate Services Policy Advisory Committee 14 Dec 2022	Procurement Policy Changes	<p>Adrian Lovegrove Head of Finance adrianlovegrove@m aidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
<p>Strategic Plan refresh 2023-28</p> <p>This report proposes refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028.</p>	Executive	Leader of the Council	8 Feb 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Strategic Plan refresh 2023-28	<p>Anna Collier</p> <p>annacollier@maidstone.gov.uk</p>

**Corporate Services Policy
Advisory Committee**

14 December 2022

Fees and Charges 2022-23

Will this be a Key Decision	Yes
Urgency	Not Applicable
Final Decision-Maker	Executive
Lead Head of Service	Mark Green, Director of Finance and Business Improvement
Lead Officer and Report Author	Adrian Lovegrove, Head of Finance
Classification	Public
Wards affected	All

Executive Summary

This report sets out the proposed fees and charges for 2023/24 for the services within the remit of this committee, and summarises the overall changes for all Committees. Fees and charges determined by the council are reviewed annually, and this forms part of the budget setting process. Changes to fees and charges agreed by the Executive will come into effect on 1 April 2023 unless otherwise stated in the report.

Recommendation to Corporate Services Policy Advisory Committee

1. The Committee is asked to note the contents but may choose to comment on the content.
2. That the Committee recommend to the Executive to approve the Fees and Charges as detailed in Appendix 1.

Timetable

Meeting	Date
Executive	21 December 2022

Fees and Charges 2023-24

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<ul style="list-style-type: none"> We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, the Council’s policy on charging has been developed to support corporate priorities as set out in the strategic plan and the proposals within the report have been made with reference to this. 	Adrian Lovegrove, Head of Finance
Cross Cutting Objectives	<ul style="list-style-type: none"> The report recommendations support the achievement of the cross cutting objectives by ensuring that costs of service delivery are recovered where possible, which enables services which support these objectives to be sustained. 	Adrian Lovegrove, Head of Finance
Risk Management	<ul style="list-style-type: none"> This is covered within section 5 of the report. 	Adrian Lovegrove, Head of Finance
Financial	<ul style="list-style-type: none"> Financial implications are set out in the body of the report. If agreed, this income will be incorporated into the Council’s medium term financial strategy for 2023-24 onwards. 	Adrian Lovegrove, Head of Finance
Staffing	<ul style="list-style-type: none"> The recommendations do not have any staffing implications. 	Adrian Lovegrove, Head of Finance
Legal	<ul style="list-style-type: none"> Acting on the recommendations is within the Council’s powers as set out within the Local Government Act 2003 and the Localism Act 2011. <p>Section 93 of the Local Government Act 2003 permits best value authorities to charge for discretionary services provided the authority has the power to provide that service and the recipient agrees to take it up on those terms.</p>	Legal

	<p>The authority has a duty to ensure that taking one financial year with another, income does not exceed the costs of providing the service. A number of fees and charges for Council services are set on a cost recovery basis only, with trading accounts used to ensure that the cost of service is clearly related to the charge made. In other cases, the fee is set by statute and the Council must charge the statutory fee. In both cases the proposals in this report meet the Council’s legal obligations.</p> <p>Where a customer defaults on the fee or charge for a service, the fee or charge must be defensible, in order to recover it through legal action. Adherence to the MBC Charging Policy on setting fees and charges provides some assurance that appropriate factors have been considered in setting such fees and charges.</p>	
Privacy and Data Protection	<ul style="list-style-type: none"> The recommendations do not have any privacy or data protection implications. 	Policy and Information Team
Equalities	<ul style="list-style-type: none"> The recommendations do not propose a change in service therefore will not require an equalities impact assessment. 	Equalities & Communities Officer
Public Health	<ul style="list-style-type: none"> The recommendations do not have any public health implications. 	Public Health Officer
Crime and Disorder	<ul style="list-style-type: none"> The recommendations do not have any public health implications. 	Head of Service or Manager
Procurement	<ul style="list-style-type: none"> The recommendations do not have any procurement implications. 	Adrian Lovegrove, Head of Finance
Biodiversity and Climate Change	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> There are no implications on biodiversity and climate change. 	Biodiversity and Climate Change Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 The council is able to recover the costs of providing certain services through making a charge to service users. For some services, this is a requirement and charges are set out in statute, and in other areas the council has discretion to determine whether charging is appropriate, and the level at which charges are set.
- 2.2 In recent years, the use of charging has become an increasingly important feature of the council's medium term financial strategy, as pressures on the revenue budget limit the extent to which subsidisation of discretionary services is feasible. Recovering the costs of these services from users where possible helps to ensure sustainability of the council's offer to residents and businesses, beyond the statutory minimum.
- 2.3 A charging policy (attached at Appendix 2 for reference) is in place for charges which are set at the council's discretion and this seeks to ensure that:
- Fees and charges are reviewed regularly, and that this review covers existing charges as well services for which there is potential to charge in the future.
 - Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
 - Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
 - Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.
- 2.4 The policy covers fees and charges that are set at the discretion of the council and does not apply to services where the council is prohibited from charging, e.g. the collection of household waste. Charges currently determined by central government, e.g. planning application fees, are also outside the scope of the policy. However, consideration of any known changes to such fees and charges and any consequence to the medium term financial strategy are included in this report for information.
- 2.5 Managers are asked to consider the following factors when reviewing fees and charges:
- The council's strategic plan and values, and how charge supports these;
 - The use of subsidies and concessions targeted at certain user groups or to facilitate access to a service;
 - The actual or potential impact of competition in terms of price or quality;
 - Trends in user demand including an estimate of the effect of price changes on customers;
 - Customer survey results;

- Impact on users, both directly and on delivering the council's objectives;
- Financial constraints including inflationary pressure and service budgets;
- The implications of developments such as investment made in a service;
- The corporate impact on other service areas of council wide pressures to increase fees and charges;
- Alternative charging structures that could be more effective;
- Proposals for targeting promotions during the year and the evaluation of any that took place in previous periods.

Discretionary Charges for 2023-24

- 2.6 It is important that charges are reviewed on a regular basis to ensure that they remain appropriate and keep pace with the costs associated with service delivery as they increase over time.
- 2.7 Charges for services which fall within the remit of this committee have been reviewed by budget managers in line with the policy, as part of the development of the medium term financial strategy for 2023/24 onwards. The detailed results of the review carried out this year are set out in Appendix 1 and the Committee is asked to recommend that the Executive approve the amended fees and charges for 2023/24 as set out in that appendix.
- 2.8 Table 1 below summarises the 2021/22 outturn and 2022/23 estimate for income from the discretionary fees and charges which fall within the remit of this committee. Please note that the table only reflects changes relating to fees and charges and does not include other budget proposals which may impact these service areas.
- 2.9 The overall increase in income if these changes are agreed and implemented as planned is expected to be £2,800 which amounts to a 2.04% increase in the budgeted income figure for this committee for the current financial year.

Fees and Charges

Service Area	2021-22 Outturn	2022-23 Estimate	Proposed change in income	2023-24 Estimate
	£	£	£	£
Legal Services	108,687	57,200	2,800	60,000
Street Naming & Numbering	67,205	73,350	0	73,350
Town Hall	415	1,500	0	1,500
Maidstone House (staff parking)	1,517	4,910	0	4,910
Total income from charges set by the Council	177,823	136,960	2,800	139,760

Table 1: Discretionary Fees & Charges Summary

- 2.10 Detailed proposals are set out within Appendix 1 to this report, and considerations relating to these proposals have been summarised below.
- 2.11 Legal Services – The fees and charges for legal services are based on recovering the cost of the service. Consideration is also given to the maximum recoverable costs per hour for court work in this area, which are set by the Ministry of Justice. The most significant cost pressure for legal services is salaries which represent the biggest proportion of the expenditure budget. The hourly chargeable rate is the same across all three authorities in the partnership.
- 2.12 Street Naming and Numbering – The fees and charges have been increased to reflect significant increase in costs of providing these services and that they were not increased last year. These fees and charges are in line with other Kent Authorities. No changes are proposed to the budget as the income is under recovering at this stage.
- 2.13 Town Hall – The fees and charges have been increased to reflect significant cost increases of providing these services having not been increased since 2015 and therefore have increased by a higher percentage than usual. No changes are proposed to the budget as the income is under recovering at this stage.
- 2.14 Maidstone House (Charge for paying customers) – No changes are proposed to these charges at this stage.

Statutory Fees & Charges

- 2.15 Table 2 below summarises the income due from fees which are set by the government. No changes are anticipated to these charges which are set centrally by government departments.

Service Area	2021-22 Outturn £	2022-23 Estimate £	Proposed change in income £	2023-24 Estimate £
Mid Kent Enforcement Service	758,189	905,700	130,300	1,036,000
Total income from charges set externally	758,189	905,700	130,300	1,036,000

Table 2: Statutory Fees & Charges Summary (P&R)

- 2.16 An increase in income from compliance and enforcement fees is anticipated as activity increases. This operates as a shared service, the income is gross and the net profit is shared equally between the authorities.

Strategic Overview

- 2.17 The Executive will consider the overall impact of all fees and charges on the council’s residents and businesses. A summary of these changes is provided below, with the detail set out within Appendices 3-5. Overall, the anticipated impact of all the proposals represents a small increase (2.9%)

on existing gross income budgets. This information excludes fees for licensing, which will be reported to the Licensing Committee for approval.

Service Area	2020-21 Actual £	2021-22 Estimate £	Proposed change in income £	2022-23 Estimate £
Parks and Open Spaces	10,678	17,510	0	17,510
Cemetery and Crematorium	1,685,281	1,497,160	98,700	1,595,860
Environmental Health	19,405	18,020	4,080	22,100
Waste Crime & Community Protection	14,706	26,900	0	26,900
Recycling & Refuse Collection	1,482,840	1,410,530	16,100	1,426,630
HMO Licensing	35,023	20,380	0	20,380
Gypsy & Traveller Sites	57,621	70,340	3,520	73,860
Total income from fees set by the Council	3,305,554	3,060,840	122,400	3,183,240

Table 3: Discretionary Fees & Charges Summary (CHE)

Service Area	2021-22 Outturn £	2022-23 Estimate £	Proposed change in income £	2023-24 Estimate £
Economic Development (Jubilee Square)	175	3,500	0	3,500
Market	0	0	0	0
Museum	34,230	44,400	0	44,400
Total income from fees set by the Council	34,405	47,900	0	47,900

Table 4: Discretionary Fees & Charges Summary (ERL)

Service Area	2020-21 Outturn £	2021-22 Budget £	Proposed change in income £	2022-23 Estimate £
Parking Services	3,366,460	3,164,500	0	3,164,500
Sandling Road Car Park	61,319	53,470	0	53,470
Land Charges	299,058	286,900	0	286,900
Building Control	456,912	401,510	20,080	421,590
Development and Conservation Control	1,525,860	1,457,410	0	1,457,410
Grand Total	5,709,609	5,363,790	20,080	5,383,870

Table 5: Discretionary Fees & Charges Summary (PI)

3. AVAILABLE OPTIONS

3.1 Option 1

The committee could recommend approval to adopt the fees and charges as proposed in Appendix 1. As these proposals have been developed in line with the council's policy on fees and charges, they will create a manageable impact on service delivery whilst maximising income levels.

3.2 Option 2

The committee could recommend alternative charges to those set out within Appendix 1. Any alternative increases may not be fully compliant with the policy, would require further consideration before implementation and may not deliver the necessary levels of income to ensure a balanced budget for 2023-24. The impact on demand for a service should also be taken into account when considering increases to charges beyond the proposed level.

3.3 Option 3

The committee could recommend to do nothing and retain charges at their current levels. However, this might limit the Council's ability to recover the cost of delivering discretionary services and could result in the Council being unable to set a balanced budget for 2023-24.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 1 as set out above is recommended as the proposed fees and charges shown within Appendix 1 have been developed by budget managers in line with the Council's Charging Policy. The proposed charges are considered appropriate and are expected to create a manageable impact on service delivery whilst maximising cost recovery. Changes to fees and charges recommended by this committee will go to the Executive for approval and will come into effect on 1 April 2023 unless otherwise stated.
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5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 No consultation has been undertaken specifically relating to the proposals set out in the report. However, the Council has undertaken a survey of residents which will be used to inform wider decisions related to budget setting and spending priorities. The results of this survey will be considered as part of the budget process.
- 6.2 It should be noted that at the time of drafting this report, charges had not been considered by PAC's. A verbal update on these proposals will be given at the meeting if necessary. Any changes will be reflected in revised Appendix for consideration by the Executive on the 21st December.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 If recommended, the proposed changes to fees and charges will go to the Executive on the 21 December 2022 for approval as set out within Appendix 1 and 3 to 5. These will be implemented with effect from 1 April 2023.
-

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Current and Proposed Fees & Charges – CS PAC.
 - Appendix 2: Charging Policy
 - Appendix 3: Current and Proposed Fees & Charges – CHE PAC
 - Appendix 4: Current and Proposed Fees & Charges – ERL PAC
 - Appendix 5: Current and Proposed Fees & Charges – PI PAC
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9. BACKGROUND PAPERS

None.

Medium Term Financial Strategy 2023/24
Fees and Charges.

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
Legal Services										
			108,687	57,200				2,800	60,000	
Business Tenancies and Leases										
Hourly Rate		x			234.00	247.00	5.56%			Theses charges are the same across the partnership
Council Land										
Hourly Rate		x			234.00	247.00	5.56%			
Easement										
Hourly Rate		x			234.00	247.00	5.56%			
Completion of Section 106 Planning Agreements										
Hourly rate		x			234.00	247.00	5.56%			
Variation (per hour)					234.00	247.00	5.56%			
Other Legal work (not covered by the above)										
External hourly rate		x			234.00	247.00	5.56%			
Administrative Fees (plus postage where applicable)										
A4 Documents Single Sided per page					0.50	0.50	0.00%			
A4 Documents Double Sided per page					1.00	1.00	0.00%			
Colour A4 Documents Single Sided per page					1.00	1.00	0.00%			
Copies of Legal Agreements/Deeds etc					5.00 to 50.00	5.00 to 50.00	0.00%			Price dependent on size of document.
Legal Services Total			108,687	57,200				2,800	60,000	
Street Naming & Numbering										
			67,205	73,350					73,350	
Name change		x			25.00	30.00	20.00%			
Addition of Name to numbered Property		x			25.00	30.00	20.00%			
Amendment to Postal Address		x			25.00	30.00	20.00%			
New Build - Individual Property		x			80.00	90.00	12.50%			
Official Registration of Postal Address previously not Registered		x			50.00	55.00	10.00%			
New Development - Fee per unit/flat		x			45.00	50.00	11.11%			
Creation of New Street		x			105.00	120.00	14.29%			
Conversion of property into Flats-fee per flat		x			45.00	50.00	11.11%			
Renumbering of Development or Block of Flats - Fee per unit/flat		x			20.00	25.00	25.00%			
Street Naming & Numbering Total			67,205	73,350				0	73,350	

**Medium Term Financial Strategy 2023/24
Fees and Charges.**

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
Town Hall										
Town Hall Lettings	No vat	x	415	1,500					1,500	
Council Chamber										
Chamber Day (Commercial) - per hour	No vat	x			30.00	36.00	20.00%			Minimum charge as for 4 hours
Chamber Day (Non-Commercial) - per half day	No vat	x			65.00	78.00	20.00%			
Chamber Evening (Commercial)	No vat	x			120.00	144.00	20.00%			
Chamber Evening (Non-Commercial)	No vat	x			85.00	102.00	20.00%			
Beauvais Room										
Beauvais Day (Commercial) - per hour	No vat	x			20.00	24.00	20.00%			Minimum charge as for 4 hours
Beauvais Day (Non-Commercial) - per half day	No vat	x			30.00	36.00	20.00%			
Beauvais Evening (Commercial)	No vat	x			80.00	96.00	20.00%			
Beauvais Evening (Non-Commercial)	No vat	x			60.00	72.00	20.00%			
Refreshments										
Tea - per pot	No vat	x			2.00	2.40	20.00%			
Coffee - per pot	No vat	x			4.00	4.80	20.00%			
Town Hall Total			415	1,500				0	1,500	
Maidstone House (Parking at MBC)										
Maidstone House (Charge for paying customers) Total	*	x	1,517	4,910	480.00	480.00	0.00%	0	4,910	
Maidstone House Total			1,517	4,910				0	4,910	
Mid Kent Enforcement Service (MKES)										
Compliance Fees - statutory charge		x	758,189	905,700	75.00	75.00	0.00%	130,300	1,036,000	This operates as a shared service, the income is gross and the net profit is shared equally between the authorities.
Enforcement Fees - statutory charge		x			235.00	235.00	0.00%			No Increase applied, these are statutory fees
Shared MKES Total			758,189	905,700				130,300	1,036,000	
GRAND TOTAL			936,012	1,042,660				133,100	1,175,760	

Maidstone Borough Council

Charging Policy

November 2017

Maidstone Borough Council

Charging Policy

1 Introduction and Context

- 1.1 At Maidstone Borough Council, fees and charges represent an important source of income which is used to support the delivery of the Council's objectives. Currently income from fees and charges constitutes just under a third of the council's funding.
- 1.2 The Council needs to ensure that its charges are reviewed regularly, and that they contribute towards the achievement of its priorities. It is also important to ensure that fees and charges do not discriminate against individuals or groups by excluding them from accessing council services.
- 1.3 Pressure on the Council's budgets has increased the incentive to make best use of charging opportunities and to recognise the importance of using this as a means of recovering the costs of delivering services.
- 1.4 Under the Council's constitution, responsibility for setting discretionary fees and charges is delegated to service committees and directors. Each committee will review the fees and charges for the services within its remit at least annually as part of the budget setting process to ensure that they remain relevant and appropriate.
- 1.5 Where the Council has the discretion to set the charge for a service, it is important that the implications of this decision are fully understood, and that decision makers are equipped with sufficient information to enable rational decisions to be made.

2 Policy Aims and Objectives

- 2.1 The aim of this policy is to establish a framework within which fees and charges levied by the Council are agreed and reviewed.
- 2.2 The Council must ensure that charges are set at an appropriate level which maximises cost recovery. Unless it would conflict with the Council's strategic priorities, other policies, contracts or the law then the Council should aim to maximise net income from fees and charges.
- 2.3 The policy aims to ensure that:-
 - a) Fees and charges are reviewed regularly, and that this review covers existing charges as well as services for which there is potential to charge in the future.
 - b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.

Maidstone Borough Council

Charging Policy

- c) Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
- d) Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.

3 Scope

- 3.1 This policy relates to fees and charges currently being levied by the Council and those which are permissible under the wider general powers to provide and charge for “Discretionary Services” included within the Local Government Act 2003 and Localism Act 2011. It does not cover services for which the council is prohibited from charging.
- 3.2 Fees for statutory services delivered by the council, but for which charges are set by central government, rents, leases, council tax, and business rates are outside the scope of this policy.
- 3.3 In general, charges should ensure that service users make a direct contribution to the cost of providing a service. However, there may be certain circumstances where this would not be appropriate. For example:
 - Where the council is prohibited from charging for the service (e.g. collection of household waste)
 - Where the introduction of a charge would impede delivery of corporate priorities;
 - Where administrative costs of charging outweigh the potential income;
 - Where the service is seen to be funded from Council Tax (i.e. services which are provided and delivered equally to all residents)
 - Where the government sets the fee structure (e.g. pollution permits and private water fees)

4 Principles

- 4.1 The following overarching principles apply for the consideration and review of all current and future fees and charges levied by the council:
 - Fees and charges should maximise cost recovery and where appropriate, income generation, to the extent that the Council’s legal powers permit, providing that this would not present any conflict with the Council’s strategic objectives;
 - Fees and charges should support the improvement of services, and the delivery of the Council’s corporate priorities, as set out in the strategic plan;

Maidstone Borough Council

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- Where a subsidy or concession is provided for a service, this must be targeted towards the delivery of strategic priorities, for example, by facilitating access to services;
- The process for setting and updating fees and charges should be administratively simple, transparent and fair, and for budgeting purposes, income projections must be robust and rational.

5 Process and Frequency for Reviewing Charges

- 5.1 The following arrangements for reviewing charges will be applied throughout the Council, for existing charges as well as those which in principle could be introduced.
- 5.2 In accordance with the Council's constitution, *'Discretionary fees and charges will be reviewed and fixed each year by the Committee responsible for the function or the Service Director as appropriate having considered a report from the Director or duly authorised Officer in conjunction with the Chief Finance Officer, as part of the estimate cycle.'*
- 5.3 This annual review will ensure consistency with the Council's priorities, policy framework, service aims, market sensitivity, customer preferences, income generation needs and that any subsidy made by the Council is justifiable.
- 5.4 Heads of Service and budget managers will be asked to complete a schedule setting out all proposed fees and charges for the services in their area (including those which are not set by the council). This will usually take place in autumn for the following financial year and review the current year. By this means, any growth or savings resulting from fees and charges can be built into the budget strategy. The schedule will indicate:
- The service or supply to which the charge relates;
 - Who determines the charges;
 - The basis for the charge (e.g. units or hourly rates);
 - The existing charge;
 - The total income budget for the current year;
 - The proposed charge;
 - Percentage increase/decrease;
 - Effective date for increase/decrease; and
 - Estimated income for the next financial year after introducing the change.

An example schedule is provided at Appendix B.

- 5.5 Following this, the proposals will be collated by the Finance section into a report for each committee to consider the appropriateness of proposed fees and charges for the services within their remit. The report will clearly identify the charges for which the committee can apply

Maidstone Borough Council

Charging Policy

discretion, and distinguish these from the charges which are set externally and included for information only. Policy and Resources Committee will then receive a final report which brings together the proposals from each of the three service committees, in order to assess the overall impact of the proposed changes, and consider the potential impact on customers and service users.

- 5.6 The timing of the annual review will ensure that changes can be incorporated into the council's budget for the forthcoming financial year, although changes to fees and charges may be made outside of this process if required through a report to the relevant director or service committee.
- 5.7 It is possible that the review may lead to a conclusion that charges should remain at the existing level. If this is the case, then the outcomes of the review, including the justification for not increasing the charge need to be documented and reported to the relevant service committee.
- 5.8 For the avoidance of doubt, periodic reviews of the rents and leases are not covered by the above. Individual reviews will be implemented by the relevant officer as long as market levels at least are achieved.

6 Guidance

- 6.1 A checklist of issues for budget managers and Heads of Service to consider when determining the level at which to set fees and charges is provided at Appendix A to this policy.
- 6.2 Below is a list of guiding principles intended to assist decision makers in determining the appropriate level at which to set fees and charges:
- a) Any subsidy from the Council tax payer to service users should be transparent and justifiable.
 - b) Fees and charges may be used to manage demand for a service, and price elasticity of demand should be considered when determining the level at which charges should be set.
 - c) Fees and charges should not be used to provide subsidies to commercial operators.
 - d) Concessions for services should follow a logical pattern and a fair and consistent approach should be taken to ensuring the ensure recovery of all fees and charges.
 - e) Fees and charges should reflect key commitments and corporate priorities.

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- f) Prices could be based on added and perceived value, which takes account of wider economic and social considerations, as well as cost.
 - g) There should be some rational scale in the charge for different levels of the same service and there should be consistency between charges for similar services.
 - h) Policies for fees and charges should fit with the Council's Medium Term Financial Strategy and, where appropriate, should be used to generate income to help develop capacity, to deliver efficiency and sustain continuous improvement.
 - i) In certain areas, charging may be used to generate surpluses which can be used to finance other services.
- 6.3 Wherever possible, charges should be recovered in advance or at the point of service delivery. If this is not possible, then invoices should be issued promptly and appropriate recovery procedures will be followed as required. Use of direct debit should be encouraged for periodic payments where this would improve cost effectiveness and enable efficient and timely collection of income.

7 Cost Recovery Limitation

- 7.1 Generally speaking, charges should be set at a level which enables all the costs of delivering a service to be recovered, although there are some exceptions to this identified earlier in this document. This includes direct costs such as the purchase of goods for resale, as well as indirect costs such as management and accommodation costs.
- 7.2 For certain services, legislation prohibits the Council from generating surpluses through charging. The general principle is that, taking one financial year with another, the income from charges must not exceed the costs of provision. Examples where this applies include building control and local land charges.
- 7.3 Any over or under recovery that resulted in a surplus or deficit of income in relation to costs in one period should be addressed when setting its charges for future periods so that, over time, income equates to costs.
- 7.4 Councils are free to decide what methodology to adopt to assess costs. Maidstone Borough Council follows the Service Reporting Code of Practice definition of total cost, including an allocation of all related support costs, plus an appropriate share of corporate and democratic

Maidstone Borough Council

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core and non-distributed costs. Further guidance and support on calculating the full cost of service provision can be obtained from the Finance section.

8 Concessions & Subsidies

- 8.1 The normal level of fees and charges may be amended to allow for concessions targeted at certain user groups to encourage or facilitate access to the service.
- 8.2 Where concessions are proposed or already in place they must be justified in terms of overall business reasons, or implementation of key strategic considerations e.g. community safety, healthy living.
- 8.3 Examples of concessions and the reasons why they are awarded are:-
- Reductions for older people or children to encourage different age groups to participate in the sport which is linked to the promotion of public health;
 - Free spaces for disabled drivers in Council car parks to support social inclusion;
 - Concessions for new casual traders at the market to stimulate new usage;
- 8.4 In some cases, it may also be justifiable to subsidise a service for all users, where it would support delivery of strategic priorities.
- 8.5 In some circumstances, it may also be suitable to implement a system of means testing for managing access to concessions and subsidies, in order to ensure that subsidy can be targeted appropriately.
- 8.6 A fair and consistent approach should be taken to the application of concessionary schemes, and decisions should recognise the Council's broader agenda on promoting equality, as set out in the Equality Policy. When considering new charges, or significant changes to an existing charge, the budget manager should complete an Equalities Impact Assessment (EQIA).
- 8.7 All decisions regarding concessions and subsidies should include consideration of the impact the Council's ability to generate income and the Medium Term Financial Strategy.

9 Introducing a new charge

Maidstone Borough Council

Charging Policy

- 9.1 Proposals to introduce new charges should be considered as part of the service planning process and income projections should be factored into the Council's medium term financial plan.
- 9.2 Reasonable notice should be given to customers and service users prior to the introduction of a new charge, along with advice on concessions and discounts available.
- 9.3 Proposals should be based on robust evidence, and will incorporate the anticipated financial impact of introducing the charge, as well as the potential impact on demand for the service.
- 9.4 Performance should be monitored closely following implementation to enable amendments to the charge to be made if required, and the charge will subsequently be picked up as part of the annual review process.

10 Monitoring

- 10.1 Income levels will be monitored throughout the year and reported to committees through the quarterly reporting process. Significant variances may be addressed through an amended to charges, which will require approval from the appropriate Director or Service Committee.
- 10.2 The impact of changes in demand for services will be monitored through quarterly performance monitoring reports, where this is identified as a key performance indicator.

Appendices

Appendix A - Discretionary Fees & Charges Review Checklist

The below checklist may be used as a guide for managers when reviewing existing charges or implementing a new fee structure.

Have you considered the following?	Y/N/NA	Comments
1. How does the charge link to the Council's corporate priorities?		
2. Does the charge enable the council to recover all costs of providing the service?		
3. If the answer to question 2 is 'No', have you considered increasing the charge to enable full cost recovery?		
4. Has the impact of inflation on the cost of service delivery been reflected in the proposed charge?		
5. Do the administrative costs of charging or increasing the charge outweigh the potential income to be generated?		
6. Is the charge being used to deter or incentivise certain behaviours?		
7. Has there been any investment in the service to effect an increase in charges?		
8. If there is a market for the service or supply, has the impact of market conditions and competition be considered in setting the charge?		
9. How sensitive is the price to demand for the service? Is there a risk that an increase in charge could deter potential customers?		
10. If applicable, have consultation results been taken into account?		

Appendix A - Discretionary Fees & Charges Review Checklist

11. Could the charges or income budget be increased to support the delivery of a savings target?		
12. What would the impact of the change be on customers, and how does this affect the delivery of corporate priorities?		
13. Have any alternative charging structures been considered?		
14. How will the service be promoted? How successful have previous promotions been in generating demand?		
15. New charges only - are there any legal factors which impact on the scope for charging (e.g. an obligation to limit charges to cost recovery only)?		
16. New charges only - has an Equalities Impact Assessment been completed?		
17. If applicable, have concessionary charges been considered on a fair and consistent basis?		

Signed: _____

Date: _____

Name: _____

Chargeable Service/Supply: _____

Job Title: _____

Department: _____

Appendix B – Example Schedule of Fees & Charges

Fees and Charges April 2017 - March 2018		Includes VAT	Discretionary Fee	Statutory Fee	2016-2017 Actuals	2017 -2018 Current Estimate	Current Charges 2017-2018	Proposed Charges 2018-2019	% Change	2017-2018 + / - Income	2018 -2019 Estimate	Comments
EA31	Street Naming & Numbering				66,995	49,000				0	49,000	
	Name change						25.00	0.00	-100.00%			
	Addition of Name to numbered Property						25.00	0.00	-100.00%			
	Amendment to Postal Address						25.00	0.00	-100.00%			
	New Build - Individual Property						75.00	0.00	-100.00%			
	Official Registration of Postal Address previously not Registered						50.00	0.00	-100.00%			
	New Development - Fee per unit/flat						40.00	0.00	-100.00%			
	Creation of New Street						100.00	0.00	-100.00%			
	Renumbering of Development or Block of Flats - Fee per unit/flat						20.00	0.00	-100.00%			
	Street Naming & Numbering Total				66,995	49,000				0	49,000	

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
Parks and Open Spaces										
Football										
Seniors - single let (hirer to erect nets)	*	x	10,358	15,900	50.40	54.18	7.50%	0	15,900	Income is under target, so no increase to budget proposed.
Seniors - 10 or more lets (hirer to erect nets)	exempt	x			42.00	45.15	7.50%			
Juniors - 11 v 11 pitch single let (hirer to erect nets) for U13 and U14 with junior goals	*				27.30	29.35	7.50%			
Juniors - 11 v 11 pitch 10 or more lets (hirer to erect nets) for U13 and U14 with junior goals	exempt				22.74	24.45	7.50%			
Juniors - 11 v 11 pitch single let (hirer to erect nets) for U15, U16 and U18 with adult goals	*				33.60	36.12	7.50%			
Juniors - 11 v 11 pitch 10 or more lets (hirer to erect nets) for U15, U16 and U18 with adult goals	exempt				27.99	30.09	7.50%			
Juniors - 9 v 9 pitch single let (hirer to erect nets)	*				21.00	22.58	7.50%			
Juniors - 9 v 9 pitch 10 or more lets (hirer to erect nets)	exempt				17.49	18.80	7.50%			
Juniors - 7 v 7 pitch single let (hirer to erect nets)	*				14.70	15.80	7.50%			
Juniors - 7 v 7 pitch 10 or more lets (hirer to erect nets)	exempt				12.24	13.16	7.50%			
Juniors - 5 v 5 pitch single let (hirer to erect nets)	*				14.70	15.80	7.50%			
Juniors - 5 v 5 pitch 10 or more lets (hirer to erect nets)	exempt				12.24	13.16	7.50%			
Use of five-a-side football nets - per set	*				22.05	23.70	7.50%			
Juniors - hire of an adult pitch (hirer to erect nets)	*				40.32	43.34	7.50%			
Juniors - 10 or more hires of an adult pitch (hirer to erect nets)	exempt				33.60	36.12	7.50%			
Rugby										
Seniors - single let	*	x	320	1,610	66.67	71.67	7.50%	0	1,610	Income is under target, so no increase to budget proposed.
Seniors - 10 or more lets	exempt	x			55.65	59.82	7.50%			
Juniors - single let	*	x			33.60	36.12	7.50%			
Juniors - 10 or more lets	exempt	x			27.82	29.91	7.50%			
			10,678	17,510				0	17,510	

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
			2021-2022	Estimate 2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
			£	£	£	£	%	£	£	
Cremations			1,290,816	1,137,870				56,000	1,193,870	Increase in fees will cover the increase in utilities
Service charges		x								
Medical Referee's Fee		x			28.50	29.00	1.75%			£23.50 fee set by relevant professional body. £5.50 per visit to cover mileage
Non viable foetus and stillborn		x			no charge	no charge				
Less than 5 years		x			95.00	100.00	5.26%			Charges recovered from Children's Funeral Fund (CFF)
5 to 18 years		x			109.00	115.00	5.50%			
Adult (18 + 1 day)		x			615.00	646.00	5.04%			
08.15 cremation only - no service and no attendees					365.00	365.00	0.00%			
08.30 cremation only - no service and no attendees		x			365.00	365.00	0.00%			
08.45 cremation only - no service and no attendees		x			365.00	365.00	0.00%			
Adult - committal slot 9.00 A.M. (includes Environmental surcharge, Medical Referee fee & Cremation Carton)		x			495.00	495.00	0.00%			No price increase so we remain competitive.
Adult - reduced cremation slot 9.30 A.M. (includes Environmental surcharge, Medical Referee fee & Cremation Carton)		x			565.00	565.00	0.00%			
Environmental Surcharge		x			70.00	73.50	5.00%			
Cremation of body parts		x			105.00	105.00	0.00%			
Use of chapel (additional item)					290.00	305.00	5.17%			Double ceremony slots - this is an additional 1/2 hour in the Chapel, so effectively eliminates potential fee generation from the days capacity - this increase reflects the income lost by offering a double ceremony.
Use of chapel organ		x			10.00	10.50	5.00%			
Visual Tributes for services up to 25 slides		x			40.00	42.00	5.00%			
Pro Visual Tributes for services up to 25 slides		x			65.00	68.00	4.62%			
Additional 25 slides for visual tribute		x			25.00	26.00	4.00%			
Family made video shown as tribute		x			30.00	31.00	3.33%			
Downloadable copy of visual tribute		x			40.00	42.00	5.00%			
Keepsake copy of Visual Tribute or Webcast on DVD/Blu-Ray/USB		x			55.00	55.00	0.00%			
Webcasting - live only		x			50.00	50.00	0.00%			Not offering going forward, only offering with watch again (this has proved to be an admin nightmare as they change their mind afterwards and we have to change the charges)
Webcast + 28 day viewing		x			55.00	58.00	5.45%			
Witness fee		x			42.00	42.00	0.00%			
Saturday morning supplement fee		x			790.00	830.00	5.06%			Charge reflects cost for staff premium rates + high utility costs
Service over-run fee		x			From 100.00	From 150.00				Services that over-run can severely affect the days schedule - charges to be levied on Funeral Directors who fail to control length of services
Containers for cremated remains										
Polytainer / Cremation carton / strewing tube	*	x			18.50	20.00	8.11%			
Pictured Strewing Tubes					22.00	23.50	6.82%			
Urn	*	x			60.00	63.00	5.00%			
Casket	*	x			65.00	68.00	4.62%			
Baby urn	*	x			12.75	12.75	0.00%			
Other related services										
Exhumation of cremated remains		x			280.00	295.00	5.36%			
Disposal from other crematoriums					60.00	60.00	0.00%			To satisfy VAT regulations the elements of the memorial charge are identified separately as distinct elements. Customers may provide such elements of the memorial as appropriate providing that such elements satisfy the specification set by the Bereavement Services Officer from time to time to ensure the correct management and
Burial in individual plot		x			52.50	55.00	4.76%			

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	Estimate	Charges	Charges		2022-23	2023-2024	
				£	£	£	£		%	£	
Memorials				219,694	219,910				0	219,910	
Book of Remembrance											
line entry (min 2 lines) *	*	x				110.00	110.00	0.00%	.		No price increase so we remain competitive.
Flower/Crest/or Badge *	*	x				275.00	275.00	0.00%	.		
Folded Remembrance Card		x							.		
Card purchase *	*	x				10.00	10.00	0.00%	.		
per line entry (minimum 2 lines) *	*	x				55.00	55.00	0.00%	.		
Flower/Crest/or Badge *	*	x				285.00	285.00	0.00%	.		
									.		
Cloister Hall of Remembrance			x						.		
Wall vases		x							.		
Vase	*	x				38.00	44.00	15.79%	.		
Plot Rental - per annum		x				50.00	49.00	-2.00%	.		
Stone Block vase	*	x				70.00	83.00	18.57%	.		
Plot Rental - per annum		x				50.00	49.00	-2.00%	.		
Cloister Hall of Remembrance			x						.		
Cloister wall tablets			x						.		
Single	*	x				183.00	186.00	1.64%	.		
Plot Rental - 10 year dedication		x				210.00	210.00	0.00%	.		
Double (2 inscriptions)	*	x				366.00	372.00	1.64%	.		
Plot Rental - 10 year		x				260.00	260.00	0.00%	.		
Refurbishment per letter - re-gild	*	x				4.00	4.00	0.00%	.		
Refurbishment per letter - repaint	*	x				4.00	4.00	0.00%	.		
Second inscription	*	x				183.00	186.00	1.64%	.		
			x						.		
Memorial Hall			x						.		
Leather plaques	*	x				70.00	71.00	1.43%	.		
Plot Rental -5 year		x				95.00	95.00	0.00%	.		
Added inscription	*	x				70.00	71.00	1.43%	.		
									.		
Gardens of Remembrance			x						.		
Stone effect plaque	*	x				108.00	125.00	15.74%	.		
Stone effect plaque for bench	*	x				108.00	125.00	15.74%	.		
Stone effect plaque on spike	*	x				108.00	125.00	15.74%	.		
Plot Rental 10 year		x				230.00	240.00	4.35%	.		
Added inscription	*	x				108.00	125.00	15.74%	.		
Refurbishment	*	x				28.00	28.00	0.00%	.		
Plaque						98.00	99.00	1.02%	.		
Plaque rental						24.00	24.00	0.00%	.		
Heart shaped plaque						148.00	150.00	1.35%	.		
Heart shaped plaque renewal						24.00	24.00	0.00%	.		
									.		
Gardens of Remembrance			x						.		
Sanctum Vault			x						.		
5 year lease						1,075.00	1,085.00	0.93%	.		
10 year lease						1,630.00	1,640.00	0.61%	.		
20 year lease						2,600.00	2,610.00	0.38%	.		
30 year lease						3,300.00	3,310.00	0.30%	.		
Family Sanctum Vault (From Jan 15)			x						.		
5 Year lease						1,145.00	1,155.00	0.87%	.		
10 year lease						1,700.00	1,710.00	0.59%	.		
20 year lease						2,670.00	2,680.00	0.37%	.		
30 year lease						3,370.00	3,380.00	0.30%	.		

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	Estimate	Charges	Charges		2022-23	2023-2024	
				£	£	£	£		%	£	
Gardens of Remembrance		x									
Bench & Plaque	*	x			280.00	285.00	1.79%				
Plot Rental - 5 years		x			375.00	375.00	0.00%				
Plot Rental - bench and SE Plaque - Annual		x			75.00	75.00	0.00%				
Added inscription	*	x			70.00	72.00	2.86%				
Sanctum Panorama Vault 5 years					875.00	885.00	1.14%				
Sanctum Panorama Vault 10 years		x			1,270.00	1,280.00	0.79%				
Sanctum Panorama Vault 20 years		x			1,960.00	1,970.00	0.51%				
Sanctum Panorama Vault 30 years					2,460.00	2,470.00	0.41%				
Barbican		x			210.00	214.00	1.90%				
Barbican - annual renewal		x			26.00	26.00	0.00%				
Woodside Sundial		x			210.00	214.00	1.90%				
Woodside Sundial annual renewal		x			26.00	26.00	0.00%				
Granite bench x 2 plaques		x			160.00	160.00	0.00%				
Granite bench		x			20.00	20.00	0.00%				
Illustration, photo plaques etc.		x			P.O.A.	P.O.A.					
Chapel Lawn Planter		x									
Plaque with inscription	*	x			120.00	123.00	2.50%				
Plus 10 year dedication		x			220.00	220.00	0.00%				
Birdbath Memorial	*	x									
6" x 3" plaque with inscription	*	x			120.00	123.00	2.50%				
Annual dedication		x			19.00	19.00	0.00%				
7 1/4" x 3" plaque with inscription	*	x			130.00	133.00	2.31%				
Annual dedication		x			20.00	20.00	0.00%				
8 1/2 " x 3" plaque with inscription	*	x			140.00	143.00	2.14%				
Annual dedication		x			21.00	21.00	0.00%				
9 3/4 " x 3" plaque with inscription	*	x			150.00	153.00	2.00%				
Annual dedication		x			22.00	22.00	0.00%				
11 " x 3" plaque with inscription	*	x			160.00	163.00	1.88%				
Annual dedication		x			23.00	23.00	0.00%				
Woodside Walk Book		x									
Plaque with inscription	*	x			68.00	69.00	1.47%				
Plus 10 year dedication		x			160.00	160.00	0.00%				

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	Estimate	Charges	Charges		2022-23	2023-2024	
				£	£	£	£	%	£	£	
<u>Woodside Walk Mushrooms</u>			x								
Tablet with inscription	*		x			95.00	97.00	2.11%			
Plus 10 year dedication			x			250.00	250.00	0.00%			
3 tablet Family Mushrooms (New Memorial)	*		x			285.00	291.00	2.11%			
3 tablet Family Mushrooms (New Memorial) dedication						75.00	75.00	0.00%			
5 tablet Family Mushrooms (new memorial)	*		x			380.00	388.00	2.11%			
5 tablet Family Mushrooms (new memorial) dedication						100.00	100.00	0.00%			
Blossom Valley Barbican (new memorial)	*		x			210.00	214.00	1.90%			
Blossom Valley Barbican (new memorial) dedication	*		x			26.00	26.00	0.00%			
Standing Stone (new memorial)	*		x			310.00	312.00	0.65%			
Standing Stone (new memorial) dedication	*		x			30.00	30.00	0.00%			
<u>Gardens of Remembrance</u>			x								
<u>Memorial shrubs in beds</u>			x								
Shrubs with Stone Effect Plaque on Spike Annual	*		x			98.00	99.00	1.02%			
Adoption renewal (Shrub only)	*		x			120.00	120.00	0.00%			
Adoption renewal (Shrub & Plq) only						240.00	245.00	2.08%			
Added inscription	*		x			98.00	99.00	1.02%			
Adoption renewal annual (standard Rose no plq)	*		x			25.00	25.00	0.00%			
Adoption renewal annual - Individual rose no plaque	*		x			25.00	25.00	0.00%			
Rose and plaque	*		x			197.00	197.00	0.00%			
						49.00	49.00	0.00%			
Tree and SE Plaque - Annual	*		x			135.00	137.00	1.48%			
Plot rental - annual Tree			x			48.00	49.00	2.08%			
Acer & Plaque on stake	*		x			183.00	185.00	1.09%			
Adoption renewal			x			70.00	70.00	0.00%			
			x								
			x								
<u>Search fees</u>			x								
1-5 years			x			10.00	10.00	0.00%			
6-10 years			x			10.00	10.00	0.00%			
Over 10 years			x			10.00	10.00	0.00%			
Personal search (by appointment)			x			35.00	35.00	0.00%			
Crematorium Total						1,510,510	1,357,780			56,000	1,413,780

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
			2021-2022	Estimate 2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
			£	£	£	£	%	£	£	
Environmental Health										
Food Hygiene			3,824	3,070				500	3,570	Service provided when requests received
Voluntary Surrender of unsound food (certificate)		x			210.00	229.00	9.05%			
Food Export certificate		x			124.00	135.00	8.87%			
Food Export certificate (New Business)		x			257.00	280.00	8.95%			
Export Health Certificate for transit to destination country-New charge		x			36.00	39.00				
Admin Charge for changes to certificates, re-issue of certificates		x			26.00	27.00	3.85%			
Food business pre-opening advice, sampling etc. (hourly rate)	x	x			66.00	79.00	19.70%			Increase due to a review of hourly rates
Charge for Re-Visit and Re-scoring under the Food Hygiene Rating Scheme - C045		x			168.00	183.00	8.93%			
Contaminated Land			766	500				3,500	4,000	
Contaminated Land search fee per hour		x			25.00	26.00	4.00%			
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion	x	x			66.00	79.00	19.70%			Increase due to a review of hourly rates
Pre Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments and S.61 Control of Pollution Act 1974 agreements (hourly rate)	x	x			66.00	79.00	19.70%			Increase due to a review of hourly rates
Private Water Risk Assessment- per hour- (hourly rate)	x	x			66.00	79.00	19.70%			
Private Water Sampling Charge - (hourly rate)	x	x			66.00	79.00	19.70%			The charge setting arrangement has transferred to district authority from central government.
Private water Authorisation Charge - (hourly rate)	x	x			66.00	79.00	19.70%			The proposal is to cover costs based on an hourly officer charge, increase due to a review of officers charges.
Private Water Investigation Charge - (hourly rate)	x	x			66.00	79.00	19.70%			
Derogation Request (hourly rate)	x	x			66.00	79.00	19.70%			
Analysis – Group A		x								The local authority undertake and arrange sampling, with cost of laboratory charges to owner/occupier/person requesting sample
Analysis – Group B		x								
Tattooing, Electrolysis, Acupuncture & Ear-piercing - C205			6,065	6,450				780	7,230	Increase in income due to the number of new registrations received
Skin Piercing/Tattooing Registration		x			328.00	338.00	3.05%			
Additional registration of tattoo/piercing or other beauty treatment		x			56.00	61.00	8.93%			Fee charged for amendment/ increase in variety of treatments for previously registered practitioner.
Tattoo & other beauty treatments Events		x			205.00	205.00	0.00%			Event organisation review, administration, inspection.
Per New Artist & Practitioner at Events		x			25.00	27.00	8.00%			Individual artists fee attending above event
Pollution Control										
Statutory Fees for 48 Pollution Prevention Control Processes - C061		x	8,751	8,000	*	*		-700	7,300	Income based on 2022/23 figures show a year on year reduction in pollution processes and improved environmental controls
Environmental Health Total			19,405	18,020				4,080	22,100	

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
Waste Crime/Community Protection											
Fixed Penalty Fines			x	12,186	23,000	120.00	120.00	0.00%		23,000	Charge reduces to £90 if paid within 14 days.
Failure to produce waste documents			x			300.00	300.00	0.00%			
Failure to produce authority to transport waste			x			300.00	300.00	0.00%			
Unauthorised distribution of free printed matter			x			75.00	75.00	0.00%			
Fly Posting			x			80.00	80.00	0.00%			
Abandonment of a vehicle			x			200.00	200.00	0.00%			
Repairing vehicles on a road			x			100.00	100.00	0.00%			
Graffiti			x			75.00	75.00	0.00%			
Failure to comply with a waste receptacles notice			x			100.00	100.00	0.00%			
Smoking in a smoke free place			x			50.00	50.00	0.00%			Discounted to £30 for early payment - set by central government
Failure to display no smoking signs			x			200.00	200.00	0.00%			Discounted to £150 for early payment - set by central government
Community Protection Notice Fixed Penalty Notice			x			100.00	100.00	0.00%			Amount shown is the maximum penalty
Public Space Protection Order Fixed Penalty Notice			x			100.00	100.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)			x			300.00	300.00	0.00%			
Fly tipping			x			400.00	400.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)			x			300.00	300.00	0.00%			
Fly tipping			x			400.00	400.00	0.00%			Amount shown is the maximum penalty
Waste Crime Total				12,186	23,000				0	23,000	

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments
			2021-2022	Estimate 2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
			£	£	£	£	%	£	£	
Stray dog charges										
		x	470	3,900					3,900	
Collection charge (office hours)		x			85.00	85.00	0.00%			
Collection charge (out of office hours)		x			85.00	85.00	0.00%			Reduced to £65 if paid within two weeks of the invoice date. Includes statutory fee of £25
Collection charge (out of office hours (after midnight))		x			85.00	85.00	0.00%			
Pest Control charges										Fees adjusted to ensure we remain competitive.
Hourly charge for treatments carried out on industrial and commercial properties		x			"Call for quote"	"Call for quote"				
For treatments outside of normal office hours		x			"Call for quote"	"Call for quote"				
Charge per visit for the treatment of wasps nests carried out on domestic properties		x			62.60	68.60	9.58%			Per visit charge (Wasp nest requiring treatment using a ladder/tower scaffold, this will require a survey as a surcharge may be applied)
Additional nests treatment		x			11.30	12.40	9.73%			Additional nests treated on same visit
Charge per visit for the treatment of rat and mouse nests carried out on domestic premises for initial two visits.		x			61.00	67.20	10.16%			For mandatory two visits at £33.60 each.
Additional rat and mouse treatment visits		x			30.70	33.60	9.45%			
Minimum charge for treatment of ants on domestic premises		x			31.80	34.80	9.43%			Per visit charge
Squirrels for a 2 x Fenn Trapping Programme		x			"Call for quote"	"Call for quote"				
Culls		x			72.70	72.70	0.00%			
For the treatment of fleas and other household pests (Flies, Lice, Silverfish etc.) carried out on a domestic premises up to 6 x rooms. Additional rooms over the original 6 are £10 each		x			72.70	79.60	9.49%			Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed
For each additional room (up to four rooms additional)		x			10.00	12.40	24.00%			Anything larger than 4 rooms will require a survey
Minimum charge (including up to four rooms) for the treatment of bedbugs carried out on a domestic premises		x			537.50	321.00	-40.28%			
For each additional room (up to four rooms additional)		x			"Call for quote"	"Call for quote"				Anything larger than 4 rooms will require a survey
Documentation charge added to charges above where it is necessary to send an invoice for payment.		x			30.00		-100.00%			
Community Safety Charges										
Road closure application		x	750	0	75.00	75.00	0.00%		0	Standard fee to cover the cost of trained operatives displaying signage and an administration fee
CCTV Footage request (insurance companies etc.)		x			0.00	0.00				These are considered to be subject access requests and we cannot charge for them.
Fixed Penalty Fines			1,300	0					0	
Public Space Protection Order (Dog Control) Fixed Penalty Notice		x			100.00	100.00	0.00%			Set by Order
Public Space Protection Order (Town Centre) Fixed Penalty Notice		x			100.00	100.00	0.00%			Set by Order
Community Protection Total			2,520	3,900				0	3,900	

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges	April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments	
				2021-2022	Estimate	Charges	Charges		2022-23	2023-2024		
				£	£	£	£		%	£		£
Recycling & Refuse Collection												
Bulky Collection				146,968	147,020					7,300	154,320	
1-4 items			x			26.00	29.00	11.54%				
5-8 items			x			36.00	39.00	8.33%				
Fridge/Freezers			x			21.00	21.00	0.00%				
Clinical Waste Collection			x	5	0							
2 collections annually- No charge						0.00	0.00	0.00%				
Per collection more than 2 collections annually						5.00	5.00	0.00%				
Garden Waste Service												
140 litre bin hire			x	1,156,941	1,087,340	40.50	40.50	0.00%	0		1,087,340	
240 litre bin hire			x			45.00	45.00	0.00%				
Trade Waste				178,927	176,170					8,800	184,970	
Sack collection - refuse only			x			2.40	2.55	6.25%				
240 litre bin - refuse only			x			9.90	10.50	6.06%				
500 litre bin - refuse only			x			22.00	23.50	6.82%				
1100 litre bin - refuse only			x			27.50	29.50	7.27%				
Sack collection - with recycling			x			2.20	2.30	4.55%				
240 litre bin - with recycling			x			8.80	9.25	5.11%				
500litre bin - with recycling			x			18.15	19.25	6.06%				
1100 litre bin - with recycling			x			22.00	23.50	6.82%				
£1 charge per 240 litre bin or weekly sacks collection - for paper/cardboard			x			1.10	1.10	0.00%				
Recycling & Refuse Collection Total				1,482,840	1,410,530				16,100		1,426,630	
HMO Licensing												
Mandatory HMO Licensing				35,023	20,380						20,380	
Initial Licence Fees												
Landlord Accreditation Status												
Accredited landlord on application						680	680	0.00%				(These fees are applicable on first application for a licence, or where a licence has been revoked or has lapsed for whatever reason.)
Non-accredited landlord			x			700	700	0.00%				
Renewal Licence Fees												
Landlord Accreditation Status												
Accredited landlord on application			x			635	635	0.00%				(These fees are applicable on application for a licence renewal, where a licence remains in force at the time of the application.)
Non-accredited landlord			x			655	655	0.00%				Estimate based on 20 HMO's renewals in 22/23 year. Note that new applications cannot be predicted and renewal licensing for HMO's only occurs every 5 years. Values are based upon average renewal charge.

**Medium Term Financial Strategy 2023-24
Fees and Charges
Communities, Housing Environment PAC**

Fees and Charges	April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary Fee	Actuals	Current	Current	Proposed	Change	+ / - Income	Estimate	Comments		
				2021-2022	Estimate 2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024			
				£	£	£	£	%	£	£			
Variation application licence fees applicable													
Proposed Licence Variation													
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.						0	0						
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)						0	0						
Reduction in the number of maximum occupiers for licensing purposes						0	0				Fees for variation of licencing are not chargeable.		
Variation of licence instigated by the council						0	0						
Increase in the number of habitable rooms						0	0						
Increase in the number of maximum occupiers for licensing purposes						0	0						
Change of use of HMO, e.g. from bedsits to shared house						0	0						
Change in room sizes of HMO						0	0						
Change in amenity provision						0	0						
Other licence fees applicable													
Revocation of licence						0	0				(These fees are applicable as appropriate in relation to HMO licensing applications, or where HMOs are licensed.)		
Application refused by the council						0	0				No refund on relevant licence application		
Application withdrawn by the applicant						0	0				Initial application fee with no refund		
Application made in error						0	0				Refund of application fee will be made		
Properties that cease to be licensable during the licensing process						0	0				Initial application fee with no refund		
Charge for enforcement under S49 of the Housing Act 2004													
Enforcement Action													
Service of Improvement Notice under s11 and/or s12				x		545	545	0.00%					
Service of Prohibition Order under s20 and/or s21				x		545	545	0.00%					
Service of Hazard Awareness Notice under s28 and/or s29				x		545	545	0.00%					
Taking Emergency Remedial Action under s40				x		545	545	0.00%			Charge In addition to cost of works plus administration fee of 30% (minimum £100)		
Making of Emergency Prohibition Order under s43				x		545	545	0.00%					
Works in Default of Enforcement Notice				x		COST +	COST +	N/A			Cost of works + 30% (minimum of £100)		
Immigration - housing inspection and accommodation certificates													
Fee for inspection				*	x	235	235	0.00%					
Housing Register Application Medical Fee						75	75	0.00%					
HMO Licensing Total						35,023	20,380			0	20,380		
Gypsy and Travellers Sites													
Gypsy & Traveller Site Plot fee													
Stilebridge Lane				x		26,841	30,340	55.98	58.77	5.00%	1,520	31,860	Increase by CPI of 5% in anticipation of government rent cap
Water Lane				x		30,780	40,000	65.12	68.37	5.00%	2,000	42,000	Increase by CPI of 5% in anticipation of government rent cap
Gypsy & Traveller Site Total						57,621	70,340				3,520	73,860	
GRAND TOTAL						3,305,554	3,060,840				122,400	3,183,240	

Medium Term Financial Strategy 2023/24
Fees and Charges
Economic Regeneration Leisure PAC

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary F	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
Museum										
School Education Activities										
First workshop		x	21,173	24,300	90.00	90.00	7.14%		24,300	
Each Subsequent workshop		x			70.00	75.00	7.14%			Per additional class
Craft Sessions		x			70.00	75.00	7.14%			To raise interest
Object Inspired		x			40.00	45.00	12.50%			Self-led package
Lunch room hire					20.00	20.00	0.00%			School charged to use lunch room if on an unpaid for visit
Outreach to schools										
Children's holiday activities		x								
Out with 1 staff member										
1 workshop		x			180.00	200.00	11.11%			
2 workshops		x			250.00	275.00	10.00%			
3 workshops		x			325.00	350.00	7.69%			
3 workshops + Giant craft		x			475.00	500.00	5.26%			
4 workshops		x			400.00	450.00	12.50%			
Out with 2 CLA										
Loan Boxes to schools per half term		x			50.00	50.00	0.00%			
Room Hire										
Glass Room - Per day		x	4,145	5,000	135.00	145.00	7.41%		5,000	
Library - Per day		x			220.00	230.00	4.55%			
Museum out of hours (based on 4 hours))		x			600.00	650.00	8.33%			
Events										
Per Child minimum charge depending on activity		x	8,380	8,000	3.00	3.00	0.00%		8,000	
Children's Parties										
Per Child minimum charge depending on activity	*	x	0	5,000	12.50	13.00	4.00%		5,000	
Carriage Museum Admission										
Adult		x	330	1,600	3.00	3.00	0.00%		1,600	May be waived for special events
Child over 5		x			2.00	2.00	0.00%			
Family Ticket		x			7.00	7.00	0.00%			
Collections enquiries										
QORWK - enquiries		x	203	500	20.00	20.00	0.00%		500	QORWK enquiry £15 per family history enquiry. The fee is waived for collections based enquiries or where the museum gains research/information
Museum Total			34,230	44,400				0	44,400	

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				£	£	£	£	%	£	£	
Parks and Open Spaces-Leisure Activities											
<u>Tennis - per court per hour</u>											
Adult - single hire	*	x		0	0	8.40	8.40	0.00%		0	
Adult -10 or more hires	exempt	x				7.00	7.00	0.00%			
OAP/Junior - single hire	*	x				4.60	4.60	0.00%			
OAP/Junior - 10 or more hires	exempt	x				3.80	3.80	0.00%			
<u>Bowls - Season - Adult</u>											
- OAP/Junior	*	x		0	0	80.00	80.00	0.00%		0	
- per Green - Adult	*	x				40.00	40.00	0.00%			
- OAP/Junior	*	x				6.00	6.00	0.00%			
-Match fees	*	x				3.00	3.00	0.00%			
Use of Woods - per hour/match - Adult	*	x				4.80	4.80	0.00%			
- OAP/Junior	*	x				3.50	3.50	0.00%			
- per match - Adult	*	x				2.30	2.30	0.00%			
- OAP/Junior	*	x				2.30	2.30	0.00%			
Rounders - Weekends	*	x				53.50	53.50	0.00%			
- Evenings 5 - 9.30pm	*	x				41.50	41.50	0.00%			
<u>Use of Changing Rooms and Showers</u>											
	*	x				20.00	20.00	0.00%			
<u>Events</u>											
Fairs and circuses - per day (min. charge)	exempt	x				635.00	635.00	0.00%			
Big top show - per evening (min. charge)	exempt	x				430.00	430.00	0.00%			
<u>Hire of Parks</u>											
Fitness Classes (10-70 participants) - per session (min charge) B904		x		42	5,200	19.00	19.95	5.00%		5,200	
<u>All Events</u>											
Event day fee (min charge) per day				19,970	15,330				760	16,090	
- up to 100 participants	exempt	x				52.00	55.00	5.77%			
100 to 499 participants	exempt	x				100.00	105.00	5.00%			
500 - 899 participants	exempt	x				435.00	460.00	5.75%			
901+ by negotiation	exempt	x									
<u>Booking and disruption fee (min charge) per day on site (including all event days and build days)</u>											
Commercial and charity ticketed events - Mote Park		x				310.00	325.00	4.84%			Price point should be in mutliples of £5 for customer ease
Free events - Mote Park		x				67.00	70.00	4.48%			Price point should be in mutliples of £5 for customer ease
Additional hire fee for event parking per day (Mote Park on		x				310.00	325.00	4.84%			Price point should be in mutliples of £5 for customer ease
Commercial and charity ticketed events - All other Parks		x				155.00	165.00	6.45%			
Free events - All other Parks		x				62.00	65.00	4.84%			Price point should be in mutliples of £5 for customer ease

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				£	£	£	£	%	£	£	
Filming companies -(min charge) per day											
- Mote Park	exempt	x				325.00	380.00	16.92%			in line with small one day event
- Brenchley Gardens	exempt	x				215.00	230.00	6.98%			
- others by negotiation											
Commercial medical units - per day		x				145.00	145.00	0.00%			
Hot air ballooning (per flight/landing) - Private	exempt	x				115.00	115.00	0.00%			
Mooring Fee											
PER VESSEL (20 feet length)											
per Night	*	x				8.00	8.00	0.00%			
per Week	*	x				40.00	40.00	0.00%			
per Month	*	x				140.00	140.00	0.00%			
per Quarter	*	x				350.00	350.00	0.00%			
				20,012	20,530				760	21,290	
Market											
Office Rent C250											
Mon/Tue/Fri charge per month 1st April - 31st March		x		0	2,600	460.00	460.00	0.00%	0	2,600	This is per contract should not change
Tuesday & Saturday Market Pitches C223/C226				27,701	40,310				0	40,310	
Open Market											
Regular Rate Market Square											
Up to 10 feet - 1 April - 31 Dec		x				25.00	15.00	-40.00%			
Undercroft Rate - 1 April - 31 Dec		x				25.00	15.00	-40.00%			
Lettings-General C251/D358/C227				54,274	80,090				0	80,090	Based on last full year bookings.
Hire of Agricultural Hall											
Standard Hire - per day - casual hire		x				495.00	525.00	6.06%			Casual hire - once per month
Standard Hire minimum 3 hours		x				35.00	35.00	0.00%			£35.00 per hour / £105 per session to C251
Boot Fair -When in undercroft											
10' - pitch (£10 per each additional 10' pitch)		x				15.00	10.00	-33.33%			
Commercial Hire											
Per half day (maximum 8 hours)		x				550.00	550.00	0.00%			
Per day (over 8 hours)		x				1,050.00	1,050.00	0.00%			
Hire of chairs for events - per 100		x				50.00	50.00	0.00%			Charged pro rata
Farmers Market C253											
Every other Friday - daily rate		x		2,501	0	0.00	0.00	#DIV/0!	0	0	
April - March											
Market Total				84,477	123,000				0	123,000	

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				£	£	£	£	%	£	£	
Economic Development-Jubilee Square											
Jubilee Square (EN40 B724)				175	3,500					3,500	
Use of premises licence		x				70.00	75.00	7.14%			
Use of electricity - 3 phase (incl Openreach call out)		x				80.00	85.00	6.25%			
Use of Electricity (Without Openreach call out)		x				20.00	25.00	25.00%			
Promotional/Commercial use inc admin fee		x				250.00	265.00	6.00%			
Events/Educational Promotion (min) charity / public sector admin fee		x				50.00	55.00	10.00%			
Economic Development Total				175	3,500				0	3,500	
GRAND TOTAL				138,894	191,430				760	192,190	

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					£	£	£	£	%	£	£	
Parking Services												
Business Permits D043			x		6,533	12,710	100.00	100.00	0.00%		12,710	
Residents Permits D065			x		86,668	85,440	25.00	25.00	0.00%		85,440	Maximum of two residents permits, a third Visitors Permit is £50
Visitors Permits D066			x		94,325	83,240	25.00	25.00	0.00%		83,240	Maximum of one per property
3rd Permit [resident / visitor parking]			x				50.00	50.00	0.00%			Applied to 3rd permit where applicable
Replacement Permits/Duplicate Permits D067		*	x		0	780	10.00	10.00	0.00%		780	(For lost Permits)
Carers Permits - Organisation D050		*	x		1,067	1,290	20.00	20.00	0.00%		1,290	
Dispensations and Waivers D061					18,276	2,560					2,560	
Waivers/Work permits [max 1 day]			x				12.00	12.00	0.00%			
Waivers/ Work Permits [max 1 week]			x				36.00	36.00	0.00%			
Waivers/ Work Permits [max 2 week]			x				45.00	45.00	0.00%			
Waivers/ Work Permits [max 1 month]			x				60.00	60.00	0.00%			
Waivers/ Work Permits [over 1 month (to a maximum of 3 months) - per month (or part month)]			x				50.00	50.00	0.00%			
Dispensations [max 1 day]			x				12.00	12.00	0.00%			
Dispensations [max 1 week]			x				36.00	36.00	0.00%			
Dispensations [max 2 week]			x				45.00	45.00	0.00%			
Dispensations [max 1 month]			x				60.00	60.00	0.00%			
Dispensations [over 1 month (to a maximum of 3 months) - per month (or part month)]			x				50.00	50.00	0.00%			
Cones/ Suspension administration Fee			x				100.00	100.00	0.00%			(Plus any bay charges for Pay & Display)
PCN Low - Statutory D042			x		1,088,062	864,660	50.00	50.00	0.00%		864,660	Discounted by 50% if paid within 14 days.
PCN High - Statutory			x				70.00	70.00	0.00%			Discounted by 50% if paid within 14 days.
Season Tickets - Car Parks D041 RC20					88,635	132,730					132,730	
6 Month 5 days Mon - Fri		*	x				496.00	496.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
6 Month 7 days Mon - Sun		*	x				638.00	638.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 5 days Mon - Fri		*	x				910.00	910.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 7 days Mon - Sun		*	x				1,163.00	1,163.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
Evening (any CP) off-peak valid after 5pm and before 8am Mon - Sun-12 Months		*	x				357.00	180.00	-49.58%			Reduced by 50% to increase sales - Off-peak season ticket / Pro-rata refunds on surrender / admin fee applied
Refund administration fee							30.00	30.00	0.00%			
Season Tickets - Car Parks (Mote Park Only) D041 RC23					6,208	5,000					5,000	
One Year		*	x				40.00	40.00	0.00%			Maidstone residents only

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			£	£	£	£	%	£	£	
PAY AND DISPLAY										
Electric Vehicles			7,759	10,000						
Battery Electric Vehicles (BEVs)		x			0.00	0.00	0.00%			No change proposed to support an increase in EV usage (currently BEVs represent only 3.44% of all transactions) - Free parking for BEVs when customer registers transaction through the councils cashless payment provider
Electric Vehicle Charging (per kWh)		x			0.25	variable				Charged per Kilowatt hour (kWh) - Increased charge to 15p above the energy supplier rate per kWh (reviewed and adjusted monthly)
On Street D060			187,468	201,340					201,340	
James Whatman Way										
30 mins		x			0.70	0.70	0.00%			
1 hr		x			1.50	1.50	0.00%			
1.5 hr		x			2.00	2.00	0.00%			
2 hr		x			2.50	2.50	0.00%			
3 hr		x			3.50	3.50	0.00%			
4 hr		x			4.50	4.50	0.00%			
All other on-street pay and display locations										
30 mins		x			0.80	0.80	0.00%			
1 hr		x			1.50	1.50	0.00%			
1.5 hr		x			2.25	2.25	0.00%			
2 hr		x			3.00	3.00	0.00%			
Off street			1,559,285	1,551,750					1,551,750	
Short Stay										
Medway St										
1 hr	*	x			1.30	1.30	0.00%			
2 hr	*	x			2.60	2.60	0.00%			
3 hr	*	x			3.90	3.90	0.00%			
4 hr	*	x			5.20	5.20	0.00%			
Brewer Street [E]										
30 mins	*	x			0.65	0.65	0.00%			
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			

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			2021-2022	2022-23	2022-2023	2023-2024		2022-23	2023-2024	
			£	£	£	£	%	£	£	
King Street										
1 hr	*	x			1.35	1.35	0.00%			
2 hr	*	x			2.70	2.70	0.00%			
3 hr	*	x			4.05	4.05	0.00%			
4 hr	*	x			5.40	5.40	0.00%			
Wheeler Street										
30 mins	*	x			0.65	0.65	0.00%			
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
Palace Avenue										
1 hr					n/a	1.30				New charge - Introduce 1 hour stays
2 hr					n/a	2.60				New charge - Introduce 2 hour stays
3 hr	*	x			3.90	3.90	0.00%			
4 hr	*	x			5.20	5.20	0.00%			
Mote Road										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
Mill Street										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
Long Stay										
Barker Road										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*				5.75	5.75	0.00%			
Over 5 hours					7.30	7.30	0.00%			

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			£	£	£	£	%	£	£	
<u>Brooks Place</u>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<u>Brunswick Street</u>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
5 hr	*	x			5.25	5.25	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<u>College Road</u>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
5 hr	*	x			5.25	5.25	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<u>Lucerne Street</u>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<u>Sittingbourne Road</u>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			

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			£	£	£	£	%	£	£	
Union Street [E]										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
Union Street [W]										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
Well Road										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
5 hr	*	x			5.25	5.25	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
Lockmeadow										
1 hr	*	x			1.00	1.00	0.00%			
2 hr	*	x			2.00	2.00	0.00%			
3 hr	*	x			2.50	2.50	0.00%			
4 hr	*	x			3.50	3.50	0.00%			
Up to 5 hours	*	x			5.00	5.00	0.00%			
Over 5 hours	*	x			7.00	7.00	0.00%			
Overnight charge all off-street car parks (6.30pm to 8am) (except Lockmeadow)	*	x			2.00	2.00	0.00%			
Mote Park			222,175	213,000					213,000	
Up to 6 Hours	*	x			2.00	2.00	0.00%			
Over 6 Hours	*	x			12.00	12.00	0.00%			
Parking Services Total			3,366,460	3,164,500				0	3,164,500	

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			£	£	£	£	%	£	£	
Sandling Road Car Park										
			61,319	53,470					53,470	
1 hr	*	x			1.10	1.10	0.00%			
3 hr	*	x			2.20	2.20	0.00%			
4 hr	*	x			3.50	3.50	0.00%			
Up to 5 hours	*	x			6.00	6.00	0.00%			
Over 5 hours	*	x			6.00	6.00	0.00%			
Sandling Road Car Park Total			61,319	53,470				0	53,470	

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			2021-2022	2022-23	2022-2023	2023-2024	%	2022-23	2023-2024	
			£	£	£	£	%	£	£	
Development Control-Land Charges										
			299,058	286,900					286,900	All fees below are the same across the partnership.
Search only (LLC1 only)		x			42.00	15.00	-64.29%			Fee reduced to match levels set by HMRL
LLC1 Only - Additional Parcel of Land		x			12.00	4.80	-60.00%			Fee reduced by the same amount as the LLC1 above.
CON29 (Including VAT)	*	x			123.00	164.00	33.33%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
CON29 - Additional Parcel of Land (Including VAT)	*	x			21.00	24.00	14.29%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Standard Official Search (LLC1 and CON29) (Including VAT)	*	x			165.00	179.00	8.48%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Standard Official Search (LLC1 and CON29) - Additional Parcel of Land (Including VAT)	*	x			33.00	28.80	-12.73%			
Part II enquiry - CON 29 Optional Questions 4-21 (Including VAT)	*	x			15.60	16.20	3.85%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Part II enquiry - CON29 Optional Question 22 (Including VAT)	*	x			30.00	30.00	0.00%			No change to cost
Additional Questions (Including VAT)	*	x			22.80	22.80	0.00%			No change to cost
CON29 - Personal Searches (EIR)										
Question										
Personal Search		x			0.00	0.00	0.00%			
Enhanced Personal Search		x			15.00	0.00	-100.00%			Service removed so fees are inline with the LLC1 search above.
1.1 (a) - (l) (Planning)	*	x			7.80	8.40	7.69%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
1.1 (j,k,l) (Building Regulations)	*	x			7.80	8.40	7.69%			
2.1 (b) - (d)	*	x			3.90	4.20	7.69%			
3.1 (Land for Public Purpose)	*	x			3.90	4.20	7.69%			
3.3 Drainage Matters	*	x			3.90	4.20	7.69%			
3.5 (Railway Schemes)	*	x			3.90	4.20	7.69%			
3.7 (Outstanding Notices)	*	x			12.00	12.00	0.00%			
3.8 (Building Regulations Contravention)	*	x			3.90	4.20	7.69%			
3.9 (Enforcement)	*	x			7.80	8.40	7.69%			
3.10 CIL	*	x			5.40	5.70	5.56%			
3.13 b (Contaminated Land)	*	x			3.90	4.20	7.69%			
3.13 c (Contaminated Land)	*	x			3.90	4.20	7.69%			
Land Charges Total			299,058	286,900				0	286,900	

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
Building Control										
			456,912	401,510				20,080	421,590	
Erection of a single dwelling house - Full Plan & Building Notice Charge	*	x			1,059.00	1,134.00	7.08%			
Erection of 2 dwelling houses - Full Plan & Building Notice Charge	*	x			1,392.00	1,489.00	6.97%			
Single storey heated annex - Full Plan & Building Notice Charge	*	x			0.00	891.00	0.00%			New description added
Single storey heated annex - Regularisation Charge		x			0.00	1,113.03	0.00%			New description added
Unheated outbuilding - Full Plan & Building Notice Charge	*	x			0.00	599.00	0.00%			New description added
Unheated outbuilding - Regularisation Charge		x			0.00	748.77	0.00%			New description added
Garages up to 60m ² - Full Plan & Building Notice Charge	*	x			514.00	551.00	0.00%			
Garages up to 60m ² - Regularisation Charge		x			643.86	688.05	6.86%			
Garage with room over 60m ² - 100m ²	*	x			605.00	648.00	7.11%			
Garage with room over 60m ² - 100m ² - Regularisation Charge		x			756.08	809.48	7.06%			
Extension up to 40m ² - Full Plan & Building Notice Charge	*	x			757.00	809.00	6.87%			
Extension up to 40m ² - Regularisation Charge		x			946.05	1,011.84	6.95%			
Extensions over 40m ² and up to 100m ² - Full Plan & Building Notice Charge	*	x			908.00	971.00	6.94%			
Extensions over 40m ² and up to 100m ² - Regularisation Charge		x			1,134.75	1,214.22	7.00%			
Loft Conversions up to 60m ² - Full Plan & Building Notice Charge	*	x			787.00	842.00	6.99%			
Loft Conversions up to 60m ² - Regularisation Charge		x			983.02	1,052.33	7.05%			
Garage or Basement Conversion under 40m ² - Full Plan & Building Notice Charge	*	x			484.00	551.00	13.84%			
Garage or Basement Conversion under 40m ² - Regularisation Charge		x			605.63	688.05	13.61%			
Installation of up to 10 replacement windows - Full Plan & Building Notice Charge	*	x			242.00	259.00	7.02%			
Installation of up to 10 replacement windows - Regularisation Charge		x			302.18	323.79	7.15%			
Part P electrical work or installation of heating appliance - Full Plan & Building Notice Charge	*	x			303.00	324.00	6.93%			
Part P electrical work or installation of heating appliance - Regularisation Charge		x			378.68	404.75	6.88%			
Alterations up to the value of £4999 - Full Plan & Building Notice Charge	*	x			333.00	356.00	6.91%			
Alterations up to the value of £4999 - Regularisation Charge		x			415.66	445.22	7.11%			
Alterations from £5000 to £9999 - Full Plan & Building Notice Charge	*	x			484.00	518.00	7.02%			
Alterations from £5000 to £9999 - Regularisation Charge		x			605.63	647.58	6.93%			
Alterations from £10000 to £19999 - Full Plan & Building Notice Charge	*	x			0.00	648.00	0.00%			New description added
Alterations from £10000 to £19999 - Regularisation Charge		x			0.00	809.48	0.00%			New description added
Demolition Notice	*	x			257.50	275.50	6.99%			
Building Control Total			456,912	401,510				20,080	421,590	

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			£	£	£	£	%	£	£	
Development Control-Planning and Conservation										
Written Pre-Application Advice										
Pre-Application Fees			223,981	262,700				0	262,700	
Advice for Householder Proposals										
charged for written advice on Householder applications	*	x			71.00	76.00	7.04%			
email response to follow up request	*	x			51.00	54.00	5.88%			
and with an hour long meeting with an officer	*	x			173.00	182.00	0:00%			
additional hour	*	x			51.00	54.00	5.88%			
follow up call/skype with email response	*	x			76.00	81.00	0:00%			
and with an hour long site meeting with an officer	*	x			224.00	237.00	0:00%			
additional hour	*	x			51.00	54.00	5.88%			
follow up call/skype with email response	*	x			77.00	81.00	5.19%			
Advice for Minor Development Proposals 1-9 Dwellings										
charged for written advice	*	x			255.00	268.00	5.10%			
email response to follow up request	*	x			102.00	108.00	5.88%			
and with an hour long meeting with an officer	*	x			357.00	375.00	5.04%			
additional hour	*	x			102.00	108.00	5.88%			
follow up meeting	*	x			153.00	161.00	5.23%			
and with an hour long site meeting with an officer	*	x			459.00	482.00	5.01%			
additional hour	*	x			102.00	108.00	5.88%			
follow up call/Skype with email response	*	x			153.00	161.00	5.23%			
Advice for Major Development Proposals 10-39 Dwellings										
charged for written advice	*	x			357.00	375.00	5.04%			
email response to follow up request	*	x			255.00	268.00	5.10%			
and with an hour long meeting with an officer at MBC Offices	*	x			612.00	643.00	5.07%			
additional hour	*	x			1,277.00	1,341.00	5.01%			
follow up call/Skype with email response	*	x			255.00	268.00	5.10%			
and with an hour long site meeting with an officer	*	x			739.00	777.00	0:00%			
additional hour	*	x			127.00	134.00	5.51%			
follow up call/Skype with email response	*	x			255.00	268.00	5.10%			
Advice for Large Development Proposals 40+ Dwellings										
and with an hour long meeting with an officer at MBC Offices	*	x			842.00	885.00	5.11%			
follow up call/Skype with email response	*	x			357.00	375.00	5.04%			
and with an hour long site meeting with an officer	*	x			969.00	1,018.00	5.06%			
follow up call/Skype with email response	*	x			357.00	375.00	5.04%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
Request for Manager attendance											
Should the applicant request the attendance of a Manager in additional to the assigned case officer, the following additional charge shall apply.	*	x									
Managers - Spatial Policy, Development Management, Major Projects - (MBC Offices or Skype).	*	x				255.00	268.00	5.10%			
on-site	*	x				382.00	402.00	5.24%			
Head of Service	*	x				510.00	536.00	5.10%			
on-site	*	x				765.00	804.00	5.10%			
Meetings with additional Specialist Officers attending (hourly rate) (additional charges for specialist officers additional to the above pre-application charges)(heritage, spatial policy, landscape, etc)											
Meeting at Maidstone House	*	x				179.00	188.00	5.03%			
Meeting on Site	*	x				255.00	268.00	5.10%			
Heritage Works Only Advice (EE20)				3016.67	8,000					8,000	
Written Advice (D165)				0	5,000					5,000	
Written advice Householder	*	x				76.00	80.00	5.26%			
Written advice Minor	*	x				255.00	268.00	5.10%			
Written advice Major	*	x				357.00	375.00	5.04%			
Site visit/Meeting/ Fee depending type of app/onsite/office based	*	x									
Written plus Meeting Fee Householder	*	x				179.00	188.00	5.03%			
Written plus Meeting Fee Minor	*	x				204.00	215.00	5.39%			
Written plus Meeting Fee Major	*	x				612.00	643.00	5.07%			
Written plus Site visit Fee Householder	*	x				229.230	242.00	0.00%			
Written plus Site visit Fee Minor	*	x				408.00	429.00	5.15%			
Written plus Site visit Fee Major	*	x				612.00	643.00	5.07%			
Work to Protected Tree Only Advice				0	2,600					2,600	
Works to Trees - Meeting on Site											
Written advice/response	*	x				77.00	81.00	5.19%			
Works to Trees - Site visit	*	x				153.00	161.00	5.23%			
High Hedges						510.00	510.00	0.00%			

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Fees and Charges April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
S.106 Agreements											
<i>(The following charges do not include any charges levied by MKS Legal)</i>											
Initial email advice following planning/housing officer review of request for DoV	*	x				178.00	186.90	5.00%			
Formal request to instruct on DoV (first clause)	*	x				357.00	374.85	5.00%			
(each additional clause)						128.00	134.40	5.00%			
Confirmation of S.106 clause compliance (desktop) (per clause)	*	x				153.00	160.65	5.00%			
(additional charge if site visit required)	*	x				127.00	133.35	5.00%			
Enforcement											
Written confirmation of closure of household enforcement case and reasons	*	x				51.00	53.55	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Written confirmation of compliance with household enforcement notice	*	x				51.00	53.55	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Written confirmation of closure of (other) enforcement case and reasons	*	x				82.00	86.10	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Written confirmation of compliance with (other) enforcement notice	*	x				92.00	96.60	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Listed Building Works											
Site visit and written confirmation of completion in accordance with approval	*	x				280.00	294.00	5.00%			
Written advice only (where possible without inspection)	*	x				153.00	160.65	5.00%			
Planning Conditions											
Written confirmation of compliance with condition	*	x				102.00	107.10	5.00%			
(each additional condition)	*	x				77.00	80.85	5.00%			
(additional charge if site visit required)	*	x				127.00	133.35	5.00%			
Other Pre-Application Fees											
Administration fees											
Research of Permitted Development Rights and Planning Histories											
Research on Planning Histories			x			116.00	116.00	0.00%			
Research on Permitted Development Rights			x			116.00	116.00	0.00%			
Statutory Application Fees (currently set nationally)											
Application to discharge conditions related to a permission											
The standard fee for conditions per request; or			x			116.00	116.00	0.00%			
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.			x			34.00	34.00	0.00%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary	Statutory Fee	Actuals	Current Estimate	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
				£	£	£	£	%	£	£	
<u>Written confirmation of conditions previously discharged relating to a permission</u>			x								
Per request; or			x			116.00	116.00	0.00%			
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.			x			34.00	34.00	0.00%			
<u>Administration fees</u>											
Research of Permitted Development Rights and Planning Histories											
Research on Planning Histories			x			116.00	116.00	0.00%			
Research on Permitted Development Rights			x			116.00	116.00	0.00%			
<u>All Outline Applications</u>				1,298,862	1,179,110					1,179,110	
£462.00 per 0.1 hectare for sites up to and including 2.5 hectares			x			462.00	462.00	0.00%			
More than 2.5 hectares £11432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000			x			11,432.00	11,432.00	0.00%			
<u>Householder Applications</u>											
Alterations/extensions to a single dwelling , including works within boundary			x			206.00	206.00	0.00%			
<u>Full Applications (and First Submissions of Reserved Matters)</u>											
Alterations/extensions to two or more dwellings houses (or flats), including works within boundaries			x			407.00	407.00	0.00%			
Per New dwelling (up to and including 50)			x			462.00	462.00	0.00%			
New dwellings (for more than 50) £22,859 + £138 per additional dwelling in excess of 50 up to a maximum fee of £300,000			x			22,850.00	22,850.00	0.00%			
Erection of buildings (not dwellings, agricultural, glasshouses, plant or machinery)											
No increase in gross floor space or no more than 40m ² gross floor space to be created by the development			x			234.00	234.00	0.00%			
More than 40 sqm but no more than 75 sq m gross floor space to be created by the development			x			462.00	462.00	0.00%			
More than 75 sqm but no more than 3,750 sqm gross floor space to be created by the development (£462 per £75 sq m or part thereof)			x			462.00	462.00	0.00%			
More than 3,750 sq m - £22,859 plus £138 for each 75 sqm or part thereof in excess of 3,750 sq.m to a maximum of £300,000			x			22,859.00	22,859.00	0.00%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary / Statutory Fee	Actuals	Current Estimate	Current Charges	Proposed Charges	Change	+ / - Income	Estimate	Comments
			2021-2022	2022-23	2022-2023	2023-2024		2022-23	2023-2024	
			£	£	£	£	%	£	£	
The erection of buildings (on land used for agriculture for agricultural purposes)										
Gross floor space to be created by the development not more than 465 Sq.m		x			96.00	96.00	0.00%			
Gross floor space to be created by the development more than 465 sq.m but less than 540 sq.m		x			462.00	462.00	0.00%			
Gross floor space to be created by the development more than 540m2 but not more than 4,215m2		x			462.00	462.00	0.00%			
Gross floor space to be created by the development More than 4,215m ²		x			22,859.00	22,859.00	0.00%			
Erection of glasshouses (on land used for the purposes of agriculture)										
Gross floor space to be created by the development Not more than 465m ²		x			96.00	96.00	0.00%			
Gross floor space to be created by the development More than 465m ²		x			2,580.00	2,580.00	0.00%			
Erection/alterations/replacement of plant and machinery										
Site area Not more than 5 hectares		x			462.00	462.00	0.00%			
Site area More than 5 hectares max £300,000		x			22,859.00	22,859.00	0.00%			
Applications other than Building Works										
Car parks, service roads or other accesses For existing uses										
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)										
Site area Not more than 15 hectares		x			234.00	234.00	0.00%			
Site area More than 15 hectares		x			34,934.00	34,934.00	0.00%			
Operations connected with exploratory drilling for oil or natural gas										
Site area Not more than 7.5 hectares		x			508.00	508.00	0.00%			
Site area More than 7.5 hectares		x			38,070.00	38,070.00	0.00%			

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Fees and Charges April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
<u>Operations(other than exploratory drilling) for the winning and working of oil or natural gas</u>											
Site area Not more than 15 hectares			x			257.00	257.00	0.00%			
Site area More than 15 hectares			x			38,520.00	38,520.00	0.00%			
<u>Other operations (winning and working of minerals)</u>											
Site area Not more than 15 hectares			x			234.00	234.00	0.00%			
Site area More than 15 hectares			x			34,034.00	34,034.00	0.00%			
Other operations (not coming within any of the above categories) Any site area			x			234.00	234.00	0.00%			
<u>Lawful Development Certificate</u>											
LDC - Existing Use - in breach of a planning condition						Equivalent to full application for same works					
LDC - Existing Use LDC - lawful not to comply with a particular condition			x			234.00	234.00	0.00%			
LDC - Proposed Use -						50% planning fee					
<u>Prior Approval</u>											
Agricultural and Forestry buildings & operations or demolition of buildings			x			96.00	96.00	0.00%			
Telecommunications Code Systems Operators			x			462.00	462.00	0.00%			
All other Prior Approval			x			96.00	96.00	0.00%			
With Operational development			x			206.00	206.00	0.00%			
<u>Reserved Matters</u>											
Application for approval of reserved a condition following grant of planning permission			x			462.00	462.00	0.00%			
matters following outline approval full fee due if the full fee already paid then £462 due.											
<u>Approval/Variation/discharge of condition</u>											
Application for removal or variation of			x			234.00	234.00	0.00%			
Request for confirmation that one or more planning conditions have been complied with - householder			x			34.00	34.00	0.00%			
All other development			x			116.00	116.00	0.00%			
<u>Change of Use</u> of a building to use as one or more separate dwelling houses, or other cases											
Number of dwellings not more than 50 £462 each dwelling			x			462.00	462.00	0.00%			
Number of dwellings More than 50			x			22,859.00	22,859.00	0.00%			
Other Changes of Use of a building or land			x			462.00	462.00	0.00%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
Advertising										
Relating to the business on the premises		x			132.00	132.00	0.00%			
Advance signs which are not situated on or visible from the site, directing the public to a business		x			132.00	132.00	0.00%			
Other advertisements		x			462.00	462.00	0.00%			
Application for a Non-material Amendment Following a Grant of Planning Permission										
Applications in respect of householder developments		x			34.00	34.00	0.00%			
Applications in respect of other developments		x			234.00	234.00	0.00%			
Permission in Principle - Site Area		x			402.00	402.00	0.00%			
Development and Conservation Control Total			1,525,860	1,457,410				0	1,457,410	
Grand Total			5,709,609	5,363,790				20,080	5,383,870	

CORPORATE SERVICES POLICY 14 December 2022
ADVISORY COMMITTEE

Procurement Policy Changes

Timetable	
Meeting	Date
Corporate Services Policy Advisory Committee	14 December 2022
Executive Meeting	21 December 2022

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Executive
Lead Head of Service	Mark Green, Director of Finance & Business Improvement
Lead Officer and Report Author	Adrian Lovegrove, Head of Finance
Classification	Public
Wards affected	All

Executive Summary

The Council is committed to delivering best value for its residents in every area of service and decided to review and develop its policies in a number of areas in regard to the procurement of its goods and services, most notably the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015.

The review identified 3 key areas where we should be developing our policies:

- MBC Biodiversity and Climate Change Action Plan – including Sustainable Procurement Policy.
- Public Services (Social Value) Act 2012 – Social Value
- Modern Slavery Statement

Therefore the aim is to introduce new policies and revise contract approval levels to develop the procurement process. These changes support the Council’s strategic priorities and current legislation. In 2019, the Council declared a climate emergency and set out a commitment to become carbon neutral by 2030. For many councils, the majority of greenhouse gas emissions and cost reduction opportunities lie outside internal operations. Using its own updated procurement frameworks, the Council can encourage and engage suppliers to develop proactive approaches to sustainability and reduce emissions and costs.

We also want to increase our social value impacts to take into account the “economic, social and environmental well-being of Maidstone Borough Council” in its procurement activity’.

Considering this, the Council would like to implement 2 new policies, and one statement as follows:

1. Sustainable Procurement Policy
2. Social Value Policy
3. Modern Slavery Statement

These will ensure the internal procurement process reflects legislation, remains fit for purpose and supports sustainability and social value within Maidstone.

Recommendation to Corporate Services Policy Advisory Committee

1. The Committee is asked to note the contents but may choose to comment on the content.
2. That the Committee recommend to the Executive to approve the following:
 - a) Procurement Sustainability Policy, attached at Appendix 1 to the report;
 - b) Social Value Procurement Policy, attached at Appendix 2 to the report; and
 - c) Modern Slavery Statement, attached at Appendix 3 to the report.

Procurement Policy Changes

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The new policies support the councils aims to be Carbon free by 2030 and support wider support to Maidstone with its Social Value procurement policy.	Director of Finance and Business Improvement (Section 151 Officer)
Cross Cutting Objectives	This report enables any links between performance and financial matters to be identified and addressed at an early stage, thereby reducing the risk of compromising the delivery of the Strategic Plan 2019-2045, including its cross-cutting objectives.	Director of Finance and Business Improvement (Section 151 Officer)
Risk Management	No direct impacts	Director of Finance and Business Improvement (Section 151 Officer)
Financial	Delivering best value for its residents in every area of service is vital. With changes to legislation, most notably the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015, the Council has taken the opportunity to review and develop its procurement policies in a number of areas to support delivering VfM.	Senior Finance Manager (Client)
Staffing	No direct impacts	Director of Finance and Business Improvement (Section 151 Officer)
Legal	The Council can accept and implement the policies and statement as they are line with current legislation	Team Leader, Contracts and Commissioning MKLS
Information Governance	No impact	Head of Finance

Equalities	An equalities impact assessment has been carried out to ensure we have considered the impacts from the policy.	Equalities and Communities Officer
Public Health	No impact.	Head of Finance
Crime and Disorder	No direct implication from this report.	Director of Finance and Business Improvement (Section 151 Officer)
Procurement	The new policies allow the procurement function to support the sustainability and social values that are part of legislation, ensuring the function remains fit for purpose.	Director of Finance and Business Improvement (Section 151 Officer)
Biodiversity and Climate Change	<p>The Implications of this report on Biodiversity and Climate Change have been considered and fully align with the intentions of the MBC Biodiversity and Climate Change Action Plan - particularly Action 9.6 to 'Develop a corporate policy and procurement approach to social value that incorporates enhancing biodiversity and reducing our (scope 3) carbon footprint through the way we design, carry out and procure our services.'</p> <p>The largest emissions source of Maidstone Borough Council is the procured goods and services (contracts), which totalled an estimated 3,029 tCO₂e in 2020, accounting for approximately 69% of the Council's footprint according to the Carbon Trusts Baseline Report.</p> <p>Sustainable Procurement will support the councils Net Zero 2030 commitments, and ultimately aims towards saving costs, reducing carbon, and supporting goods and services contracts to reduce supply/value chain carbon and costs as well.</p>	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

2.1 As part of the work of regularly reviewing procurement policy and statements to ensure they remain fit for purpose and support the Council's priorities, it has been identified that there are two new policies, and a Modern Slavery Statement that the Council needs to implement to help achieve effective procurement function. The new policies and statement are summarised below.

Sustainable Procurement

2.2 Attached at Appendix 1 is the sustainable procurement policy. The policy supports the Council's aim of becoming carbon neutral by 2030. Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the local economy, whilst minimising damage to the environment.

Social Value

2.3 Appendix 2, the Social Value policy, sets out how the Council intends to deal with these requirements. The implementation of social, ethical, environmental and economic impacts should be in line with the Public Services (Social Value) Act 2012. The Council's intention is to commit fully to the Act by embedding its principles into internal procurement processes and procedures where it is feasible and appropriate to do so. The Council can use social benefits to bring long-term good to the Borough

Modern Slavery Statement

2.4 Appendix 3 sets out the Modern Slavery Statement which contains the Council's expectations of officers and suppliers. The implementation of the statement will enable the Council to ensure that procurement processes take account of modern slavery when assessing the suitability of contractors to work with the Council.

2.5 These changes support procurement best practice and allow a consistent approach across Tunbridge Wells and Maidstone Borough Councils which operate a joint procurement function.

3. AVAILABLE OPTIONS

3.1 The Committee is asked to note the contents but may choose to comment on the content.

3.2 That the Committee recommend to the Executive to approve:

- new policies (Appendices 1 and 2)
- new Modern Slavery Statement (Appendix 3).

3.3 That the Committee do not recommend approval of the new policies and statement to the Executive.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That the Committee recommend to the Executive to approve :
- new policies (Appendices 1 and 2)
 - new Modern Slavery Statement (Appendix 3).
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5. RISK

- 5.1 This report is presented to CS PAC for recommending approval by the Executive. The paper gives the Council the ability to ensure its procurement processes are fit for purpose and can start to impact upon sustainability and social value that will have benefits to Maidstone.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The policies have been consulted upon within the Council and have been presented informally to the Executive. This is the first time CS PAC will have seen these new policies and statement.
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The recommendation for approval will go to the Executive on 21st December.
- 7.2 New policies and statement will be implemented in January.
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8. REPORT APPENDICES

- Appendix 1: Procurement Sustainability Policy
 - Appendix 2: Social Value Procurement Policy
 - Appendix 3: Modern Slavery Statement
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9. BACKGROUND PAPERS

None.

Sustainability Policy - Procurement

Introduction

Maidstone Borough Council is committed to providing the residents of the borough with excellent value in all areas of operation. In 2019 the Council declared a climate emergency and set out a commitment to become carbon neutral by 2030. For many councils the majority of greenhouse gas emissions and cost reduction opportunities lie outside internal operations. By measuring Scope 3 emissions, and working through procurement frameworks the council can encourage and engage suppliers to develop a proactive approach to sustainability, and reduce emissions and costs.

Considering this aim, the Council has reviewed its current processes and developed a policy to support officers and suppliers in moving towards this objective.

Due to the diverse nature of the goods and services provided the Council, this policy cannot offer a single solution for all contracts, but will be considered by Procurement and Legal at commissioning stage prior to any tender being released.

What is Sustainable Procurement?

'Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the local economy, whilst minimising damage to the environment' ([LGA 2021](#)).

To Council supports staying within a global temperature threshold of 1.5 degree centigrade, which requires limiting cumulative carbon dioxide (CO₂) emissions over the coming decades. By not reducing our carbon emissions in the recommended timeframe we add to the environmental impacts of rising global temperatures. Because global temperature change is determined by cumulative emissions, the pace at which we reduce emissions is important. The longer we wait, the sooner the remaining carbon space in the atmosphere will be used up.

What are the advantages of adopting this policy?

The main advantage of adopting this policy will be to support the Council's aim of becoming Carbon neutral by 2030. This policy will also provide the following benefits.

- Guiding the Council when considering whole life sustainability impacts in all contracts and ensuring that we take a proportional approach and support suppliers in assisting us to reduce our joint carbon footprint.
- Support the Council in encouraging suppliers to assist us in reducing our consumption on utilities.
- Aiming to benefit our communities in encouraging small and medium size enterprises (SME's) to work with the Council and to engage with

sustainability issues. The policy will also aim to provide information on guidance as to how they can calculate and reduce their carbon footprint.

- Ensuring greenhouse gas emissions and energy risks within the supply chain of Council procured services are fully understood, including long term 'carbon costs' and to enable appropriate mitigation measures to be implemented.
- Equally, it will enable suppliers to review their own business supply chain and energy security measures.
- Identifying which suppliers are leaders and which are laggards in terms of their sustainability performance.
- Engaging suppliers and assisting them to implement sustainability initiatives
- Improving the energy efficiency of suppliers' products
- Positively engaging with employees to reduce emissions from business travel and employee commuting.

How will the Sustainable procurement policy work in practice?

Due to the varying industries the Council procure works and services from, this policy proposes a flexible timeline to ensure compliance, fair competition and measurable results. This flexibility will also allow us to remain committed to supporting local SME's as we progress.

During the commissioning phase of any contract, the Council will explore the industry that we are looking to source from and adjust sustainability expectations as required. Officers will be asked to consider the contract term and any technical developments within the industry they are looking to procure services or works from. For example, the construction industry has made significant strides to meet sustainable requirements. In this instance, the Council would move to stage 3 of our vision. For industries that are starting this journey we would continue with the vision plan as it is set out.

In all cases a balanced consideration of the social, ethical, environmental and economic impacts will be undertaken. In line with the '[Public Services \(Social Value\) Act 2012](#)' the Council must consider—

- a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
- b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

This is to ensure procurement can be used to deliver relevant local priorities, creating new businesses, new green jobs, and new green skills in the UK, improve supplier diversity, innovation and resilience, and tackle climate change and reducing waste.

Our Vision

Embedding sustainability into procurement can support the objectives of an organisation as set out in relevant policies and strategies and can be adapted to reflect the nature of the contract. The vision for this policy is to provide a framework for officers and suppliers that will guide the Council's procurement and provide contracts that contribute towards the Council achieving its aim of becoming carbon neutral by 2030.

The main themes underlying this policy are engagement, consideration and adaptation to each procurement and the outcome.

1. Engagement – This will support and provide guidance for suppliers to enable them to demonstrate how they comply fully with the procurement opportunities advertised. The Council will run events as set out in the 5-year procurement plan which will engage local suppliers and provide support and references to guidance in order to encourage them to begin operating in a sustainable manner.
2. Consideration and adaptation – This will be essential for the policy to be successful; the Council must change and adjust the approach for each procurement, adapting the expectation dependent on each industry's current market position.
3. Outcomes – To achieve its target's the Council will expect all suppliers to be aligned with its ambition to work towards being carbon neutral by 2030. This will require all suppliers to implement their own carbon reduction measures and reduce their own carbon emissions as much as possible. Only after all possible emissions have been mitigated should a verified offset scheme be considered.

Disclosure requirements vary from sector to sector and between small, medium and [large](#) businesses. The policy will be tailored to fit procurement of each scale so as not to exclude or unfairly discredit comparisons between different size businesses and companies. Working with our suppliers is key to delivering the aims of this policy.

As such we will monitor and measure their performance, encourage them to conduct their operations in line with the council's commitments and make their own [commitments](#), and embrace continuous improvement.

Our five-year proposal aims to build and develop a strategy that will encourage supplier engagement and will establish contracts that will assist the Council in achieving its carbon neutral objectives. Our vision is split into the short, medium, and long term.

➤ *Short term – Years 1*

- During this phase we will start the engagement process This will set out the Council's aims and expectations for suppliers. At this phase we will support suppliers in finding resources and guidance for their own Sustainability plans.
- Suppliers will be expected to answer a questionnaire which will be adapted to suit the procurement exercise and the contract type. Suppliers who are in the early stages of looking into becoming more

sustainable will be able to evidence attendance at events as part of their submission.

- Suppliers will be encouraged to assess their own scope 1 and 2 greenhouse gas emissions (GHG)
- Suppliers who have already made efforts to monitor their emissions will be scored more highly
- *Medium Term – Years 2 and 3*
 - In the medium term we will continue to build upon previous work and continue with local supplier engagement.
 - We will expand on the questions asked of suppliers, during this phase they will be required to provide more data and further details of their sustainability efforts which this will include evidencing their carbon reduction forward plan.
 - We will also begin to set targets for specific categories that form a major part of the Council's scope 3 emissions.
 - From year 3 of this policy, it will be mandatory for suppliers to provide scope 1 and 2 data to the Council.
- *Long term – Years 3 and 4*
 - In the long term, the Council will have a mandatory requirement for all suppliers to provide carbon footprint data for scope 1, 2 and 3 emissions.
 - Suppliers should have developed their carbon knowledge and should be able to supply the Council with in depth data to support the Council's carbon neutral targets.
 - Suppliers will be asked to provide copies of their carbon reduction policies and their actions plans, including details of their carbon footprint trajectory and reductions achieved. Ongoing progress as to the supplier's carbon reduction will be provided to the Council's throughout the contract term.

Delivery

The Council will integrate the policy into its procedures as follows:

- For all contracts the commissioning/contracting officer will need evidence that they have investigated the marketplace current positioning on sustainability and shall then adjust the process to act reasonably regarding the current positioning of that industry.
- For any construction projects officers must consider embedded carbon and include a sustainability weighting within the tender documents, this must be given a sufficient weighting in the overall score for the evaluation process.
- For some procurement exercises the whole life cycle assessment of products will need to be considered. This is a technique for assessing the environmental aspects associated with a product over its life cycle.

Once a procurement exercise is concluded, the responsibility for the contract officers will be to ensure data is collected and monitored and that the supplier adheres to their tender response.

This policy will be reviewed annually and adjusted in line with the Council's sustainability targets.

- For clarification, whilst the Council refers to 'carbon neutral', in this instance it has the same meaning as net zero. Net zero means any emissions remaining, after all possible efforts to mitigate them have been undertaken, would be balanced by verified schemes to offset an equivalent amount of greenhouse gases from the atmosphere

Social Value Policy

Public Services (Social Value) Act 2012

and the

Public Contracts Regulations 2015

'to take into account the "economic, social and environmental well-being of Maidstone Borough Council" in its procurement activity'

drafted August 2022

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1. Introduction

Maidstone Borough Council is committed to delivering best value for its residents in every area of service. The Council has taken the opportunity to review and develop its policies in a number of areas in regards to the procurement of its goods and services.

The Public Services (Social Value) Act 2012 came into force in January 2013 and laid out the responsibilities of a contracting authority when procuring goods and services contracts (subject to public procurement regulations) to take into account the “*economic, social and environmental well-being of the relevant area*” in its procurement activity.

The Council’s intention is to commit fully to the Act by embedding its principles into our procurement processes and procedures where it is feasible and appropriate to do so.

Due to the diverse nature of the goods and services provided the Council, this policy cannot be considered as standard for every contract, but will be considered by Procurement and Legal at commissioning stage prior to any tender being released.

2. What is Social Value?

Social Value has been defined as the additional benefit to the community from a commissioning or procurement process, over and above the direct outcome of the purchasing of the goods and services (the outcome of the tendering or quotation process).

The Public Services (Social Value) Act 2012 states:

The authority must consider—

- (a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and*
- (b) how, in conducting the process of procurement, it might act with a view to securing that improvement.*

In order to fully embed and embrace social value, commissioning/contracting officers must consider more than the core services or goods being delivered by the contractor and look for opportunities to enhance the value of the contract to the wider community.

3. What are the advantages and disadvantages of adopting this policy?

Requiring suppliers to deliver social benefits while they deliver the main element of their contract means that there is a magnified benefit for the borough. Incorporating social value into our commissioning and procurement process is not difficult and can make a tangible difference to people in the community, to service delivery and to the Council's spending plans as a whole.

Adoption of this policy can provide **advantages** as noted below:

- **Promoting greater environmental sustainability:** Minimising waste and pollution, supporting carbon reduction initiatives, furthering energy efficiency and other sustainability programmes to retain, protect, and promote the character of Maidstone's natural environment for the benefit of residents and wildlife;
- **Promoting fair employment practices:** Ensuring workforce equality and diversity within supply chains, compliance with the National Living Wage and Modern Slavery Legislation etc;
- **Meeting targeted recruitment and training needs:** Offering a range of apprenticeship, training and skills development opportunities as well as employment opportunities;
- **Community benefits:** Maximising opportunities for Maidstone organisations to participate in the Council's supply chains and encouraging suppliers to make a social contribution to the local area;
- **Ethical sourcing practices:** Ensuring compliance with UK and international standards, promoting fair trade (including payment terms to subcontractors) and fair pricing policies, tackling corruption, child labour, animal welfare, blacklisting of union members and similar social issues; and
- **Encouraging a diverse base of suppliers:** Promoting supplier diversity; including the participation of small and medium sized enterprises (SME's) and third sector organisations, and local suppliers in general.

The potential **disadvantages** of adopting this policy are:

- The social value elements of new tenders and contracts are likely to add additional cost;
- Contract managers will have an additional responsibility for the delivery of social value clauses within contracts, which many will not be familiar with. This will require further training and development.

4. How does this policy fit with organisational priorities?

This Social Value Policy fully supports the Council's 4 corporate priorities of:

1. Embracing Growth and Enabling Infrastructure;
2. Homes and Communities;
3. A Thriving Place; and
4. Safe, Clean and Green.

The policy will also support the Implementation of the Biodiversity and Climate Change strategy and action Plan. As noted in the introduction, the Public Services (Social Value) Act 2012 places a duty on the Council to consider and secure improvements in the wellbeing of the area through procurement activity.

This policy may also support the Council's obligations under the Equality Act (2010) by seeking to advance opportunities for disadvantaged groups through the provision of social value benefits within our contracts.

5. How will the Social Value Policy work in practice?

Council representatives are required to seek measurable, verifiable social value outcomes that:

- i. are relevant to the purpose of commissioning where possible;
- ii. can reasonably be included in contract specifications; and
- iii. contribute to achieving the Council's priorities.

In order to maximise the opportunity for social value benefits to be achieved, the commissioning/contracting officer should be considering any potential added social value from the very start of the commissioning process. This needs to be communicated in a very clear and consistent manner to the potential contractors in the tender documentation in order to ensure there are no misinterpretations of the Council's expectations.

Some examples of how the Council can use social benefits to bring long-term good to the Borough are:

- Creating skills and training opportunities (e.g. apprenticeships or on the job training);
- Creating employment opportunities for workless residents including the long-term unemployed or NEETs (those not in education, employment or training);
- Offering work placements to students and young adults;
- Providing career advice and information for young people;

- Offering curriculum support to schools and colleges on careers relating to services delivered by contractors;
- Providing additional opportunities for individuals or groups facing greater social or economic barriers.
- Creating supply chain opportunities for SMEs and social enterprises;
- Developing the capacity of local SMEs;
- Creating opportunities to develop third sector organisations.
- Improving market diversity;
- Encouraging community engagement with groups of individuals who might otherwise feel disengaged;
- Supporting initiatives like targeting hard to reach groups;
- Encouraging ethical and fair trade purchasing; and
- Promoting greater environmental sustainability, such as:-
 - Increased biodiversity/available green space
 - Efficient use of resources and minimising waste
 - Reduced energy and fuel consumption in the provision of services
 - Improvements in Environmental Management Performance

This list is not intended to be exhaustive, and contractors should be encouraged to bring innovative ideas to the Council in respect of added social value when they submit their tender responses. We can and will however provide examples of possible ideas for adding social value to the contractors in order to aid their understanding.

6. Delivery

The way in which the Council will incorporate the policy into its procedures is as follows:

- For contracts with a value of less than £75k (or latest level as per the Constitution), the commissioning / contracting officer will need to show evidence that they have given due consideration to social value opportunities. If any are identified, they must be included in the tender documents and given a sufficient and proportionate weighting in the overall score for the evaluation process.
- For contracts with a value exceeding £75k (or latest level as per the Constitution), the commissioning officer **must** include social value criteria within their tender specification, which should be weighted as a minimum of 10% of the overall score. The figure of 10% places sufficient emphasis on social value within the tender process, but is not considered too onerous as to be a deterrent to potential tenderers. It is also comparable with other local authority's social value policies.

Once a procurement exercise is concluded, the responsibility for ensuring the committed social value benefits are actually delivered falls to the officers responsible for management of the contract. Department heads should be informed of the social value benefits committed to by the contractor and should in turn commit to providing the contract manager with the support they need to ensure it is delivered.

7. Review

Maidstone Borough Council will periodically review its Social Value Policy. In doing so, it will take account of any changes in legislation pertaining to the Public Services (Social Value Act) 2012, Public Contracts Regulations 2015, the Local Government Act and any changes to the Council's priorities.

Modern Slavery in the Supply Chain Statement

Introduction

Maidstone Borough Council contracts with a range of suppliers of all sizes to provide essential goods and services, in order to deliver its services to the residents and businesses of the borough. The Council understands it has a wider social responsibility and is committed to having a positive impact on the working environments of all those involved in the fulfilment of these contracts.

What is Modern Slavery?

The Local Government Association uses the following definition of Modern Slavery, provided by Unseen UK.

'The term 'Modern Slavery' captures a whole range of types of exploitation, many of which occur together. These are defined by Unseen UK to include but are not limited to:

- **Sexual exploitation: this includes sexual abuse, forced prostitution and the abuse of children for the production of child abuse images/videos.**
- **Domestic servitude: this involves victims being forced to work in usually private households, performing domestic chores and childcare duties.**
- **Forced labour: this can happen in various industries, including construction, manufacturing, laying driveways, hospitality, food packaging, agriculture, maritime and beauty (nail bars).**
- **Criminal exploitation: This can be understood as the exploitation of a person to commit a crime, such as pick-pocketing, shop-lifting, cannabis cultivation, drug trafficking and other similar activities that are subject to penalties and imply financial gain for the trafficker.**
- **Human trafficking: this requires that a person arranges or facilitates the travel of another person with a view to that person being exploited. The offence can be committed even where the victim consents to the travel. This reflects the fact that a victim may be deceived by the promise of a better life or job or may be a child who is influenced to travel by an adult.**
- **Other forms of exploitation: organ removal; forced begging; forced benefit fraud; forced marriage and illegal adoption.'**

The Modern Slavery Act (2015) provides the legislation behind the Government's commitment to eliminating Modern Slavery across the United Kingdom. The Council recognises the importance of this legislation, and aims to outline the expectations we have of our officers and supply chain through this statement.

Our expectations of all Suppliers

The Council has the following expectation of any supplier its contracts with;

1. The Council expects all its suppliers to recognise and take steps to ensure modern slavery is eradicated from its business activities.
2. The Council also expects that all its suppliers to be in compliance with the Modern Slavery Act of 2015, including the obligation to publish any relevant documents. Businesses should familiarise themselves with this legislation and the relevant guidance.
3. Suppliers will follow the appropriate reporting routes if they suspect, witness or receive any reports of Modern Slavery within their business and through the course of their operations.
4. Suppliers should educate their staff to recognise and report any instances of modern slavery. These reporting routes should be clear and transparent.

Commissioning

The Council will integrate this statement into its procedures as follows:

- For all contracts the commissioning/contracting officer will need to request evidence from the supplier that they are in compliance with the Modern Slavery Act (2015).
- During any tendering process, officers will be encouraged to explore the Modern Slavery risks within the contract. This may include;
 - Requesting confirmation that all employees have written contracts of employment.
 - Requesting confirmation that all employees are paid at least the national minimum wage and, where appropriate, encouraging suppliers to pay the living wage.
 - For suppliers with a turnover less than the legally mandated threshold, the Council will encourage production of a Modern Slavery Statement or Policy as appropriate.

Once a procurement exercise is concluded, the responsibility for the contract officers will be to ensure data is collected and monitored and that the supplier adheres to their tender response and is in compliance with all legislation.

This statement will be reviewed periodically and amended as necessary.