

Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG



Published: 12.02.24

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 20 February 2024 to transact the under-mentioned business.

Chief Executive

## AGENDA

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

### Apologies for absence

1. To approve as a correct record the minutes of the meeting of the Council held on 14 November 2023 (Pages 1 - 20)
2. To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting.
3. Chairman's Announcements.
4. To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.
5. To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution.
6. Matters considered by the Cabinet and/or Scrutiny Committee:
  - a) 12 Otford Road, Sevenoaks Business Park Develop Project (Pages 21 - 40)
  - b) Treasury Management Strategy 2024/25 (Pages 41 - 88)
  - c) Property Investment Strategy Update (Pages 89 - 118)

- d) Budget and Council Tax Setting 2024/25 (Pages 119 - 236)
7. Matters considered by other standing committees:
- a) Local Government Boundary Commission for England Electoral Review (Pages 237 - 250)
- b) Review of the Scheme for Members' allowances (Pages 251 - 278)
- c) Scrutiny Committee Procedure Rules (Pages 279 - 298)
- d) Protocol on Webcasting and electronic voting (Pages 299 - 306)
- e) Motions on Notice at Full Council (Pages 307 - 312)
8. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:
- a) Pay Policy Statement (Pages 313 - 324)
- b) Supplementary Estimates - Planning Appeals (Pages 325 - 328)
- c) Change to Committee appointments (Pages 329 - 330)
9. To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.
10. To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given. (Pages 331 - 334)
11. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting. (Pages 335 - 338)

#### EXEMPT ITEMS

Recommendation: That under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendix B and C of Agenda Item 6a above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

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Council

Minutes of the meeting held on 14 November 2023 commencing at 7.00 pm

Present: Cllr. Layland (Chairman)

Cllr. Ball (Vice Chairman)

Cllrs. Abraham, Alger, Baker, Barnes, Barnett, Bayley, Bulford, Camp, Clack, Clayton, Penny Cole, Perry Cole, G. Darrington, P. Darrington, Dyball, Edwards-Winsor, Ferrari, Granville, Grint, Gustard, Harrison, Haslam, Hogarth, Horwood, Hudson, Kitchener, Leaman, Lindop, Malone, Manamperi, Manston, Maskell, Cathy Morgan, James Morgan, Purves, Reay, Robinson, Roy, Scott, Shea, Skinner, Streatfeild, Thornton, Varley, Waterton and White

Apologies for absence were received from Cllrs. Barker, Esler, McArthur, Silander and Williamson

30. To approve as a correct record the minutes of the meeting of the Council held on 18 July 2023 and Extraordinary Council held on 17 October 2023

Resolved: That the Minutes of the Council held on 18 July 2023 and Extraordinary Council held on 17 October 2023 be approved and signed by the Chairman as a correct record.

31. To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting.

No additional declarations of interest were received.

32. Chairman's Announcements.

The Chairman started his announcements by noting that a lot of work had been done around Sevenoaks and the wider area.

Firstly, the historic Mill Pond in Sevenoaks had undergone major repair works and was now, once again, open to the public. Over time, silt from the road and other building projects had built up in the pond, and eventually, lead to a Thames Water culvert saying the pond had suffered contamination. However, Mill Pond was now back to its best, with additional wildlife friendly greenery being planted and replacement of the rotten boardwalk. This was all thanks to the partnership working with Greatness Residents Association, and the funding they secured along with our own £60,000 to make this area feel much loved again.

There had been several free community events organised by the council including, a free healthy cooking on a budget course for low income households, which started on Tuesday 17<sup>th</sup> October. The annual Silver Sunday events were taking place until December including tea dances and walking groups on offer, and he encouraged Members that if they had not already done so to attend one of these amazing events. He reminded Members that as the weather was turning colder, warm and safe spaces were available again throughout the district. Details could be found on the Better Together community website.

Furthermore, the Big Community Sing would return next year, giving local singing groups the chance to perform at The Stag, Sevenoaks. Choirs, quartets, schools and other singing groups would be in attendance to showcase their musical talents. Entry for signing groups was free and the deadline to apply was 31 January 2024.

Members were also advised that an application was put in by Officers to the Institute of Economic Development awards and were shortlisted in the equality, inclusion and diversity category. He was pleased to inform everyone that the Council won the award this week and he expressed his congratulations to the Team.

Finally, since he had become Chairman, it had been great to visit and support so many organisations, including celebrating Merchant Navy Day and raising the Red Ensign above the Council offices in honor of the British Merchant Navy on Friday 1<sup>st</sup> September. He thanked those who also attended his Charity Event which raised £162.50 for his chosen charities.

33. To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.

One question had been received from a member of the public in accordance with paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.

Question 1: Leo Manston

Question 1

“Hi, my name is Leo and I’m an 11 year old boy. On 25th June 2019, Gravesham Council declared a climate emergency and I asked them to include children and young people in their climate change plans. Tonight, I’m here to ask Sevenoaks Council to do the same.

Floods, storms, heatwaves and droughts happen every year in the UK and it’s worrying to think about what other things might happen in the future. Our air is dirty, our rivers and seas are polluted and even the nature and wildlife that surrounds us is under threat.

I don't want to spend my time worrying about things like this. But I'd rather help fix what's gone wrong and help put things right than ignore it and hope it goes away. It won't go away. It will just get worse. We need to start taking it seriously and working hard to make things better and to make sure my siblings, my friends and all the children and young people in Sevenoaks - and everywhere - have a healthy and happy environment to grow up in. So I urge you to please show you care for children and young people by voting for this motion and making climate change your top priority.

I also think that your plans would be even better if children and young people were involved in the decision making. We will have to live and work in the District that you are creating so we would like to help shape it.

Will you please consider creating a way for children and young people to take part in all your climate change plans - and all decision making - at Sevenoaks Council?"

Response: Leader of the Council

The Council, as part of its commitment to tackling climate change had already engaged with young people in the District. Most recently, through the idling campaign which all schools were invited to take part in the poster competition to encourage parents to stop idling in cars whilst parked around schools. It was unfortunate that not all schools had engaged with the process but it was a successful campaign and there were new banners being made up for those schools.

The Kent network for air quality had created an interactive pollution resource which could be provided to primary schools if they wanted to know about pollution.

Further initiatives for next summer included 'walk to school' and working with schools who had either had eco clubs and or other climate change projects. The Council was working with the climate change youth forum which involved students from local secondary schools. However, due to a lack of engagement from the schools and low numbers had resulted in the past two meetings being cancelled.

A particular area where the Council was directly facilitating a climate resilient district was through the development of its emerging Local Plan. The need to mitigate and adapt to the impacts of climate change were central to the plan. The Plan sets out the local policy that ensures all future development was built to significantly reduce and offset carbon emissions and be resilient to a changing climate. It was however, not just limited to build development, but local policies on design, flood risk and water management, transport, open space, biodiversity and more to ensure a robust and joined up approach to tackling climate change over the plan period.

The consultation on the local plan starts on Thursday 23 November and it created a way for young people to take part in policy setting, which affects all decision making.

There was no further discussion.

34. To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution.

No petitions had been received.

35. Matters considered by the Cabinet and/or Scrutiny Committee:

a) Council Plan

Cllr. Thornton moved and Cllr. Perry Cole seconded the recommendation from Cabinet. The report sought adoption of the Council Plan, subject to final design and associated amendments.

Cllr. Thornton spoke to the motion stating that the plan set out the Council's priorities for the coming years, building on the promises already made and setting out what would be delivered for the communities and businesses of the district. Once adopted the plan would direct the work and resources of the Council and its commitments and so far as possible, other strategies, policies and initiatives were aligned to ensure the priorities were at forefront of policy making and budget setting. The plan had five clear priorities, the economy, environment, housing and managing the council efficiently and responsibly. Each Cabinet Member set out what their portfolio priorities were to meet these commitments. To ensure that the plan would remain relevant it would be reviewed annually via the Improvement and Innovation Advisory Committee ensure the priorities remained relevant to the residents and business' needs. The plan remained ambitious to retain the long held reputation of being financially stable and working to ensure strength for the economy, local communities and working to secure the environment's future.

Members debated the motion, with some Members noting the plan did not provide enough detail and measures as to how the promises would be kept.

At the end of debate, the Leader responded to the points made stating that that the document was a statement of the intentions, clearly identifying the five priorities as the basis of work that will take place. Individual plans and policies will come forward with more detail as they go through the committee system. It was important not to lose sight of previous promises as it was fundamental to continue the work already started.

Resolved: That, subject to final design and associated amendments, the Council Plan be adopted.

36. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:

a) **Draft Calendar of Meetings 2024/25**



Cllr. Thornton moved and Cllr. Perry Cole seconded the recommendation for the approval of the draft calendar of meetings 2024/25, which would need formal agreement at Annual Council in May 2024.

Resolved: That the draft calendar of meetings for 2024/25 be approved, subject to formal adoption at the Annual Meeting of Council on 14 May 2024.

**b) Appointments to Other Organisations 2023/24 – Non executive**

Cllr. Thornton moved and Cllr. Perry Cole seconded the recommendation for appointments to outside organisations, following the initial appointments made in May 2024.

Resolved: That

- a) Cllr. Cathy Morgan be appointed as the Council's representative on the Outside Organisation – The Council for the Voluntary Service North West Kent for the municipal year 2023/24; and
  - b) Cllr. Hogarth be appointed as the Council's representative on the Outside Organisation – Sevenoaks Town Neighbourhood Plan Monitoring and Action Group.
37. To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.

Two questions had been received from Members in accordance with paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution.

Question 1: Cllr Jim Morgan

“The current IT spend is over £1m. In particular nearly £400k is spent with Capita for Revenues and Benefits. What annual review process is in place to ensure that SDC gets value for money out of all its IT services?”

Response: Leader of the Council

The Leader of the Council advised that the overall contract with Capita was £382k per year to provide a system that was used by both Sevenoaks and Dartford Councils of part of the Revenues and Benefits Partnership. The cost was therefore split between the two authorities with the actual cost to Sevenoaks Council being £191k per year. She was pleased that the system was mentioned as in particular it was responsible for supporting the collection of £145m, in Council Tax and Business Rates annually, of which £15m, was retained by the Council. It was also key to the council being able to deliver over £75m of much needed business support funding throughout the recent pandemic, in many cases more quickly than many other local authorities.

At an operational level the service budget for IT services was monitored on a monthly basis and all contracts were reviewed on a rolling basis to ensure best value was in place and efficiencies were achieved where possible through appropriate procurement routes.

Through our constant strive to ensure this best value, whether through procurement or IT enabled efficiency, we have been able to deliver over £4m, in cumulative savings through our 10 year budget approach in this area alone as well as driving future efficiencies enabled by the use of technology.

In response to Cllr Jim Morgan's supplementary question surrounding procurement, the Leader advised that she would be happy to provide a written response to his supplementary questions, if he could clarify in writing his exact questions.

In accordance with the constitution, no further discussion was allowed.

Question 2: Cllr. Gustard

"At a recent meeting with Sports representatives within Sevenoaks it was highlighted that the explosion in girls' sports has placed huge pressure on resources. There simply aren't enough cricket pitches, hockey pitches and football fields etc. to cater for the additional demand. The problem is not funding but space. Are there mechanisms in the local plan process to identify sites not just for development into housing but to provide sports facilities?"

Response: Portfolio Holder for Development & Conservation

The Portfolio Holder for Development & Conservation advised that although housing was understandably a large part of the emerging local plan, the plan also recognised the important role that high quality sporting facilities play in the health and wellbeing of our communities, and the Council were committed to enabling increased participation in sport. With this in mind and acknowledging that the existing strategies were somewhat out of date, in July 2023 specialist consultants Knight Kavanagh and Page (KKP) were commissioned to update our Playing Pitch Strategy and Built Facilities Strategy, covering outdoor and indoor sports respectively. They were currently carrying out audits of the existing facilities within the district and analysing needs and trends in participation and how they were likely to evolve over the emerging local plan period. This included demographic indicators such as gender and any increase in girls' sport participation would be picked up in this way.

The strategies would use this information to identify areas of quantitative and qualitative deficits and make recommendations as to how these might be addressed by the council, including how the district's existing facilities could be used more efficiently and providing robust evidence and data which could be used to support future funding bids for new facilities. While it was unlikely that the strategies and the local plan themselves would be able to identify specific sites (except potentially on strategic sites), the emerging local plan included a suite of policies requiring the

provision of open space/recreation space and supporting the provision of new sports and leisure facilities. This would mean that we would be able to work with developers to provide the right type of space/facilities on any sites that did come forward. An example was the recently granted permission for the school rebuild at Orchards Academy in Swanley, which included a new sports hall, which the Council has helped fund and includes a condition requiring a community use agreement so that the facilities would be available to our communities.

Supplementary Question: Cllr Gustard

As part of the local plan, has it been considered to ask land owners if they have sites to provide the space for much needed facilities.

Response: Cllr Reay

The research being done to provide these facilities will be taken into full consideration of the local plan and the sporting facilities will be taken into consideration but wanted to reassure that the aim and ambition was to deliver sports facilities for all of its residents which were desperately needed.

38. To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.

Cllr. Skinner proposed the following motion, which was seconded by Cllr Leaman.

“This Council notes:

- The need for increased affordable housing that has been identified in the Housing Strategy: and
- The consistent failure of the Council to meet that need over a number of years, including repeated failure to utilise the Council's own land to meet this need.

The Council therefore resolves:

- To make an urgent step change in its commitment to the supply of affordable housing in order to sustain a vibrant and prosperous community in Sevenoaks District, particularly in light of cost of living crisis facing many local families: and
- To set a positive example to all developers, by using its own land for the development of affordable housing”

Speaking to the motion, Cllr. Skinner stated that the issue was important and complicated and he accepted that there were no easy solutions to the problems faced. He hoped to work together with Officers and all Members to ensure progress would be made. He clarified why it was important to have affordable housing in the district so that young people would be able to live here, those that were born here would not need to move away, and people would want to live here. The community was getting older and if there was no affordable housing then those required to do important jobs, teachers, drivers, shops assistants etc, and this would have an impact on the cost of delivering services. Communities would become less environmentally sound and would require travel to district which would add to carbon emissions.

He further stated that for Sevenoaks to be a special place to live, work and enjoy it would require housing that would bring social economic and environmental benefits to sustain a vibrant community. There were complexities across the country regarding affordable housing especially where there was high percentage of Green Belt land in the District and it was important to safeguard land and finances. However by using district council land for this development this would show leadership, the land would be benefited by economic, social or environmental reasons and therefore disposal of the land at less than market value would meet those three tests for building affordable housing.

Members debated the motion noting the need for affordable housing and the policies and legislation which would allow for council owned land to be disposed of at lower than market value. Discussion continued with further points raised on the construction industry challenges, the district being 93% green belt, Conservation areas, and a number Areas of Outstanding Natural Beauty. The council was committed to affordable housing as it had been demonstrated through the Local Plan and Quercus Housing. There were however, competing priorities and financial challenges.

An amendment to the motion was moved by Cllr. Horwood and duly seconded as:

“This Council notes:

- The need for increased affordable housing that has been identified in the Housing Strategy.

The Council therefore resolves:

- To reaffirm its commitment to the supply of affordable housing in order to sustain a vibrant and prosperous community in Sevenoaks District, particularly in light of the cost of living facing many local families: and
- To set a positive example to all developers, by using its own land for the development of affordable housing, where financially viable to do so”.

Members debated the amendment. Some Members expressed concern that there would be little change to making progress to address the need of affordable housing

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in the district. Other points raised in debate, included the emerging local plan, the importance of affordable housing, and the number of affordable housing that had been built in the District in comparison to other Local Authorities. It was raised in debate that there was a lack of understand the Councils approach to Affordable Housing and detailed within the Council's Housing Strategy it addressed the council building housing but also rural exception sites. The Council had been working to put these sites in, but had faced problems with residents and parish councils objecting to these affordable housing sites. Finances were also raised in debate, that the Council had responsibility to its residents by managing finances appropriately.

In his right of reply to the amendment Cllr Horwood highlighted financial viability and if that wasn't allowed when looking at development of sites, it would result in the council having to borrow money or the impact it would have on other services provided or services being cut. He highlighted the trusted approach from Officers when they looked at sites to enable or make affordable housing possible when it was viable.

In exercising his right of reply, Cllr Skinner advised that following financial viability it would be treated as requirement to get full market value not full value with social, economic and environmental reasons. He expressed some concern that the local plan did not fully address the affordable housing needs and the need to affirm a step change and take leadership.

The amendment was put to the vote and the amendment was carried.

Debate continued on the substantive motion.

After further debate, Cllr Skinner gave his right of reply and the motion was put to the vote.

The substantive motion was carried.

Resolved: That the Council

- a) Noted the need for increased affordable housing that has been identified in the Housing Strategy.

- b) reaffirm its commitment to the supply of affordable housing in order to sustain a vibrant and prosperous community in Sevenoaks District, particularly in light of the cost of living facing many local families: and
- c) set a positive example to all developers, by using its own land for the development of affordable housing, where financially viable to do so

Cllr. Manston proposed the following motion, which was seconded by Cllr. Thornton.

“This Council wholeheartedly supports the Local Government Association’s “Debate not Hate” campaign and pledges to:

- Sign up to the Debate Not Hate campaign on the LGA website
- Write to the MPs for Sevenoaks District to ask them to support the campaign
- Write to the Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of politicians
- Ensure that every Member of this Council receives a copy of the Debate Not Hate campaign report
- Take a zero-tolerance approach to abuse of councillors and officers
- Ensure the council has a clear reporting mechanism which councillors can use to monitor and record incidents of harassment and abuse of councillors and officers
- Regularly review the support available to councillors and officers in relation to abuse, intimidation and personal safety
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families and discuss the need to take a preventative approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals like MPs.

Cllr. Manston spoke to the motion stated that the campaign was led by the Local Government Association which all Councillors would benefit from. Debating and disagreeing with each other was a healthy part of democracy but abuse and intimidation was not and the increasing levels of abuse and intimidation aimed at politicians in person and online prevented people from standing for election and undermined local democracy. Casting minds back to the brutal murders of MPs showed extreme hate to politicians and ignoring this type of behaviour at all levels normalised that behaviour and could lead to more extreme cases. It was important to demonstrate a zero tolerance towards abuse and intimidation. The council was 47%

female and three out of the four Group Leaders were women and it was important to have this level of diversity. With other changes since the election in May it was also imperative to highlight the importance of respectful and inclusive debate. She expressed the importance of being able to sympathise with residents situations especially as having being subject to antisocial behaviour including intimidation.

Members debated the motion, detailing the importance of being out there for residents but how this was without risk with being easily contactable when signing up as a Councillor and social media and how to manage being targeted by abusive comments through keyboard worriers. Members expressed concern that being subject to wider abuse could prevent further diversity of the councillors. Members discussed the importance of supporting the motion as it demonstrated the importance of robust and respectful debate. Some Members gave examples of when they had been the subject of abuse from the public and within the Chamber debate the importance of keeping debate polite.

The motion was put to the vote and it was

Resolved: That the Council wholeheartedly supports the Local Government Association's "Debate not Hate" campaign and pledged to:

- Sign up to the Debate Not Hate campaign on the LGA website
- Write to the MPs for Sevenoaks District to ask them to support the campaign
- Write to the Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of politicians
- Ensure that every Member of this Council receives a copy of the Debate Not Hate campaign report
- Take a zero-tolerance approach to abuse of councillors and officers
- Ensure the council has a clear reporting mechanism which councillors can use to monitor and record incidents of harassment and abuse of councillors and officers
- Regularly review the support available to councillors and officers in relation to abuse, intimidation and personal safety
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families and discuss the need to take a preventative approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals like MPs.

At 20.57 the Chairman adjourned the meeting for the comfort of Councillors and Officers.

At 21.05 the meeting reconvened.

Cllr. Robinson proposed the following motion, which was seconded by Cllr. Clayton

“This Council believes its proceedings should be transparent and that Councillors should be accountable to the residents whom they represent. This Council therefore resolves that as soon as possible:

- All public meetings of the Council, Cabinet and Committees will be recorded on video, this record will be made immediately available, and will be saved on a publicly available website.
- A system of electronic voting will be installed to make it straightforward and efficient to record the votes of individual Councillors.”

Cllr. Robinson spoke to the motion detailing the importance of recording meetings and making them publically available would demonstrate transparency to the residents of the District and hold Members accountable to those who had elected them. A recorded voted system would demonstrate how individual members have voted on issues.

Members discussed the benefit of recording meetings making these available to the public and be accessible online.

An amendment was moved by Cllr. Thornton and was seconded by Cllr Clayton to add a third point of

“that the Governance Committee consider a protocol for the recording of public meetings and the use of the electronic voting system to recommend to Council for inclusion within the council’s constitution.

Cllr. Thornton spoke to the amendment detailing that many Authorities were already streaming meetings with the recordings being available online and it was something that she had also been considering being implemented. She advised that it would be important for a protocol in place as it would offer a level of protection around context



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and the consideration of data protection. Debate took place on the amendment which Members expressed their support.

The amendment was put to the vote and it was carried.

Debate continued on the substantive motion.

The motion was put to the vote and it was

Resolved: That

- a) all public meetings of the Council, Cabinet and Committees will be recorded on video, this record will be made immediately available, and will be saved on a publicly available website.
- b) A system of electronic voting will be installed to make it straightforward and efficient to record the votes of individual Councillors.
- c) that the governance committee consider a protocol for the recording of public meetings and the use of the electronic voting system to recommend to Council for inclusion within the council's constitution.

Cllr. Streatfeild proposed the following motion, which was seconded by Cllr Shea.

"This Council notes that:

- Small Business Saturday 2023 is coming up on 25 November. Small Business Saturday has grown into a significant event – with £1.1 billion spent at small businesses during the 2020 event alone.
- This is an excellent opportunity to promote small businesses across Sevenoaks District and to celebrate the contribution smaller businesses make.

This Council therefore resolves:

- To ask the Chief Executive and Heads of Service to ensure that the Council participates fully in Small Business Saturday on 25 November 2023.
- To request that officers work closely with local business organisations and smaller enterprises across the District to make them aware of the day and encourage them to sign up.
- To ensure that Small Business Saturday is promoted thoroughly and prominently on the Council's website, social media channels and other external communications.

- To make parking free in all District Council car parks on 25 November 2023 and on five following days in the lead up to Christmas.”

Cllr Streatfeild spoke to the motion stating the Tunbridge Wells Borough Council had offered six free parking days in the lead up to Christmas and some residents would need to decide where to do their Christmas shopping. This would promote the District's own towns and encourage shopping and it would bring a number of benefits. Small Businesses over the past five years had had a difficult time and Christmas trade was a way of getting through the winter season and so it was important to encourage Christmas trade to support small businesses. Lots of residents were also facing hardship with the cost of living and this would give an opportunity to park for free and this would benefit businesses and the vulnerable residents would be supported.

Members debated the motion considering the date of small business Saturday and Officers had been working on communicating Small Business Saturday on 2 December 2023. There was a lot of work that supported small businesses by the Council and Small Business Saturday through its business networks, Small Business Rate Relief, Team Around Your Business, social media, Sevenoaks So Much More website, a West Kent Business Expo and a competition at Meeting Point. Further details within the debate detailed the other ways in which small businesses were support throughout the year and the level of support which small businesses had received since the pandemic and support which was provided throughout the year. The Federation of Small Businesses Local Leadership Pledge, strengthening support for the District's small businesses, was signed up to in 2022 and resigned in 2023. Pursuant to rule 22.7 Cllr Streatfeild altered his motion to reflect that Small Business Saturday was 2 December 2023, with the consent of the meeting.

Debate continued on the motion with some Members expressing concern that free parking would have an impact on the budget. Other Members expressed that there were alternatives that could be considered in regard to free parking options which would not have a significant impact on the budget, in particular if it was on a day when numbers of shoppers in the district was lower. Members continued to debate free parking and some Members expressed concern that free parking would have to be absorbed into the budget which would have to be considered within the budget and the impact this could have going forward. Members were reminded that consultation was taking place on freezing parking fees which would benefit shoppers all year.

In exercising his right of reply, Cllr Streatfeild took the opportunity to remind Members that free parking had been provided by the Council in the past and the financial loss had been covered through supplementary estimates.

The motion was put to the vote and it was lost.

Cllr. Lindop proposed the following motion, which was seconded by Cllr. Purves.

“This council recognises the scale and magnitude of the climate and nature emergency and pledges to:

- Publicly declare a Climate and Nature Emergency
- Reduce emissions from the Council’s estate to net zero by 2030
- Do all we can to reduce carbon emissions from Sevenoaks District to net zero by 2050
- Take these steps to achieve net zero for the council and district:
  - a) Develop a Climate Change Strategy
  - b) Establish a Climate Change Panel
  - c) Convene a Climate Change Community Forum
  - d) Report on progress via FIAC and Cabinet
  - e) Provide a detailed Climate Change Assessment on all new undertakings
  - f) Ensure that annual budgeting allows for the above Net Zero goals
  - g) Write to Government to call for the powers, resources and funding to achieve Net Zero”

Cllr Lindop spoke to the motion detailing that children were more likely to face the impacts of pollution quicker than adults and this would cause them greater harm over the years than adults. By committing to a climate emergency it would demonstrate the commitment to protect the planet.

Members debated the motion, with some Members highlighting that Sevenoaks was one of the only Council’s in Kent to not declare an emergency with climate change. SDC had a net zero policy but it was questioned as to whether it went far enough. The climate change policy in the local plan was discussed as well as small businesses and the impact climate change was having on them.

In response to some of the points discussed so far, it was raised that although many other councils had declared a climate emergency, the actions and degree to which the actions had been taken varied. Whereas Sevenoaks had actively participated with partnership groups such as Kent Council County Climate Change Network, and a Climate Change Strategy was currently being developed by officers and would be presented to Cleaner and Greener Advisory Committee in due course. One particular area where the Council was directly facilitating a climate resilient district was through the development of its emerging Local Plan. However it was important to be mindful of managing expectations and that there was no quick fix. Influencing behaviour change, even just small changes at a time, takes time to multiply into large contributions that transpire into physical results, such as a reduction in emissions.

Tackling the challenge of climate change isn't limited to built development, and the Plan also set out local policies on design, flood risk and water management, transport, open space, biodiversity and more, to ensure a robust and joined up approach to tackling climate change over the plan period to 2040.

At 22:20 it was moved by the Chairman that, in accordance with rule 16.1 Part 2 of the Constitution, Members extend the meeting beyond 10.30pm to enable the Committee to complete the business on the agenda.

Debate continued on the motion, concerning recycling rates, flooding and importance of high quality buildings. Thoughts were also given to joined up thinking and travel to the District.

It was moved by Cllr. Grint and duly seconded by Cllr. Edwards-Winser that the motion be put.

The motion was put to the vote and it was agreed.

Cllr Lindop exercised his right of reply stating that he hoped that the voice of those most in need would not be overlooked.

The Chairman moved to take the vote. In accordance with the Council's constitution, Part 2, paragraph 24.4, five Members of the Council stood and demanded a recorded vote on the motion.

The motion was put to the vote.

<b>For</b>	<b>Against</b>	<b>Abstention</b>
	Abraham	
Alger		
	Baker	
	Ball	
	Barnes	
	Barnett	

Council - 14 November 2023

	Bayley	
	Bulford	
Camp		
	Clack	
Clayton		
	Penny Cole	
	Perry Cole	
	G. Darrington	
	P. Darrington	
	Dyball	
	Edwards-Winser	
Granville		
	Grint	
Gustard		
	Harrison	
	Haslam	
	Horwood	

	Hogarth	
Hudson		
Kitchener		
	Layland	
Leaman		
Lindop		
	Malone	
Manamperi		
Manston		
	Maskell	
	C.Morgan	
J.Morgan		
Purves		
	Reay	
Robinson		
	Roy	
	Scott	

Council - 14 November 2023

Shea		
Skinner		
Streatfeild		
	Thornton	
Varley		
Waterton		
	White	
	Williams	
19	29	0

The motion was lost.

39. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.

The Leader of the Council reported on the work that she and the Cabinet had undertaken since July.

THE MEETING WAS CONCLUDED AT 10.50 pm

CHAIRMAN

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**Item 6 (a) - 12 Otford Road, Sevenoaks Business Park Development Project**

The attached report was considered by the Cabinet on 8 February 2024, and the relevant minute extract was therefore not available prior to printing of these papers and will follow when available.

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**12 OTFORD ROAD, SEVENOAKS - BUSINESS PARK DEVELOPMENT PROJECT**  
Council – 20 February 2024

**Report of:** Strategic Head of Property and Commercial

**Status:** For Decision

**Also considered by:**

- Finance and Investment Advisory Committee – 11 January 2024
- Cabinet – 8 February 2024

**Key Decision:** Yes (part)

**Executive Summary:**

The Council has considered various options for land it owns on Otford Road, Sevenoaks. It has identified a mixed-use commercial development project with potential to deliver new employment space (4 industrial units) and a café/drive-through (amenity space for residents and visitors to the district). Employment use land, particularly small industrial units, is needed within the district and is identified as a key intervention within the Council's Economic Development Strategy. Once the development is completed, it will be retained by the Council and will be marketed for rent.

The site is currently under-optimised as an SDC depot (bins store). The site location for development benefits from the conglomeration of commercial activities at Vestry Road, with substantial future residential development planned at the Quarry site and new allocations within the emerging Local Plan.

High level feasibility and design work and other due diligence studies have been undertaken and we are now seeking approval to proceed with this project and appoint a professional team to undertake detailed design and development work, submit a planning application, and subject to the project remaining viable, affordable and obtaining planning consent, to procure a contractor and commence with development. Subject to planning consent being obtained and funding being finalised, start on site could commence early 2025.

**This report supports the Key Aim of:** supporting economic development and a thriving commercial and retail centre at Sevenoaks and its immediate environs.

**Portfolio Holder:** Cllr. Thornton

**Contact Officers:** Detlev Munster, Ext. 7099

**Recommendation to Finance & Investment Advisory Committee**

That the recommendations to Cabinet be considered.

**Recommendation to Cabinet:**

That

- (a) it be recommended to Council that the capital funding of the scheme as outlined at Appendix B (Project Costs & Funding) be agreed and it be noted that the scheme will only progress subject to financial viability being confirmed and planning permission granted.
- (b) subject to approval of the recommendation by Council at (a) above, provision of the project cost estimated at £3,635,004 is made within the Capital Programme; and
- (c) subject to approval of the recommendation (a) by Council, authority be delegated to the Strategic Head of Property and Commercial, following consultation with the Head of Legal Services and the Chief Officer Finance and Trading, to enter into necessary professional appointments/contracts to deliver the scheme.

**Recommendation to Council:**

- (a) Council approves the provision of £3,635,004 in the Capital Programme for the Otford Road development scheme and notes that the scheme will only progress subject to financial viability and planning consent being received.

**Reason for recommendation:** To progress the scheme providing new employment space to assist the Council's wider economic development role and to provide amenity offered by a new café/drive-through for both visitors (including those on business in the area) and the local community.

**Introduction and Background**

1. Vestry Road business/retail park is the main out-of-town commercial area on the fringes of Sevenoaks town, accessed via the busy Otford Road (A225). The council depot site is accessed directly from the Otford Road and is situated close to the Aldi food-store, almost opposite Sainsbury's supermarket and on route to Vestry Road when leaving Sevenoaks on the A225.

2. The proposed development site is currently used as a depot/bin-store and there is a small building on site and hard standing. The total site area is 3.2 acres, including some SSSI. The developable area, excluding protected service runs, is 1.2 acres. The site constitutes previously developed land and forms a small part of SDC land which wraps around the Aldi, which was used as a council tip historically. The depot site backs onto a site designated as a site of special scientific interest (SSSI). These characteristics have been factored into the feasibility process, including ground borehole testing for contamination. Contamination was present, however, within acceptable parameters for the proposed development, but not considered suitable for housing development.
3. The site is within the green belt and has been put forward as an employment designation in both the current and emerging Local Plan. As previously developed land within the greenbelt, we are advised it has reasonably good prospects for coming forward for commercial development.
4. The development proposal is mixed use, retail and employment/industrial, involving 4 small industrial units and café/drive-through at the front of the site. The site benefits from existing access which is suitable for this purpose without major alterations or implications for the main highway. We have carried out a pre-application meeting with the Planning Authority and in particular with KCC Highways which confirmed no significant changes are required to the highway.
5. As a council owned site, vacant possession is available although we are liaising with Direct Services on a suitable site to relocate the bins.
6. Public consultation will take place when design and plans are at a more advanced stage and before making any planning application.

### **The Development Scheme**

7. There is a need for employment use land within the District. In particular industrial units are required and this is evidenced by recent research published by JLL (Nov, 2023), Gleeds (Nov 2023), LSH (Oct, 2023) and Avison Young (Oct, 2023), and the Kent Property Market Report 2024 notes this as well. Furthermore, discussions with Locate in Kent also confirm this need, especially highlighting the need for smaller units and multi-let units and the locational advantage the district has. Additionally, the Economic Development Team receives and has received numerous enquiries for additional and grow on spaces. Several companies have indeed pointed out their desire to locate in Sevenoaks and/or consolidate their businesses and provide grow-on space in Sevenoaks but are unable to do so due to poor land availability and planning restrictions within the District.
8. LSH (Oct, 2023) reports that the industrial property sector is characterised by tight supply and on-going rental growth which is driving activity in the market. LSH (Oct, 2023) notes that that prime yields for the South East are c. £5.25% and recent national annual rental growth rates have been between 4% and 5%. LSH (Oct, 2023), JLL (Nov, 2023) and Gleeds (Nov, 2023) state that there are

## Agenda Item 6a

numerous factors affecting demand (ESG, post-Brexit demands, supply chain security, on/re-shoring of manufacturing, limited supply, price, etc) all suggesting strong fundamentals in the sector. LSH (Oct, 2023) points out that London only has a supply availability of about 1.6 years whereas the rest of the Southeast region has a supply availability of about 1.3 years. This too is confirmed by JLL (Nov, 2023) with similar claims. LSH (Oct, 2023) also notes that labour and transport costs are dwarfing property costs meaning that places with good transport links will be highly sought and the relative lack of development in multi-lets and mid-box sheds presents a significant opportunity. This too is confirmed by Locate in Kent. LSH and JLL reflect further that recent transactions are achieving very high rental levels with an annual rent increase of 24% in Barking and Dagenham and secondary stock rental growth in London at about 22%. JLL (Nov, 2023) reports that take-up of speculative built space in Greater London is robust with occupiers seeking sites on London's outskirts due to tight supply and high rents. Market fundamentals are therefore strong.

9. JLL (Nov, 2023) also suggests that demand for new buildings which reduce carbon emissions in construction and during their operational life and end-of-life, is high and that new developments should seek BREEAM ratings above very good and EPC A.
  
10. The size of the scheme is dictated by several constraints including the need to provide an ecological buffer but also by its speculative nature. That is, the Council does not have any pre-lets at this stage and is dependent on strong market forces. To mitigate this commercial risk, only 4 business units are proposed and a drive-thru commercial unit to diversify this commercial risk. The drive-thru will take-up around half the site (the unit itself will be around 1,800sqft) with parking and a drive-thru lane. The total area of the industrial units is approximately 10,300sqft (2,500sqft average unit size). Outline specification is, eaves heights to 6.5m (21.3ft), steel portal frames with composite metal cladding. Dividing walls will be block-work and probably left out until lettings confirmed to allow flexibility in letting. See appendix A for the emerging scheme details.
  
11. The proposed scheme is at feasibility stage with outline drawings and initial survey work, including phase 2 ground investigations (borehole testing). Geotechnical studies note that the site has made-up ground and alluvium to around 10m depth, which means that deep foundations (piles) are necessary. Preliminary designs take this into account and this additional cost has been factored into the high-level cost plan and development appraisal.
  
12. Site searches highway and road assessments and legal due diligence have also been undertaken.

13. Detailed or coordinated drawings or specification will be developed once funding is approved. It is proposed to develop the scheme to RIBA Stage 3/4 design, which will allow further cost planning and development appraisal work to be undertaken (see finance section below). Should the scheme remain viable, a planning application will then be submitted, a design and build specification will be prepared and procurement will commence for a contractor (see procurement section below).
14. It is proposed that the Council will retain the freehold of the completed scheme. Once built, the units will be leased to 5 tenants (or less), providing a diversified income stream. Leases will include upward only rent reviews, which provide the opportunity for rental/income growth over the leasing cycle. Lease terms are likely to be 5 -10 years. The Drive-through/Café could attract a 15-year lease without break, and a substantial covenant, with a positive impact on investment value. The business units could be let to local businesses. The units will therefore be managed by the Council's Property Team on commercial terms.
15. To minimise design and commercial risk, an agreement for lease with a development agreement will be entered into for the drive-thru element only.
16. The café/drive-through could be built first and handed over to an operator for fit-out within the construction programme, to allow for early income generation. This will need to be confirmed by the contractor after planning permission and before delivery, and as part of negotiations for an agreement to lease with an operator. The access road and services to the business park will be built during this first phase of construction.
17. The 4 industrial units will be built as a phase 2 and agreements to lease put in place as early as possible after planning permission granted. The rents are based on £17.50psf, which is the average for the area. It is possible actual rents will be higher given the location, size and specification of the units.

### Procurement

18. The procurement of consultants and a contractor will need to be in accordance with the Public Contracts Regulation 2015 and the Council's procurement regulations as outlined in the Council's Constitution.
19. The project has been presented to the Procurement Assurance Group for appointment of the following consultants:
  - Quantity surveyor/Employer's agent
  - Architect
  - Multi-disciplinary engineer(s)
  - Planning adviser
  - Valuer/Estate agent for lettings and 3<sup>rd</sup> party valuation

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20. Procurement will be through a compliant framework for the major appointments with flexibility to retain through to delivery, subject to key milestones being achieved, such as planning permission.
21. Subject to the scheme remaining viable, the procurement exercise for a design and build contractor will be undertaken in parallel to the planning application being determined. An appointment will only be made if planning consent is obtained.
22. The Council envisages using a suitable framework agreement to appoint a design and build contractor and depending on the framework agreement's rules, tenders will be evaluated on a 60:40 (price:quality) basis. Quality evaluation criteria will include, amongst others: design quality, environmental sustainability measures, low maintenance, social value, construction technology, rapid deployment and previous experience.
23. Depending on the Framework Agreements rules, it is envisaged that the design and build contractor will be appointed under a JCT form of contract.

### Provisional Delivery Programme

24. The project's indicative delivery programme assuming planning is granted is outlined in the table below, and is subject to change:

<b>Stage</b>	<b>Date</b>
SMT approval	11 December 2023
Finance & Investment Advisory Committee	11 January 2024
Cabinet	19 January 2024
Full Council	20 February 2024
Appoint consulting team	March 2024
Public consultation on emerging designs	June 2024
Finalise RIBA Stage 3/4 Drawings and details	July 2024
Finalise cost plan & development appraisal	August 2024
Submit planning application	September 2024
Commence D&B contractor procurement	September 2024
Planning determination	December 2024
Contractor Appointment/award	January 2025
Start on site	March 2025
Completion	Summer 2026

### Project Costs and Funding

25. Preliminary cost plans and development appraisals have been undertaken. These remain at a high-level and will be refined as design and development studies are finalised. The current cost plan is not only informed by the current outline designs and site constraints and BCIS figures, but a second opinion from a cost consultant (Academy Consulting) obtained as a check on piling and



drainage for abnormal ground conditions, which Academy has confirmed is not unreasonable in the circumstances.

26. Appendix B (which is exempt from publication) provides project finance information. Appendix B notes that the scheme is viable and affordable to the Council.

### Project Governance

27. A Project Team has been set up within the Council and will be supported by external consultants. In particular, the Council will appoint a specialist cost consultancy firm to act as Employers Agent and QS.
28. The Project Team will be adapting PRINCE2 methodologies to manage the project.
29. All procurement exercises are reviewed by the Procurement Assurance Group.
30. The Project Team will be reporting to the Corporate Programme Board and Capital Projects Progress Meeting (CPPM), which will have oversight of the project. Monitoring reports (including highlight reports/exception reports, budget monitors and the risk register) will be submitted monthly to the CPB/CPPM. The CPB and CPPM consist of senior officers and Councillors respectively and are respectively chaired by the Chief Executive and the Leader.
31. Key decisions, for example the approval of this project to proceed and project capital budgeting matters (such as this report), will be submitted through the Council's committee process for members to discuss and decide. The appropriate portfolio-holders will also provide updates at the respective Committees.

### Key Risks

32. A detailed risk register for the scheme has been opened. The scheme presents several risks and the key risks and their mitigation measures are outlined in Appendix C, which is exempt from publication.

### **Other Options Considered and Rejected**

33. Do nothing. The Council will forego an opportunity to optimise part of its land holding at Otford Road for commercial development to support its role on economic development in the district, together with the opportunity for an income stream and return on capital. The planned increase in residential development in the emerging local plan needs to be supported by development for employment and other facilities such as retail and leisure.

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34. Alternative uses for the site were also considered, in particular for housing. Land conditions (in particular contamination) preclude the ability to provide housing on this site and would be very costly rendering housing economically and financially unviable. Housing was also ruled out due to the predominantly commercial uses in the area and increase of planned new housing in the area e.g. Sevenoaks Quarry.
35. Alternative employment use design options for the site were also considered. These sought to optimise the developable area for the site and provide additional business units rather than a drive-thru. While this option provided a slightly higher return and provided more business units to support the local economy, it was considered prudent to diversify the offer and reduce commercial risk. It is important to note that the Council has received requests from several organisations for a drive-thru at this site.
36. Consideration was given to other commercial uses but they were found to be unviable because of low value to build cost ratios, together with high parking requirements and low site coverage.
37. The Council also has the option to dispose the site and obtain a capital receipt. Site constraints will suppress a reasonable land value and would not result in the Council meeting its objectives in its EDS. An alternative option would be to dispose of the site with planning permission if granted. This is likely to increase the site's value to a certain degree but the Council would not be able to control its development other than through planning measures.
38. The Council has also considered disposing the freehold of the units once built. While this is considered a viable proposition, the Council wishes to retain the units to drive its economic development ambitions and simultaneously derive future income streams and asset values.

### **Key Implications**

#### Resource Implications

39. The project will be managed using existing internal resources within the Council and this will be supported with external professional consultants.
40. Should the project receive planning permission and is developed and retained by the Council, the properties will be added to the Council's property register and will be managed by the Council. The property team will be responsible for both asset management and maintenance (depending on the lease structures entered into).
41. A suitable site to relocate the bins will need to be found in consultation with Direct Services.

#### Financial Implications

42. The financial implications are noted in Appendix B, which is exempt from publication. The scheme is sensitive to interest rate fluctuations, amongst other factors, and this is noted in Appendix B.
43. Different financing options are also outlined in Appendix B, and the Council has a variety of exit strategies it could deploy.
44. A mix of short-term and long-term capital loans will be used to provide a blended rate that is profiled to the scheme's construction programme and operational cycle. In particular, the bulk of funding will be through the use of external borrowing over a 30-year term, during which period the repayment is covered through rents received.
45. The scheme is considered to be viable and affordable to the Council.

### Legal Implications and Risk Assessment Statement

46. The Council has freehold title of the site. There are no title encumbrances. Access to land at the rear is with SDC permission via a locked gate and there are no rights of way.
47. KCC environmental monitoring equipment is located on the site and will need to be relocated on site.
48. The procurement of a design and build contractor, while below the Public Contract Regulations 2015 thresholds, will need to comply with the Council's Contract Procedure Rules. Legal advice will need to be sought in ensuring the final form of contract is appropriate and provides the Council with the necessary contractual safeguards.
49. The Council will need to comply with the conditions associated with any loans taken out, such as PWLB. The Council is aware of the generality of PWLB loan terms.
50. Statutory consents (planning, environmental, building control, etc.) will need to be applied for and the project team is aware of these.
51. There are no subsidy control implications associated with the proposed scheme.
52. Due diligence assessments have identified that it would be suitable to appropriate the site for Planning purposes including to ensure proper planning. The Council is authorised to appropriate land that it owns under Section 122 of the Local Government Act where no longer required for the purpose for which it was previously held. It is intended that, if the development is approved, an appropriation would take place at a later stage.

### Equality Assessment

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53. The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. A positive impact on end users is, however, anticipated. In particular, it is worth noting that appropriate “equalities requirements” will be specified in the various contracts to be entered into for the demolition and construction of the scheme. In addition, the scheme is designed to promote an inclusive environment, especially for users of the retail unit, formal car parks and landscaped areas.

### Sustainability

54. Services to be from increasingly sustainable electricity grid with composite cladding with good insulation to contain emissions and to lower energy use. A checklist will be completed, and a positive impact is anticipated. It is proposed to put in landscaping to have a positive impact on biodiversity and to provide a “green” buffer between the built area and the SSSI at the rear of the site.

### **Conclusion**

55. The project will result in the optimisation of Council land for economic development purposes. As a council depot, which is underutilised, the site is somewhat unsightly and would be replaced with a mini-business park, enhancing the offer to businesses and residents. In financial terms, the return on Council investment is attractive, subject to final viability testing (rents/yields/construction costs/interest rates). Profit is likely to be realised by holding the development over a long term as there are good prospects for increased asset value/ROI, which can be managed in-house.

## Appendices

Appendix A – Plans and Visuals

Appendix B – Project Finances and Financial Implications

Appendix C – Outline Risk Assessment

**Appendices B and C are exempt from publication.** The applicable reason for this redaction is paragraph 3 of Schedule 12A of the Local Government Act 1972: Information relating to the financial or business affairs of any particular person (including the authority holding that information). This is because it could prejudice the returns of a commercial tender that the Council will be undertaking and provides commercially sensitive information.

## Background Papers

- Avison Young (2023): 10 Key Market Trends
- Avison Young (Nov, 2023): Property Market Review
- Avison Young (Oct, 2023): Industrial Sector Review
- SDC (2022): Economic Development Strategy
- Gleeds (Nov, 2023): Quarter 4 Property Review
- JLL (Nov, 2023): Multi-let and Mid-box Industrial Market Overview
- LSH (2023): Economic Outlook
- LSH (Oct, 2023): Industrial and Logistics Market Outlook
- Locate in Kent (Nov 2023): Kent Property Market Review 2024
- Project Sustainability Checklist
- [Sevenoaks District Council \(2019\): Emerging Local Plan](#) (as submitted with evidence base to Planning Inspectorate)

The following background documents are exempt from publication. The applicable reason for this redaction is paragraph 3 of Schedule 12A of the Local Government Act 1972: Information relating to the financial or business affairs of any particular person (including the authority holding that information). This is because it could prejudice the returns of a commercial tender that the Council will be undertaking and provides commercially sensitive information.

- Development Appraisal V4 dated 06 December 2023
- Greenwood Projects (2023): Cost Plan May 2023
- Greenwood Projects (2023): Cost Plan September 2023
- Project Risk Register

**Detlev Munster**

**Strategic Head of Property & Commercial**

**Appendix A – Proposed Plan**

Café with drive-through and parking and 4 small warehouses with 10% office space..



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**Item 6 (b) - Treasury Management Strategy 2024/25**

The attached report was considered by the Cabinet on 8 February 2024, and the relevant minute extract was therefore not available prior to printing of these papers and will follow when available.

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TREASURY MANAGEMENT STRATEGY 2024/25

Council – 20 February 2024

**Report of:** Deputy Chief Executive and Chief Officer – Finance and Trading

**Status:** For Decision

**Also considered by:**

- Finance and Investment Advisory Committee – 11 January 2024 (replaced table at paragraph 79)
- Cabinet – 8 February 2024

**Key Decision:** No

**Executive Summary:**

The Local Government Act 2003 (the Act) and supporting regulations requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by investment guidance issued subsequent to the Act). This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

The Annual Investment Strategy remains largely the same as for 2023/24

**This report supports the Key Aim of:** efficient management of the Council's resources.

**Portfolio Holder:** Cllr. Kevin Maskell

**Contact Officer(s):** Jessica Booth, Ext. 7436

**Recommendation to Finance and Investment Advisory Committee:**

That the report be noted and comments forwarded to Cabinet.

**Recommendation to Cabinet:**

That, subject to the comments of the Finance & Advisory Committee, Cabinet recommend that Council approve the Treasury Management Strategy for 2024/25.

**Recommendation to Council:**

That the Treasury Management Strategy for 2024/25 be approved.

**Reason for recommendation:** To ensure that an appropriate and effective Treasury Management Strategy is drawn up in advance of the forthcoming year, which meets both legislative and best practice requirements.

**Introduction and Background**

- 1 The Authority is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Authority's low risk appetite, providing adequate liquidity initially before considering investment return.
- 2 The second main function of the treasury management service is the funding of the Authority's capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer-term cash flow planning, to ensure that it can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet risk or cost objectives.
- 3 The contribution the treasury management function makes to the Authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 4 The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

*“The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

- 5 Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities (arising usually from capital expenditure) and are separate from the day to day treasury management activities.

#### Reporting requirements – Capital Strategy

- 6 The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following.
- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
  - an overview of how the associated risk is managed
  - the implications for future financial sustainability
- 7 The aim of the strategy is to ensure that all the Authority’s elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.

#### Reporting Requirements – Treasury Management

- 8 The Authority is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.
- a. Prudential and treasury indicators and treasury strategy (this report)  
The first and most important report is forward looking and covers:-
    - the capital plans, (including prudential indicators)
    - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
    - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
    - an Annual Investment Strategy, (the parameters on how investments are to be managed)
  - b. A mid-year treasury management report –  
This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Authority will receive quarterly update reports.
  - c. An annual treasury report

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This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

- 9 The above reports are required to be adequately scrutinised before being recommended to the Full Council. This role is undertaken by the Finance and Investment Advisory Committee.
- 10 In addition, Treasury performance should be reported quarterly. This is included in the quarterly budget monitoring.

### Treasury Management Strategy for 2024/25

- 11 The strategy for 2024/25 covers two main areas:

#### *Capital Issues*

- the capital expenditure plans and the associated prudential indicators
- the minimum revenue provision (MRP) policy

#### *Treasury Management Issues*

- the current treasury position
  - treasury indicators which limit the treasury risk and activities of The Council
  - prospects for interest rates
  - the borrowing strategy
  - policy on borrowing in advance of need
  - debt rescheduling
  - the investment strategy
  - creditworthiness policy; and
  - the policy on use of external service providers
- 12 These elements cover the requirements of the Local Government Act 2003, DLUHC Investment Guidance, DLUHC MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

### Training

- 13 The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.
- 14 Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.
- 15 The scale and nature of this will depend on the size and complexity of the organisation’s treasury management needs. Organisations should consider



how to assess whether treasury management staff and board/ council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

- 16 As a minimum, authorities should carry out the following to monitor and review knowledge and skills:
- Record attendance at training and ensure action is taken where poor attendance is identified.
  - Prepare tailored learning plans for treasury management officers and board/council members.
  - Require treasury management officers and board/council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
  - Have regular communication with officers and board/council members, encouraging them to highlight training needs on an ongoing basis.”
- 17 In further support of the revised training requirements, CIPFA’s Better Governance Forum and Treasury Management Network have produced a ‘self-assessment by members responsible for the scrutiny of treasury management’, which is available from the CIPFA website to download.
- 18 Training for members has been scheduled for 3<sup>rd</sup> January 2024 and further training will be arranged as required.
- 19 The training needs of treasury management officers are periodically reviewed.

#### Treasury Management Consultants

- 20 The Authority uses Link Group, Link Treasury Services Limited as its external treasury management advisors.
- 21 The Authority recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.
- 22 It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Authority will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

#### **The Capital Prudential Indicators 2024/25 – 2026/27**

- 23 The Council’s capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members’ overview and confirm capital expenditure plans.

## Agenda Item 6b

### Capital Expenditure and Financing

- 24 This prudential indicator is a summary of The Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts: -

<b>Capital expenditure</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Services	12,618	5,004	33,719	27,584	18,077
<b>Total</b>	<b>12,618</b>	<b>5,004</b>	<b>33,719</b>	<b>27,584</b>	<b>18,077</b>

- 25 Other long-term liabilities - the above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.
- 26 The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

<b>Financing of capital expenditure</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Capital receipts	6,787	4,629	591	-	-
Capital grants	2,194	375	1,128	1,128	1,128
Capital reserves	517	-	582	582	582
Mixed Funding	-	-	500	500	500
Revenue	-	-	-	-	-
<b>Net financing need for the year</b>	<b>3,119</b>	<b>-</b>	<b>30,918</b>	<b>25,374</b>	<b>15,867</b>

The Council's Borrowing Need (the Capital Financing Requirement)

- 27 The second prudential indicator is the Authority's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Authority's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.
- 28 The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.
- 29 The CFR includes any other long-term liabilities (e.g., PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Authority's borrowing requirement, these types of schemes include a borrowing facility by the PFI, PPP lease provider and so the Authority is not required to separately borrow for these schemes. The Authority currently has £0m of such schemes within the CFR.
- 30 The Authority is asked to approve the CFR projections below:

	2022/23	2023/24	2024/25	2025/26	2026/27
	Actual	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
<b>Capital Financing Requirement</b>					
<b>Total CFR</b>	51,318	50,993	81,247	105,951	121,142
<b>Movement in CFR</b>	2,661	(325)	30,254	24,704	15,191

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	3,119	-	30,918	25,374	15,867
Less MRP/VRP and other financing movements	(458)	(325)	(664)	(670)	(676)
<b>Movement in CFR</b>	2,661	(325)	30,254	24,704	15,191

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<b>External borrowing</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Service spend	12,297	11,820	11,334	10,837	10,331
Regeneration			30,918	56,292	72,159
<b>TOTAL</b>	<b>12,297</b>	<b>11,820</b>	<b>42,252</b>	<b>67,129</b>	<b>82,490</b>

<b>External borrowing</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Treasury Management	1,500	3,000	0	0	0

### Liability Benchmark

- 31 A third and new prudential indicator for 2023/24 is the Liability Benchmark (LB). The Council is required to estimate and measure the LB for the forthcoming financial year and the following two financial years, as a minimum. This is set out in Appendix H.
- 32 There are four components to the LB:
- a. Existing loan debt outstanding: the Authority's existing loans that are still outstanding in future years.
  - b. Loans CFR: this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
  - c. Net loans requirement: this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
  - d. Liability benchmark (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.

### Core Funds

- 33 The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).

Minimum Revenue Provision (MRP) Policy Statement

- 34 Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Authority has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP).
- 35 The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) gives four ready-made options for calculating MRP, but the Authority can use any other reasonable basis that it can justify as prudent.
- 36 The MRP policy statement requires full council approval (or closest equivalent level) in advance of each financial year.
- 37 The Council is recommended to approve the following MRP statement
- For expenditure incurred before 1 April 2008 which forms part of supported capital expenditure, the MRP policy will be:
- a. 4% reducing balance (CFR method) – MRP will be calculated as 4% of the opening GF CFR balance;
- From 1 April 2008 for all unsupported borrowing the MRP policy will be
- b. Asset life method (annuity) – MRP will be based on the estimated life of the assets;
- 38 Capital expenditure incurred during 2023/24 will not be subject to an MRP charge until 2024/25, or in the year after the asset becomes operational.
- 39 The Authority will apply the asset life method for any expenditure capitalised under a Capitalisation Direction.
- 40 MRP in respect of assets acquired under Finance Leases or PFI will be charged at an amount equal to the principal element of the annual repayment.
- 41 For capital expenditure on loans to third parties where the principal element of the loan is being repaid in annual instalments, the capital receipts arising from the principal loan repayments will be used to reduce the CFR instead of MRP.
- 42 Where no principal repayment is made in a given year, MRP will be charged at a rate in line with the life of the assets funded by the loan.
- 43 MRP Overpayments - Under the MRP guidance, any charges made in excess of the statutory MRP can be made, known as voluntary revenue provision (VRP).
- 44 VRP can be reclaimed in later years if deemed necessary or prudent. In order for these amounts to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year.
- 45 Up to 31 March 2023 the total VRP overpayments have been nil.

## The Borrowing Strategy

- 46 The capital expenditure plans set out in paragraphs 24 to 26 provide details of the service activity of the Authority. The treasury management function ensures that the Authority's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Authority's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions, and the Annual Investment Strategy.

### Current Portfolio Position

- 47 The overall treasury management portfolio as at 31 March 2023 and for the position as at 30 November 2023 are shown below for both borrowing and investments.

TREASURY PORTFOLIO				
	actual	actual	current	current
	31.3.23	31.3.23	30.11.23	30.11.23
	£000	%	£000	%
<b>Treasury investments</b>				
Banks	779	10%	380	2%
Building societies - unrated	0	0%	0	0%
Building societies - rated	0	0%	0	0%
Local authorities	0	0%	3,000	17%
DMADF (H.M.Treasury)	0	0%	0	0%
Money Market Funds	2,150	27%	9,700	54%
Certificates of Deposit	0	0%	0	0%
<b>Total managed in house</b>	<b>2,929</b>	<b>37%</b>	<b>13,080</b>	<b>72%</b>
Multi Asset Income Funds	5,000	63%	5,000	28%
<b>Total managed externally</b>	<b>5,000</b>	<b>63%</b>	<b>5,000</b>	<b>28%</b>
<b>Total treasury investments</b>	<b>7,929</b>	<b>100%</b>	<b>18,080</b>	<b>100%</b>

<b>Treasury external borrowing</b>				
Local Authorities	1,500	11%	2,600	18%
PWLB	12,297	89%	11,820	82%
<b>Total external borrowing</b>	<b>13,797</b>	<b>100%</b>	<b>14,420</b>	<b>100%</b>
<b>Net treasury investments / (borrowing)</b>	<b>(5,868)</b>	<b>0</b>	<b>3,660</b>	<b>0</b>

48 The Authority's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

	2022/23	2023/24	2024/25	2025/26	2026/27
	Actual	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
<b>External Debt</b>					
Debt at 1 April	12,597	12,297	11,820	42,252	67,129
Expected change in Debt	(300)	(477)	30,431	24,878	15,361
Actual gross debt at 31 March	12,297	11,820	42,252	67,129	82,490
The Capital Financing Requirement	51,318	50,993	81,247	105,951	121,142
Under / (over) borrowing	39,020	39,173	38,995	38,882	38,652

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- 49 Within the range of prudential indicators there are several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.
- 50 The Deputy Chief Executive and Chief Officer - Finance & Trading reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes account of current commitments, existing plans and the proposals in this budget report.

### Treasury Indicators: Limits to Borrowing Activity

#### The Operational Boundary

- 51 This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

<b>Operational Boundary</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Debt	40,000	50,000	75,000	90,000
Total	40,000	50,000	75,000	90,000

#### The Authorised Limit for external debt

- 52 This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt which, while not desired, could be afforded in the short-term, but is not sustainable in the longer-term.
- 53 This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local authority plans, or those of a specific authority, although this power has not yet been exercised.



54 The Council is asked to approve the following Authorised Limit:

Authorised Limit	2023/24	2024/25	2025/26	2026/27
	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000
Debt	45,000	55,000	80,000	95,000
Total	45,000	55,000	80,000	95,000

Prospects for Interest Rates

55 The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. Link provided the following forecasts on 07 November 2023. These are forecasts for Bank Rate, average earnings and Public Works Loan Board (PWL) certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View 07.11.23													
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
BANK RATE	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.25	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.30	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.40	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.50	3.30	3.30	3.30	3.30	3.30
5 yr PWLB	5.00	4.90	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.60	3.50	3.50	3.50
10 yr PWLB	5.10	5.00	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.70	3.60	3.60	3.50
25 yr PWLB	5.50	5.30	5.10	4.90	4.70	4.50	4.30	4.20	4.10	4.10	4.00	4.00	4.00
50 yr PWLB	5.30	5.10	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.80	3.80	3.80

56 Appendix A draws together a number of current City views on the prospects for short term and longer fixed interest rates. Appendix B contains Link Group's latest economic background report and the risks for interest rates as at December 2023.

Borrowing Strategy

57 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near-term monetary policy. That is, Bank Rate remains elevated through to the second half of 2024.

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- 58 However, this strategy results in a reduction in the level of investment balances the Council is able to hold and therefore reduces investment income. It is therefore proposed that interest may be charged against projects which are funded from internal borrowing.
- 59 Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
- a. if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.
  - b. if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.
- 60 Any decisions will be reported to the appropriate decision-making body at the next available opportunity.

### Policy on Borrowing in Advance of Need

- 61 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Authority can ensure the security of such funds.
- 62 Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

### Rescheduling

- 63 Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a large difference between premature redemption rates and new borrowing rates.
- 64 If rescheduling is to be undertaken, it will be reported to Cabinet at the earliest meeting following its action.

### New Financial Institutions as a Source of Borrowing

- 65 Currently the PWLB Certainty Rate is set at gilts + 80 basis points. However, consideration may still need to be given to sourcing funding from the following sources for:
- a. Local authorities

- b. Financial institutions (e.g., insurance companies, pension funds, banks, Municipal Bonds Agency, UK Infrastructure Bank etc)

66 Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

## **Annual Investment Strategy**

### Investment Policy – Management of Risk

- 67 The Department of Levelling Up, Housing and Communities (DLUHC - this was formerly the Ministry of Housing, Communities and Local Government (MHCLG)) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy, (a separate report).
- 68 The Council’s investment policy has regard to the following: -
- a. DLUHC’s Guidance on Local Government Investments (“the Guidance”)
  - b. CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 (“the Code”)
  - c. CIPFA Treasury Management Guidance Notes 2021
- 69 The Council’s investment priorities will be security first, portfolio liquidity second and then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to its risk appetite.
- 70 In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider “laddering” investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.
- 71 The above guidance from the DLUHC and CIPFA places a high priority on the management of risk. This Authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -
- a. Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.

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- b. Other information: ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Authority will engage with its advisors to maintain a monitor on market pricing such as “credit default swaps” and overlay that information on top of the credit ratings.
- c. Other information sources used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- d. This Authority has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in Appendix D under the categories of ‘specified’ and ‘non-specified’ investments.
- e. Specified investments are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.
- f. Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- g. Non-specified and loan investment limits. The Authority has determined that it will set a limit to the maximum exposure of the total treasury management investment portfolio to non-specified treasury management investments of 50%.
- h. Lending limits, (amounts and maturity), for each counterparty will be set using the criteria set out on paragraph 80.
- i. Transaction limits are set for each type of investment in 84.
- j. This Authority will set a limit for its investments which are invested for longer than 365 days, (see table at paragraph 92).
- k. Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see paragraph 84).
- l. This Authority has engaged external consultants, (see paragraphs 20-22), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Authority in

the context of the expected level of cash balances and need for liquidity throughout the year.

- m. All investments will be denominated in sterling.
- n. As a result of the change in accounting standards for 2023/24 under IFRS 9, this Authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31 March 2023. More recently, a further extension to the override to 31 March 2025 has been agreed by Government.

72 However, this Authority will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Regular monitoring of investment performance will be carried out during the year.

#### Changes in risk management policy from last year

73 The above criteria are unchanged from last year.

#### Creditworthiness Policy

74 The primary principle governing The Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, The Council will ensure that: -

- a. It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- b. It has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to The Council's prudential indicators covering the maximum principal sums invested.

75 The Deputy Chief Executive and Chief Officer – Finance and Trading will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Full Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which The Council may use, rather than defining what types of investment instruments are to be used.

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- 76 Credit rating information is supplied by Link Group, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating Watches (notification of a likely change), rating Outlooks (notification of the longer-term bias outside the central rating view) are provided to officers almost immediately after they occur, and this information is considered before dealing. For instance, a negative rating Watch applying to a counterparty at the minimum Authority criteria will be suspended from use, with all others being reviewed in light of market conditions.
- 77 The criteria for providing a pool of high-quality investment counterparties, (both specified and non-specified investments) is:
- Banks 1 - good credit quality – The Council will only use banks which:
    - i. are UK banks; and/or
    - ii. are non-UK and domiciled in a country which has a minimum sovereign Long-Term rating of AA-and have, as a minimum, the following Fitch, Moody's and Standard & Poor's credit ratings (where rated):
    - i. Short Term – F1
    - ii. Long Term – A-
  - Banks 2 – Part nationalised UK bank – Royal Bank of Scotland ring-fenced operations. This bank can be included provided they continue to be part nationalised or meet the ratings in Banks 1 above.
  - Banks 3 – The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time invested.
  - Bank subsidiary and treasury operation -. The Council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
  - Building societies The Council will use all societies which: -
    - i. Meet the ratings for banks outlined above;
    - ii. Have assets in excess of £3bn;or meet both criteria.
  - Money Market Funds (MMFs) CNAV – AAA
  - Money Market Funds (MMFs) LNAV – AAA
  - Bond, Property, Equity and Multi-Asset Funds
  - UK Government (including gilts, Treasury Bills and the DMADF)

- Local authorities, housing associations, parish councils etc.

78 Additional requirements under the Code require The Council to supplement credit rating information. Whilst the above criteria rely primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, rating Watches/Outlooks) will be applied to compare the relative security of differing investment opportunities.

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- 79 The time and monetary limits for institutions on The Council's counterparty list are as follows (these will cover both specified and non-specified investments):



	<b>Fitch Long Term Rating (or equivalent)</b>	<b>Money and/or % Limit £000</b>	<b>Time Limit</b>
Banks 1 (i) (UK)	A-	7,000	2 years
Banks 1(ii) (Non UK based on sovereign rating AA-)	A-	5,000	2 years
Banks 2 (Part Nationalised)	N/A	7,000	2 years
Banks 3 (Authorities own bank if not meeting Banks 1(i))	N/A	7,000	1 day
Bank subsidiaries (with parent guarantee)	A-	7,000	2 years
Rated building societies (assets over £3bn)	N/A	5,000	2 years
Unrated building societies (assets over £3bn)	N/A	3,000	1 year
Money Market Funds (CNAV)	AAA	5,000 (per Fund)	Liquid
Money Market Funds (LVNAV)	AAA	5,000 (per Fund)	Liquid
Bond, Property, Equity & Multi-Asset Funds	N/A	5,000 (per Fund)	Liquid
UK Government DMADF	UK sovereign rating	5,000	6 months
Local authorities, housing associations etc	N/A	5,000 (each)	2 years

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- 80 The proposed criteria for specified and non-specified investments are shown in Appendix D for approval.

### Creditworthiness Issues

- 81 Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Authority will not set a minimum rating for the UK.
- 82 Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the days of the Truss/Kwarteng government in the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor CDS prices as part of their creditworthiness service to local authorities and the Authority has access to this information via its Link-provided Passport portal.

### Limits

- 83 Due care will be taken to consider the exposure of the Authority's total investment portfolio to non-specified investments, countries, groups and sectors.
- a. Non-specified treasury management investment limit. The Authority has determined that it will limit the maximum total exposure of treasury management investments to non-specified treasury management investments as being 50% of the total treasury management investment portfolio.
  - b. Country limit. The Council has determined that it will only use approved counterparties from the UK and from countries with a minimum sovereign credit rating of AA- from Fitch or equivalent. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix E. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.
  - c. Other limits. In addition: -
    - no more than 15% will be placed with any non-UK country at any time;
    - limits in place above will apply to a group of companies;
    - sector limits will be monitored regularly for appropriateness.

### Investment Strategy

- 84 Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for

investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that is the case at present, but there is the prospect of Bank Rate having peaked in the second half of 2023 and possibly reducing as early as the second half of 2024 so an agile investment strategy would be appropriate to optimise returns.

85 Accordingly, while most cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

86 The current forecast shown in paragraph 89, includes a forecast for Bank Rate to have peaked at 5.25% in Q4 2023.

87 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows: -

**Average earnings in each year**

2023/24 (residual)	5.30%
2024/25	4.70%
2025/26	3.20%
2026/27	3.00%
2027/28	3.25%
Years 6 to 10	3.25%
Years 10+	3.25%

88 As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

89 For its cash flow generated balances, the Authority will seek to utilise its business reserve instant access and notice accounts, Money Market Funds and short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

90 There are no changes proposed to the investment strategy for 2024/25.

91 Members are asked to note the following treasury indicator and limit. These limits are set with regard to the Council's liquidity requirements and to reduce the need for an early sale of an investment. They are based on the availability of funds after each year-end.

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	2024/25	2025/26	2026/27
	£000	£000	£000
Principal sums invested for longer than 365 days	10,000	10,000	10,000
Current investments as at 01 Dec 23 in excess of 1 year maturing in each year	5,000	5,000	5,000

### Investment Performance/Risk Benchmarking

- 92 This Authority will use an investment benchmark to assess the investment performance of its investment portfolio of SONIA (Sterling Overnight Index Average).

### End of Year Investment Report.

- 93 At the end of the financial year, the Authority will report on its investment activity as part of its Annual Treasury Report.

### Scheme of Delegation

- 94 The guidance notes accompanying the revised Code also require that a statement of the Council's scheme of delegation in relation to treasury management is produced as part of the Annual Investment Strategy. This appears at Appendix F.

### Revision of the treasury management and prudential codes and the role of the Section 151 officer

- 95 As with the scheme of delegation mentioned in the previous paragraph, a statement of the role of the Section 151 officer is also required. This appears at Appendix G.

## Key Implications

### Financial

The management of the Council's investment portfolio and cash-flow generated balances plays an important part in the financial planning of the authority. The security of its capital and liquidity of its investments is of paramount importance.

### Legal Implications and Risk Assessment Statement.

Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.

This treasury management strategy report fulfils the requirements of The Chartered Institute of Public Finance & Accountancy's Code of Practice on Treasury Management 2021.

Treasury management has two main risks :

- Fluctuations in interest rates can result in a reduction in income from investments; and
- A counterparty to which the Council has lent money fails to repay the loan at the required time.

Consideration of risk is integral in our approach to treasury management. The movement in previous years towards having a restricted lending list of better quality institutions but higher individual limits with those institutions has reduced the chances of a default. But if a default did occur, the potential loss would be greater.

These risks are mitigated by the annual investment strategy which has been prepared on the basis of achieving the optimum return on investments commensurate with proper levels of security and liquidity. However, Members should recognise that in the current economic climate, these remain significant risks and that the strategy needs to be constantly monitored.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

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### Conclusions

The effect of the proposals set out in this report is to allow the Council to effectively and efficiently manage cash balances.

In line with the revised CIPFA Code of Practice on Treasury Management, the Annual Treasury Strategy Statement must be considered by Council and this is planned for its meeting on 20 February 2024.

#### Appendices

Appendix A – Prospects for Interest Rates

Appendix B – Economic background and interest rate risks

Appendix C – Investment and Loan portfolio at 30 November 2023

Appendix D – Specified and non-specified investments

Appendix E – Approved countries for investments

Appendix F – Treasury management scheme of delegation

Appendix G – The treasury management role of the S151 officer

Appendix H – The Liability Benchmark

#### Background Papers

None

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer – Finance & Trading**

**Prospects for Interest Rates**

The Authority has appointed Link Group as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. Link provided the following forecasts on 07 November 2023. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View		07.11.23											
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
<b>BANK RATE</b>	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.25	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.30	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.40	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.50	3.30	3.30	3.30	3.30	3.30
5 yr PWLB	5.00	4.90	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.60	3.50	3.50	3.50
10 yr PWLB	5.10	5.00	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.70	3.60	3.60	3.50
25 yr PWLB	5.50	5.30	5.10	4.90	4.70	4.50	4.30	4.20	4.10	4.10	4.00	4.00	4.00
50 yr PWLB	5.30	5.10	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.80	3.80	3.80

*Additional notes by Link on this forecast table: -*

- Our central forecast for interest rates was previously updated on 25 September and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by keeping Bank Rate at 5.25% until at least H2 2024. We expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and that there is a likelihood of the overall economy enduring at least a mild recession over the coming months, although most recent GDP releases have surprised with their on-going robustness.
- Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.
- In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and Gaza and Israel.
- On the positive side, consumers are still anticipated to be sitting on some excess savings left over from the pandemic, which could cushion some of the impact of the above challenges and may be the reason why the economy is performing somewhat better at this stage of the economic cycle than may have been expected. However, as noted previously, most of those excess savings are held by more affluent households whereas lower income families already spend nearly all their income on essentials such as food, energy and rent/mortgage payments.

**PWLB RATES**

- Gilt yield curve movements have broadened since our last Newsflash. The short part of the curve has not moved far but the longer-end continues to reflect inflation concerns. At the time of writing there is 60 basis points difference between the 5 and 50 year parts of the curve.

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### The balance of risks to the UK economy: -

- The overall balance of risks to economic growth in the UK is to the downside.

### Downside risks to current forecasts for UK gilt yields and PWLB rates include: -

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, could keep gilt yields high for longer).
- **The Bank of England** has increased Bank Rate too fast and too far over recent months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, the Middle East, China/Taiwan/US, Iran and North Korea, which could lead to increasing safe-haven flows.

### Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- Despite the recent tightening to 5.25%, the **Bank of England proves too timid** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to remain elevated for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.
- **The pound weakens** because of a lack of confidence in the UK Government's pre-election fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer-term **US treasury yields** rise strongly if inflation remains more stubborn there than the market currently anticipates, consequently pulling gilt yields up higher. (We saw some movements of this type through October although generally reversed in the last week or so.)
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields compensating.

### LINK GROUP FORECASTS

We now expect the MPC will keep Bank Rate at 5.25% for the remainder of 2023 and the first half of 2024 to combat on-going inflationary and wage pressures. We do not think that the MPC will increase Bank Rate above 5.25%, but it is possible.



### Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, as inflation starts to fall through the remainder of 2023 and into 2024.

Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB debt	Current borrowing rate as at 06.11.23 p.m.	Target borrowing rate now (end of Q3 2025)	Target borrowing rate previous (end of Q3 2025)
5 years	5.02%	3.80%	3.90%
10 years	5.15%	3.80%	3.80%
25 years	5.61%	4.20%	4.10%
50 years	5.38%	4.00%	3.90%

**Borrowing advice:** Our long-term (beyond 10 years) forecast for Bank Rate has increased from 2.75% to 3% and reflects Capital Economics' research that suggests AI and general improvements in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can generally be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates will remain elevated for some time to come but may prove the best option whilst the market continues to wait for inflation, and therein gilt yields, to drop back later in 2024.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are rounded to the nearest 10bps and set out below. You will note that investment earnings have been revised somewhat higher for all years from 2025/26 as Bank Rate remains higher for longer.

Average earnings in each year	Now	Previously
2023/24 (residual)	5.30%	5.30%
2024/25	4.70%	4.70%
2025/26	3.20%	3.00%
2026/27	3.00%	2.80%
2027/28	3.25%	3.05%
Years 6 to 10	3.25%	3.05%
Years 10+	3.25%	3.05%

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As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

## ECONOMIC BACKGROUND

- The first half of 2023/24 saw:
  - Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
  - Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
  - CPI inflation falling from 8.7% in April to 6.7% in September, its lowest rate since February 2022, but still the highest in the G7.
  - Core CPI inflation declining to 6.1% in September from 7.1% in April and May, a then 31 years high.
  - A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3 month year on year (myy) growth of average earnings rose by 7.8% for the period June to August, excluding bonuses).
- The registering of 0% GDP for Q3 suggests that underlying growth has lost momentum since earlier in the year. Some of the weakness in July was due to there being almost twice as many working days lost to strikes in July (281,000) than in June (160,000). But with output falling in 10 out of the 17 sectors, there is an air of underlying weakness.
- The fall in the composite Purchasing Managers Index from 48.6 in August to 46.7 in September left it at its lowest level since COVID-19 lockdowns reduced activity in January 2021. At face value, it is consistent with the 0% q/q rise in real GDP in the period July to September, being followed by a contraction in the next couple of quarters.
- The 0.4% month on month (m/m) rebound in retail sales volumes in August is not as good as it looks as it partly reflected a pickup in sales after the unusually wet weather in July. Sales volumes in August were 0.2% below their level in May, suggesting much of the resilience in retail activity in the first half of the year has faded.
- As the growing drag from higher interest rates intensifies over the next six months, we think the economy will continue to lose momentum and soon fall into a mild recession. Strong labour demand, fast wage growth and government handouts have all supported household incomes over the past year. And with CPI inflation past its peak and expected to decline further, the economy has got through the cost-of-living crisis without recession. But even though the worst of the falls in real household disposable incomes are behind us, the phasing out of financial support packages provided by the government during the energy crisis means real incomes are unlikely to grow strongly. Higher interest rates will soon bite harder too. We expect the Bank of England to keep interest rates at the probable peak of 5.25% until the second half of 2024. Mortgage rates are likely to stay above 5.0% for around a year.
- The tightness of the labour market continued to ease, with employment in the three months to July falling by 207,000. The further decline in the number of job vacancies from 1.017m in July to 0.989m in August suggests that the labour market

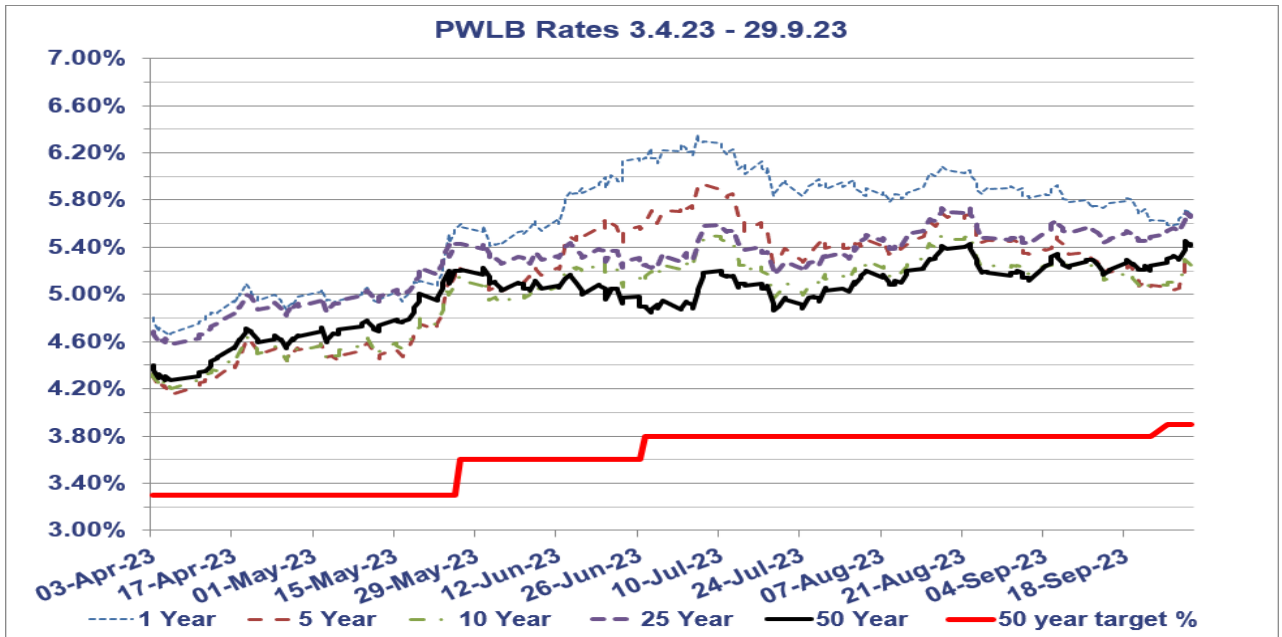
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has loosened a bit further since July. That is the first time it has fallen below 1m since July 2021. At 3.0% in July, and likely to have fallen to 2.9% in August, the job vacancy rate is getting closer to 2.5%, which would be consistent with slower wage growth. Meanwhile, the 48,000 decline in the supply of workers in the three months to July offset some of the loosening in the tightness of the labour market. That was due to a 63,000 increase in inactivity in the three months to July as more people left the labour market due to long term sickness or to enter education. The supply of labour is still 0.3% below its pre-pandemic February 2020 level.

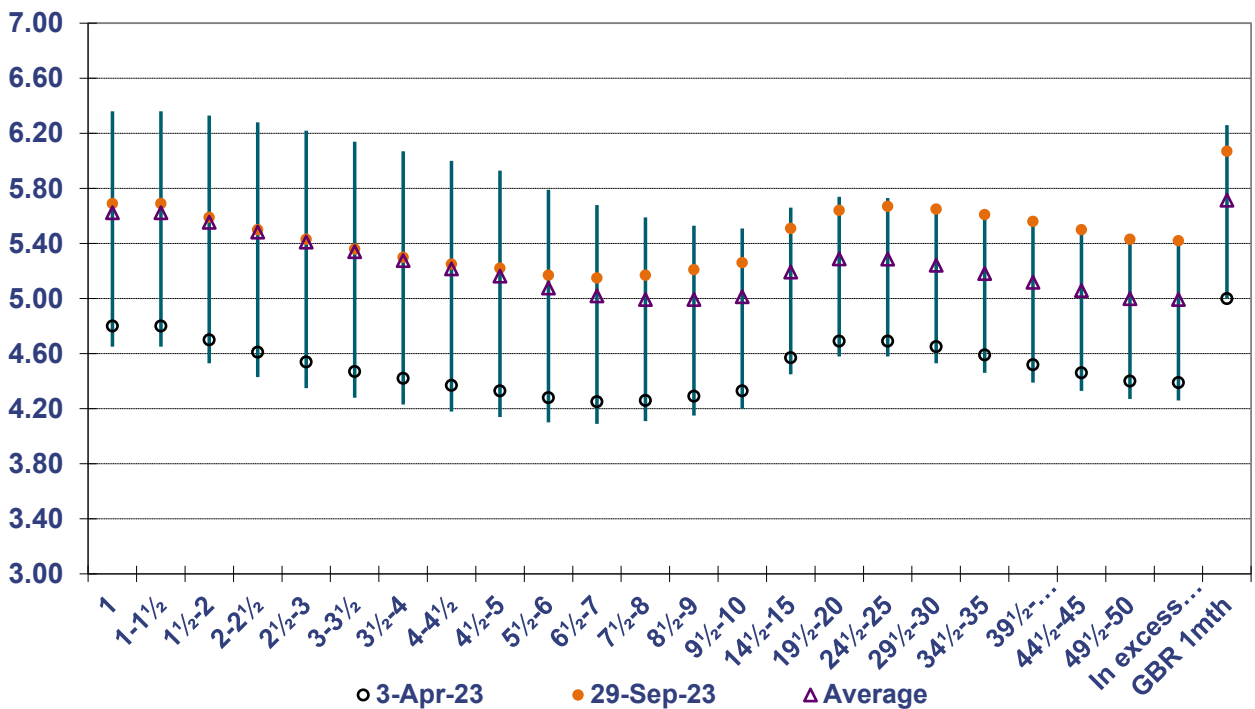
- But the cooling in labour market conditions still has not fed through to an easing in wage growth. The headline 3myy rate rose 7.8% for the period June to August, which meant UK wage growth remains much faster than in the US and in the Eurozone. Moreover, while the Bank of England's closely watched measure of regular annual average total pay growth for the private sector was 7.1% in June to August 2023, for the public sector this was 12.5% and is the highest total pay annual growth rate since comparable records began in 2001. However, this is affected by the NHS and civil service one-off non-consolidated payments made in June, July and August 2023. The Bank of England's prediction was for private sector wage growth to fall to 6.9% in September.
- Consumer Price Index (CPI) inflation declined from 6.8% in July to 6.7% in August and September, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.1%. That reverses all the rise since March.
- In its latest monetary policy meeting on 06 November, the Bank of England left interest rates unchanged at 5.25%. The vote to keep rates on hold was a split vote, 6-3. It is clear that some members of the Monetary Policy Committee (MPC) are still concerned about the stickiness of inflation.
- Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. In terms of messaging, the Bank once again said that "further tightening in monetary policy would be required if there were evidence of more persistent inflationary pressures", citing the rise in global bond yields and the upside risks to inflation from "energy prices given events in the Middle East". So, like the Fed, the Bank is keeping the door open to the possibility of further rate hikes. However, it also repeated the phrase that policy will be "sufficiently restrictive for sufficiently long" and that the "MPC's projections indicate that monetary policy is likely to need to be restrictive for an extended period of time". Indeed, Governor Bailey was at pains in his press conference to drum home to markets that the Bank means business in squeezing inflation out of the economy.
- This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates in the future.

In the table below, the rise in gilt yields across the curve as a whole in 2023/24, and therein PWLB rates, is clear to see.

**PWLB RATES 01.04.23 - 29.09.23**



**PWLB Certainty Rate Variations 3.4.23 to 29.9.23**



**HIGH/LOW/AVERAGE PWLB RATES FOR 01.04.23 - 29.09.23**

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	1 Year	5 Year	10 Year	25 Year	50 Year
<b>Low</b>	4.65%	4.14%	4.20%	4.58%	4.27%
<b>Date</b>	06/04/2023	06/04/2023	06/04/2023	06/04/2023	05/04/2023
<b>High</b>	6.36%	5.93%	5.51%	5.73%	5.45%
<b>Date</b>	06/07/2023	07/07/2023	22/08/2023	17/08/2023	28/09/2023
<b>Average</b>	5.62%	5.16%	5.01%	5.29%	5.00%
<b>Spread</b>	1.71%	1.79%	1.31%	1.15%	1.18%

The peak in medium to longer dated rates has generally arisen in August and September and has been primarily driven by continuing high UK inflation, concerns that gilt issuance may be too much for the market to absorb comfortably, and unfavourable movements in US Treasuries.

The S&P 500 and FTSE 100 have struggled to make much ground through 2023.

### **CENTRAL BANK CONCERNS**

Currently, the Fed has pushed up US rates to a range of 5.25% to 5.5%, whilst the MPC followed by raising Bank Rate to 5.25%. EZ rates have also increased to 4% with further tightening a possibility.

Ultimately, however, from a UK perspective it will not only be inflation data but also employment data that will mostly impact the decision-making process, although any softening in the interest rate outlook in the US may also have an effect (just as, conversely, greater tightening may also).

**APPENDIX C: CURRENT PORTFOLIO POSITION**

List of Investments as at:- 30-Nov-23

Reference	Name	Rating	Country	Group	Amount	Start Date	Call/Fixed	End Date	Curr Rate	Terms	Broker	Status
<b>Treasury Investments</b>												
	Barclays Bank plc (Business Premium A/C)	A+	U.K.		380,000	01-Oct-11	Call		2.00%	Variable	Direct	Current
	Svenska Handelsbanken AB (Deposit A/C)	AA	Sweden		0	23-Jul-14	Call		0.00%	Variable	Direct	Current
	Svenska Handelsbanken AB (35 Day Notice A/C)	AA	Sweden		0	01-Sep-16	Call		2.29%	Variable	Direct	Current
	Aberdeen Standard Liquidity Fund (Money Market Fund)	AAA	U.K.		4,200,000	11-May-12	Call		5.29%	Variable	Direct	Current
	Insight Liquidity Fund (Money Market Fund)	AAA	U.K.		1,200,000	11-May-12	Call		5.25%	Variable	Direct	Current
	BlackRock Liquidity Fund (Money Market Fund)	AAA	U.K.		100,000	13-Oct-16	Call		5.32%	Variable	Direct	Current
	CCLA Public Sector Deposit Fund (Money Market Fund)	AAA	U.K.		4,200,000	08-Oct-18	Call		5.27%	Variable	Direct	Current
IP1449	Blackpool Council		U.K.		3,000,000	31-Oct-23	Fixed	13-Feb-24	5.40%	4 Months	Tradition	Current
	Total Invested				<u>13,080,000</u>							
<b>Multi Asset Income Funds</b>												
	Artemis Fund Managers Ltd		U.K.		2,500,000	16-May-22			3.53%		Direct	Current
	Aegon Asset Management UK PLC		U.K.		2,500,000	20-May-22			4.21%		Direct	Current
	Total Invested				<u>5,000,000</u>							
<b>Other Loans</b>												
	Sevenoaks Leisure Limited				503,375	02-Mar-18	6.00000%	02-Mar-28		10 Years	Direct	Current
	Quercus 7 Limited - Long term loan			Balance	5,923,356		avg interest 4.69000%					Current

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**APPENDIX D - Treasury management practice (TMP1) – Credit and counterparty risk management**

- 1 The Department for Levelling Up, Housing and Communities (DLUHC) issued investment guidance in 2018, and this forms the structure of the authority's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.
- 2 The key intention of the guidance is to maintain the current requirement for local authorities to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective, the guidance requires this authority to have regard to the CIPFA publication treasury management in the public services: code of practice and cross-sectoral guidance notes. This Council adopted the code and will apply its principles to all investment activity. In accordance with the code, the director of finance has produced its treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.
- 3 Annual investment strategy - the key requirements of both the code and the investment guidance are for the authority to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:
  - The strategy guidelines for choosing and placing investments, particularly non-specified investments.
  - The principles to be used to determine the maximum periods for which funds can be committed.
  - Specified investments that the authority will use. These are high security (*i.e., high credit rating, although this is defined by the authority, and no guidelines are given*), and high liquidity investments in sterling and with a maturity of no more than a year.
  - Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.
- 4 The investment policy proposed for the authority is:

**Strategy guidelines** – the main strategy guidelines are contained in the body of the treasury management strategy statement.

**Specified investments** – these investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the authority has the right to be repaid within 12 months if it wishes. They also include investments which were originally classed as being non-specified investments, but which would have been classified as specified investments apart from originally being for a period longer than 12 months once the remaining period to maturity falls to under 12 months.

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These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with: -

- The UK government (such as the debt management account deposit facility, UK treasury bills or a gilt with less than one year to maturity).
- Supranational bonds of less than one year's duration.
- A local authority, housing association, parish council or community council.
- Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency e.g., Standard and Poor's, Moody's and/or Fitch rating agencies.
- A body that is considered of a high credit quality (such as a bank or building society). This category covers bodies with a minimum short-term rating of xxx (or the equivalent) as rated by Standard and Poor's, Moody's and / or Fitch rating agencies.

In accordance with the code, the authority has set out additional criteria to limit the time and the amount of monies which will be invested in these bodies. These criteria are contained within the body of the Treasury Management Strategy Statement.

**Non-specified investments** – are any other type of investment (i.e., not defined as specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non-specified investments would include any sterling investments with: -

	<b>Non-specified investment category</b>	<b>Limit (£ or %)</b>
a.	<b>The authority's own banker</b> if it fails to meet the basic credit criteria. In this instance balances will be minimised as far as is possible.	£7m
b.	<b>Building societies not meeting the basic security requirements under the specified investments.</b> The operation of some building societies does not require a credit rating, although in every other respect the security of the society would match similarly sized societies with ratings. The Council may use such building societies which have a minimum asset size of £3bn.	£3m
c.	Any <b>bank or building society</b> that has a minimum long-term credit rating of A-, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	£7m
d.	Any <b>non-rated subsidiary</b> of a credit rated institution included in the specified investment category. These institutions will be included as an investment category where the parent bank has provided an appropriate guarantee and has the necessary ratings outlined above.	£7m
e.	<b>Share capital</b> in a body corporate – the use of these instruments will be deemed to be capital expenditure, and as such will be an application (spending) of capital resources.	£50k

	Revenue resources will not be invested in corporate bodies. See note 1 below.	
f.	<b>Bond funds.</b> A pooled investment vehicle with a mix of corporate and government grade bonds. See note 1 below.	£5m
g.	Other Funds – including Property, Equity and Multi-Asset Funds. These are pooled investment vehicles specialising in property, equities or a mixture of assets. The use of these instruments can be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. See note 1 below. This Authority will seek guidance on the status of any fund it may consider using.	£5m

Note 1. This authority will seek further advice on the appropriateness and associated risks with investments in these categories.

Within categories a and b, and in accordance with the Code, the Council has developed additional criteria to set the overall amount of monies which will be invested in these bodies. These criteria are contained in the body of the treasury management strategy statement.

- 5 **The monitoring of investment counterparties** - The credit rating of counterparties will be monitored regularly. The authority receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Deputy Chief Executive and Chief Officer – Finance & Trading, and if required new counterparties which meet the criteria will be added to the list.

### **APPENDIX E - Approved countries for investments**

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the link creditworthiness service.

#### ***Based on lowest available rating***

##### **AAA**

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

##### **AA+**

- Canada
- Finland
- U.S.A.

##### **AA**

- Abu Dhabi (UAE)

##### **AA-**

- Belgium
- France
- Qatar
- U.K.

## **APPENDIX F - Treasury management scheme of delegation**

### Full Council

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

### Cabinet

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

### Finance & Investment Advisory Committee

- reviewing the treasury management policy and procedures and making recommendations to Cabinet.

### APPENDIX G - The treasury management role of the Section 151 Officer

#### The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.

The above list of specific responsibilities of the S151 officer in the 2021 Treasury Management Code has not changed. However, implicit in the changes in both codes, is a major extension of the functions of this role, especially in respect of non-financial investments (which CIPFA has defined as being part of treasury management).

Examples are as follows:-

- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe;
- ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money;
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority;
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing;
- ensuring the proportionality of all investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the authority
- ensuring that the authority has adequate expertise, either in house or externally provided, to carry out the above

- creation of treasury management practices which specifically deal with how non treasury investments will be carried out and managed, to include the following: -
  - Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;
  - Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;
  - Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;
  - Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;
  - Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.

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APPENDIX H - Liability Benchmark

	£'000	£'000	£'000	£'000	£'000
Financial Year End	Opening Balance	1	2	3	4
	2023	2024	2025	2026	2027
PWLB Loans	£12,597	£12,297	£11,820	£42,252	£67,129
Market Loans (excl LOBO loans)					
LOBO Loans					
Short Term inc LA Temporary Borrowing (<1 year)					
Variable rate loans					
<b>Existing Loan Debt Outstanding</b>	<b>£12,597</b>	<b>£12,297</b>	<b>£11,820</b>	<b>£42,252</b>	<b>£67,129</b>
Opening Loan Debt	£12,597				
Less: opening treasury investments	-£7,929				
Plus: planned prudential borrowing	£0		£30,918	£25,374	£15,867
Less: MRP & Capital Receipts set aside	-£458	-£325	-£664	-£670	-£676
+/- other forecast cashflows					
<b>Net Loans Requirement (forecast net loan debt)</b>	<b>£4,210</b>	<b>£3,885</b>	<b>£34,139</b>	<b>£58,843</b>	<b>£74,034</b>
Opening Loans CFR	£12,597				
Plus: planned Prudential Borrowing		£0	£30,918	£25,374	£15,867
Less: MRP & Capital Receipts set aside		-£325	-£664	-£670	-£676
<b>Loans CFR</b>	<b>£12,597</b>	<b>£12,272</b>	<b>£42,526</b>	<b>£67,230</b>	<b>£82,421</b>
Liquidity allowance above net debt (liquidity buffer)	£16,000	£16,000	£16,000	£16,000	£16,000
<b>Liability Benchmark (Gross Loans Requirement)</b>	<b>£20,210</b>	<b>£19,885</b>	<b>£50,139</b>	<b>£74,843</b>	<b>£90,034</b>
<b>Forecast Investments</b>	<b>£16,000</b>	<b>£16,000</b>	<b>£16,000</b>	<b>£16,000</b>	<b>£16,000</b>
<b>(Over)/Under Liability Benchmark</b>	<b>£7,613</b>	<b>£7,588</b>	<b>£38,319</b>	<b>£32,591</b>	<b>£22,905</b>

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**Item 6 (c) – Property Investment Strategy Update**

The attached report was considered by the Cabinet, and the relevant minute extract is below:

**Property Investment Strategy Update (Cabinet – 18 January 2024, Minute 76)**

The Portfolio Holder for Finance & Investment Advisory Committee presented the report which set out the progress of the Property Investment Strategy to date and looked at the future direction of the strategy. He advised that the Finance & Investment Advisory Committee discussed the item and were reminded of the purpose of the strategy and the limitations that were now in place and supported the recommendation to Cabinet.

The Deputy Chief Executive and Chief Officer - Finance & Trading advised that the Property Investment Strategy was approved by Council on 22 July 2014 to support the aims of the council becoming more financially self-sufficient as Government Support continued to reduce.

The acquisitions to date have helped the council achieve this aim. He advised that due to Government changes in the way councils could access Public Works Loan Board (PWLB) borrowing and the changes to CIPFA's Prudential Code, the Property Investment Strategy was no longer included in the capital programme therefore the Council could not currently borrow to make any more property investments purely for yield.

The Property Investment Strategy income was made up of income from the investment properties owned by SDC, interest from loans to Quercus 7, a dividend from Quercus 7, less an annual contribution to the Investment Property Maintenance Reserve. Members attention was brought to Appendix A, which contained the current Property Investment Strategy criteria, and it was noted that further investments were not currently viable.

The Cabinet discussed the report, noting the comments made by Finance & Investment Advisory Committee.

Resolved: That the report be noted, with no changes to the criteria.

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## PROPERTY INVESTMENT STRATEGY UPDATE

Council – 20 February 2024

**Report of:** Deputy Chief Executive and Chief Officer – Finance and Trading

**Status:** For Decision

**Also considered by:**

- Finance & Investment Advisory Committee – 11 January 2024
- Cabinet – 18 January 2024

**Key Decision:** No

**Executive Summary:**

This report provides an update on the progress of the Property Investment Strategy to date and looks at the future direction of the strategy.

The Property Investment Strategy was approved by Council on 22 July 2014 to support the aim of the council becoming more financially self-sufficient as Government Support continued to reduce.

The acquisitions to date have helped the council achieve this aim. This report provides an update on those acquisitions.

Due to Government changes in the way councils can access Public Works Loan Board (PWLB) borrowing and the changes to CIPFA's Prudential Code, the Property Investment Strategy is no longer included in the capital programme therefore the Council cannot currently borrow to make any more property investments purely for yield.

In a changing property market and regardless of any limitations on financing, it remains important to review the criteria of the strategy on a regular basis.

**Portfolio Holder:** Cllr. Kevin Maskell

**Contact Officer(s):** Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

Detlev Munster, Ext. 7099

**Recommendation to Finance and Investment Advisory Committee:**

- (a) That the report be noted.
- (b) Forward comments to Cabinet including any recommended changes to the Property Investment Strategy criteria.

**Recommendation to Cabinet:**

- (a) Cabinet considers any comments from Finance and Investment Advisory Committee and notes the report.
- (b) Any changes to the Property Investment Strategy criteria be recommended to Council.

**Recommendation to Council:**

Council agrees the Property Investment Strategy criteria recommended by Cabinet.

**Introduction and Background**

- 1 Sevenoaks District Council was facing ongoing reductions in Government support, culminating in it no longer receiving Revenue Support Grant from 2017/18. This led to a number of decisions that have been taken through the 10-year budget process to try and ensure that the council remains in a financially sustainable position.
- 2 On 7 November 2013, Cabinet approved the then Corporate Plan which set out key areas for the organisation, including the need to become financially self-sufficient. The agreed plan articulated an approach of investing in assets that would generate revenue income to allow less reliance on diminishing Government support. It went on to state that this could be done either through reviewing the use of reserves or through borrowing at low interest rates.
- 3 On 22 July 2014, Council agreed the Property Investment Strategy. The Strategy's criteria were last updated at Council on 21 February 2023 and the current criteria are included at **Appendix A**.

**Funding Agreed to Date**

- 4 A total of £50.3m of funding for the Property Investment Strategy (including the Sennocke Hotel) had been agreed as follows:
- a. £5m Council 22 July 2014
  - b. £3m Council 17 February 2015
  - c. £10m Council 21 July 2015
  - d. £7.3m (total spend) Sennocke (Premier Inn) Hotel, Council 3 November 2015
  - e. £25m Council 25 April 2017
- 5 £38.254m has been spent. However, as the Property Investment Strategy has now been removed from the Capital Programme, the Council is unable to make any further property investments purely for yield, therefore the unspent element of the £50.3m is no longer available for the Council to spend on the Property Investment Strategy.

**Activity to Date**

- 6 A summary of the income producing expenditure to date is included in the following table:

Date	Activity	Total Cost £000	2023/24 Income Yield %
Apr 2015	Suffolk House, Sevenoaks (including refurb.) (office)	5,077	9.4%
May 2015	Swanley Petrol Station and Supermarket	2,566	7.5%
Mar 2017	26-28 Pembroke Road, Sevenoaks (office)	4,673	1.6%  Void period when transferring to new occupier. Expect 7% in 2024/25
Aug 2018	Premier Inn Hotel, Sevenoaks	7,332	6.4%
	Total	19,648	

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- 7 **Suffolk House, Sevenoaks (April 2015)** – This office building is in a town centre in which there are diminishing levels of office stock. It consists of a total of 16,699 sq. ft of office space over four floors with 84 parking spaces. It is managed by a property management company with costs recoverable under a service charge. All floors have been refurbished to a high standard and the rent per square foot is now significantly higher than when the building was purchased. All space is currently let. External repair and maintenance work, notably to the roof, brickwork and lead works, has been undertaken in accordance with the building's planned maintenance programme.
- 8 **Swanley Petrol Station and Supermarket (May 2015)** – The property comprises a 2,789 sq. ft convenience store building with 15 car parking spaces, 8 multi-fuel pump forecourt with jet wash and car wash on a 0.589 acre site. The property is let on a lease expiring in August 2030.
- 9 **26-28 Pembroke Road, Sevenoaks (March 2017)** – This is a modern freehold office investment in Sevenoaks town centre. The 11,117 sq. ft building over three floors has 56 car parking spaces and is currently partially let to Towergate Insurance, who previously occupied the whole building. A new tenant has now taken occupation of the building since June 2023 on a new 20 years FRI lease and is currently undertaking refurbishment work to the premises. The lease provides for 5 yearly rent reviews.
- 10 **Premier Inn Hotel, Sevenoaks (August 2018)** – The 83 bed Premier Inn was completed in July 2018 and opened for trading on 4 August 2018. The hotel scheme and the funding method were separately approved by Council, but it is recognised as a Property Investment Strategy asset with the income being included in the budgeted figures.
- 11 The following amounts within the strategy have funded Quercus 7 investments.

Date	Activity	Total Cost £000	2023/24 Income Yield %
2016/17	Quercus 7 set up costs	13	
2018/19 onwards	Quercus 7 investments (debt 60%)	5,987	4.5%
2018/19 onwards	Quercus 7 investments (equity 40%)	3,991	
	Total	9,991	



- 12 Quercus 7 was set up to enable the Council to invest in property on a commercial basis across a range of asset categories, ensuring a sustainable income for the Council. The company is able to invest in commercial properties outside of the district and hold residential property, which the Council is not allowed to do.
- 13 The Council, which is also the Shareholder of the Company, wishes Quercus 7 to prioritise return on investment, whilst also recognising that as a public body there are sometimes wider considerations and sensitivities that the Council must consider.
- 14 The investments adhere to the principles set out in the Property Investment Strategy.
- 15 The Council as a whole holds the shares in the Company and has delegated its responsibility for overseeing the trading activities of the Company to a Trading Board, and the Leader of the Council has been nominated as the shareholder representative.
- 16 The Quercus 7 Business Plan includes a £50,000 dividend payable to the Council annually from 2023/24 and it is expected to increase to £60,000 from 2024/25..
- 17 In addition, strategic expenditure has been undertaken to secure longer term returns. These items are listed in the table below:

Date	Activity	Total Cost £000
Feb 2015	Swanley Working Men's Club (including demolition)	1,393
Feb 2017	96 High Street, Sevenoaks (retail, office) and associated site	4,554
Jul 2022	Sackville House, Sevenoaks (office)	2,886
	Total	8,615

- 18 **Swanley Working Men's Club** (February 2015) – The premises were demolished in July 2016. In June 2022, The Council made a planning

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application for 93 apartments arranged over 4 to 6 storeys on this site, together with the adjacent car park and land owned by West Kent Housing Association. The planning application was refused permission and options for the site are being reviewed in light of the decision. Aside from planning, the recent increase in interest rates and higher build costs are making it difficult to bring forward development at the current time. Alternative use class arrangements are being considered.

- 19 **96 High Street, Sevenoaks (February 2017)** – This premises consists of ground floor retail space, 1<sup>st</sup> and 2<sup>nd</sup> floor office space. The land at the rear is next to a District Council car park which in turn is next to the bus station and therefore has the potential to support the Council's regeneration ambitions. Discussions have taken place and are ongoing with KCC to include land in their ownership to bring forward a larger scheme. Consultants have been appointed with a concept plan and feasibility study prepared to establish appropriate mix of uses, values and with a view to agreeing terms with a private sector development partner. The ground floor retail space is occupied by Hospice in the Weald on a short-term lease, subject to a developer's break clause on a rolling basis. The second floor is still in occupation by Second Floor Studios CIC and their lease is being made co-terminus with that on the ground floor.
- 20 **Sackville House, 55 Buckhurst Ave, Sevenoaks (July 2022)** – The delayed purchase of this office building completed last year. The office building was purchased to facilitate the Council's wider regeneration ambitions for land to the East of the High Street. There are currently three tenants within the building. Due to the Council's regeneration ambitions, the premises are let on discounted short-term tenancies.
- 21 **Croft Road, Westerham** – This land formally in the Council's ownership was sold to a developer to build 18 residential units which are being built in two phases. The Council took up an option to acquire two houses at a discount (based on an agreed price formula), one house in each phase. The option to acquire the house in the first phase was exercised on behalf of Quercus 7, and it has since been let on an Assured Shorthold Tenancy providing regular monthly income. The option to acquire the house in the second phase was exercised by the Council, and the house was sold on the open market for £640,000, realising a return on investment of around 7%.
- 22 All of the Council's acquisitions have been supported by a thorough business case and approved by the Improvement & Innovation Portfolio Holder in consultation with the Finance & Investment Portfolio Holder as required by Council.

### Property Investment Strategy Income

- 23 The 10-year budget approved by Council in February 2023 included net Property Investment Strategy income of £1.618m from 2023/24, £1.715m from 2026/27 and £1.756m in 2029/30.

- 24 Net income of £1.605m is forecast in 2023/24 - £13,000 below the budget. This is due to a void period and associated business rates costs.
- 25 An annual dividend of £50,000 will be received from Quercus 7 from 2023/24 and it is expected to increase to £60,000 from 2024/25.
- 26 The Property Investment Strategy net income budgets included in the current 10-year budget (January 2024) are included in the table below:

Year	Net Income Budget
2024/25 - 2025/26	£1.724m
2026/27 - 2033/34	£1.749m

- 27 The budgets will continue to be reviewed.
- 28 All of the net income budgets proposed are after transferring £100,000 per annum into the Property Investment Strategy Maintenance Reserve.

**Funding Sources**

- 29 The £38.3m spent to date has been funded by:
  - a. Property Reserve, Financial Plan Reserve and Capital Reserve £12.4m. Funds put aside for the Property Investment Strategy agreed as part of the annual budget setting process, including New Homes Bonus.
  - b. Capital receipts £11.6m. Proceeds from the sale of Council assets.
  - c. Internal borrowing £4.4m. From council balances. No interest is paid but Minimum Revenue Provision (MRP) is charged. MRP is the minimum amount which must be charged to the revenue account each year and set aside as provision for repaying loans and meeting other credit liabilities. This is a requirement for any form of borrowing so that an amount is set aside to repay the loan. An MRP charge of £150,000 is forecast in 2024/25.
  - d. Internal borrowing £9.9m. From council balances for Quercus 7 investments.
  - e. External borrowing £nil. This funding method would incur interest and MRP costs each year.
- 30 Funding options are considered on a case-by-case basis and may be funded by reserves, capital receipts, internal borrowing or external borrowing, subject to the constraints referred to in the Executive Summary and below.
- 31 During 2019, at the request of Full Council, a Member Working Group investigated Income Strip Funding as an additional funding source and

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recommended that this should be considered for funding suitable future schemes.

- 32 Each scheme is assessed to consider whether it is preferable to proceed as the Council or via Quercus 7.

### **Public Works Loan Board (PWLB) – Access to Borrowing**

- 33 In November 2020, HM Treasury published the document ‘Public Works Loan Board: Future Lending Terms’.

- 34 This document included changes to the PWLB lending terms designed to discourage councils from investing primarily for yield by restricting access to the PWLB. Under the new rules, councils are still free to borrow for service delivery, housing, regeneration, preventative action and delivery of government priorities.

- 35 The main points are:

- a. As a condition of accessing the PWLB, local authorities are now asked to submit a high-level description of their capital spending and financing plans for the following three years.
- b. Councils intending to invest for yield are not permitted to access the PWLB.
- c. When applying for a new loan, councils are required to confirm that the plans they have submitted remain current and reaffirm that they do not intend to buy investment assets primarily for yield.
- d. The decision over whether a project complies with the terms of the PWLB is for the section 151 officer or equivalent of the council (Chief Officer – Finance and Trading).

- 36 Some schemes within the agreed capital programme are funded by PWLB borrowing. This therefore means that the Council is currently unable to invest in property purely for yield such as through the Property Investment Strategy.

- 37 Officers will continue to liaise with the Government and other bodies to ensure that there is a clear understanding of options and implications available for future use of the Property Investment Strategy by both the Council and Quercus 7.

### **Future Opportunities**

- 38 As mentioned above, the PWLB and Prudential Code changes will impact the opportunities to make further property investments within the strategy.

- 39 It is therefore recommended that the focus of officers time on the delivery of the Property Investment Strategy should be on development of the strategic

assets listed in paragraph 17, realising their revenue potential, whilst recognising that the higher cost of finance and build cost inflation together with a deteriorating market for residential sales (albeit demand for lettings has gone up and rents have increased) may result in a delay to the delivery of major development projects.

## Risks

- 40 The risks of the Property Investment Strategy are included in **Appendix B**. The risks were first assessed by the Audit Committee on 9 September 2014 and have been reviewed each year.
- 41 In terms of short-term variations in capital value, property investment is inherently more risky than leaving reserves in the bank but this was taken into account when establishing the Property Investment Strategy and setting the investment criteria. Treasury investment returns have long been below inflation levels resulting in the gradual erosion of those funds. A separate report on the Treasury Management Strategy 2024/25 is also being presented at this meeting.
- 42 The risks of each potential investment are considered by carrying out due diligence, including the following:
  - a. Valuation.
  - b. Market conditions.
  - c. Covenant strength of tenants.
  - d. Terms of leases.
  - e. Structural surveys.
  - f. Funding options.
  - g. Future costs.
- 43 It should be recognised that there may be times when there are business reasons to dispose of assets held as part of the Property Investment Strategy and invest elsewhere instead.
- 44 The Scrutiny Committee set up a Property Investment Strategy Member Working Group at their meeting on 5 July 2016 and reported their findings on 30 March 2017.
- 45 The Member Working Group concluded that the benefits of the Property Investment Strategy do outweigh the risks, provided that the council remains alive to changes in the market and financial risks.

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- 46 Internal Audit completed an audit report on the Property Investment Strategy in 2020/21. The audit opinion given in the report was of reasonable assurance.
- 47 The audit report conclusion was: "Audit fieldwork confirmed effective governance and financial arrangements are in place for the delivery of the Property Investment Strategy. The attainment of set objectives is being achieved. Existing arrangements are fit for purpose for the delivery of the Strategy and comply with Council procedures."
- 48 The assurances required over the Property Investment Strategy are considered each year as part of the risk-based annual audit planning process.
- 49 The changes to the PWLB lending terms also produce additional risks that did not previously exist.

### **Property Investment Strategy Criteria**

- 50 The annual update report gives Members the opportunity to review the Property Investment Strategy criteria previously agreed. The current criteria are included in **Appendix A**.
- 51 The Property Investment Strategy criteria also applies to Quercus 7.

### **Key Implications**

#### Financial

As previously stated in this report, the Property Investment Strategy is a major contributor to the Council remaining financially self-sufficient.

All other financial information can be found in the report.

#### Legal Implications and Risk Assessment Statement.

Legal resources would be required to undertake legal pre-purchase due diligence for any future acquisitions. Likewise, with disposals. This would be undertaken either internally by the Council's Legal Team or externally and a decision would be made on a case-by-case basis.

Proceeding with further pure property investments would add additional risks in light of the changes made by Government and CIPFA.

A full risk analysis is included at **Appendix B** to this report.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

### Value for Money and Asset Maintenance

Value for money derived from available finances when looked at in conjunction with the Treasury Management Strategy has the ability to be increased via the Property Investment Strategy.

### **Conclusions**

The investments previously made through the Property Investment Strategy continue to provide a reliable revenue income stream, with the potential for income and capital growth, in the long term. This will assist the Council to remain financially self-sufficient.

The Council is not currently able to make further investments purely for yield, but the situation will continue to be monitored with the aim to make further investments via the Council or Quercus 7 in future.

**Appendices**

Appendix A – Property Investment Strategy

Appendix B – Property Investment Strategy – Risk Analysis

**Background Papers**

Report to Council 22 July 2014 – Investment Strategy

Report to Audit Committee 9 September 2014 – Investment Strategy Risk Register

Report to Council 17 February 2015 – Budget and Council Tax Setting 2015/16

Report to Council – 21 July 2015 – Property Investment Strategy

Report to Council - 25 April 2017 – Property Investment Strategy Update

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer – Finance & Trading**



**Property Investment Strategy (agreed by Council 21/02/23)**

1. The strategy will consist of a diversified and balanced portfolio of investment assets with regard to the following considerations.
2. As the portfolio has grown and property markets have changed, all asset categories are now included subject to appropriate due diligence and ensuring no asset class exceeds 20% in total value of the approved funding.
3. When considering the tenure of an asset, freehold would be preferable to leasehold. Freehold provides for greater levels of security against a leasehold asset that would effectively decrease in value over time. However, assets on long leasehold basis may still be suitable for consideration.
4. Whilst properties let to only one tenant may offer an acceptable level of risk, multi-tenanted properties would be favourable as they offer the opportunity to minimise the impact of any one part of the asset being vacant due to tenant default or lease expiry. If assets are occupied by a single tenant, then detailed financial due diligence would be undertaken to ascertain their financial stability.
5. Investment opportunities are restricted to all of England, however recognising that this may need to be changed in future if legislation is amended.
6. Based on the above considerations and taking into account local market conditions, a lot size of between £1m and £10m has been set. This is to avoid the lower part of the local market where private high net worth individuals would be seeking to invest and also the high end, where Pension Funds and Life Assurance Funds tend to dominate.
7. Given the likely risk profile of an asset meeting the above considerations, the following has been set. The income yield be 3%+ above the Council's average treasury management return when not borrowing or internally borrowing, and 3%+ above the borrowing rate when externally borrowing, based on an average over 10 years. (Flexibility may be applied to those opportunities that show an acceptable social return on investment).
8. A limited number of opportunities that include the potential for development should also be considered. This approach may have the potential to deliver an additional 20-30% return on investment.
9. Where sites that are already in the ownership of the Council could be redeveloped in partnership with neighbouring sites, added value can be derived from 'marriage' of the sites. Consideration should be given to Joint Venture (JV) projects that maximise value, with priority given to those which would result in the delivery of assets meeting the investment criteria.

10. It is expected that external specialist property investment advisors will be retained on each transaction, advising on suitability having undertaken detailed pre purchase due diligence, including valuation, risk analysis and lease / title reviews.
11. Taking all of the above considerations into account, the current criteria are:
  - i. Income yield of 3%+ above the Council's average treasury management return when not borrowing or internally borrowing, and 3%+ above the borrowing rate when externally borrowing, based on an average over 10 years. (Flexibility may be applied to those opportunities that show an acceptable social return on investment
  - ii. Individual Properties or Portfolios
  - iii. Lot size of £1m - £10m subject to multiple tenants for lots over £5m
  - iv. Freehold / Long Leasehold
  - v. Single or Multi Tenanted
  - vi. Asset categories: all subject to appropriate due diligence and ensuring no asset class exceeds 20% in total value of the approved funding.
  - vii. Investment opportunities be restricted to all of England.
  - viii. Potential to increase rental income, through pro-active Asset Management
12. The Strategic Asset Management and Operational Property Management of the portfolio be delivered from existing resource within the Council's Economic Development and Property Team. There will however be times when specialist external advice is needed and this work will be commissioned on an 'as required' basis, funded from the income from the assets. This approach is to be reviewed regularly, including ongoing resource requirements, as the portfolio grows.
13. Funding for the acquisition of assets should be reviewed on a case by case basis but could be derived from a number of sources:
  - Receipts from previous property disposals.
  - Receipts from proposed land / property disposals in future years.
  - Internal borrowing.
  - Borrowing from the Public Works Loan Board.
  - Borrowing from the Municipal Bonds Agency.

- Income strip funding.
14. Each scheme will also be analysed to decide whether it is preferable to proceed as the council or via Quercus 7.

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**Property Investment Strategy – Risk Analysis**

The Property Investment Strategy risks are detailed below. Each risk is first assessed **gross** (without existing controls in place) and then re-assessed following the identification of key controls to give the **net** score. Each risk is also given a **target** score, which is the desired rating for the risk. The overall **rating (R)** is derived by multiplying the **likelihood (L)** and the **impact (I)**.

		Net Risk Ratings				
Likelihood	Very Likely (5)					
	Likely (4)					
	Possible (3)		9b	12		
	Unlikely (2)		9d	4,9a,9c,9e	1	
	Very Unlikely (1)		3	7	2a	2b,5,6,8,10,11
		Minimal (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
		Impact				

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
<b>Property Investment Strategy</b> Lead Officers: <b>Adrian Rowbotham &amp; Detlev Munster</b>											
1) Downturn in property market	<ul style="list-style-type: none"> <li>Poor Return on Investment (ROI) on selling/rental</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Contracts to have rent review, break clauses etc.</li> <li>Investments are credit secure and can be retained through any market downturn.</li> <li>No requirement by SDC to liquidate investments in medium term.</li> <li>No requirement from SDC to minimise or contain reported mark to market variability.</li> </ul>	2	4	8	2	4	8

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
2) a. Poor quality construction/management	<ul style="list-style-type: none"> <li>• Repairs</li> <li>• Defects</li> <li>• remedial work</li> <li>• customer dissatisfaction</li> <li>• loss of reputation</li> <li>• legal action</li> <li>• additional costs not built into financial plan</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Robust contracting process.</li> <li>• Pre-purchase surveys.</li> <li>• High quality spec.</li> <li>• Quality assurance clauses.</li> <li>• Warranties.</li> <li>• Procurement processes.</li> <li>• Clauses for liquidated damages.</li> <li>• Build relationships with contractors - understand their quality ethos.</li> <li>• Do not work with contractors who have a record issue or no track record.</li> </ul>	1	4	4	1	4	4

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
					<ul style="list-style-type: none"> <li>Ensure contractor has sufficient covenant to stand behind their commitments.</li> <li>Property Investment Strategy Maintenance Reserve.</li> </ul>						
b. Poor quality construction/management	<ul style="list-style-type: none"> <li>Risks to personal health and safety - defects, gas, electricity, legionella, etc.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Surveys; risk assessment techniques; CDM (Construction, Design &amp; Mgt Regs); using registered suppliers and installers.</li> </ul>	1	5	5	1	5	5
3) Possibility of challenge re: unlawful subsidy	<ul style="list-style-type: none"> <li>Legal challenge to Quercus 7.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Full cost recovery.</li> </ul>	1	2	2	1	2	2



Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
					<ul style="list-style-type: none"> <li>Loans obtained at commercial lending rates.</li> <li>Charging Directors and others' time to the Company.</li> <li>Legal due diligence pre contractual commitment.</li> </ul>						
(b) Inability to attract and retain suitable purchasers/tenants.	<ul style="list-style-type: none"> <li>Poor ROI</li> <li>void periods</li> <li>loss of rental income</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Demand for residential property remains high.</li> <li>Taking up references.</li> <li>Early engagement with potential buyers/tenants.</li> <li>Quality product to attract purchasers/tenants.</li> <li>Property Investment Strategy</li> </ul>	2	3	6	2	3	6

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Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
					Maintenance Reserve to support downturn in market for tenants i.e. finance voids or rent shortfalls.						
5) Failure to fully assess sites and conditions	<ul style="list-style-type: none"> <li>Defects</li> <li>remedial action</li> <li>costs</li> <li>failure to attract purchasers/tenants.</li> <li>void periods</li> <li>poor ROI</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Robust appraisals and surveys to be undertaken before progressing.</li> <li>Pre-application planning advice.</li> <li>Knowledge of location/market.</li> <li>Extensive due diligence process.</li> </ul>	1	5	5	1	5	5
6) Insufficient resources, capacity, skills to plan and manage projects.	<ul style="list-style-type: none"> <li>Inability to close deals as insufficient due diligence</li> <li>Loss of reputation</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Procurement of specialist resources not available in-house.</li> <li>Appointment of staff with</li> </ul>	1	5	5	1	5	5

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Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
					adequate skills for purpose.						
7) Increase in voids/and void turn-around time/re-let times	<ul style="list-style-type: none"> <li>Income from rent is reduced and cash flow compromised</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Employment of experienced agents to manage lettings.</li> <li>Sale of property an option.</li> <li>Reconsideration of operating model.</li> <li>Property Investment Strategy Maintenance Reserve to support downturn in market for tenants i.e. finance voids or rent shortfalls.</li> </ul>	1	3	3	1	3	3

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
8) Purchase not supported by red book valuation	<ul style="list-style-type: none"> <li>Unable to secure purchase</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Red book valuation obtained prior to offer.</li> </ul>	1	5	5	1	5	5
9) a. Financial risk: properties not re-let	<ul style="list-style-type: none"> <li>Rents not achieved.</li> <li>Reduced income -</li> <li></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Invest in areas with high demand.</li> </ul>	2	3	6	2	3	6
b. Financial risk: tenant default on rents	<ul style="list-style-type: none"> <li>Rents not achieved.</li> <li>Reduced income</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Careful vetting of tenants pre-contract.</li> <li>Limit exposure to an individual tenant.</li> <li>Tight T&amp;Cs in lease agreements.</li> <li>Prompt chasing of rent arrears.</li> </ul>	3	2	6	3	2	6
c. Financial risk: property market falls	<ul style="list-style-type: none"> <li>Values reduce.</li> <li>Reduced income</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Diversified portfolio.</li> </ul>	2	3	6	2	3	6

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Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
					<ul style="list-style-type: none"> <li>Actively assess market value.</li> <li>Preparedness to sell if exposures are increasing.</li> </ul>						
d. Financial risk: higher operational costs	<ul style="list-style-type: none"> <li>Reduced net income</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Tight budget and cost control.</li> <li>Adopt corresponding terms in lease and agency agreements.</li> </ul>	2	2	4	2	2	4
e. Financial risk: defects	<ul style="list-style-type: none"> <li>Reduced let ability.</li> <li>Reduced income</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Conduct regular planned maintenance work and periodic inspections.</li> </ul>	2	3	6	2	3	6
10) Failure to comply with taxation issues, Corporation tax and VAT.	<ul style="list-style-type: none"> <li>Legal challenges</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Internal and/or external advice sought in relation</li> </ul>	1	5	5	1	5	5

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
					to taxation to ensure compliance.						
11) Poor management of property	<ul style="list-style-type: none"> <li>• Risk to tenants</li> <li>• Health and Safety</li> <li>• Defects, gas, electricity etc.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>• Engage experienced and qualified management agents.</li> <li>• Staff to keep abreast of statutory requirements.</li> <li>• Appropriate DMS and compliance regimes in place.</li> </ul>	1	5	5	1	5	5
12) Political change – local or national	<ul style="list-style-type: none"> <li>• Changes in policy and/or legislation affecting business model.</li> <li>• Increased financial burden placed which cannot be recouped from service charges.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>• Maintenance provisions are held.</li> <li>• Where possible, tenants required to ensure upkeep and compliance.</li> </ul>	3	3	9	3	3	9

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
	<ul style="list-style-type: none"> <li>Changes to building standards resulting in uncosted refurbishments. Reputational damage.</li> </ul>				<ul style="list-style-type: none"> <li>Lease agreements are carefully structured.</li> <li>Maintain overwatch of political/policy changes as a result of local or national political change.</li> </ul>						

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**Item 6 (d) – Budget and Council Tax Setting 2024/25**

The attached report was considered by the Cabinet on 8 February 2024, and the relevant minute extract was therefore not available prior to printing of these papers and will follow when available.

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**BUDGET AND COUNCIL TAX SETTING 2024/25**

**Council – 20 February 2024**

**Report of:** Deputy Chief Executive and Chief Officer – Finance and Trading

**Status:** For Decision

**Also considered by:**

- Cabinet – 8 February 2024

**Key Decision:** No

**Executive Summary:**

The Council has an excellent track record in identifying, planning for and addressing financial challenges. The 10-year budget method provides the Council with a stable basis for future years.

This report sets out the proposed budget and required level of Council Tax for 2024/25.

Based on the changes detailed in this report, **this Council will once again have a balanced 10-year budget.**

The report proposes a net expenditure budget of £19.445m in 2023/24 (£18.533m in 2023/24). Subject to any further changes this would result in a **Council Tax increase of 2.97% in 2024/25, with the District's Council Tax being £243.72 for a Band D property for the year (£236.70 in 2023/24), an increase of £7.02.**

The report also contains details of the precepts received from other authorities (Council report only), the Collection Fund position and an opinion on the robustness of the budget and the adequacy of the reserves.

**Portfolio Holder:** Cllr. Kevin Maskell

**Contact Officer(s):** Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

**Recommendation to Cabinet:**

- (a) That recommendations (a) to (g) below be recommended to Council.
- (b) Approve the fees and charges for 2024/25 set out in Appendix J.

**Recommendation to Council:**

- (a) The Summary of Council Expenditure and Council Tax for 2024/25 set out in Appendix F be approved.
- (b) Approve the 10-year budget 2024/25 to 2033/34 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix C(i) to the report, including the budget changes set out in Appendix E to the report, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve.
- (c) Approve the Capital Programme 2024/27 and funding method set out in Appendix K(i) and Capital Strategy 2024/25 set out in Appendix K(iii).
- (d) Approve the changes to reserves and provisions set out in Appendix L.
- (e) That the Local Council Tax Reduction Scheme 2023/24, be rolled forward to 2024/25, with effect from 1 April 2024 (Appendix N).
- (f) Confirmation of the agreement made at Council on 21 February 2023 to shorten the Council Tax premium on long term empty dwellings from the current 2 years (empty) to 1 year from 1 April 2024.
- (g) Confirmation of the agreement made at Council on 21 February 2023 to implement the 100% Council Tax premium on all second homes from 1 April 2025.

Due to their length and complexity, the further recommendations have been produced as a separate document (Appendix R).

## Introduction and Background

- 1 At the Cabinet meeting on 19 September 2023, Members considered a report setting out the Council's financial prospects for 2024/25 and beyond. That report set out the major financial pressures the Council is likely to face, together with a proposed strategy for setting a balanced and sustainable budget for 2024/25 and beyond.
- 2 It was mentioned in reports presented as part of the 2023/24 Budget Setting Process that it was highly likely that additional savings/income would be required as part of the next budget process. An 'Early Indications' report was presented to FIAC and Cabinet earlier in the summer which identified the areas that could have a significant financial impact on the Council.
- 3 As part of the budget process officers put forward their Service Dashboards to the Advisory Committees between October and December, which set out a summary of current and future challenges and risks. The Advisory Committees recommended new growth and savings items which were considered by Cabinet on 14 December 2023.
- 4 At Cabinet on 14 December 2023, it was resolved that officers look for further savings/additional income options. These were presented to Cabinet on 18 January 2024 and were supported. When combined with other changes, a balanced 10-year budget is now presented in this report.

## Financial Strategy

- 5 The Council's financial strategy continues to aim for long-term financial health and continues to work towards improving financial sustainability. It has been successful through the use of a number of actions including:
  - implementing efficiency initiatives.
  - significantly reducing the back-office function.
  - improved value for money.
  - maximising external income.
  - the movement of resources away from low priority services.
  - an emphasis on statutory rather than non-statutory services.
- 6 A summary of the Financial Strategy can be found at **Appendix B**.
- 7 Over this period, the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders.
- 8 Using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is possible that more accurate data will become available and current assumptions may need to be updated.

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### 10-year Budget

- 9 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the immediate reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, which ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.
- 10 It should not be forgotten that £8.8m of savings have been made since 2011/12. **Appendix D** sets out a summary of the savings and growth items approved by Council since the 10-year budget strategy was first used in 2011/12. This has allowed the Council to deliver a 10-year balanced budget.

### Financial Self-Sufficiency

- 11 With the Revenue Support Grant provided by Government having ceased from 2017/18 it is important that the council remains financially self-sufficient by having a financial strategy that is focused on local solutions. These solutions include:
  - continuing to deliver financial savings and service efficiencies.
  - growing the council tax and business rate base.
  - generating more income.
- 12 This Council's approach to budgeting has been recognised by the sector as being exceptional which resulted in it being the winner of the CIPFA Public Finance Innovator of the Year Award in 2017.
- 13 The Local Government Association's Corporate Peer Challenge in December 2021 also commented that 'Sevenoaks District Council takes a long-term view of financial planning with a focus on self-sufficiency. The council's 10-year budget is innovative, an example for the sector and supports long-term decision making.

### **Review of the 10-year Budget Process**

- 14 An audit of the 10-year budget process was completed by Mazars (working for Internal Audit) in 2021 and their findings were that the Council has adequate, effective and reliable controls in place over budget setting and long-term financial planning.

### **Financial Self-Sufficiency**

- 15 The Council's Corporate Plan 2013-2018 set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. The current Council Plan aims to continue with this approach. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.

- 16 This approach was adopted in response to the financial challenges the Country was faced with in bringing its public spending down to ensure it was able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council receiving no Revenue Support Grant from 2017/18.
- 17 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 18 The Local Government Association's Corporate Peer Challenge in December 2021 commented that 'Sevenoaks District Council takes a long-term view of financial planning with a focus on self-sufficiency. The council's 10-year budget is innovative, an example for the sector and supports long-term decision making. This extended financial framework provides an excellent platform which has supported effective budget management and planned, long-term, decision making.'
- 19 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no additional Revenue Support Grant funding or New Homes Bonus. Any funding received from these sources will be put into the Financial Plan Reserve which can be used to support the 10-year budget.
- 20 In 2023/24 the government rolled two grants into the Revenue Support Grant which are shown as 'Govt Support: Rolled in grants' on the attached 10-year budget. This Council continues to receive no Revenue Support Grant through the Government formula.
- 21 Cabinet are keen to remain financially self-sufficient which has served the Council well and ensured it is one of the most financially stable local authorities in the country. This will allow this Council to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents need into the future.

### **Updates on Assumptions**

- 22 The following sections provide the latest information on the major income and expenditure streams together with details of the assumptions included in the attached 10-year budget.
- 23 The Provisional Local Government Finance Settlement (LGFS) for 2024/25 was announced on 18 December 2023. The most relevant elements for this Council are included below. Please note that the settlement is only for one year. The Final Local Government Finance Settlement is due to be announced

## Agenda Item 6d

in early February and any significant changes will be mentioned at the meetings.

### Income

- 24 **Government grants** – the following grants were included in the LGFS. They are included in the 10-year budget for 2024/25 only:
- Funding Guarantee (£1.384m) - This grant is intended to provide a funding floor for all local authorities, so that no local authority would see an increase in 'core spending power' that is lower than 3%, before taking into account (i) council tax level decisions and (ii) changes to funding from rolled in grants. The minimum 3% increase is the same as 2023/24. This increase is largely due to the reduction in New Homes Bonus (NHB) from £184,000 to £14,000. NHB is not included in the 10-year budget.
  - Services Grant (£15,000) – This grant is determined based upon the resources DLUHC has left after decisions on all other grants. For 2024/25 it has significantly reduced.
  - Rolled in Grants (£198,000) – Revenue Support Grant (RSG) is a formula based grant that has significantly reduced since 2010/11 as the emphasis of Government Support has changed, in fact this council has received no RSG since 2017 and was not expected to receive any in future years. The LGFS for 2023/24 did include RSG for this council but the reason for this is that a number of previously separate grants have been rolled into RSG. For this council they are 'Local Council Tax Support Subsidy' and 'Family Annexe Council Tax Discount Grant'.
- 25 Negative RSG (i.e. where councils pay government) has previously been proposed by government. It has not been implemented but remains a threat going forward.
- 26 Local Government Funding reform was due to take place in 2019/20 but has continued to be delayed and is not expected to take place in the near future.
- 27 **New Homes Bonus (NHB)** (£0.2m received in 2023/24 but not used to fund the revenue budget) – the Government started this new funding stream in 2011/12 from funds top sliced from RSG with the intention that local authorities would be rewarded for new homes being built over a six-year period. The basis of NHB was changed with effect from 2017/18. Previously it was based on cumulative figures for 6 years, but this was reduced to 5 years from 2017/18 and 4 years from 2018/19. In addition, NHB is only received on tax base growth above 0.4% instead of on all growth (known as the deadweight). Legacy payments relating to previous years are no longer included therefore the amount for 2024/25 has reduced to £14,000.
- 28 It is likely that NHB will eventually be replaced.



29 **Council Tax** (£12.2m) – The Government referendum limit has initially been set at 2% in recent years although it has been changed later in the process. The LGFS has stated that the referendum limit in 2024/25 for district councils will be the higher of 3% or £5. An increase of 2.97% (£7.02 for a Band D property) had previously been assumed so no change has been made. The assumption remains at 2% for later years.

30 The impact of this increase is as follows:

2024/25 Council Tax	Current Assumption
2023/24 £ (Band D pa)	£236.70
% increase	2.97%
£ increase (Band D pa)	£7.02
£ (Band D pa)	£243.72

31 Due to the uncertainty of future Council Tax increase referendum limits, if maximum increases are not taken there will be an ongoing detrimental impact on the ability to increase Council Tax in future years.

32 **Council Tax Base** – the tax base increases each year due to the general increase in the number of residential properties and future developments as well as the continuing change in the number of Council Tax discounts awarded. The tax base increase in 2024/25 is less than previously assumed. This is largely due to a lower number of new properties built.

33 The assumption going forward is currently an increase of 730 Band D equivalent properties per annum. The Local Plan will affect future tax base assumptions.

34 The Council Tax Collection Rate has remained at 99.4% which is back at pre-pandemic levels.

35 **Council Tax Long Term Empty Premiums and Second Home Premiums** - the Regeneration & Levelling Up Act received Royal Assent in October 2023 and included two important changes to council tax, as follows:

- a) A change in the application of a council tax premium on ‘long term empty’ dwellings. Currently, if a property has been unoccupied and unfurnished for 2 years but less than 5 years, then a 100% council tax premium can be applied to the property. The Act allows this to be shortened from 2 years to 1 year. ‘Long term empty’ premiums are applied to encourage owners to bring properties back into use, so they are not left empty for extended periods. This change can be implemented from 1 April 2024.

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- b) The implementation of a council tax premium on 'second homes'. 'Second homes' are properties which are unoccupied but furnished. The Act enables local authorities to apply a 100% council tax premium on second homes. This would mean an owner of a second home in the district would pay double the normal council tax charge. This change can be implemented from 1 April 2025.
- 36 These changes were approved at the Council meeting on 9 February 2023. The assumed increases in Council Tax income from these changes have been updated based on the current number of properties that fall into these categories.
- 37 Council is asked to:
- Confirm the agreement made at Council on 21 February 2023 to shorten the Council Tax premium on long term empty dwellings from the current 2 years (empty) to 1 year from 1 April 2024.
  - Confirm the agreement made at Council on 21 February 2023 to implement the 100% Council Tax premium on all second homes from 1 April 2025.
- 38 **Business Rates Retention** (£2.9m) - The basis for allocating Government Support from 2013/14 changed to the Business Rates Retention Scheme. This scheme initially allows billing authorities, such as this council, to keep 40% of Business Rates received. However, tariffs and top ups are then applied. This council is due to collect £37m of Business Rates in 2023/24.
- 39 Previously it has been assumed in the 10-year budget that Business Rates Retention would be at the 'Safety Net Level'. As actual Business Rates retained are above that level, the assumption has been changed to the higher 'Baseline Funding Level'. The following two items are in addition to this.
- 40 A Business Rates Pool operates in Kent and Medway which generally results in councils retaining more Business Rates than if they were not in the pool. There is an optimum level of pool membership, so this council and some others are not currently part of the pool but do benefit as if they were in the pool. The Government has agreed that the pool arrangement will continue in 2024/25.
- 41 Any increased Business Rates retained in 2024/25 due to being linked to the Kent and Medway Business Rates Pool has been included in the budget rather than it being transferred to the Budget Stabilisation Reserve as in most previous years. Nothing from the pool has been assumed in later years.
- 42 It was announced, as part of the Autumn Statement 2023, that the small business rates multiplier for 2023/24 will remain frozen at 49.9p and there will be an increase to the standard rate multiplier of 6.7% (from 51.2p to 54.6p). This approach to applying inflation requires authorities to be compensated for the inflation increase lost to the small business rates multiplier element of their taxbase. This is called 'Safety Net and Under indexing Compensation'. It has

been assumed that this will continue until 2025/26 when a Business Rates Reset may take place.

- 43 **Interest receipts** (£0.3m) – following the investment in Multi-Asset Income Funds (MAIF) in May 2022, interest receipts in 2022/23 were higher than budgeted and are forecast to be higher again in 2023/24. The intention is to hold the MAIF investments for a five year period.
- 44 It should also be noted that interest on the funds lent to Quercus 7 are reported under Property Investment Strategy income rather than Interest Receipts.
- 45 The assumptions for interest receipts have been increased based on current income levels but recognising expected reduced interest rates and available balances in future years.
- 46 **Property Investment Strategy** – The strategy was approved by Council on 22 July 2014 with the intention of building on an approach of property-based investment in order to deliver increased revenue income. This was set against a background of reducing Government Support and continued low rates of return through existing treasury management arrangements.
- 47 Six assets have been purchased or built to date, including the Sevenoaks Premier Inn Hotel, at a cost of £25m.
- 48 As well as the £25m above, £10m has been spent by Quercus 7 Ltd on five assets. The figures below include as assumed dividend of £60,000 per annum from Quercus 7.
- 49 Property Investment Strategy income assumptions are as follows:
- |                   |                   |
|-------------------|-------------------|
| 2024/25 – 2025/26 | £1.724m per annum |
| 2026/27 – 2033/34 | £1.749m per annum |
- 50 Members should be aware that the Government and CIPFA have implemented ways to limit a Council's ability to make commercial property investments. This has stopped the Council's ability to borrow for investments made purely for yield which was the principal purpose of the Property Investment Strategy. Government may take further action following Woking BC issuing a s114 notice which was due to their approach to property.
- 51 A Property Investment Strategy Update report has been presented to Finance Advisory Committee on 11 January 2024 and is also included on the agenda for these meetings.
- 52 **Fees and charges** – the council receives income in fees and charges from a number of sources.

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- 53 The assumption is for a 2.5% increase in income for all years. In addition, it was forecast that car parking income would be 25% below pre-Covid budgeted levels in 2021/22 with the position improving by 5% each year. Therefore, the assumption for 2024/25 is 10% below pre-Covid levels. A separate report on car parking fees has been presented to the Cleaner and Greener Advisory Committee and also Cabinet.
- 54 It was recognised that fees and charges needed to play a major part in reducing the original budget gap. The Finance Team in conjunction with service managers completed a significant exercise during this budget process by reviewing all fees and charges across the council. Existing income budgets were challenged and by using non-financial information, there is now greater certainty that the budgets are set at appropriate levels.
- 55 Changes were included in the Town and Country Planning Act in December that have enabled certain statutory Planning fees to be increased after being fixed at lower levels for several years.
- 56 Additional income of £300,000 has been included following the review of fees and charges.
- 57 Cabinet are requested to approve the schedule of fees and charges for 2024/25 included at **Appendix J**.
- 58 **External Funding** - the Council has been very successful in securing external funding across a range of services, based on it delivering a wide range of innovative services to local residents, often in partnership with other agencies. The Council's officers continue to seek new opportunities for funding.
- 59 **Shared working** - Various services have included savings from shared working in previous years budgets. The Council successfully works in partnership with other authorities in a number of areas, including Revenues, Benefits, Internal Audit, Counter Fraud, Finance, Licensing and CCTV.

### Expenditure

- 60 **Pay** costs total £19m. The National Employers for local government services and the unions finally agreed the 2023/24 pay award in November. It was agreed at £1,925 per person or 3.88% on SCP43 and above and that allowances would also increase by 3.88% and the actual cost was £597,000 above budget. This equates to an average increase of 5.7% in the Council's staff costs.
- 61 The original assumption for the April 2024 pay award was 2% but this was increased to 3% earlier in the budget process. The view nationally is that the pay award may be higher therefore it has now been increased to 4%. It remains at 2% for later years. Negotiations have not yet commenced.
- 62 **Superannuation fund** - the latest pension fund triennial valuation by the actuaries Barnett Waddingham took place in November 2022.

- 63 The funding level has increased from 86.6% to 93.1% since the previous valuation in 2019. The 10-year budget includes the contribution amounts set by the actuaries for 2023/24 to 2025/26 and includes an additional £50,000 from 2026/27 when the next triennial valuation will come into effect.
- 64 **Non-pay costs** – The budget assumes non-pay costs will increase by an average of 2.25% in all years. In practice, inflation has been higher than this therefore it is up to managers to manage within their overall cash limit. Growth items outside of this have been included as separate items in the budget process. Inflation is currently at 4.0% (CPI) (as at December 2023).
- 65 **Asset Maintenance** - Any asset maintenance expenditure is funded by the revenue budget each year. Asset maintenance expenditure can fluctuate as the demand for programmed and ad hoc work varies across sites. A detailed review of the asset maintenance requirements for council owned properties was carried out in 2018/19. The asset maintenance budgets are regularly reviewed, and the average yearly liability covered by the budget continues to be 64%.
- 66 The Council has an ageing asset portfolio, which means the buildings are costly to run and maintain and as such the maintenance of assets are a significant budget pressure which cannot be addressed entirely through the revenue budget and therefore the Council will need to find creative solutions or ensure development schemes are self-financing. A Capital Programme and Asset Maintenance 2024/27 report was presented to the Finance and Investment Advisory Committee on 11 January 2024.
- 67 **Annual Savings** - an annual Net Savings/Additional Income assumption of £100,000 is included for all years in the 10-year budget.
- 68 **Kent County Council** – with the known financial challenges faced by KCC, there is a risk that actions they take to manage their budgets may result in this Council being impacted resulting in additional expenditure or reduced income.

#### **Collection Fund – Council Tax Surplus/Deficit Calculation**

- 69 Rules governing the operation of the collection fund require the Council to make an estimate on 15 January (or the next working day) each year of the fund's likely surplus or deficit at the end of the current financial year, in respect of council tax transactions. The amount so estimated is to be shared between the District Council, County Council, Fire and Police in proportion to their precepts on the collection fund. Each authority's share is to be taken into account by the authority in calculating its council tax for the year following the year in which the surplus or deficit has been estimated.
- 70 The estimated deficit as at 15 January 2023 was £1,338,480, whilst the actual surplus balance at 31 March 2023 was £1,322,745. This represents 1.15% of the gross council tax collectible during 2023/24 of approximately £115m.

## Agenda Item 6d

- 71 The purpose of the calculation as at 15 January 2024 is to estimate the likely surplus or deficit balance on the collection fund as at 31 March 2024. This is based on the tax bills issued for the year, current collection performance and the level of bad debt provision held.
- 72 This Council's share of the estimated deficit as at 31 March 2024 is £12,759. A similar apportionment has been carried out for the County Council, Fire and Police, based on the relative level of their precepts. As this is a very small amount relative to the amount of Council Tax collected, no change has been made to the budget.

### Current 10-year Budget Position

- 73 The 10-year budget (**Appendix Ci**) shows a fully funded 10-year position. By continuing to use the 10-year budget strategy, this council remains in a strong position going forward.
- 74 **Appendix E** shows the changes in the 10-year Budget since it was last approved by Council in February 2023.
- 75 The flexibility of the 10-year budget approach assists in these uncertain times. With inflation recently at a long time high, the future extent of price increases remains uncertain. Therefore, the budget includes those items where there is certainty or a good indication but for others, assumptions have remained unchanged. As has been shown with our approach to recent pay awards, when there is a high degree of uncertainty it is currently best to deal with these issues when they arrive. The danger of changing assumptions with the current uncertainties is that greater savings and reductions to services may be made than end up being required.
- 76 At the Cabinet meeting on 14 December 2023, it was resolved that officers continue working on a number of areas raised by Members that may be beneficial in future budgets. These include procurement and consultancy.
- 77 **Progress on the savings plan** – 2024/25 will be the fourteenth year of using the 10-year budget. Prior to this budget process, 211 savings/additional income items have been identified totalling £8.8m. The majority of these savings/additional income items have already been achieved and Portfolio Holders, Chief Officers, Heads of Service and Service Managers have worked closely to deliver these savings.
- 78 **Changes since the 10-year budget started** – The table below shows how the Net Service Expenditure has changed since 2010/11. This shows that the budget has reduced by £2.605m (13%) in real terms.

<b>Net Service Expenditure</b>	<b>£000</b>
2010/11 (budget)	16,711
2024/25 (2010/11 budget +2% inflation per year)	22,050
2024/25 (budget)	19,445
Difference	2,605

### 2024/25 Budget and Council Tax

- 79 After allowing for the growth and savings agreed and the key changes made during this budget process, the resulting net expenditure for 2024/25 is £19.445m. As shown in **Appendix F** this results in Council Tax income of £12.768m, meaning that the District element of the Band D charge will be £243.72.
- 80 When the other preceptors announce their increases, details will be included in **Appendix P**.
- 81 Further details of the budget can be found in the following appendices:
- 10-year budget – Revenue (**Appendix C(i)**)
  - 10-year budget – Balance Sheet (**Appendix C(ii)**)
  - Summary of Council Expenditure and Council Tax (**Appendix F**)
  - Summary of 2024/25 service analysis in Budget Book format (**Appendix G**)
  - Analysis of 2024/25 pay costs (**Appendix H**)
  - Fees and Charges 2024/25 (**Appendix J**)

### Capital Programme

- 82 A report setting out the proposed 2024/27 Capital Programme, with supporting documentation in a standard format for individual scheme bids was presented to the Finance and Investment Advisory Committee (FIAC) on 11 January 2024.
- 83 Scheme bid documents were received for all new schemes which included the proposed funding methods.

## Agenda Item 6d

- 84 Unspent budgets in the current year's programme (2023/24) can be carried forward to 2024/25, subject to Cabinet approval, when the outturn is known.
- 85 **Appendix K(i)** summarises the position if all schemes are approved and indicates the funding method proposed. **Appendix K(ii)** contains the bids for each new capital scheme.
- 86 The Capital Strategy 2024/25 was also presented to FIAC and is included at **Appendix K(iii)**.
- 87 Council will be informed at the meeting of any changes recommended by Cabinet. Council are requested to approve the 2024/27 Capital Programme and the Capital Strategy 2024/25.

### **Integration with other budget reports on the Cabinet Agenda**

- 88 Separate reports on the Treasury Management Strategy and Property Investment Strategy are being presented to Cabinet and Council.
- 89 The attached revenue budgets take into account the recommendations and revenue implications set out in the Capital Programme.

### **Opinion under Section 25 of the Local Government Act 2003 (LGA 2003)**

- 90 Under the Local Government Act 2003 the Statutory Finance Officer (Section 151 officer), the Deputy Chief Executive and Chief Officer - Finance and Trading, is required to give Members an opinion on the robustness of the budget estimates and the adequacy of reserves.
- 91 In terms of the robustness of the budget, the following sources of assurance were taken into account:
- The Financial Strategy, including a 10-year Budget, clear financial objectives and sensitivity analysis.
  - Growth and savings suggestions proposed.
  - The strong financial control structure and effective performance management within the Council, confirmed by feedback from external auditors.
  - Clear budget responsibilities at individual officer level.
  - Effective monitoring regime giving early notification of potential financial issues through the use of the Finance and Investment Advisory Committee.
  - Effective Internal audit system, with risk-based audits, reporting through the Audit Committee.



- Set aside of earmarked funds for potential liabilities in the medium term.
- Effective strategic and operational risk management.

92 The budget complies with the principles and standards within the CIPFA (Chartered Institute of Public Finance and Accountancy) Financial Management Code.

93 As is the case every year, inevitably there are a number of risk factors within the 2024/25 budget proposals; these are set out in some detail in **Appendix M**. This Appendix was also considered by the Finance and Investment Advisory Committee on 11 January 2024. Some of the more significant items are set out below.

a) Pay costs.

Pay costs are budgeted on 100% basis, with a 4% inflationary pay award assumption in 2024/25 included and with a separate vacancy saving target. With controls over the appointment of any staff and monitoring of staff numbers as well as costs, pay costs are subject to a high level of control. Negotiations on the national pay award for 2024/25 have not yet started.

b) Income

In-depth monitoring of income budgets will continue throughout the year and will be given regular consideration by the Finance and Investment Advisory Committee. A detailed exercise looking at fees and charges has taken place during this budget process.

c) Utility Costs

A separate growth item was included in the budget process to allow for the estimated increase in costs but the uncertainty regarding future prices remains and will be kept under review.

d) Retained Business Rates

The Government intends to review how business rates income is distributed but the timeline keeps being put back therefore it remains uncertain what the impact on this Council will be.

94 Members will recognise that budget risk cannot be avoided completely. However, the structures already in place and the actions being put in place should ensure that next year's overall revenue spend figure is achieved, particularly through the Council's flexible approach to budgeting allowing the risk areas to be compensated by those that are underspent or overachieve on income.

## Agenda Item 6d

### Adequacy of Reserves

- 95 Ensuring the adequacy, necessity and sustainability of the Council's reserves continues to be a key part of the budget process. Individual balances have been reviewed as part of writing this report and the detailed work is set out in **Appendix L**. This review should ensure that all provisions and earmarked reserves are adequate for their purposes.
- 96 It is recommended that the Council hold a minimum General Fund reserve balance of 10% of its net Revenue Budget, for emergencies.
- 97 The strong formal advice of the Deputy Chief Executive and Chief Officer – Finance and Trading to the Council is that every effort must be made to achieve the agreed savings in order to ensure financial sustainability and preserve the level of reserves for future commitments. The Council should avoid the General Fund Reserve balance reducing below 10% of its Net Service Expenditure (for 2024/25 this equates to £1.945m).

### Opinion

- 98 The Deputy Chief Executive and Chief Officer – Finance and Trading (Section 151 officer) is satisfied with the robustness of the estimates and adequacy and necessity of reserves.

### **Referendums relating to council tax increases**

- 99 Section 72 of the Localism Act 2011 inserted Section 52ZB into the Local Government Finance Act 1992. This sets out the duty on local authorities, fire authorities and Police and Crime Commissioners (PCCs) to each determine whether the amount of council tax they plan to raise for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive, the provisions in relation to the duty to hold a referendum apply.
- 100 The Secretary of State has published draft thresholds in relation to 2024/25 council tax levels. For district councils, a referendum will be required if the authority sets an increase of 3% (or more than 3%), or more than £5 (at Band D) whichever is greater. For this council, £5 is less than 3% for a Band D property.
- 101 As in previous years, no equivalent principles are being proposed for Town and Parish Councils although the Government has said that they will keep this under review and take action if necessary.

### **Local Council Tax Reduction Scheme 2024/25**

- 102 The Council Tax Reduction scheme replaced Council Tax Benefit with effect from 1 April 2013.
- 103 Under the Council Tax Reduction provisions, the scheme for pensioners is determined by Central Government and the scheme for working age applicants

is determined by the Council. Pensioners broadly receive the same level of support that was previously available under the Council Tax Benefit scheme.

- 104 Schedule 1A (5) of the Local Government Finance Act 1992 as amended requires local authorities to consider the following:
- For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme.
  - The authority must make any revision to its scheme, or any replacement scheme, no later than 11<sup>th</sup> March in the financial year preceding that for which the revision or replacement scheme is to have effect.
- 105 The 2023/24 Local Council Tax Reduction Scheme was approved by Council on 21 February 2023.
- 106 Further details can be found in **Appendix N** and a copy of the full scheme is available upon request.
- 107 It is recommended that the Local Council Tax Reduction Scheme 2023/24, be rolled forward to 2024/25, with effect from 1 April 2024.

### Key Implications

#### Financial

All financial implications are covered elsewhere in this report.

#### Legal Implications and Risk Assessment Statement

It is a requirement for the Council to set a balanced budget, failure to be able to do so could result in a S.114 notice being issued by the S.151 Officer. There is currently no expectation that the Council would be required to be in that position. The 10-year budget approach provides adequate flexibility to manage most circumstances, subject to sufficient savings being identified and implemented, and the ongoing effective and prudent management of the Council's finances.

An effective integrated policy and priority driven long-term financial and business planning process is required for the Council to deliver on its priorities and maintain a sustainable budget. It is also essential that continuous improvements are identified and implemented in order to take account of the changing climate within which the Council operates and to meet the expectations of both Government and the public on the quality of service demanded from this Council.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered. The budget risk analysis is included as **Appendix M**.

## Agenda Item 6d

Challenges and risks were included in the Service Dashboards presented to the Advisory Committees and each Service Change Impact Assessment (SCIA) included the likely impacts including a risk analysis.

The Council has in place a number of specific reserves and provisions to address identified risks.

### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

Individual equalities assessments have been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision-making process is fair and transparent.

### Net Zero Implications

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030.

Individual net zero implication assessments have been completed for all Service Change Impact Assessments (SCIAs).

### Community Impact and Outcomes

In making any budget proposals, Members need to consider the impact on customers, service quality and staff well-being, to ensure that the budget supports the Council's aspirations for customer-focused services.

## **Conclusions**

The budget process has been an even greater challenge this year, for a council that already provides value for money services to a high standard. The 10-year budget shows a fully funded position over the whole period which keeps this council in a strong position going forward.

The flexibility of the 10-year budget approach assists in these uncertain times. With inflation recently at a long time high, the future extent of price increases remains uncertain which may impact the next budget process.

The future financial prospects for the public sector remain difficult however, this budget ensures the Council remains in a financially sustainable position.

If the council tax resolution attached in **Appendix R** is approved, the Sevenoaks District Council element of the band D council tax will be £243.72.

### **Appendices**

Appendix A – Budget timetable

Appendix B – Financial Strategy

Appendix C (i) – 10-year budget – Revenue

Appendix C (ii) – 10-year budget - Balance Sheet

Appendix D – Summary of the Council’s agreed savings and growth items

Appendix E – Summary of changes to the 10-year Budget

Appendix F – Summary of Council Expenditure and Council Tax

Appendix G – Summary of service analysis in budget book format

Appendix H – Analysis of pay costs

Appendix J - Fees and Charges 2024/25 (also considered by Finance and Investment Advisory Committee on 11 January 2024)

Appendix K (i) – Capital Programme 2024-27 (also considered by Finance and Investment Advisory Committee on 11 January 2024)

Appendix K (ii) – Capital Programme bids (also considered by Finance and Investment Advisory Committee on 11 January 2024)

Appendix K (iii) – Capital Strategy 2024/25 (also considered by Finance and Investment Advisory Committee on 11 January 2024)

Appendix L – Reserves

Appendix M – Risk analysis (also considered by Finance and Investment Advisory Committee on 11 January 2024)

Appendix N – Local Council Tax Reduction Scheme 2024/25

Appendix P – Latest information on precepting authorities (only in Council report)

Appendix Q – Town and Parish Council precepts and council tax rates (only in Council report)

Appendix R – Council tax setting recommendations (only in Council report)

Appendix S – Council tax rates across the district (only in Council report)

**Background Papers**

Financial Prospects and Budget Strategy 2024/25 and Beyond – Cabinet 19 September 2023

Budget 2024/25: Review of Service Dashboards and Service Change Impact Assessments (SCIAs): Development and Conservation Advisory Committee 31 October 2023, Finance and Investment Advisory Committee 2 November 2023, Housing and Health Advisory Committee 7 November 2023, Cleaner and Greener Advisory Committee 23 November 2023, People and Places Advisory Committee 30 November 2023, Improvement and Innovation Advisory Committee 5 December 2023

Budget Update 2024/25 – Cabinet 14 December 2023

Budget Update 2024/25 – Cabinet 18 January 2024

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer – Finance & Trading**

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## 2024/25 Budget Setting Timetable

### **Stage 1: Financial Prospects and Budget Strategy 2024/25 and Beyond**

5 September – Finance & Investment AC

19 September – Cabinet

### **Stage 2: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)**

31 October – Development & Conservation AC

2 November – Finance & Investment AC

7 November – Housing & Health AC

23 November – Cleaner & Greener AC

30 November – People & Places AC

5 December – Improvement & Innovation AC

### **Stage 3: Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)**

14 December – Cabinet

### **Stage 4: Budget Update**

18 January - Cabinet

### **Stage 5: Budget and Council Tax Setting Meeting (Recommendations to Council)**

8 February - Cabinet

### **Stage 5: Budget and Council Tax Setting Meeting (incl. Council Tax setting)**

20 February – Council

**Note:** The Scrutiny Committee may 'call in' items concerning the budget setting process.

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# Financial Strategy



## INTRODUCTION

In the years preceding this Strategy Sevenoaks District Council has proven itself to be highly successful in some of the most austere and challenging times faced by local government. This was only possible because of our award winning financial strategy and the achievement of a self-sufficient balanced budget within our unique 10-year budget framework.

With the cost of living crisis and events around the world, it remains important to have clear plans in place that may require difficult but necessary savings proposals.

Our Financial Strategy enables the Council to deliver its services effectively, in accordance with the priorities set out in the Corporate Strategy. At the same time, it ensures that our spending is prioritised to deliver the promises our Members set out in the draft **Council Plan themes**:

-  Environment
-  Economy
-  Housing
-  Communities
-  Wellbeing

## OUR FINANCES

**Our Vision** Long-term financial health to deliver exceptional services and achieve the promises set out in the Council Plan.

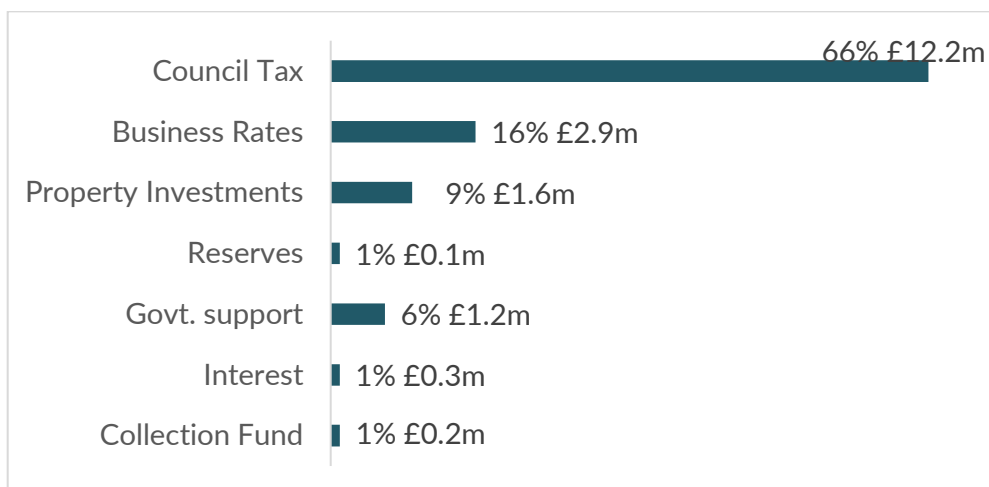
### What's important to us:

- Our budget supports the Council's vision and priorities
- Taxpayers and customers receive quality services and value for money
- Innovation, efficiency and cost-effectiveness
- Maximising income from grants and other funding opportunities
- Taking a commercial approach where it will benefit our budgets and our residents and local businesses
- Good quality, risk managed investments to generate more income for local priorities

### To be successful, we must:

- Remain financially self-sufficient
- Be clear about the Council's future financial prospects, with a ten-year budget as an integral part
- Ensure a strategic approach is taken to the management of the Council's finances, Council Tax, and budget setting
- Make effective use of reserves and capital receipts
- Manage our money carefully, monitor monthly and constantly strive for better value from our spending

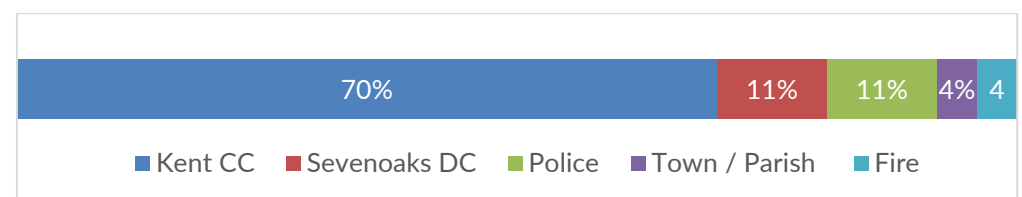
### WHERE OUR MONEY COMES FROM (also income from services is £12.6m)



### COUNCIL TAX





Sevenoaks District Council collects the Council Tax charge for itself but also for Kent County Council, Kent Fire & Rescue Service, Kent Police & Crime Commissioner and all the local town and parish councils. Each authority sets its own charge that contributes to the total.




Sevenoaks District Council's part of the charge at Band D is £236.70, 11% of the total. Council Tax contributes about £12.2million to District Council services.



### WHERE OUR MONEY IS SPENT

In 2023/24 the Council will spend about £18.5million on services for local people

	Cleaner & Greener £5.8m
	Development & Conservation £1.0m
	Housing & Health £1.4m
	People & Places £0.8m

	Finance & Investment £3.3m
	Improvement & Innovation £6.4m
	Other £-0.2m

**OUR PRIORITIES** | By keeping a focus on our priorities we will deliver our vision

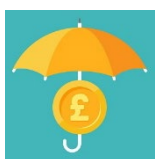
**Financial self-sufficiency**



No longer relying on direct government funding gives greater certainty to our financial planning. It allows for long-term plans to be developed over our 10-year budget period.

- We will produce high quality financial reports and monitor our budgets every month
- We will address growth items and service pressures annually through the budget planning process
- We will manage inflationary pressures and prudent assumptions about future pressures and keep them under regular review

**Savings & reserves**



Creating a culture where there is a continuous drive for better value in our spend helps to create savings to balance our budgets. Alongside flexible and effective use of reserves, it allows for sustainable solutions to financial pressures

- We will seek to deliver a minimum of £100,000 in savings annually
- We will regularly review the use of reserves and maintain a minimum balance of 10% of the Net Service Expenditure budget.
- We will make flexible use of the Budget Stabilisation Reserve to increase resilience in the budget setting process

**Income & investments**



Making best use of the Council's reserves and carefully managed borrowing. Seeking new opportunities for funding from grants and investments is increasingly essential to the Council's financial sustainability.

- We will bid for external funding
- We will adopt a commercial approach where it will be of benefit to our budgets and support the delivery of Council priorities
- We will make investments to bring in income to support the delivery of Council services

**Delivering our Financial Strategy**

Our Financial Strategy is supported by a number of related strategies and an action plan to help us achieve our vision and to deliver the ambitions set out by Members in the Council Plan.

How we work as a team of officers is critical to the success of the organisation and to help us achieve our aims, the Financial Strategy seeks to unite us all behind the same priorities and approach.

The outcomes we hope to achieve and the measures that will help us to determine whether we have been successful are set out below.



**Outcomes and success measures**

Financial self-sufficiency					
	Financial plans ensure there are no unplanned reductions to Council services		Overall proportion of Council budgets funded by income from council tax does not increase		A balanced 10-year budget is delivered annually
Savings & Reserves					
	Annual savings exceed the £100,000 target whilst continuing to protect services		The General Fund reserves retains at least 10% of the Net Service Expenditure budget		Specific savings agreed as part of the annual budget process are achieved as planned.
Income & Investments					
	Successful bids for external funding generate new income and opportunities for the Council		Income from paid for services is in accordance with budget costs, is comparable to neighbouring authorities and is considered to provide value for money		Treasury Management, Property and commercial investments exceed expected yield

Ten Year Budget - Revenue

Appendix C(i)

	Budget 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30	Plan 2030/31	Plan 2031/32	Plan 2032/33	Plan 2033/34
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Expenditure</b>											
Net Service Expenditure c/f	17,297	18,533	19,445	18,402	18,634	19,221	19,724	20,181	20,873	21,389	22,119
Inflation	1,188	1,679	568	576	585	596	607	617	627	640	650
Superannuation Fund deficit	(270)	0	0	50	0	0	0	0	0	0	0
Net growth/(savings) (approved in previous yrs)	319	(1,115)	(253)	(272)	58	7	0	75	(111)	90	18
<b>New growth</b>	<b>0</b>	<b>1,761</b>	<b>(1,038)</b>	<b>(150)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>New savings/Income</b>	<b>0</b>	<b>(1,414)</b>	<b>(320)</b>	<b>28</b>	<b>(56)</b>	<b>(100)</b>	<b>(150)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>Net Service Expenditure b/f</b>	<b>18,533</b>	<b>19,445</b>	<b>18,402</b>	<b>18,634</b>	<b>19,221</b>	<b>19,724</b>	<b>20,181</b>	<b>20,873</b>	<b>21,389</b>	<b>22,119</b>	<b>22,787</b>
<b>Financing Sources</b>											
Govt Support: Rolled in grants	(186)	(198)	0	0	0	0	0	0	0	0	0
: Funding Guarantee	(912)	(1,384)	0	0	0	0	0	0	0	0	0
: Lower Tier Services Grant	0	0	0	0	0	0	0	0	0	0	0
: Services Grant	(90)	(15)	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(12,229)	(12,768)	(13,309)	(13,759)	(14,221)	(14,697)	(15,186)	(15,691)	(16,208)	(16,740)	(17,214)
Business Rates Retention	(2,868)	(3,228)	(3,018)	(2,543)	(2,572)	(2,603)	(2,634)	(2,665)	(2,719)	(2,774)	(2,830)
Collection Fund Deficit/(Surplus)	(216)	0	0	0	0	0	0	0	0	0	0
Interest Receipts	(288)	(532)	(432)	(400)	(300)	(300)	(300)	(300)	(300)	(300)	(300)
Property Investment Strategy Income	(1,618)	(1,724)	(1,724)	(1,749)	(1,749)	(1,749)	(1,749)	(1,749)	(1,749)	(1,749)	(1,749)
Contributions to/(from) Reserves	(131)	(877)	398	398	398	398	398	398	398	370	331
<b>Total Financing</b>	<b>(18,538)</b>	<b>(20,726)</b>	<b>(18,085)</b>	<b>(18,053)</b>	<b>(18,444)</b>	<b>(18,951)</b>	<b>(19,471)</b>	<b>(20,007)</b>	<b>(20,578)</b>	<b>(21,193)</b>	<b>(21,762)</b>
<b>Budget Gap (surplus)/deficit</b>	<b>(5)</b>	<b>(1,281)</b>	<b>317</b>	<b>581</b>	<b>777</b>	<b>773</b>	<b>710</b>	<b>866</b>	<b>811</b>	<b>926</b>	<b>1,025</b>
Cont. to/(from) Stabilisation Reserve (in 23/24 budget)	5	114	(371)	(370)	(580)	(636)	(638)	(751)	(674)	(765)	(841)
Cont. to/(from) Stabilisation Reserve (24/25 budget changes)	0	1,167	54	(211)	(197)	(137)	(72)	(115)	(137)	(161)	(184)
<b>Cumulative 24/25 budget changes: surplus/(deficit)</b>											<b>7</b>

<b>Assumptions</b>	
Business Rates Retention:	'Baseline Funding Level' is the main basis. Also 'Updated safety net and underindexing compensation' is included until 25/26 when a Business Rates reset may take place. Business Rates Retention Pool income is included for 24/25 only.
Council Tax:	2.97% in 24/25, 2% in later years
Council Tax Base:	Increase of 730 Band D equivalent properties per annum
Interest Receipts:	£532,000 in 24/25, £432,000 in 25/26, £400,000 in 26/27 and £300,000 in later years. Based on reducing interest rates and available balances.
Property Investment Strategy:	£1.724m from 24/25, £1.749m from 26/27
Pav award:	4% in 24/25. 2% in later years
Other costs:	2.25% in all years
Income:	2.5% in all years.

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**Ten Year Budget - Balance Sheet**

<b>Balance Sheet</b>		31/3/24	31/3/25	31/3/26	31/3/27	31/3/28
		Plan	Plan	Plan	Plan	Plan
	Note	£000	£000	£000	£000	£000
<b>Long Term Assets</b>						
Property, Plant and Equipment	1	72,253	104,094	130,169	146,737	146,938
Investment Property		33,263	33,263	33,263	33,263	33,263
Long Term Investments		9,041	9,041	9,041	9,041	9,041
Long Term Debtors		6,143	6,139	6,135	6,131	6,127
		<u>120,700</u>	<u>152,537</u>	<u>178,608</u>	<u>195,172</u>	<u>195,369</u>
<b>Current Assets</b>						
Short-term Investments		(1,427)	(3,032)	(3,854)	(4,676)	(5,498)
Cash and Cash Equivalents		3,075	3,075	3,075	3,075	3,075
Inventories		195	195	195	195	195
Short Term Debtors		5,722	5,722	5,722	5,722	5,722
Assets held for Sale		26	26	26	26	26
Payments in Advance		1,036	1,036	1,036	1,036	1,036
		<u>8,627</u>	<u>7,022</u>	<u>6,200</u>	<u>5,378</u>	<u>4,556</u>
<b>Current Liabilities</b>						
Receipts in Advance		(7,383)	(7,383)	(7,383)	(7,383)	(7,383)
Short Term PWLB Loan		233	233	233	233	233
Short Term Creditors		(12,064)	(12,066)	(12,066)	(12,067)	(12,068)
Short Term Provisions		(4,224)	(4,224)	(4,224)	(4,224)	(4,224)
		<u>(23,438)</u>	<u>(23,440)</u>	<u>(23,440)</u>	<u>(23,441)</u>	<u>(23,442)</u>
<b>NET CURRENT ASSETS</b>		<u>(14,811)</u>	<u>(16,418)</u>	<u>(17,240)</u>	<u>(18,063)</u>	<u>(18,886)</u>
<b>Long Term Liabilities</b>						
Long Term Creditors		1	2	3	4	5
Long Term PWLB Loan		(10,934)	(25,232)	(34,160)	(46,881)	(45,657)
Long Term Provisions		(256)	(256)	(256)	(256)	(256)
Net Pensions Liability	2,3	(12,906)	(11,416)	(9,926)	(8,436)	(6,946)
Capital Grants Receipts in Advance		(2,751)	(2,751)	(2,751)	(2,751)	(2,751)
		<u>(26,847)</u>	<u>(39,654)</u>	<u>(47,091)</u>	<u>(58,321)</u>	<u>(55,606)</u>
<b>TOTAL NET ASSETS</b>		<u>79,042</u>	<u>96,465</u>	<u>114,277</u>	<u>118,788</u>	<u>120,877</u>
<b>USABLE RESERVES</b>						
Usable Capital Receipts Reserve		(12,056)	(26,535)	(40,680)	(43,102)	(43,102)
Earmarked Reserves		(20,493)	(18,112)	(18,510)	(18,908)	(19,306)
General Fund		(1,800)	(1,800)	(1,800)	(1,800)	(1,800)
		<u>(34,350)</u>	<u>(46,448)</u>	<u>(60,991)</u>	<u>(63,811)</u>	<u>(64,209)</u>
<b>UNUSABLE RESERVES</b>						
Capital Adjustment Account		(28,803)	(32,642)	(34,425)	(34,630)	(34,835)
Revaluation Reserve		(30,371)	(30,371)	(30,371)	(30,371)	(30,371)
Accumulated Absences Account		268	268	268	268	268
Pensions Reserve	2,3	12,906	11,416	9,926	8,436	6,946
Collection Fund Adj Account		(206)	(206)	(206)	(206)	(206)
NNDR Collection Fund Revenue Account		1,623	1,623	1,623	1,623	1,623
Deferred Capital receipts		(110)	(106)	(102)	(98)	(94)
		<u>(44,693)</u>	<u>(50,017)</u>	<u>(53,286)</u>	<u>(54,977)</u>	<u>(56,668)</u>
<b>TOTAL RESERVES</b>		<u>(79,042)</u>	<u>(96,465)</u>	<u>(114,277)</u>	<u>(118,788)</u>	<u>(120,877)</u>

**Notes to Balance Sheet**

- Property will depreciate and will not be replaced,
- Pensions figures are based on the actual FRS17 figures required to be included in the statutory accounts. An actuarial
- Pensions liability decrease due to payments being made to reduce the deficit.

Ten Year Budget - Balance Sheet

<b>Balance Sheet continued</b>		31/3/29	31/3/30	31/3/31	31/3/32	31/3/33	31/3/34
		Plan	Plan	Plan	Plan	Plan	Plan
		£000	£000	£000	£000	£000	£000
Long Term Assets	Note						
Property, Plant and Equipment	1	147,139	147,340	147,541	147,742	147,943	148,144
Investment Property		33,263	33,263	33,263	33,263	33,263	33,263
Long Term Investments		9,041	9,041	9,041	9,041	9,041	9,041
Long Term Debtors		6,123	6,119	6,115	6,111	6,107	6,103
		<u>195,566</u>	<u>195,763</u>	<u>195,960</u>	<u>196,157</u>	<u>196,354</u>	<u>196,551</u>
Current Assets							
Short-term Investments		(6,320)	(7,142)	(7,964)	(8,969)	(10,002)	(11,035)
Cash and Cash Equivalents		3,075	3,075	3,075	3,075	3,075	3,075
Inventories		195	195	195	195	195	195
Short Term Debtors		5,722	5,722	5,722	5,722	5,722	5,722
Assets held for Sale		26	26	26	26	26	26
Payments in Advance		1,036	1,036	1,036	1,036	1,036	1,036
		<u>3,734</u>	<u>2,912</u>	<u>2,090</u>	<u>1,085</u>	<u>52</u>	<u>(981)</u>
Current Liabilities							
Receipts in Advance		(7,383)	(7,383)	(7,383)	(7,383)	(7,383)	(7,383)
Short Term PWLB Loan		233	233	233	233	233	233
Short Term Creditors		(12,069)	(12,070)	(12,071)	(12,072)	(12,073)	(12,074)
Short Term Provisions		(4,224)	(4,224)	(4,224)	(4,224)	(4,224)	(4,224)
		<u>(23,443)</u>	<u>(23,444)</u>	<u>(23,445)</u>	<u>(23,446)</u>	<u>(23,447)</u>	<u>(23,448)</u>
NET CURRENT ASSETS		<u>(19,709)</u>	<u>(20,532)</u>	<u>(21,355)</u>	<u>(22,361)</u>	<u>(23,395)</u>	<u>(24,429)</u>
Long Term Liabilities							
Long Term Creditors		6	7	8	9	10	11
Long Term PWLB Loan		(44,433)	(43,209)	(41,985)	(40,761)	(39,537)	(38,313)
Long Term Provisions		(256)	(256)	(256)	(256)	(256)	(256)
Net Pensions Liability	2,3	(5,456)	(3,966)	(2,476)	(986)	504	1,994
Capital Grants Receipts in Advance		(2,751)	(2,751)	(2,751)	(2,751)	(2,751)	(2,751)
		<u>(52,891)</u>	<u>(50,176)</u>	<u>(47,461)</u>	<u>(44,746)</u>	<u>(42,031)</u>	<u>(39,316)</u>
TOTAL NET ASSETS		<u>122,966</u>	<u>125,055</u>	<u>127,144</u>	<u>129,050</u>	<u>130,928</u>	<u>132,806</u>
USABLE RESERVES							
Usable Capital Receipts Reserve		(43,102)	(43,102)	(43,102)	(43,102)	(43,102)	(43,102)
Earmarked Reserves		(18,447)	(18,894)	(19,292)	(19,507)	(19,694)	(19,881)
General Fund		(1,800)	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)
		<u>(63,350)</u>	<u>(63,797)</u>	<u>(64,195)</u>	<u>(64,410)</u>	<u>(64,597)</u>	<u>(64,784)</u>
UNUSABLE RESERVES							
Capital Adjustment Account		(36,296)	(36,452)	(36,658)	(36,863)	(37,068)	(37,273)
Revaluation Reserve		(30,371)	(30,371)	(30,371)	(30,371)	(30,371)	(30,371)
Accumulated Absences Account		268	268	268	268	268	268
Pensions Reserve	2,3	5,456	3,966	2,476	986	(504)	(1,994)
Collection Fund Adj Account		(206)	(206)	(206)	(206)	(206)	(206)
NNDR Collection Fund Revenue Account		1,623	1,623	1,623	1,623	1,623	1,623
Deferred Capital receipts		(90)	(86)	(82)	(78)	(74)	(70)
		<u>(59,616)</u>	<u>(61,257)</u>	<u>(62,949)</u>	<u>(64,640)</u>	<u>(66,331)</u>	<u>(68,022)</u>
TOTAL RESERVES		<u>(122,966)</u>	<u>(125,055)</u>	<u>(127,144)</u>	<u>(129,050)</u>	<u>(130,928)</u>	<u>(132,806)</u>



Year	SCIA No.	Description	2011/12 - 2023/24 £000	2024/25 £000	Later Years £000	Total £000
		<b>Cleaner and Greener Advisory Committee</b>				
2021/22	-	Car Parking: assumed 25% reduction in 21/22 income improving by 5% per year	617	(206)	(411)	
2023/24	20	Env. Health: Air quality monitoring (reversal of temporary growth item)	22	(22)		
		<b>Development and Conservation Advisory Committee</b>				
2022/23	9	Development Management: additional application fee income (reversal of temporary savings item)	(25)	25		
		<b>Finance and Investment Advisory Committee</b>				
2023/24	21	Various: Utility Costs (reversal of temporary growth item)	180	(180)		
2023/24	22	Prop & Comm: Meeting Point Business Hub (reversal of temporary growth item)	60	(27)	(33)	
2023/24	-	Local Council Tax Support Admin Subsidy (rolled into RSG)	111	(111)		
		<b>Housing and Health Advisory Committee</b>				
2022/23	1	Housing: Temporary accommodation (reversal of temporary growth item)	300	(300)		
2023/24	1	Housing: Temporary accommodation occupation charge (reversal of temporary growth item)	36	(36)		
		<b>Improvement and Innovation Advisory Committee</b>				
2023/24	1	Apprenticeship Levy (reversal of temporary growth item)	55	(55)		
		<b>People and Places Advisory Committee</b>				
2022/23	-	New White Oak Leisure Centre	216	(205)	(11)	
2023/24	11	Health & Communities: Reduction in youth funding associated to removal of van (part reversal of savings item)	(6)	2		
		Minor movements between years			0	
		Other savings/additional income items completed in earlier years	(8,754)			
		Other growth items completed in earlier years	2,876			
		<b>Total Savings/additional income</b>	<b>(8,785)</b>	<b>27</b>	<b>0</b>	<b>(8,758)</b>
		<b>Total Growth</b>	<b>4,473</b>	<b>(1,142)</b>	<b>(455)</b>	<b>2,876</b>
		<b>Net Savings</b>	<b>(4,312)</b>	<b>(1,115)</b>	<b>(455)</b>	<b>(5,882)</b>

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	2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
<b>Growth: Additional Expenditure or Reduced Income</b>				
Savings target built into budget	100	1,000	100	Annual savings assumption included in the 10-year budget.
April 2023 pay award (1/2)	760	8,322	832	Current employers offer would cost £750,000 in 2023/24.
April 2024 pay award (2% to 3%) (2/2)	188	2,060	206	Unknown but this reflects a 1% increase above the current assumption.
Apprenticeship levy	40	400	40	Current growth SCIA for £55,000 ends after 2023/24 but the Government scheme is expected to continue. Future growth item reduced to £40,000 as assumed £15,000 could be removed from staff training budget.
Utility costs	180	500	50	Current growth SCIA of £180,000 only included for 2023/24. Assume this increase reduces over time.
Property Investment Strategy (1/2)	150	1,500	150	Not currently achieving the budgeted income levels from properties held. A separate Property Investment Strategy Update report will be included in the budget process.
Direct Services	600	2,500	250	Agency staff required to deliver current service levels noting continuing high levels of refuse and recycling quantities. Vehicle costs and income issues should improve. Initially £600,000 but assumed that actions will be agreed to reduce future costs.
Homelessness	150	150	15	Current growth SCIA of £300,000 ends after 2023/24. A lot of work has been carried out so that the extra cost in 2024/25 is estimated to be reduced to £150,000 with further actions to remove the extra cost completely from 2025/26.
Leisure provider change	183	1,830	183	Initial estimate of 2 year interim provider of £1.83m (as per report to Council). Updates on operator performance will be provided during the budget process to provide a basis for revised figures. The amounts here reflect the reimbursement of the reserve.
Markets: new contracts from 01/04/23	77	5	1	New contracts from April 2024. Assumed that the number of stalls at Swanley Sunday market gradually increases.
<b>Growth Total</b>	<b>2,428</b>	<b>18,267</b>	<b>1,827</b>	
<b>Savings: Reduced Expenditure or Additional Income</b>				
Quercus 7 dividend	(10)	(100)	(10)	Increase from £50,000 to £60,000 from 2024/25. Scope to increase further but Q7 then unable to build funds for further investment.
Council Tax: Premium Unoccupied Properties (1/2)	(12)	(132)	(13)	Provisionally agreed by Council in February 2023. Starts on 01/04/24.
Council Tax: Second Homes Premium (1/2)	0	(591)	(59)	Provisionally agreed by Council in February 2023. Start delayed until 01/04/25 due to Government legislation requirements.
Fees and Charges	(200)	(2,000)	(200)	Implementation of review. Assume that this will deliver an additional £200,000 of income per annum after allowing for the inflation assumption.
Interest receipts (1/2)	(44)	(440)	(44)	This budget was increased by £100,000 for 4 years from 2023/24. Current receipts suggest that it can be increased further but note expected reduction in balances and fluctuations in interest rates.
Govt settlement: Funding Guarantee (1/3)	(912)	(912)	(91)	Latest suggestion from Government is that this funding will continue in 2024/25 only.
Govt Settlement: Services Grant (1/3)	(90)	(90)	(9)	Latest suggestion from Government is that this funding will continue in 2024/25 only.
Govt settlement: Rolled in Grants (1/2)	(75)	(75)	(8)	Latest suggestion from Government is that this funding will continue in 2024/25.
Business Rates Retention Pool	(250)	(250)	(25)	Include the expected extra retained income in 2024/25 only instead of transferring it to the Budget Stabilisation Reserve as has previously been the case.
<b>Savings Total</b>	<b>(1,593)</b>	<b>(4,590)</b>	<b>(459)</b>	
<b>FINANCIAL PROSPECTS REPORT: NET TOTAL</b>	<b>835</b>	<b>13,677</b>	<b>1,368</b>	

		2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
<b>Manager Approved Changes</b>					
Electoral Services		(8)	(80)	(8)	Canvass – introduce e-comms and reduce postage costs
Staff Vacancy Pot Contributions		(70)	(700)	(70)	Regular over achievement -increase from £180k to £250k
Argyle Road		(15)	(150)	(15)	Stationery Review
Revenues & Benefits - Control Team		(8)	(80)	(8)	Removal of vacant post
Revenues & Benefits - Benefits		(9)	(90)	(9)	Reduction in agency staff budget
Revenues & Benefits - Benefits		(13)	(130)	(13)	Possible reduction in one Benefits Officer
Facilities Management		(35)	(350)	(35)	Reduction of 1 FM post (currently vacant)
Facilities Management		(16)	(160)	(16)	Reduction of 1 part time scanning post
Facilities Management		(6)	(60)	(6)	Argyle Road - Closing the building earlier at say 6pm when no committee meetings. Reduced energy and staffing costs.
Facilities Management		(4)	(40)	(4)	Shredding - found a new provider who is cheaper.
Facilities Management		(2)	(20)	(2)	Furniture - budget reduced
Facilities Management		(19)	(190)	(19)	MFDs (photo copiers) - reduced usage
IT		(9)	(90)	(9)	Mobile phones - new contracts
Direct Services - Waste & Recycling		(141)	(282)	(28)	Employ 10 permanent waste & recycling staff instead of agency staff - current service delivery requires higher staffing levels. This would reduce the expected overspend
Finance		(44)	(132)	(13)	Insurance - retender. £44,000 pa saving expected for the three year contract term.
Community Plan		(2)	(20)	(2)	Utilise internal resource rather than external consultants to monitor community plan
Youth		(4)	(40)	(4)	Reduce family fun days
Housing		(56)	(560)	(56)	Review of Structure
Housing		(3)	(30)	(3)	Annual rent review of Hever Road site
Property		0	(240)	(24)	The consolidation of our outsourced block management services
Print Studio (1/2)		(30)	(300)	(30)	Review of Print Studio services and resourcing
<b>Manager Approved Changes Sub Total</b>		<b>(494)</b>	<b>(3,744)</b>	<b>(374)</b>	
<b>Service Change Impact Assessments (SCIA) - Supported by Cabinet 14/12/23</b>					
	SCIA No.				
Direct Services - Refuse & Recycling	9	(100)	(1,000)	(100)	Black waste sacks - stop providing to residents
Direct Services - Refuse & Recycling	10	0	(1,773)	(177)	Recycling sacks - stop providing to residents, instead provide a bag for life. Stopping delivery of both types of sacks would also result in a staff saving
Direct Services - Cess Pools	8	66	660	66	This would remove the budgeted surplus but in reality remove the annual loss
Direct Services - Pest Control	7	45	450	45	This would remove the budgeted surplus but in reality remove the annual loss
Finance	4	(9)	(90)	(9)	Members travel - reduction (£15,000 budget, £6,000 spent in 22/23)
Community Development, Safety and Partnerships	5	(6)	(60)	(6)	Community activities and events, such as the Family Fun Days (and associated design and print costs) will be reduced in duration. Instead the team's focus will be on mobilising communities.
Grants & Support To Voluntary Bodies	6	(5)	(50)	(5)	Reduction in community grants available (from £45k pa to £40k). Grants will continue to range from £500 - £1k.
Env. Health	12	(16)	(160)	(16)	Air Quality Monitoring - Closure of the Bat & Ball AQ Station

		2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
Env. Health	12	(16)	(160)	(16)	Air Quality Monitoring - Closure of the Greatness AQ Station
Customer Solutions	13	(30)	(300)	(30)	Reduce from 8am-6pm contact hours to 9am-5pm
<b>SCIA Sub Total</b>		<b>(71)</b>	<b>(2,483)</b>	<b>(248)</b>	
<b>Fees and Charges (not part of the separate fees and charges work)</b>					
SCIA No.					
Planning	1	(5)	(450)	(45)	Fee income - including an increase in demand expected following adoption of the Local Plan (from 26/27)
Planning	1	0	(250)	(25)	Fee income - further increase in demand expected following adoption of the Local Plan (from 29/30)
Property	14	(20)	(200)	(20)	New fees and charges schedule
<b>Fees and Charges Sub Total</b>		<b>(25)</b>	<b>(900)</b>	<b>(90)</b>	
<b>CABINET 14/12/23: NET TOTAL</b>		<b>245</b>	<b>6,550</b>	<b>656</b>	
<b>Corporate Changes</b>					
Govt Settlement: Funding Guarantee (2/3)		(472)	(472)	(47)	Updated following Provisional Settlement
Govt Settlement: Services Grant (2/3)		75	75	8	Updated following Provisional Settlement
Govt Settlement: Rolled in Grants (RSG)(2/2)		(12)	(12)	(1)	Updated following Provisional Settlement
Business Rates Retention: changed from Safety Net Threshold to Baseline Funding Level in 24/25-25/26		(228)	(1,109)	(111)	Updated following Provisional Settlement. Change in basis due to current actual levels being higher than the safety net.
Business Rates Retention: Comp. for under indexing		(80)	(162)	(16)	Updated following Provisional Settlement
April 2023 pay award (2/2)		(38)	(418)	(42)	Updated for actual impact
April 2024 pay award (3% to 4%)(2/2)		212	2,311	231	Increased in line with latest expectations
Council Tax Base: Updated for CTB2 form		116	1,277	128	Based on actual change
Property Investment Strategy (2/2)		(246)	(1,679)	(168)	Based on latest rental amounts
Council Tax: Premium Unoccupied Properties (2/2)		(26)	(286)	(29)	Increased further based on latest figures
Council Tax: Second Homes Premium (2/2)		0	(437)	(44)	Increased further based on latest figures
Interest receipts (2/2)		(200)	(844)	(84)	Reviewed based on current levels and assumed reduced balances and interest rates in later years
Fees and charges (2/2)		(100)	(1,000)	(100)	A further £100,000 relating to Planning fees
<b>Corporate Changes Sub Total</b>		<b>(999)</b>	<b>(2,756)</b>	<b>(276)</b>	
<b>Manager Approved Changes</b>					
Staff Vacancy Pot Contributions (2/2)		(50)	(500)	(50)	Regular over achievement -increase from £180k to £250k to £300k
Print Studio (2/2)		(10)	(100)	(10)	Increase current proposed saving from £30k to £40k
Facilities Management		(40)	(400)	(40)	Review of service
GIS/Land Charges		(30)	(300)	(30)	Review of service
Facilities Management		0	(135)	(14)	Bring cleaning in house
Revenues & Benefits - Control Team		(13)	(130)	(13)	Staffing reduction
Direct Services - Parking		(67)	(134)	(13)	Parking and Environmental Enforcement restructure
Development Management		(35)	(350)	(35)	Loss of post
Other small changes		(70)	(700)	(70)	

		2024/25 Impact £000	10-year Budget Total Impact £000	10-year Budget Per Annum Impact £000	Comments
<b>Manager Approved Changes Sub Total</b>		<b>(315)</b>	<b>(2,749)</b>	<b>(275)</b>	
<b>Service Change Impact Assessments (SCIA) - Supported by Cabinet 18/01/24</b>					
	SCIA No.				
Civic Expenses	15	0	(72)	(7)	Reduction in Chairman and Deputy Chairman allowances from 2025/26.
Direct Services - Street Cleansing	16	(40)	(400)	(40)	Collection of separated dog waste by a dedicated operative - stop as dog waste is now also put in regular street bins
Community and Voluntary Sector Grants	17	(58)	(580)	(58)	Reduced funding for the Citizens' Advice Service, Comm. Grants Scheme and the Active Kent and Medway website
<b>SCIA Sub Total</b>		<b>(98)</b>	<b>(1,052)</b>	<b>(105)</b>	
<b>Changes supported by Cabinet 08/02/24</b>					
Govt Settlement: Funding Guarantee (3/3)		(1)	(1)	0	Updated following Final Settlement
Govt Settlement: Services Grant (3/3)		(164)	(164)	(16)	Updated following Final Settlement
Contribution to Budget Stabilisation Reserve		165	165	16	To reduce the savings required to offset the expected 2023/24 overspend when setting the 2025/26 budget
<b>Sub Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>		<b>(1,167)</b>	<b>(7)</b>	<b>0</b>	

	2023/24 Budget Net Expenditure £000	2024/25 Budget Net Expenditure £000		
<b>Summary of Council Expenditure &amp; Council Tax</b>				
Service expenditure before Support Services and Capital Charges including trading accounts (see Appendix E)	18,765	19,662		
Capital Charges and Support Services charged outside the General Fund	(232)	(217)		
Sub Total	18,533	19,445		
Non allocated expenditure:				
Collection Fund adjustment	0	0		
<b>Net Service Expenditure excluding capital charges</b>	<b>18,533</b>	<b>19,445</b>		
Govt Support: Rolled in Grants	(186)	(198)		
Govt Support: Services Grant	(90)	(15)		
New Homes Bonus	0	0		
Funding Guarantee	(912)	(1,384)		
Council Tax Requirement - Sevenoaks DC	(12,229)	(12,768)		
Business Rates Retention	(2,868)	(3,228)		
Collection Fund Deficit / (Surplus)	(216)	0		
<b>Grant &amp; Council Tax income</b>	<b>(16,501)</b>	<b>(17,593)</b>		
<b>Net Expenditure after Grant &amp; Council Tax, before interest</b>	<b>2,032</b>	<b>1,852</b>		
Less: Interest and Investment income	(288)	(532)		
Less: Property Investment Strategy Income	(1,618)	(1,724)		
<b>Amount to be met from/(to) Reserves</b>	<b>126</b>	<b>(404)</b>		
<b>Contributions (to) / from reserves:</b>				
Earmarked Reserves				
Capital	(148)	(148)		
Budget Stabilisation	(44)	(1,011)		
Pension fund valuation	(9)	(28)		
Financial Plan	327	783		
Net Zero Transition	0	0		
Planned contribution from General Fund Reserve	0	0		
	126	(404)		
	<b>2023/24</b>	<b>2024/25</b>		
Taxbase	51,990	52,395		
	£	£		
Council Tax @ Band D	236.70	243.72		
<b>Council Tax Summary (Band D Charge)</b>			<b>% Change</b>	<b>% Share</b>
Kent County	1,534.23	1,610.22	4.95	69.8
Kent Fire	87.3	89.91	2.99	3.9
Kent Police	243.15	256.15	5.35	11.1
	1,864.68	1,956.28		
Sevenoaks District	236.7	243.72	2.97	10.6
Average Town/Parish	100.61	106.09	5.45	4.6
	<b>2,201.99</b>	<b>2,306.09</b>	<b>3.98</b>	<b>100.00</b>

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Net Service Expenditure analysed by Service

	Actuals 22/23 £'000	Budget 23/24 £'000	Budget 24/25 £'000
<b>Summary</b>			
Assistant Chief Executive	1,676	1,763	1,748
Customer & Resources	4,113	4,516	4,502
Finance & Trading	6,796	6,484	7,202
People & Places	2,066	2,148	2,246
Planning & Regulatory Services	2,102	2,027	2,136
Strategic Head Commercial and Property	1,666	1,827	1,828
	<u>18,419</u>	<u>18,765</u>	<u>19,662</u>

Items outside General Fund (232) (217)

18,533 19,445

	Actuals 22/23 £'000	Budget 23/24 £'000	Budget 24/25 £'000
<b>Summary</b>			
Pay Costs	18,443	19,553	21,402
IAS19	0	0	0
Premises and Grounds	2,326	2,529	2,550
Transport	3,184	3,558	3,531
Supplies & Services	3,085	2,919	2,720
Supplies & Services IT	1,389	1,193	1,236
Agency & Contracted	5,838	3,398	3,819
Agency & Contracted - Partnerships	2,287	1,895	2,005
Agency & Contracted - Direct Services	4,601	4,620	4,590
Transfer Payments - Benefits	18,468	22,138	22,138
Transfer Payments - Other	1,081	539	389
Support Services	350	326	313
Funds drawn to/from Reserves	(279)	9	71
Capital Charges	829	1,063	1,062
Income - Other	(4,208)	(2,330)	(2,511)
Income - Gov Gnts	(19,055)	(22,443)	(22,534)
Income - Fees and Charges	(10,279)	(10,286)	(10,988)
Recharges	(7,189)	(7,239)	(7,320)
Recharges - Partnerships	(2,455)	(2,678)	(2,808)
Service expenditure before re-allocation of Support	<u>18,417</u>	<u>18,765</u>	<u>19,662</u>

Items outside General Fund (232) (217)

18,533 19,445

Analysis of budget changes between 23/24 and 24/25

Base Budget 2023/24	18,533
Pay Award 23/24 and 24/25	1,503
Inflation other	176
Net Savings agreed previous years	(1,115)
SCIAS	(194)
Managers Savings	(284)
Other Growth and Savings	826
<b>Proposed Budget 2024/25</b>	<u>19,445</u>

## Agenda Item 6d

Net Service Expenditure analysed by Service	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Assistant Chief Executive</b>			
Action and Development	4	8	8
Consultation and Surveys	0	4	4
Corporate Management	1,063	1,135	1,220
Corporate - Other	0	(1)	(155)
Elections	147	136	150
External Communications	238	234	244
Performance Improvement	(2)	0	1
Register of Electors	168	222	226
Administrative Expenses - Legal and Democratic (Electors)	1	0	0
Administrative Expenses - Transformation and Strategy	13	6	5
Support - General Admin (Print Shop)	44	19	45
<b>Total Service Expenditure</b>	<b>1,676</b>	<b>1,763</b>	<b>1,748</b>

Net Service Expenditure analysed by Service	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Assistant Chief Executive</b>			
Pay Costs	1,353	1,450	1,513
Premises and Grounds	4	0	0
Transport	0	0	0
Supplies & Services	284	276	259
Supplies & Services IT	49	67	69
Agency & Contracted	162	158	34
Agency & Contracted - Direct Services	0	0	0
Funds drawn to/from Reserves	42	42	52
Income - Other	(108)	0	0
Income - Gov Gnts	69	(7)	(7)
Income - Fees and Charges	(152)	(200)	(160)
Recharges	(28)	(25)	(13)
<b>Total Service Expenditure</b>	<b>1,676</b>	<b>1,763</b>	<b>1,748</b>

**Analysis of budget changes between 23/24 and 24/25**

<b>Base Budget 2023/24</b>	1,763
Pay Award and other salary adjustments	59
Other Inflation	10
Net Savings agreed previous years	(55)
Apprenticeship Levy	40
Managers Savings	(118)
Other growth and savings	49
<b>Proposed Budget 2024/25</b>	<b><u>1,748</u></b>

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### Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Customer &amp; Resources</b>			
Asset Maintenance IT	280	280	244
Benefits Admin	256	187	185
Benefits Grants	(29)	(25)	(25)
Civic Expenses	18	18	19
Corporate Projects	0	0	0
Democratic Services	168	188	210
Dartford Rev&Ben Partnership Hub (SDC costs)	(579)	0	0
Land Charges	(27)	(46)	(15)
Local Tax	200	(11)	64
Administrative Expenses - Property (Facilities Manageme	0	0	0
Administrative Expenses - Corporate Services	21	22	18
Administrative Expenses - Legal and Democratic	65	73	61
Administrative Expenses - Human Resources	12	8	5
Administrative Expenses - Revenues and Benefits	2	0	0
Street Naming	4	(4)	3
Support - Rev & Ben Control	353	253	251
Support - Counter Fraud	66	64	77
Support - Contact Centre	839	917	682
Support - Customer Insights	210	249	268
Support - Central Offices - Facilities	318	255	215
Support - General Admin	0	1	1
Support - General Admin (Post/Scanning)	224	240	221
Support - Health and Safety	2	5	28
Support - IT	1,047	1,087	1,179
Support - Legal Function	233	288	297
Support - Local Offices	0	0	0
Support - Nursery	0	0	0
Support - Human Resources	431	468	515
<b>Total Service Expenditure</b>	<b>4,113</b>	<b>4,516</b>	<b>4,502</b>

**Net Service Expenditure analysed by Service**

	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Customer &amp; Resources</b>			
Pay Costs	4,562	4,925	4,925
Premises and Grounds	71	71	90
Transport	7	10	10
Supplies & Services	757	721	734
Supplies & Services IT	1,133	974	996
Agency & Contracted	216	127	85
Agency & Contracted - Partnerships	1,914	1,496	1,577
Agency & Contracted - Direct Services	24	25	25
Transfer Payments - Benefits	18,468	22,138	22,138
Transfer Payments - Other	0	0	0
Funds drawn to/from Reserves	(12)	(232)	(232)
Capital Charges	100	0	0
Income - Other	(476)	(152)	(152)
Income - Gov Gnts	(19,004)	(22,402)	(22,402)
Income - Fees and Charges	(465)	(722)	(664)
Recharges	(362)	(289)	(350)
Recharges - Partnerships	(2,821)	(2,175)	(2,277)
<b>Total Service Expenditure</b>	<b>4,113</b>	<b>4,516</b>	<b>4,502</b>

**Analysis of budget changes between 23/24 and 24/25**

<b>Base Budget 2023/24</b>	4,516
Pay award and other salary adjustments	0
Other Inflation	37
Net Savings agreed previous years	(111)
Council Tax Admin Grant	111
Managers Savings	(52)
Other growth and savings	1
<b>Proposed Budget 2024/25</b>	<b>4,502</b>

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### Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Finance &amp; Trading</b>			
Asset Maintenance CCTV	18	19	20
Asset Maintenance Countryside	1	9	9
Asset Maintenance Direct Services	16	43	44
Asset Maintenance Playgrounds	8	16	17
Asset Maintenance Public Toilets	0	16	17
Car Parks	(1,516)	(1,629)	(1,948)
CCTV	342	325	397
Civil Protection	46	52	55
Corporate Management	(0)	0	0
Car Parking - On Street	(343)	(346)	(405)
Refuse Collection	760	358	953
Trade Waste	40	(153)	(54)
Green Waste	111	(26)	(11)
Street Cleansing - Operational	(142)	44	(32)
Transport Workshop	54	77	46
Cesspool Emptying	5	(66)	0
Pest Control	16	(45)	0
Fly Tipping	11	(45)	0
Fleet	(12)	15	(16)
Depots	91	(27)	57
Emergency - Operational	(26)	(17)	(31)
Grounds Maintenance	(46)	(19)	(46)
Environmental Enforcement	1	6	150
Emergency	72	83	88
Parking Enforcement - Tandridge DC	(67)	0	0
Estates Management - Grounds	146	135	132
Housing Advances	0	1	1
Markets	(411)	(408)	(305)
Members	465	494	500
Misc. Finance	1,205	1,498	1,567
Off-Street Enforcement	10	65	(2)
Parks - Greensand Commons Project	0	0	0
Parks and Recreation Grounds	143	143	138
Parks - Rural	183	193	243
Refuse Collection	2,830	2,858	2,736
Administrative Expenses - Chief Executive	12	21	16
Administrative Expenses - Direct Services	5	0	0
Administrative Expenses - Finance	45	26	21
Administrative Expenses - Transport	9	7	6
Street Cleansing	1,593	1,569	1,591
Support - Audit Function	217	218	235
Support - Exchequer and Procurement	217	225	245
Support - Finance Function	254	276	300
Support - General Admin	178	238	218
Support - Direct Services	87	61	57
Support - Procurement	5	7	7
Public Conveniences	36	36	51
Treasury Management	147	131	136
<b>Total Service Expenditure</b>	<b>6,813</b>	<b>6,484</b>	<b>7,202</b>

Net Service Expenditure analysed by Service

	Actuals 22/23 £'000	Budget 23/24 £'000	Budget 24/25 £'000
<b>Finance &amp; Trading</b>			
Pay Costs	6,185	6,580	7,285
Premises and Grounds	1,207	1,255	1,272
Transport	3,157	3,535	3,507
Supplies & Services	1,665	1,606	1,502
Supplies & Services IT	140	149	157
Agency & Contracted	3,183	2,179	2,363
Agency & Contracted - Partnerships	192	208	224
Agency & Contracted - Direct Services	4,567	4,555	4,565
Support Services	274	274	261
Funds drawn to/from Reserves	(265)	25	102
Capital Charges	535	472	470
Income - Other	(751)	(577)	(474)
Income - Gov Gnts	(85)	(33)	0
Income - Fees and Charges	(6,560)	(6,756)	(6,998)
Recharges	(6,513)	(6,676)	(6,707)
Recharges - Partnerships	(135)	(312)	(328)
<b>Total Service Expenditure</b>	<b>6,795</b>	<b>6,484</b>	<b>7,202</b>

Analysis of budget changes between 23/24 and 24/25

<b>Base Budget 2023/24</b>	6,484
Pay Award and other salary adjustments	705
Other Inflation	100
Net Savings agreed previous years	(286)
24/25 SCIA 8 - Cesspools	143
24/25 SCIA 7 - Pest Control	79
24/25 SCIA 9 - Refuse Sacks	(100)
24/25 SCIA4 - FIAC - Members: Member Travel	(9)
24/25 SCIA16 - Dog Waste Bins	(6)
Utility Costs (part)	90
Markets	77
Managers Savings	(47)
Other growth and savings	(28)
<b>Proposed Budget 2024/25</b>	<b>7,202</b>

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### Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>People &amp; Places</b>			
All Weather Pitch	0	(5)	(5)
Community Development Service Provisions	(6)	(6)	(7)
Community Safety	125	132	131
The Community Plan	34	39	39
Domestic Abuse Duty	0	0	0
Grants to Organisations	198	201	147
Gypsy Sites	21	(2)	(18)
Community Health and Wellbeing	32	36	39
Homeless	627	692	518
Housing Register	64	127	138
Disabled Facilities Grant Administration	(50)	(55)	(60)
Housing	174	179	188
Accommodation Service	65	79	129
Next Steps Accommodation Programme	0	0	0
Housing Pathway Co-ordinator	0	0	0
Homelessness Prevention	0	0	0
Needs and Stock Surveys	1	0	0
Housing Energy Retraining Options (HERO)	56	65	64
Homes for the Ukrainians	0	1	0
KCC- Household Support Fund	0	0	0
KCC Helping Hands	0	0	0
Leisure Contract	350	330	118
Leisure Contract - Interim	0	0	492
Leisure Development	13	15	15
Local Strategic Partnership	4	0	0
Private Sector Housing	264	234	241
Rough Sleepers Initiative 2022-25	0	1	0
Admin Expenses - People & Places Communities	17	16	14
Admin Expenses - People & Places Housing	13	6	6
STAG Community Arts Centre	5	0	0
One You - Kent Public Health	0	2	0
Community Sports Activation Fund	0	0	0
Homelessness Funding	0	4	0
Troubled Families Project	0	0	0
Youth	60	57	54
<b>Total Service Expenditure</b>	<b>2,067</b>	<b>2,147</b>	<b>2,246</b>



Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>People &amp; Places</b>			
Pay Costs	1,719	1,732	2,135
Premises and Grounds	15	11	7
Transport	8	2	2
Supplies & Services	98	102	65
Supplies & Services IT	16	0	0
Agency & Contracted	1,242	351	793
Agency & Contracted - Direct Services	5	0	0
Transfer Payments - Other	1,080	539	389
Funds drawn to/from Reserves	40	155	97
Capital Charges	185	592	592
Income - Other	(2,236)	(886)	(1,135)
Income - Gov Gnts	0	0	0
Income - Fees and Charges	(108)	(451)	(699)
Recharges	0	0	0
<b>Total Service Expenditure</b>	<u>2,066</u>	<u>2,148</u>	<u>2,246</u>

Analysis of budget changes between 23/24 and 24/25

<b>Base Budget 2023/24</b>	2,148
Other Inflation	10
Pay Award and other salary adjustments	402
Net Savings agreed previous years	(539)
24/25 SCIA5 - PPAC - Grants to Voluntary Bodies	(5)
24/25 SCIA5 - PPAC - Community Development	(6)
24/25 SCIA17 - PPAC - CAB Review	(35)
24/25 SCIA17 - PPAC - Community Grants	(20)
24/25 SCIA17 - PPAC - Kent Sport Funding	(3)
Homelessness funding	150
Leisure Contract	492
Other growth and savings	(348)
<b>Proposed Budget 2024/25</b>	<u><u>2,246</u></u>

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### Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Planning &amp; Regulatory Services</b>			
Building Control Non Fee	285	66	94
Building Control Fee	(428)	(220)	(216)
Design and Conservation	186	159	169
Dangerous Structures	1	3	2
EH Commercial	306	0	0
EH Animal Control	15	0	0
EH Environmental Protection	422	0	0
Environmental Health Services	0	802	797
Licensing Partnership Hub (Trading)	(1)	7	0
Licensing Regime	36	67	99
Planning Policy	499	575	565
Local Development Plan	0	0	0
Decarbonisation Fund Net ZERO 2030	65	67	68
Planning - Appeals	266	201	239
Planning - CIL Administration	(42)	(59)	(36)
Planning - Counter	0	(6)	0
Planning - Development Management	(51)	(93)	(115)
Planning - Enforcement	452	362	388
Planning Performance Agreement	0	0	0
Planning - Development Management - Software Project	0	0	0
Administrative Expenses - Building Control	4	12	10
Administrative Expenses - Health	12	5	4
Administrative Expenses - Licensing	4	7	6
Administrative Expenses - Planning Services	64	50	49
Taxis	7	24	13
<b>Total Service Expenditure</b>	<b>2,103</b>	<b>2,027</b>	<b>2,137</b>

Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Planning &amp; Regulatory Services</b>			
Pay Costs	3,663	3,770	4,306
Premises and Grounds	15	15	3
Transport	5	11	11
Supplies & Services	207	177	125
Supplies & Services IT	49	2	12
Agency & Contracted	895	449	431
Agency & Contracted - Partnerships	180	191	203
Agency & Contracted - Direct Services	0	40	0
Transfer Payments - Other	0	0	0
Support Services	35	11	11
Funds drawn to/from Reserves	(112)	18	59
Income - Other	(487)	(458)	(489)
Income - Gov Gnts	(18)	0	0
Income - Fees and Charges	(2,831)	(2,009)	(2,332)
Recharges	0	0	0
Recharges - Partnerships	501	(191)	(203)
<b>Total Service Expenditure</b>	<b>2,102</b>	<b>2,027</b>	<b>2,136</b>

Analysis of budget changes between 23/24 and 24/25

<b>Base Budget 2023/24</b>	2,027
Pay Award and other salary adjustments	535
Other Inflation	(11)
Net Savings agreed previous years	(7)
24/25 SCIA 12 - Air Quality Monitoring	(32)
24/25 SCIA 1 - Planning Fees	(5)
Managers Savings	(7)
Other growth and savings	(364)
<b>Proposed Budget 2024/25</b>	<b>2,136</b>

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### Net Service Expenditure analysed by Service

	Actuals	Budget	Budget
	22/23	23/24	24/25
	£'000	£'000	£'000
<b>Strategic Head Commercial and Property</b>			
Asset Maintenance Argyle Road	69	82	84
Asset Maintenance Other Corporate Properties	41	36	37
Asset Maintenance Hever Road	50	42	42
Asset Maintenance Leisure	239	198	202
Asset Maintenance Support & Salaries	142	149	122
Asset Maintenance Sewage Treatment Plants	2	9	10
Bus Station	23	9	14
Economic Development	35	39	43
Swanley Meeting Point	68	60	33
Economic Development Property	418	484	503
UK Share Prosperity Fund	0	0	0
Estates Management - Buildings	(41)	(3)	(2)
Housing Other Income	(16)	(14)	(14)
Housing Premises	(1)	18	18
Asset Maintenance Operatives	(3)	13	19
Property Investment Strategy	(1,312)	(1,618)	(1,724)
Administrative Expenses - Property	0	3	0
Administrative Expenses - Strategic Property	30	0	5
Support - Central Offices	508	600	611
Support - Property Function	62	60	64
Tourism	45	38	38
Leader Programme	0	0	0
West Kent Business Rates Retention	0	0	0
West Kent Enterprise Advisor Network	0	6	0
West Kent Kick Start	(7)	0	0
West Kent Partnership	0	1	0
West Kent Partnership Business Support	0	0	0
<b>Total Service Expenditure</b>	<b>354</b>	<b>209</b>	<b>104</b>

**Net Service Expenditure analysed by Service**

	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Strategic Head Commercial and Property</b>			
Pay Costs	962	1,094	1,239
Premises and Grounds	1,089	1,178	1,179
Transport	8	0	0
Supplies & Services	74	49	46
Supplies & Services IT	1	0	1
Agency & Contracted	485	80	58
Agency & Contracted - Direct Services	4	0	0
Support Services	41	41	41
Funds drawn to/from Reserves	29	90	84
Capital Charges	204	150	150
Income - Other	(1,538)	(1,876)	(1,917)
Income - Gov Gnts	(17)	0	(125)
Income - Fees and Charges	(703)	(346)	(401)
Recharges	(286)	(250)	(251)
<b>Total Service Expenditure</b>	<b>353</b>	<b>209</b>	<b>104</b>

**Analysis of budget changes between 23/24 and 24/25**

<b>Base Budget 2023/24</b>	209
Pay Award and other salary adjustments	130
Other Inflation	30
Net Savings agreed previous years	(117)
24/25 SCIA 14 - Strategic Property Charges	(20)
Utility Costs (Part)	90
Property Investment	(104)
Managers Savings	(42)
Other growth and savings	(72)
<b>Proposed Budget 2024/25</b>	<b>104</b>

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**PAY COST ESTIMATES SUMMARY 2024/25**

**Appendix H**

<b>Serivces</b>	<b>Line No.</b>	<b>2023/24 BUDGET £</b>	<b>2024/25 BUDGET £</b>	<b>- 2023/24 FTE</b>	<b>- 2024/25 FTE</b>
People & Places	1a	351,174	373,448	4.50	4.50
People & Places - Housing	1b	927,165	966,976	18.31	17.31
Strategic Properties	1c	914,459	1,054,527	15.00	16.43
Corporate Services	2a	3,189,822	3,045,838	66.37	57.05
Revenues & Benefits	2b	1,793,712	1,916,598	42.30	42.70
Assistant Chief Executive	3a	957,093	998,850	19.35	18.67
Finance & Audit	3b	1,318,160	1,409,229	19.00	19.00
Direct Services	3c	5,569,250	6,261,367	142.30	146.43
Planning	4a	2,122,183	2,527,883	40.76	47.92
Building Control	4b	399,280	426,563	7.00	7.29
Environmental Health	4c	677,039	733,393	11.99	11.99
Licensing	4d	591,410	637,589	12.20	12.20
		<b>18,810,747</b>	<b>20,352,261</b>	<b>399.08</b>	<b>401.49</b>
<b>Other Salary Costs</b>					
Vacancy Savings	5	(159,529)	(164,315)		
<b>SUB-TOTAL</b>		<b>18,651,218</b>	<b>20,187,946</b>	<b>399.08</b>	<b>401.49</b>
People & Places (Ext)	6	128,599	259,741	2.95	5.81
People & Places - Housing (Ext)	7	347,770	557,445	8.00	12.00
Strategic Property (Ext)	8	229,321	182,854	4.95	4.12
<b>GRAND TOTAL</b>		<b>19,356,908</b>	<b>21,187,987</b>	<b>414.98</b>	<b>423.42</b>
NOTES 1) Externally funded posts (lines 6 to 9 have been excluded from earlier lines. The income will show elsewhere in the 2024/25 budget.					

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Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Direct Services	Sandbags each	OS	£ 2.65	£ 3.00
Direct Services	Gate Fee for Access - Disposal for Liquid Waste per visit	OS	£ 6.00	£ 6.00
Direct Services	Collection of Dead Animals on Private Land per animal	OS	£ 35.00	£ 40.00
Parking		Within a car park subject to VAT	£ 10.00	£ 15.00
	Bay Suspensions - Per bay			
Parking	Bay Suspensions Admin Fee	ST	£ 30.00	£ 30.00
Parking	Parking Wavers (on street) - Per vehicle, per day	OS	£ 6.00	£ 10.00
Parking	Parking Wavers (off-street) - Per vehicle, per day	ST	£ 10.00	£ 10.00
Parking	Driveway Access Protection Lines Remarking	ST	£ 60.00	£ 90.00
Parking	Driveway Access Protection Lines	ST	£ 90.00	£ 180.00
Parking	Cones - Out of Hours Use/Less than 7 days notice/Lost Cones	ST	£ -	£ 36.00
Parking	Abandoned Vehicles		£ -	£ 200.00
Commercial Waste	240 LITRE BIN - General Waste	OS	£ 11.60	£ 11.60
Commercial Waste	240 LITRE BIN - Recycling	OS	£ 7.00	£ 7.00
Commercial Waste	360 LITRE BIN - General Waste	OS	£ 14.25	£ 14.25
Commercial Waste	360 LITRE BIN - Recycling	OS	£ 9.00	£ 9.00
Commercial Waste	660 LITRE BIN - General Waste	OS	£ 16.40	£ 16.40
Commercial Waste	660 LITRE BIN - Recycling	OS	£ 10.50	£ 10.50
Commercial Waste	1100 LITRE BIN - General Waste	OS	£ 20.15	£ 20.15
Commercial Waste	1100 LITRE BIN - Recycling	OS	£ 14.25	£ 14.25
Commercial Waste	Duty of Care Admin Charge	ST	£ 152.00	£ 152.00
Commercial Waste	Roll of blue commercial sacks	ST	£ 80.35	£ 80.35
Commercial Waste	Pack of 25 commercial paper sacks	ST	£ 38.00	£ 38.00
Commercial Waste	1100 LITRE - General Waste	OS	£ 50.00	£ 60.00
Commercial Waste	1100 LITRE - Recycling	OS	£ 40.00	£ 50.00
Commercial Waste	Delivery and collection charge	OS	£ 50.00	£ 60.00
Commercial Waste	Waste Transfer Note	ST	£ -	£ 30.00
Commercial Waste	Out of hours fee	OS	£ 100.00	£ 110.00
Garden Waste	240 LITRE - Annual Permit	OS	£ 50.00	£ 55.00
Garden Waste	140 LITRE - Annual Permit	OS	£ 35.00	£ 40.00
Garden Waste	Sack per pack	ST	£ 20.00	£ 25.00
Garden Waste	240 LITRE - Additional Bin Charge	ST	£ 32.00	£ 35.00
Bulky Waste	1 item	OS	£ 18.00	£ 25.00
Bulky Waste	2 items	OS	£ 30.00	£ 30.00
Bulky Waste	3 to 4 Items	OS	£ 40.00	£ 40.00
Bulky Waste	5 to 10 Items	OS	£ 52.00	£ 55.00
Bulky Waste	White goods	OS	£ 18.00	£ 25.00
Bulky Waste	Large freezer	OS	£ 42.00	£ 45.00
Premises Hire	Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Under 24 sq.m. Sole use outside of opening times.	E	£ -	£ 21.00
Premises Hire	Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - 24 to 70 sq.m. Sole use outside of opening times.	E	£ -	£ 32.00
Premises Hire	Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Over 70 sq.m. Sole use outside of opening times.	E	£ -	£ 48.00
Premises Hire	Premises Hire - Other organisations and non public meetings of political parties - Per hour - Under 24 sq.m. Sole use outside opening times.	E	£ -	£ 16.00
Premises Hire	Premises Hire - Other organisations and non public meetings of political parties - Per hour - 24 to 70 sq.m. Sole use outside opening times.	E	£ -	£ 27.00
Premises Hire	Premises Hire - Other organisations and non public meetings of political parties - Per hour - Over 70 sq.m. Sole use outside opening times.	E	£ -	£ 43.00
Premises Hire	Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - 24 to 70 sq.m. Sole use during opening times.	E	£ -	£ 32.00
Premises Hire	Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Under 24 sq.m. Sole use during opening times.	E	£ -	£ 48.00
Premises Hire	Premises Hire - Other organisations and non public meetings of political parties - Per hour - 24 to 70 sq.m. Sole use during opening times.	E	£ -	£ 21.00
Premises Hire	Premises Hire - Other organisations and non public meetings of political parties - Per hour - Under 24 sq.m. Sole use during opening times.	E	£ -	£ 27.00
Premises Hire	Premises Hire - Other Organisations and community groups - part use e.g. hire of table space during opening times	E	£ -	£ 21.00
Premises Hire	Premises Hire - Community Groups - meeting room during opening times	E	£ -	£ 21.00
Premises Hire	Premises Hire - Exhibitions - Exhibition Space - Exhibition of works or crafts by individual artists and craftsmen	E	£ -	£ 21.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Copy of Insurance Policy	ST	£ -	£ 58.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Copy of Landlord's Offer Notice - Full	ST	£ -	£ 45.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Copy of Landlord's Offer Notice - Part	ST	£ -	£ 18.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Copy of Service Charge Certificate	ST	£ -	£ 38.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Document retrieval	ST	£ -	£ 12.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Fee for Application to buy garage	ST	£ -	£ 97.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Lease prints	OS	£ -	£ 72.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Leasehold Enquiries - Maintenance and rent details, insurance etc.	OS	£ -	£ 165.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Letter of Postponement concerning authorized words on properties with statutory discount charge	OS	£ -	£ 71.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Ownership Changes Leaseholds Houses and Flats	OS	£ -	£ 48.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Photocopying A3	ST	£ -	£ 2.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Photocopying A4	ST	£ -	£ 1.00

# Agenda Item 6d

## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Post and Packing	E	£ -	£ 3.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Stat charge discharge - discount 3 year period	OS	£ -	£ 73.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Transfer of Equity approval and seal	OS	£ -	£ 75.00
Legal (Property Related) plus survey fees on POA basis	Properties constructed under Housing Acts Sales - Transfer prints	OS	£ -	£ 46.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Authorised Guarantee Agreement	OS	£ -	£ 511.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial Lease Assignment	E	£ -	£ 690.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial Lease Grant (Complex)	E	£ -	£1,276 upwards (no maximum)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial Lease Grant (Simple)	E	£ -	£ 787.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial License (Simple)	E	£ -	£ 207.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial License to Assign	E	£ -	£ 585.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial License to Assign Plus Authorised Guarantee Agreement	E	£ -	£ 797.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial License to Assign Plus Deed of Variation of Lease	E	£ -	£904 - £1,329
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Commercial Deed of Variation of (Shop) Lease	E	£ -	£691 - £1,010
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Copy of Lease	ST	£ -	£ 115.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Deed of Covenants	E	£ -	£ 480.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Landlord Licence	OS	£ -	£ 583.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Section 278 (Complex)	OS	£ -	£2,658 upwards (No set maximum)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Deed of Variation (re. S106 or complex commercial leases or agreements)	OS	£ -	£1,063 upwards (No set maximum)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Easements	OS	£ -	£ 1,063.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Rent Reviews	OS	£ -	£234 - £372
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex financial obligations or in-kind works)	OS	£ -	£2,658 upwards (No set limit)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex with Affordable Housing obligations)	OS	£ -	£3,721 upwards (No set limit)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Complex)	OS	£ -	£2,658 upwards (No set maximum)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Surrenders	OS	£ -	£ 638.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Transfer of Open Space	OS	£ -	£ 850.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Verification of Proof of Life	OS	£ -	£ 53.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Wayleave Agreement	OS	£ -	£ 532.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Licence of Alteration	OS	£ -	£ 747.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Licences to assign Leasehold Premises	OS	£ -	£ 747.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Notice of Assignment	OS	£ -	£ 87.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Notice of Charge	OS	£ -	£ 87.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Retrospective Consent	OS	£ -	£ 128.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Right to Buy Engragment	OS	£ -	£ 80.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Sale of Garden Land/ Additional Land	E	£ -	£ 747.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Sale of Land	E	£ -	If under £1,000 min charge £703 then incremental depending on value & complexity (no maximum)
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Shop Leases	OS	£ -	£ 765.00
Legal (Property Related) plus survey fees on POA basis	Register of Elections - Certificate of Residency, per elector, per year	E	£ -	£ 15.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £750,000 to £1,500,000	E	£ -	£ 372.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £1,500,000 to £2,500,000	E	£ -	£ 585.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £100,000 to £250,000	E	£ -	£ 159.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £2,500,000 to £5,000,000	E	£ -	£ 691.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £250,000 to £750,000	E	£ -	£ 266.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value exceeding £5,000,000	E	£ -	£ 904.00
Legal (Property Related) plus survey fees on POA basis	Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Variations/ Novations (where original contract value exceeds £250,000)	E	£ -	£ 159.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (Standard)	OS	£ -	£ 1,860.00
Legal (Property Related) plus survey fees on POA basis	Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Standard)	OS	£ -	£ 2,658.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Footpath/ Bridleway Creation or Diversion Agreement	OS	£ -	£ 1,595.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Grazing Licence	OS	£ -	£ 469.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Reg of Assign	OS	£ -	£ 32.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Section 111 Agreement (in addition to S106 fee)	OS	£ -	£ 532.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Section 142 Licence	OS	£ -	£ 266.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Section 278 (Standard)	OS	£ -	£ 2,658.00
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Section 50 Agreement	OS	£ -	£ 691.00

# Agenda Item 6d

## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Stopping up/ Orders etc under Highways Act	OS	£ -	Estimate in circumstances of the case
Legal (Property Related) plus survey fees on POA basis	Legal charge re drafting of document for:- Street License	OS	£ -	£ 330.00
Film Office	Non-refundable application fee (to scout & Admin)	ST	£ -	£ 128.00
Film Office	Location Fee full day (small crew - 1- 5 people)	ST	£ -	£532 - £744
Film Office	Location Fee half day (small crew - 1- 5 people)	ST	£ -	£ 446.00
Film Office	Location Fee per hour (small crew - 1- 5 people)	ST	£ -	£ 159.00
Film Office	Location Fee full day (medium crew - 6-15 people)	ST	£ -	£850 - £1,063
Film Office	Location Fee half day (medium crew - 6-15 people)	ST	£ -	£ 574.00
Film Office	Location Fee per hour (medium crew - 6-15 people)	ST	£ -	£ 191.00
Film Office	Location Fee full day (large crew - 16-50 people)	ST	£ -	£1,100 - £2,000
Film Office	Location Fee half day (large crew - 16-50 people)	ST	£ -	£ 957.00
Film Office	Location Fee per hour (large crew - 16-50 people)	ST	£ -	£ 255.00
Film Office	Location Fee full day (very large crew - 50+ people)	ST	£ -	POA
Film Office	Location Fee half day (very large crew - 50+ people)	ST	£ -	POA
Film Office	Location Fee per hour (very large crew - 50+ people)	ST	£ -	POA
Film Office	Supplementary charges: Traffic Management	ST	£ -	POA
Film Office	Supplementary charges: Parking	ST	£ -	POA
Film Office	Supplementary charges: Temporary structures	ST	£ -	POA
Film Office	Fee for Street Filming - one off (students or individuals taking stills/filming for personal use)	ST	£ -	£ 32.00
Film Office	Fee for Street Filming - one off (small crew - 1 - 5 people)	ST	£ -	£ 64.00
Film Office	Fee for Street Filming - one off medium crew - 6 - 15 people)	ST	£ -	£ 159.00
Film Office	Fee for Street Filming - one off large crew - 16 - 50 people)	ST	£ -	£ 223.00
Film Office	Fee for Street Filming - one off (very large crew 50+ people)	ST	£ -	POA
Film Office	Fee for Filming on Highways	ST	£ -	POA
Property	Commercial Matters - Administration fee for processing Commercial & Other Applications	ST	£ -	£ 96.00
Property	Commercial Matters - Assignment of Leases /underlettings(Council owned premises). Minimum fee of £500 plus VAT and hourly rate charge	ST	£ -	£ 638.00
Property	Commercial Matters - Dilapidation Surveys and Schedules of Repair/Condition (Council Owned Premises). Minimum fee £385 plus VAT and hourly rate charge in preparing survey and supervising works	ST	£ -	POA
Property	Commercial Matters - Licence to undertake alterations/building works. Minimum fee £500 plus VAT and hourly rate charge.	ST	£ -	POA
Property	Commercial Matters - Licence to vary lease terms (Council owned premises). Minimum fee £375 plus VAT and hourly rate charge.	ST	£ -	POA
Property	Commercial Matters - New Letting - Non Standard Commercial Shop Lease. Minimum fee £640 plus VAT and hourly rate charge.	ST	£ -	POA
Property	Commercial Matters - New Letting - Standard Commercial Shop Lease. Minimum fee £385 plus VAT and hourly rate charge.	ST	£ -	POA
Property	Commercial Matters - Consent for release of covenants (plus compensation calculation)	ST	£ -	£ 638.00
Property	Commercial Matters - Letters of consent	ST	£ -	£ 319.00
Property	Commercial Matters - Other Processes and Consents	ST	£ -	£ 491.00
Property	Non Commercial Matters - Area up to 25 Sqm - Land offering development potential either as a separate plot or if combined with other land	ST	£ -	Negotiable
Property	Non Commercial Matters - Area up to 25 Sqm - Sale of land at the end of the rear garden retained by the Council from a Right to Buy sale or amenity land adjoining a property sold under a Right to Buy	ST	£ -	Negotiable
Property	Non Commercial Matters - Other Processes and Consents	ST	£ -	£ 491.00
Property	Non Commercial Matters - Request for an easement/wayleave over Council Land Applicant would also need to pay for additional cost of works (e.g. drop kerb and crossover) and any additional legal costs affecting the title to the property.	ST	£ -	£ 638.00
Advertising	Full page	ST	£ 1,440.00	£ 1,560.00
Advertising	Half page	ST	£ 696.00	£ 834.00
Advertising	Quarter page	ST	£ 390.00	£ 474.00
Printing	A3 Matt -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.10 - £0.54	£0.10 - £0.54
Printing	A3 Gloss -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.12 - £0.56	£0.12 - £0.56
Printing	A3 Hi Grade Silk -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.13 - £0.57	£0.13 - £0.57
Printing	A3 Card -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.14 - £0.58	£0.14 - £0.58
Printing	A4 Matt -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.05 - £0.27	£0.05 - £0.27
Printing	A4 Colour Paper -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.06 - £0.28	£0.06 - £0.28
Printing	A4 Gloss -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.07 - £0.29	£0.07 - £0.29
Printing	A4 Hi Grade Silk -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.07 - £0.29	£0.07 - £0.29
Printing	A4 Card -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.08 - £0.30	£0.08 - £0.30
Printing	A4 NCR -Dependant single sided or double sided	Dependant on type of print	£0.11 - £0.13	£0.11 - £0.13
Printing	A5 Matt -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.03 - £0.16	£0.03 - £0.17
Printing	A5 Colour Paper -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.04 - £0.16	£0.04 - £0.17
Printing	A5 Gloss -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.04 - £0.17	£0.05 - £0.17
Printing	A5 Hi Grade Silk -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.05 - £0.17	£0.05 - £0.18
Printing	A5 Card -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.05 - £0.18	£0.06 - £0.18
Printing	A5 NCR -Dependant single sided or double sided	Dependant on type of print	£0.08 - £0.10	£0.08 - £0.10

# Agenda Item 6d

## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Printing	A6 Matt -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.02 - £0.12	£0.03 - £0.13
Printing	A6 Gloss -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.03 - £0.13	£0.03 - £0.13
Printing	A6 Hi Grade Silk -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.03 - £0.13	£0.04 - £0.14
Printing	A6 Card -Dependant on mono or colour and single sided or double sided	Dependant on type of print	£0.04 - £0.14	£0.04 - £0.14
Printing	A6 NCR -Dependant single sided or double sided	Dependant on type of print	£0.06 - £0.07	£0.06 - £0.07
Printing	Outdoor vinyl banners (inc. seam and eyelets) per m2	ST	£ 25.00	£ 25.00
Printing	Pull-up banners	ST	£ 80.00	£ 80.00
Printing	Vinyl mounted signs (on heavy duty foam board) Variable per m2	ST	£ 30.00	£ 30.00
Printing	Vinyl mounts hi-res and photos on to foam board for display or presentation purposes (size A0 - A6). Additional protective laminate for outdoor signs 25% of final price	ST	£4.00 - 32.00	£4.00 - £32.50
Printing	Large format posters - high quality gloss paper (for exterior display)(size A0 to A2)	ST	£7.00 - £28.00	£7.00 - £28.00
Printing	Large format posters - standard matt paper (for interior display)(size A0 to A2)	ST	£3.75 - £15.00	£3.75 - £15.00
Printing	Design/Artworking per hour	ST	£ 45.00	£ 50.00
Printing	Scanning and PDF conversions	ST	£ 7.50	£ 7.50
Printing	Pre-print alterations to supplied artwork per hour	ST	£ 25.00	£ 25.00
Printing	Video editing (for other video services please ask)	ST	£ 30.00	£ 30.00
Printing	A3 Digital colour printing - Standard Bond	ST	£0.38 - £0.56	£0.39 - £0.55
Printing	A3 Digital colour printing - Gloss/High Grade Silk	ST	£0.40 - £0.60	£0.42 - £0.58
Printing	A3 Digital colour printing - Card/Colour Paper	ST	£0.42 - £0.62	£0.43 - £0.59
Printing	A4 Digital colour printing - Standard Bond	ST	£0.19 - £0.28	£0.20 - £0.28
Printing	A4 Digital colour printing - Gloss/High Grade Silk	ST	£0.20 - £0.30	£0.22 - £0.30
Printing	A4 Digital colour printing - Card/Colour Paper	ST	£0.21 - £0.32	£0.22 - £0.30
Printing	A5 Digital colour printing - Standard Bond	ST	£0.11 - £0.17	£0.12 - £0.17
Printing	A5 Digital colour printing - Gloss/High Grade Silk	ST	£0.12 - £0.19	£0.14 - £0.18
Printing	A5 Digital colour printing - Card/Colour Paper	ST	£0.13 - £0.20	£0.14 - £0.18
Printing	A6 Digital colour printing - Standard Bond	ST	£0.08 - £0.12	£0.09 - £0.13
Printing	A6 Digital colour printing - Gloss/High Grade Silk	ST	£0.09 - £0.13	£0.10 - £0.14
Printing	A6 Digital colour printing - Card/Colour Paper	ST	£0.10 - £0.15	£0.10 - £0.14
Printing	Business Cards X 250	ST	£25.00 - 37.50	£25.00 - £37.50
Printing	Letterheaded Paper X 500	ST	£ 50.00	£ 50.00
Printing	Compliment Slips X 500	ST	£ 15.00	£ 15.00
Printing	A3 Digital mono printing - Standard Bond	ST	£0.07 - £0.10	£0.11 - £0.15
Printing	A3 Digital mono printing - Gloss/High Grade Silk	ST	£0.11 - £0.17	£0.14 - £0.18
Printing	A3 Digital mono printing - Card/Colour Paper	ST	£0.13 - £0.20	£0.15 - £0.19
Printing	A4 Digital mono printing - Pre-printed headed	ST	£0.03 - £0.05	£0.04 - £0.06
Printing	A4 Digital mono printing - Standard Bond	ST	£0.05 - £0.07	£0.06 - £0.08
Printing	A4 Digital mono printing - Gloss/High Grade Silk	ST	£0.05 - £0.08	£0.08 - £0.10
Printing	A4 Digital mono printing - Card/Colour Paper	ST	£0.07 - £0.10	£0.08 - £0.10
Printing	A4 Digital mono printing - NCR	ST	£ 0.10	£0.12 - £0.14
Printing	A5 Digital mono printing - Standard Bond	ST	£0.03 - £0.05	£0.04 - £0.05
Printing	A5 Digital mono printing - Gloss/High Grade Silk	ST	£0.04 - £0.06	£0.05 - £0.07
Printing	A5 Digital mono printing - Card/Colour Paper	ST	£0.06 - £0.07	£0.06 - £0.07
Printing	A5 Digital mono printing - NCR	ST	£ 0.07	£0.08 - £0.10
Printing	A6 Digital mono printing - Standard Bond	ST	£0.02 - £0.03	£0.03 - £0.04
Printing	A6 Digital mono printing - Gloss/High Grade Silk	ST	£0.03 - £0.04	£0.04 - £0.05
Printing	A6 Digital mono printing - Card/Colour Paper	ST	£0.03 - £0.05	£0.04 - £0.05
Printing	DL/C5 Envelopes	ST	£0.07 - £0.10	£0.10 - £0.15
Printing	Canvas Frames - 12" x 8"	ST	£ 10.00	£ 10.00
Printing	Canvas Frames - 12" x 12"	ST	£ 14.00	£ 14.00
Printing	Canvas Frames - 12" x 16"	ST	£ 16.00	£ 16.00
Printing	Canvas Frames - 16" x 20"	ST	£ 20.00	£ 20.00
Printing	Canvas Frames - 20" x 30"	ST	£ 30.00	£ 30.00
Printing	Vinyl Stickers - A7	ST	£ 0.25	£ 0.25
Printing	Vinyl Stickers - A6	ST	£ 0.50	£ 0.50
Printing	Vinyl Stickers - A5	ST	£ 1.00	£ 1.00
Printing	Vinyl Stickers - A4	ST	£ 1.75	£ 1.75
Printing	Vinyl Stickers - A3	ST	£ 3.50	£ 3.50
Printing	Vinyl Stickers - A2	ST	£ 6.50	£ 6.50
Printing	Vinyl Stickers - A1	ST	£ 12.50	£ 12.50
Printing	Vinyl Stickers - A0	ST	£ 25.00	£ 25.00
Printing	Finishing - Folding per hour	ST	£ 25.00	£ 25.00
Printing	Finishing - Perforating per hour	ST	£ 25.00	£ 25.00
Printing	Finishing - Creasing (greetings cards etc) per hour	ST	£ 25.00	£ 25.00
Printing	Finishing - Hole drilling (large documents) per hole	ST	£ 0.50	£ 0.50
Printing	Finishing - Treasury tagging per document	ST	£ 0.10	£ 0.10
Printing	Finishing - Laminating per A4 sheet	ST	£ 0.35	£ 0.35
Printing	Finishing - Binding (wire or comb) per document	ST	£ 0.60	£ 0.60
Printing	Finishing - Hand stapling (large documents) per document	ST	£ 0.40	£ 0.40
Swanley Meeting Point	Office Pod (2 person)	ST	£ 600.00	£ 600.00
Swanley Meeting Point	Office Pod (1 person)	ST	£ 420.00	£ 420.00
Swanley Meeting Point	Hot desk half day	ST	£ 12.00	£ 12.00
Swanley Meeting Point	Hot desk full day	ST	£ 24.00	£ 24.00
Swanley Meeting Point	Bronze package (5 days over 4 weeks)	ST	£ 108.00	£ 108.00
Swanley Meeting Point	Silver Package (10 days over 5 weeks)	ST	£ 204.00	£ 204.00
Swanley Meeting Point	Gold Package (20 days over 6 weeks)	ST	£ 360.00	£ 360.00
Swanley Meeting Point	Designated desk 5 day	ST	£ 96.00	£ 96.00
Swanley Meeting Point	Designated desk 10 day	ST	£ 192.00	£ 192.00
Swanley Meeting Point	Designated desk one month	ST	£ 300.00	£ 300.00
Swanley Meeting Point	Meeting Room 1 hour	ST	£ 24.00	£ 24.00
Swanley Meeting Point	Meeting Room half day	ST	£ 60.00	£ 60.00
Swanley Meeting Point	Meeting Room full day	ST	£ 120.00	£ 120.00
Swanley Meeting Point	Event Space	ST	POA	POA
Swanley Meeting Point	Virtual Office (TBC)	ST	POA	POA
Local Land charges	CON29 (Residential / Commercial)	ST	£ 150.00	£ 154.00
Local Land charges	Additional property or land	ST	£ 20.00	£ 21.00
Local Land charges	CON290 printed enquiry (each)	ST	£ 23.00	£ 24.00
Local Land charges	Building control enquiries	ST	£ 14.40	£ 15.00
Local Land charges	CIL enquiry	ST	£ 7.00	£ 7.00
Local Land charges	Public Rights of Way	ST	£ 7.20	£ 7.20
Local Land charges	Planning History	ST	£ 30.00	£ 30.00
Local Land charges	Outstanding Notices (Each)	ST	£ 3.30	£ 3.30
Local Land charges	Copy of Search	ST	£ 10.00	£ 10.00
Street Naming and numbering *		1 OS	-	£ 103.00

Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Street Naming and numbering *		2 OS	-	£ 144.00
Street Naming and numbering *		3 OS	-	£ 216.00
Street Naming and numbering *		4 OS	-	£ 288.00
Street Naming and numbering *		5 OS	-	£ 337.00
Street Naming and numbering *		6 OS	-	£ 382.00
Street Naming and numbering *		7 OS	-	£ 437.00
Street Naming and numbering *		8 OS	-	£ 492.00
Street Naming and numbering *		9 OS	-	£ 547.00
Street Naming and numbering *		10 OS	-	£ 602.00
Street Naming and numbering *		11 OS	-	£ 650.00
Street Naming and numbering *		12 OS	-	£ 689.00
Street Naming and numbering *		13 OS	-	£ 729.00
Street Naming and numbering *		14 OS	-	£ 769.00
Street Naming and numbering *		15 OS	-	£ 808.00
Street Naming and numbering *		16 OS	-	£ 848.00
Street Naming and numbering *		17 OS	-	£ 887.00
Street Naming and numbering *		18 OS	-	£ 927.00
Street Naming and numbering *		19 OS	-	£ 967.00
Street Naming and numbering *		20 OS	-	£ 1,006.00
Street Naming and numbering *		21 OS	-	£ 1,029.00
Street Naming and numbering *		22 OS	-	£ 1,078.00
Street Naming and numbering *		23 OS	-	£ 1,127.00
Street Naming and numbering *		24 OS	-	£ 1,176.00
Street Naming and numbering *		25 OS	-	£ 1,225.00
Street Naming and numbering *		26 OS	-	£ 1,248.00
Street Naming and numbering *		27 OS	-	£ 1,255.50
Street Naming and numbering *		28 OS	-	£ 1,302.00
Street Naming and numbering *		29 OS	-	£ 1,348.50
Street Naming and numbering *		30 OS	-	£ 1,350.00
Street Naming and numbering *		31 OS	-	£ 1,395.00
Street Naming and numbering *		32 OS	-	£ 1,440.00
Street Naming and numbering *		33 OS	-	£ 1,485.00
Street Naming and numbering *		34 OS	-	£ 1,530.00
Street Naming and numbering *		35 OS	-	£ 1,575.00
Street Naming and numbering *		36 OS	-	£ 1,620.00
Street Naming and numbering *		37 OS	-	£ 1,665.00
Street Naming and numbering *		38 OS	-	£ 1,710.00
Street Naming and numbering *		39 OS	-	£ 1,755.00
Street Naming and numbering *		40 OS	-	£ 1,760.00
Street Naming and numbering *		41 OS	-	£ 1,804.00
Street Naming and numbering *		42 OS	-	£ 1,848.00
Street Naming and numbering *		43 OS	-	£ 1,892.00
Street Naming and numbering *		44 OS	-	£ 1,936.00
Street Naming and numbering *		45 OS	-	£ 1,980.00
Street Naming and numbering *		46 OS	-	£ 2,024.00
Street Naming and numbering *		47 OS	-	£ 2,068.00
Street Naming and numbering *		48 OS	-	£ 2,112.00
Street Naming and numbering *		49 OS	-	£ 2,156.00
Street Naming and numbering *		50 OS	-	£ 2,175.00
Street Naming and numbering *		51 OS	-	£ 2,218.50
Street Naming and numbering *		52 OS	-	£ 2,262.00
Street Naming and numbering *		53 OS	-	£ 2,305.50
Street Naming and numbering *		54 OS	-	£ 2,349.00
Street Naming and numbering *		55 OS	-	£ 2,392.50
Street Naming and numbering *		56 OS	-	£ 2,436.00
Street Naming and numbering *		57 OS	-	£ 2,479.50
Street Naming and numbering *		58 OS	-	£ 2,523.00
Street Naming and numbering *		59 OS	-	£ 2,566.50
Street Naming and numbering *		60 OS	-	£ 2,580.00
Street Naming and numbering *		61 OS	-	£ 2,623.00
Street Naming and numbering *		62 OS	-	£ 2,666.00
Street Naming and numbering *		63 OS	-	£ 2,709.00
Street Naming and numbering *		64 OS	-	£ 2,752.00
Street Naming and numbering *		65 OS	-	£ 2,795.00
Street Naming and numbering *		66 OS	-	£ 2,838.00
Street Naming and numbering *		67 OS	-	£ 2,881.00
Street Naming and numbering *		68 OS	-	£ 2,924.00
Street Naming and numbering *		69 OS	-	£ 2,967.00
Street Naming and numbering *		70 OS	-	£ 2,975.00
Street Naming and numbering *		71 OS	-	£ 3,017.50
Street Naming and numbering *		72 OS	-	£ 3,060.00
Street Naming and numbering *		73 OS	-	£ 3,102.50
Street Naming and numbering *		74 OS	-	£ 3,145.00
Street Naming and numbering *		75 OS	-	£ 3,187.50
Street Naming and numbering *		76 OS	-	£ 3,230.00
Street Naming and numbering *		77 OS	-	£ 3,272.50
Street Naming and numbering *		78 OS	-	£ 3,315.00
Street Naming and numbering *		79 OS	-	£ 3,357.50
Street Naming and numbering *	80 + units	OS	-	POA
Street Naming and numbering *	Annexe	OS	-	£ 65.00
Street Naming and numbering *	Rename existing street	OS	-	£ 1,654.00
Street Naming and numbering *	Change an existing address	OS	-	£ 65.00
Street Naming and numbering *	Copy of schedule or postal plan	OS	-	£ 10.00
Street Naming and numbering *	Confirmation of address	OS	-	£ 42.00
Street Naming and numbering *	Renumbering development or amending issued schedule (PAU - Per Affected Unit)	OS	-	£ 42 (PAU)
New application	Band A (single pitch)	OS	£ -	£ -
New application	Band B (2-10 pitches)	OS	£ 542.00	£ 720.00
New application	Band C (11-25 pitches)	OS	£ 584.00	£ 770.00
New application	Band D (26-50 pitches)	OS	£ 653.00	£ 852.00
New application	Band E (51-100 pitches)	OS	£ 792.00	£ 1,017.00
New application	Band F (101-200 pitches)	OS	£ 1,071.00	£ 1,348.00
New application	Band G (201-400 pitches)	OS	£ 2,086.00	£ 2,554.00
New application	Band H (401-800 pitches)	OS	£ 3,199.00	£ 3,876.00
Annual fee	Dependant on site	OS	£137 - £1,155	£159 - £1,343
Transfer	Band A	OS	£ 84.00	£ 99.00
Transfer	Band B-H	OS	£ 84.00	£ 99.00
Amendment	Band A	OS	£ 167.00	£ 198.00
Amendment	Band B-H	OS	£ 167.00	£ 198.00
Site rules	Band A	OS	£ 55.00	£ 66.00
Site rules	Band B-H	OS	£ 55.00	£ 66.00
Fit and Proper Person Application *		OS	£ -	£ 107.48

# Agenda Item 6d

## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Travellers site	Rent, Per Week, per pitch	E	£ 89.18	£ 93.64
Nightly rental charge for emergency accommodation:	<i>Single rate charged on household size</i>			
	Shared room rate (LHA High Weald) - per week *	OS	£ -	£ 80.77
	1 bedroom rate (LHA High Weald) - per week	OS	£ 123.58	£ 137.31
	2 bedroom rate (LHA High Weald) - per week	OS	£ 160.97	£ 178.85
	3 bedroom rate (LHA High Weald) - per week	OS	£ 207.69	£ 230.33
	4 bedroom rate (LHA High Weald) - per week*	OS	£ -	£ 366.73
	5 bedroom rate (LHA High Weald) - per week*	OS	£ -	£ 542.31
HMO Licence	Application - up to 5 units	OS	£ 654.00	£ 972.00
HMO Licence Additional Units over 5	Additional unit	OS	£ 23.00	£ 23.00
HMO Licence Application Renewal		OS	£ 412.00	£ 972.00
Immigration Inspection	Set Fee	OS	£ 192.00	£ 192.00
Licensing	Sevenoaks (Annual Fee Invoicing) Request to amend or reissue invoice	OS	£ 10.00	£ 11.00
Licensing	Sevenoaks (Gambling) Request to amend Small Lottery Registration	OS	£ 10.00	£ 11.00
Licensing	S01 Bingo Club Premises - new application	OS	£ 2,480.00	£ 2,654.00
Licensing	S03 Bingo Club Premises - application for provisional statement	OS	£ 2,480.00	£ 2,654.00
Licensing	S06 Bingo Club Premises - application to vary	OS	£ 1,750.00	£ 1,750.00
Licensing	S05 Bingo Club Premises - application to transfer	OS	£ 1,200.00	£ 1,200.00
Licensing	S04 Bingo Club Premises - application for re-instatement	OS	£ 430.00	£ 484.00
Licensing	S02 Bingo Club Premises - annual fee	OS	£ 870.00	£ 931.00
Licensing	S07 Bingo Club Premises - copy of licence	OS	£ 13.00	£ 14.00
Licensing	S09 Bingo Club Premises - notification of change	OS	£ 32.00	£ 35.00
Licensing	S01 Adult Gaming Centres - new application	OS	£ 1,944.00	£ 2,000.00
Licensing	S08 Adult Gaming Centres - licence application (provisional statement holders)	OS	£ 1,938.00	£ 2,000.00
Licensing	S06 Adult Gaming Centres - application to vary	OS	£ 1,000.00	£ 1,000.00
Licensing	S05 Adult Gaming Centres - application to transfer	OS	£ 1,200.00	£ 1,200.00
Licensing	S04 Adult Gaming Centres - application for re-instatement	OS	£ 435.00	£ 466.00
Licensing	S02 Adult Gaming Centres - annual fee	OS	£ 750.00	£ 750.00
Licensing	S07 Adult Gaming Centres - copy of licence	OS	£ 13.00	£ 14.00
Licensing	S09 Adult Gaming Centres - notification of change	OS	£ 32.00	£ 35.00
Licensing	S01 Family Entertainment Centres - new application	OS	£ 1,944.00	£ 2,000.00
Licensing	S03 Family Entertainment Centres - application for provisional statement	OS	£ 1,938.00	£ 2,000.00
Licensing	S06 Family Entertainment Centres - application to vary	OS	£ 1,000.00	£ 1,000.00
Licensing	S05 Family Entertainment Centres - application to transfer	OS	£ 950.00	£ 950.00
Licensing	S04 Family Entertainment Centres - application for re-instatement	OS	£ 429.00	£ 459.00
Licensing	S02 Family Entertainment Centres - annual fee	OS	£ 715.00	£ 750.00
Licensing	S07 Family Entertainment Centres - copy of licence	OS	£ 13.00	£ 14.00
Licensing	S09 Family Entertainment Centres - notification of change	OS	£ 32.00	£ 35.00
Licensing	S01 Betting Premises (excluding tracks) new	OS	£ 3,000.00	£ 3,000.00
Licensing	S03 Betting Premises (excluding tracks) - application for provisional statement	OS	£ 1,944.00	£ 2,080.00
Licensing	S06 Betting Premises (excluding tracks) - application to vary	OS	£ 1,500.00	£ 1,500.00
Licensing	S05 Betting Premises (excluding tracks) - application to transfer	OS	£ 1,200.00	£ 1,200.00
Licensing	S04 Betting Premises (excluding tracks) - application for re-instatement	OS	£ 429.00	£ 459.00
Licensing	S02 Betting Premises - Annual Fee (Invoiced)	OS	£ 600.00	£ 600.00
Licensing	S07 Betting Premises (excluding tracks) - copy of licence	OS	£ 13.00	£ 14.00
Licensing	S09 Betting Premises (excluding tracks) - notification of change	OS	£ 32.00	£ 35.00
Licensing	S01 Tracks - new application	OS	£ 1,944.00	£ 2,080.00
Licensing	S03 Tracks - application for provisional statement	OS	£ 1,894.00	£ 2,027.00
Licensing	S06 Tracks - application to vary	OS	£ 1,250.00	£ 1,250.00
Licensing	S05 Tracks - application to transfer	OS	£ 950.00	£ 950.00
Licensing	S04 Tracks - application for re-instatement	OS	£ 429.00	£ 459.00
Licensing	S02 Tracks - annual fee	OS	£ 870.00	£ 931.00
Licensing	S07 Tracks - copy of licence	OS	£ 13.00	£ 14.00
Licensing	S09 Tracks - notification of change	OS	£ 32.00	£ 35.00
Licensing	S03 Temporary Use Notice	OS	£ 251.00	£ 269.00
Licensing	S05 Temporary Use Notice - Notification of Change	OS	£ 32.00	£ 35.00
Licensing	S04 Temporary Use Notice - Copy of Temporary Use Notice	OS	£ 13.00	£ 14.00
Licensing	S09 Scrap Metal Salvage Dealer - Site Licence - grant	OS	£ 532.00	£ 570.00
Licensing	S10 Scrap Metal Salvage Dealer - Site Licence - Renewal	OS	£ 449.00	£ 481.00
Licensing	S11 Scrap Metal Salvage Dealer - Collector's licence - grant or renewal	OS	£ 324.00	£ 347.00
Licensing	SE Scrap Metal Salvage Dealer - Variation - change of site manager	OS	£ 193.00	£ 207.00
Licensing	SE Scrap Metal Salvage Dealer - Variation from collector to site licence	OS	£ 230.00	£ 246.00
Licensing	SE Scrap Metal Salvage Dealer - Variation from site to collector licence	OS	£ 149.00	£ 160.00
Licensing	SE Scrap Metal Salvage Dealer - minor administrative change to licence	OS	£ 36.00	£ 39.00
Licensing	S01 Hackney Carriage Drivers Licence - New Application 3 year	OS	£ 264.00	£ 264.00
Licensing	S02 Hackney Carriage Drivers Licence - Renewal 3 year	OS	£ 183.00	£ 183.00
Licensing	S06 Private Hire Drivers Licence - New Application 3 year	OS	£ 264.00	£ 264.00
Licensing	S07 Private Hire Drivers Licence - Renewal 3 year	OS	£ 183.00	£ 183.00
Licensing	S13 Dual Badge - New Application 3 year	OS	£ 264.00	£ 264.00
Licensing	S14 Dual Badge - Renewals 3 year	OS	£ 183.00	£ 183.00
Licensing	DUAL BADGE new - ONE YEAR	OS	N/A	£ 222.00
Licensing	hackney carriage driver - new 1 year	OS	N/A	£ 222.00
Licensing	hackney carriage driver - renewal 1 year	OS	N/A	£ 128.00
Licensing	private hire driver - new 1 year	OS	N/A	£ 222.00
Licensing	private hire driver - renewal 1 year	OS	N/A	£ 128.00
Licensing	S22 Taxi Additional Costs - Replacement Driver Badge	OS	£ 24.00	£ 13.00
Licensing	Change of Driver Licence Type	OS	£ 54.00	£ 26.00
Licensing	S28 Taxi Additional Costs - Change of name and address-Sevenoaks	OS	£ 18.00	£ 24.00
Licensing	S17 Private Hire Operators Licence - On initial application (1 year)	OS	£ 324.00	£ 324.00

# Agenda Item 6d

## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Licensing	S18 Private Hire Operators Licence - Renewal (1 year licence)	OS	£ 164.00	£ 164.00
Licensing	S15 Private Hire Operators Licence - On initial application (3 year)	OS	£ 534.00	£ 534.00
Licensing	S16 Private Hire Operators Licence - Renewal (3 year licence)	OS	£ 374.00	£ 374.00
Licensing	S13 Private Hire Operators Licence - On initial application (5 year)	OS	£ 747.00	£ 747.00
Licensing	S14 Private Hire Operators Licence - Renewal (5 year licence)	OS	£ 586.00	£ 586.00
Licensing	S04 Hackney Carriage Vehicle Licence - New Application	OS	£ 325.00	£ 325.00
Licensing	S05 Hackney Carriage Vehicle Licence - Renewal	OS	£ 325.00	£ 325.00
Licensing	S19 Taxi Additional Costs - Change of Ownership of Licensed Vehicle	OS	£ 27.00	£ 26.00
Licensing	Sevenoaks- Add or Remove name from Vehicle Licence	OS	£ 18.00	£ 26.00
Licensing	S20 Taxi Additional Costs - Copies of existing licences	OS	£ 10.00	£ 13.00
Licensing	S09 Private Hire Vehicle Licence - New Application	OS	£ 297.00	£ 297.00
Licensing	S10 Private Hire Vehicle Licence - Renewal	OS	£ 297.00	£ 297.00
Licensing	Private Hire Exemption	OS	£ 42.00	£ 56.00
Licensing	Sevenoaks- Add or Remove name from Vehicle Licence	OS	£ 18.00	£ 26.00
Licensing	Temporary replacement vehicle- Sevenoaks	OS	£ 33.00	£ 100.00
Licensing	Taxi Knowledge Test Sevenoaks	OS	£ 51.50	£ 51.50
Licensing	Equo Online test	OS	£ 66.00	£ 66.00
Licensing	S23 Taxi Additional Costs - Replace Vehicle Plate	OS	£ 18.00	£ 19.00
Licensing	Sevenoaks- DBS administration fee	OS	£ 30.00	£ 30.00
Licensing	Sexual Entertainment (New Application)- Sevenoaks	OS	£ 3,641.00	£ 3,896.00
Licensing	S02 Sex Shops (Annual renewal)	OS	£ 3,641.00	£ 3,896.00
Licensing	Sexual Entertainment (Transfer)- Sevenoaks	OS	£ 1,825.00	£ 1,953.00
Licensing	Sevenoaks (Licensing & Gambling) One hour Pre-App advice	ST	£ 75.00	£ 80.00
Licensing	Sevenoaks (Licensing & Gambling) pre-app site visit	ST	£ 100.00	£ 107.00
Licensing	Sevenoaks (Licensing: Minor Variation) 30mins Pre-App Advice	ST	£ 35.00	£ 38.00
Licensing	Sevenoaks (Licensing: Hub Check & Send) Pre-App Support	ST	£ 40.00	£ 43.00
Licensing	Sevenoaks (Licensing: Hub Check & Send) Temporary Event Notice Only	ST	£ 15.00	£ 16.00
Licensing	Sevenoaks (Licensing Hub admin charges) Amend/re-issue invoice for statutory annual fee	ST	£ 10.00	£ 11.00
Licensing	Sevenoaks (Licensing Hub admin charges) amend contact details for lottery registration	ST	£ 10.00	£ 11.00
Licensing	Sevenoaks Pavement Licence new	OS	£ 100.00	unknown at present
Licensing	Sevenoaks Pavement Licence renewal	OS	£ 100.00	unknown at present
Planning*	CIL Rates - Residential Area A - Rates after indexation has been applied, applicable to Planning applications granted.	OS	185.67 per m2	185.67 per m2
Planning *	CIL Rates - Residential Area B - Rates after indexation has been applied, applicable to Planning applications granted.	OS	111.40 m2	111.40 m2
Planning *	CIL Rates - Supermarkets and Superstores - Rates after indexation has been applied, applicable to Planning applications granted.	OS	185.67 per m2	185.67 per m2
Planning *	CIL Rates - Retail warehousing - Rates after indexation has been applied, applicable to Planning applications granted.	OS	185.67 per m2	185.67 per m2
Planning *	CIL Rates - Other Developments - Rates after indexation has been applied, applicable to Planning applications granted.	OS	0 m2	0 m2
Planning	Pre Application Fees Large Majors = 50 plus dwellings/1ha Meeting	ST	£550.00 per hour (minimum four hours £2,200)	£825.00 per hour (minimum four hours £3,300)
Planning	Pre Application Fees Majors 10-49 dwellings - 0.5-1ha Meeting	ST	£480.00 per hour (minimum three hours £1,440)	£739.50 per hour (minimum three hours £2,218.50)
Planning	Pre Application Fees Minors 1-9 dwellings Meeting	ST	£450.00 one hour	£675.00 one hour
Planning	Pre Application Fees Minors 1-9 dwellings Letter	ST	£ 360.00	£ 540.00
Planning	Pre Application Fees Others Letter	ST	£ 180.00	£ 270.00
Planning	Pre Application Fees Householders Meeting	ST	£120 (thirty minutes)	£180 (thirty minutes)
Building Control	H01 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Full Plans Application Plan fee- 1 unit	ST	£ 312.00	£ 336.00
Building Control	H01 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Full Plans Application Inspection Fee - 1 Unit	ST	£ 630.00	£ 678.00
Building Control	H01 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Building Notice Charge 1 Unit	ST	£ 954.00	£ 1,026.00
Building Control	H01 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Regularisation Charge 1 Unit (VAT is not payable on Regularisation applications)	OS	£ 1,192.50	£ 1,282.00
Building Control	H02 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Full Plans Application Plan fee- 2 units	ST	£ 390.00	£ 420.00
Building Control	H02 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Full Plans Application Inspection fee- 2 units	ST	£ 1,038.00	£ 1,116.00
Building Control	H02 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Building Notice Charge- 2 units	ST	£ 1,428.00	£ 1,536.00
Building Control	H02 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Regularisation Charge 2 Units (VAT is not payable on Regularisation applications)	OS	£ 1,785.00	£ 1,919.00
Building Control	H03 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Full Plans Application Plan Fee 3 units	ST	£ 468.00	£ 504.00
Building Control	H03 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Full Plans Inspection 3 units	ST	£ 1,362.00	£ 1,464.00
Building Control	H03 New build and conversions: Bungalows or houses less than three storeys less than 300m2 floor area - Building Notice Charge 3 units	ST	£ 1,830.00	£ 1,968.00

# Agenda Item 6d

## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Building Control	H03 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Regularisation Charge 3 units (VAT is not payable on Regularisation applications)	OS	£ 2,287.50	£ 2,459.00
Building Control	H04 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee 4 units	ST	£ 546.00	£ 586.50
Building Control	H04 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Full Plans Inspection 4 units	ST	£ 1,680.00	£ 1,806.00
Building Control	H04 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Building Notice Charge 4 units	ST	£ 2,226.00	£ 2,392.50
Building Control	H04 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Regularisation Charge 4 units (VAT is not payable on Regularisation applications)	OS	£ 2,782.50	£ 2,991.00
Building Control	H05 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee 5 units	ST	£ 624.00	£ 670.50
Building Control	H05 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Full Plans Application Inspection Fee 5 units	ST	£ 1,842.00	£ 1,981.50
Building Control	H05 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Building Notice Charge 5 units	ST	£ 2,466.00	£ 2,650.50
Building Control	H05 New build and conversions: Bungalows or houses less than three storeys less than 300m <sup>2</sup> floor area - Regularisation Charge 5 units (VAT is not payable on Regularisation applications)	OS	£ 3,082.50	£ 3,314.00
Building Control	F01 New build and conversions: 1 Flat less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee	ST	£ 168.00	£ 180.00
Building Control	F01 New build and conversions: 1 Flat less than 300m <sup>2</sup> floor area - Full Plans Application Inspection Fee	ST	£ 456.00	£ 490.50
Building Control	F01 New build and conversions: 1 Flat less than 300m <sup>2</sup> floor area - Building Notice Charge	ST	£ 624.00	£ 670.50
Building Control	F01 New build and conversions: 1 Flat less than 300m <sup>2</sup> floor area - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 780.00	£ 839.00
Building Control	F02 New build and conversions: 2 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee	ST	£ 312.00	£ 336.00
Building Control	F02 New build and conversions: 2 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Inspection Fee	ST	£ 456.00	£ 490.50
Building Control	F02 New build and conversions: 2 Flats less than 300m <sup>2</sup> floor area - Building Notice Charge	ST	£ 768.00	£ 826.50
Building Control	F02 New build and conversions: 2 Flats less than 300m <sup>2</sup> floor area - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 960.00	£ 1,032.00
Building Control	F03 New build and conversions: 3 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee	ST	£ 390.00	£ 420.00
Building Control	F03 New build and conversions: 3 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Inspection Fee	ST	£ 642.00	£ 691.50
Building Control	F03 New build and conversions: 3 Flats less than 300m <sup>2</sup> floor area - Building Notice Charge	ST	£ 1,032.00	£ 1,110.00
Building Control	F03 New build and conversions: 3 Flats - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,290.00	£ 1,387.00
Building Control	F04 New build and conversions: 4 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee	ST	£ 468.00	£ 504.00
Building Control	F04 New build and conversions: 4 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Inspection Fee	ST	£ 498.00	£ 535.50
Building Control	F04 New build and conversions: 4 Flats less than 300m <sup>2</sup> floor area - Building Notice Charge	ST	£ 1,266.00	£ 1,360.50
Building Control	F04 New build and conversions: 4 Flats less than 300m <sup>2</sup> floor area - Regularisation Charge	OS	£ 1,582.50	£ 1,701.00
Building Control	F05 New build and conversions: 5 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Plan Fee	ST	£ 546.00	£ 586.50
Building Control	F05 New build and conversions: 5 Flats less than 300m <sup>2</sup> floor area - Full Plans Application Inspection Fee	ST	£ 1,089.00	£ 1,171.50
Building Control	F05 New build and conversions: 5 Flats less than 300m <sup>2</sup> floor area - Building Notice Charge	ST	£ 1,635.00	£ 1,758.00
Building Control	F05 New build and conversions: 5 Flats less than 300m <sup>2</sup> floor area - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 2,043.75	£ 2,197.00
Building Control	D01 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a floor area less than 10m <sup>2</sup> Full Plans Application Plan Fee	ST	£ 156.00	£ 168.00
Building Control	D01 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a floor area less than 10m <sup>2</sup> Full Plans Application Inspection Fee	ST	£ 390.00	£ 420.00
Building Control	D01 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a floor area less than 10m <sup>2</sup> Building Notice Charge	ST	£ 546.00	£ 586.50
Building Control	D01 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level - Single storey extension with a floor area less than 10m <sup>2</sup> Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 682.50	£ 734.00
Building Control	D02 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a with- floor area between 10m <sup>2</sup> & 40m <sup>2</sup> Full Plans Application Plan Fee	ST	£ 234.00	£ 252.00



Price List of Non Fixed Statutory Fees

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Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Building Control	D02 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a with- floor area between 10m <sup>2</sup> & 40m <sup>2</sup> Full Plans Application Inspection Fee	ST	£ 546.00	£ 586.50
Building Control	D02 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a with- floor area between 10m <sup>2</sup> & 40m <sup>2</sup> Building Notice Charge	ST	£ 780.00	£ 838.50
Building Control	D02 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with a with- floor area between 10m <sup>2</sup> & 40m <sup>2</sup> Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 975.00	£ 1,049.00
Building Control	D03 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 312.00	£ 336.00
Building Control	D03 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 624.00	£ 670.50
Building Control	D03 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Building Notice Charge	ST	£ 936.00	£ 1,006.50
Building Control	D03 Extensions to a single dwelling - Limited to work not more than 3 storeys above ground level Single storey extension with floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,170.00	£ 1,258.00
Building Control	D04 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area not exceeding 40m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 312.00	£ 336.00
Building Control	D04 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area not exceeding 40m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 624.00	£ 670.50
Building Control	D04 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area not exceeding 40m <sup>2</sup> - Building Notice Charge	ST	£ 936.00	£ 1,006.50
Building Control	D04 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area not exceeding 40m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,170.00	£ 1,258.00
Building Control	D05 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 40m <sup>2</sup> to 100m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 312.00	£ 336.00
Building Control	D05 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 40m <sup>2</sup> to 100m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 702.00	£ 754.50
Building Control	D05 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 40m <sup>2</sup> to 100m <sup>2</sup> - Building Notice Charge	ST	£ 1,014.00	£ 1,090.50
Building Control	D05 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 40m <sup>2</sup> to 100m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,267.00	£ 1,363.00
Building Control	D20 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 100m <sup>2</sup> to 150m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 390.00	£ 420.00
Building Control	D20 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 100m <sup>2</sup> to 150m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 864.00	£ 928.50
Building Control	D20 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 100m <sup>2</sup> to 150m <sup>2</sup> - Building Notice Charge	ST	£ 1,254.00	£ 1,348.50
Building Control	D20 Extensions to a single dwelling - Multi-storey extension (ie some part 2 or 3 storeys in height) & floor area 100m <sup>2</sup> to 150m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,567.50	£ 1,686.00
Building Control	D06 Extensions to a single dwelling - Extension comprising SOLELY a garage, carport or store with a floor area less than 60m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 156.00	£ 168.00
Building Control	D06 Extensions to a single dwelling - Extension comprising SOLELY a garage, carport or store with a floor area less than 60m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 390.00	£ 420.00
Building Control	D06 Extensions to a single dwelling - Extension comprising SOLELY a garage, carport or store with a floor area less than 60m <sup>2</sup> - Building Notice Charge	ST	£ 546.00	£ 586.50
Building Control	D06 Extensions to a single dwelling - Extension comprising SOLELY a garage, carport or store with a floor area less than 60m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 682.50	£ 734.00
Building Control	D07 Works to a single dwelling - Detached non-habitable domestic building with a floor area less than 60m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 156.00	£ 168.00
Building Control	D07 Works to a single dwelling - Detached non-habitable domestic building with a floor area less than 60m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 390.00	£ 420.00
Building Control	D07 Works to a single dwelling - Detached non-habitable domestic building with a floor area less than 60m <sup>2</sup> - Building Notice Charge	ST	£ 546.00	£ 586.50
Building Control	D07 Works to a single dwelling - Detached non-habitable domestic building with a floor area less than 60m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 682.50	£ 734.00

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## Price List of Non Fixed Statutory Fees

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Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Building Control	D07A Works to a single dwelling - Detached habitable domestic building with a floor area less than 60m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 270.00	£ 291.00
Building Control	D07A Works to a single dwelling -Detached habitable domestic building with a floor area less than 60m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 540.00	£ 580.50
Building Control	D07A Works to a single dwelling - Detached habitable domestic building with a floor area less than 60m <sup>2</sup> - Building Notice Charge	ST	£ 810.00	£ 870.00
Building Control	D07A Works to a single dwelling -Detached habitable domestic building with a floor area less than 60m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,012.50	£ 1,089.00
Building Control	D08 Conversions to a single dwelling - Loft conversions with a floor area less than 40m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 312.00	£ 336.00
Building Control	D08 Conversions to a single dwelling - Loft conversions with a floor area less than 40m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 624.00	£ 670.50
Building Control	D08 Conversions to a single dwelling - Loft conversions with a floor area less than 40m <sup>2</sup> - Building Notice Charge	ST	£ 936.00	£ 1,006.50
Building Control	D08 Conversions to a single dwelling - Loft conversions with a floor area less than 40m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,170.00	£ 1,258.00
Building Control	D09 Conversions to a single dwelling - Loft conversions with a floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Full Plans Application Plan Fee	ST	£ 321.00	£ 346.00
Building Control	D09 Conversions to a single dwelling - Loft conversions with a floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Full Plans Application Inspection Fee	ST	£ 702.00	£ 754.50
Building Control	D09 Conversions to a single dwelling - Loft conversions with a floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Building Notice Charge	ST	£ 1,014.00	£ 1,090.50
Building Control	D09 Conversions to a single dwelling - Loft conversions with a floor area between 40m <sup>2</sup> & 100m <sup>2</sup> - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,267.00	£ 1,362.00
Building Control	D10 Conversions to a single dwelling - Conversion of a garage to a habitable room - Full Plans Application Plan Fee	ST	£ 156.00	£ 168.00
Building Control	D10 Conversions to a single dwelling - Conversion of a garage to a habitable room - Full Plans Application Inspection Fee	ST	£ 288.00	£ 310.50
Building Control	D10 Conversions to a single dwelling - Conversion of a garage to a habitable room- Building Notice Charge	ST	£ 444.00	£ 478.50
Building Control	D10 Conversions to a single dwelling - Conversion of a garage to a habitable room - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 555.00	£ 597.00
Building Control	D11 Alterations to a single dwelling and all other non-domestic work - Renovation of a thermal element ie recovering a roof or recladding walls where the work is not more than 3 storeys above ground level - Full Plans Application - Plan Fee	ST	£ 234.00	£ 252.00
Building Control	D11 Alterations to a single dwelling and all other non-domestic work - Renovation of a thermal element ie recovering a roof or recladding walls where the work is not more than 3 storeys above ground level - Full Plans Inspection Application - Inspection Fee		£ -	£ -
Building Control	D11 Alterations to a single dwelling and all other non-domestic work - Renovation of a thermal element ie recovering a roof or recladding walls where the work is not more than 3 storeys above ground level- Building Notice Charge	ST	£ 234.00	£ 252.00
Building Control	D11 Alterations to a single dwelling and all other non-domestic work - Renovation of a thermal element ie recovering a roof or recladding walls where the work is not more than 3 storeys above ground level - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 292.50	£ 315.00
Building Control	D12 Alterations to a single dwelling and all other non-domestic work - Replacement of windows, roof windows, or external glazed doors where the work is not more than 3 storeys above ground level- Full Plans Application Plan Fee	ST	£ 234.00	£ 252.00
Building Control	D12 Alterations to a single dwelling and all other non-domestic work - Replacement of windows, roof windows, or external glazed doors where the work is not more than 3 storeys above ground level - Full Plans Application Inspection Fee		£ -	£ -
Building Control	D12 Alterations to a single dwelling and all other non-domestic work - Replacement of windows, roof windows, or external glazed doors where the work is not more than 3 storeys above ground level- Building Notice Charge	ST	£ 234.00	£ 252.00
Building Control	D12 Alterations to a single dwelling and all other non-domestic work - Replacement of windows, roof windows, or external glazed doors where the work is not more than 3 storeys above ground level- Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 292.50	£ 315.00
Building Control	D14 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £0,000 & £5,000 - Full Plans Application Plan Fee	ST	£ 330.00	£ 355.50
Building Control	D14 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £0,000 & £5,000 - Full Plans Application Inspection Fee		£ -	£ -
Building Control	D14 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £0,000 & £5,000 - Building Notice Charge	ST	£ 330.00	£ 355.50

Price List of Non Fixed Statutory Fees

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Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Building Control	D14 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £0,000 & £5,000 - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 412.50	£ 444.00
Building Control	D15 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £5,001 & £15,000 - Full Plans Application Plan Fee	ST	£ 195.00	£ 210.00
Building Control	D15 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £5,001 & £15,000 - Full Plans Application Inspection Fee	ST	£ 330.00	£ 355.50
Building Control	D15 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £5,001 & £15,000 - Building Notice Charge	ST	£ 525.00	£ 565.50
Building Control	D15 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £5,001 & £15,000 - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 656.25	£ 705.00
Building Control	D16 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £15,001 & £25,000 - Full Plans Application Plan Fee	ST	£ 222.00	£ 238.50
Building Control	D16 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £15,001 & £25,000 - Full Plans Application Inspection Fee	ST	£ 438.00	£ 471.00
Building Control	D16 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £15,001 & £25,000 - Building Notice Charge	ST	£ 660.00	£ 709.50
Building Control	D16 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £15,001 & £25,000 - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 825.00	£ 886.50
Building Control	D17 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £25,001 & £50,000 - Full Plans Application Plan Fee	ST	£ 351.00	£ 378.00
Building Control	D17 Alterations to a single dwelling and all other non-domestic work - where the work is not more than 3 storeys above ground level Cost of work between £25,001 & £50,000 - Full Plans Application Inspection Fee	ST	£ 708.00	£ 762.00
Building Control	D17 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £25,001 & £50,000 - Building Notice Charge	ST	£ 1,059.00	£ 1,138.50
Building Control	D17 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £25,001 & £50,000 - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,323.75	£ 1,423.50
Building Control	D18 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £50,001 & 100,000 - Full Plans Application Plan Fee	ST	£ 436.00	£ 469.50
Building Control	D18 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £50,001 & 100,000 - Full Plans Application Inspection Fee	ST	£ 858.00	£ 922.50
Building Control	D18 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £50,001 & 100,000 - Building Charge Notice	ST	£ 1,294.00	£ 1,392.00
Building Control	D18 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £50,001 & 100,000 - Regularisation Charge (VAT is not payable on Regularisation applications)	OS	£ 1,617.50	£ 1,738.50
Building Control	D21 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £100,001 & £200,000 - Full Plans Application Plan Fee	ST	£ 540.00	£ 580.50
Building Control	D21 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £100,001 & £200,000 - Full Plans Application Inspection Fee	ST	£ 1,020.00	£ 1,096.50
Building Control	D21 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level- Cost of work between £100,001 & £200,000 - Building Notice Charge	ST	£ 1,560.00	£ 1,677.00
Building Control	D21 Alterations to a single dwelling and all other non-domestic work where the work is not more than 3 storeys above ground level - Cost of work between £100,001 & £200,000 - Regularisation Charge. VAT is not payable on Regularisation applications	OS	£ 1,950.00	£ 2,097.00
Building Control	D19 Where a satisfactory competent Persons certificate will not be issued, eg Part P, GASAFE, HETAS, OFTEC.	ST	£ 348.00	£ 375.00
Building Control	Where work is to a dwelling or a building to which members of the public are admitted, and the work is solely for the benefit of disabled persons. Further details available.	OS	Non-chargeable	Non-chargeable
Building Control	Where the work does not fit into any of the above elements, the Building Control Office must be contacted to discuss and agree the applicable fees.	ST		Dependent on the complexity of the project. Fee determined on request by applicant.

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## Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Building Control	Where domestic alterations up to £15,000 are to be carried out at the same time as work described in code D01 to D07 or in code D20, the charge payable in D14 or D15, as applicable, can be reduced by 30%.	ST		Fee determined on submission of application
Building Control	Where one or more extensions, and a loft conversion or a garage conversion is proposed and the work is carried out at the same time the sum of the fees can be reduced by 30%	ST		Fee determined on submission of application
Building Control	Copy of Notices and Certificates if they are already available on the Council's website.	ST	N/A	£ 60.00
Building Control	Per hour a charge may be made after the first hour, where an application is commenced and inspections carried out, and a request to inspect the site is not received for more than 2 years from the date of the last inspection.	ST	N/A	£81 dependent on the complexity of the project and the date the application was submitted.
Building Control	Request to make an amendment to the Full Plans application or Building Notice description of works for a valid application	ST	N/A	£ 60.00
Building Control	Request to make amendments to the details of the Full Plans application or the Building Notice, requiring changes to, and re-issuing of, invoices due to changes in proposed work	ST	N/A	Minimum charge of £60.00 dependent on the complexity of the changes requested.
Building Control	Research and providing copies of previously submitted information that is not in digital format. Copies only available where copyright and professional privacy do not apply.	ST	N/A	First hour £0.00 after that charge of £60.00 per hour or part thereof will be payable
Environmental Health	Stray Dog Charges Statutory Fine/ Fee	OS	£ 25.00	£ 68.00
Environmental Health	Stray Dog Charges Cost for administration and processing of a stray plus any additional vet costs.	OS	£ 66.00	£ 68.00
Environmental Health	Stray Dog Charges Cost for Kennelling per day plus any additional vet costs.	OS	£ 17.00	£ 17.00
Environmental Health	Animal Licence - Selling of Animals as Pets Licence Fee - plus vet fees where necessary	OS	£ 457.00	£ 629.00
Environmental Health	Animal Licence - Selling of Animals as Pets Renewal Licence Fee - plus vet fees where necessary	OS	£ 409.00	£ 590.00
Environmental Health	Animal Licence - Breeding of Dogs Licence Fee - plus vet fees where necessary	OS	£ 457.00	£ 603.00
Environmental Health	Animal Licence - Breeding of Dogs Renewal Licence Fee - plus vet fees where necessary	OS	£ 409.00	£ 563.00
Environmental Health	Animal Licence - Animal Boarding Commercial Kennels/ Catteries) Licence Fee - plus vet fees where necessary	OS	£ 457.00	£ 563.00
Environmental Health	Animal Licence - Animal Boarding Commercial Kennels/ Catteries) Renewal Licence Fee - plus vet fees where necessary	OS	£ 409.00	£ 590.00
Environmental Health	Animal Licence - Animal Boarding (Home Boarding and Day Care) Licence Fee - plus vet fees where necessary	OS	£ 422.00	£ 576.00
Environmental Health	Animal Licence - Animal Boarding (Home Boarding and Day Care) Renewal Licence Fee - plus vet fees where necessary	OS	£ 374.00	£ 537.00
Environmental Health	Animal Licence - Animal Boarding Franchise for cats or dogs (Kennel/Cattery) Licence Fee	OS	£ 422.00	£ 576.00
Environmental Health	Animal Licence - Animal Boarding Franchise for cats or dogs (Kennel/Cattery) Plus each franchise	OS	£ 167.00	£ 207.00
Environmental Health	Animal Licence - Animal Boarding Franchise for cats or dogs (Kennel/Cattery) Renewal Licence Fee - plus vet fees where necessary	OS	£ 374.00	£ 537.00
Environmental Health	Animal Licence - Animal Boarding Franchise for cats or dogs (Kennel/Cattery) Plus each franchise	OS	£ 167.00	£ 207.00
Environmental Health	Animal Licence - Training Animals for Exhibition Licence Fee - plus vet fees where necessary	OS	£ 422.00	£ 576.00
Environmental Health	Animal Licence - Training Animals for Exhibition Renewal Licence Fee - plus vet fees where necessary	OS	£ 374.00	£ 537.00
Environmental Health	Animal Licence - Hiring Out Horses Licence Fee - plus vet fees where necessary	OS	£ 529.00	£ 735.00
Environmental Health	Animal Licence - Hiring Out Horses Renewal Licence Fee - plus vet fees where necessary	OS	£ 481.00	£ 696.00
Environmental Health	Animal Licence - Dangerous Wild Animals Licence Licence Fee - plus vet fees where necessary	OS	£ 529.00	£ 629.00
Environmental Health	Animal Licence - Dangerous Wild Animals Licence Renewal Licence Fee - plus vet fees where necessary	OS	£ 410.00	£ 590.00
Environmental Health	Animal Licence - Operating a Zoo Licence Fee - plus vet fees	OS	£ 2,891.00	£ 4,334.00
Environmental Health	Animal Licence - Operating a Zoo Renewal Licence Fee - plus vet fees	OS	£ 2,843.00	£ 4,294.00
Environmental Health	Animal Licence- Fee for re-inspection at the request of a operator	ST		£ 150.00
Environmental Health	Environmental Protection Team - Fixed Penalty Notice for failing to comply with a Community Protection Notice	OS	£ 75.00	£ 100.00
Environmental Health	Environmental Protection Team - Environmental Consultancy including searches First 2 Hours	ST	£ 120.00	£ 151.00
Environmental Health	Environmental Protection Team - Environmental Consultancy including searches Per hour thereafter	ST	£ 60.00	£ 76.00
Environmental Health	Skin piercing Registration - Ear piercing with a hygienic piercing instrument Initial Registration fee (including one practitioner)	OS	£ 148.00	£ 152.00
Environmental Health	Skin piercing Registration - Ear piercing with a hygienic piercing instrument Each additional practitioner	OS	£ 37.00	£ 38.00
Environmental Health	Skinpiercing Registration - Nose piercing with an hygienic piercing instrument Initial Registration fee (including one practitioner)	OS	£ 148.00	£ 152.00
Environmental Health	Skinpiercing Registration - Nose piercing with an hygienic piercing instrument Each additional practitioner	OS	£ 37.00	£ 38.00
Environmental Health	Skinpiercing Registration - Electrolysis Initial Registration fee (including one practitioner)	OS	£ 210.00	£ 216.00
Environmental Health	Skinpiercing Registration - Electrolysis Each additional practitioner	OS	£ 52.00	£ 54.00
Environmental Health	Skinpiercing Registration - Acupuncture Initial Registration fee (including one practitioner)	OS	£ 190.00	£ 195.00
Environmental Health	Skinpiercing Registration - Acupuncture Each additional practitioner	OS	£ 52.00	£ 54.00

Price List of Non Fixed Statutory Fees

Appendix J

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Environmental Health	Skinpiercing Registration - Cosmetic body piercing (including ear/nose with a hygienic piercing instrument where trained) Initial Registration fee (including one practitioner)	OS	£ 316.00	£ 324.00
Environmental Health	Skinpiercing Registration - Cosmetic body piercing (including ear/nose with a hygienic piercing instrument where trained) Each additional practitioner	OS	£ 106.00	£ 109.00
Environmental Health	Skinpiercing Registration - Tattooing Initial Registration fee (including one practitioner)	OS	£ 316.00	£ 324.00
Environmental Health	Skinpiercing Registration - Tattooing Each additional practitioner	OS	£ 106.00	£ 109.00
Environmental Health	Skinpiercing Registration - Semi-permanent make up - micropigmentation Initial Registration fee (including one practitioner)	OS	£ 316.00	£ 324.00
Environmental Health	Skinpiercing Registration - Semi-permanent make up - micropigmentation Each additional practitioner	OS	£ 106.00	£ 109.00
Environmental Health	Skinpiercing Registration - Semi-permanent make up - Microblading Initial Registration fee (including one practitioner)	OS	£ 316.00	£ 324.00
Environmental Health	Skinpiercing Registration - Semi-permanent make up - Microblading Each additional practitioner	OS	£ 106.00	£ 109.00
Environmental Health	Food Hygiene - Re-score visit	OS	£ 200.00	£ 205.00
Environmental Health	Food Hygiene - Safer Food Better Business Pack Caterers*	OS	£ 13.00	£ 13.00
Environmental Health	Food Hygiene - Safer Food Better Business Pack Retailers	OS	£ 12.00	£ 12.00
Environmental Health	Food Hygiene - Safer Food Better Business Pack 12 Months of diary sheets	OS	£ 12.00	£ 12.00
Environmental Health	Gain or Retain a 5 Scheme	ST	N/A	£ 210.00
Environmental Health	Food Hygiene - Charging for advice First 2 Hours	ST	£ 120.00	£ 151.00
Environmental Health	Food Hygiene - Charging for advice Per hour thereafter	ST	£ 60.00	£ 76.00
Environmental Health	Private Water Supplies set fees. - Risk Assessment. Per Hour	OS	£ 35.00	£ 53.00
* Charging structure has been revised for 2024/25 so no direct comparison available				

# Agenda Item 6d

## Price List of Statutory Fees

Appendix J (Cont)

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
MOT	Class 4	OS	£ 54.85	£ 54.85
MOT	Class 5	OS	£ 58.60	£ 58.60
MOT	Class 7	OS	£ 59.55	£ 59.55
Fixed penalty Notices	Fly-Tipping	OS	£ 400.00	£ 1,000.00
Fixed penalty Notices	Fly-Tipping Early Payment	OS	£ 300.00	£ 300.00
Fixed penalty Notices	Householders Duty of Care	OS	£ 400.00	£ 400.00
Fixed penalty Notices	Householders Duty of Care Early Payment	OS	£ 300.00	£ 300.00
Fixed penalty Notices	Duty of Care	OS	£ 300.00	£ 300.00
Fixed penalty Notices	Duty of Care Early Payment	OS	£ 200.00	£ 200.00
Fixed penalty Notices	Failure to Produce Waste Doc's	OS	£ 300.00	£ 300.00
Fixed penalty Notices	Failure to produce waste doc's Early Payment	OS	£ 200.00	£ 200.00
Fixed penalty Notices	Failure to Comply with Receptacles	OS	£ 100.00	£ 100.00
Fixed penalty Notices	Failure to Comply with Receptacles Early Payment	OS	£ 80.00	£ 80.00
Fixed penalty Notices	Failure to Comply with Receptacles (Commercial)	OS	£ 100.00	£ 100.00
Fixed penalty Notices	Failure to Comply with Receptacles (Commercial) Early Payment	OS	£ 80.00	£ 80.00
Fixed penalty Notices	Littering	OS	£ 100.00	£ 500.00
Fixed penalty Notices	Failure to Produce Transfer Licence	OS	£ 300.00	£ 300.00
Fixed penalty Notices	Failure to Produce Transfer Licence Early Payment	OS	£ 200.00	£ 200.00
Fixed penalty Notices	Breach of Community Protection Notice	OS	£ 75.00	£ 75.00
Fixed penalty Fine - Off-street	Higher level penalty charge	OS	£ 70.00	£ 70.00
Fixed penalty Fine - Off-street	Higher level penalty charge - Payment within fourteen days	OS	£ 35.00	£ 35.00
Fixed penalty Fine - Off-street	Lower level penalty charge	OS	£ 50.00	£ 50.00
Fixed penalty Fine - Off-street	Lower level penalty charge - Payment within fourteen days	OS	£ 25.00	£ 25.00
Fixed penalty Fine - On-street	Higher level penalty charge	OS	£ 70.00	£ 70.00
Fixed penalty Fine - On-street	Higher level penalty charge - Payment within fourteen days	OS	£ 35.00	£ 35.00
Fixed penalty Fine - On-street	Lower level penalty charge	OS	£ 50.00	£ 50.00
Fixed penalty Fine - On-street	Lower level penalty charge - Payment within fourteen days	OS	£ 25.00	£ 25.00
Electoral	Electoral Register/Open Register	OS	Data - £20.00 plus £1.50 per thousand entries or part of Paper - £10.00 plus £5.00 per thousand entries or part of	Data - £20.00 plus £1.50 per thousand entries or part of Paper - £10.00 plus £5.00 per thousand entries or part of
Electoral	Notices of Alterations	OS	Data - £20.00 plus £1.50 per thousand entries or part of Paper - £10.00 plus £5.00 per thousand entries or part of	Data - £20.00 plus £1.50 per thousand entries or part of Paper - £10.00 plus £5.00 per thousand entries or part of
Electoral	List of Overseas Electors	OS	Data - £20.00 plus £1.50 per thousand entries or part of Paper - £10.00 plus £5.00 per thousand entries or part of	Data - £20.00 plus £1.50 per thousand entries or part of Paper - £10.00 plus £5.00 per thousand entries or part of
Electoral	Copies of the Marked Register	OS	Data - £10.00 plus £1.00 per thousand entries or part of Paper - £10.00 plus £2.00 per thousand entries or part of	Data - £10.00 plus £1.00 per thousand entries or part of Paper - £10.00 plus £2.00 per thousand entries or part of
Penalty charge for breach of Smoke and Carbon Monoxide Alarms (England) Regulations 2015	1st offence	OS	£ 2,500.00	£ 5,000.00
	1st offence with early payment reduction (14 days)	OS	£ 1,250.00	£ 2,500.00
	Subsequent offence (statutory maximum)	OS	£ 5,000.00	£ 5,000.00
	Subsequent offence with early payment reduction	OS	£ 2,500.00	£ 2,500.00
The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	Statutory Maximum Penalty £5,000	OS	Variable	Variable
Breach of Community Protection Notice - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 52	Full penalty	OS	£ 100.00	£ 100.00
Breach of Community Protection Notice - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 52	Maximum on conviction	OS	£ 2,500.00	£ 2,500.00
Breach of Closure Order - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 52	Maximum on conviction	OS	£ -	£ -
Licensing	Premises Licence/Club Premises Certificate - Band A - New and Variation Application	OS	£ 100.00	£ 100.00
Licensing	Premises Licence/Club Premises Certificate - Band B - New and Variation Application	OS	£ 190.00	£ 190.00
Licensing	Premises Licence/Club Premises Certificate - Band C - New and Variation Application	OS	£ 315.00	£ 315.00
Licensing	Premises Licence/Club Premises Certificate - Band D - New and Variation Application	OS	£ 450.00	£ 450.00
Licensing	Premises Licence/Club Premises Certificate - Band E - New and Variation Application	OS	£ 635.00	£ 635.00
Licensing	Premises Licence/Club Premises Certificate - Band D with Multiplier New and Variation Application	OS	£ 900.00	£ 900.00
Licensing	Premises Licence/Club Premises Certificate - Band E with multiplier New and Variation Application	OS	£ 1,905.00	£ 1,905.00
Licensing	S17 Premises Licence - Other Fees - Minor Variations	OS	£ 89.00	£ 89.00
Licensing	S11 Premises Licence - Other Fees - Application for transfer of premises licence	OS	£ 23.00	£ 23.00
Licensing	S23 Premises Licence - Other Fees - Variation of designated premises supervisor	OS	£ 23.00	£ 23.00
Licensing	S16 Premises Licence - Other Fees - Interim authority notice following the death etc. of licence holder	OS	£ 23.00	£ 23.00
Licensing	S10 Premises Licence - Other Fees - Application for a provisional statement where premises being built etc	OS	£ 315.00	£ 315.00
Licensing	S20 Premises Licence - Other Fees - Right of freeholder etc. to be notified of licensing matters	OS	£ 21.00	£ 21.00
Licensing	S01 Personal Licence	OS	£ 37.00	£ 37.00
Licensing	S02 Personal Licence - Change of details or copy	OS	£ 10.50	£ 10.50
Licensing	S01 Temporary Event Notice	OS	£ 21.00	£ 21.00
Licensing	S01 Temporary Event Notice	OS	£ 21.00	£ 21.00
Licensing	S02 Temporary Event Notice - Copy of Notice	OS	£ 10.50	£ 10.50
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band A	OS	£ 70.00	£ 70.00
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band B	OS	£ 180.00	£ 180.00
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band C	OS	£ 295.00	£ 295.00

Price List of Statutory Fees

Appendix J (Cont)

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band D	OS	£ 320.00	£ 320.00
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band E	OS	£ 350.00	£ 350.00
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band D with Multiplier	OS	£ 640.00	£ 640.00
Licensing	Premises Licence/Club Premises Certificate - Annual Fee Band E with Multiplier	OS	£ 1,050.00	£ 1,050.00
Licensing	S22 Premises Licence - Other Fees - Theft, loss etc of premises licence or Club Premises Certificate	OS	£ 10.50	£ 10.50
Licensing	S18 Premises Licence - Other Fees - Notification of change of name or address	OS	£ 10.50	£ 10.50
Licensing	S14 Premises Licence - Other Fees - Designated premises supervisor - variation of mandatory condition	OS	£ 23.00	£ 23.00
Licensing	S19 Premises Licence - Other Fees - Notification of change of name or alteration of rules of club	OS	£ 10.50	£ 10.50
Licensing	Lottery Licence - New Lottery Licence	OS	£ 40.00	£ 40.00
Licensing	S02 Lottery Licence - Annual Fee	OS	£ 20.00	£ 20.00
Licensing	S05 Club Gaming Permits - Grant	OS	£ 200.00	£ 200.00
Licensing	S06 Club Gaming Permits - Grant (Club Premises Certificate Holder)	OS	£ 100.00	£ 100.00
Licensing	S07 Club Gaming Permits - Renewal	OS	£ 200.00	£ 200.00
Licensing	S08 Club Gaming Permits - Renewal (Club Premises Certificate Holder)	OS	£ 100.00	£ 100.00
Licensing	S09 Club Gaming Permits - Variation	OS	£ 100.00	£ 100.00
Licensing	S01 Club Gaming Permits - Annual Fee	OS	£ 50.00	£ 50.00
Licensing	S03 Club Gaming Permits - Copy of Permit	OS	£ 15.00	£ 15.00
Licensing	S05 Club Machine Permits - Grant	OS	£ 200.00	£ 200.00
Licensing	S06 Club Machine Permits - Grant (Club Premises Certificate Holder)	OS	£ 100.00	£ 100.00
Licensing	S07 Club Machine Permits - Renewal	OS	£ 200.00	£ 200.00
Licensing	S08 Club Machine Permits - Renewal (Club Premises Certificate Holder)	OS	£ 100.00	£ 100.00
Licensing	S09 Club Machine Permits - Variation	OS	£ 100.00	£ 100.00
Licensing	S01 Club Machine Permits - Annual Fee (Club Premises Certificate Holder)	OS	£ 50.00	£ 50.00
Licensing	S03 Club Machine Permits - Copy of Permit	OS	£ 15.00	£ 15.00
Licensing	S05 Gaming Machine Permit - Grant	OS	£ 150.00	£ 150.00
Licensing	S04 Gaming Machine Permit - Existing operator grant	OS	£ 100.00	£ 100.00
Licensing	S07 Gaming Machine Permit - Variation	OS	£ 100.00	£ 100.00
Licensing	S06 Gaming Machine Permit - Transfer	OS	£ 25.00	£ 25.00
Licensing	S01 Gaming Machine Permit - Annual Fee	OS	£ 50.00	£ 50.00
Licensing	S02 Gaming Machine Permit - Change of name	OS	£ 25.00	£ 25.00
Licensing	S03 Gaming Machine Permit - Copy of permit	OS	£ 15.00	£ 15.00
Licensing	Licensed Premises Automatic Notification	OS	£ 50.00	£ 50.00
Licensing	S04 Family Entertainment Centre Gaming Machine Permits - Grant	OS	£ 300.00	£ 300.00
Licensing	S03 Family Entertainment Centre Gaming Machine Permits - Existing Operator Grant	OS	£ 100.00	£ 100.00
Licensing	S05 Family Entertainment Centre Gaming Machine Permits - Renewal	OS	£ 300.00	£ 300.00
Licensing	S01 Family Entertainment Centre Gaming Machine Permits - Change of Name	OS	£ 25.00	£ 25.00
Licensing	S02 Family Entertainment Centre Gaming Machine Permits - Copy of Permit	OS	£ 15.00	£ 15.00
Licensing	S04 Prize Gaming Permits - Grant	OS	£ 300.00	£ 300.00
Licensing	S03 Prize Gaming Permits - Existing Operator Grant	OS	£ 100.00	£ 100.00
Licensing	S05 Prize Gaming Permits - Renewal	OS	£ 300.00	£ 300.00
Licensing	S01 Prize Gaming Permits - Change of Name	OS	£ 25.00	£ 25.00
Licensing	S02 Prize Gaming Permits - Copy of Permit	OS	£ 15.00	£ 15.00
Licensing	DBS application	OS	£ 38.00	£ 38.00
Planning	Alterations/extensions to a single dwellinghouse, including works within boundaries - Alterations/extensions to a single dwellinghouse, including works within boundaries - Single Dwelling	OS	£ 206.00	£ 258.00
Planning	Outline Applications - Site area - Not more than 2.5 hectares - Per 0.1 hectare or part thereof	OS	£ 462.00	£ 624.00
Planning	Outline Applications - Site area - More than 2.5 hectares	OS	£ 11,432.00	£ 15,433.00
Planning	Outline Applications - Site area - Each additional 0.1 hectare or part thereof in excess of 2.5 hectares	OS	£ 138.00	£ 186.00
Planning	Outline Applications - Site area - Maximum fee	OS	£ 150,000.00	£ 202,500.00
Planning	Full Applications ** - Alterations/extensions to a dwellinghouse, including works within boundaries - 1 dwellinghouse or flat	OS	£ 206.00	£ 258.00
Planning	Full Applications** - 2+ dwellinghouses or flats - Each	OS	£ 407.00	£ 509.00
Planning	Full Applications** - New dwellinghouses - Not more than 50 dwellinghouses - Each	OS	£ 462.00	£ 624.00
Planning	Full Applications** - 50+ dwellinghouses	OS	£ 22,859.00	£ 30,860.00
Planning	Full Applications** - Each additional dwellinghouse in excess of 50	OS	£ 138.00	£ 186.00
Planning	Full Applications** - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - Gross floor space to be created by the development - No increase in gross floor space or no more than 40 square meters	OS	£ 234.00	£ 293.00
Planning	Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - Gross floor space to be created by the development - 40-75 square meters	OS	£ 462.00	£ 578.00
Planning	Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - Gross floor space to be created by the development - 75-3,750 square meters - Per 75 square meters or part thereof	OS	£ 462.00	£ 624.00
Planning	Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - Gross floor space to be created by the development - 3,750+ square meters	OS	£ 22,859.00	£ 30,680.00
Planning	Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - Gross floor space to be created by the development - Each additional 75 square meters or part thereof in excess of 3,750 square meters	OS	£ 138.00	£ 186.00

# Agenda Item 6d

## Price List of Statutory Fees

Appendix J (Cont)

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Planning	Erection of buildings (not dwellingshouses, agricultural, glasshouses, plant nor machinery) - Gross floor space to be created by the development - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - Not more than 465 square meters	OS	£ 96.00	£ 120.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - 465-540 square meters	OS	£ 462.00	£ 578.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - 540-4,215 square meters - First 540 square meters	OS	£ 462.00	£ 578.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - Each additional 75 square meters or part thereof in excess of 540 square meters	OS	£ 462.00	£ 578.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - 4,215+ square meters	OS	£ 22,859.00	£ 30,860.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - Each additional 75 square meters or part thereof in excess of 4,215 square meters	OS	£ 138.00	£ 186.00
Planning	Erection of buildings (on land used for agriculture purposes) - Gross floor space to be created by the development - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Erection of glasshouses (on land used for agriculture purposes) - Gross floor space to be created by the development - Not more than 465 square meters	OS	£ 96.00	£ 120.00
Planning	Erection of glasshouses (on land used for agriculture purposes) - Gross floor space to be created by the development - More than 465 square meters	OS	£ 2,580.00	£ 3,225.00
Planning	Erection/alterations/replacement of plant and machinery - Site area - Not more than 5 hectares - Per 0.1 hectare or part thereof	OS	£ 462.00	£ 624.00
Planning	Erection/alterations/replacement of plant and machinery - Site area - More than 5 hectares	OS	£ 22,859.00	£ 30,860.00
Planning	Erection/alterations/replacement of plant and machinery - Site area - Each additional 0.1 hectare or part thereof in excess of 5 hectares	OS	£ 138.00	£ 186.00
Planning	Erection/alterations/replacement of plant and machinery - Site area - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Applications other than building works - Car parks, service roads or other access - For existing users	OS	£ 234.00	£ 293.00
Planning	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 - Per 0.1 hectare or part thereof	OS	£ 234.00	£ 316.00
Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) - Site area - More than 15 hectares	OS	£ 34,934.00	£ 47,161.00
Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) - Site area - Each additional 0.1 hectare or part thereof in excess of 15 hectares	OS	£ 138.00	£ 186.00
Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) - Site area - Maximum fee	OS	£ 78,000.00	£ 78,000.00
Planning	Operations connected with exploratory drilling for oil or natural gas - Site area - Not more than 7.5 hectares - Per 0.1 hectare or part thereof	OS	£ 508.00	£ 686.00
Planning	Operations connected with exploratory drilling for oil or natural gas - Site area - More than 7.5 hectares	OS	£ 38,070.00	£ 51,395.00
Planning	Operations connected with exploratory drilling for oil or natural gas - Site area - Each additional 0.1 hectare or part thereof in excess of 7.5 hectares	OS	£ 151.00	£ 204.00
Planning	Operations connected with exploratory drilling for oil or natural gas - Site area - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Operations (other than exploratory drilling) for the winning and working of oil or natural gas - Site area - Not more than 15 hectares - Per 0.1 hectare or part thereof	OS	£ 257.00	£ 347.00
Planning	Operations (other than exploratory drilling) for the winning and working of oil or natural gas - Site area - More than 15 hectares	OS	£ 38,520.00	£ 52,002.00
Planning	Operations (other than exploratory drilling) for the winning and working of oil or natural gas - Site area - Each additional 0.1 hectare or part thereof in excess of 15 hectares	OS	£ 151.00	£ 204.00
Planning	Operations (other than exploratory drilling) for the winning and working of oil or natural gas - Site area - Maximum fee	OS	£ 78,000.00	£ 105,300.00
Planning	Other operations (winning and working of minerals) excluding oil and natural gas - Site area - Not more than 15 hectares - Per 0.1 hectare or part thereof	OS	£ 234.00	£ 316.00
Planning	Other operations (winning and working of minerals) excluding oil and natural gas - Site area - More than 15 hectares	OS	£ 34,934.00	£ 47,161.00
Planning	Other operations (winning and working of minerals) excluding oil and natural gas - Site area - Each additional 0.1 hectare or part thereof in excess of 15 hectares	OS	£ 138.00	£ 186.00
Planning	Other operations (winning and working of minerals) excluding oil and natural gas - Site area - Maximum fee	OS	£ 78,000.00	£ 105,300.00
Planning	Other operations (not coming within any of the above categories) - Site area - Any site area - Per 0.1 hectare or part thereof	OS	£ 234.00	£ 293.00
Planning	Other operations (not coming within any of the above categories) - Site area - Maximum fee	OS	£ 2,028.00	£ 2,535.00
Planning	Change of Use of a building to use as one or more separate dwellingshouses, or other cases - Number of dwellingshouses - Not more than 50 dwellingshouses - Each	OS	£ 462.00	£ 624.00



Price List of Statutory Fees

Appendix J (Cont)

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Planning	Change of Use of a building to use as one or more separate dwellinghouses, or other cases - Number of dwellinghouses - 50+ dwellinghouses	OS	£ 22,859.00	£ 30,860.00
Planning	Change of Use of a building to use as one or more separate dwellinghouses, or other cases - Number of dwellinghouses - Each additional dwellinghouse in excess of 50	OS	£ 138.00	£ 186.00
Planning	Change of Use of a building to use as one or more separate dwellinghouses, or other cases - Number of dwellinghouses - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Other Changes of Use of a building or land	OS	£ 462.00	£ 578.00
Planning	Lawful Development Certificate - Existing use or operation - Full application fee**	OS		
Planning	Lawful Development Certificate - Existing use or operation - lawful not to comply with any condition or limitation - Full application fee**	OS	£ 234.00	£ 293.00
Planning	Lawful Development Certificate - Proposed use or operation - Half of the application fee**	OS	TBC	TBC
Planning	Prior Approval (under Permitted Development rights) - Larger Home Extensions	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Additional storeys on a home	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Agricultural and Forestry buildings & operations	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Demolition of buildings	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Communications (previously referred to as 'Telecommunications Code Systems Operators')	OS	£ 462.00	£ 578.00
Planning	Prior Approval (under Permitted Development rights) - Change of use from Commercial/Business/Service (Use Class E), Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C) -	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to dwellinghouses (Use Class C3) - Each	OS	£ 100.00	£ 125.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to dwellinghouses (Use Class C3) - Each	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to dwellinghouses (Use Class C3) - If building operations in connection with the change of use are included	OS	£ 206.00	£ 258.00
Planning	Prior Approval (under Permitted Development rights) - Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to dwellinghouses (Use Class C3)	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to dwellinghouses (Use Class C3) - If building operations in connection with the change of use are included	OS	£ 206.00	£ 258.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3) - If building operations in connection with the change of use are included	OS	£ 206.00	£ 258.00
Planning	Prior Approval (under Permitted Development rights) - Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in connection with that use	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt -	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Erection, extension, or alteration of a university building	OS	£ 96.00	£ 120.00

# Agenda Item 6d

## Price List of Statutory Fees

Appendix J (Cont)

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Planning	Prior Approval (under Permitted Development rights) - Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc -	OS	£ 96.00	£ 120.00
Planning	Prior Approval (under Permitted Development rights) - Construction of new dwellinghouses - Not more than 50 dwellinghouses - Each	OS	£ 334.00	£ 451.00
Planning	Prior Approval (under Permitted Development rights) - Construction of new dwellinghouses - 50+ dwellinghouses	OS	£ 16,525.00	£ 22,309.00
Planning	Prior Approval (under Permitted Development rights) - Construction of new dwellinghouses - Each additional dwellinghouse in excess of 50	OS	£ 100.00	£ 135.00
Planning	Prior Approval (under Permitted Development rights) - Construction of new dwellinghouses - Maximum fee	OS	£ 300,000.00	£ 405,000.00
Planning	Reserved Matters - Approval of reserved matters following outline approval - Full application fee to be paid**	OS	TBC	TBC
Planning	Reserved Matters - If full fee is already paid	OS	£ 462.00	£ 578.00
Planning	Reserved Matters - Removal/Variation/Approval/Discharge of condition - Following grant of planning permission	OS	£ 234.00	£ 293.00
Planning	Reserved Matters - Discharge of condition(s) - Approval of details and/or confirmation that one or more planning conditions have been complied with - Householder permissions	OS	£ 34.00	£ 43.00
Planning	Reserved Matters - Discharge of condition(s) - Approval of details and/or confirmation that one or more planning conditions have been complied with - All other permissions	OS	£ 116.00	£ 145.00
Planning	Advertising - Relating to the business on the premises -	OS	£ 132.00	£ 165.00
Planning	Advertising - Advance signs which are not situated on or visible from the site, directing the public to a business -	OS	£ 132.00	£ 165.00
Planning	Advertising - Other advertisements -	OS	£ 462.00	£ 578.00
Planning	Non-material Amendment Following a Grant of Planning Permission - Householder developments -	OS	£ 34.00	£ 43.00
Planning	Non-material Amendment Following a Grant of Planning Permission - Any other development -	OS	£ 234.00	£ 293.00
Planning	Permission in Principle - Site area - Each 0.1 hectare or part thereof	OS	£ 402.00	£ 503.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Any Part 1 reduced fee activity (other than those in items II and vehicle refinishers)	OS	£ 155.00	£ 155.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - PVR I and PVR II activities carried on at the same service station	OS	£ 257.00	£ 257.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Vehicle refinishers(b), any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity	OS	£ 362.00	£ 362.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Any other Part B activity or any other solvent emission activity	OS	£ 1,650.00	£ 1,650.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Application fee for grant of a permit for mobile plant 1-2 permits each	OS	£ 1,650.00	£ 1,650.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Application fee for grant of a permit for mobile plant 3-7 permits each	OS	£ 985.00	£ 985.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Application fee for grant of a permit for mobile plant 8+ permits each	OS	£ 498.00	£ 498.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Additional fees for a late application and where a regulation 33 direction is issued In the case of an application for a permit authorising any reduced fee activity;	OS	£ 71.00	£ 71.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Additional fees for a late application and where a regulation 33 direction is issued In the case of an application for a permit authorising any other Part B activity or any other solvent emission activity;	OS	£ 1,188.00	£ 1,188.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Additional fees for a late application and where a regulation 33 direction is issued Where an operator has been operating mobile plant in contravention of regulation 12, in addition to the fee payable in article 6 the operator must pay	OS	£ 1,188.00	£ 1,188.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Variation of a permit In the case of a permit authorising any reduced fee activity;	OS	£ 102.00	£ 102.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Variation of a permit. In the case of a permit authorising any other Part B activity or any other solvent emission activity.	OS	£ 1,050.00	£ 1,050.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Transfer of a permit authorising a reduced fee activity Partial transfer (No fee payable for a total transfer)	OS	£ 47.00	£ 47.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Transfer of a permit authorising any other Part B activity or any other solvent emission activity Partial transfer	OS	£ 497.00	£ 497.00
Environmental Health*	Environmental Permitting/ Prescribed Processes Application Fees - Transfer of a permit authorising any other Part B activity or any other solvent emission activity Total transfer	OS	£ 169.00	£ 169.00
Environmental Health	Annual Subsistence Charges - Any Part 1 reduced fee activity (other than those in items II & vehicle refinishers) Low Risk	OS	£ 79.00	£ 79.00
Environmental Health	Annual Subsistence Charges - Any Part 1 reduced fee activity (other than those in items II & vehicle refinishers) Medium Risk	OS	£ 158.00	£ 158.00

Price List of Statutory Fees

Appendix J (Cont)

Service	Further information	VAT Category	Charges for 2023/24 with VAT if applicable	Charges for 2024/25 with VAT if applicable
Environmental Health	Annual Subsistence Charges - Any Part 1 reduced fee activity (other than those in items II & vehicle refinishers) High Risk	OS	£ 237.00	£ 237.00
Environmental Health	Annual Subsistence Charges - PVR I & II activities carried on at same service station Low Risk	OS	£ 113.00	£ 113.00
Environmental Health	Annual Subsistence Charges - PVR I & II activities carried on at same service station Medium Risk	OS	£ 226.00	£ 226.00
Environmental Health	Annual Subsistence Charges - PVR I & II activities carried on at same service station High Risk	OS	£ 341.00	£ 341.00
Environmental Health	Annual Subsistence Charges - Vehicle refinishers , any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity Low Risk	OS	£ 228.00	£ 228.00
Environmental Health	Annual Subsistence Charges - Vehicle refinishers , any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity Medium Risk	OS	£ 365.00	£ 365.00
Environmental Health	Annual Subsistence Charges - Vehicle refinishers , any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity High Risk	OS	£ 548.00	£ 548.00
Environmental Health	Annual Subsistence Charges - Any other Part B activity or any other solvent emission activity Low Risk	OS	£ 772.00	£ 772.00
Environmental Health	Annual Subsistence Charges - Any other Part B activity or any other solvent emission activity Medium Risk	OS	£ 1,161.00	£ 1,161.00
Environmental Health	Annual Subsistence Charges - Any other Part B activity or any other solvent emission activity High Risk	OS	£ 1,747.00	£ 1,747.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 1-2 Permits each Low Risk	OS	£ 626.00	£ 626.00
Environmental Health	Annual Subsistence Charges - Any other Part B activity or any other solvent emission activity Medium Risk	OS	£ 1,034.00	£ 1,034.00
Environmental Health	Annual Subsistence Charges - Any other Part B activity or any other solvent emission activity High Risk	OS	£ 1,551.00	£ 1,551.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 3-7 Permits each Low Risk	OS	£ 385.00	£ 385.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 3-7 Permits each Medium Risk	OS	£ 617.00	£ 617.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 3-7 Permits each High Risk	OS	£ 924.00	£ 924.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 8+ Permits each Low Risk	OS	£ 198.00	£ 198.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 8+ Permits each Medium Risk	OS	£ 314.00	£ 314.00
Environmental Health	Annual Subsistence Charges - Mobile Plant 8+ Permits each High Risk	OS	£ 473.00	£ 473.00
Environmental Health	Skin piercing Registration - Ear piercing with a hygienic piercing instrument Initial Registration fee (including one practitioner)	OS	£ 148.00	£ 152.00
Environmental Health	Food Hygiene - Unsaleable Food certificate 2 Hours minimum charge	ST	£ 193.00	£ 193.00
Environmental Health	Food Hygiene - Unsaleable Food certificate Per hour or part of thereafter	ST	£ 67.00	£ 67.00
Environmental Health	Food Hygiene - Voluntary surrender certificate 2 Hours minimum charge	ST	£ 193.00	£ 193.00
Environmental Health	Food Hygiene - Voluntary surrender certificate Per hour or part of thereafter	ST	£ 67.00	£ 67.00
Environmental Health	Private Water Supplies set fees. - Risk Assessment. Statutory maximum	OS	£ 500.00	£ 500.00
Environmental Health	Private Water Supplies set fees. - Sampling Visit. Per visit	OS	£ 35.00	£ 53.00
Environmental Health	Private Water Supplies set fees. - Sampling Visit. Statutory maximum	OS	£ 100.00	£ 100.00
Environmental Health	Private Water Supplies set fees. - Investigation (of failure). Per Hour	OS	£ 35.00	£ 53.00
Environmental Health	Private Water Supplies set fees. - Investigation (of failure). Statutory maximum	OS	£ 100.00	£ 100.00
Environmental Health	Private Water Supplies set fees. - Granting an authorisation (each authorisation). Statutory maximum	OS	£ 100.00	£ 100.00
Environmental Health	Private Water Supplies set fees. - Analysis of sample taken from small domestic supply.	OS	£ 25.00	£ 25.00
Environmental Health	Private Water Supplies set fees. - Analysis of sample taken by way of check monitoring from large or commercial supply.	OS	£ 100.00	£ 100.00
Environmental Health	Private Water Supplies set fees. - Analysis of sample taken by way of audit monitoring from large commercial supply.	OS	£ 500.00	£ 500.00
* Charging structure has been revised for 2024/25 so no direct comparison available				

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## Capital Programme 2024-27

Chief Officer/Scheme	Funding Source	Bid Form							Total expected spend £000
					2023/24	2024/25	2025/26	2026/27	
			Total approved scheme £000	Previous years spend £000	Forecast £000	Budget £000	Budget £000	Budget £000	
People & Places									
White Oak Leisure Centre	Capital Receipts & External funding, External borrowing	Previously approved	22,866	21,814	329	-	-	-	22,143
White Oak Leisure centre - Orchards Academy	Capital Receipts	Previously approved	162	-	-	162			162
White Oak Residential	Capital Receipts and Grant	Previously approved	21,484	162	400	9,500	9,500	1,922	21,484
27-37 Swanley High street (Meeting Point)	Capital Receipts & External funding	Previously approved	6,114	5,086	1,028	-			6,114
Bevan Place	Mixed	Previously approved	27,306	1,110		14,022	10,229	1,945	27,306
Farmstead Drive	Capital Receipts and Grant	Previously approved	10,351	915	1,078	4,213	4,145		10,351
Affordable Housing (Quercus Housing)	External Borrowing	Previously approved	15,000		-	1,500	1,500	12,000	15,000
Stangrove Estate	Mixed	Previously approved	4,313	130	2,500	1,683			4,313
Combined Feasibility Pot*	Mixed	Capital Bid 1	-	-	-	500	500	500	1,500
Finance and Trading									
Bradbourne Lakes	Capital receipts	Previously approved	60			60			60
Vehicle Replacement Programme	Vehicle Replace Reserve	Capital Bid 02	1,836			597	612	627	1,836
Disabled Facility Grant	External funding	Capital Bid 03	3,384			1,128	1,128	1,128	3,384
TOTAL				29,217	5,335	33,365	27,614	18,122	113,653

\* For capital projects such as Land East of the High Street, Sevenoaks, Argyle Road, Holly Bush Park, Glen Dunlop House, Edenbridge Leisure Centre and future housing and regeneration development sites

				2023/24	2024/25	2025/26	2026/27		
				Previous years spend	Forecast	Budget	Budget	Budget	Total
				£000	£000	£000	£000	£000	£000
<b>Funding Sources</b>									
Capital Receipts				-2,846	-7,148	-1,180	-31,853	0	-43,027
Vehicle Renewal Reserve						-597	-612	-627	-1,836
Better Care Fund (KCC)						-1,128	-1,128	-1,128	-3,384
Internal Borrowing	Used			-20,377	-4,960	-162	0	0	-25,499
	Repaid			2,846	7,148	1,120	0	0	11,114
** Mixed funding depending on scheme						-500	-500	-500	-1,500
External Borrowing	-Long term			-8,000	0	-15,522	-11,729	-13,945	-49,196
	-Short term			0	0	-15,396	-13,645	-1,922	-30,963
	- Short term repaid						31,853		31,853
Grant Funding				-840	-375				-1,215
Total Funding				-29,217	-5,335	-33,365	-27,614	-18,122	-113,653

\*\* May be funded from Capital Receipts, Reserves, Internal Borrowing or External Borrowing.



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Capital Programme 2024/27

Scheme Bid Document - Scheme Name: Combined Feasibility Pot

**Box 1 Description:** The Council has an ambitious capital development programme arising from a dynamic asset review process. Funding is required to undertake pre-feasibility and due diligence work to inform options appraisals and viability assessments. Without pre-feasibility studies, the Council will not be able to discern what projects it should proceed with, and given that the development programme is dynamic and not only responds to Council priorities but also to market circumstances, the deployment of resources needs to be agile.

It is important to note that the deployment of funds is subject to the Council’s project management protocols which requires SMT to approve scheme progression particularly during a project’s set-up stage. Once there are sufficient details in place demonstrating viability and feasibility a scheme is then submitted for Council approval via the Committee process. The deployment of resources is also subject to the Public Contracts Regulations (2015) and the Council’s procurement regulations.

Portfolio / Chief Officer : Detlev Munster

Service: Property and Commercial

Financials :

<u>CAPITAL COSTS</u>	2024/25	2025/26	2026/27	Period Total
<u>Details of costs &amp; funding</u> <u>(excluding Interest)</u>	£000's	£000's	£000's	£000's
Capital Costs	500	500	500	1,500
External Funding	-	-	-	-
Net Capital Costs	500	500	500	1,500

<u>ONGOING REVENUE IMPLICATIONS</u>	2024/25	2025/26	2026/27	Period Total
	£000's	£000's	£000's	£000's
Running costs	-	-	-	-

Income streams	-	-	-	-
Net cost	-	-	-	-

Funding Source : From future capital receipts.

<b>Other Resource Implications :</b>	
Staffing	Project staff are partially funded through the capital programme.
Asset Values	The utilisation of assets declared surplus to the Council's requirements and repurposed for development will result in new capital asset values. These will be dependent on the alternative use that will be determined for the site in question and will accord with IFRS13.

**Justification: Statutory Duty**

The council has a statutory duty to seek best consideration for the use of its assets under the LGA 1972. In addition, it also has a duty to provide affordable housing.

**Net Zero Implications**

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The Council is required to comply with building regulations that are aimed at reducing carbon emissions. It is not possible to determine at this point in time the potential impact of a development as this can only be determined once scheme details emerge.

Proposed schemes will also have the following impacts: environmental, social and equalities, but these are project dependent and can only be assessed and reported once scheme details materialise.

Capital Programme 2024/27

Scheme Bid Document - Scheme Name: Vehicle Replacement Programme

**Box 1 Description:** Purchase or lease of replacement commercial fleet vehicles that have reached the end of their fully depreciated operational life.

Portfolio / Chief Officer: Adrian Rowbotham

Service: Direct Service

Financials:

<u>CAPITAL COSTS</u> <u>Details of costs &amp; funding</u> <u>(excluding Interest)</u>	2024/25 £000's	2025/26 £000's	2026/27 £000's	Period Total £000's
Capital Costs	597	612	627	1,836
External Funding	-	-	-	-
Net Capital Costs	597	612	627	1,836

<u>ONGOING REVENUE IMPLICATIONS</u>	2024/25 £000's	2025/26 £000's	2026/27 £000's	Period Total £000's
Running costs	-	-	-	-
Income streams	-	-	-	-
Net cost	-	-	-	-

Funding Source: Funding is via the vehicle replacement fund, which is financed by fixed transport charges, the sale of old vehicles and by an annual revenue contribution. Fixed transport charges include an annual replacement fund contribution as well as individual depreciation charges levied on each fleet purchase over predetermined periods. The Budget has been increased by the budget assumption of 2.5%.

<b>Other Resource Implications:</b>	
Staffing	Managed by Direct Services fleet management.
Asset Values	Approximately £9 million

**Justification:** Statutory Duty

To maintain services, mainly statutory. Supports all the Council’s priorities

**Key Implications**

**Financial**

All options that contain financial implications detailed within this report.

**Legal Implications and Risk Assessment Statement.**

No legal implications identified within this report or the decisions relating to it.

**Equality Assessment**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Net Zero Implications**

The decisions recommended through this paper are relevant to the council’s carbon neutral ambition. The purchase or lease of new more environmentally efficient vehicles will help reduce the Councils overall carbon omissions.

Capital Programme 2024/27

**Scheme Bid Document - Better Care Fund/Disabled Facilities Grant.**

**Box 1 Description:** Money provided by the Better Care Fund for the provision of both mandatory and discretionary activities to ensure those eligible for assistance remain residing in their own home along with the new requirement to fund initiatives to better integrate housing with social care and Health Services, through preventive and responsive services.

**Portfolio / Chief Officer : People and Places/Sarah Robson**

**Service: Housing**

**Financials :**

<u>CAPITAL COSTS</u>	2024/25	2025/26	2026/27	Period Total
<u>Details of costs &amp; funding (excluding Interest)</u>	£000's	£000's	£000's	£000's
Capital Costs	1,128	1,128	1,128	3,384
External Funding	(1,128)	(1,128)	(1,128)	(3,384)
Net Capital Costs	-	-	-	-

<u>ONGOING REVENUE IMPLICATIONS</u>	2024/25	2025/26	2026/27	Period Total
	£000's	£000's	£000's	£000's
Running costs	-	-	-	-
Income streams	-	-	-	-
Net cost	-	-	-	-

Funding Source : Better Care Fund (Central Government via KCC)

<b>Other Resource Implications :</b>	
Staffing	Managed with existing staffing establishment

Asset Values	Assets not in Council ownership
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**Justification: Statutory Duty**

It is a statutory duty to provide Disabled facilities grants (DFG) to older and or disabled residents. The Council’s DFG service is eligible for Department for Levelling Up, Housing and Communities (DLUCH) funding. Larger grants are managed by Home Improvement Agency (HIA).

**Net Zero Implications**

The decisions recommended through this paper have a remote or low relevance to the council’s ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district or supporting the resilience of the natural environment.

## The Capital Strategy 2024/25

### Purpose of the Capital Strategy

- 1 The Capital Strategy sets out how the Council will manage the investment and financing of capital resources to contribute towards the achievement of its key objectives and priorities. This includes the appraisal process for determining investment decisions and the process for identifying and prioritising funding requirements.
- 2 The Capital Strategy is a framework by which capital expenditure decisions are made. It is required under the Prudential Code as a measure of good governance.
- 3 The objectives of the Capital Strategy are to:
  - Prioritise and deploy capital resources in advancement of corporate objectives;
  - Support service plans;
  - Look for opportunities for cross-cutting and joined up investment;
  - Invest in assets that reflect the visions and aspirations of local people in service delivery; and
  - Manage investment and the Council's property and other assets effectively and efficiently.
- 4 The strategy considers all aspects of the Council's capital expenditure and forms part of the Council's integrated revenue, capital and balance sheet planning.
- 5 The strategy covers capital expenditure, capital financing and asset management and is one of the Council's key strategies. It also gives an overview of how risk is managed and the implications for future financial sustainability. It also provides a set of objectives and a framework, within the CIPFA Codes and statutory legislation, by which new capital projects are evaluated and investment decisions made, whilst ensuring that funding is targeted towards meeting corporate priorities.
- 6 The Capital Strategy:
  - States the Council's processes for project initiation, deciding on the prioritisation of capital projects and monitoring and evaluating schemes;

## Agenda Item 6d

- Takes account of significant revenue implications;
- Provides a framework for the management and monitoring of the capital programme;
- Identifies funding streams and provides a basis to inform bidding for additional capital resources (e.g. government initiatives); and
- Informs the corporate review of existing properties.

### Project Initiation

- 7 Capital projects are subject to a robust justification process, bringing together a clear business case with sufficient detailed costings to ensure that transparent decisions can be taken. Proposals are given independent oversight and review of the project in terms of validation arrangements, estimated figures and project milestones. Business cases are prepared in accordance with good project management principles.
- 8 A formal process is drawn up to ensure that projects are subject to thorough oversight for the duration of the scheme. Project management sits with the initiating team or department and there are clearly defined areas of responsibility for each task within the project.
- 9 For larger projects where feasibility is less certain, more robust business cases are prepared before bids for funds are made. This includes undertaking all preparatory work to fully understand the requirements of a project before a budget is sought. There must be a clear link between budgets and service plans.

### Prioritisation of capital projects

- 10 Capital projects will be assessed for:
  - Strategic fit - corporate objectives are being met by the expenditure;
  - Identified need - e.g. essential repairs and maintenance of existing assets;
  - Achievability - this may include alternatives to direct expenditure by the Council such as partnerships with others;
  - Affordability - to ensure that total capital expenditure remains within sustainable limits;
  - Practicality and deliverability;
  - Revenue generation achieved from the investment; and
  - Non-monetary impacts such as future economic growth, social well-being or environmental improvement.



### **Monitoring and evaluating schemes**

- 11 For all capital investment the appropriate level of due diligence will be undertaken, with the extent and depth reflecting the level of risk being considered. Due diligence will include:
- Identification of the risk to both the capital sums invested and the returns;
  - Understanding the potential impact on the financial sustainability of the Council if the risks come to fruition;
  - Identifying assets being held for security against any potential debt or charges on assets; and
  - Seeking independent and expert advice where necessary.
- 12 The Deputy Chief Executive and Chief Officer Finance & Trading will ensure that Members are adequately informed and understand the risks of capital investment.
- 13 Project proposals will be put to Council for formal approval together with funding requirements and, if successful, will form the Council's capital programme which is its plan of capital investment for future years. This ensures that the Council's overall capital strategy, governance procedures and risk appetite are fully understood by all Members.

### **Revenue implications**

- 14 The revenue implications of capital investment must always be considered in investment decisions and the prioritisation of projects. These include costs and savings implications. Costs to consider include:
- Cost of borrowing (including Minimum Revenue Provision);
  - Loss of investment income if reserves or useable capital receipts are deployed; and
  - Running costs associated with the asset (e.g. employee salaries, heat and light, administrative support costs and future maintenance).

Savings, including benefits, to identify include:

- Any positive impact of investment and economic growth on the Council's council tax base and business rates income; and
- Capital projects that generate income, revenue savings or efficiencies.

### **Funding the Capital Strategy**

## Agenda Item 6d

- 15 Proposals for capital projects must identify the funding requirements for the timescale of the project including any revenue implications. Funding must be appropriate for the project and will come from:
- Reserves;
  - Capital receipts - from the sale of assets or finance lease receipts;
  - Government grants - such as disabled facilities grant funding;
  - Third party grants and contributions;
  - Community Infrastructure Levy;
  - Revenue contributions;
  - Other developer contributions; and
  - External borrowing.
- 16 The Secretary of State believes that individual local authorities are best placed to decide which projects will be most effective for their area. The key criteria to use when deciding whether expenditure can be funded by the increased flexible use of capital receipts is that it is forecast to generate ongoing savings.

### Borrowing

- 17 The Council's approach to borrowing is set out in its Treasury Management Strategy Statement. The Council may consider internal or external borrowing. Prior to undertaking any external borrowing, affordability, the maturity profile of existing debt, interest rate and refinancing risk and the borrowing source should be given due consideration.
- 18 Local authorities are required to set aside some of their revenues as provision for debt each year of an amount considered to be 'prudent' (the Minimum Revenue Provision or MRP). Prudent provision should ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefit.

### **Commercial activities and investment property**

- 19 CIPFA defines investment property as property held solely to earn rentals or for capital appreciation or both. Returns from property ownership can be both income driven (through the receipt of rent) and by way of appreciation of the underlying asset value (capital growth). The combination of these is a consideration in assessing the attractiveness of a property for acquisition.
- 20 With reductions in funding that the Council has faced, it is having to look at commercial activities and property investment to supplement its income and support service delivery. However, to minimise risk of potential loss of

income in the longer term, it needs to ensure that any investment opportunities are based upon sound decision making that considers the future likelihood of investment income reducing. Property investment is not without risk as property values can fall as well as rise and changing economic conditions could cause tenants to leave properties remaining vacant.

- 21 The detail is contained in the Council's Property Investment Strategy which documents the Council's requirements, but when making commercial investment decisions the Council will follow the following principles:
- Commercial investments will only be made to enhance the Council's asset portfolio and will be linked to delivery of the Ten Year Budget;
  - Consideration will be given to the economic development potential of any investment decision;
  - Expert advice will be sought to ensure that any investment decision is based upon sound market intelligence, forecasts for future investment returns and yields that offer sound investment return without risking the capital invested;
  - Any borrowing linked to investment opportunities is secured upon the potential guaranteed element of the investment return so that any liability can be met from the activity undertaken; and
  - Investment opportunities will always ensure that the Council's investment is protected as far as possible either through increases in capital value or from guaranteed revenue income.
- 22 The Property Investment Strategy makes it clear that the Council will continue to invest prudently on a commercial basis and to take advantage of opportunities as they present themselves, supported by a robust governance process. However, proportionality in respect of overall resources will remain an important factor.

### **Consideration of risk**

- 23 The capital programme and property investment strategy form an important part of the Council's strategy for delivering its overall priorities. Accordingly, it is vital that the associated risks are managed actively. The Council has a comprehensive risk management framework, through which risk in relation to capital investment is monitored. Risk registers are maintained at corporate and budgetary levels and are reviewed and updated on a regular basis by the Risk Management Group and the Audit Committee.
- 24 As far as the capital programme is concerned, risks at the corporate level could be generic, relating to a number of capital projects, although it is possible that a single capital project could pose a corporate risk. At the budgetary level, risks in this area would relate to the funding of the capital programme and over/underspending on individual capital projects.

## Agenda Item 6d

- 25 As far as the property investment strategy is concerned, the risks associated with this activity are detailed in paragraphs 20 and 21 above and are the subject of a specific section within the Strategic Risk Register.

### **Knowledge and skills**

- 26 The Council has professionally qualified staff across a range of disciplines, including finance, legal and property that follow continuous professional development (CPD) and maintain knowledge and skills through attendance on courses and through regular technical updates from appropriate bodies.
- 27 The Council utilises the knowledge and skills of these officers when considering capital investment decisions and, where necessary, it also relies on the expert knowledge of specialist external advisors. Some of these advisors are contracted long term or are appointed on an ad-hoc basis where necessary. Link Asset Services, provide treasury management advice, including investments, borrowing and capital financing.
- 28 External professional advice will always be sought when considering any major commercial property investment decision.

### Statement of Reserves and Provisions

1. This appendix sets out details of the reserves and provisions held by the council. These balances have been subject to a detailed review as part of the budget process. **The items in bold show the changes that are being recommended.**
2. One of the requirements of the Financial Planning Strategy is to have flexible use of the Budget Stabilisation Reserve. The fund incorporates any annual under-spends and absorbs any annual over-spends. **It is recommended that any variance in the 2024/25 budget is put into this reserve or absorbed by this reserve.**
3. It is proposed that the Net Service Expenditure budget is increased from £18.5m in 2023/24 to £19.4m in 2024/25. **It is recommended that the General Fund Reserve is increased by £200,000 from £1.8m to £2.0m to remain as a 10% working balance.**
4. The individual amounts held in the Carry Forward Reserve have been reviewed and **it is recommended to remove £200,000 from this reserve.**
5. The table below sets out the reserves and provisions held as at 1 April 2023 and the forecast at 31 March 2024.

	Balance as at 01/04/23  £000	Forecast Balance as at 31/03/24 £000	Purpose (further details are included in the Statement of Accounts)
<b>Provisions</b>			
Business Rates Appeals	3,956	3,956	The Council has to provide for its share of the costs arising from successful appeals by business ratepayers.
Accumulated Absences	268	268	Absorbs the difference that would otherwise arise on the General Fund Balance from accruing for compensated absences (e.g. annual leave) earned but not taken in the year. Opposite entry in Unusable Reserves.
Municipal Mutual Insurance (MMI)	257	257	A solvent run-off of MMI is now unlikely which may result in Councils being liable to clawback of monies paid out.
Sub Total	<b>4,480</b>	<b>4,480</b>	
<b>Capital Receipts</b>			
Capital Receipts	<b>6,483</b>	<b>6,275</b>	Balance from previous asset sales. Can be used to fund future capital expenditure.
<b>Earmarked Reserves</b>			
Action and Development	296	296	To fund ad hoc and unplanned expenditure (e.g. due to an emergency).
Budget Stabilisation	6,830	5,536	To support decisions required to continue to produce a balanced budget in future years.
Business Rates Retention	2,563	2,564	To manage the volatility in yearly cash flows in the Collection Fund caused by the complexities in the Business Rates Retention Scheme.
Capital Financing	500	648	Annual contributions from revenue to fund some capital projects.
Carry Forward Items	1,313	798	For specific items agreed by Cabinet, e.g. if a project has slipped between years.
Community Infrastructure Levy Administration	152	152	To be spent on the administration of the levy.

	Balance as at 01/04/23  £000	Forecast Balance as at 31/03/24 £000	Purpose (further details are included in the Statement of Accounts)
District Elections	176	176	To finance local elections.
Financial Plan	3,889	3,562	To support the 10-year budget strategy.
Homelessness Prevention	541	424	External funding received for homelessness prevention.
Housing and Commercial Growth Fund	566	566	To fund projects as part of the West Kent Partnership within the district
IT Asset Maintenance	598	481	To fund future IT asset maintenance costs.
Local Plan	294	93	To help support the Local Plan.
Net Zero	134	188	To fund expenditure to help achieve the aim to be carbon neutral by 2030.
Pension Fund Valuation	339	348	To contribute towards downturns in future pension fund actuarial valuations.
People and Places	147	124	External funding received for ongoing and future projects.
Property Investment Strategy Maintenance	311	530	To fund future maintenance and void periods.
Reorganisation Reserve	164	164	To fund actions taken to achieve annual budget savings.
Vehicle Insurance	279	279	Own vehicle damage for the commercial vehicle fleet.
Vehicle Renewal	1,395	1,025	To fund future commercial vehicle replacements.
Others	567	614	Includes Rent Deposit Guarantee, Local Strategic Partnership, Electoral Registration etc.
Sub Total	<b>21,054</b>	<b>19,867</b>	

	Balance as at 01/04/23 £000	Forecast Balance as at 31/03/24 £000	Purpose (further details are included in the Statement of Accounts)
<b>General Fund</b>	<b>1,800</b>	<b>2,000</b>	Acts as a working balance to meet unexpected issues during the year, for which a minimum of 10% of net service expenditure recommended. It also meets any planned deficits on the revenue account.
<b>TOTAL</b>	<b>33,817</b>	<b>32,622</b>	



**Definitions:**

**Provisions** - funds to provide for liabilities or losses which are known obligations but are uncertain as to amounts or dates.

**Capital Receipts** - money obtained on the sale of a capital asset (normally land and buildings). Such receipts can only be used to repay debt, or to finance capital investment.

**Earmarked Reserve** - amounts set aside for purposes falling outside the definition of Provisions. Expenditure should not be charged direct to reserves but shown in the Revenue Account with the transfer to or from the reserve distinguished from service expenditure.

**Unallocated Reserve** - the General Fund balance. This amount is not set-aside for a specific purpose.

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### Financial Risks Budget 2024/25

The Financial Risks are detailed below. The impact and likelihood of each risk are first assessed gross (without existing controls in place) and then re-assessed following the identification of key controls (net)

Page 217	Likelihood	Very Likely (5)	13	10			
		Likely (4)			11		
		Possible (3)	5	7	12, 14	1, 3	
		Unlikely (2)		4			
		Very Unlikely (1)			2		8
		Minimal (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)	
Impact							

- No matrix score for risk 6, 9

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance - Failure to deliver a balanced budget.</b> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
<b>1) Pay Costs</b> <ul style="list-style-type: none"> <li>Largest single item of cost.</li> <li>Complex drivers across the organisation.</li> <li>Staff recruitment and retention.</li> <li>2023/24 National Pay Award was £1,925 (5.8%) and the level of future pay awards remains uncertain.</li> </ul>	<ul style="list-style-type: none"> <li>£19.4m total costs.</li> <li>3% pay increase = £540k.</li> <li>Budget assumptions: 4% pay award in 24/25 and 2% in all other years.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>New salary bands introduced from 1 April 2019 which reduced the costs of annual increments.</li> <li>Updated policies on formal sickness &amp; overtime monitoring.</li> <li>Separate control on agency staff.</li> <li>Part of National Agreement.</li> </ul>	3	4	12	3	4	12
<b>2) Pensions Funding</b> <ul style="list-style-type: none"> <li>Deficit on County Fund.</li> <li>Future actuarial results.</li> <li>Government review.</li> </ul>	<ul style="list-style-type: none"> <li>£8.78m deficit (March 22)</li> <li>1% change in employers' contribution = £100k</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>£50k included in 2026/27 to contribute towards any additional pensions costs when the next valuation takes place.</li> </ul>	1	3	3	1	3	3
<b>3) Income - Development Management, Building</b>	<ul style="list-style-type: none"> <li>£6.31m loss</li> </ul>	4	4	16		3	4	12	3	4	12

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance - Failure to deliver a balanced budget.</b> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
<u><b>Control, Car Parks &amp; On-Street Parking</b></u> <ul style="list-style-type: none"> <li>• Volatile activity levels and economic conditions which then effect other markers, such as housing.</li> <li>• Competition from commercial organisations</li> <li>• Central government directives</li> <li>• Legislative constraints</li> </ul>	<ul style="list-style-type: none"> <li>• 10% reduction would be £631k</li> </ul>				<ul style="list-style-type: none"> <li>• Annual review of all fees &amp; charges as part of the budget process.</li> <li>• Current year income is above target.</li> <li>• Financial monitoring and reports.</li> <li>• Car parking Budgets are increased by at least 5% to return to pre-COVID levels.</li> </ul>						
<u><b>Partnership working and partner contributions.</b></u> <ul style="list-style-type: none"> <li>• Partnerships not meeting agreed targets.</li> <li>• Agreed funding not received by SDC.</li> <li>• Partnerships ending.</li> </ul>	<ul style="list-style-type: none"> <li>• £1.2m</li> <li>• Impact on individual projects is high.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Separate accounting arrangements.</li> <li>• Active liaison with partners on service arrangements.</li> <li>• Written partnership agreements. Partnership arrangements are monitored to ensure they are still appropriate.</li> </ul>	2	2	4	2	2	4

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance - Failure to deliver a balanced budget.</b> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
5) <b>External Funding Awards</b> <ul style="list-style-type: none"> <li>In the 24/25 budget 21.93 FTE are externally funded</li> </ul>	<ul style="list-style-type: none"> <li>£1.0m cost funded</li> <li>Impact on individual projects is high</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Exit Strategies in place.</li> </ul>	3	1	3	3	1	3
6) <b>Changes in service demand</b> <ul style="list-style-type: none"> <li>Impacts will vary depending on service.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	-	-	-	<ul style="list-style-type: none"> <li>Service planning in place</li> <li>Continue to lobby Government where changes are due to new Gov't requirements.</li> </ul>	-	-	-	-	-	-
7) <b>Interest Rates</b> <ul style="list-style-type: none"> <li>Large cash variance from small rate changes.</li> <li>Reducing availability of suitable counter parties</li> </ul>	<ul style="list-style-type: none"> <li>Up to £0.532m 24/25 budget</li> <li>£167k per 1.0%.</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>Use of professional advisers.</li> <li>Internal borrowing used for capital investment projects reduces the balances available to invest which in turn less bank interest earned.</li> </ul>	3	2	6	3	2	6

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance - Failure to deliver a balanced budget.</b> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
					<ul style="list-style-type: none"> <li>Implementation of new investment vehicles to maximise returns.</li> </ul>						
<b>8) <u>Investments</u></b> <ul style="list-style-type: none"> <li>Financial institutions going into administration.</li> <li>Lower balances to invest.</li> <li>Capital reduction on initial investment</li> </ul>	<ul style="list-style-type: none"> <li>£12m invested at Nov 2023</li> <li>£5m in Multi-Asset Income Funds (MAIF)</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Investment strategy regularly reviewed by FIAC.</li> <li>Use of professional advisers.</li> <li>Regular reporting in line with CIPFA guidance.</li> <li>5 year investment to mitigate peaks &amp; troughs.</li> </ul>	1	5	5	1	5	5
<b>9) <u>Government Support: Revenue Support Grant</u></b>	£0 since 2021/22 revenue budget	-	-	-	<ul style="list-style-type: none"> <li>Excluded grant from budget from 16/17 onwards so SDC became self-sufficient from govt. funding.</li> <li>Adequate level of General Reserve held.</li> </ul>	-	-	-	-	-	-

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance - Failure to deliver a balanced budget.</b> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
<b>10) Government Support:</b> <u>Retained Business Rates</u> <ul style="list-style-type: none"> <li>Government changing baseline and therefore safety net levels.</li> <li>Time delays in decisions on appeals.</li> <li>High volume of successful valuation appeals.</li> <li>Central government intends to introduce business rate review but timeline uncertain.</li> </ul>	<ul style="list-style-type: none"> <li>£2.9m in 2024/25</li> <li>£29k per 1% change</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>10-year budget strategy gives ability to gradually adjust for changes.</li> <li>Adequate level of General Reserve held.</li> </ul>	5	2	10	5	2	10
<b>11) Council tax Referendum limits</b> <ul style="list-style-type: none"> <li>Council tax increases limited budgeted at 2.99% per the Provisional Settlement.</li> </ul>	<ul style="list-style-type: none"> <li>£12.8m Council Tax income in 24/25</li> <li>£128k per 1% Government controls on changes in council tax rates</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Draft 10-year budget includes council tax increase assumptions for future years.</li> </ul>	4	3	12	4	3	12



Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance - Failure to deliver a balanced budget.</b> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
<b>12) <u>Future Service Changes by Government</u></b> <ul style="list-style-type: none"> <li>Additional services without consequent resources, e.g. previous examples include Maint. of trees on common land.</li> <li>Government directives on income charging e.g. Land Charges personal searches. Potential changes on health responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Monitor proposals.</li> <li>Respond to consultations with local view.</li> </ul>	3	3	9	3	3	9
<b>13) <u>Utility costs incl. Direct Services</u></b> <ul style="list-style-type: none"> <li>Changes in global oil, gas and electricity prices.</li> </ul>	<ul style="list-style-type: none"> <li>10% increase would be £75k</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Negotiate best possible terms in contractual agreements.</li> <li>Continue to monitor fuel usage and efficiency.</li> <li>Vehicle replacement programme.</li> </ul>	5	1	5	5	1	5
<b>14) <u>Capital Programme</u></b>		4	3	12		3	3	9	3	3	9

Risk Factors	Potential Effect	Gross Likelihood	Gross Impact	Gross Rating	Internal Controls	Net Likelihood	Net Impact	Net Rating	Target Likelihood	Target Impact	Target Rating
SR01: <b>Finance</b> - <i>Failure to deliver a balanced budget.</i> Lead Officer: <b>Adrian Rowbotham &amp; Alan Mitchell</b>											
<ul style="list-style-type: none"> <li>Delivering viable scheme within budget</li> <li>Funding the capital programme</li> </ul>	<ul style="list-style-type: none"> <li>Schemes are no longer viable due to construction costs.</li> <li>Capital schemes are not undertaken.</li> </ul>				<ul style="list-style-type: none"> <li>Extensive due diligence.</li> <li>Funding identified before scheme commences.</li> <li>Risk register for all major capital schemes.</li> <li>3 year rolling programme approved each year</li> </ul>						

## Local Council Tax Reduction Scheme 2024/25

### Summary

- 1 To recommend the rolling forward of the Local Council Tax Reduction Scheme 2023/24, effective from 1 April 2024.

### Background and discussions

- 2 The Council is required to approve a local scheme of support for council tax each year and this has to been done by 11 March of the preceding financial year. The local scheme was therefore updated for 2023/24 on 21 February 2023. It is now recommended that the scheme approved for 2023/24 be rolled forward to 2024/25, with effect from 1 April 2024.
- 3 This scheme provides protection for pensioners in line with the Government's decision that pensioners would see no reduction in their entitlement from that under the old council tax benefit rules. It also reduces the entitlement of working age claimants by 20%.
- 4 The award of council tax reduction is by way of a discount which reduces the amount of council tax collected. Most of this reduction is borne by the major preceptors, with the Council suffering a reduction of approximately 12% of the total.

### Financial Implications

- 5 The annual cost of the current CTRS is £7.182m of which £4.144m relates to working-age claimants. A large proportion of this cost is borne by the major preceptors.

### Legal Implications

- 6 The scheme is governed by the Local Government Act 2013.

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COUNCIL 20 FEBRUARY 2024

COUNCIL TAX SETTING 2024/25

LATEST INFORMATION ON PRECEPTING AUTHORITIES

Town and Parish Councils

- 1 A list of town and parish council precepts is attached at Appendix Q and total £5,558,736. The increase in the average band D council tax for Town and Parish Councils is 5.45% and results in an average band D council tax figure of £106.09 for 2024/25.

Kent County Council

- 2 Kent County Council met on 19 February 2024 and their precept is £84,367,074. This will result in a band D council tax of £1,610.22. These are the figures including the addition of the council tax flexibility offer for authorities responsible for adult social care.

Kent Police and Crime Commissioner

- 3 The Kent Police and Crime Panel met on 6 February 2024 and approved the Kent Police and Crime Commissioner's proposed precept of £13,420,915. This will result in a band D council tax of £256.15.

Kent and Medway Fire and Rescue Authority

- 4 The Kent and Medway Fire and Rescue Authority met in the morning on 20 February 2024 and their precept is £4,710,812. This will result in a band D council tax of £89.91.

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TOWN & PARISH COUNCIL PRECEPTS							
Town / Parish Council	2023/24			2024/25			Band D Change (%)
	Tax Base	Precept £	Council Tax Band D (£)	Tax Base	Precept £	Council Tax Band D (£)	
Ash-cum-Ridley	2,483.11	136,324	54.90	2,481.12	201,117	81.06	47.65
Badgers Mount	337.07	17,180	50.97	337.07	18,920	56.13	10.12
Brasted	790.33	39,817	50.38	797.78	38,817	48.66	-3.41
Chevening	1,458.10	70,000	48.01	1,464.56	70,000	47.80	-0.44
Chiddingstone	619.26	47,000	75.90	620.36	48,950	78.91	3.97
Cowden	449.59	23,250	51.71	459.13	24,180	52.66	1.84
Crockenhill	659.42	82,038	124.41	669.36	83,275	124.41	0.00
Dunton Green	1,347.57	139,500	103.52	1,356.41	139,500	102.85	-0.65
Edenbridge	3,891.91	702,217	180.43	3,957.01	745,185	188.32	4.37
Eynsford	956.23	90,188	94.32	960.90	94,680	98.53	4.46
Farningham	679.90	48,378	71.15	672.14	48,760	72.54	1.95
Fawkham	306.55	21,730	70.89	339.25	24,000	70.74	-0.21
Halstead	811.60	56,925	70.14	845.60	65,896	77.93	11.11
Hartley	2,560.84	160,390	62.63	2,586.69	188,797	72.99	16.54
Hever	646.99	50,000	77.28	661.01	52,000	78.67	1.80
Hextable	1,692.19	170,507	100.76	1,685.72	187,400	111.17	10.33
Horton Kirby & S Darenth	1,293.29	116,443	90.04	1,297.57	128,087	98.71	9.63
Kemsing	1,871.11	168,900	90.27	1,883.83	181,600	96.40	6.79
Knockholt	642.62	47,100	73.29	646.80	47,100	72.82	-0.64
Leigh	952.95	51,500	54.04	952.15	52,500	55.14	2.04
Otford	1,735.72	221,935	127.86	1,732.64	221,935	128.09	0.18
Penshurst	839.73	34,818	41.46	838.94	18,955	22.59	-45.51
Riverhead	1,270.73	57,551	45.29	1,274.61	59,229	46.47	2.61
Seal	1,345.48	80,250	59.64	1,356.51	82,520	60.83	2.00
Sevenoaks Town	9,844.68	1,370,074	139.17	9,892.29	1,437,614	145.33	4.43
Sevenoaks Weald	629.00	46,200	73.45	629.90	46,200	73.34	-0.15
Shoreham	718.66	45,210	62.91	726.81	48,000	66.04	4.98
Sundridge	944.90	69,490	73.54	939.23	75,000	79.85	8.58
Swanley	5,710.83	657,462	115.13	5,814.01	689,354	118.57	2.99
Westerham	2,091.38	293,115	140.15	2,096.25	317,725	151.57	8.15
West Kingsdown	2,408.56	115,159	47.81	2,419.10	121,440	50.20	5.00
Totals	51,990.30	5,230,651		52,394.75	5,558,736		
Average			100.61			106.09	5.45

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COUNCIL 20 FEBRUARY 2024COUNCIL TAX SETTING 2024/25**RECOMMENDATIONS**

- (a) that it be noted that at the Cabinet meeting on 18 January 2024 the Council calculated as its council tax base for the year 2024/25:
- (i) for the whole Council area as 52,394.75 being Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended, (the “Act”); and
  - (ii) for dwellings in those parts of its area to which a parish precept relates as in the attached Appendix P;
- (b) that the council tax requirement for the Council’s own purpose for 2024/25 (excluding Town and Parish precepts) be calculated as £243.72;
- (c) that the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:
- (i) £59,441,384 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Town and Parish Councils.
  - (ii) £41,113,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (iii) £18,328,384 being the amount by which the aggregate at (c)(i) above exceeds the aggregate at (c)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R in the formula in Section 31B of the Act).
  - (iv) £349.81 being the amount at (c)(iii) above (Item R), all divided by (a)(i) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (including Town and Parish

precepts).

(v) £5,558,736 being the aggregate amount of all special items (Town and Parish precepts) referred to in Section 34 (1) of the Act (as per the attached Appendix P).

(vi) £243.72 being the amount at (c)(iv) above, less the result given by dividing the amount at (c)(v) above by the amount at (a)(i) above (Item T), calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no Town or Parish precept relates.

(d) that it be noted that for the year 2024/25 the Kent County Council, the Kent Police & Crime Commissioner and the Kent & Medway Towns Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below:-

<u>Valuation Bands</u>	<u>Precepting Authority</u>			
	Sevenoaks District Council £	Kent County Council £	Kent Police & C.C. £	Kent & Medway Towns Fire Authority £
A	162.48	1,073.48	170.77	59.94
B	189.56	1,252.39	199.23	69.93
C	216.64	1,431.31	227.69	79.92
D	243.72	1,610.22	256.15	89.91
E	297.88	1,968.05	313.07	109.89
F	352.04	2,325.87	369.99	129.87
G	406.20	2,683.70	426.92	149.85
H	487.44	3,220.44	512.30	179.82

- (e) that the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix R as the amounts of council tax for the year 2024/25 for each part of its area and for each of the categories of dwellings; and
- (f) that the Council's basic amount of council tax for 2024/25, shown in (c)(vi) above, is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

NOTES ON COUNCIL TAX RECOMMENDATIONS

<u>Recommendation</u>	<u>Note</u>
(a)	This is the tax base in terms of band D equivalents approved by the Cabinet on 18 January 2024.
(b)	The District's council tax requirement (band D).
(c)(i)	Estimated gross revenue expenditure for 2024/25 including reserves and parish precepts.
(c)(ii)	Estimated gross revenue income for 2024/25 including Government support but excluding net council tax requirement.
(c)(iii)	Net council tax requirement in cash terms including Town and Parish precepts.
(c)(iv)	Net council tax requirement in band D terms including Town and Parish precepts.
(c)(v)	Total of Town and Parish precepts.
(c)(vi)	The District's council tax requirement (band D).
(d)	The District Council, County Council, Police & Crime Commissioner and Fire Authority precepts expressed for each valuation band.
(e)	The aggregate tax demand set out over each valuation band. Shown in Appendix R in case of last minute amendments.
(f)	Confirmation that any increase in the council tax requirement is not excessive and, hence, that no referendum is required.

**PARISHES ONLY**

Part of the Council's area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ash-cum-Ridley	54.04	63.05	72.05	81.06	99.07	117.09	135.10	162.12
Badgers Mount	37.42	43.66	49.89	56.13	68.60	81.08	93.55	112.26
Brasted	32.44	37.85	43.25	48.66	59.47	70.29	81.10	97.32
Chevening	31.87	37.18	42.49	47.80	58.42	69.04	79.67	95.60
Chiddingstone	52.61	61.37	70.14	78.91	96.45	113.98	131.52	157.82
Cowden	35.11	40.96	46.81	52.66	64.36	76.06	87.77	105.32
Crockenhill	82.94	96.76	110.59	124.41	152.06	179.70	207.35	248.82
Dunton Green	68.57	79.99	91.42	102.85	125.71	148.56	171.42	205.70
Edenbridge	125.55	146.47	167.40	188.32	230.17	272.02	313.87	376.64
Eynsford	65.69	76.63	87.58	98.53	120.43	142.32	164.22	197.06
Farningham	48.36	56.42	64.48	72.54	88.66	104.78	120.90	145.08
Fawkham	47.16	55.02	62.88	70.74	86.46	102.18	117.90	141.48
Halstead	51.95	60.61	69.27	77.93	95.25	112.57	129.88	155.86
Hartley	48.66	56.77	64.88	72.99	89.21	105.43	121.65	145.98
Hever	52.45	61.19	69.93	78.67	96.15	113.63	131.12	157.34
Hextable	74.11	86.47	98.82	111.17	135.87	160.58	185.28	222.34
Horton Kirby & S Darenth	65.81	76.77	87.74	98.71	120.65	142.58	164.52	197.42
Kemsing	64.27	74.98	85.69	96.40	117.82	139.24	160.67	192.80
Knockholt	48.55	56.64	64.73	72.82	89.00	105.18	121.37	145.64
Leigh	36.76	42.89	49.01	55.14	67.39	79.65	91.90	110.28
Otford	85.39	99.63	113.86	128.09	156.55	185.02	213.48	256.18
Penshurst	15.06	17.57	20.08	22.59	27.61	32.63	37.65	45.18
Riverhead	30.98	36.14	41.31	46.47	56.80	67.12	77.45	92.94
Seal	40.55	47.31	54.07	60.83	74.35	87.87	101.38	121.66
Sevenoaks Town	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Sevenoaks Weald	48.89	57.04	65.19	73.34	89.64	105.94	122.23	146.68
Shoreham	44.03	51.36	58.70	66.04	80.72	95.39	110.07	132.08
Sundridge	53.23	62.11	70.98	79.85	97.59	115.34	133.08	159.70
Swanley	79.05	92.22	105.40	118.57	144.92	171.27	197.62	237.14
Westerham	101.05	117.89	134.73	151.57	185.25	218.93	252.62	303.14
West Kingsdown	33.47	39.04	44.62	50.20	61.36	72.51	83.67	100.40

**GRAND TOTAL**

Part of the Council's area	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Ash-cum-Ridley	1,520.71	1,774.16	2,027.61	2,281.06	2,787.96	3,294.86	3,801.77	4,562.12
Badgers Mount	1,504.09	1,754.77	2,005.45	2,256.13	2,757.49	3,258.85	3,760.22	4,512.26
Brasted	1,499.11	1,748.96	1,998.81	2,248.66	2,748.36	3,248.06	3,747.77	4,497.32
Chevening	1,498.54	1,748.29	1,998.05	2,247.80	2,747.31	3,246.81	3,746.34	4,495.60
Chiddingstone	1,519.28	1,772.48	2,025.70	2,278.91	2,785.34	3,291.75	3,798.19	4,557.82
Cowden	1,501.78	1,752.07	2,002.37	2,252.66	2,753.25	3,253.83	3,754.44	4,505.32
Crockenhill	1,549.61	1,807.87	2,066.15	2,324.41	2,840.95	3,357.47	3,874.02	4,648.82
Dunton Green	1,535.24	1,791.10	2,046.98	2,302.85	2,814.60	3,326.33	3,838.09	4,605.70
Edenbridge	1,592.22	1,857.58	2,122.96	2,388.32	2,919.06	3,449.79	3,980.54	4,776.64
Eynsford	1,532.36	1,787.74	2,043.14	2,298.53	2,809.32	3,320.09	3,830.89	4,597.06
Farningham	1,515.03	1,767.53	2,020.04	2,272.54	2,777.55	3,282.55	3,787.57	4,545.08
Fawkham	1,513.83	1,766.13	2,018.44	2,270.74	2,775.35	3,279.95	3,784.57	4,541.48
Halstead	1,518.62	1,771.72	2,024.83	2,277.93	2,784.14	3,290.34	3,796.55	4,555.86
Hartley	1,515.33	1,767.88	2,020.44	2,272.99	2,778.10	3,283.20	3,788.32	4,545.98
Hever	1,519.12	1,772.30	2,025.49	2,278.67	2,785.04	3,291.40	3,797.79	4,557.34
Hextable	1,540.78	1,797.58	2,054.38	2,311.17	2,824.76	3,338.35	3,851.95	4,622.34
Horton Kirby & S Darenth	1,532.48	1,787.88	2,043.30	2,298.71	2,809.54	3,320.35	3,831.19	4,597.42
Kemsing	1,530.94	1,786.09	2,041.25	2,296.40	2,806.71	3,317.01	3,827.34	4,592.80
Knockholt	1,515.22	1,767.75	2,020.29	2,272.82	2,777.89	3,282.95	3,788.04	4,545.64
Leigh	1,503.43	1,754.00	2,004.57	2,255.14	2,756.28	3,257.42	3,758.57	4,510.28
Otford	1,552.06	1,810.74	2,069.42	2,328.09	2,845.44	3,362.79	3,880.15	4,656.18
Penshurst	1,481.73	1,728.68	1,975.64	2,222.59	2,716.50	3,210.40	3,704.32	4,445.18
Riverhead	1,497.65	1,747.25	1,996.87	2,246.47	2,745.69	3,244.89	3,744.12	4,492.94
Seal	1,507.22	1,758.42	2,009.63	2,260.83	2,763.24	3,265.64	3,768.05	4,521.66
Sevenoaks Town	1,563.56	1,824.14	2,084.74	2,345.33	2,866.52	3,387.69	3,908.89	4,690.66
Sevenoaks Weald	1,515.56	1,768.15	2,020.75	2,273.34	2,778.53	3,283.71	3,788.90	4,546.68
Shoreham	1,510.70	1,762.47	2,014.26	2,266.04	2,769.61	3,273.16	3,776.74	4,532.08
Sundridge	1,519.90	1,773.22	2,026.54	2,279.85	2,786.48	3,293.11	3,799.75	4,559.70
Swanley	1,545.72	1,803.33	2,060.96	2,318.57	2,833.81	3,349.04	3,864.29	4,637.14
Westerham	1,567.72	1,829.00	2,090.29	2,351.57	2,874.14	3,396.70	3,919.29	4,703.14
West Kingsdown	1,500.14	1,750.15	2,000.18	2,250.20	2,750.25	3,250.28	3,750.34	4,500.40

**Item 7 (a) – Local Government Boundary Commission for England – Electoral Review**

The attached report was considered by the Governance Committee, and the relevant minute extract is below:

**Local Government Boundary Commission for England – Electoral Review (30 January 2024, Minute 10)**

Members considered the report which set out that the Local Government Boundary Commission for England were undertaking an electoral review of the Sevenoaks District during 2024 and 2025. The review would evaluate the number of Councillors required and review the warding patterns within the District boundary. If there were any changes to the current arrangements recommended from the review they would be implemented at the next scheduled District Council elections in May 2027.

The Chairman moved that the recommendations within the report be agreed. Members discussed the Membership of the working group that would be politically balanced across the Council. Cllrs Horwood, Bayley, Clack, Manston were put forward for the working Group, with a Member from the Liberal Democrats Group to be confirmed as soon as possible. Cllrs Harrison and McArthur would be consultants from the North and South of the District. It was also discussed that a Member of the Independent Group be invited to join as a consultant Member.

In response to questions Members were advised that Town and Parish Councils would be consulted by the LGBCE as part of the process. Should it be necessary, community governance reviews of Town and Parish boundaries would be carried out at the end of the District Ward reviews.

Resolved: That

- a) the timetable for the electoral review being undertaken by the Local Government Boundary Commission for England was noted;
- b) The Working Group, be confirmed as Cllrs Horwood (Chairman), Bayley, Clack, Manston and a member from the Liberal Democrats Group (name tbc).

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**LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND – ELECTORAL REVIEW**

**Council – 20 February 2024**

**Report of:** Chief Executive

**Status:** For Consideration

**Also considered by:**

- Governance Committee – 30 January 2024

**Key Decision:** No

**Executive Summary:** The Local Government Boundary Commission for England will be undertaking an electoral review of the Sevenoaks District during 2024 and 2025. An electoral review will evaluate the number of Councillors required and review the warding patterns within the District boundary. Should there be any changes to the current arrangements recommended from the review they will be implemented at the next scheduled District Council elections in May 2027.

**Contact Officer:** Lee Banks, Ext. 7161

**Recommendation to Governance Committee:**

- (a) The timetable for the electoral review being undertaken by the Local Government Boundary Commission for England is noted; and
- (b) That Governance Committee establish a Working Group, with an agreed Membership aligned to political proportionality, to advise Council on the electoral review as it progresses.

**Recommendation to Council:**

- (a) The timetable for the electoral review being undertaken by the Local Government Boundary Commission for England is noted, and
- (b) It is noted that Governance Committee has formed a working group to advise Council on the electoral review as it progresses.

**Reason for recommendation:** To ensure that Members are informed about the electoral review and have the opportunity to be fully engaged in the process.

## Agenda Item 7a

### Introduction and Background

- 1 The Local Government Boundary Commission for England (LGBCE) was established by Parliament under the provisions of the Local Democracy, Economic Development and Construction Act 2009. They are independent of central and local government, and political parties, and directly accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- 2 Amongst other things, the LGBCE are responsible for conducting electoral reviews. These are reviews of the electoral arrangements of local authorities, which includes the number of councillors, the names, number and boundaries of wards and the number of councillors to be elected to each.
- 3 Electoral reviews are initiated primarily to improve electoral equality. This means ensuring, so far as is reasonable, that the ratio of electors to councillors in each electoral ward, is closely matched across the District Council area.
- 4 The law requires the electoral arrangements of every principal local authority in England to be reviewed from time to time. Electoral reviews must also adhere to legislation which sets out the steps that must be taken in conducting a review, the matters on which the LGBCE must make recommendations and the factors that must be taken into account in reaching the conclusions which underpin draft and final recommendations.

### Electoral Review of Sevenoaks District Council

- 5 The last electoral review of Sevenoaks District Council concluded in 2001. In general, reviews will take place about every 14 years. As a result a review of Sevenoaks District is now overdue. In addition, there are growing levels of electoral inequality between District Wards. As shown in Appendix A, eight of the 26 Sevenoaks District wards have variances of over 10% from the District average and there are variances of more than 20% in Edenbridge North & East and Dunton Green & Riverhead.
- 6 The timetable for the electoral review is provided in full as Appendix B to this report. The key dates are:
  - Commencement of the Review (Preliminary Period) – December 2023
  - Submission of council size proposals – 2 September 2024
  - LGBCE decision on Council size – 15 October 2024
  - Consultation on ward patterns – 22 October 2024 to 13 January 2025
  - LGBCE Draft Recommendations – 15 April 2025
  - Consultation on draft recommendations – 13 May 2025 to 21 July 2025
  - LGBCE Final Recommendations – 28 October 2025
  - Implementation – District Council elections 6 May 2027

- 7 A summary of the key stages of the review is set out in each of the sections that follow.

### **Preliminary Period – December 2023 to October 2024**

- 8 The Preliminary Period commences at least 6 months in advance of formal start of review and includes informal dialogue with the Council and providing briefings for the Leader of the Council, Political Group Leaders, All Councillors and Officers.
- 9 During this period Officers are asked to calculate electoral forecasts to inform the review and the decisions that follow. The electoral forecasts follow LGBCE requirements and will provide an estimate of electors to October 2030. At the time of writing, the deadline for concluding the electoral forecast is expected to be 2 September 2024. A further update can be provided to Members following the Officer meeting being held with the LGBCE on 18 January.
- 10 The preliminary period also incorporates the deadline for the submission of proposals on Council size. Council size are submissions on the number of Councillors, for which more detail is provided in the following section.
- 11 The Preliminary Period concludes in October 2024 when the LGBCE makes it's 'minded to' decision on the number of Councillors and before the consultation on warding patterns. Prior to the commencement of consultation on warding patterns, the LGBCE may also provide a briefing for Parish Councils.

### **Council size – February 2024 to October 2024**

- 12 The first part of the electoral review will determine the total number of councillors to be elected to the Council in the future. Ward boundaries will not be considered until this phase of the review has been completed.
- 13 The LGBCE will make a judgement on council size by considering three broad areas. These are:
  - i. **Governance arrangements** – how the Council takes decisions across the broad range of its responsibilities. The aim is to ensure the council has the right number of councillors to take decisions and manage the business of the council effectively. The LGBCE will look for evidence about Cabinet and Committee responsibilities and their workloads, as well as the level of delegation to Officers.
  - ii. **Scrutiny functions** - every local authority has mechanisms to scrutinise the executive functions of the council and other local bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering council size, the LGBCE want to be satisfied that these responsibilities can be administered in a convenient and effective way and will want evidence about the number of councillors needed to hold the decision-makers to account and ensure the council can discharge its responsibilities to other public sector bodies and partnerships.

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- iii. **The representational role of councillors in the local community** - how Councillors engage with people, conduct casework and represent the council on local partner organisations. The LGBCE will look for evidence about how councillors interact with their communities, their caseloads and the kind of support they need to represent local people and groups.
- 14 The LGBCE recognise that local government is as diverse as the communities it serves, providing services, leadership and representation tailored to the characteristics and needs of individual areas. Their aim therefore, is to consider the evidence it is presented and recommend a council size, which is right for the local authority in question.
- 15 Further guidance on making a submission on Council size is available from the LGBCE at [https://www.lgbce.org.uk/sites/default/files/2023-03/council\\_size\\_guidance\\_-\\_jan\\_2023.pdf](https://www.lgbce.org.uk/sites/default/files/2023-03/council_size_guidance_-_jan_2023.pdf)
- 16 The **deadline for submissions of Council size is 2 September 2024**. The LGBCE are able to receive multiple submissions about councillor numbers from individual councillors and political groups, if Councillors are not able, or do not wish to, come to a unanimous view.
- 17 The LGBCE will analyse all of the submissions received and it will make a 'minded to' decision on council size. This decision is timetabled for 15 October 2024. 'Minded to' means that the number of councillors might go up or down by one or two if that means a better warding pattern can be proposed in the next stage of the review.
- 18 Members of Governance Committee may wish to consider how it could support the electoral review process. It is within the Committee's terms of reference "to advise the Council on all matters relating to: the overall number of Members of the District Council; the preferred number of Members for each District Council Ward; the number of Wards for the District of Sevenoaks; the names and boundaries of District Council Wards."
- 19 Members may wish to consider a Governance Committee Working Group to advise Council on each stage of the electoral review as it progresses. If Members support this proposal, it is recommended that the membership of a working group considers political balance and proportionality.
- 20 Officers would be available to support and advise the Working Group as the electoral review progresses, with technical support also available from the LGBCE as required.

### **Warding Patterns – October 2024 to October 2025**

- 21 October 2024 marks the start of the formal period of the electoral review, beginning with a consultation on warding patterns. Following the LGBCE publishing its initial conclusions on council size on 15 October 2024 there will

be a general invitation to submit warding proposals during a 12 week consultation period.

- 22 This stage of the electoral review is important in upholding integrity in the democratic process. Fairness at local elections – that is, any elector’s vote being worth the same as another’s – is a fundamental democratic principle.
- 23 As the Sevenoaks District has full representation from Town & Parish Councils across its area, the LGBCE will provide both a briefing for those Councils and seek to build warding patterns in so far as possible on existing parish boundaries. If this cannot be achieved community governance reviews may be required to be undertaken locally following the completion of the electoral review.
- 24 The law that governs the LGBCE’s work means that they must make decisions about new warding arrangements based on three specific criteria:
  - a. **Electoral equality** – ensuring each councillor represents a similar number of electors. The starting point for this is taking the forecast electorate to 2030 and dividing this by the number of ‘minded to’ Council size determined by the LGBCE to create an average number of electors per Councillor. Warding patterns should be reviewed in seeking to create wards as close to the District average as feasible. In practice, reviews do not result in wards of mathematically equal size. This is because the approach to electoral equality must be tempered by other considerations which generally reflect the particular characteristics of an area under review, and its communities.
  - b. **Community identity** – Community identity is harder to define than electoral equality for which there is a mathematical test. It cannot be measured easily, and can mean different things to different people. It is essential, therefore, that when making a case on the basis of community identity it is explained what the community is and, more importantly, what defines it and marks it out as distinct from others. Well-argued evidence of community identity will be required if the LGBCE are to move away from equality in the number of electors each councillor represent.
  - c. **Effective and convenient local government** – an example of effective and convenient local government is to ensure that wards are internally coherent. That is to say, that there are reasonable road links across the ward so that it can be easily traversed, and that all electors in the ward can engage in the affairs and activities of all parts of it without having to travel through an adjoining ward. The impact of proposals on the workload of individual 25 councillors needs to be considered, as a ward or division may be so large in terms of its physical extent or its electorate that it prevents a councillor from effectively representing the people in it.
- 25 Should conflicting or different proposals arise through the consultation on warding patterns the LGBCE will seek to assess the relative strength of the evidence presented. Equally, they will seek to strike a balance between the

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criteria when putting together warding arrangements, and do so by assessing the evidence received over the course of the review.

- 26 The **deadline for consultation responses on warding patterns is 13 January 2025**. The LGBCE then have a period of approximately 12 weeks to evaluate the consultation responses and develop their draft recommendations. The draft recommendations will be published around 15 April 2025.
- 27 A further consultation period will follow from 13 May 2025. This is an eight week public consultation which will consider the same three criteria as set out in section 24 of this report to identify any new or additional concerns that may arise from the LGBCE's draft recommendations.
- 28 The **deadline for consultation responses on the draft warding patterns is 21 July 2025**. The LGBCE then have a final period of approximately 12 weeks to evaluate the consultation responses and develop their final recommendations.
- 29 The LGBCE reaches the conclusion on its final recommendations and publishes them on 28 October 2025.

### Conclusion of the electoral review

- 30 On publication of the final recommendations in late October 2025 the Council will begin to make plans to implement the necessary arrangements to implement any revisions to wards and Council size.
- 31 Should it be necessary, community governance reviews of Town & Parish boundaries will also be carried out.
- 32 All implementation will need to be completed in good time before the District and Parish Council elections are held in May 2027.
- 33 The electoral review will formally conclude on approval of Parliament of an order laid by the LGBCE setting out the electoral arrangements for the Sevenoaks District.

### Further information and guidance

- 34 A wide range of information about the electoral review process is available on the LGBCE website, at <https://www.lgbce.org.uk/changing-wards-number-councillors-council-has>
- 35 This includes a short guide for Councillors which is available at <https://online.flippingbook.com/view/84147699/>
- 36 All Councillors will also be invited to an online briefing hosted by the LGBCE. A date is still to be confirmed, but it is likely to take place by mid-February.

- 37 Throughout the electoral review process Officers and the LGBCE will be available to answer questions, with technical support for those seeking to provide submissions available from the LGBCE.
- 38 Regular updates through Governance Committee and Council will also be scheduled as the review progresses, with additional communication to all Councillors at regular intervals.

### **Other options Considered and/or rejected**

None. The LGBCE are required to undertake an electoral review of the District Council and it is important that Members are informed and involved in the process.

### **Key Implications**

#### Financial

There are no financial implications arising from the recommendations to this report.

#### Legal Implications and Risk Assessment Statement

The LGBCE are required by regulation to undertake an electoral review of the District Council and to follow a defined process in reaching their decisions.

Failure to engage fully in the electoral review process places a risk of an unfavourable outcome on the District and the District Council.

#### Equality Assessment

There are no equality impacts arising from the recommendations to this report.

However, when considering submissions through the electoral review process Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

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### Community Impact and Outcomes

An electoral review provides an opportunity to deliver improved electoral equality across the District, whilst ensuring our communities continue to benefit from strong representation and support from their District Councillors.

At relevant stages through the electoral review, working with the LGBCE, residents' views will be encouraged in relation to electoral numbers and warding patterns that suit community needs.

### **Conclusions**

The LGBCE are required to conduct an electoral review of Sevenoaks District Council, and Members are encouraged to engage fully with the process to help define the outcome for the Council and its communities.

#### **Appendices**

Appendix A – Sevenoaks District electorate data

Appendix B – Review Timetable

#### **Background Papers**

None.

**Dr Pav Ramewal**  
**Chief Executive**



Sevenoaks District electorate data

Appendix 1

District Ward	Electorate	Councillors	Ward Voter Ratio	District Average Ratio	Percentage Variance
Ash And New Ash Green	4,537	3	1,512.33	1,662.63	-9.04%
Brasted, Chevening And Sundridge	4,872	3	1,624	1,662.63	-2.32%
Cowden And Hever	1,625	1	1,625	1,662.63	-2.26%
Crockenhill And Well Hill	1,560	1	1,560	1,662.63	-6.17%
Dunton Green And Riverhead	4,181	2	2,090.5	1,662.63	25.73%
Edenbridge North And East	4,195	2	2,097.5	1,662.63	26.16%
Edenbridge South And West	3,179	2	1,589.5	1,662.63	-4.40%
Eynsford	1,473	1	1,473	1,662.63	-11.41%
Farningham, Horton Kirby And South Darent	3,728	2	1,864	1,662.63	12.11%
Fawkham And West Kingsdown	4,839	3	1,613	1,662.63	-2.99%
Halstead, Knockholt And Badgers Mount	2,744	2	1,372	1,662.63	-17.48%
Hartley And Hodsoll Street	4,744	3	1,581.33	1,662.63	-4.89%
Hextable	3,260	2	1,630	1,662.63	-1.96%
Kemsing	3,250	2	1,625	1,662.63	-2.26%
Leigh And Chiddingstone Causeway	1,854	1	1,854	1,662.63	11.51%
Otford And Shoreham	3,627	2	1,813.5	1,662.63	9.07%
Penshurst, Fordcombe And Chiddingstone	1,926	1	1,926	1,662.63	15.84%
Seal And Weald	3,199	2	1,599.5	1,662.63	-3.80%
Sevenoaks Eastern	2,947	2	1,473.5	1,662.63	-11.38%
Sevenoaks Kippington	3,633	2	1,816.5	1,662.63	9.25%
Sevenoaks Northern	3,240	2	1,620	1,662.63	-2.56%
Sevenoaks Town And St. John`S	4,932	3	1,644	1,662.63	-1.12%
Swanley Christchurch And Swanley Village	4,698	3	1,566	1,662.63	-5.81%
Swanley St. Mary`S	3,286	2	1,643	1,662.63	-1.18%
Swanley White Oak	4,739	3	1,579.67	1,662.63	-4.99%
Westerham And Crockham Hill	3,514	2	1,757	1,662.63	5.68%

Source: LGBCE website

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## Sevenoaks District Council: Electoral Review Timetable

These timetables outline the key dates and activities for both the Council (shown in bold) and the Commission during the review process.

### Preliminary Period

Briefings	Attendees		Key Dates
	Council	LGBCE	
<b>Initial Meeting</b>	<b>Council Leader Chief Executive</b>	Chair Chief Executive	6 December 2023
<b>Group Leader Briefing</b>	<b>Council Group Leaders</b>	Lead Commissioner Review Manager Review Officer	<b>12 December 2023</b>
<b>Officer Briefing</b>	<b>Council Officers involved in review</b>	Review Manager Review Officer	<b>18 January 2024</b>
<b>Full Council Briefing</b>	<b>All Councillors</b>	Lead Commissioner Review Manager Review Officer	<b>TBA</b>
Parish/Town Council & Local Groups Briefing	<b>Not required</b>	Review Manager Review Officer	<b>October 2024</b>

### Council Size

Activity	Involvement		Key Dates
	Council	LGBCE	
<b>Develop council size proposal</b>	<b>Council Political Groups</b>	Officers will be available to answer any technical queries on making a submission.	<b>Feb – August 2024</b>
<b>Submission of council size proposals</b>	<b>Council Political Groups</b>	Officers will acknowledge receipt of submissions.	<b>2 September 2024</b>
Commission Meeting: Council Size	<b>Not required</b>	Commission	<b>15 October 2024</b>

## Agenda Item 7a

### Warding Patterns

Activity	Involvement		Key Dates
	Council	LGBCE	
<b>Consultation on warding patterns</b>	<b>Council Political Groups General Public</b>	Run consultation, collate & analyse responses.	<b>22 Oct 2024 – 13 Jan 2025</b>
Commission Meeting: Draft Recommendations	<b>Not required</b>	Commission	<b>15 April 2025</b>
<b>Consultation on Draft Recommendations</b>	<b>Council Political Groups General Public</b>	Publish draft recommendations. Run consultation, collate & analyse responses.	<b>13 May 2025 – 21 July 2025</b>
Commission Meeting: Final Recommendations	<b>Not required</b>	Commission	<b>14 October 2025</b>
Final Recommendations published	<b>Not required</b>	Publish report and maps	<b>28 October 2025</b>

### Order

Activity	Involvement		Key Dates
	Council	LGBCE	
Order laid	Not required	Commission	Early 2026
Order made	Not required	Commission	Spring 2026
<b>Implementation</b>	<b>Council</b>	Not required	<b>2027 election</b>

## Item 7 (b) – Review of the Scheme for Members’ Allowances

The attached report was considered by the Governance Committee, and the relevant minute extract is below:

### Review of the Scheme for Members’ Allowances (30 January 2024, Minute 12)

Members considered the report by the Members’ Allowances Working Group following the review of the Joint Independent Remuneration Panel (JIRP). The group considered three key elements that were different between JIRP and the SDC Scheme. It was believed that it was important to stay within the current budget and the group interviewed other councils regarding their schemes and received feedback from other Members.

The Chairman of the Working Group advised that the Deputy Leader allowance was slightly outside the norm, but that the group did not believe it appropriate to reduce it mid-term. As an alternative, it was felt that the allowance should be brought in line by being frozen until it fell within 10% of the average. In terms of the opposition allowances the group agreed it was fairer to continue to keep it as per member to be reviewed in the future, and that the subsistence allowance remain the same.

The Monitoring Officer took the opportunity to also thank the working group for the work carried out and subject to the JIRP workload it was hoped a future review would take place before the 2027 elections. The next review would also consider the Community Infrastructure Levy (CIL) Spending Board. The JIRP worked on averages from the figures provided by South East Employers.

Resolved: That it be recommended to Council that the recommendations of the Members’ Allowances Working Group set out in the report be adopted, as set out below

(a)

- i. The Deputy Leader continue to be remunerated at £13,269 but this allowance be frozen until such a time as the Joint Independent Remuneration Panel determines the sum to fall within 10% of the Kent Councils Deputy Leader allowance mean;
- ii. Opposition Group Leaders continue to be remunerated at £298 per group Member;

## Agenda Item 7b

- iii. Subsistence allowances be maintained at the £9.86/£12.21 for lunch/evening meal, subject to the Member being on Council business out of the District;
- (b) The Joint Independent Remuneration Panel be requested to undertake the next review of allowances in advance of the next election cycle.

## REVIEW OF THE SCHEME FOR MEMBERS' ALLOWANCES

Council – 20 February 2024

**Report of:** Monitoring Officer

**Status:** For decision

**Also considered by:**

- Governance Committee – 30 January 2024

**Contact Officer:** Martin Goodman, ext. 7245; Adrian Rowbotham, ext. 7153

**Recommendation to Governance Committee:** That the below recommendations be made to Council.

**Recommendation to Council:** That the recommendations of the Members' Allowances Working Group set out in the report be adopted as follows:

- (a) The recommendations of the Joint Independent Remuneration Panel be agreed subject to the following changes:
  - i. The Deputy Leader continue to be remunerated at £13,269 but this allowance be frozen until such a time as the Joint Independent Remuneration Panel determines the sum to fall within 10% of the Kent Councils Deputy Leader allowance mean;
  - ii. Opposition Group Leaders continue to be remunerated at £298 per group Member;
  - iii. Subsistence allowances be maintained at the £9.86/£12.21 for lunch/evening meal, subject to the Member being on Council business out of the District;
- (b) The Joint Independent Remuneration Panel be requested to undertake the next review of allowances in advance of the next election cycle.

**Reason for recommendation:** To reflect the decision of the Members' Allowances Working Group.

### Introduction and Background

- 1 Members will recall that the Joint Independent Remuneration Panel (JIRP) made certain recommendations, which were reported to the Governance Committee in June 2023. It is recommended that Members refer to the relevant report and appendices when considering this item.

## Agenda Item 7b

- 2 A summary of their proposed changes is set out in the following table:

	Current	JIRP Recommendation
Deputy Leader	£13,269	£10,505
Opposition leaders:	£298 per Member	£5,529 if group has more than five Members
Examples:		
14 Members in group:	£4,172	£5,529
4 Members in group:	£1,192	£0
2 Members in group:	£596	£0
Subsistence:		
Lunch	£9.86	£0
Evening Meal	£12.21	£0

- 3 The report of the JIRP is attached as Appendix A. The report of the Members Allowances Working Group, set up to consider the JIRP report, is attached as Appendix B.
- 4 Members are invited to approve the findings of the Working Group and adopt their recommendations.

### **Other options Considered and/or rejected**

Members have the full range of options open to them, including taking no action at all. If no action is taken, Member allowances will remain as they are. Whichever option is taken, allowances will continue to be updated annually in line with the National Joint Council for Local Government Services pay award.

### **Key Implications**

#### Financial

The recommendations in the report are within budgetary provision. Nevertheless, if the recommendations of the JIRP are not adopted and an increase above the cost of the current scheme is agreed, savings will need to be found for the year 2023/24 and a growth item will be needed for the 2024/25 budget process.



Legal Implications and Risk Assessment Statement.

The Council is required under the Local authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to establish and maintain an Independent Remuneration Panel to review and make recommendations to the Council on the range and levels of remuneration for elected Members.

Under the regulations, the Council is required to undertake a full review every four years. A full review was last considered by the Council on 21 November 2017, with its recommendations adopted with effect from May 2019.

Remuneration for Members is intended to ensure that there are no avoidable obstacles preventing people from taking part in the work of the Council. The level of remuneration needs to be at an appropriate level. Any deviation from the recommendations should be justified with a written record being made.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the District, or supporting the resilience of the natural environment.

**Conclusions**

The basis of the current level of Members' Allowances for Sevenoaks District Council was established by the Panel in December 2001 following guidance issued by central government. Allowances have been revised following later Panel's recommendations to reflect the changing roles of Members. Until now, any changes have always kept within budget. Members are requested to consider the contents of this report, the previous report and all appendices before making a decision.

**Appendix A** - Recommendations of the Joint Independent Remuneration Panel.

**Appendix B** - Members' Allowances Working Group report.

**Martin Goodman**

**Monitoring Officer**

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**A REVIEW OF  
COUNCIL MEMBERS' ALLOWANCES  
FOR  
SEVENOAKS DISTRICT COUNCIL  
Spring 2023**

**Joint Independent Remuneration Panel [The Panel]  
for  
Sevenoaks District Council  
Tonbridge & Malling Borough Council  
Tunbridge Wells Borough Council**

## **Contents**

- 1. Introduction**
- 2. Summary of Recommendations**
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- 5. Allowance Calculations**
- 6. Special Responsibility Allowances**
- 7. Carers' Allowances**
- 8. Travel Expenses**
- 9. Subsistence Allowances**
- 10. Conclusions**
- 11. Acknowledgements**

## **Appendices**

- 1. Regulations and Guidance for Independent Remuneration Panels**
- 2. Terms of Reference & Panel Members**
- 3. Comparative data from neighbouring Local Authorities.**
- 4. Revised Schedule of Recommended Members' Allowances**

## **1 Introduction**

1.1 The Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to establish and maintain an Independent Remuneration Panel [The Panel] to review and make recommendations to the Council on the range and levels of remuneration for elected Members (see Terms of Reference Appendix 2).

1.2 Under the Regulations the Council is required to undertake a full review every four years. A full review was last considered by the Council on 27 November 2012, but the Panel was requested to carry out a further review as the Council had adopted revised governance arrangements in May 2013. Further reviews were then considered by the Council in 2013 and 2017. This report is the result of the latest review conducted in Spring 2023.

1.3 The purpose of this review is to carry out the quadrennial update of local councillors' allowances required by legislation, considering Members' workload, responsibilities and required time commitment and then to recommend a fair level of recompense for those commitments. We are mindful always of our remit to assist in broadening the diversity of councillor representation by minimising financial barriers to participation in local government.

1.4 The Panel fully appreciates the sensitivity of making any increase in allowances in the current financial climate, and are mindful of the Council's budget for such purposes. Where we have proposed alterations to the existing scheme they are fair, simple to administer and reflect the significant time commitments given by individuals in this important tier of government.

1.5 The Panel also has the responsibility of reviewing allowances for both Tunbridge Wells and Tonbridge and Malling Borough Councils. The Panel's recommendations in late 2022 to Tunbridge Wells Borough Council, which included a reduction in Cabinet Member allowances and a rationalisation of Group Leader allowances, were rejected. The Panel has noted the differences in the role of the Cabinet and the Cabinet Advisory System in Sevenoaks compared with the two neighbouring councils, and that this is therefore reflected in a somewhat different allowances system.

## **2 Summary of Recommendations**

### **2.1 Basic Allowance**

The existing Basic Allowance of £6,044 per annum should continue at the current level. Previous JIRP reviews have based this on a formula which accounted for the required time commitment, a representative rate of hourly earnings of residents in the area but reduced by a discount factor to reflect the ethos of public service inherent in the elected representative's role. Though we have accepted this formula as the way in which the baseline was achieved in previous reviews, we have introduced more of a comparative approach in assessing the level of allowances. More detail on this approach is set out in section 5.

## Agenda Item 7b

### **2.2 Special Responsibility Allowances**

The Panel continues to support the 2007 guidance from the Councillors Commission which recommends that members should not receive more than one SRA, and notes the Council's existing allowances scheme makes reference to this.

The Panel's recommends that the majority of Special Responsibility Allowances remain unchanged from their current levels. For each role these recommendations are:

- Council Leader £22,114
- Deputy Leader £11,056
- Opposition Group Leaders £ 5,529 (5 > Members)
- Cabinet Members £ 7,741
- Deputy Cabinet Members £ 1,769
  
- Committee Chairs
  - Audit £ 2,765
  - Development Control £ 5,529
  - Governance £ 2,765
  - Health Liaison Board £ 2,765
  - Licensing £ 2,765
  - Scrutiny £ 2,765
  - Joint Transportation Board £ 2,211
  - Standards £ 1,769
  
- Advisory Committee Chairs (current 6 below for information)
  - Cleaner & Greener £ 2,765
  - Development & Conservation £ 2,765
  - Finance & Investment £ 2,765
  - Housing & Health £ 2,765
  - Improvement & Innovation £ 2,765
  - People & Places £ 2,765
  
- Committee Vice-Chair
  - Development Control £ 1,106
  
- Committee Members
  - Development Control £ 553
  - Licensing £ 149
  - Standards Co-optees £ 531

### **2.3 Carer Allowances**

Our recommendations are that the Child Care Allowance should be equivalent to the National Living Wage payable at the actual amount charged, subject to a maximum rate of **£10.42** per hour per child or and that the Dependant Carer's Allowance should be payable at the actual amount charged subject to maximum of **£18** per hour. The Panel is aware that councillors rarely claim for these allowances, but they should be available to ensure that those entitled to such allowances can more easily serve.

## **2.4 Uprating**

In future the allowances should be uprated in line with any annual increases in pay awards to Council staff, which the Panel understands is now the Council's approach.

## **2.5 Travel Expenses**

The Panel recommends that the current scheme for Members, based upon the HMRC approved rate should continue. It is noted that the majority of Members chose not to claim mileage allowances but it is important it remains available for any who may otherwise incur substantial costs as part of their responsibilities.

## **2.6 Subsistence Allowances**

Our discussions with Members and an examination of claims in previous years suggested that this allowance was rarely claimed. We therefore recommend that meal and subsistence allowances need no longer form part of the Council's allowances framework.

## **3 Background**

3.1 The basis of the current level of members' allowances for Sevenoaks District Council was established by the Panel in December 2001 following guidelines issued by central government [see Appendix 1]. These allowances replaced the previous system of attendance-based payments and have been revised in subsequent years to reflect cost of living increases and changes in council structure and responsibilities.

3.2 The process is that the Panel recommends a structure of allowances, after consultation with members and officers but that the final decision is the responsibility of the Council. The Panel has followed broadly the same methodology in its reviews 2013 and 2017, though for this latest review a somewhat simplified approach has been adopted – as set out in section 5.

3.3 The 2007 Councillors Commission paper on Members Remuneration suggested a set of basic principles to govern allowance schemes:

- The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors.
- Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage.
- Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles.
- The system should be transparent, simple to operate and understand.
- The system should not encourage the proliferation of meetings or provoke councillors into spending more time on council business than is necessary.
- The level of remuneration should relate to a commonly accepted benchmark, such as the median male non-manual salary.

These principles underpin the recommendations made in this report and are reflected in our Terms of Reference [Appendix 2].

## **4 Approach and Methodology**

4.1 Reflecting the approach taken by many other Independent Review Panels elsewhere in the country, we used a set of core principles to guide this review, as follows:

- To remove, where possible, the immediate financial barriers to becoming a councillor to assist in the diversity of the cohort of councillors, regardless of political background.
- To reflect as far as possible the current time commitment required to perform the role of ward councillor and the potential loss of earnings opportunities for councillors in doing so.
- To recognise the increasing levels of responsibility and accountability being devolved from central government to local government and its impact on the nature of leadership and scrutiny roles within the council.
- To retain an appreciation for the element of public service, *pro bono* contribution from elected councillors.
- To have due regard to the challenging financial position of many local authorities.
- To be mindful of the comparative position of our council members with those in similar roles in other Kent councils.
- To recommend allowances based on objective data with a simple and logical structure that can easily be updated in the future.
- To ensure that all recommendations have transparent and accessible rationales, allowing for greater public understanding and engagement.

In conducting the review at the Council, we offered the opportunity to elected Members to meet individually with the Panel. A small number of councillors, including the Council Leader, took this up. We also met with the Chief Finance Officer.

## **5 Allowance Calculations**

5.1 There are some important principles and guidance documents relating to the calculation of allowances which are detailed in our Terms of Reference [Appendix 2], and we have set out below some of the factors previous Panels have taken into account in their calculations. These have allowed allowance levels to reach their current levels across all three councils this Panel reviews.

### **Determining the Basic Allowance**

5.2 The statutory guidance for Local Authority Allowances says that the “*basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meeting with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.*” [ODPM 2003. Para 10]

5.3 There are three core elements which determine the Basic Allowance: time spent on councillor duties, a standard financial hourly rate and the public service discount element.



## Time Commitment

5.4 *“Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the ..... number of hours for which, councillors ought to be remunerated”* [ODPM 2003. Para 67].

5.5 The number of hours committed by individual councillors to their elected and representative duties varies widely between individuals and over time, which was mentioned during some of our Member interviews. It is also recognised that, for many councillors, the role is far more than just attendance at council meetings and will include, for example, constituency duties, committee meetings, meetings with officers and training courses.

5.6 Across previous reviews, the Panel has made various determinations of this time commitment. In 2008, it determined that the average time taken to satisfactorily perform a ward councillor role was an average of 15 hours per week, following a survey of members and soundings at all levels of the Council. This figure was also used for the 2012 review, but the Panel in 2017 determined that the time spent on Council business varied greatly (in part due to the 2013 change in governance arrangements) and it was not possible to draw a conclusion of the average productive hours spent.

## Hourly rate

5.7 For its review in 2017, the Panel attempted to calculate an hourly rate for councillor work using the median hourly pay for all employees who live within the Sevenoaks local authority area, using the Annual Survey of Hours & Earnings (ASHE) – published by the Office of National Statistics. The same exercise was repeated across the two other councils reviewed by the Panel, and the 2015 ASHE gave the hourly rates of:

- |                         |        |
|-------------------------|--------|
| • Sevenoaks             | £14.49 |
| • Tonbridge and Malling | £14.08 |
| • Tunbridge Wells       | £13.10 |

These figures gave an arithmetic mean of £13.89 per hour, and formed part of the basis for the Panel’s recommendations in 2017.

## The Public Service/Voluntary Principle

5.8 Central government guidance to Independent Remuneration Panels for setting the basic allowance states that “it is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained” [ODPM 2003. Para 68]

5.9 This idea that some work of members should remain voluntary is called the ‘public service principle’ and this is incorporated into the financial calculations as a percentage discount factor, agreed locally. The 2007 Councillors Commission report indicated that considerable variations of between 20-50% apply. Our meetings with members and Council leaders confirmed that this principle is understood and generally supported by elected councillors.

## Agenda Item 7b

5.13 Since 2001 the Panel has, across multiple reviews, recommended a public service discount factor of 40% based on benchmarking with allowance schemes elsewhere.

### **Benchmarking Analysis**

5.14 The result of assessing time commitment, hourly rate and the public service principle over multiple reviews over nearly two decades has been the arrival at allowance levels for Sevenoaks which are broadly commensurate with those at other Kent borough/district authorities – including the other two councils this Panel reviews. There are some outliers between authorities, and for certain allowances Sevenoaks is at the upper thresholds, but overall the picture is relatively uniform.

5.15 Given this, and in keeping with the principles established in section 3, the Panel is recommending allowances based on a somewhat different premise – designed to achieve a certain level of parity with equivalent roles in other authorities. The complex time/hourly/service calculations in previous reports have been useful insofar as they have delivered a fairly consistent standard of allowance levels across the county. However, they are complicated to repeat on a regular basis, are convoluted and not particularly accessible, and also imply a regional variation on the value of councillors' work. Indeed, the 2017 Panel noted that the hourly rate calculations skewed the results somewhat due to a greater propensity for Sevenoaks residents to work in London.

5.16 Therefore, our approach has been to consider the current allowance levels in Sevenoaks and across Kent authorities as a baseline, calculate an average figure across the county, and recommend adjustments (where there is a plus/minus variance of 10% or more) to bring certain allowances into line with this.

5.17 It is worth mentioning at this stage that during our Member interviews a minority view was expressed that the allowances in Sevenoaks should be aligned more closely with those at London borough councils. This is not a position the Panel supports given the increased responsibility of London authorities, which are effectively unitary bodies.

### **Basic Allowance**

5.18 The current level of basic allowance on Sevenoaks is £6,044 per annum. Across the county, the mean is just over £5,400. Though this variance is slightly more than 10% of the average, given changing this allowance would impact every councillor and the adjustment would be negligible in impact, we consider the existing basic allowance to be at an appropriate level, and do not recommend a forced adjustment.

***RECOMMENDATION: that the Basic Allowance should be maintained at £6,044 per annum.***

## **6 Special Responsibility Allowances (SRAs)**

### **Council Leader**

6.1 The Panel's previous approach in 2017 was to recommend that the Leader's allowance should be four times the Basic Allowance. This was part of an ongoing effort

to align allowances across the Council with each other, and specifically as a proportion of the Leader's allowance.

6.2. The Leader's allowance has seen some growth in recent years and is now one of highest in Kent. The Panel appreciates that the governance arrangements in Sevenoaks may add an increased workload to the Leader's role. Nonetheless, at its current level the allowance is at the maximum of 10% over both the median and the mean across Kent, and if it were to increase further it would not remain commensurate.

***RECOMMENDATION: that the Special Responsibility Allowance for Council Leader should be maintained at £22,144 per annum.***

### **Deputy Leader**

6.3 The Panel is aware that the Deputy Leader has an important role in standing in for the Leader where necessary, and that this can add an additional workload in addition to serving on Cabinet. The Panel believes this role merits an individual Special Responsibility Allowance, and notes the majority (though not all) of authorities in Kent include such an SRA within their allowances schemes.

6.4 However, the level of the allowance in Sevenoaks is not proportionate with others across Kent; indeed, it is over £4,000 higher than the mean and £3,000 higher than the median. Therefore, it is the Panel's view that this allowance should be reduced.

6.5 To bring this SRA into line with both the average across Kent, and in a way which aligns with the existing Sevenoaks scheme, our recommendation is that it should be set halfway between its current level and the SRA of a Sevenoaks Cabinet Member. This would reduce the Deputy Leader allowance to £10,505 per annum, and would bring it within 5% of the median across Kent.

***RECOMMENDATION: that the Special Responsibility Allowance for Deputy Council Leader should be reduced to £10,505 per annum.***

### **Opposition Group Leader**

6.6 We note that the Council's existing allowance scheme contains an allowance for opposition group leaders, of £298 per annum, per member of the relevant group.

6.7 This is a similar setup to that at Tunbridge Wells Borough Council, for which the Panel recommended a fixed figure rather than a group-size scale be adopted. Unlike at Tunbridge Wells, the Panel appreciates the scheme in Sevenoaks does not allow Group Leaders to claim this as a secondary SRA. Nonetheless, we would still recommend Sevenoaks adopts this fixed approach which we feel better recognises the additional burden of serving as an opposition leader, directly responsible for scrutinising the administration.

6.8 In setting further parameters for this allowance, our view is that its level should be set at that of the most highly compensated chair on the Council – in the case of Sevenoaks this is the chair of the Development Control Committee (receiving £5,529 per annum). In addition to this, there should be two further entitlement/qualifying requirements; that neither a Leader nor any members of the Leader's group can serve on Cabinet/the Executive, and that their group is comprised of at least 5 councillors.

## Agenda Item 7b

6.9 The treatment of opposition group leaders is not consistent across Kent authorities, making direct comparison of the SRA levels received for this less valuable. However, in the authorities which award a fixed figure, it does appear to be an amount equivalent to either the highest or second highest compensated committee chair.

***RECOMMENDATION: that the existing Special Responsibility Allowance for Opposition Group Leaders is replaced with a new mechanism; a £5,529 per annum allowance for leaders meeting the qualifying criteria above.***

### **Cabinet Members**

6.10 The Panel recognises that Cabinet arrangements are different in Sevenoaks than in many other councils, not least the existence of formal Deputy Cabinet Members. It is difficult to assess the impact this may have on workload without a more detailed discussion with Members, though our discussion with the Leader was helpful in this respect.

6.11 Across the county, one of the most diverse ranges in allowances is that for Cabinet Members, ranging from around £5,000 per annum (Canterbury) to just over £11,000 (Tunbridge Wells). However, the current allowance level in Sevenoaks is, in fact, the median for the county, and the Panel therefore does not see any need to recommend a change to this.

***RECOMMENDATION: that the Special Responsibility Allowance for Cabinet Members should be maintained at £7,741 per annum.***

### **Deputy Cabinet Members**

6.12 Amongst the authorities reviewed by this Panel, this role is unique. We are aware that these roles are long-standing part of the governance arrangements at Sevenoaks, and that Members generally appear content that they remain in place – and indeed, that they add value to the Council's executive setup.

6.13 In light of this the Panel recommends that the existing allowance for these roles remains in place, but would suggest that the administration following the 2023 elections may wish to consider the roles and formally evaluate their value.

***RECOMMENDATION: that the Special Responsibility Allowance for Deputy Cabinet Members should be maintained at £1,769 per annum.***

### **Chairs of Committees**

6.14 The Panel has reviewed the committee allowances using the same criteria and principles as set out previously. Though committee chair allowances vary across the county, and not all committees are ubiquitous across authorities, the current allowance levels are commensurate with Kent averages.

6.15 For example, the mean and median for Licensing chairs are £2750 and £2600 respectively, putting the current allowance in Sevenoaks well within the benchmarked range. Similarly, Planning or Development Control chairs are compensated to the tune of around £5,300 across the county, a margin which again Sevenoaks fits into without

adjustments being required. Therefore, for what might be termed the more ‘standard’ committees, the Panel does not recommend any alterations to existing allowances. These levels are reflected in the table below:

Committee	Recommended Allowance
Audit	£2,765
Development Control	£5,529
Governance	£2,765
Health Liaison Board	£2,765
Licensing	£2,765
Scrutiny	£2,765
Joint Transportation Board	£2,211
Standards	£1,769

6.16 The Panel recognises the importance that the Council puts on scrutiny function and work of the Advisory Boards; a factor raised during our interviews with Members. Such governance arrangements are not universal across Kent so benchmarking the allowance as we have done with others is not possible. However, the Panel has no objection with the Council continuing with these arrangements if it believes them to be of value and retaining the current level of allowances for their chairs:

Advisory Committee	Recommended Allowance
Cleaner & Greener	£2,765
Development & Conservation	£2,765
Finance & Investment	£2,765
Housing & Health	£2,765
Improvement & Innovation	£2,765
People & Places	£2,765

### Vice-Chairs

6.17 The role of vice-chairs came up during our interviews, and it was felt that the current level of allowance for the Development Control vice-chair was appropriate – given the additional workload on that committee. The Development Control vice-chair currently receives £1,106 per annum, and the Panel does not object to the continuation of this arrangement.

***RECOMMENDATION: that the Special Responsibility Allowance for committee/vice chairs be maintained at their current levels.***

### Committee Members

6.18 The Council has adopted the practice of making payments for members of certain committees to in light of their higher workload. The Panel has no objection to the continuation of the current levels of these payments, as below:

Development Control	£553
Licensing	£149
Standards Co-optees	£531

***RECOMMENDATION: that the existing allowances for certain committee members be maintained at their current levels.***

### **Council Chairman/Vice-Chairman**

6.19 The Chairman and Vice-Chairman of the Council currently receive allowances of £11,588 and £5,033 respectively. The Panel recognises the additional workload of the Chairman/Vice-Chairman and believes this should be reflected in an allowance.

6.20 As these are civic allowances rather than for executive, chair or scrutiny functions these do not necessary fall under the Panel's purview. However, we do note that the level of these allowances in Sevenoaks are significantly higher than those received by the Mayors and Deputies in Tonbridge and Malling (£5,990 and £1,420) and Tunbridge Wells (£5,380 and £1,080).

6.21 We appreciate that there will be differences in the ways in which these roles are performed between the authorities, but would suggest the level of these allowances is something Sevenoaks may want to consider as part of any wider review of allowance structures.

### **Uprating**

6.22 The Council currently uprates allowances in line with any increases in the remuneration of Council staff. The Panel is supportive of this and recommends it forms the basis of any future increases.

***RECOMMENDATION: that allowances are uprated in line with any increases in the remuneration of Council staff.***

## **7 Carers' Allowances**

7.1 Sevenoaks operate separate allowances for the costs of standard childcare and that of professional care for dependants with special requirements. These allowance levels are recommended as follows:

**Childcare Allowance:** for child-minding of the Member's dependent children. Payable at the actual amount charged, subject to a maximum rate of **£10.42** per hour per child. This would be a slight increase in the current level, adjusting it for national minimum wage as of April 2023.

**Dependant Carer's Allowance:** for professional care for elderly or disabled dependants, or other dependants with special requirements. Payable at the actual amount charged, subject to a maximum rate of **£18.00** per hour. This would be a continuation of the current level of this allowance.

7.2 In practice, these allowances have rarely been claimed by councillors in Sevenoaks, but the Panel continues to support the need for them.

***RECOMMENDATION: that the allowances for childcare and dependant care provision are set as above.***

## **8 Travel Expenses**

8.1 The Council currently operates a scheme based upon the HMRC approved rate and the Panel recommends that this continues.

***RECOMMENDATION: that the current travel expenses scheme based upon the HMRC approved rate, continues.***

## **9 Subsistence Allowances**

9.1 The Council currently has a scheme for subsistence/meal allowances, but our discussions with Members and analysis of previous claims suggests take-up of this is extremely low. Unlike carer or travel expenses any costs in this respect incurred by Members are likely to be minimal, and the Panel therefore recommends ceasing this provision.

***RECOMMENDATION: that the existing scheme for meal and/or subsistence allowances ceases.***

## **10 Conclusions**

10.1 The Panel has attempted in this review to propose levels of allowances to properly recognise the time commitments that individual Members offer in support of their local community, in a manner which recognises the contributions of elected councillors across the county.

10.2 We have also sought to propose a system that is easy to understand and update, consistent across authorities and which would remove financial barriers that deter potential candidates from standing for election.

## **11 Acknowledgements**

11.1 The Panel's thanks go to the officers and members who gave us their time and opinions which have helped to shape the Panel's thinking.

## Appendix 1

### **Regulations and Guidance for Independent Remuneration Panels**

- *The Local Authorities (Members' Allowances) (England) Regulations 2003*. Statutory Instrument 2003 No. 1021.
- *The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003*. Statutory Instrument 2003 No. 1692
- *The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004*. Statutory Instrument 2004 No. 2596
- *New Council Constitutions: Consolidated Guidance on Regulation for Local Authority Allowances - 2003*
- *The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003*. Statutory Instrument 2003 No. 1022
- *New Council Constitutions. Guidance on Consolidated Regulations for Local Authority Allowances*. Office of the Deputy Prime Minister and Inland Revenue. July 2003.
- *Members Remuneration – models, issues, incentives and barriers*. - Councillors Commission. Dept. of Communities and Local Government. December 2007
- *Representing the Future – Report of the Councillors Commission*. December 2007
- *Members' Allowances Survey 2008*. Report by the Local Government Association Research Department



## Appendix 2

# Joint Independent Review Panel for Sevenoaks District Council Tonbridge & Malling Borough Council Sevenoaks District Council

## Terms of Reference

### Introduction

The Joint Independent Remuneration Panel (JIRP) for Tonbridge and Malling Borough Council, Tunbridge Wells Borough Council and Sevenoaks District Council was originally established in 2001 and now operates under the Local Authorities (Members' Allowances) (England) Regulations 2003. The function of the panel is to make recommendations to Council in accordance with Statutory Instruments (primarily 2003 No.1021 and No.1692).

The JIRP was established jointly by the three Councils but it considers each Council individually and makes separate recommendations for each according to the particular structures and requirements of the organisation.

Members of the Panel are appointed by the Councils but are independent members of the community with relevant professional backgrounds in remuneration and benefits.

### Membership – Joint Independent Remuneration Panel

The members of the panel are:

- Ben Garland, a resident of Bromley
- Bharat Khanna, a resident of Sevenoaks
- David Mercier, a resident of Tonbridge and Malling

JIRP meetings normally involved all three Panel members, though some Member interviews took place with only two members present.

The Local Authorities (Members' Allowances) (England) Regulations 2003 determine that none of the Panel members may be a member of the local authority in question, or of its committees, or an employee of the council, but that this does not preclude participation by parish councillors.

### **Panel Recommendations**

The 2003 Regulations require that councils must have regard to their Independent Remuneration Panel's recommendations, which must be publicised on the authority's website and in the authority's newspaper, if it has one. The Panel must be required to make recommendations whenever the council decides to revoke or amend its members' allowances scheme. However, Panel recommendations are not binding on authorities. After considering its panel's recommendations, a council can decide for up to four years on automatic indexation of members' allowances without the need for a review by the Panel.

### **Principles for Allowances Schemes**

There is currently little central prescription of members' allowance. However, there are some important constraints:-

- Attendance allowances are prohibited
- The basic allowance must be paid equally to all members
- Where one or more groups on a council form an administration, a special responsibility allowance must be paid to a member of the opposition. This is usually paid either to the leader of the opposition, if this post exists, or to a chair of a scrutiny committee

The report of the Councillors' Commission in December 2007 highlighted a 'universal principle' that members should not suffer financial loss as a direct result of their council activities and service. They went on to suggest a more detailed set of principles to govern allowance schemes:-

- The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors
- Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage
- Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles
- The system should be transparent, simple to operate and understand
- The system should not encourage the proliferation of meetings or provoke councillors into spending more time on council business than is necessary
- The level of remuneration should relate to commonly accepted benchmark, (for example, the median male non-manual salary)

The Panel will operate within the scope of these principles. Should any departure from these be considered necessary, the reasons for the variation will be made clear in the relevant report.

The core objective of the Panel is to present informed comprehensive recommendations that are fair and equitable.

**Appendix 3****Comparative data from Kent Borough/District councils**

<b>Authority</b>	<b>Basic</b>	<b>Leader</b>	<b>Cabinet Member</b>	<b>Chair Planning Cttee</b>	<b>Chair Overview/ Scrutiny</b>	<b>Chair Licensing</b>
Ashford	£5,035	£16,471	£8,235	£6,588	£6,588	£1,647
Canterbury	£5,986	£20,300	£5,000	£4,500	£4,500	£4,500
Dover	£5,000	£18,000	£6,750	£4,500	£4,500	£1,125
Folkestone & Hythe	£5,433	£23,905	£10,866	£6,248	£6,248	£6,248
Gravesham	£5,041	£22,687	£5,041	£5,041	£2,521	£756
Maidstone	£5,065	£20,002		£8,000		£4,000
Sevenoaks	£6,044	£22,114	£7,741	£5,529	£2,765	£2,765
Swale	£6,786	£16,965		£6,786		£2,036
Thanet	£4,570	£18,082	£7,990	£5,204	£7,990	£3,216
Tonbridge & Malling	£5,175	£20,706	£8,802	£1,725	£2,589	£2,589
Tunbridge Wells	£5,500	£19,250	£11,000	£5,500	£1,375	£1,375

*[Source: for non-Sevenoaks figures, South East Employers Survey 2022 – final results]*

N.B. The Joint Independent Review Panel works on behalf of Sevenoaks District Council, Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council but considers each Council individually and makes separate recommendations for each. It should be noted that members' allowances are currently under review at all three councils but the figures quoted above do not reflect any changes to be proposed by the JIRP as part of this review process.

**Revised Schedule of Recommended Members' Allowances****Sevenoaks District Council**

	<b><u>2017 JIRP Recommendation</u></b>	<b><u>Current</u></b>	<b><u>2023 JIRP Recommendation</u></b>
<b><u>Basic Allowance</u></b>	£5,359	£6,044	£6,044
<b><u>Special Responsibility Allowances</u></b>			
<b><u>Cabinet</u></b>			
Leader	£20,000	£22,114	£22,114
Deputy Leader	£12,000	£13,269	£10,505
Cabinet Member	£7,000	£7,741	£7,741
Deputy Cabinet Member	£1,600	£1,769	£1,769
<b><u>Opposition Leaders</u></b>	£270 per member	£298 per member	£5,529
<b><u>Committee Chairs</u></b>			
Advisory Committee (x6)	£2,500	£2,765	£2,765
Audit	£2,500	£2,765	£2,765
Development Control	£5,000	£5,529	£5,529
Governance	£2,500	£2,765	£2,765
Health Liaison	£2,500	£2,765	£2,765
Licensing	£2,500	£2,765	£2,765
Scrutiny	£2,500	£2,765	£2,765
Joint Transportation Board	£2,000	£2,211	£2,211
Standards	£1,600	£1,769	£1,769
<b><u>Committee Vice-Chair</u></b>			
Planning	£1,000	£1,106	£1,106
<b><u>Committee Members</u></b>			
Development Control	£500	£553	£553
Licensing	£135	£149	£149
Standards Co-optees	£480	£531	£531

*N.B. All figures are per annum.*

## Members' Allowances Working Group Report in response to JIRP Spring 2023 report

Governance Committee at its meeting on 6 June 2023 were asked to review the report by the JIRP. It was decided to form a working group to further consider the JIRP recommendations, in particular whether SDC should adopt these proposals or remain with the current SDC allowance scheme or adopt a different scheme.

The working group was chaired by Councillor Bayley and was formed of Cllrs Bayley, Scott and Clayton.

The key areas of difference between the JIRP and the current councillor allowances formed the basis of the discussion and are as below:

	Current scheme	JIRP
Deputy leader allowance	£13,269	£10,505
Opposition	£298 per member	5 members and above £5,529 per group
Meals / subsistence	£9.86/£12.21 Lunch / Eve	None

### General considerations

- A desire to keep within existing SDC budget and concerns re cost of living.
- Understand rationale for JIRP approach and other councils' approaches.
- Limit scope of working group and recommendations to the 3 areas of difference between the current scheme and the JIRP proposals and understand JIRP's rationale for proposing change.

### Summary of Views Received from Members

- The opposition party leader allowance be split between recognized opposition group leaders in proportion to their group membership as job of all to challenge - eg divide £5,529 by 20 opposition = £276.45 per members so Lib Dem 14 x £276.45 = £3,870.30, Greens £1105.80, Other £552.90 etc. Recognizes all opposition councillors have a role not just the largest party
- Deputy may have an increased role under new leadership - allowance was 60% of leaders historically.
- Dartford Allowances not stated and are higher than Sevenoaks - Deputy £18,000. Need to compare with all other authorities in Kent to see if reduction of £3,000 proposed by JIRP fair.
- Deputy Cabinet members should receive an allowance in line with or higher than Committee Chairs.
- Subsistence allowances should continue to attract widest possible spread of councillors.
- Should SDC have an automatic annual increase when other councils do not?
- Not to reduce opposition members' allowances.

## Agenda Item 7b

### Process

The working group took feedback from both the author of the JIRP report, members and compared other Kent district schemes.

Committee interviewed and took feedback from:

- Authors of JIRP report to understand the rationale for the proposed changes
- Tonbridge Wells and Tonbridge and Malling Councils
- Various SDC councillors

### Key information and considerations established during process

#### DEPUTY LEADER

- Deputy leader role allowances vary considerably. For example Tonbridge deputy paid 75% of Leader which is exceptionally high but many councils do not pay Deputy Leaders at all.
- Sevenoaks Deputy Leader allowance is a statistical outlier within Deputy leader allowances although this was not the case historically (as it was increased in the previous review)
- JIRP had suggested decrease to bring closer in line with Kent mean (still 5% higher) and set between current level and a Cabinet member.
- The Working Group considered the report and acknowledged that the Deputy Allowance is a statistical outlier and above average.
- Whilst wanting to ensure Sevenoaks allowances are in line with the rest of Kent working group felt it was unfair to reduce the allowance mid-term.
- The Working Group felt a viable option would be freezing the allowance until such a time as it falls within 10% of the Kent Councils Deputy Allowance mean.

#### OPPOSITION

- JIRP suggested a move to a single fixed payment for Opposition Leader (rather than based per member as per SDC) and that the level of allowance should be set at that of the most highly compensated chair on the Council - £5,529 per annum together with a recommendation that neither a Leader nor any members of the Leader's group can serve on Cabinet/the Executive, and that their group is comprised of at least 5 councillors.
- JIRP felt a lump sum opposition payment more easily administered than per member sums.
- Working group felt that we should acknowledge the value of all opposition and therefore a per opposition member allowance was more appropriate
- Working group did not feel a cut in the allowance would be appropriate and felt we should retain the £298 figure per group member. Based on the current Council make up this would equate to £6,258 (13% higher than the fixed sum recommended by JIRP).
- This should be reviewed in advance of the next election cycle.

## **SUBSISTENCE**

- Subsistence allowance is the least used and rarely claimed, if ever, allowance.
- JIRP had suggested it be removed as rarely claimed.
- Many councils have abolished it
- Working group felt it should be retained in order to ensure no Councillor is disadvantaged but recommended that the wording be tightened up to ensure it is only claimed when Councillors are attending council related business out of district to reflect normal working practices.

## **DEPUTY PORTFOLIO HOLDERS**

- It was noted that JIRP suggested we review the need for allowances for deputy portfolio holders.
- It was noted that most deputy portfolio holders have other roles and allowances which negate the need for payment of this allowance
- It was agreed this should be reviewed alongside all allowances prior to the next election cycle.

## **GENERAL**

- Group stressed importance of undertaking this review prior to new Councillors being elected and therefore recommended that allowances should be reviewed in advance of the next election cycle.
- Group did not feel the need to discuss any other aspect of allowances

## **Recommendation to Governance Committee**

The recommendations of JIRP be agreed subject to following changes:

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### **Item 7 (c) – Scrutiny Committee Procedure Rules**

The attached report was considered by the Governance Committee, and the relevant minute extract is below:

#### **Scrutiny Committee Procedure Rules (30 January 2024, Minute 11)**

Members considered the report which proposed recommendations to Council to update Appendix C and part 5 of the Constitution. Feedback was sought from Members & the Monitoring Officer following recent meetings of the Scrutiny Committee. The revisions were based on clarifying existing procedures and assisting in the running of the Council's business. The existing documents did not reflect current corporate writing style or organisational structure, and were not fully updated when changes were made to the Local Government Act 2000.

Members were asked to consider the suggestions in relation to the call-in process and Scrutiny in general as set out in the report. It was highlighted to Members that through the system of Advisory Committees, all political groups have considerable engagement in the formulation of policy and decision making.

Members discussed the proposed revision, some concern was expressed over the rationale for call-in and the feeling it would reduce the ability for Members to call-in key decisions. Members were advised that this had been clarified to avoid any further ambiguity. The rationale for call-in was clarified to relate to key decisions that were taken outside of the council's budget and policy framework, other standing orders and policies that were set out within the Constitution.

Members further discussed that the call-in procedure rules could be reviewed every 4 years following an election as it would then allow regular review as to whether the rules needed changing, with a particular focus on five cross party members required to call-in a decision. Further discussion took place on the importance of scrutiny.

Resolved: That

- a) the contents of the report and appendices including Member suggestions in paragraph five, be considered.
- b) it be recommended to Council that the attached Appendix C (Scrutiny Committee Procedure Rules) and Part 5 (Scrutiny Functions) be adopted.

## Agenda Item 7c

\*Cllrs Clayton and Streatfeild requested their vote against the motion be recorded.

## SCRUTINY COMMITTEE PROCEDURE RULES

Council – 20 February 2024

**Report of:** Deputy Chief Executive and Chief Officer – Customer and Resources

**Status:** For consideration

**Also considered by:**

- Governance Committee – 30 January 2024

**Portfolio Holder:** Cllr. Thornton

**Contact Officer:** Jim Carrington-West, Ext. 7286; Martin Goodman, Ext. 7245

**Recommendation to Governance Committee:**

- a) That the contents of the report and appendices including Member suggestions in paragraph 5 be considered.
- b) That it be recommended to Council that the attached Appendix C (Scrutiny Committee Procedure Rules) and Part 5 (Scrutiny Function) be adopted.

**Recommendation to Council:** That the attached Appendix C (Scrutiny Committee Procedure Rules) and Part 5 (Scrutiny Function) be adopted.

### Introduction and Background

- 1 The Scrutiny Committee discharges the functions conferred by Section 9F of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole.
- 2 The Scrutiny Committee Procedure Rules are set out in Appendix C of the Constitution here [Appendix C - Scrutiny Committee Procedure Rules](#). The functions of the Scrutiny Committee are set out in Part 5 of the Constitution here [Part 5 - Scrutiny Function](#).
- 3 The report proposes that Council adopts an updated Appendix C and Part 5, as attached to this report.
- 4 In order to compile this report, feedback was sought from Members and the Monitoring Officer following recent meetings of the Scrutiny Committee. The suggested, revised, relevant parts of the Constitution are appended to this report and are based primarily on clarifying existing procedures and assisting in the running of the Committee's business. A number of other suggestions have been put forward which would more appropriately fall to Members to consider, these are summarised below.

## Agenda Item 7c

### Member suggestions

- 5 Following a request for any comments, the following is a generalised summary of the suggestions received from Members:

#### *General*

- Consider the need for the Scrutiny function to be reviewed regularly
- Adequate resources should be given to the Scrutiny function
- Reaffirm the role of Advisory Committees in our system

#### *Chairing and Membership*

- The Chairman could be of an opposition party
- Consider whether Members should be allowed to sit on Scrutiny and on an Advisory Committee

#### *Call-ins*

- Consider the number of Members needed for call-in
- Consider allowing call-ins by just one group
- Consider requiring a statement of reasons for call-in
- Give thought to lengthening the call-in timetable
- Confirm the need for background papers on call-in
- Consider the need for Officer or public contributions
- Consider the possible resolutions after call-in
- Consider the need for Scrutiny to give reasons for its resolution

### Necessary changes

- 6 The existing documents do not reflect current corporate writing style or organisational structure. They were not fully updated when changes were made to the Local Government Act 2000 by the Localism Act 2011. With this in mind, Members are asked to approve the documents appended to this report, which differ insofar as is necessary to ensure appropriate practicality, style and consistency.
- 7 Member suggestions in relation to the call-in process and Scrutiny in general as set out above have been taken into account. However, not all suggestions could be actioned for various reasons. In particular, Members should note that through our system of Advisory Committees, all political groups in our system have considerable engagement in the formulation of policy and decision-making. Any resolution to alter the provisions relating to the Scrutiny function should take this into account. Members are also asked to note the significant existing levels of support provided to the function.

### Other options Considered and/or rejected

Making no change to the current constitution is an option which will not improve and clarify procedures for the Committee as required.

## **Key Implications**

### Financial

Members should note that any proposed increase in the resources available to the Scrutiny function will require budgetary provision through a saving elsewhere.

### Legal Implications and Risk Assessment Statement.

None other than the statutory provisions referenced in the report.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

## **Conclusions**

Members are asked to agree the attached Appendices for adoption and publication.

### **Appendices**

Appendix 1 – Revised Part 5 – Scrutiny Function

Appendix 2 - Revised Appendix C - Scrutiny Committee procedure Rules

### **Background Papers**

Current Constitution of Sevenoaks District Council

Part 5 – Scrutiny Function:

<https://cds.sevenoaks.gov.uk/ecSDDisplayClassic.aspx?ID=2137&RPID=31658672&sch=doc&cat=13284&path=13284%2c13284&J=7>

Appendix C – Scrutiny Committee Procedure Rules:

<https://cds.sevenoaks.gov.uk/ecSDDisplayClassic.aspx?ID=2164&RPID=31658672&sch=doc&cat=13284&path=13284%2c13284&J=7>

**Jim Carrington-West**

**Deputy Chief Executive and Chief Officer – Customer and Resources**

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## PART 5 - SCRUTINY FUNCTION

(Please also refer to Appendix C - Scrutiny Committee Procedure Rules)

### 1. Introduction

- 1.1. There is one Scrutiny Committee to discharge the functions conferred by Section 9F of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole.

### 2. Role and Scope

2.1 The role and scope of the Scrutiny Committee is:

- (a) to undertake and report on the Scrutiny role in relation to all matters within the Council's scope of responsibility;
- (b) to discharge the functions conferred by Section 9F of the Local Government Act 2000; and
- (c) to oversee the Council's compliance with the Police and Justice Act 2006.

### 3. Specific Functions

3.1 The Scrutiny Committee has the power to:-

- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (d) make recommendations to the Cabinet and /or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance;
- (f) question and gather evidence from any person (with their consent); and

- (g) “call in” key decisions which have been taken but not yet implemented in accordance with Appendix C - Scrutiny Committee Procedure Rules.

#### **4. Membership**

- 4.1 The Scrutiny Committee will comprise a permanent Chairman and Vice Chairman, and 9 other elected Members, that follow the political proportionality of the Council. No Members of the Committee may be members of the Cabinet, their deputies or members of any of the Cabinet Advisory Committees. The membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.



## APPENDIX C: Scrutiny Committee Procedure Rules

### 1. Introduction

- 1.1 There is a Scrutiny Committee to discharge the functions conferred by Section 9F of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole.
- 1.2 The role and scope of the Scrutiny Committee is set out in Part 5 of the Council's constitution, which also sets out the specific functions of the Scrutiny Committee to review and scrutinise decisions and performance. This includes the power to review and scrutinise the performance of other public bodies in the area, by inviting them to attend and address the Committee.
- 1.3 The Scrutiny Committee also monitors the decisions of the Cabinet and the Scrutiny Committee can "call-in" a key decision of the Cabinet which has been made but not yet implemented. It may recommend that the Cabinet reconsider its decision. It may also be consulted by the Cabinet or the Council on forthcoming decisions.
- 1.4 Scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. The Scrutiny Committee should not shy away from the need to challenge and question decisions and make constructive criticism.

### 2 Who May Sit on the Scrutiny Committee

- 2.1 All Councillors except members of the Cabinet, their deputies, any member of a Cabinet Advisory Committee and the Chairman of the Council shall be eligible for appointment as members of the Scrutiny Committee. No Member may be involved in scrutinising a decision in which they have been directly involved.
- 2.2 The Council may appoint additional, non-voting members to the Committee.
- 2.3 The quorum for the Committee is one quarter of the total membership.

### 3 Who Chairs the Scrutiny Committee?

- 3.1 There shall be a Chairman and a Vice Chairman of the Scrutiny Committee who shall each be appointed by the Council.
- 3.2 In the absence of a Chairman the Vice Chairman can exercise the powers of the Chairman.

### 4 Meetings of the Scrutiny Committee

## Agenda Item 7c

### Appendix 2

- 4.1 The Council may determine a cycle of meetings for the Scrutiny Committee. If the Council does not set a cycle the committee shall determine its own cycle of meetings. The Chairman, or in their absence the Vice Chairman, may change the date or cancel meetings or call additional meetings as they consider necessary to deal with the Committee's work programme. A meeting of the Scrutiny Committee may be called by its Chairman (or in his or her absence, the Vice Chairman) or by the Chief Executive, if he considers it necessary or appropriate.

## 5 Working Groups

- 5.1 The Committee may appoint smaller groups known as "Working Groups" to carry out detailed examination of particular topics for report back to them. Terms of reference and membership of a Working Group will be agreed in advance by the Scrutiny Committee. These groups will be appointed for a fixed period on the expiry of which they shall cease to exist. Only on the completion of one working group may another one start. Working groups will meet in private and any non-executive member may be a member of a working group.

## 6 Standing Agenda Items

- 6.1 Each ordinary meeting of the Scrutiny Committee shall consider the following business:
- (a) minutes of the last meeting;
  - (b) declarations of interest;
  - (c) responses of the Cabinet to reports of the Scrutiny Committee;
  - (d) actions from the previous meeting; and
  - (e) the Committee's work plan.

## 7 Work Plan

- 7.1 The Scrutiny Committee will, following consultation with the Chairman and Vice Chairman, set its own work programme and in doing so it shall consider wishes of members on that Committee who are not members of the largest political group on the Council.

## 8 Annual Report

- 8.1 The Scrutiny Committee must report annually to a meeting of Council, providing a summary of any work undertaken along with any recommendations made as a result.

## 9 Additional Agenda Items

- 9.1 The Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and/or the Cabinet to review

particular areas of Council activity. Where they do so, the Scrutiny Committee shall report its findings and any recommendations back to the Cabinet and/or Council. The Council and/or the Cabinet shall consider the report of the Scrutiny Committee within the next appropriate Committee cycle.

#### References from Scrutiny Committee Members

- 9.2 Any member of the Scrutiny Committee may refer to the Committee any matter which is relevant to Scrutiny Committee functions. Similarly, if a sub-committee is set up, any member of that sub-committee may refer to it any matter which is relevant to its functions. Such a reference should be made in writing to the Chief Executive at least seven working days prior to the meeting at which the Member would like it considered. The request should be accompanied by sufficient information to enable the Chief Executive to advise the Committee about the nature and purpose of the item.
- 9.3 Any Member of the Council may give written notice to the Chief Executive that he wishes a local government matter relevant to the functions of the Scrutiny Committee affecting their ward, or a person who lives or works in their ward, to be included on the agenda of the Committee. Such notice should be given in writing to the Chief Executive at least ten working days prior to the meeting at which the Member would like it considered. The request should be accompanied by sufficient information to enable the Chief Executive to advise the Committee about the nature and purpose of the item.
- 9.4 The Chief Executive will exclude any reference or notice that does not meet the requirements of the legislation, regulations or the most recent guidance. If the reference or notice is not accepted, the Chief Executive shall inform the member who made the request of the rejection and the reasons for it. Upon any reference or notice, it is for the Committee to decide how to proceed and whether to include any matter within its work plan.

## 10 Calling Witnesses

- 10.1 Where the Committee conducts investigations the Committee may also ask people to attend to give evidence at Committee meetings. These meetings are to be conducted in accordance with Appendix P - the Kent Protocol on Overview and Scrutiny Inter-Authority Co-operation (if it applies) and the following principles:
- (a) that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
  - (b) that those assisting the Committee by giving evidence be treated with respect and courtesy; and

- (c) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

10.2 The Scrutiny Committee may call a Member of the Executive, the Chief Executive or Senior Officers in line with paragraph 11.

## 11 Members and Officers Giving Account

11.1 The Scrutiny Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the Scrutiny role, it may request any member of the Cabinet, the Chief Executive and/or any Senior Officer to attend before it to explain in relation to matters within their remit:

- any decision or series of decisions;
- the extent to which the actions taken implement Council policy; and/or
- their performance

and it is the duty of those persons to attend if so required.

11.2 For this purpose, senior officer includes any Chief Officer, Head of Service or Service Manager. Where there are concerns about the appropriateness of the officer who should attend, the relevant Chief Officer shall discuss this with the Scrutiny Chairman or Vice Chairman with a view to achieving consensus.

11.3 Where any Member or Officer is requested to attend the Scrutiny Committee under this provision, the Chairman will inform the Chief Executive. The Chief Executive shall inform the Member or Officer, if necessary in writing, giving at least 7 working days' notice of the meeting at which they are required to attend (unless agreed otherwise). Any notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee.

11.4 Where the account to be given to the Scrutiny Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

11.5 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Scrutiny Committee may in consultation with the Member or Officer arrange an alternative date for attendance.

## 12 Attendance by Others

12.1 The Scrutiny Committee may invite people other than those people referred to in the preceding paragraph to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents,

stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

### 13 Committee Investigations

- 13.1 When discussing any matter under investigation the members of the Committee shall not normally resort to formal debate unless and until it becomes clear that a recommendation can only be reached on the basis of a majority vote.
- 13.2 It shall be the duty of each Chairman of a meeting of the Committee to ensure, as far as is possible, that a consensus is reached on any matter provided that this would not have the effect of minimising the effectiveness of the recommendation.
- 13.3 Following any investigation or review the Committee shall prepare a report for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

### 14 Rights of the Scrutiny Committee Members to Documents

- 14.1 In addition to their rights as Councillors, Members of the Scrutiny Committee have the additional right to documents and to notice of meetings as set out in Appendix A - Access to Information Procedure Rules. Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Scrutiny Committee as appropriate depending on the matter under consideration.

### 15 Reports from the Scrutiny Committee

- 15.1 Once it has formed recommendations on Scrutiny reviews the Committee will prepare a formal report and submit it to the Chief Executive for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework) or to the Council (e.g. if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework) as appropriate.
- 15.2 If the Scrutiny Committee cannot agree on one single final report to the Council or Cabinet as appropriate, one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- 15.3 The Council or Cabinet shall consider the report of the Scrutiny Committee within the next appropriate committee cycle of it being submitted to the Chief Executive.

### 16 Making sure that Scrutiny Committee Reports are Considered by the Cabinet

## Agenda Item 7c

### Appendix 2

16.1 The agenda for Cabinet meetings shall include an item for issues arising from the Scrutiny Committee. The reports of the Scrutiny Committee referred to the Cabinet shall be included at this point in the agenda (unless they have been considered in the context of the Cabinet deliberations on a substantive item on the agenda) as soon as practicable. Where an item is not considered by the Cabinet within two months, the Cabinet will explain the reasons to the Chairman of the Scrutiny Committee as soon as practicable.

16.2 The Scrutiny Committee will have access to the Cabinet's Notice of Key Decisions and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Scrutiny Committee following a consideration of possible policy/service developments, it will be able to respond during the Cabinet's consultation process in relation to any Key Decision.

### 17 Scrutiny of Crime and Disorder Matters

17.1 Where the Committee makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with section 19(8)(b) of the Police and Justice Act 2006, the Committee shall review the responses received and monitor the action (if any) taken by the relevant authority, person or body in accordance with its powers under section 19(1) of the 2006 Act.

### 18 Call-In

18.1 When a Key Decision is made by Cabinet the decision notice will be published as soon as reasonably practicable and normally within two clear working days of being made.

18.2 That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five clear working days after the publication, unless the Committee objects to it and calls it in. This notification is included on each set of Cabinet minutes.

18.3 During that period, the Chief Executive shall call-in a Key Decision for scrutiny by the Committee if requested to do so in accordance with the call-in requirements at Annex A.

18.4 A call-in may only be made if the decision is not in line with the Council's Budget or Policy Framework or that the decision was not taken in accordance with the Constitution.

18.5 The Chief Executive shall call a meeting of the Committee on such date as he/she may determine, where possible after consultation with the Chairman of the Committee, and in any case within five clear working days of the decision to call-in or may, in consultation with the decision-taker, refer the matter direct to the next meeting of the Council for consideration.

## Appendix 2

- 18.6 Having considered the call-in of the decision, the Scrutiny Committee or Council may decide to take no further action; may refer the decision back to the decision-making person or body for reconsideration setting out in writing the nature of its concerns; or may refer the matter to the next meeting of Council.
- 18.7 If the Scrutiny Committee decides to take no further action, the decision takes effect and can be implemented immediately.
- 18.8 If the Scrutiny Committee decides to refer the decision back to the decision maker, they shall then reconsider within a further ten clear working days, amending the decision or not, before adopting a final decision. There is no power for the Scrutiny Committee to compel a particular decision.
- 18.9 If the Scrutiny Committee decides to refer the matter to the next meeting of full Council, that Council may either decide to take no further action, in which case the decision takes effect and may be implemented immediately; or may decide to refer the decision back to the decision maker with a statement of the Council's views. If Council so refers the decision back to the decision maker, they shall then reconsider within a further ten clear working days, amending the decision or not, before adopting a final decision. There is no power for the Council to compel a particular decision.
- 18.10 If following an objection to a Key Decision, the Scrutiny Committee does not lawfully convene a quorate meeting in the period set out above, the decision shall take effect on the expiry of five clear working days from the date of call-in by the Chief Executive.
- 18.11 If, a matter having been referred to Council, the Council does not convene a quorate meeting on the agreed date, the decision will become effective on the date when the Council meeting should have been held.

## The Notice of Key Decisions

- 18.12 The Committee shall consider the parts of the Notice of Key Decisions after it is published and may give notice to the Chief Executive that it wishes to be consulted on any matter included within it. In such an event, the Chief Executive shall advise the Leader of the Council and shall arrange for the report to the Cabinet to be sent to every Member of the Committee as soon as it is ready for publication.
- 18.13 The Chairman or any five members of the Committee may call a meeting within five clear working days of the despatch of the report to consider the matter. The Cabinet shall not then decide on the matter until the Committee has had an opportunity to consider the report and make recommendations to the Cabinet.

## Agenda Item 7c

### Appendix 2

18.14 If a meeting of the Committee is not summoned within five clear working days of the despatch of the report, the Cabinet shall be free to decide on the matter.

18.15 If the procedure in the above three paragraphs have been invoked by the Committee, the call-in provisions set out in the above paragraphs highlighted in bold shall not apply and any decision of the Cabinet shall not be subject to call-in.

#### Exceptions to Call-In

18.16 To ensure that call-in is not abused, nor causes unreasonable delay, certain limits are to be placed on its use. These are:

A) only Key Decisions (the definition of which is set out below) may be called in; and

*(A "Key Decision" means an executive decision which is likely:*

*(i) to result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or*

*(ii) to be significant in terms of its effects on communities living or working in an area comprising 2 or more wards in the area of the District Council.)*

B) 5 Members of the Council from at least two political parties are needed for a decision to be called in.

#### Call-in and Urgency

18.17 The call-in procedure set out above shall not apply where the decision being taken by Cabinet is urgent.

18.18 A decision will be urgent if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or the public's interests.

18.19 The record of the decision and notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in.

18.20 The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required.

18.21 In the absence of both the Chairman and the Vice-Chairman of the Council, the consent of the Chairman or Vice-Chairman of the Scrutiny Committee



shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

- 18.22 The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

Protocol to be followed when considering a call-in

- 18.23 Decisions may only be called-in by the Chief Executive when the criteria set out in Annex A are fulfilled and the requisite number of formal valid requests to call-in have been received. In addition to the requirements set out in Annex A and on the call-in form at Annex B, any background documents must be provided in full to the Democratic Services Team no later than two clear working days before the meeting.
- 18.24 Any non-Member of the Scrutiny Committee who has signed a request to call-in a Cabinet decision may be allowed to speak at the “call-in” meeting, although precedence will be granted to Members who sit on the Committee and any speaking by non-Members remains at the sole discretion of the Chairman.
- 18.25 At the start of the item, the Chairman should invite one of the signatories to the call-in, usually a Member of the Committee, to address the Committee to outline the reason for the call-in, and the principal points they wish the Cabinet or Portfolio Holder to answer as detailed on the call-in form (Annex B). This explanation is limited to 5 minutes.
- 18.26 Then any other Members of the Scrutiny Committee, whether or not signatories to the call-in, may speak for no more than five minutes setting out additional information they wish the Cabinet or Portfolio Holder to provide.
- 18.27 Following this, the Portfolio Holder will be given the opportunity to explain the rationale for the Cabinet’s decision. At the conclusion of this explanation, other Cabinet Members may be invited, at the Chairman’s discretion, to address the Committee.
- 18.28 The Portfolio Holder may be supported by relevant Officers or Cabinet Members to explain or answer technical, legal or financial points.
- 18.29 Following the submissions of the Portfolio Holder and any other Cabinet Member, the Committee may ask limited questions of clarification at the Chairman’s discretion.
- 18.30 The purpose of the meeting is solely to review the Cabinet’s decision and it is not appropriate to consider other matters or to debate other decisions. The motivations for any call-in are irrelevant to the business of the Scrutiny Committee.
- 18.31 If it becomes clear that further information is required that cannot be

supplied at the meeting, consideration of the matter should be deferred, either to another specially arranged meeting or the next regular meeting of a Scrutiny Committee, depending on the urgency of the situation. Currently there is no time limit on a Committee's consideration of a called-in matter.

- 18.32 At this point, the matter will move to wider discussion and/or debate by all members of the Committee present.
- 18.33 At some time during the discussions, Members of the Committee will start to form views on how to deal with the call-in. A certain amount of debate is inevitable between Members of the Committee who may well take different views from each other.
- 18.34 If a consensus view is apparent, the Chairman of the Committee may summarise the views expressed by the Committee and ask whether the Committee agrees. If there is no consensus, either the Chairman of the Committee or some other Member may propose a motion which can then be treated in the normal way, leading to a vote.
- 18.35 Neither the Council nor the Scrutiny Committee may overturn an Executive decision.

Appendix 2

ANNEX A

Criteria for call-in

1. The Chief Executive, or in his absence the Monitoring Officer, will determine whether or not a call-in is valid.
2. To be valid, a call-in must meet the criteria below:
  - a. The call-in must have been submitted by five or more Members of the Council from at least two political groups, in writing on the call-in form set out at Annex B;
  - b. The call-in must have been received at least by 5pm on the fifth working day after the Notice of Decision;
  - c. The call-in must specify the decision being objected to;
  - d. The call-in must specify reasons for the call-in request;
  - e. The call-in must not relate to a decision taken in accordance with the urgency procedures;
  - f. The call-in must specify the Portfolio holder responsible for the decision, who will be invited to attend the call-in meeting;
  - g.
3. The Chief Executive, or in his absence the Monitoring Officer, may only accept call-in requests which either:
  - a. Directly allege that the decision in question was outside or contrary to the agreed budget and policy framework; or
  - b. Directly allege that the decision was not in line with a provision of the Constitution, such provision to be explicit in the call-in request.
4. If the Chief Executive, or in his absence the Monitoring Officer, decides that a call-in is not valid, he will inform the decision maker and those requesting the call-in. The decision may be implemented in accordance with the Notice of Decision thereafter.

Agenda Item 7c  
Appendix 2

ANNEX B

Call-in form

Name of Member making request to call-in:	
Political group of Member making request:	
Date of Notice of Decision:	
Decision called-in:	
Reasons for request: (continue on separate sheet if necessary)	
Portfolio Holder:	
EITHER: The decision was outside or contrary to the agreed budget and policy framework:	YES/NO
OR: The decision was not in line with a provision of the Constitution:	YES (please specify the provision below)/NO
Background Papers are attached or will be sent to Democratic Services no later than 2 clear working days before the meeting	YES/NO

**Item 7 (d) – Protocol on Webcasting and Electronic voting**

The attached report was considered by the Governance Committee, and the relevant minute extract is below:

**Protocol on Webcasting and Electronic Voting (30 January 2024, Minute 14)**

The Committee considered the report which set out the proposed protocol on Webcasting and Electronic voting following the resolution at the full Council meeting on 14 November 2023. The Head of Legal and Democratic Services advised that as this was new system to be implemented regarding electronic voting there may be amendments that are required to be made to the policy once the system was fully operational.

Members discussed the protocols and asked questions with regards to use of the recordings as set out in bullet point seven of the draft protocol. Following discussion, it was moved and duly seconded that bullet point 7 be deleted, and replaced to read as: “an abuse or misrepresentation of the video by any Member would be a breach of the code.”

The motion was put to the vote and it was agreed.

The Chairman moved the substantive motion as it was

Resolved: That it be recommended to Council that the attached draft protocol on Webcasting and Electronic Voting (as amended) be adopted.

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## PROTOCOL ON WEBCASTING AND ELECTRONIC VOTING

Council – 20 February 2024

**Report of:** Monitoring Officer

**Status:** For consideration

**Also considered by:**

- Governance Committee – 30 January 2024

**Portfolio Holder:** Cllr. Thornton

**Contact Officer:** Martin Goodman, Ext. 7245

**Recommendation to Governance Committee:** That it be recommended to Council that the attached draft Protocol on Webcasting and Electronic Voting be adopted.

**Recommendation to Council:** That the attached draft Protocol on Webcasting and Electronic Voting be adopted.

**Reason for recommendation:** This decision will be taken in furtherance of a Council resolution of 14 November 2023.

### Introduction and Background

- 1 Since the Covid-19 pandemic, all formal Council meetings have been broadcast on YouTube where possible. This practice was mandated by emergency legislation at the time, which has since ceased to be in force.
- 2 The Council's Constitution makes no provision for webcasting. It however sets out that there are two methods for taking a vote, being a show of hands or (if demanded) a recorded vote. These are set out in rules 24.3 and 24.4, which will remain the default notwithstanding the terms of this Protocol.
- 3 On 14 November 2023, the Council resolved that as soon as possible:  
*All public meetings of the Council, Cabinet and Committees will be recorded on video, this record will be made immediately available, and will be saved on a publicly available website.*  
*A system of electronic voting will be installed to make it straightforward and efficient to record the votes of individual Councillors.*  
*The governance committee consider a Protocol for the recording of public meetings and the use of the electronic voting system to recommend to Council for inclusion within the council's constitution.*

## Agenda Item 7d

- 4 This Protocol once approved by Council will form a new Appendix Z2, with the existing Protocol on Reporting Meetings being renamed as Appendix Z1.
- 5 Members are specifically advised that recordings will not be for commercial or political use. Under the Protocol, the Council will not give permission for recordings to be copied, broadcast by other means, edited by Members or third parties, altered, or in any way reused. It will reserve the right to take legal action against any party who contravenes this provision and for the avoidance of doubt it will be a breach of the Code of Conduct for any Member to directly or indirectly do so.
- 6 Voting electronically is lawful. It is also lawful to record and broadcast Council meetings. However, for the avoidance of doubt, Member attendance by 'Zoom' does not constitute attendance as recognised under the Local Government Act 1972. Such attendance is not the subject of this report.
- 7 Member approval of the attached draft Protocol, or a similar Protocol agreed by Members, is sought.

### **Other options Considered and/or rejected**

In view of the Council resolution there is no alternative but to seek to agree a Protocol.

### **Key Implications**

#### Financial

None.

#### Legal Implications and Risk Assessment Statement.

There are potential GDPR implications whenever data is retained or a broadcast made. However, these issues are entirely capable of being contained and addressed within existing data practices and policies. In particular, the proposed Protocol retains the right for video to be edited to protect the rights and freedoms of data subjects.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the District, or supporting the resilience of the natural environment.



**Conclusions**

Members are asked to approve the attached Protocol, or a similar Protocol.

**Appendices**

Appendix A – Draft Protocol on Webcasting and Electronic Voting

**Background Papers**

None

**Martin Goodman**

**Monitoring Officer**

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PROTOCOL ON WEBCASTING AND ELECTRONIC VOTING

1. Other than by this protocol, the Council's Constitution makes no provision for webcasting. It however sets out that there are two methods for taking a vote, being a show of hands or (if demanded) a recorded vote. These are set out in rules 24.3 and 24.4, which will remain the default notwithstanding the terms of this protocol.

2. On 14 November 2023, the Council resolved that as soon as possible:

*All public meetings of the Council, Cabinet and Committees will be recorded on video, this record will be made immediately available, and will be saved on a publicly available website.*

*A system of electronic voting will be installed to make it straightforward and efficient to record the votes of individual Councillors.*

*The governance committee consider a Protocol for the recording of public meetings and the use of the electronic voting system to recommend to Council for inclusion within the council's constitution.*

3. This protocol is intended to form a new Appendix Z2 to the Constitution, with the existing Protocol on Reporting Meetings being renamed as Appendix Z1.

Webcasting and recordings

4. Where possible, Council, Cabinet or Committee meetings will be livestreamed on our YouTube channel.
5. Any audio and video recordings of these broadcasts will be made available to watch free of charge for six months from the date of the meeting. After this they will be deleted.
6. Such recordings may be edited to remove parts of the meeting which did not form part of the public meeting. If the Monitoring Officer deems it required by law or the Constitution, further editing may take place.
7. Recordings are not for commercial or political use and furthermore the Council does not give permission for them to be copied, broadcast by other means, edited by Members or third parties, altered, or in any way reused. It reserves the right to take legal action against any party who contravenes this provision and for the avoidance of doubt it will be a breach of the Code of Conduct for any Member to directly or indirectly do so.
8. For further information please email [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

## Agenda Item 7d

### Electronic voting

9. The Council will as soon as practicable install an electronic voting system which will allow Members to vote electronically when a meeting takes place in the Council Chamber.
10. For any item where the system is available, the vote will usually take place electronically.
11. The Chairman is responsible for calling for a vote. He will confirm the motion to be voted upon and declare the outcome of the vote.
12. The vote will be open for 20 seconds and Members must cast their vote in this time.
13. Members can change their vote while the vote is open, however, their vote cannot be altered once the vote has been closed.
14. The Chairman will announce that the vote is closing and confirm the vote is closed after 20 seconds have passed. The outcome of the vote will be displayed on television screens in the Chamber. The Chairman will declare this outcome.
15. Should the electronic voting system be unavailable at any point during a meeting, or electronic voting become impracticable, or should Members so resolve, voting will to a show of hands or recorded vote as set out in rules 24.3 and 24.4.
16. Any Chairman's second or casting vote shall be made verbally.

### Review

17. This Protocol may be reviewed by the Governance Committee by being placed on its Work Plan and will be deemed readopted at Annual Council unless otherwise resolved.

**Item 7 (e) – Motions on Notice at Full Council**

The attached report was considered by the Governance Committee, and the relevant minute extract is below:

**Motions on Notice at Full Council (30 January 2024, Minute 15)**

The Committee considered the report which set out amendments to the constitution relating to Motions on Notice. The proposed amendments were sought for agreement to insert a new paragraph to include limitations of motions to ensure that there was not an unacceptable strain on the general wellbeing, mental and physical health of Members and Officers, with additional impacts to home and family obligations.

Members debated the proposed amendment, noting that the constitution, as it stood had limitations in regards to debate and discussed whether additional limitations were necessary. Some members expressed concern that it could limit topics for discussion. Members considered whether it was a good use of time, as there were other forums for matters to be raised. Members discussed the Advisory Committees and its forum for policies and hearing from all political groups. It was proposed and duly seconded that the Governance Committee forms a working group to establish procedures for motions at full Council.

The motion was put the vote and it was lost.

It was moved by the Chairman that the recommendations in the report be agreed.

The motion was put to the vote and it was

Resolved: That it be recommend to Council that the Monitoring Officer be authorised to insert a new paragraph 20.6 into the Constitution, substantially in terms as set out in the report.

\*Cllrs Clayton and Streatfeild requested their vote against the recommendation be noted.

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## MOTIONS ON NOTICE AT FULL COUNCIL

Council – 20 February 2024

**Report of:** Monitoring Officer

**Status:** For consideration

**Also considered by:**

- Governance Committee – 30 January 2024

**Contact Officer:** Martin Goodman, Ext. 7245

**Recommendation to Governance Committee:** That it be recommended to Council that the Monitoring Officer be authorised to insert a new paragraph 20.6 into the Constitution, substantially in the terms set out in this report.

**Recommendation to Council:** That the Monitoring Officer be authorised to insert a new paragraph 20.6 into the Constitution, substantially in the terms set out in this report.

**Reason for recommendation:** To reflect Member feedback, promote wellbeing and support the efficient discharge of business by Full Council.

### Introduction and Background

- 1 Currently, the provisions set out in the constitution relating to Motions on Notice are as follows:

#### 20. Motions on Notice

20.1 *Notice - Except for motions which can be moved without notice under Rule 21, written notice of every motion, signed by the Member or Members, must be delivered to the Chief Executive not later than eleven clear working days before the date of the meeting (if the meeting is held on a Tuesday, then the motion should be delivered to the Chief Executive by 5 p.m. on a Friday eleven days before the meeting – this does not take into account public holidays). These will be entered in a register open to public inspection.*

20.2 *Motion set out in Agenda - Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.*

20.3 *Scope - Motions must be about matters for which the Council has responsibility or which affect the District.*

## Agenda Item 7e

*20.4 Referral to Cabinet, Committee or Sub-Committee - Unless the Chairman at the meeting rules otherwise, if a motion for which notice has been given comes within the province of the Cabinet or any Committee or Sub-Committee, it shall, upon being formally moved and seconded, immediately and without discussion be referred to the Cabinet or appropriate Committee or Sub-Committee.*

*20.5 Rejection of Motion - If the Chief Executive considers that any motion for which notice has been given is illegal, irregular or improper, he shall immediately advise the appropriate Chairman and the notice shall not be accepted unless on the specific direction of the Chairman. If the notice is not accepted, the Chief Executive shall inform the Members who gave the notice, of the rejection and the reasons for it.*

- 2 The Council meeting of 14 November 2023 entertained five such motions, prolonging the meeting considerably beyond the 10.30pm adjournment time set out in rule 16.
- 3 The Leader has requested that the Chief Executive seek a limitation to the number and duration of Motions on Notice, as in her view such a long meeting placed an unacceptable strain on the general wellbeing, mental and physical health of Officers and Members, with additional impacts to home and family obligations.
- 4 While acknowledging the need for a 'Motions on Notice' process, the Leader has also remarked that in her view good decision-making under this Council's particular governance system requires that policy be developed through the existing Advisory Committee process where possible. Excessive use of such motions may be seen as an attempt to subvert or avoid the framework which has long and successfully been in place.

### Proposals

- 5 In view of the Leader's comments and subsequent discussions, it is proposed that the following additions be made to the Constitution:
  - No Motions on Notice to be accepted at a meeting where the budget is to be considered;
  - The opportunity should be taken to clarify the existing situation that Motions on Notice are not accepted at Extraordinary or Annual Councils;
  - No more than one Motion on Notice to be moved by any one Member, or Members of the same political group, at a meeting of the Council;
  - One hour be allocated for debate of all Motions on Notice at Council meetings, with any such Motions not begun within this timeframe to be omitted from business.
- 6 With this in mind, it is proposed that words to the effect of the following 20.6 be placed into Part 2 of the Constitution:

*Limitation - Any Motion on Notice proposed for a meeting where the budget is to be considered, or Extraordinary Council, or Annual Council, shall be rejected. Any Motion on Notice proposed by a Member who has already proposed a Motion on*



*Notice for the same meeting, or who is in the same political group as the mover of a Motion on Notice which has been accepted, shall be rejected. Only one hour shall be allocated for debate of Motions on Notice. Once an hour has passed, if discussion of a Motion on Notice is ongoing, the Chairman must immediately follow the procedure set out in rule 22.11, as if it had been resolved that the question now be put. Any amendment under debate at the time shall fall. Any Motion on Notice not yet under discussion after one hour shall not be considered, as if it were not on the agenda.*

### **Other options Considered and/or rejected**

Practice varies in relation to Motions on Notice and a selection of options from other Kent authorities were considered in whole or in part.

### **Key Implications**

#### Financial

None.

#### Legal Implications and Risk Assessment Statement.

Members are advised that a provision for Motions on Notice must be retained in some form. Any process for Motions on Notice must reasonably honour this retention and not operate as a de facto deletion of the provision.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the District, or supporting the resilience of the natural environment.

### **Conclusions**

For the reasons set out in the report, Members are requested to approve a new rule 20.6.

**Martin Goodman**

**Monitoring Officer**

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## PAY POLICY STATEMENT

Council - 20 February 2024

**Report of:** Chief Executive

**Status:** For Decision

**Key Decision:** No

**This report supports the Council promise to provide value for money**

**Portfolio Holder:** Cllr. Thornton

**Contact Officer:** Lee Banks, Ext. 7161

**Recommendation to Council:**

The Pay Policy Statement is adopted by the Council and is published on the Council's website.

**Reason for recommendation:** To fulfil the Council's statutory requirements under the Localism Act 2011 to agree a Pay Policy Statement for the forthcoming year and to ensure it is available to the public.

### Introduction and Background

- 1 Gaining its Royal Assent in November 2011 the Localism Act introduced, amongst a range of other duties, a requirement for local authorities to publish a Pay Policy Statement by 31 March each year. The Council's first Pay Policy Statement was approved by Council in February 2012.
- 2 Pay Policy Statements were introduced with the stated aim of making local authorities more accountable and transparent about their policies on senior officer pay.
- 3 Nothing in the pay accountability provisions supersede existing responsibilities and duties placed on local authorities in their role as employers. It is recognised that local authorities are individual employers in their own right and have the autonomy to make decisions on pay that are appropriate to their local circumstances and which deliver value for money for local taxpayers.

### Pay Policy Statement

- 4 The draft Pay Policy Statement is attached at Appendix A to this report for Members consideration. Its content is defined by the regulations set out within sections 38 to 43 of the Localism Act 2011 and associated guidance issued by the Secretary of State for Communities and Local Government.

## Agenda Item 8a

- 5 The Pay Policy Statement is required to set out the authority's policies relating to the remuneration of each of its chief officers, the remuneration of its lowest paid employees and the relationship between the two. The Statement must be approved by full Council by 31 March 2024 and will take effect from 1 April 2024. The Policy Statement is forward looking and any recruitment decisions taken between 1 April 2024 and 31 March 2025 regarding chief officers must take account of the commitments made in the Pay Policy Statement
- 6 It is a requirement of the Localism Act that the Pay Policy Statement is approved annually by full Council, and this is a function that cannot be delegated. As a minimum, once the Statement is approved, it must be published on the Council website

### **Other options Considered and/or rejected**

None. It is a statutory requirement to produce and publish a Pay Policy Statement

### **Key Implications**

#### Financial

The Pay Policy Statement sets out the policies by which senior officers will be remunerated by the Council. Any such decisions on recruitment would be made within the wider context of the Council's 10 year budget framework.

#### Legal Implications and Risk Assessment Statement

Failure to publish a Pay Policy Statement, approved by full Council, by 31 March 2023 will be a breach of the Localism Act 2011.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

### **Conclusions**

The Pay Policy Statement sets out the elements of senior officer pay that enable the Council to attract high quality officers whilst protecting value for money to the community. Its approval by Council and publication on the Council website improve transparency and accountability whilst ensuring adherence to the Localism Act 2011.

**Appendices**

Appendix A - Pay Policy Statement

**Background Papers**

Localism Act, Chapter 8, Pay Policy Statements

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/8/enacted>

Openness and accountability in local pay: Guidance under section 40 of the Localism Act (Communities and Local Government)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/5956/2091042.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf)

Openness and accountability in local pay: supplementary guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/85886/Final\\_Supplementary\\_Pay\\_Accountability\\_Guidance\\_20\\_Feb.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85886/Final_Supplementary_Pay_Accountability_Guidance_20_Feb.pdf)

**Dr Pav Ramewal**

**Chief Executive**

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**Sevenoaks District Council  
Pay Policy Statement 2024/25**

**1. Introduction**

- 1.1 The Council's Pay Policy Statement sets out its policies for 2024/25 relating to:
- The remuneration of its chief officers,
  - The remuneration of its lowest-paid officers, and
  - The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 1.2 The Pay Policy Statement is prepared in accordance with the requirements of the Localism Act 2011 and associated guidance published by the Secretary of State for Communities and Local Government.
- 1.3 The Statement has been approved by resolution of the full Council and the commitments made in the Pay Policy Statement will be applied to remuneration of chief officers during 2024/25.

**2. Definitions**

- 2.1 The following definitions have been applied in preparing the Pay Policy Statement:
- (a) Remuneration – the officers salary<sup>1</sup>, any bonuses payable, any charges, fees or allowances payable, any benefits in kind, any increase or enhancement to pension entitlement and any amounts payable to the officer on them leaving the authority<sup>2</sup>
  - (b) Chief Officers – the Head of Paid Service (the 'Chief Executive'), Statutory Chief Officers (Section 151 Officer & the Monitoring Officer), Non Statutory Chief Officers (Chief Officers).
  - (c) Lowest-paid officers – this corresponds to the lowest pay point on which a full time, permanent officer can be appointed to when joining the Council. It does not relate to an individual job role. This definition has been adopted as a true and fair representation of the lowest paid salary point offered by the Council, although it does not necessarily mean that any officer working for the Council currently receives this level of pay. This definition provides a fair and accurate description for an entry level position into the authority, roles that require full supervision that have little, if any responsibility.

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<sup>1</sup> In the case where an officer is engaged under a contract for services, the salary is equal to the payments made by the Council to the officer for those services.

<sup>2</sup> Other than amounts that may be payable by virtue of any enactment

### **3. Terms and Conditions**

- 3.1 The general terms and conditions of employment are in accordance with those agreed by the National Joint Council for Local Government Services.
- 3.2 As Head of Paid Service, the Chief Executive shall have responsibility for the management of all officers, including the number and grade of officers and their organisation and structures.
- 3.3 The Council shall appoint such officers as it thinks necessary for the proper discharge of its functions or of another local authority's functions as fall to be discharged by the Council. All appointments shall be made on merit and in accordance with the Council's agreed policies and procedures.
- 3.4 Only under exceptional circumstances, where there is a proven benefit that will deliver clear value for money to residents, will the Council re-employ officers who have left with a severance or redundancy payment or are in receipt of a pension under the Local Government Pension Scheme. This may include re-engagement on a self-employed basis with a contract for services. This Policy applies to both ex-employees of Sevenoaks District Council and of other local government organisations.
- 3.5 All officers appointed by the Council are paid as individuals with the correct personal national insurance and income tax contributions applied. The Council does not make permanent appointments through any other arrangements.

### **4. Remuneration of Chief Officers**

#### **4.1 Head of Paid Service**

- 4.1.1 The Head of Paid Service holds the title of Chief Executive or any equivalent as determined by Council.
- 4.1.2 The Head of Paid Service is one of three statutorily required posts at the Council, alongside the Section 151 Officer and the Monitoring Officer. The Head of Paid Service holds overall responsibility for corporate management and operational functions. This includes:
  - Overall management responsibility for all Officers;
  - Provision of professional advice to all parties in the decision-making process;
  - Advising whether decisions of the Cabinet are in accordance with the budget and policy framework (in consultation with the Section 151 Officer (where they are not the same person) and the Monitoring Officer);



- Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members (in consultation with the Section 151 Officer (where they are not the same person) and the Monitoring Officer);
- To be the Returning Officer and Electoral Registration Officer for the Council; and
- To represent the Council on partnership and external bodies as required by statute or the Council.

4.1.3 The remuneration for the Head of Paid Service will include:

- Salary in line with the Sevenoaks District Council Chief Executive pay scale, inclusive of the outer fringe allowance;
- Car Allowance commensurate with the role;
- Payment for acting as the Returning Officer at elections. Payments for each election are determined by the size of the electorate in the district, with the payment for national elections being set nationally and the payment for local elections set at county level; and
- An employer contribution to their pension of the amount required under the nationally determined terms of the Local Government Pension Scheme.

4.1.4 At the point of recruitment the salary of the Head of Paid Service will be determined by the level of skill and experience that they are evaluated as bringing to the role. In any case the salary will not exceed the top pay point of the Sevenoaks District Council Chief Executive pay scale.

4.1.5 The Head of Paid Service will, like all other officers, be able to increase their salary on an annual basis by demonstrating outstanding performance when assessed through full participation in the Council's appraisal scheme, until the top point of the pay band is reached. The Head of Paid Service will also be entitled to receive any national pay award determined by the National Joint Council.

4.1.6 The Council does not adopt a performance related pay system for any officers outside of the appraisal scheme, including the Head of Paid Service.

4.1.7 The Council does not pay bonuses for any officers, including the Head of Paid Service, other than those determined by the appraisal scheme upon achieving outstanding performance.

4.1.8 The Council will not make payment to the Head of Paid Service if they are summarily dismissed.

## Agenda Item 8a

4.1.9 If the Council makes the Head of Paid Service redundant a payment will be made to them based on their length of service (up to a maximum of 20 years) based on their actual weeks' pay.

4.1.10 If the Head of Paid Service resigns their post they will not be entitled to any compensatory payment from the Council.

4.1.11 The following terms and conditions will also apply to the Head of Paid Service:

- The Head of Paid Service may be the Section 151 Officer, but may not be the Council's Monitoring Officer; and
- The post of Head of Paid Service is politically restricted.

### **4.2 Non Statutory Chief Officers**

4.2.1 Non statutory chief officers are defined in the Local Government and Housing Act 1989 as a person for whom the Head of Paid Service is directly responsible.

4.2.2 The remuneration for non-statutory chief officers designated as Chief Officer will include:

- Salary in line with the Sevenoaks District Council Chief Officer pay scale, inclusive of the outer fringe allowance;
- Car Allowance commensurate with the role;
- Consideration of additional responsibility allowances; and
- An employer contribution to their pension of the amount required by the Local Government Pension Scheme.

4.2.3 At the point of recruitment an officer holding the post of a non-statutory chief officer will be determined by the level of skill and experience that they are evaluated as bringing to the role.

4.2.4 An officer holding the post of a non-statutory chief officer will, like all other officers, be able to increase their salary on an annual basis by demonstrating excellent performance when assessed through full participation in the Council's appraisal scheme, until the top point of the pay band is reached. An officer holding the post of a non-statutory chief officer will also be entitled to receive any national pay award determined by the National Joint Council.

4.2.5 The Council does not adopt a performance related pay system for any officers outside of the appraisal scheme, including officers holding the post of a non-statutory chief officer.

4.2.6 The Council does not pay bonuses for any officers, including officers holding the post of a non-statutory chief officer, other than those

determined by the appraisal scheme upon achieving outstanding performance.

- 4.2.7 The Council will not make payment to officers holding the post of a non-statutory chief officer if they are summarily dismissed.
- 4.2.8 If the Council makes a non-statutory chief officer redundant a payment will be made to them based on their length of service (up to a maximum of 20 years) based on their actual weeks' pay.
- 4.2.9 If an officer holding the post of a non-statutory chief officer resigns their post they will not be entitled to any compensatory payment from the Council.
- 4.2.10 The following terms and conditions will also apply to an officer holding the post of a non-statutory chief officer:
- The posts held by non-statutory chief officers are politically restricted.

### **4.3 Statutory Chief Officer – Monitoring Officer**

- 4.3.1 The role of the Monitoring Officer is designated to the post of Head of Legal & Democratic Services, or an equivalent officer as determined by the Head of Paid Service.
- 4.3.2 The Monitoring Officer is one of three statutorily required posts at the Council, alongside the Head of Paid Service and the Section 151 Officer. The Monitoring Officer is responsible for:
- Maintaining the constitution;
  - Ensuring lawfulness and fairness of decision making;
  - Supporting the Standards Committee;
  - Advising whether decisions of the Cabinet are in accordance with the budget and policy framework (in consultation with the Head of Paid Service and the Section 151 Officer); and
  - Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members (in consultation with the Head of Paid Service and the Section 151 Officer).
- 4.3.3 The Monitoring Officer cannot be the Section 151 Officer or the Head of Paid Service.
- 4.3.4 The remuneration of the Monitoring Officer will include:
- Salary in line with the Sevenoaks District Council Head of Service pay scale, inclusive of the outer fringe allowance;

## Agenda Item 8a

- Car Allowance commensurate with the role;
- Consideration of additional responsibility allowances; and
- An employer contribution to their pension of the amount required by the Local Government Pension Scheme.
- Terms as set out at 4.2.3 to 4.2.10 above.

### **4.4 Statutory Chief Officer – Section 151 Officer**

4.4.1 The Section 151 Officer is one of three statutorily required posts at the Council, alongside the Head of Paid Service and the Monitoring Officer. The role of Section 151 Officer is designated to the Chief Officer Finance & Trading, or any suitably qualified officer as determined by the Head of Paid Service.

4.4.2 The Section 151 Officer is responsible for:

- Ensuring lawfulness and financial prudence of decision-making;
- Administration of financial affairs;
- Contributing to corporate management;
- Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members and will support and advise Members and Officers in their respective roles; and
- Providing financial information to the media, members of the public and the community.

4.4.3 The pay policies applicable to this post are detailed at section 4.2.2 to 4.2.10 above.

4.4.4 The following terms and conditions will also apply to the Section 151 Officer post:

- The post of the Section 151 Officer is politically restricted; and
- The Section 151 Officer cannot be the Monitoring Officer but may hold the post of Head of Paid Service.

### **5. Transparency and Publication of Chief Officer Salaries**

5.1 Further information about responsibilities and appointment of Chief Officers is published in the Council's Constitution. The provisions within this Pay Policy Statement do not alter the requirements and powers, which the Constitution sets out.

5.2 Further information about the salaries of Chief Officers is available on the Council's website. The Council's Statement of Accounts is published

annually and includes a full breakdown of payments made to Chief Officers for the past year.

**6. Remuneration of lowest-paid officers**

- 6.1 The salary of the lowest-paid role at the Council will be equivalent to the lowest pay point within Band A of the Council's salary scales inclusive of the outer fringe allowance.
- 6.2 All Council officers are able to increase their salary on an annual basis, until the top point of the pay band is reached by demonstrating outstanding performance when assessed through full participation in the Council's appraisal scheme. All officers are also entitled to receive any national pay award determined by the National Joint Council. There is no other performance related or bonus payment payable to officers.
- 6.3 All Council officers are eligible to join the Local Government Pension Scheme. As their employer the Council will contribute to each officers pension the amount required by the Local Government Pension Scheme.

**7. The Pay Relationship**

- 7.1 The National Joint Council salary scales offer a fair and non-discriminatory approach to pay and grading reflected through a job evaluation scheme. Each role is individually assessed and evaluated to ensure an accurate level of pay. The result of evaluations reflects the level of responsibility associated with each respective post.
- 7.2 In 2023/24 the median average salary at Sevenoaks District Council was £30,466, which lies at pay point C4.
- 7.3 The pay multiple between the Chief Executive's salary and the median salary point is 5.4.
- 7.4 The Council is clear that pay at all levels is properly assessed and evaluated to ensure it accurately and fairly reflects the level of skill and responsibility associated with each respective post. Maintaining this approach will ensure that the Council is committed to a fair pay relationship and maintaining a proportionate pay ratio between the average pay level and that of the Chief Executive.

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**SUPPLEMENTARY ESTIMATE – PLANNING APPEALS**

**Council – 20 February 2024**

**Report of:** Deputy Chief Executive & Chief Officer - Finance & Trading

**Status:** For Decision

**Key Decision:** No

**Executive Summary:** This report requests that Council consider the use of a supplementary estimate with regards to the cost of Planning Appeals in 2023/24 above the budgeted level.

**Portfolio Holder:** Cllr. Kevin Maskell

**Contact Officer:** Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

**Recommendation to Council:**

The cost of Planning Appeals in excess of the budget in 2023/24 be met from a supplementary estimate of £120,000.

**Reason for recommendation:** To fund the unplanned appeals costs. There has been a significant cost incurred in respect of Planning Appeals which forms a significant element of the 2023/24 forecasted deficit.

## Agenda Item 8b

### Introduction

- 1 Significant costs have been incurred in respect of Planning Appeals which forms a part of the 2023/24 forecasted deficit.
- 2 Hearings and Public Inquiry appeals are not that common and if the base line budget was to be increased then it may have a detrimental impact on other services delivered by the Council.
- 3 The Oakhill Road appeal in particular resulted in £120,000 of additional costs being incurred as the Development Management Committee's decision did not follow the Officer recommendation.
- 4 There is a small Appeals budget, but it is not sufficient to cover all the costs associated with Planning Appeals in the current year.
- 5 The Financial Monitoring reports presented to FIAC and Cabinet during 2023/24 have mentioned the overspend on Planning Appeals and the proposal to offset this overspend by the utilisation of a supplementary estimate which reflects that this expenditure is outside the scope of the budget process. This report formalises that action.

### Key Implications

#### Financial

The additional £120,000 costs in Planning appeals be met from a supplementary estimate and funded from the Budget Stabilisation Reserve.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district or supporting the resilience of the natural environment.



**Appendices** – None

**Background Papers** – None

**Adrian Rowbotham**

Deputy Chief Executive & Chief Officer - Finance & Trading

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## CHANGES TO COMMITTEE APPOINTMENTS 2023/24

Council – 20 February 2024

**Report of:** Deputy Chief Executive & Chief Officer Corporate Services

**Status:** For Decision

**Key Decision:** No

**Contact Officer:** Charlotte Sinclair Ext. 7165

**Recommendation to Council:** That

- a) Cllrs. Skinner and Manston be removed from the Development Management Committee and Cllrs. Granville and Barker be appointed to the Committee; and
- b) Cllr Manston be removed from Scrutiny Committee and Standards Committee and Cllr Lindop be appointed to the Committees.

### Introduction and Background

- 1 On 23 May 2023, Council appointed the Membership of Council Committees.
- 2 Since this date, the Leader of the Liberal Democrats and Green Party have requested Membership changes to their appointed Committees.
- 3 Political Proportionality has not changed as the proposed changes have been agreed within each of the political groups.
- 4 If agreed this will form part of Appendix H of the Council's Constitution.

### Key Implications

#### Financial

Attendance at Committee meetings which an Elected Member has been appointed to by the Council constitutes an approved duty and there are costs involved.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications for the recommendations being suggested for approval.

## Agenda Item 8c

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero 2030

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

### **Conclusions**

Members are requested to consider and approve the attached appointments.

#### **Appendices**

None

#### **Background Papers**

None

**Jim Carrington – West**

**Deputy Chief Executive and Chief Officer – Customer & Resources**

To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.

1. Motion from Cllr Manston (Ash and New Ash Green)

**“Plastic Free Communities** is an initiative by the marine conservation charity, Surfers Against Sewage (SAS), to tackle avoidable single-use plastic, from beaches, rivers, and green spaces all the way back to the brands and businesses who create it.

On shore, inland, in urban and rural communities, high-tide or high-rise, SAS are uniting communities in the **fight against single-use plastics**. It’s not about removing all plastic from our lives. It’s about kicking our addiction to avoidable single-use plastic, and changing the system that produces it.

Plastic pollution has sadly become synonymous with any outdoor activity, from walking or climbing to surfing or swimming to wildlife watching – it is simply a predictable part of the experience. It is an issue that connects the environment with all parts of society. It is something that **we can all take action on at every level**. In fact, it is only through concrete, collective, positive action that will we be able to stop the flood of plastic pollution from overwhelming our world.

**Councils are in a unique position to lead change**. They act as consumers, using single-use plastics in canteens, meetings and during the daily running of all their premises. They are influencers, many having direct access to the running of local schools, businesses, community organisations and waste management. They work as a political body, often with cross-party members, and by showing unity on an action they can instil confidence and determination to succeed.

**This Council pledges to:**

- **lead by example and remove single-use plastic items from its premises and operations, wherever it has the power to do so,**
- **encourage plastic-free initiatives in Sevenoaks, promoting the campaign and supporting events that aim to raise awareness of single-use plastics and reduce the use of them, and**
- **support Cllr Manston in convening and chairing a cross-party Plastic Free Community Steering Group and establishing appropriate terms of reference, KPIs and reporting.**

## Agenda Item 10

Council – 20 February 2024

### Statistics

1. 38.5 million plastic bottles are bought every day in the UK. Around half end up in landfill, being burnt or in the environment.
2. In the UK, we use 7 million disposable coffee cups every day.
3. Food and drink-related plastic items now make up one in every five pieces of litter.
4. Plastic straws are in the top 10 items polluting the ocean and harming marine life. As of April 2020 these are banned.
5. UK Supermarkets distribute 112,000 pieces of plastic packaging per minute.
6. Plastic bags can kill marine wildlife by unintentional ingestion or inhalation.
7. 28 wet wipes are found per mile of beach. 93% of sewer blockages are made up of wipes.
8. It's thought that between five and 13 million tonnes of plastic end up in the ocean every year.
9. Sachets can take 300 years to break down.
10. 1 in 3 seabirds which die are found to have balloons in their stomachs.

### Steering Group

A local group of stakeholders will meet at least twice per calendar year to discuss the progress of Plastic Free Communities locally; agreeing and setting direction, meeting objectives, and completing the application for Plastic Free Communities Approved status.

The Steering Group will amplify our Plastic Free Communities work and ensure it becomes a whole community effort. It will help embed action in the community and get projects, events and initiatives off the ground. An agreed strategy will keep the operation on track and ensure objectives are successfully met.

The objectives of the group will fall into these categories:

- 1) Creating opportunities for community action and events
- 2) Building relationships with community allies
- 3) Identifying business champions

**Plastic Free Community Status**

Once we have completed the Steering Group objectives, we can apply for Plastic Free Community Status which will provide us with:

- a Plastic Free Communities Approved Certificate,
- a locator on the SAS Plastic Free Communities website,
- a national announcement on SAS channels and advice on local press coverage, and
- an official Plastic Free Communities Approved logo to use on correspondence and comms, such as those shown below.”



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## **Meeting of Council on 20 February 2024**

### **Leader's Report on the work of the Cabinet since the last Council meeting**

This report covers the period since the last Council meeting held on Tuesday 14 November.

### **Meetings attended by the Leader of the Council & Cabinet Members**

- Meeting of Finance & Investment Advisory Committee on 2 November
- Meeting of Housing & Health Advisory Committee on 7 November
- Meeting of Cabinet on 9 November
- Quercus 7 & Quercus Housing AGMs on 14 November
- Swanley Town Council Annual Liaison Meeting on 15 November
- Westerham Town Council Annual Liaison Meeting on 16 November
- Meeting of the Scrutiny Committee on 21 November
- Meeting of Cleaner & Greener Advisory Committee on 23 November
- Meeting with Laura Trott MP on 24 November
- Meeting with Locate in Kent on 29 November
- Meeting of People & Places Advisory Committee on 30 November
- Local Plan 'Pop Up Session' – Sevenoaks on 4 December
- Sevenoaks District Council Carol Service on 5 December
- Kent & Medway Economic Partnership Meeting on 5 December
- Member Training – Assets of Community Value on 5 December
- Meeting of Improvement & Innovation Advisory Committee on 5 December
- Local Plan 'Pop Up Session' – Edenbridge on 6 December
- Local Plan 'Pop Up Session' – Swanley on 11 December
- Local Government Boundary Commission for England – Group Leaders' Meeting on 12 December
- Local Plan 'Pop Up Session' – West Kingsdown on 12 December
- Local Plan 'Pop Up Session' – Westerham on 13 December
- Meeting of Development & Conservation Advisory Committee on 12 December
- Kent Council Leaders' Meeting on 13 December
- Quercus Housing Guarantor Board on 14 December
- Meeting of Cabinet on 14 December
- Silver Bells (over 55's) Christmas Party in Sevenoaks on 18 December

## Agenda Item 11

- Member Training - Treasury Management on 3 January
- Local Plan 'Pop Up Session' – Farningham on 4 January
- Local Plan 'Pop Up Session' – Sevenoaks on 9 January
- Meeting of Scrutiny Committee on 9 January
- Meeting of Health Liaison Board on 10 January
- Member Training – Equality, Diversity & Inclusion on 10 January
- Meeting of Finance & Investment Advisory Committee on 11 January
- Member Training – Planning: the appeal process on 17 January
- Edenbridge Town Council Annual Liaison Meeting on 18 January
- Meeting of Cabinet on 18 January
- Member Training – Understanding affordable housing on 23 January
- Meeting of Housing & Health Advisory Committee on 23 January
- Kent Council Leaders' Meeting on 24 January
- Meeting with West Kent Housing Association on 31 January
- Local Government Boundary Commission for England – All Councillor Briefing on 31 January
- Meeting with Tandridge District Council on 1 February
- South East Councils meeting on 2 February
- Meeting of Cabinet on 8 February

### **Updates from Cabinet since the last meeting of Council**

#### **Debate Not Hate**

- Following Council's decision to support the Motion proposed by Cllr Manston to "...wholeheartedly support the Local Government Association's "Debate not Hate" campaign I am delighted that the Council has Sign up to the Debate Not Hate campaign on the LGA website and made their report available to all Councillors.
- At the time of writing this report we are in contact with LGA about sending letters to our local MP's to encourage their support of the campaign. In addition a letter will be sent to Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of politicians.
- Members may also wish to make use of the Councillor Toolkit, which is available on the Local Government Association website at <https://www.local.gov.uk/debate-not-hate-campaign-toolkit>

### **50 Years of Sevenoaks District Council**

- Sevenoaks District Council was formed on 1 April 1974. In our Golden Anniversary year we will seek to highlight some of the key events and achievements over that time. I would very much welcome Members both past and present sharing their highlights and the memories they have of where they live, work or enjoy across our District.

### **Run, walk or push against dementia**

- I am delighted, that once again the Council are supporting the Run, walk or push against dementia event being held on 19 May in Knole Park.
- The Sevenoaks Areas Dementia Friendly Community are an asset to our communities and are a fantastic example of what can be achieved by 'delivering together'.
- The events they hold and the support they give to those with dementia and their carer's and families makes a valuable contribution to the wellbeing of our residents.
- I would encourage everyone to visit the District Council's website and sign-up to take part on the day.

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