



Date: 11 November 2020
Our ref: Cabinet/Agenda
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CABINET

19 NOVEMBER 2020

A meeting of the Cabinet will be held at **5.30 pm on Thursday, 19 November 2020** in this link <https://youtu.be/C9vLyn44qqQ>.

Membership:

Councillor Cllr Everitt (Chairman); Councillors: Helen Whitehead, Albon, Duckworth and Yates

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST** (Pages 3 - 4)

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest advice attached to this Agenda. If a Member declares an interest, they should complete the [Declaration of Interest Form](#)

3. **MINUTES OF PREVIOUS MEETING** (Pages 5 - 8)

To approve the summary of recommendations and decisions of the Cabinet meeting held on 22 October 2020, copy attached.

4. **CABINET RESPONSE TO THE ADEQUATE TOILET FACILITIES AT THANET BEACHES PETITION** (Pages 9 - 12)

5. **MID YEAR REVIEW 2020-21: TREASURY MANAGEMENT AND ANNUAL INVESTMENT STRATEGY** (Pages 13 - 40)

6. **POLICY FOR IMPOSING FINANCIAL PENALTIES UNDER THE ELECTRICAL SAFETY STANDARDS IN THE PRIVATE RENTED SECTOR (ENGLAND) REGULATIONS 2020.** (Pages 41 - 74)

7. **BUDGET MONITORING NO.2, 2020-21** (Pages 75 - 84)

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8. **POLICY FOR IMPOSING FINANCIAL AND PUBLICATION PENALTIES UNDER THE ENERGY EFFICIENCY (PRIVATE RENTED PROPERTY) (ENGLAND AND WALES) REGULATIONS 2015.** (Pages 85 - 118)
9. **2020-21 BUDGET STRATEGY** (Pages 119 - 130)
10. **FEES AND CHARGES 2021-22** (Pages 131 - 162)
11. **WASTE DISPOSAL - PROPOSED INTER AUTHORITY AGREEMENT** (Pages 163 - 168)

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or
Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992



If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

If you need to declare an interest then please complete the declaration of [interest form](#).

CABINET

Minutes of the meeting held on 22 October 2020 at 5.30 pm in Online Viewing Only.

Present: Councillor Rick Everitt (Chairman); Councillors Helen Whitehead, Albon, Duckworth and Yates

In Attendance: Councillors Ashbee, R Bayford, Dexter, Hart, Pugh, Rogers, Towning and D Saunders

679. APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

680. DECLARATIONS OF INTEREST

There were no declarations of interest.

681. MINUTES OF PREVIOUS MEETING

Councillor Everitt proposed, and Councillor Albon seconded and Members agreed the minutes as a correct record of the meeting held on 23 September 2020.

682. ASSET MANAGEMENT - RAMSGATE MARKET

In compliance to COVID-19 Regulations, the Ramsgate market was relocated in June 2020 to allow for safe social distancing which would not have been feasible in its long-standing position on the junctions of Queen Street and King Street. This was because of the need to provide queuing spaces in front of each commercial unit whilst still allowing for pedestrian thoroughfare.

As an alternative, Staffordshire Car Park was proposed and intended to provide a market facility on a Friday and Saturday. There were, however, no traders willing to attend on a Saturday. The trial period was for four weeks and it required the suspension of car parking in part, and temporarily relocating the disabled parking bays throughout the remaining car park.

The trial market was widely advertised through posters, leaflets, banners, social media and newspaper articles. The early stages of the trial identified a significant decrease in traders willing to participate in the market, with no traders willing to attend on Saturdays. The low numbers of traders and low income generated left the market operator prepared to cease trading. Alternative locations for the market have been considered, but they would not comply with existing COVID restrictions.

Cabinet considered the outcome of the market trial month at Staffordshire Street Car Park, Ramsgate and recommendations for future dispositions.

The Leader of Council said that Cabinet recognised the importance of the market to Ramsgate. He further said that this was the right decision which would be discussed with Ramsgate Town Council.

Councillor Duckworth proposed, Councillor Everitt seconded and Cabinet agreed the following:

1. To agree to cease the current arrangement, and procure a new market operator that will operate capably, maximising the benefits for the market traders, consumers and the wider community;
2. To agree to market proposals for the market under the “Canterbury model” outlined in paragraph 2.2 of the report;
3. To give delegated authority to the Director of Estates, in consultation with the Portfolio Holder for Estates and Economic Development, to choose an appropriate operator following the procurement exercise and enter into the relevant Agreement(s) with them, on terms to be agreed;
4. To give delegated authority to the Director of Estates to agree the Heads of Terms for the Agreement(s) under which the new operator will operate.

683. CREMATION AND FUNERAL SERVICES - RECLAIMING FEES FROM GOVERNMENT

Members were advised that the fees and charges for funerals for children under the age of 18 years were removed following a decision at a Full Council meeting held on 6 December 2018. All services for those under the age of 18 years are eligible regardless of the nationality or residence of the child or applicant and the claim is not means-tested.

On 23 July 2019, the Children’s Funeral Fund was set up by the Government and families suffering from the loss of a person under the age of 18 could reclaim some associated costs. The introduction of the Children’s Funeral Fund is an opportunity to reinstate fees for these services, without impacting financially on families suffering bereavement. Cremation and burial authorities are re-introducing fees for those under 18 years of age to cover costs associated with providing this service.

Councillor Albon proposed, Councillor Everitt seconded and Cabinet approved the reintroduction of cremation and burial fees for those under the age of 18 on the basis that these fees can be claimed from the Government via the Children’s Funeral Fund.

684. NEW BUILD PHASE 4 AFFORDABLE DEVELOPMENT PROGRAMME

Members were advised that the council had an ambitious affordable homes programme which included the construction and acquisition of new homes and the acquisition and refurbishment of existing homes. Since 2015, Thanet District Council constructed or acquired around 120 new affordable homes and a further 34 homes were currently under construction.

The council’s housing strategy sets a target for the council to continue this programme into the future and to specifically deliver a further 40 homes. As part of this commitment the council had allocated a further £8.8m to the acquisition and construction of affordable homes.

The report presented to Members set out a proposal for the use of this funding to deliver around 36 additional homes, including both acquisition and construction. This would take the overall total so far to 191 homes at a total cost of £33.7m. This represented a significant contribution to meeting local housing needs which would be more than any other provider of affordable housing operating in Thanet.

These new homes were urgently required to help meet the needs of the 1,828 households currently on the council’s housing register, including 70 homeless households currently living in temporary accommodation provided by the council.

Councillor Whitehead proposed, Councillor Everitt seconded and Cabinet agreed that the capital funding of £8.822m for the approved phase 4 development programme be allocated as set out at paragraph 2.4 to the Cabinet report.

Agenda Item 3

Meeting concluded: 5.40 pm

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Cabinet Response to the Adequate Toilet Facilities at Thanet Beaches Petition

Cabinet	19 November 2020
Report Author	Mike Humber - Director of Operations
Portfolio Holder	Cllr Albon, Cabinet member for Operational Services
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	All wards

Executive Summary:

A petition was received in June 2020 with 147 valid signatures. The petition Prayer reads:

“We the undersigned petition the council to hold a thorough review of the facilities available around the Thanet beaches to ensure the safety and wellbeing of both visitors and residents and to invest in adequate infrastructure to meet the outcomes.”

This report sets out the proposed response to this petition.

Recommendation(s):

It is recommended that Cabinet note the concerns raised and respond to confirm that toilet facilities serving Thanet beaches will be reviewed by officers and members over the winter season with the review and recommendations to be reported back to Cabinet in March 2021.

Corporate Implications

Financial and Value for Money

The proposed review of toilet facilities will be undertaken by officers and members and there is no revenue or capital budget impact from the review itself.

Legal

There are no known legal issues associated with the ongoing review of toilet facilities.

In accordance with the Council's Constitution, those petitions signed by 25 or more petitioners but fewer than 650 will be presented to Council and referred to the Cabinet or another appropriate committee without debate, for report to the Council within three ordinary meetings. This petition was reported to Council on 9th July 2020 and, subject to members' decision, will be reported back to Council within the required timescale.

Corporate

Thanet District Council like many coastal authorities has historically provided and managed a large number of public toilets, although this has reduced over several years, At the present time there are 28 toilets open during the summer months, 13 of these toilet facilities are on or near to Thanet beaches and are a fundamental requirement in achieving blue flag status. Of all the 28 toilets, 16 remain open all year round.

Equality Act 2010 & Public Sector Equality Duty

The proposed review of toilet provision relates to the following aim of the equality duty: -

- To advance equality of opportunity between people who share a protected characteristic and people who do not share it

This report is in response to the petition received and the proposal in that petition to review toilet facilities. Any proposals for future toilet provision will be subject to the requirement to further the aims of the Equality Act.

A customer impact assessment will be prepared for any proposals to be taken forward.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: -

- *Environment*
- *Communities*

1.0 Introduction and Background

- 1.1 A total of 28 public toilets were open to the public over the summer season (May to September 2020) 13 of these toilet facilities are on or near to Thanet beaches. A total of 16 toilets across the district will remain open over the 2020/21 winter period.

2.0 The Current Situation

- 2.1 The Covid19 pandemic presented significant challenges to the safe opening of public toilets around Thanet beaches and in the wider district following the relaxation of the national lockdown in May. Measures were put in place to allow social distancing to be maintained in public toilets. Additional temporary toilets were also provided at Margate and Botany Bay. The temporary toilets and social distancing measures have impacted significantly on limited budget provision for public toilets. However the seasonal toilets remained open until late september 2020.
- 2.2 A petition has been received requesting a thorough review of the facilities available at Thanet beaches. Options for response are set out in Section 3 of this report.

3.0 Options

- 3.1 OPTION 1: That Cabinet note the concerns raised and respond to confirm that toilet facilities serving Thanet beaches will be reviewed by officers and members over the winter season with the review and recommendations to be reported back to Cabinet in March 2021.
- 3.2 OPTION 2: That Cabinet makes an alternative proposal in response to this petition regarding the review of toilet facilities.

4.0 Next Steps

- 4.1 Report the decision of cabinet regarding this to the next meeting of Council on 10th December 2020.

Contact Officer: Mike Humber - Director of Operations
Reporting to: Gavin Waite - Corporate Director - Communities

Annex List

none

Background Papers

none

Corporate Consultation

Finance: Chris Blundell - Director of Finance
Legal: Estelle Culligan - Director of Law and Democracy

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Mid Year Review 2020-21: Treasury Management and Annual Investment Strategy

Cabinet	19 November 2020
Report Author	Tim Willis, Deputy Chief Executive & Section 151 Officer
Portfolio Holder	Councillor Rob Yates, Cabinet Member for Finance, Administration and Community Wealth Building
Status	For Decision
Classification	Unrestricted
Key Decision	No
Ward	Thanet Wide

Executive Summary:

This report summarises treasury management activity and prudential/ treasury indicators for the first half of 2020-21.

The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

“The management of the local authority’s borrowing, 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.”

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the 2020-21 mid-year position for treasury activities.

Key reporting items to consider include:

- 2020-21 mid-year capital expenditure on long term assets was £5.4m (2019-20 mid-year: £5.2m), against a full-year budget of £43.8m.
- The council’s gross debt, also called the borrowing position, at 30 September 2020 was £24.7m (30 September 2019: £29.2m).
- The council’s underlying need to borrow to finance its capital expenditure, also called the Capital Financing Requirement (CFR), is estimated to be £58.4m at 31 March 2021 (31 March 2020: £50.0m).
- The council has held less gross debt than its CFR and accordingly has complied with the requirement not to exceed its authorised borrowing limit of £74m.

- As at 30 September 2020 the council's investment balance was £42.3m (30 September 2020: £44.5m).
- It is proposed that the 2020-21 Treasury Management Strategy Statement be amended as described in section 3 of this report.

Recommendation(s):

That Cabinet:

- Makes comments on this report and annexes as appropriate.
- Recommends this report and annexes, including the prudential and treasury indicators that are shown and the proposed changes to the 2020-21 Treasury Management Strategy Statement, to council for approval.

Corporate Implications

Financial and Value for Money

The financial implications are highlighted in this report.

Legal

Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the council's finances. For this council, this is the Deputy Chief Executive, and this report is helping to carry out that function.

Corporate

Failure to undertake this process will impact on the council's compliance with the Treasury Management Code of Practice.

Equalities Act 2010 & Public Sector Equality Duty

There are no equity and equalities implications arising directly from this report, but the council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

It is important to be aware of the council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by council.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: -

- Growth
- Environment
- Communities.

1 Background

1.1 Treasury management

The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

“The management of the local authority’s borrowing, 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.”

The council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising investment return.

The second main function of the treasury management service is the funding of the council’s capital plans. These capital plans provide a guide to the borrowing need of the council, essentially the longer term cash flow planning to ensure the council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet council risk or cost objectives.

1.2 Capital Strategy

In December 2017, the Chartered Institute of Public Finance and Accountancy (CIPFA) issued revised Prudential and Treasury Management Codes. As from 2019-20, all local authorities have been required to prepare a Capital Strategy which is to provide the following: -

- a high-level 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.

2 Introduction

2.1 This report has been written in accordance with the requirements of the CIPFA Code of Practice on Treasury Management (revised 2017).

2.2 The primary requirements of the Code are as follows:

- a) Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council’s treasury management activities.

- b) Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- c) Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy (for the year ahead), a Mid-year Review Report (this report) and an Annual Report (stewardship reports), covering activities during the previous year.
- d) Delegation by the council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- e) Delegation by the council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this council the delegated body is the Governance and Audit Committee.

2.3 This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2020-21 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The council's capital expenditure (see also the Capital Strategy) and prudential indicators;
- A review of the council's investment portfolio for 2020-21;
- A review of the council's borrowing strategy for 2020-21;
- A review of any debt rescheduling undertaken during 2020-21;
- A review of compliance with Treasury and Prudential Limits for 2020-21.

3 Treasury Management Strategy Statement and Annual Investment Strategy Update

3.1 The Treasury Management Strategy Statement (TMSS) for 2020-21, which includes the Annual Investment Strategy, Capital Strategy and Non-Treasury Investment Report, was approved by the council on 6 February 2020.

3.2 The 2020-21 TMSS referred to in section 3.1 above requires revision in the light of economic and operational movements during the year. The proposed change is to amend the 2020-21 TMSS so that the council may use investment counterparties with a minimum long term credit rating from at least one of Fitch, Moody's and Standard and Poors (where rated) of A- (or equivalent), where this is currently given as A in the 2020-21 TMSS, that any such investments now be included as specified investments, and that the table of 'Time and Monetary Limits Applying to Investments' be updated as shown below:

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	Fitch Long Term Rating (or equivalent)*	Money Limit	Time Limit (settlement period)
Level 1 (previously called Higher Quality)	AA-	£6m per institution	370 days
Level 2 (previously called Medium Quality)	A	£5m per institution	370 days
Level 3	A-	£4m per institution	185 days
Part nationalised	N/A	£7m per institution	370 days
Debt Management Account Deposit Facility	UK sovereign rating	unlimited	6 months
Money market funds, enhanced money market funds, bond funds	AAA	£6m per fund	370 days
Local authorities, parish councils, community councils, companies controlled by the council (either alone or with other public sector organisations), housing associations, supranational institutions etc	N/A	£4m per institution	5 years
Multi-asset funds	N/A	£5m per fund	370 days

**The institution must have this minimum credit rating from at least one of Fitch, Moody's, and Standard and Poors (where rated).*

- 3.3 The new category is shown as Level 3 in the table in section 3.2 and will help the council to continue to manage its investments effectively, given the actual and potential economic impact of factors such as the coronavirus pandemic and Brexit. It should be noted that A- is an investment grade credit rating, along with A, AA- and AAA shown in this table.

4 The Council's Capital Position (Prudential Indicators)

- 4.1 This part of the report is structured to update:
- The council's capital expenditure plans;
 - How these plans are being financed;
 - The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
 - Compliance with the limits in place for borrowing activity.

4.2 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget.

The revised budget includes net reprofiling of £10.022m General Fund and £8.889m HRA, reflecting unspent budgets from 2019-20 that have been slipped into 2020-21.

Capital Expenditure	2020-21 Original Budget £m	Current Position – Actual spend at 30-09-20 £m	2020-21 Revised Budget £m
General Fund	12.507	2.120	21.389
HRA	13.189	3.259	22.418
Total	25.696	5.379	43.807

General Fund 2020-21 budget: As at 30 September 2020 there had not yet been any spend on the following projects with budgets over £0.5m:

- Office Accommodation (£3m),
- Parkway Railway Station (£2m),
- Public Toilet Refurbishment (£0.75m),
- Westbrook Promenade Infrastructure Improvements (£0.75m).

HRA 2020-21 budget: As at 30 September 2020, actual spend for council dwelling major works/adaptations and purchase/development schemes was £1.563m (budget £12.064m) and £1.696m (budget £10.354m) respectively.

More detailed monitoring information on the capital programme at scheme level, including forecasts to the end of the financial year, is included in the quarterly Cabinet Budget Monitoring Reports.

4.3 Changes to the Financing of the Capital Programme

The table below takes the capital expenditure plans (as detailed in the previous table), and shows the expected financing arrangements of this capital expenditure.

The borrowing element of the table increases the underlying indebtedness of the council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2020-21 Original Budget £m Total	Current Position – Actual at 30-09-19 £m	2020-21 Revised Budget £m GF	2020-21 Revised Budget £m HRA	2020-21 Revised Budget £m Total
Total spend	25.696	5.379	21.389	22.418	43.807
Financed by:					
Capital receipts	2.344		6.442	2.223	8.665
Capital grants	6.073		7.708	0.719	8.427
Reserves	8.539		2.665	13.765	16.430
Revenue	0.700		0.104	0.548	0.652
Total financing	17.656		16.919	17.255	34.174
Borrowing need	8.040		4.470	5.163	9.633

The table above shows that the revisions to the 2020-21 capital programmes are largely being financed by capital receipts and reserves, with only a modest increase in borrowing.

4.4 **Changes to the Prudential Indicators for the Capital Financing Requirement, External Debt and the Operational Boundary**

The council's underlying need to borrow to fund its capital expenditure is termed the Capital Financing Requirement (CFR). The CFR can be thought of as the outstanding debt that still needs to be repaid in relation to the capital assets (buildings, vehicles etc) that the council has purchased or invested in. It can also be helpful to compare it to the outstanding balance that is still payable on a loan or a mortgage, in this case we are considering how much of the council's debt still needs to be paid for.

It also shows the Operational Boundary, which is the limit beyond which external debt is not normally expected to exceed.

Prudential Indicator – Capital Financing Requirement

We are on target to achieve the forecast Capital Financing Requirement.

Prudential Indicator – the Operational Boundary for external debt

	2020-21 Original Estimate £m	Current Position – Actual at 30-09-20 £m	2020-21 Revised Estimate £m
Prudential Indicator – Capital Financing Requirement			
CFR –General Fund	31.676		29.076
CFR – housing	29.234		29.362
Total CFR	60.910		58.438
Net movement in CFR	10.874		8.402
	2020-21 Original Indicator £m	Current Position – Actual at 30-09-20 £m	2020-21 Revised Indicator £m
Prudential Indicator - the Operational Boundary for External Debt			
Borrowing	69.000	24.709	69.000
Other long term liabilities*	30.000	2.608	30.000
Total debt	99.000	27.317	99.000

* Any 'on balance sheet' PFI schemes and finance leases etc (including the leisure centre deferred credit). Both the Operational Boundary and Authorised Limit Indicators include an estimate for the recognition of leases under International Financial Reporting Standard 16 (IFRS 16). The impact of IFRS 16 has not been reflected in the Actual or elsewhere in this report, CIPFA having now deferred the implementation date to 1 April 2021.

4.5 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, borrowing will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2020-21 and next two financial years. This allows some flexibility for limited early borrowing for future years. The council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	2020-21 Original Estimate £m	Current Position – Actual at 30-09-20 £m	2020-21 Revised Estimate £m
Gross borrowing	45.848	24.709	41.025
Plus other long term liabilities*	1.121	2.608	2.438
Total gross borrowing	46.969	27.317	43.463
CFR (year end position)	60.910		58.438

The Section 151 Officer reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Authorised limit for external debt	2020-21 Original Indicator £m	Current Position – Actual at 30-09-20 £m	2020-21 Revised Indicator £m
Borrowing	74.000	24.709	74.000
Other long term liabilities*	35.000	2.608	35.000
Total	109.000	27.317	109.000

** Any 'on balance sheet' PFI schemes and finance leases etc (including the leisure centre deferred credit). Both the Operational Boundary and Authorised Limit Indicators include an estimate for the recognition of leases under International Financial Reporting Standard 16 (IFRS 16). The impact of IFRS 16 has not been reflected in the Actual or elsewhere in this report, CIPFA having now deferred the implementation date to 1 April 2021.*

5 Annual Investment Strategy 2020-21

5.1 The Treasury Management Strategy Statement (TMSS) for 2020-21, which includes the Annual Investment Strategy, was approved by council on 6 February 2020. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

5.2 The council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the council's risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit rated financial institutions.

5.3 As shown by the interest rate forecasts in annex 1, it is now impossible to earn the level of interest rates commonly seen in previous decades as all investment rates are barely above zero now that Bank Rate is at 0.10%, while some entities (including more recently the Debt Management Account Deposit Facility (DMADF)) are offering negative rates of return in some shorter time periods. Given this risk environment and that increases in Bank

Rate are not forecast to occur before the end of the current forecast horizon of 31st March 2023, investment returns are expected to remain low.

5.4 **Negative investment rates**

While the Bank of England has said that it is unlikely to introduce a negative Bank Rate, at least in the next 6 -12 months from the end-date of this report (30 September 2020), some deposit accounts are already offering negative rates for shorter periods. As part of the response to the pandemic and lockdown, the Bank and the Government have provided financial markets and businesses with plentiful access to credit, either directly or through commercial banks. In addition, the Government has provided large sums of grants to local authorities to help deal with the Covid crisis; this has caused some local authorities to have sudden large increases in investment balances searching for an investment home, some of which was only very short term until those sums were able to be passed on.

5.5 As for money market funds (MMFs), yields have continued to drift lower. Some managers have suggested that they might resort to trimming fee levels to ensure that net yields for investors remain in positive territory where possible and practical. Investor cash flow uncertainty, and the need to maintain liquidity in these unprecedented times, has meant there is a glut of money at the very short end of the market. This has seen a number of market operators, now including the DMADF, offer nil or negative rates for very short term maturities. This is not universal, and MMFs are still offering a marginally positive return, as are a number of financial institutions.

5.6 Inter-local authority lending and borrowing rates have also declined due to the surge in the levels of cash seeking a short-term home at a time when many local authorities are probably having difficulties over accurately forecasting when disbursements of funds received will occur or when further large receipts will be received from the Government.

5.7 **Creditworthiness**

Although the credit rating agencies changed their outlook on many UK banks from stable to negative outlook during the quarter ended 30th June 2020 due to upcoming risks to banks' earnings and asset quality during the economic downturn caused by the pandemic, the majority of ratings were affirmed due to the continuing strong credit profiles of UK banks. However, during Q1 and Q2 2020, banks made provisions for expected credit losses and the rating changes reflected these provisions. As we move into the quarters ahead, more information will emerge on actual levels of credit losses. (Quarterly performance is normally announced in the second half of the month following the end of the quarter.) This has the potential to cause rating agencies to revisit their initial rating adjustments earlier in the current year. These adjustments could be negative or positive, although it should also be borne in mind that UK banks went into this pandemic with strong balance sheets. Indeed, the Financial Policy Committee (FPC) report on 6th August revised down their expected credit losses for the banking sector to "somewhat less than £80bn". They stated that in their assessment, "banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC's central projection". The FPC stated that for real stress in the

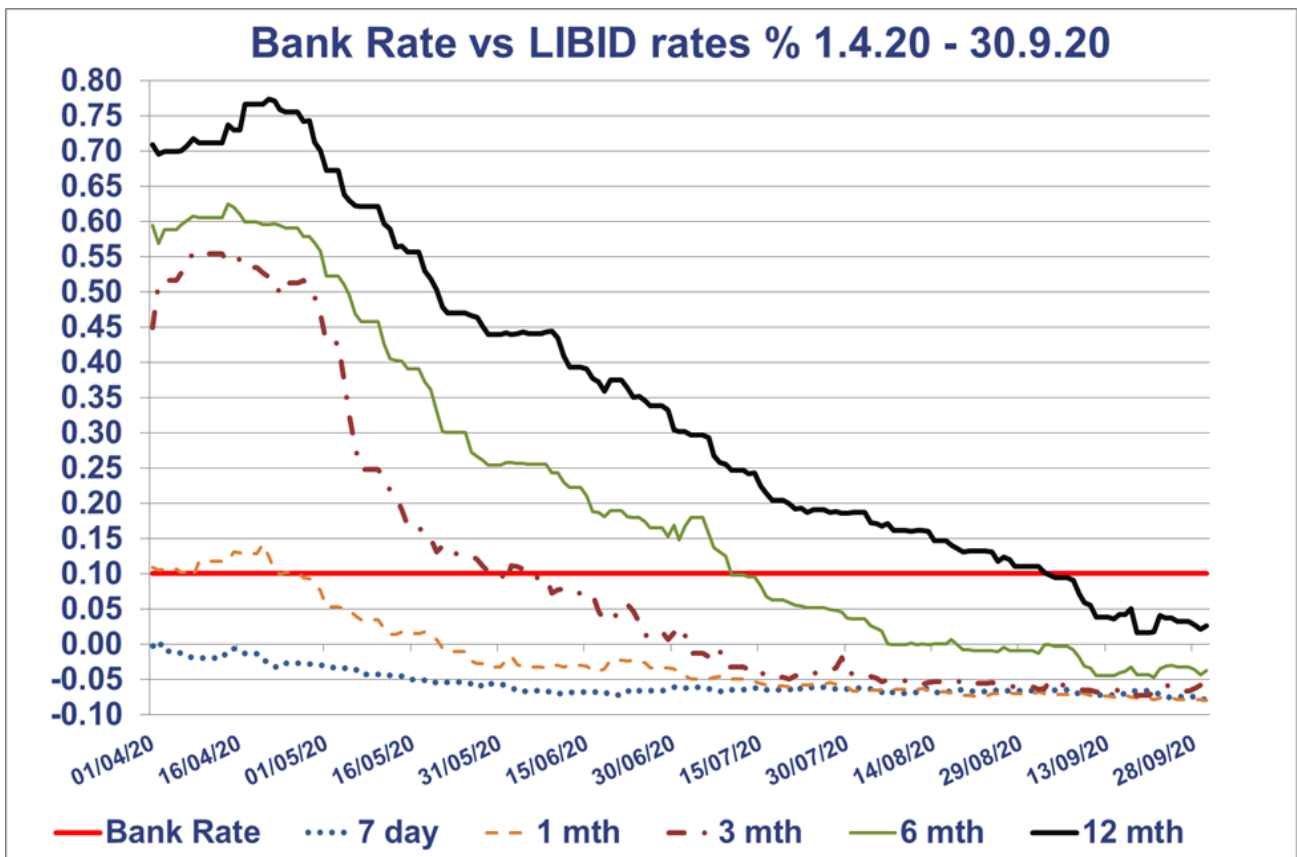
sector, the economic output would need to be twice as bad as the MPC's projection, with unemployment rising to above 15%.

5.8 All three rating agencies have reviewed banks around the world with similar results in many countries of most banks being placed on negative watch, but with a small number of actual downgrades.

5.9 **Credit Default Swap (CDS) prices**

Although CDS prices (these are market indicators of credit risk) for UK banks spiked upwards at the end of March / early April due to the liquidity crisis throughout financial markets, CDS prices have returned to more average levels since then, although they are still elevated compared to end-February. Pricing is likely to remain volatile as uncertainty continues. However, sentiment can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

5.10 **Investment rates, half year ended 30th September 2020**



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	Bank Rate	7 day	1 mth	3 mth	6 mth	12 mth
High	0.10	0.00	0.14	0.56	0.62	0.77
High Date	01/04/2020	02/04/2020	20/04/2020	08/04/2020	14/04/2020	21/04/2020
Low	0.10	-0.07	-0.07	-0.06	-0.01	0.11
Low Date	01/04/2020	19/06/2020	21/08/2020	28/08/2020	25/08/2020	28/08/2020
Average	0.10	-0.05	-0.01	0.14	0.25	0.41
Spread	0.00	0.08	0.22	0.62	0.63	0.66

- 5.11 The council held £42.347m of investments as at 30 September 2020 (£33.904m at 31 March 2020) and the investment portfolio yield for the first six months of the year is 0.34% against a benchmark (average 7-day LIBID rate) of negative 0.05%. The constituent investments are:

Sector	Country	Up to 365 days £m	366 days – 370 days £m	Total £m
Banks	UK	14.123	0.000	14.123
Money Market Funds	UK	28.224	0.000	28.224
Total		42.347	0.600	42.347

- 5.12 The Section 151 Officer confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2020-21 for investment balances.
- 5.13 As reported in the 2019-20 Annual Treasury Management Review, from 1 April 2020 to 15 April 2020 inclusive, the council maintained balances with its own banker which exceeded the £7m investment limit stipulated in the council's investment policy; the highest daily deposit account balance being £26.764m. However, these balances were for operational/transactional purposes (to help deal with the coronavirus pandemic) rather than for investment. The council received an exceptional amount of coronavirus related grant funding (£40m) from the Government on 1 April 2020 and (given the very short notice) was unable to fully absorb this within its various money market funds (MMFs), given MMF facility limits and MMFs available at that time.
- 5.14 The council's budgeted investment return for 2020-21 is £0.330m (£0.165m half-year) and performance for the first half of the financial year is below budget at £0.086m. This reflects the reductions in Bank Rate (from 0.75% to 0.25% on 11 March 2020 and to 0.10% on 19 March 2020) and the use of internal borrowing (see section 6.1). The revised estimate for 2020-21 is £0.103m.

5.15 Investment Risk Benchmarking

Investment risk benchmarks were set in the 2020-21 Treasury Management Strategy Statement (TMSS) for security, liquidity and yield. The mid-year position against these benchmarks is given below.

5.15.1 Security

The council's maximum security risk benchmark for the current portfolio, when compared to historic default tables, is:

- 0.05% historic risk of default when compared to the whole portfolio (excluding unrated investments).

The security benchmark for each individual year is (excluding unrated investments):

	1 year	2 years	3 years	4 years	5 years
Maximum	0.05%	0.05%	0.05%	0.05%	0.05%

Note: This benchmark is an average risk of default measure, and would not constitute an expectation of loss against a particular investment.

The Section 151 Officer can report that the investment portfolio was maintained within this overall benchmark for the first half of this financial year.

5.15.2 Liquidity

In respect of this area the council seeks to maintain:

- Liquid short term deposits of at least £10m available with a week's notice.
- Weighted Average Life benchmark is expected to be 0.5 years, with a maximum of 1.0 year.

The Section 151 Officer can report that liquidity arrangements were adequate for the first half of this financial year.

This authority does not currently place investments for more than 370 days due to the credit, security and counterparty risks of placing such investments.

5.15.3 Yield

Local measures of yield benchmarks are:

- Investments – Internal returns above the 7 day LIBID rate

The Section 151 Officer can report that the yield on deposits for the first half of the financial year is 0.34% against a benchmark (average 7-day LIBID rate) of negative 0.05%

5.16 Investment Counterparty criteria

It is proposed to amend the current investment counterparty criteria selection approved in the TMSS as described in section 3 above.

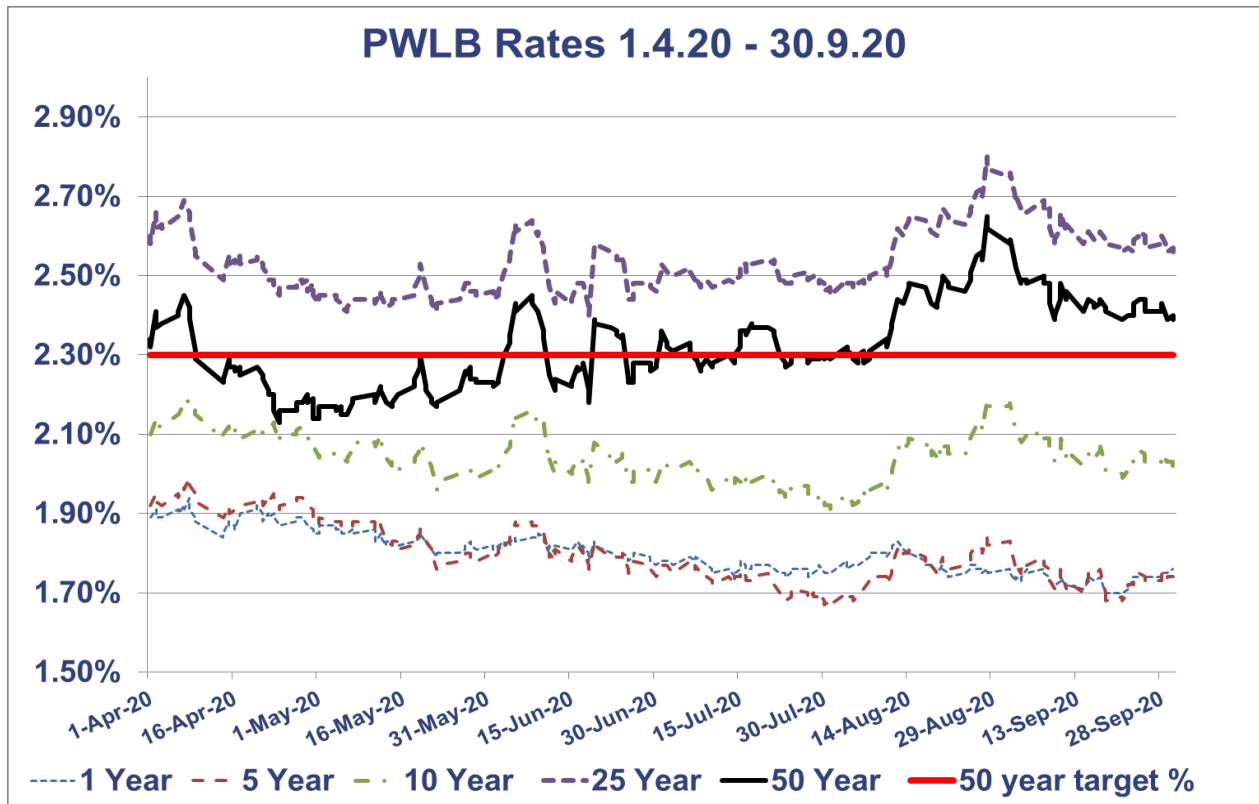
6 Borrowing

- 6.1 The council's capital financing requirement (CFR) revised estimate for 2020-21 is £58.438m. The CFR denotes the council's underlying need to borrow for capital purposes. If the CFR is positive the council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The council has borrowings of £24.709m (table 4.5) and has utilised an estimated £33.729m of cash flow funds in lieu of borrowing. This is a prudent and cost effective approach in the current economic climate but will require ongoing monitoring in the event that upside risk to gilt yields prevails.
- 6.2 No new external borrowing was undertaken from the PWLB during the first half of this financial year.
- 6.3 The council repaid £0.315m of maturing debt during the first half of this financial year using investment balances, as below:

Lender	Principal £'000	Interest Rate	Repayment Date
Salix	4	0.00%	01-04-20
PWLB	43	3.08%	23-04-20
PWLB	50	2.48%	27-05-20
PWLB	146	1.97%	27-05-20
PWLB	72	1.28%	20-06-20
Total	315		

- 6.4 Borrowing may be undertaken during the second half of this financial year and options will be reviewed in due course in line with market conditions.
- 6.5 The graph and table below show the movement in PWLB borrowing rates for the first six months of the year to 30 September 2020.

6.6 PWLB borrowing rates, half year ended 30th September 2020



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	1.70%	1.67%	1.91%	2.40%	2.13%
Date	18/09/2020	30/07/2020	31/07/2020	18/06/2020	24/04/2020
High	1.94%	1.99%	2.19%	2.80%	2.65%
Date	08/04/2020	08/04/2020	08/04/2020	28/08/2020	28/08/2020
Average	1.80%	1.80%	2.04%	2.54%	2.33%

6.7 PWLB rates varied within a relatively narrow range between April and July but the longer end of the curve rose during August. This increase came in two periods; the first in the second week of the month was on the back of hopes for fresh US stimulus. This saw investors switch monies out of government bonds and into equities. The second shift higher at the longer end of the curve came in the latter stages of the month as investors reacted to the announcement of the tweak to the Federal Reserve’s (Fed) inflation target. Despite moves further out in the yield curve, the short end remained anchored on the basis of no fundamental change to the interest rate outlook.

- 6.8 Link's 50-year PWLB target rate for new long-term borrowing was unchanged at 2.30%.
- 6.9 Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates, and following the various increases in the margin added to gilt yields which has impacted PWLB new borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year. The council is currently under-borrowed to address investment counterparty risk and the differential between borrowing and investment interest rates. This position is carefully monitored.
- 6.10 The council's budgeted debt interest payable for 2020-21 is £1.577m (£0.788m half-year) and performance for the first half of the financial year is below budget at £0.477m, reflecting the use of internal borrowing (see section 6.1). The revised estimate for 2020-21 is £1.062m.

7 Treasury Management Indicators

7.1 Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

%	2020-21 Original Indicator	2020-21 Revised Indicator
GF	13.2%	9.2%
HRA	6.3%	5.0%

7.2 Maturity Structures of Borrowing

These gross limits are set to reduce the council's exposure to large fixed rate sums falling due for refinancing.

	2020-21 Original Upper Limit	Current Position – Actual at 30-09-20	2020-21 Revised Upper Limit
Maturity structure of fixed rate borrowing			
Under 12 months	50%	36%	50%
1 year to under 2 years	50%	1%	50%
2 years to under 5 years	50%	12%	50%
5 years to under 10 years	50%	9%	50%
10 years to under 20 years	50%	30%	50%
20 years to under 30 years	50%	8%	50%
30 years to under 40 years	50%	0%	50%
40 years to under 50 years	50%	4%	50%
50 years and above	50%	0%	50%

The current position shows the actual percentage of fixed rate debt the authority has within each maturity span. None of the upper limits have been breached.

8 Options

8.1 The recommended option (to ensure regulatory compliance as set out in section 1 of this report) is that Cabinet:

- Makes comments on this report and annexes as appropriate.
- Recommends this report and annexes (including the prudential and treasury indicators that are shown and the proposed changes to the 2020-21 Treasury Management Strategy Statement) to council.

8.2 Alternatively, Cabinet may decide not to do this and advise the reason(s) why.

9 Next Steps

9.1 This report is to go to the Governance & Audit Committee on 25 November 2020 and council on 10 December 2020 for approval.

10 Disclaimer

10.1 This report (including annexes) is a technical document focussing on public sector investments and borrowings and, as such, readers should not use the information contained within the report to inform personal investment or borrowing decisions. Neither Thanet District Council nor any of its officers or employees makes any representation or warranty, express or implied, as to the accuracy or completeness of the information contained herein (such information being subject to change without notice) and shall not be in any way responsible or liable for the contents hereof and no reliance should be placed on the accuracy, fairness or completeness of the information contained in this document. Any opinions, forecasts or estimates herein constitute a judgement and there can be no assurance that they will be consistent with future results or events. No person accepts any liability whatsoever for any loss howsoever arising from any use of this document or its contents or otherwise in connection therewith.

Contact Officer: Tim Willis, Deputy Chief Executive & Section 151 Officer
Reporting to: Madeline Homer, Chief Executive

Annex List

Annex 1: Economic Update, Interest Rate Forecast and Debt Maturity
Annex 2: Guidance on the Treasury Management Strategy Statement and Annual Investment Strategy – Mid Year Review Report 2020-21

Corporate Consultation Undertaken

Finance: Chris Blundell, Director of Finance and Deputy Section 151 Officer

Legal: Tim Howes, Director of Corporate Governance & Monitoring Officer

ANNEX 1 – ECONOMIC UPDATE, INTEREST RATE FORECAST AND DEBT MATURITY

1.0 Link's Economic Update (issued by Link on 7 October 2020)

1.1 As expected, the Bank of England's Monetary Policy Committee (MPC) kept Bank Rate unchanged on 6th August. It also kept unchanged the level of quantitative easing (QE) at £745bn. Its forecasts were optimistic in terms of three areas:

- The fall in Gross Domestic product (GDP) in the first half of 2020 was revised from 28% to 23% (subsequently revised to -21.8%). This is still one of the largest falls in output of any developed nation. However, it is only to be expected as the UK economy is heavily skewed towards consumer-facing services – an area which was particularly vulnerable to being damaged by lockdown.
- The peak in the unemployment rate was revised down from 9% in Q2 to 7½% by Q4 2020.
- It forecast that there would be excess demand in the economy by Q3 2022 causing Consumer Price Index (CPI) inflation to rise above the 2% target in Q3 2022 (based on market interest rate expectations for a further loosening in policy). Nevertheless, even if the Bank were to leave policy unchanged, inflation was still projected to be above 2% in 2023.

1.2 It also squashed any idea of using negative interest rates, at least in the next six months or so. It suggested that while negative rates can work in some circumstances, it would be “less effective as a tool to stimulate the economy” at this time when banks are worried about future loan losses. It also has “other instruments available”, including QE and the use of forward guidance.

1.3 The MPC expected the £300bn of QE purchases announced between its March and June meetings to continue until the “turn of the year”. This implies that the pace of purchases will slow further to about £4bn a week, down from £14bn a week at the height of the crisis and £7bn more recently.

1.4 In conclusion, this would indicate that the Bank could now just sit on its hands as the economy was recovering better than expected. However, the MPC acknowledged that the “medium-term projections were a less informative guide than usual” and the minutes had multiple references to downside risks, which were judged to persist both in the short and medium term. One has only to look at the way in which second waves of the virus are now impacting many countries including Britain, to see the dangers. However, rather than a national lockdown, as in March, any spikes in virus infections are now likely to be dealt with by localised measures and this should limit the amount of economic damage caused. In addition, Brexit uncertainties ahead of the year-end deadline are likely to be a drag on recovery. The wind down of the initial generous furlough scheme through to the end of October is another development that could cause the Bank to review the need for more support for the economy later in the year. Admittedly, the Chancellor announced in late September a second six month package from 1st November of government support for jobs whereby it will pay up to 22% of the costs of retaining an employee working a minimum of one third of

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their normal hours. There was further help for the self-employed, freelancers and the hospitality industry. However, this is a much less generous scheme than the furlough package and will inevitably mean there will be further job losses from the 11% of the workforce still on furlough in mid September.

- 1.5 Overall, the pace of recovery is not expected to be in the form of a rapid V shape, but a more elongated and prolonged one after a sharp recovery in June through to August which left the economy 11.7% smaller than in February. The last three months of 2020 are now likely to show no growth as consumers will probably remain cautious in spending and uncertainty over the outcome of the UK/EU trade negotiations concluding at the end of the year will also be a headwind. If the Bank felt it did need to provide further support to recovery, then it is likely that the tool of choice would be more QE.
- 1.6 There will be some painful longer term adjustments as e.g. office space and travel by planes, trains and buses may not recover to their previous level of use for several years, or possibly ever. There is also likely to be a reversal of globalisation as this crisis has shown up how vulnerable long-distance supply chains are. On the other hand, digital services is one area that has already seen huge growth.
- 1.7 One key addition to the Bank's forward guidance was a new phrase in the policy statement, namely that "it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% target sustainably". That seems designed to say, in effect, that even if inflation rises to 2% in a couple of years' time, do not expect any action from the MPC to raise Bank Rate – until they can clearly see that level of inflation is going to be persistently above target if it takes no action to raise Bank Rate.
- 1.8 The Financial Policy Committee (FPC) report on 6th August revised down their expected credit losses for the banking sector to "somewhat less than £80bn". It stated that in its assessment "banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC's central projection". The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC's projection, with unemployment rising to above 15%.
- 1.9 **US.** The incoming sets of data during the first week of August were almost universally stronger than expected. With the number of new daily coronavirus infections beginning to abate, recovery from its contraction this year of 10.2% should continue over the coming months and employment growth should also pick up again. However, growth will be dampened by continuing outbreaks of the virus in some states leading to fresh localised restrictions. At its end of August meeting, the Federal Reserve (Fed) tweaked its inflation target from 2% to maintaining an average of 2% over an unspecified time period i.e. following periods when inflation has been running persistently below 2%, appropriate monetary policy will likely aim to achieve inflation moderately above 2% for some time. This change is aimed to provide more stimulus for economic growth and higher levels of employment and to avoid the danger of getting caught in a deflationary "trap" like Japan. It is to be noted that inflation has actually been under-shooting the 2% target significantly for most of the last decade so financial markets took note that higher levels of inflation are likely to be in the pipeline; long term bond yields duly rose after the meeting. The Fed also called on Congress to end its political disagreement over providing more support for the

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unemployed as there is a limit to what monetary policy can do compared to more directed central government fiscal policy. The Federal Open Market Committee's (FOMC) updated economic and rate projections in mid-September showed that officials expect to leave the Fed funds rate at near-zero until at least end-2023 and probably for another year or two beyond that. There is now some expectation that where the Fed has led in changing its inflation target, other major central banks will follow. The increase in tension over the last year between the US and China is likely to lead to a lack of momentum in progressing the initial positive moves to agree a phase one trade deal.

- 1.10 **EU.** The economy was recovering well towards the end of Q2 after a sharp drop in GDP (e.g. France 18.9%, Italy 17.6%). However, the second wave of the virus affecting some countries could cause a significant slowdown in the pace of recovery, especially in countries more dependent on tourism. The fiscal support package, eventually agreed by the EU after prolonged disagreement between various countries, is unlikely to provide significant support and quickly enough to make an appreciable difference in weaker countries. The European Central Bank (ECB) has been struggling to get inflation up to its 2% target and it is therefore expected that it will have to provide more monetary policy support through more QE purchases of bonds in the absence of sufficient fiscal support.
- 1.11 **China.** After a concerted effort to get on top of the virus outbreak in Q1, economic recovery was strong in Q2 and has enabled it to recover all of the contraction in Q1. However, this was achieved by major central government funding of yet more infrastructure spending. After years of growth having been focused on this same area, any further spending in this area is likely to lead to increasingly weaker economic returns. This could, therefore, lead to a further misallocation of resources which will weigh on growth in future years.
- 1.12 **Japan.** There are some concerns that a second wave of the virus is gaining momentum and could dampen economic recovery from its contraction of 8.5% in GDP. It has been struggling to get out of a deflation trap for many years and to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy. The resignation of Prime Minister Abe is not expected to result in any significant change in economic policy.
- 1.13 **World growth.** Latin America and India are currently hotspots for virus infections. World growth will be in recession this year. Inflation is unlikely to be a problem for some years due to the creation of excess production capacity and depressed demand caused by the coronavirus crisis.

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2.0 Link's Interest rate forecast (issued by Link on 7 October 2020)

2.1 The council's treasury advisor, Link Group, provided the following forecasts on 11th August 2020 (PWLB rates are certainty rates, gilt yields plus 180bps):

Link Group Interest Rate View 11.8.20										
	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month average earnings	0.05	0.05	0.05	0.05	0.05	-	-	-	-	-
6 month average earnings	0.10	0.10	0.10	0.10	0.10	-	-	-	-	-
12 month average earnings	0.15	0.15	0.15	0.15	0.15	-	-	-	-	-
5yr PWLB Rate	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50

2.2 The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it left Bank Rate unchanged at its meeting on 6th August (and the subsequent September meeting), although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more QE is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank Rate is expected within the forecast horizon ending on 31st March 2023 as economic recovery is expected to be only gradual and, therefore, prolonged.

2.3 **GILT YIELDS / PWLB RATES.** There was much speculation during the second half of 2019 that bond markets were in a bubble which was driving bond prices up and yields down to historically very low levels. The context for that was heightened expectations that the US could have been heading for a recession in 2020. In addition, there were growing expectations of a downturn in world economic growth, especially due to fears around the impact of the trade war between the US and China, together with inflation generally at low levels in most countries and expected to remain subdued. Combined, these conditions were conducive to very low bond yields. While inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers. This means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. The consequence of this has been the gradual lowering of the overall level of interest rates and bond yields in financial markets over the last 30 years. Over the year prior to the coronavirus crisis, this has seen many bond yields up to 10 years turn negative in the Eurozone. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year

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yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities.

- 2.4 Gilt yields had therefore already been on a generally falling trend up until the coronavirus crisis hit western economies during March. After gilt yields spiked up during the initial phases of the health crisis in March, we have seen these yields fall sharply to unprecedented lows as major western central banks took rapid action to deal with excessive stress in financial markets, and started massive QE purchases of government bonds: this also acted to put downward pressure on government bond yields at a time when there has been a huge and quick expansion of government expenditure financed by issuing government bonds. Such unprecedented levels of issuance in “normal” times would have caused bond yields to rise sharply. At the close of the day on 30th September, all gilt yields from 1 to 6 years were in negative territory, while even 25-year yields were at only 0.76% and 50 year at 0.60%.
- 2.5 From the local authority borrowing perspective, HM Treasury imposed two changes of margins over gilt yields for PWLB rates in 2019-20 without any prior warning. The first took place on 9th October 2019, adding an additional 1% margin over gilts to all PWLB period rates. That increase was then at least partially reversed for some forms of borrowing on 11th March 2020, but not for mainstream General Fund capital schemes, at the same time as the Government announced in the Budget a programme of increased infrastructure expenditure. It also announced that there would be a consultation with local authorities on possibly further amending these margins; this was to end on 4th June, but that date was subsequently put back to 31st July. It is clear HM Treasury will no longer allow local authorities to borrow money from the PWLB to purchase commercial property if the aim is solely to generate an income stream (assets for yield).
- 2.6 Following the changes on 11th March 2020 in margins over gilt yields, the current situation is as follows: -
- **PWLB Standard Rate** is gilt plus 200 basis points (G+200bps)
 - **PWLB Certainty Rate** is gilt plus 180 basis points (G+180bps)
 - **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
 - **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
 - **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)
- 2.7 It is possible that the non-HRA Certainty Rate will be subject to revision downwards after the conclusion of the PWLB consultation; however, the timing of such a change is currently unknown, although it would be likely to be within the current financial year.
- 2.8 As the interest forecast table for PWLB certainty rates (gilts plus 180bps) above shows, there is likely to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused during the coronavirus shut down period. Inflation is also likely to be very low during this period and could even turn negative in some major western economies during 2020/21.

2.9 The balance of risks to the UK

- The overall balance of risks to economic growth in the UK is probably relatively even, but is subject to major uncertainty due to the virus.
- There is relatively little UK domestic risk of increases or decreases in Bank Rate and significant changes in shorter term PWLB rates. The Bank of England has effectively ruled out the use of negative interest rates in the near term and increases in Bank Rate are likely to be some years away given the underlying economic expectations. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, could impact gilt yields (and so PWLB rates) in the UK.

2.10 Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- **UK** - second nationwide wave of virus infections requiring a national lockdown.
- **UK / EU trade negotiations** – if it were to cause significant economic disruption and a fresh major downturn in the rate of growth.
- **UK - Bank of England** takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the **Eurozone sovereign debt crisis**. The ECB has taken monetary policy action to support the bonds of EU states, with the positive impact most likely for “weaker” countries. In addition, the EU recently agreed a €750bn fiscal support package. These actions will help shield weaker economic regions for the next year or so. However, in the case of Italy, the cost of the virus crisis has added to its already huge debt mountain and its slow economic growth will leave it vulnerable to markets returning to taking the view that its level of debt is unsupportable. There remains a sharp divide between northern EU countries favouring low debt to GDP and annual balanced budgets and southern countries who want to see jointly issued Eurobonds to finance economic recovery. This divide could undermine the unity of the EU in time to come.
- Weak capitalisation of some **European banks**, which could be undermined further depending on extent of credit losses resultant of the pandemic.
- **German minority government & general election in 2021**. In the German general election of September 2017, Angela Merkel’s CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. The CDU has done badly in subsequent state elections but the SPD has done particularly badly. Angela Merkel has stepped down from being the CDU party leader but she intends to remain as Chancellor until the general election in 2021. This then leaves a major question mark over who will be the major guiding hand and driver of EU unity when she steps down.
- **Other minority EU governments**. Austria, Sweden, Spain, Portugal, Netherlands, Ireland and Belgium also have vulnerable minority governments dependent on coalitions which could prove fragile.

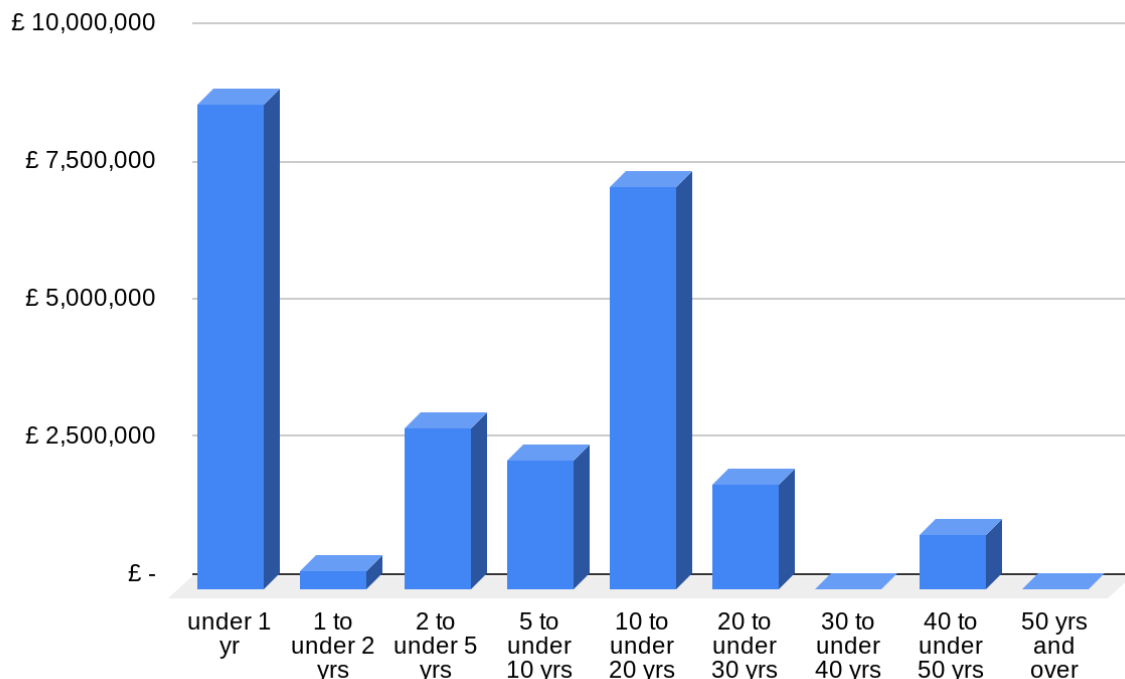
- **Austria, the Czech Republic, Poland and Hungary** now form a strongly anti-immigration bloc within the EU. There has also been a rise in anti-immigration sentiment in Germany and France.
- **Geopolitical risks**, for example in China, Iran or North Korea, but also in Europe and other Middle Eastern countries, which could lead to increasing safe haven flows.
- **US – the Presidential election in 2020**: this could have repercussions for the US economy and SINO-US trade relations.

2.11 Upside risks to current forecasts for UK gilt yields and PWLB rates

- **UK** - stronger than currently expected recovery in UK economy.
- **Post-Brexit** – if an agreement was reached that removed the majority of threats of economic disruption between the EU and the UK.
- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.

3.0 Debt Maturity

3.1 The maturity structure of the Council’s borrowing as at 30 September 2020 (as per section 7 of the main report) is shown below in graph format.



3.2 As per section 6.3 of the main report, £0.315m of council debt with the PWLB matured, and was repaid, during the first half of this financial year.

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**ANNEX 2 – GUIDANCE ON THE TREASURY MANAGEMENT STRATEGY STATEMENT
AND ANNUAL INVESTMENT STRATEGY – MID YEAR REVIEW REPORT 2019-20**

Prudential Code

The Prudential Code was developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) as a professional code of practice for capital finance, to which local authorities must have regard.

Capital Expenditure

The Capital Expenditure table (section 4.3 of report) is split between the Council's Housing Revenue Account (HRA) and General Fund (GF or non-HRA). The HRA is a 'ring-fenced' account for local authority housing.

The table also shows the resources used to fund the capital expenditure (being capital receipts from the sale of assets, capital grants, reserves and revenue) and any shortfall in resources. This shortfall represents the Council's borrowing need.

Borrowing Limits

The Capital Financing Requirement (CFR) represents the Council's aggregate borrowing need. i.e. the element of the capital programme that cannot be funded. Borrowing may only be undertaken for capital expenditure purposes.

The Limits to Borrowing Activity table (section 4.5 of report) shows that the Council's debt is not more than the CFR because, as above, the CFR represents the Council's aggregate borrowing need.

Borrowing limits (sections 4.5 and 7.2 of report) – there are various general controls on the Council's borrowing activity (operational boundary, authorised limit and maturity profiles).

Investments

General controls on the Council's investment activity to safeguard the security and liquidity of its investments (as set out in the Council's Annual Investment Strategy), include:

- Creditworthiness of investment counterparties.
- Counterparty money limits.
- Counterparty time limits.
- Counterparty country limits.

Borrowing Sources/ Types

PWLB (section 6 of report) is the Public Works Loan Board which is a statutory body operating within the UK Debt Management Office, an Executive Agency of HM Treasury. PWLB's function is to lend money from the National Loans Fund to local authorities, and to collect the repayments.

The Council has the following types of fixed rate loan with the PWLB:

- Annuity: fixed half-yearly payments to include principal and interest.
- Equal Instalments of Principal: equal half-yearly payments of principal together with interest on the outstanding balance.
- Maturity: half-yearly payments of interest only with a single payment of principal at the end of the term.

Financing Costs as a Proportion of Net Revenue Stream

This shows (section 7.1 of report), separately for HRA and GF, the percentage of the Council's revenue stream that is used to finance the CFR (net interest payable and Minimum Revenue Provision (MRP)).

MRP is the annual resource contribution from revenue which must be set against the CFR so that it does not increase indefinitely.

POLICY FOR IMPOSING FINANCIAL PENALTIES UNDER THE ELECTRICAL SAFETY STANDARDS IN THE PRIVATE RENTED SECTOR (ENGLAND) REGULATIONS 2020

Cabinet	19 November 2020
Report Author	Richard Hopkins, Private Sector Housing Manager
Portfolio Holder	Cllr Helen Whitehead, Deputy Leader and Cabinet Member for Housing and Community Services
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Previously Considered by	Not applicable
Ward:	All wards

Executive Summary:

The council has a statutory duty to enforce The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, which came into force on 01 June 2020. The regulations place mandatory duties on private landlords to maintain electrical safety standards in privately rented homes.

Local housing authorities have been empowered to impose financial penalties of up to £30,000 on private landlords who breach their duties under the regulations. This report seeks the agreement of Cabinet to adopt a policy that would allow the council to impose such penalties for breaches that occur on or after 01 December 2020.

Recommendation(s):

That Cabinet:

1. Approves the adoption of the proposed "Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020" annexed to this report; and
2. Delegates authority to the Director of Housing and Planning, in consultation with the Cabinet Member for Housing and Community Services, to approve minor amendments to the policy.

Corporate Implications

Financial and Value for Money

The enforcement obligations placed on the council will rest with the Private Sector Housing Team. The extent to which these regulations will place additional burdens on the team is unclear at the present time. These new duties will apply to the landlords of more than 17,000 privately rented homes in Thanet and the extent of non-compliance will not be known until after April 2021. However, it is hoped that the existing team will be able to manage the additional responsibilities within existing resources.

The council will be able to retain any income generated by financial penalties, but all such income is ring-fenced, and may only be used to fund private sector housing enforcement activities. Any income received that is not used for this ring-fenced purpose must be paid into the Consolidated Fund, the Government's general bank account at the Bank of England. The income expected from enforcement activity is highly unlikely to exceed the council's current staffing costs associated with its private sector housing enforcement activities. As such, any income could be used to fund existing staff within the Private Sector Housing Team or, should the additional regulatory responsibilities become unmanageable within existing resources, the income could be used to fund additional enforcement staff.

Legal

The regulations were made under section 122 of the Housing and Planning Act 2016 for the purposes of introducing new requirements for electrical safety standards in the private rented sector. The enforcement of the regulations helps to support the council's general duty under section 3 of the Housing Act 2004 to keep the housing conditions in its area under review and identify any action that needs to be taken.

Under Regulation 4, local housing authorities are under a statutory duty to serve a Remedial Notice if it has reasonable grounds to believe a private landlord is in breach of the regulations. Local housing authorities are also provided with discretionary powers to carry out remedial action themselves and recover their costs in doing so from the relevant private landlord(s) (Regulations 6 to 10).

Under Regulation 11, local housing authorities have the power to impose financial penalties of up to £30,000. The prescribed procedural requirements are set out in Schedule 2 to the regulations. Non-statutory guidance was issued by the Ministry of Housing, Communities & Local Government in June 2020, namely: *Guide for local authorities: electrical safety standards in the private rented sector*. The proposed policy annexed to this report has been developed in accordance with the guidance.

The council's constitution allows the Cabinet to delegate decisions to an individual Cabinet member or an officer. The proposal that the Cabinet delegates authority to the Director of Housing and Planning, in consultation with the Cabinet Member for Housing and Community Services, to approve minor amendments to the policy is therefore permitted within the constitution.

Corporate

The enforcement activities associated with the regulations will help support the Communities objective of the council's Core Business Objectives 2019-2023. The Communities objective includes a plan to "Improve standards and safety in homes across all tenures" and enforcing the regulations will assist in delivering this plan.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty:

- To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.

Persons from vulnerable groups can sometimes have limited housing choices. In particular, families with young children, older persons and those with a disability can find themselves in poor quality privately rented accommodation. Consequently, the council's enforcement activities often involve safeguarding the health, safety and welfare of persons with the protected characteristics of age and disability. Therefore, the enhanced enforcement capabilities provided by financial penalties will help to minimise disadvantage and contribute to the needs of many residents with protected characteristics.

The equality duty is a continuing one and should be considered and reviewed while enforcing the provisions of the regulations.

An Equality Impact Assessment has been undertaken and is annexed to this report.

CORPORATE PRIORITIES

This report relates to the following corporate priorities:

- *Communities*

1.0 Introduction and Background

1.1 Thanet District Council is a local housing authority ("LHA"). As such, it has a statutory duty to enforce The Electrical Safety Standards in the Private Rented Sector

(England) Regulations 2020. The regulations place mandatory duties on private landlords to maintain electrical safety standards in privately rented homes.

- 1.2 The regulations came into force on 01 June 2020 and apply to new tenancies from 01 July 2020 and existing tenancies from 01 April 2021. There is a legislative anomaly, in that while the regulations were only enforceable from 01 July 2020, they do apply to all new tenancies granted on or after 01 June 2020.
- 1.3 If a LHA is satisfied, beyond reasonable doubt, that a private landlord has breached a duty under the regulations, it has the power to impose a financial penalty of up to £30,000. However, before the council can impose any such penalty, it must first have an adopted policy which is just and proportionate. The purpose of this report is to propose the adoption of such a policy.

2.0 Duties of landlords in relation to electrical installations

2.1 Under the regulations, private landlords must:

- Ensure that the “electrical safety standards” are met during any period of occupation. For the purposes of the regulations, the electrical safety standards are the 18th Edition of the IET Wiring Regulations, which are published as British Standard 7671;
- Ensure that all electrical installations in their rented properties are inspected and tested by a qualified and competent person at intervals of not more than five years (or less if the most recent report recommends a shorter period before the next inspection);
- Obtain a report from the person conducting the inspection and test which gives the results and sets a date for the next inspection and test;
- Supply a copy of the report to the existing tenant within 28 days of the inspection and test;
- Supply a copy of the report to any new tenant before they occupy the premises;
- Supply a copy of the report to any prospective tenant within 28 days of receiving a written request for the report;
- Supply the LHA with a copy of the report within seven days of receiving a written request for a copy;
- Retain a copy of the report to give to the inspector and tester who will undertake the next inspection and test;
- Where the report shows that further investigative and/or remedial work is necessary, complete the work within 28 days or any shorter period if specified in the report;
- Where further investigative and/or remedial work is necessary, supply the tenant and the LHA with written confirmation from a qualified and competent person that confirms the completion of the further investigative and/or remedial works within 28 days of the completion of those works.

2.2 While there are some specific exemptions set out in the regulations, the vast majority of tenancies in the private rented sector are subject to the above-mentioned requirements.

3.0 Powers of local housing authorities

3.1 In summary, LHAs have been given the following statutory powers under the regulations, the first of which is a mandatory duty:

- **Duty to serve a Remedial Notice** - Where a LHA has reasonable grounds to believe that a private landlord is in breach of one or more of the duties imposed by the regulations, the LHA must serve a Remedial Notice on that private landlord. A Remedial Notice will specify the remedial action necessary and require that the action be completed within 28 days. A private landlord may make written representations against such a notice within 21 days.
- **Power to arrange remedial action** - If a private landlord does not comply with a Remedial Notice, the LHA has the power, with the tenant's consent, to undertake the remedial action specified in the notice and recover the costs incurred from the private landlord.
- **Power to undertake urgent remedial action** - Where a report indicates that urgent remedial action is required and the private landlord does not take timely action, the LHA may, with the tenant's consent, undertake the urgent remedial action and recover the costs incurred from the private landlord.
- **Power to impose a financial penalty** - If a LHA is satisfied, beyond reasonable doubt, that a private landlord has breached a duty under the regulations, it has the power to impose a financial penalty of up to £30,000.

4.0 Procedural requirements

4.1 Before imposing a financial penalty, an LHA must first give the private landlord notice of its intention to impose a penalty. This type of notice is known as a "Notice of Intent". The Notice of Intent gives private landlords the opportunity to make written representations within 28 days.

4.2 If after receiving any written representations (if any), the LHA decides that it remains in the public interest to impose a financial penalty, it must serve a "Final Notice". Private landlords may appeal to the First-tier Tribunal against the service of a Final Notice within 28 days. The Tribunal may confirm, vary or quash the financial penalty.

5.0 Financial penalty policy

5.1 A financial penalty may be of any amount up to the statutory maximum of £30,000. However, LHAs are expected to reserve the higher amounts for the worst offenders and take a logical and proportionate approach to setting the level of financial penalties more generally. The overarching principle is that the more serious the breach, the higher the penalty should be. The penalty for each breach must therefore be determined on a case-by-case basis.

5.2 Non-statutory guidance was issued by the Government in June 2020. Having due regard to the guidance, the proposed "Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020" has been developed. The severity of each breach is based on an assessment of culpability, track record, portfolio size, and risk of harm. There is also provision to take into account mitigating and aggravating factors.

- 5.3 The approach set out in the proposed policy broadly aligns with the council's "Policy for imposing financial penalties under the Housing Act 2004 and Housing and Planning Act 2016", which was adopted by Cabinet on 14 March 2019 and came into force on 01 April 2019.

6.0 Commencement

- 6.1 The policy is proposed to take effect from 01 December 2020 and apply to all relevant breaches of duty that occur on or after that date.

7.0 Options

- 7.1 There are three options available to the council, namely:

Option 1: To adopt the proposed "Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020" annexed to this report.

Option 2: To adopt the proposed "Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020" annexed to this report, subject to amendment.

Option 3: To not adopt the proposed "Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020" annexed to this report.

- 7.2 In the event that the policy is adopted, with or without amendment, its ongoing ability to deliver just and proportionate sanctions will remain under review. While not expected, it is possible that minor anomalies may arise in its application. It is therefore proposed that the authority to approve minor amendments to the policy is delegated to the Director of Housing and Planning, in consultation with the Cabinet Member for Housing and Community Services.

Contact Officer: Richard Hopkins, Private Sector Housing Manager, 01843 577402
Reporting to: Bob Porter, Director of Housing and Planning

Annex List

- Annex 1: Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
Annex 2: Equality Impact Assessment

Background Papers

Guide for local authorities: electrical safety standards in the private rented sector. Available at:

<https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities/guide-for-local-authorities-electrical-safety-standards-in-the-private-rented-sector>

Corporate Consultation

Finance: Chris Blundell, Director of Finance

Legal: Jennifer Phillips, Principal Litigation Lawyer

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Thanet District Council

Private Sector Housing

Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

01 December 2020 (DRAFT)

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Introduction

Scope

1. The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (“the Regulations”) came into force on 01 June 2020. The Regulations impose mandatory duties on private landlords of residential premises in respect of electrical safety standards.
2. The Regulations apply to all specified tenancies. A “specified tenancy” means a tenancy of residential premises in England which:
 - Grants one or more persons the right to occupy all or part of the premises as their only or main residence;
 - Provides for payment of rent (whether or not a market rent); and
 - Is not a tenancy of a description specified in Schedule 1 to the Regulations.
3. The excluded tenancies set out in Schedule 1 of the Regulations relate to:
 - Social housing, where the landlord is a private registered provider;
 - Accommodation shared with a landlord or a landlord’s family, where at least one amenity is shared (an amenity in this context means a toilet, bathroom, kitchen or living room);
 - Long leases, or tenancies that grant a right of occupation for a term of seven years or more (see Paragraph 3 of Schedule 1 of the Regulations for the definition of long lease);
 - Student halls of residence;
 - Certain hostels and refuges, which are managed by private registered providers of social housing, or operated on a non-commercial basis and funded by central or local government or a government agency, or managed by a voluntary organisation or charity;
 - Care homes, as defined by section 3 of the Care Standards Act 2000;
 - Hospitals and hospices; and
 - Other accommodation relating to healthcare provision (relating to accommodation provided owing to a statutory duty placed on the NHS).
4. In general terms, the Regulations apply to the vast majority of residential tenancies in the private rented sector.
5. The Regulations are subject to a phased introduction, and apply to:
 - All new specified tenancies from 01 July 2020; and
 - All existing specified tenancies from 01 April 2021.

Duties of private landlords in relation to electrical installations

6. Regulation 3 of the Regulations sets out the duties imposed on private landlords.
7. Unless subject to statutory exemption, private landlords must:
 - Ensure that the “electrical safety standards” are met during any period of occupation. For the purposes of the Regulations, the electrical safety standards are the 18th Edition of the IET Wiring Regulations, which are published as British Standard 7671;
 - Ensure that all electrical installations in their rented properties are inspected and tested by a qualified and competent person at intervals of not more than five years (or less if the most recent report recommends a shorter period before the next inspection);
 - Obtain a report from the person conducting the inspection and test which gives the results and sets a date for the next inspection and test;

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- Supply a copy of the report to the existing tenant within 28 days of the inspection and test;
- Supply a copy of the report to any new tenant before they occupy the premises;
- Supply a copy of the report to any prospective tenant within 28 days of receiving a written request for the report;
- Supply the local housing authority with a copy of the report within seven days of receiving a written request for a copy;
- Retain a copy of the report to give to the inspector and tester who will undertake the next inspection and test;
- Where the report shows that further investigative and/or remedial work is necessary, complete the work within 28 days or any shorter period if specified in the report;
- Where further investigative and/or remedial work is necessary, supply the tenant and the local housing authority with written confirmation from a qualified and competent person that confirms the completion of the further investigative and/or remedial works within 28 days of the completion of those works.

Duty of local housing authority to serve a Remedial Notice

8. Where a local housing authority has reasonable grounds to believe that a private landlord is in breach of one or more of the duties imposed by the Regulations, the authority must serve a Remedial Notice on that private landlord. A Remedial Notice will specify the remedial action necessary and require that the action be completed within 28 days (beginning with the day on which the notice is served). A private landlord may make written representations against such a notice within 21 days.

Duty of private landlords to comply with a Remedial Notice

9. If served with a Remedial Notice, a private landlord has a duty to take the specified remedial action if:
 - No representations are made to the local housing authority; or
 - The local housing authority confirms the notice after consideration of any written representations received.
10. If no written representations are received, the private landlord must complete the remedial action within the 28-day deadline. If written representations are made and the local housing authority subsequently confirms the notice, the remedial action must be completed within 21 days of the date the private landlord is informed that the notice has been confirmed.

Financial penalties

11. A private landlord who breaches a duty under the Regulations may be subject to a financial penalty of up to £30,000. In the event of a continuing failure, the local housing authority may impose more than one penalty for the same breach of duty.
12. The local housing authority must be satisfied, beyond reasonable doubt, that a breach has occurred before imposing any financial penalty.

Government guidance

13. Local housing authorities should have regard to any guidance issued by the Ministry of Housing, Communities & Local Government (“MHCLG”) when exercising their functions under the Regulations. Non-statutory guidance was issued by the department in June 2020,

Annex 1

namely: *Guide for local authorities: electrical safety standards in the private rented sector*, which is available online at:

<https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities/guide-for-local-authorities-electrical-safety-standards-in-the-private-rented-sector>

14. The Government guidance recommends that:

Local housing authorities should develop and document their own policy on how they determine appropriate financial penalty levels. Generally, we would expect the maximum amount to be reserved for the very worst offenders. The actual amount levied in any particular case should reflect the severity of the offence as well as taking account of the landlord's previous record of offending.

When developing their policy local housing authorities may wish to consider the policy they previously developed for civil penalties under the Housing and Planning Act 2016 and the guidance published by the government.

15. In respect of civil penalties under the Housing and Planning Act 2016, MHCLG issued statutory guidance under section 23(10) and Schedules 1 and 9 of the same act in April 2018, namely: *Civil penalties under the Housing and Planning Act 2016 - Guidance for Local Housing Authorities*. The guidance states that local housing authorities should consider the following factors to help ensure that any financial penalty is set at an appropriate level:

- Severity of the offence;
- Culpability and track record of the offender;
- The harm caused to the tenant (actual and potential);
- Punishment of the offender (the penalty should be proportionate to the offence and have a real economic impact);
- Deter the offender from repeating the offence;
- Deter others from committing similar offences;
- Remove any financial benefit the offender may have obtained as a result of committing the offence.

16. This policy sets out how Thanet District Council ("the council") will impose financial penalties under the Regulations in accordance with Government guidance. The approach set out in this policy broadly aligns with the council's *Policy for imposing financial penalties under the Housing Act 2004 and Housing and Planning Act 2016*, which was adopted on 14 March 2019 and came into force on 01 April 2019.

Commencement

17. This policy takes effect from 01 December 2020 and applies to all relevant breaches of duty which occur on or after this date.

Determining the starting point for a financial penalty

Severity of the offence

18. A financial penalty may be of any amount up to the statutory maximum of £30,000. However, local housing authorities are expected to reserve the higher amounts for the worst offenders and take a logical and proportionate approach to setting the level of financial penalties more generally. The overarching principle is that the more serious the breach, the higher the penalty should be. The penalty for each breach must therefore be determined on a case-by-case basis.
19. Having due regard to the non-statutory guidance published by the Government, the council has developed the Table of Financial Penalties set out below. The table specifies a range of starting points from £1,000 to £30,000. The starting point is determined by the severity of the breach, which is based on an assessment of the following factors:
 - Culpability;
 - Track record;
 - Portfolio size;
 - Risk of harm.
20. The following paragraphs set out how each determinant is assessed.

Culpability

21. Culpability is a key factor in determining the severity of a breach. Therefore, the level of any penalty will initially be set by calculating the culpability category, which then determines the culpability premium. There are four culpability categories, namely:
 - Very High;
 - High;
 - Medium;
 - Low.

Very High

22. This category applies to breaches where the offender has deliberately breached or flagrantly disregarded the law. This category is subject to a 100% culpability premium.

High

23. This category applies to breaches where the offender had foresight of a potential breach, but through wilful blindness, decided not to take appropriate and/or timely action. This category is subject to a 80% culpability premium.

Medium

24. This category applies to breaches committed through an act or omission that a person exercising reasonable care would not commit. Any person or other legal entity operating as a private landlord is running a business and is expected to be aware of their legal obligations. This category is subject to a 60% culpability premium.

Low

25. This category applies to breaches where there was fault on the part of the offender, but significant efforts had been made to secure compliance with the law, but those efforts were not sufficient. This category is subject to a 40% culpability premium.

Track record

26. The council would expect a good private landlord to have very little contact with the council's Private Sector Housing Team, other than for advice or for licensing obligations. They would be expected to maintain their properties in a good and safe condition and keep up-to-date and comply with all relevant legal requirements. Unfortunately, there are private landlords who are regularly subject to enforcement action owing to their failure to maintain their properties in an acceptable condition.
27. The second step in determining the amount of financial penalty relates to the offender's track record. A historically non-compliant private landlord should be subject to a more significant penalty on the basis that they have yet to change their behaviour. A penalty amount adjustment relating to the offender's track record is therefore appropriate. This should help deter repeat offending.
28. The council will review all relevant records to identify any previous evidence of legislative failings. However, only evidence relating to the five years immediately prior to the breach date will be taken into account. The evidence reviewed will include:
- Any previous convictions for housing related offences;
 - Whether previously subject to a financial penalty for a housing related contravention;
 - Whether previously subject to, or associated with, statutory enforcement action (e.g. Improvement Notice, Emergency Prohibition Order, etc.); and
 - The number of genuine housing condition complaints received in respect of properties associated with the offender.
29. Following the review, the offender's track record will be classed as one of the following categories:
- Significant;
 - Some;
 - None or negligible.

Significant

30. Where there is evidence of multiple enforcement interventions by the council's Private Sector Housing Team, together with evidence of non-compliance, the significant category will be used. This category may be used for any offender who has been successfully prosecuted for a housing offence or been subject to a housing related financial penalty.

Some

31. This category will be used where the offender is associated with more evidence than would normally be expected of a good private landlord having regard to the size and nature of their portfolio. There is likely to be evidence of statutory enforcement action.

None or negligible

32. This category will be used if, following a review of the council's records, there is no relevant evidence associated with the offender. Any unsubstantiated housing condition complaints will be disregarded. The council may also exercise its discretion to disregard any evidence

where the issues were minor in nature and there was no reluctance on the part of the private landlord to resolve the issues within reasonable timescales.

33. The descriptor “Negligible” has been included to allow for a fair and reasonable review of evidence in respect of private landlords with larger portfolios. Therefore, if the evidence is negligible having regard to the size of the portfolio in Thanet, this category will be used.

Portfolio size

34. The size of an offender’s portfolio will be taken into account when determining the amount of financial penalty. While all private landlords are expected to be aware of their legal obligations, the larger the business is, the more proficient and professional the private landlord should be. Furthermore, offenders with a larger portfolio will have more assets and a higher rental income and as such the penalty should have regard to their ability to pay.
35. Taking into account the size of the offender’s portfolio helps ensure that the penalty is set at a high enough level to have a real economic impact, such that it serves as an appropriate punishment as well as a deterrent.
36. The third step in determining the amount of financial penalty requires the council to allocate a portfolio size. There are four size categories which relate to the number of units of accommodation the offender has ownership of, responsibility for, or association with. The size categories are:
- One unit of accommodation;
 - Two to four units of accommodation;
 - Five to 19 units of accommodation;
 - 20 or more units of accommodation.
37. A unit of accommodation is a single dwelling house, a flat (whether self-contained or not) or a room or bedsit within a house in multiple occupation (“HMO”).
38. The common parts of a building containing one or more flats will also be counted as one unit of accommodation for the purposes of determining the portfolio size, if the private landlord concerned is only responsible for the common parts and not for any flats within the building. If the private landlord concerned is responsible for one or more flats within the building, the common parts will be disregarded.
39. Some offenders own properties directly; some are directors of companies which own property. It is also not uncommon for an offender to be strongly associated with the management of a rented property, but actual ownership, for whatever reason, is in the name of a husband, wife or partner. All units of accommodation that are clearly associated with the offender will be taken into account when determining the portfolio size.
40. The council will determine which category to place the offender in using the information it already holds and any information it can reasonably obtain in making the assessment.
41. If the council cannot ascertain any information as to whether the offender has any other properties, an assumption will be made, with the default position being two to four units of accommodation. However, if the offender is also running a business as an agent, it will be assumed that they are responsible for 20 or more units of accommodation.

Risk of harm

42. The fourth step in determining the amount of financial penalty concerns the risk of harm associated with the breach. The nature of the exposure to a harmful occurrence is an important factor when considering the severity of a breach.

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43. The council will make an assessment of the risk of harm by having regard to the seriousness of the potential harm outcome as well as the likelihood of that harm occurring. The breach will be placed into one of the following four categories:

- Level 1;
- Level 2;
- Level 3;
- Level 4.

44. To assist in determining the level of risk, potential harm outcomes are classified as serious, severe or extreme and the likelihood classified as low, medium or high.

Level 1

45. This category will be used when the risk of harm does not fall within the Level 2, Level 3 or Level 4 categories.

Level 2

46. The use of this category may infer that the breach was associated with:

- A potentially extreme harm outcome, where the likelihood of a harmful event occurring was low; or
- A potentially severe harm outcome, where the likelihood of a harmful event occurring was medium; or
- A potentially serious harm outcome, where the likelihood of a harmful event occurring was high.

Level 3

47. The use of this category may infer that the breach was associated with:

- A potentially extreme harm outcome, where the likelihood of a harmful event occurring was medium; or
- A potentially severe harm outcome, where the likelihood of a harmful event occurring was high.

Level 4

48. The use of this category may infer that the breach was associated with:

- A potentially extreme harm outcome, where the likelihood of a harmful event occurring was high.

Table of Financial Penalties

49. Having made the four-step assessment described above, the council will determine the starting point for the financial penalty using the Table of Financial Penalties set out on the next page.

Table of Financial Penalties

Culpability	Track Record	Portfolio Size	Risk of Harm			
			Level 1	Level 2	Level 3	Level 4
Very High (100% Premium)	Significant	1	£7,500	£10,000	£12,500	£20,000
		2 to 4	£10,000	£12,500	£15,000	£22,500
		5 to 19	£15,000	£17,500	£20,000	£27,500
		20 +	£17,500	£20,000	£22,500	£30,000
	Some	1	£5,000	£7,500	£10,000	£17,500
		2 to 4	£7,500	£10,000	£12,500	£20,000
		5 to 19	£12,500	£15,000	£17,500	£25,000
		20 +	£15,000	£17,500	£20,000	£27,500
	None or negligible	1	£2,500	£5,000	£7,500	£15,000
		2 to 4	£5,000	£7,500	£10,000	£17,500
		5 to 19	£10,000	£12,500	£15,000	£22,500
		20 +	£12,500	£15,000	£17,500	£25,000
High (80% Premium)	Significant	1	£6,000	£8,000	£10,000	£16,000
		2 to 4	£8,000	£10,000	£12,000	£18,000
		5 to 19	£12,000	£14,000	£16,000	£22,000
		20 +	£14,000	£16,000	£18,000	£24,000
	Some	1	£4,000	£6,000	£8,000	£14,000
		2 to 4	£6,000	£8,000	£10,000	£16,000
		5 to 19	£10,000	£12,000	£14,000	£20,000
		20 +	£12,000	£14,000	£16,000	£22,000
	None or negligible	1	£2,000	£4,000	£6,000	£12,000
		2 to 4	£4,000	£6,000	£8,000	£14,000
		5 to 19	£8,000	£10,000	£12,000	£18,000
		20 +	£10,000	£12,000	£14,000	£20,000
Medium (60% Premium)	Significant	1	£4,500	£6,000	£7,500	£12,000
		2 to 4	£6,000	£7,500	£9,000	£13,500
		5 to 19	£9,000	£10,500	£12,000	£16,500
		20 +	£10,500	£12,000	£13,500	£18,000
	Some	1	£3,000	£4,500	£6,000	£10,500
		2 to 4	£4,500	£6,000	£7,500	£12,000
		5 to 19	£7,500	£9,000	£10,500	£15,000
		20 +	£9,000	£10,500	£12,000	£16,500
	None or negligible	1	£1,500	£3,000	£4,500	£9,000
		2 to 4	£3,000	£4,500	£6,000	£10,500
		5 to 19	£6,000	£7,500	£9,000	£13,500
		20 +	£7,500	£9,000	£10,500	£15,000
Low (40% Premium)	Significant	1	£3,000	£4,000	£5,000	£8,000
		2 to 4	£4,000	£5,000	£6,000	£9,000
		5 to 19	£6,000	£7,000	£8,000	£11,000
		20 +	£7,000	£8,000	£9,000	£12,000
	Some	1	£2,000	£3,000	£4,000	£7,000
		2 to 4	£3,000	£4,000	£5,000	£8,000
		5 to 19	£5,000	£6,000	£7,000	£10,000
		20 +	£6,000	£7,000	£8,000	£11,000
	None or negligible	1	£1,000	£2,000	£3,000	£6,000
		2 to 4	£2,000	£3,000	£4,000	£7,000
		5 to 19	£4,000	£5,000	£6,000	£9,000
		20 +	£5,000	£6,000	£7,000	£10,000

Determining whether adjustment of the financial penalty is appropriate

Review

50. The level of financial penalty should, in a fair and proportionate way, meet the objectives of punishment, deterrence and the removal of gain. As such, the council will, once the starting point has been determined, review the proposed financial penalty and consider whether there are any other mitigating or aggravating factors that should be taken into account when setting the amount of financial penalty. If there are none, no adjustment will be made to the starting point identified by the Table of Financial Penalties.
51. Some examples of mitigating and aggravating factors are given below. However, the list is not exhaustive, and the council may take into account any factor deemed to be relevant.

Hardship (Private landlord)

52. If at this stage of the process, the council is aware of the offender's personal situation and financial position, and is of the view that there are exceptional circumstances, it may be appropriate to reduce the amount of financial penalty.

Hardship (Tenant)

53. If, owing to the imposition of a financial penalty on a private landlord, the tenant will - through no fault of their own - experience hardship, the council may consider reducing the amount of financial penalty, but only in exceptional circumstances.

Previous breaches or offences

54. While the Table of Financial Penalties takes into account the offender's track record, there may be circumstances in which the nature of previous breaches require a more robust approach to punishment.
55. For example, if a historically non-compliant private landlord persists in ignoring their obligations under the Regulations, the starting point may not be sufficiently high enough in certain circumstances. Such a circumstance could be when a private landlord continually fails to arrange for the inspection and testing of the electrical installations in their properties, but no significant electrical hazards have been associated with the property currently under investigation. If a *Significant* track record category is already in use for a certain offender, repeated breaches where the *Culpability* is very high would be restricted owing to the *Risk of Harm* categorisation. However, the repeated breaches would be demonstrating a complete disregard for the law. Therefore, for any repeated breach so restricted, the council may consider increasing the amount of financial penalty.

Scale of exposure

56. The greater the number of people exposed to the risk of harm, the more significant the breach. While the Table of Financial Penalties takes into account the risk of harm, it does not take into account the number of persons exposed to that harm. Accordingly, if the number of persons exposed is higher than average, the council may consider increasing the amount of financial penalty.

Actual harm

57. If actual harm has occurred, the council may consider increasing the amount of financial penalty. If the harm outcome is of a serious nature, it is likely the council will seek to review the financial penalty upwards.

Adjustment range

58. The adjustment range will usually be limited to an amount equal to 50% of the starting point. The maximum 50% variance may be above or below the initial starting point. For example, if the starting point is £9,000, the maximum 50% variance is £4,500. As such, the financial penalty could be reduced to an amount not lower than £4,500 or increased to an amount not greater than £13,500.
59. Unless there are exceptional circumstances, the council will not vary the financial penalty by more than 50%, and is restricted by the statutory maximum of £30,000.

Decision making

60. If the council decides to vary the proposed financial penalty away from the starting point identified in the Table of Financial Penalties, it will make a record of its decision and notify the offender of the reasons for that decision.
61. To ensure fairness and transparency, the decision to vary a financial penalty will be subject to review by a senior manager of the council. In the first instance, the variation will be proposed by the Private Sector Housing Manager. The proposal will be reviewed by the Director of Housing and Planning, or an officer of similar or higher seniority, and a final decision made by that senior manager. From time to time, the job titles of officers are altered by the council and any reference to the Private Sector Housing Manager or the Director of Housing and Planning may be deemed to include a reference to any future equivalent post.

Notice of Intent and right to make representations

Notice of Intent

62. Before imposing a financial penalty, the council must first give the offender notice of its intention to impose such a penalty. This type of notice is known as a “Notice of Intent”.
63. The Notice of Intent must be served before the end of the period of six months beginning with the first day on which the council was satisfied that a breach had occurred. The first day is referred to as the “the relevant day”. However, if the breach is ongoing after the relevant day, the Notice of Intent may be served at any time while the breach is continuing. If the breach stops after the relevant day, the Notice of Intent must be served within six months of the date the breach ceased.
64. The Notice of Intent must set out:
- The amount of the proposed financial penalty;
 - The reasons for proposing to impose the financial penalty, and
 - Information about the right to make representations.

Written representations

65. A private landlord served with a Notice of Intent may make written representations to the council about the proposal to impose a financial penalty. Any representations must be made within the period of 28 days beginning with the day after that on which the Notice of Intent was served.

Financial position

66. The offender may wish to submit information as to their financial position. If the council was aware of the financial position of the offender before serving the Notice of Intent, the council may have already made adjustments to the proposed financial penalty. However, this may not be the case and offenders are advised to use the 28-day period to make the council aware of their financial situation, particularly if they would have difficulties in paying the proposed financial penalty.

Review of representations

67. The council will carefully review any written representations received during the 28-day period before taking any further action. There is no statutory timeframe for the review process, but the council will seek to make a decision as to its proposed course of action as soon as possible.
68. The council will take one of the following courses of action:
- Withdraw the proposal to impose a financial penalty;
 - Impose a financial penalty of an amount lower than that proposed in the Notice of Intent;
 - Impose the financial penalty proposed in the Notice of Intent;
 - Propose to impose a financial penalty of an amount higher than that specified in the Notice of Intent.

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69. If the council decides to withdraw the proposal to impose a financial penalty, it will confirm its decision in writing. If the council decides to impose a financial penalty of a lower or equal amount to that proposed in the Notice of Intent, it will serve a Final Notice.
70. If the offender provides written representations that increase the severity of the breach committed, the council may seek to impose a higher financial penalty. If the council decides to take that course of action, it will withdraw the original Notice of Intent and serve a revised Notice of Intent proposing an increased financial penalty. The offender would then receive an additional 28 days in which to make further written representations.

Reduction of financial penalty

71. A reduction in the amount of financial penalty to be imposed may arise from the council altering the starting point on the Table of Financial Penalties.
72. Whether the council decides to alter the starting point or not following any written representations, the council will not usually reduce the financial penalty by more than 50% of the finalised starting point.
73. If the council decides not to alter the starting point after its review of any written representations received, and it has already used its discretion to make the maximum 50% reduction from that starting point prior to serving the Notice of Intent, no further reduction will be made, unless there are exceptional circumstances.

Decision making

74. To ensure fairness and transparency, every decision to impose a financial penalty will be subject to review by a senior manager of the council. In the first instance, the imposition of a financial penalty will be proposed by the Private Sector Housing Manager, who will provide an assessment of any written representations received. The proposal will be reviewed by the Director of Housing and Planning, or an officer of similar or higher seniority, and a final decision made by that senior manager. From time to time, the job titles of officers are altered by the council and any reference to the Private Sector Housing Manager or the Director of Housing and Planning may be deemed to include a reference to any future equivalent post.

Final Notice and right of appeal

Contents of Final Notice

75. If the council decides to impose a financial penalty following its review of any written representations received, it will serve a “Final Notice” on the offender.
76. The Final Notice will set out:
- The amount of the financial penalty;
 - The reasons for imposing the penalty;
 - Information about how to pay the penalty;
 - The period for payment of the penalty;
 - Information about rights of appeal; and
 - The consequences of failure to comply with the notice.
77. The period in which a financial penalty must be paid has been determined by the Regulations. All financial penalties must be paid within the period of 28 days beginning with the day after that on which the Final Notice was served.

Appeals

78. A private landlord on whom a Final Notice has been served may appeal to the First-tier Tribunal against:
- The decision to impose the financial penalty; or
 - The amount of the financial penalty.
79. Appeals must be brought within the period of 28 days beginning with the day after that on which the Final Notice was served.
80. Once an appeal has been lodged, the Final Notice is suspended until the appeal has been finally determined or withdrawn.
81. The First-tier Tribunal has the power to confirm, vary (reduce or increase), or cancel the Final Notice. If the First-tier Tribunal decides to increase the financial penalty, it may only do so up to the statutory maximum of £30,000.
82. As of 01 December 2020, the address and contact details of the First-tier Tribunal (Southern Region) were:
- First-tier Tribunal - (Property Chamber) Residential Property
Havant Justice Centre
The Court House
Elmleigh Road
Havant
Hampshire PO9 2AL
- Email: rpsouthern@justice.gov.uk | Tel: 01243 779 394 | Fax: 0870 7395 900
83. The address of the First-tier Tribunal changes from time to time, but the latest address will be detailed on any Final Notice served and can be found at:
- <https://www.gov.uk/courts-tribunals/first-tier-tribunal-property-chamber>

Reduction for early acceptance of guilt

Public interest

84. As with criminal prosecutions, the council is of the opinion that an early acceptance of guilt is in the public interest. It saves public time and money.

Demonstrating early acceptance of guilt

85. An offender can demonstrate an early acceptance of guilt by paying a financial penalty within 21 days of the date the Final Notice was served. If cleared payment is made within this time period, the offender can benefit from a 25% reduction in the amount of financial penalty payable.
86. A Final Notice will set out the finalised financial penalty amount determined having regard to this policy and an amount equal to 75% of that sum, which would be accepted if received within the 21-day period.
87. If the council is required to defend its decision at the First-tier Tribunal, there will inevitably be additional costs in officer time and expenses. As such, no reduction is available for cases subject to an appeal to the First-tier Tribunal. If an offender makes an early payment at the reduced rate, but then decides to appeal at a later date, the council will seek the full finalised amount during the appeal proceedings.

Unpaid financial penalties

County Court

88. The council will take robust action to recover any financial penalty (or part thereof) not paid within the statutory 28-day period.
89. An application for an order of the County Court will usually be made in respect of all unpaid financial penalties. A certificate signed by the Chief Finance Officer of the council stating that the financial penalty (or part thereof) has not been paid will be accepted by the court as conclusive evidence of that fact.
90. In taking court action, the council would seek to recover interest and any court expenses incurred, in addition to claiming the full amount of unpaid financial penalty.

Enforcement

91. If an offender does not comply with an order of the court, the council will usually make an application to enforce the judgement. The type of enforcement action pursued would depend on the circumstances of the case and the amount owed. The most likely types of enforcement action are shown below.

Court bailiffs

92. A court bailiff will ask for payment. If the debt is not paid, the bailiff will visit the offender's home or business address to establish whether anything can be seized and sold to pay the outstanding debt.

Charging order - Order of sale

93. The council can apply to place a charging order on any property owned by the offender. If a debt remains outstanding after a charging order has been registered, the council can make an application for an order of sale. The property would then be subject to an enforced sale and the proceeds used to settle the debt owed to the council.

Attachment to earnings order

94. If the offender is in paid employment, the council can apply to the court for an attachment to earnings order. Such an order would require the offender's employer to make salary deductions. Amounts would be deducted regularly at the direction of the court until the debt owed to the council has been fully discharged.

Multiple breaches

General principle

95. When considering imposing more than one financial penalty on an offender as a consequence of that offender committing more than one breach, the council will carefully consider whether the cumulative financial penalty would be just and proportionate in the circumstances having regard to the offending behaviour as a whole.
96. Taking into account the principle of totality ensures that the cumulative effect of any sanctions imposed by the council does not constitute an unjust and disproportionate punishment.

Determining a just and proportionate punishment

97. The council will initially determine the amount of financial penalty that should be imposed in respect of each breach having regard to this policy. The council will then add up the financial penalties and make an assessment as to whether the cumulative total is just and proportionate.
98. If the council considers the cumulative total to be just and proportionate, it will normally impose a financial penalty for each breach.
99. However, if the council considers the cumulative total to be unjust and disproportionate, it will take one or both of the following actions to ensure that the cumulative total is reduced to an amount that does constitute a just and proportionate punishment.

Reduction of financial penalty

100. The council may use its discretion to reduce the amount of a financial penalty at the review and adjustment stage, irrespective of whether or not there are other mitigating or aggravating factors. Any reduction would usually be limited to an amount equal to 50% of the starting point identified in the Table of Financial Penalties. The additional reduction may be applied to one or more of the breaches under consideration.

Decision not to impose a financial penalty

101. The council may use its discretion and decide not to impose a financial penalty in respect of every breach under consideration. If the council decides to take this course of action, the breach or breaches disregarded will usually be of a lower severity.

Help and advice

103. If you would like further advice or clarification, the Private Sector Housing Team can help. Please ring us on 01843 577437 and speak to one of our officers. We can also be contacted by email on: housing.conditions@thanet.gov.uk.

104. Alternatively, you can write to us at:

Private Sector Housing
Thanet District Council
 PO Box 9
 Cecil Street
 Margate
 Kent CT9 1XZ

Making a complaint

105. The Private Sector Housing Team aims to provide the best possible service. However, if you are not happy with the service you receive you can make a formal complaint.

106. More information about how to make a formal complaint can be found on the council's website at: www.thanet.gov.uk. Alternatively, you can call, email or write to us:

Telephone: 01843 577000 | Email: customer.feedback@thanet.gov.uk

Address: Customer Feedback, Thanet District Council, PO Box 9, Cecil Street, Margate, Kent, CT9 1XZ.

107. If, after having gone through the council's formal complaints process, you believe that the council has not handled your complaint properly, you have the right to request an independent investigation by the Local Government and Social Care Ombudsman. The Ombudsman Service will review your complaint and decide if it is appropriate to carry out an investigation. The service is free of charge.

108. You can make a complaint online or by phone at:

The Local Government and Social Care Ombudsman
 Telephone: 0300 061 0614 | Website: www.lgo.org.uk.

Document history

Version	Date	Agreed by	Minute reference
(DRAFT v2)	01 December 2020	Cabinet - TBC	TBC

Private Sector Housing

Thanet District Council

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Cecil Street
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Phone: 01843 577437

Email: housing.conditions@thanet.gov.uk
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Equality Impact Assessment



Topic	Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
For decision by	Cabinet - 19/11/2020
Date of assessment	15/10/2020
Author	Richard Hopkins, Private Sector Housing Manager

Introduction to the proposal and background	<p>Thanet District Council (“the council”) is a local housing authority (“LHA”). As such, it has a statutory duty to enforce The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (“the Regulations”). The Regulations place mandatory duties on private landlords to maintain electrical safety standards in privately rented homes.</p> <p>The Regulations came into force on 01 June 2020 and apply to new tenancies from 01 July 2020 and existing tenancies from 01 April 2021.</p> <p>Under the Regulations, private landlords must:</p> <ul style="list-style-type: none"> ● Ensure that the “electrical safety standards” are met during any period of occupation. For the purposes of the Regulations, the electrical safety standards are the 18th Edition of the IET Wiring Regulations, which are published as British Standard 7671; ● Ensure that all electrical installations in their rented properties are inspected and tested by a qualified and competent person at intervals of not more than five years (or less if the most recent report recommends a shorter period before the next inspection); ● Obtain a report from the person conducting the inspection and test which gives the results and sets a date for the next inspection and test; ● Supply a copy of the report to the existing tenant within 28 days of the inspection and test; ● Supply a copy of the report to any new tenant before they occupy the premises; ● Supply a copy of the report to any prospective tenant within 28 days of receiving a written request for the report; ● Supply the LHA with a copy of the report within seven days of receiving a written request for a copy; ● Retain a copy of the report to give to the inspector and tester who will undertake the next inspection and test; ● Where the report shows that further investigative and/or remedial work is necessary, complete the work within 28 days or any shorter period if specified in the report; ● Where further investigative and/or remedial work is necessary, supply the tenant and the LHA with written confirmation from a qualified and competent person that confirms the completion of the further investigative and/or remedial works within 28 days of the completion of those works. <p>If the council is satisfied, beyond reasonable doubt, that a private landlord has breached a duty under the Regulations, it has the power to impose a financial penalty of up to £30,000.</p> <p>Residents living in the private rented sector should be able to live in a home that has an electrical installation which is regularly maintained to ensure that it remains safe for continued use. Unsafe electrical installations have the potential to cause serious harm owing to the increased risk</p>
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		of electrical shock and fire. It is therefore important that the council robustly enforces the Regulations; however, before the council can issue financial penalties under the Regulations, it must first have an adopted policy which is just and proportionate.					
		This Equality Impact Assessment concerns the proposed implementation of a “Policy for imposing financial penalties under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020” for breaches of the Regulations that occur on or after 01 December 2020.					
PSED Engaged by this topic	Yes	✓	No		If no, please explain your reasoning and provide evidence where possible.		
					N/A.		
Protected Characteristic	Definitions	Positive Impact			Negative Impact	No specific impact	What will the impact(s) be?
		PSED Aim 1	PSED Aim 2	PSED Aim 3			
Gender	Men/Boys					✓	A financial penalty may be payable by any person responsible for a residential dwelling who has breached the Regulations. The application of the proposed policy shall apply equally to everyone. Those affected will have the right to make representations to the council and make an appeal to the independent First-tier Tribunal. Any person with a protected characteristic who believes they have been discriminated against can make a formal complaint to the council. A person not satisfied after following the council's complaints process may make a further complaint to the independent Local Government and Social Care Ombudsman. No positive or negative impacts have been identified in respect of this characteristic.
	Women/Girls					✓	As notes for “Gender - Men/Boys” above.
Gender Reassignment						✓	As notes for “Gender - Men/Boys” above.
Disability	Physical	✓					Persons with a disability can sometimes have limited housing choices and may therefore be at increased risk of exposure to poor quality privately rented accommodation. The enhanced enforcement capabilities provided by the Regulations should help the council to minimise disadvantage among private sector tenants with the protected characteristic of disability.
	Mental Ill health/disability	✓					As notes for “Disability - Physical” above.
	Learning difficulty/disability	✓					As notes for “Disability - Physical” above.
	Sensory impairment	✓					As notes for “Disability - Physical” above.

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Age	Babies and children (0-16)	✓					Persons with young children can sometimes have limited housing choices and may therefore be at increased risk of exposure to poor quality privately rented accommodation. The enhanced enforcement capabilities provided by the Regulations should help the council to minimise disadvantage among private sector tenants with the protected characteristic of age.
	Young adults (16-25)					✓	As notes for "Gender - Men/Boys" above.
	Mid-age adults (26-59)					✓	As notes for "Gender - Men/Boys" above.
	Older adults (60+)	✓					Older adults, who may be retired, can sometimes have limited housing choices and may therefore be at increased risk of exposure to poor quality privately rented accommodation. The enhanced enforcement capabilities provided by the Regulations should help the council to minimise disadvantage among private sector tenants with the protected characteristic of age.
Race	White British/white other					✓	As notes for "Gender - Men/Boys" above.
	Mixed race					✓	As notes for "Gender - Men/Boys" above.
	Asian/Asian British					✓	As notes for "Gender - Men/Boys" above.
	Black/Black British					✓	As notes for "Gender - Men/Boys" above.
	Arab/Arab British					✓	As notes for "Gender - Men/Boys" above.
	Gypsies/travellers					✓	As notes for "Gender - Men/Boys" above.
	Other ethnic group					✓	As notes for "Gender - Men/Boys" above.
Sexual Orientation	Heterosexual					✓	As notes for "Gender - Men/Boys" above.
	Gay man					✓	As notes for "Gender - Men/Boys" above.
	Lesbian					✓	As notes for "Gender - Men/Boys" above.
	Bisexual					✓	As notes for "Gender - Men/Boys" above.
Religion or Belief	Faith Groups					✓	As notes for "Gender - Men/Boys" above.
Pregnancy & Maternity						✓	As notes for "Gender - Men/Boys" above.
Marriage & Civil Partnership	<i>(Aim 1 of the PSED only)</i>					✓	As notes for "Gender - Men/Boys" above.
Socio-Economic Background	<i>(N.B not a protected characteristic but relevant to Thanet)</i>		✓				The persons (and companies) engaged in residential lettings in Thanet are located around the UK. These persons are usually so engaged for the purposes of financial gain. It is the Government's intention that the imposition of financial penalties does have a financial impact on private

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					<p>sector landlords, being that such penalties are a punishment for wrongdoing. Therefore, in terms of public interest, there are no negative impacts.</p> <p>The policy of imposing financial penalties on private sector landlords who fail to meet their legal obligations is likely to promote an improvement in housing conditions more generally. Many households on lower incomes in Thanet live in the larger than average private rented sector. As such, this policy is likely to have a positive impact on deprived households.</p>
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Consultation with Information Governance & Equality Team					
Date advice given	N/A				
Summary of Advice – Key Points					
Advice accepted by responsible officer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, please explain your reasoning.

Approval and sign off from Line Manager			
Name	Bob Porter	Job Title	Director of Housing and Planning
Date	23 October 2020		

Budget Monitoring Report No.2, 2020-21

Cabinet	19 November 2020
Report Author	Tim Willis, Deputy Chief Executive and s151 Officer
Portfolio Holder	Cllr Robert Yates, Portfolio Holder for Finance, Administration and Community Wealth Building
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	All Wards

Executive Summary:

This report provides a 2020-21 budget monitoring report for General Fund revenue and capital, reflecting the latest forecasts in light of Covid-19.

Recommendation(s):

1. That Cabinet notes the following:
 - (i) The General Fund revenue budget 2020-21 forecast position.
 - (ii) The General Fund Capital Programme 2020-21 forecast position.
 - (iii) The Housing Revenue Account position.
2. That Cabinet approves the transfer of £200k of the Covid Shortfall Reserve to the Equalisation Reserve (see paragraph 3.4).
3. That Cabinet agrees to the updated General Fund capital programme as set out in Section 4 and Annex 1 to this report.

Corporate Implications

Financial and Value for Money

The financial implications have been reflected within the body of the report. Covid-19 has continued to affect all of local government.

The news of an additional £1.1m of Government Covid funding is welcome and will potentially enable the council to revisit the use of reserves previously agreed by Cabinet and Council. This additional funding, as well as the possible funding for leisure services and fees and charges income loss, will be considered in a future report.

In lieu of that, this report includes the recommendation to transfer £200k into the Equalisation Reserve to mitigate the potential impact of Covid on the council's ability to collect Council Tax and Business Rates. The budget strategy report elsewhere on this agenda is predicated on the approval of this recommendation.

Legal

Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to monitor and control the Council's finances in order to provide a balanced budget.

Corporate

Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the Council's current position.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

There are no direct equality implications arising from this report, however the delivery and implementation of and budgetary changes will consider this as part of the budget setting process and be reported to members in due course.

It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.

Corporate Priorities

This report relates to the following corporate priorities: -

- *Growth*
- *Environment*
- *Communities*

1.0 General Fund – Revenue Forecast 2020-21

- 1.1 The 2020-21 General Fund budget of £17.068m was agreed at the Council meeting on 6 February 2020. It incorporated £730k of savings proposals to bridge the funding gap.
- 1.2 As previously reported, the council continues to face unprecedented challenges this year as a result of COVID-19. Managers have been estimating the financial impact of the restrictions and initiatives that have been implemented in response to the COVID-19 pandemic. Monthly Government returns, based on managers' projections, have captured the estimated impact on revenue budgets. Government support will be essential to delivering a balanced position for this council. Any residual cost will rely

on reserves for remedy, but the council's reserves were already comparatively low before Covid-19, so this places the council at further financial risk.

- 1.3 Table 1 below summarises the current projected General Fund spending position based on actuals to the end of September, and forecasts from budget holders. Paragraphs 2.1 - 2.4 explain variances between the budget and forecasts, including the projected cost of Covid-19.

Table 1 - General Fund - Forecast against Budget 2020-21

Function	2020-21 Budget £'000	2020-21 Forecast £'000	2020-21 Variance £'000	
Chief Executive	399	399	0	
Deputy Chief Executive and s151 Officer	7,664	9,824	2,160	See paragraph 2.1
Corporate Governance	1,315	2,365	1,050	See paragraph 2.2
Operations and Commercialisation	5,140	6,944	1,804	See paragraph 2.3
Other Fees and Charges	-	221	221	See paragraph 2.4
Corporate Budgets	2,550	2,550	0	
Total Net Expenditure	17,068	22,303	5,235	

2.0 General Fund detail by Directorate/Department:

Deputy Chief Executive and s151 Officer

2.1 A potential overspend of **£2,160k** is currently forecast:

- (i) **Housing Needs £265k-** Following the introduction of The Homelessness Reduction Act, the council invested in new homelessness prevention services, which has had the impact of reducing the use and the cost of temporary accommodation. Additionally, Covid costs associated with rough sleeping are estimated to be £112k.

The service is currently forecast to overspend by £153k, after consideration of additional grant funding that has been provided.

- (ii) **Communications and Digital £20k** - Additional cost of communication to residents and support and development of the 'remote TOM' website necessary in light of COVID-19 of £20k.
- (iii) **Planning fee income £100k** - although income is holding up at the moment, Covid-19 is estimated to lead to a £100k shortfall for the year.

- (iv) **Council Tax income £1m** - The wider economic impact of Covid is expected to lead to increasing levels of debt, as furloughing ends and unemployment rises. This is anticipated to lead to non-payment of Council Tax due, plus an increase in the cost of Council Tax Support, leading to a total loss of £1m.
- (v) **Business Rates income £600k** - The wider economic impact of Covid is expected to lead to an increase in business failures and an increase in non-payment of Business Rates due, estimated at £600k.
- (vi) **Internal borrowing cost £175k** - Internal borrowing had been planned, and formed part of the 2020-21 budget, which would have saved £175k in interest. In order to protect the council's cash position, this was no longer possible.

Director of Corporate Governance

2.2 An overspend of **£1,050k** is currently forecast:

- (i) **Property income £258k** - To address previous years' budget shortfalls, work has commenced to look at the current portfolio, the age and condition of stock as well as market forces that are impacting rentals. However the outcome of this review is likely to be impacted by COVID-19, resulting in fewer disposals, slower review of rentals and less new take up. Current projections assume a loss of income of £258k against budget.
- (ii) **Building control £249k** - This is in the main due to forecast income being below budget, primarily as a result of COVID-19.
- (iii) **Legal Services £137k** - £161k relates to deficits for Land Charges that were being managed, however, reduced income as a result of COVID-19 has undermined this work, this is offset in part by vacancy savings and other minor changes (£24k).
- (iv) **Facilities Management £96k** - This is as a result of additional PPE pertaining to COVID £60k as well as an adverse position of £56k resulting from vacant units at the Kent Innovation Centre (KIC) and a reduction in income for Dickens House, both being the impact of COVID-19, adverse impact on service charges £57k offset by savings associated with leasing costs (£77k).
- (v) **Dreamland car park £150k** - as with other car parks, income loss of £150k is forecast for the year.
- (vi) **Your Leisure £160k** - The council's leisure trust, Your Leisure, is facing a substantial shortfall in its income and is struggling, as are all leisure trusts. The council has paid its management fee for the year up front, and has paid an additional £160k related to a previously agreed saving in the management fee that will not be achieved. Ongoing discussions are taking place with Your Leisure which could lead to further demands on the council's finances.

Director of Operations and Commercialisation

2.3 An overspend of **£1,804k** is currently forecast:

- (i) **Domestic Waste Collection £289k** - A £205k overspend as a result of COVID-19 including an increased need for agency staff to ensure service delivery, combined with a £62k income shortfall resulting from KCC reducing

its enabling payment to facilitate the recycling and waste service, plus additional costs of £22k for additional vehicle hire whilst clearing a backlog of MOT tests.

- (ii) **Clinical Waste £20k** - Forecast net income for clinical waste will not be achieved this year due to COVID-19.
- (iii) **Toilets £55k** - Additional costs of toilet cleaning and security of £55k.
- (iv) **Coastal Development £52k** - Income target for this service area may not be achieved. Work will be undertaken within the service to try to find compensating savings, however it is unlikely that the shortfall in income will be balanced by savings this year due to other pressures.
- (v) **Licensing Income £74k** - £109k of the income target is unlikely to be met due to the impact of COVID-19 on customer demand for the service, however savings of £35k have been identified to help manage this impact.
- (vi) **Safer Neighbourhoods £112k** - the cost of establishing community network/ community team, possible enforcement changes and public health.
- (vii) **Parking £805k**- Income is down compared to budget, this could see an impact of £385k as a result of COVID-19 and an additional £420k adverse impact on On-Street parking.
- (viii) **Maritime and Technical Services £397k** - Income is projected to be down compared to budget, this could see an impact of £150k within Port operations as well as £247k within the Harbours as a result of COVID.

2.4 There is an estimated income shortfall in other fees and charges not listed above of £221k. This has been arrived at by assuming one month's loss of income across all fees and charges income not specified above. This, as well as all fees and charges income will be subject to further detailed work over the next few months, to refine the forecasts.

3.0 Size of the gap

3.1 The previous report to Cabinet suggested the overall projected shortfall amounted to **£3m**, comprising £5.6m losses less Government funding of £2.6m. It was then agreed that this will need to be funded from reserves.

3.2 The difficulty with removing £3m of reserves is that it will cancel projects and expose the council to financial risk. If the Government's funding package then exceeds expectations, and/or our estimates of expenditure/income loss turn out to be too pessimistic, we may be able to bring a further report to members to adjust reserves accordingly.

3.3 Further government support for local authorities has now been announced. The key features of this latest tranche of funding are:

- An additional £1.15m grant for expenditure pressures in 2020-21.
- An additional £100m will be introduced to support Local Authority Leisure Centres and early informal indications are set out below, but we await formal guidance:

- The scheme is aimed at outsourced leisure provision, in-house provision is assumed to have benefited from the existing income relief fund.
- Funding applications will be submitted by the local authority with joint sign off with the leisure service provider.
- Funding is to support recovery going forward, retrospective funding deficits will not be funded.
- Applications must demonstrate a commitment to sustaining the recovery i.e. measures to keep facilities open indefinitely.
- Applications must demonstrate support is being provided for groups most in need.
- The earliest time period anticipated for the scheme to be fully mobilised is circa four weeks.

3.4 Some £1.6m of the £3m reserves identified to fund the estimated net overspend was found from the Equalisation Reserve, which accommodates fluctuations in Council Tax and Business Rates. As part of the budget strategy for next year, some £200k has been identified as required to ease the pressure on this reserve, given the challenges of collecting Council Tax and Business Rates next year. This would have the effect of using some of the Covid Shortfall reserve, which has benefited from the additional £1.1m of Government funding, to contribute to these losses by reducing the use of the Equalisation Reserve to £1.4m.

4.0 General Fund Capital Programme – Forecast 2020-21

4.1 The council's 2020-21 revised General Fund capital programme of £21.570m (£21.443m as per annex 1 + £0.127m flexible use of capital receipts) is expected to be underspent by £11.027m.

4.2 **Annex 1** shows that £6.116m has been currently committed against this year's budget. It also shows the following key changes to the revised programme:

- The £1m Housing Company project is removed.
- The residual budget for Housing Assistance Policy (Winter Warmth Grants) has been consolidated into the budget for Housing Assistance Policy (additional support for home owners and private sector landlords).
- £100k is transferred from the IT Infrastructure budget to Digitally Enabled Services (subject to the updated Flexible Use of Capital Receipts Policy being approved by council).
- The Port of Ramsgate Fuel Barge Access project has been moved from Capital to Revenue and the £25k budget transferred to the Update of Amenity Blocks (£15k) and Ramsgate Harbour Self Storage Containers (£10k).
- The budget for Manston and Dane Park Depot Improvements has been increased by £13k from grant funding.
- The element of the Ramsgate Port Berth 2/3 & 4/5 Replacement project to be funded from capital receipts (£1.168m) is now to be funded from borrowing, and vice versa for the Vehicle & Equipment Replacement Programme.
- Mooring Spine Improvements (the upgrade of components and lighting to facilitate continued use of berths at Ramsgate Port & Harbour) is an additional capital project with a £75k budget (funded from the Repairs Reserve).
- The budgets of Sea Wall Work projects Westbrook to St Mildred's and Viking Bay to Dumpton Gap have been reduced by £150k and £550k respectively (both projects grant funded).

- The budget for Ramsgate Flood and Coast Protection Scheme has been increased by £54k (£100k from revenue less £46k grant adjustment).

4.3 At this stage no changes are required to the capital programme to reflect the impact of COVID-19.

5.0 HRA

5.1 With the recent transfer back in house of East Kent Housing, it is too early to undertake worthwhile monitoring, as a result this will be deferred until the next monitoring report is produced.

Contact Officer: *Chris Blundell*

Reporting to: *Tim Willis, Deputy Chief Executive and Section 151 Officer*

Annex List

Annex 1 GF Capital Programme 30 September 2020-21

Background Papers

Budget monitoring papers held in Financial Services

Corporate Consultation

Finance: *N/A*

Legal: Tim Howes Corporate Director of Governance

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**ANNEX 1 - General Fund Capital Programme 30
September 2020**

Capital Programme 2020-21	Revised Capital Budget 2020-21 to Cabinet 30 July 2020 £	Additions / Removals £	Revised Capital Budget 2020-21 to Cabinet 19 Nov 2020 £	Estimated Outturn 2020-21 £	Variance Overspend / (Underspend) 2020-21 £	Committed Spend to 30 Sept 2020 £	Comments
Deputy Chief Executive (incl East Kent Services)							
Housing Assistance Policy (Disabled Facilities Grants)	4,080,793		4,080,793	2,650,000	-1,430,793	1,865,474	
Housing Company	1,000,000	-1,000,000	0	0	0	0	It is proposed to remove this project from the programme.
Margate Housing Intervention - Loan scheme	50,000		50,000	50,000	0	20,000	
Housing Assistance Policy (Winter Warmth Grants)	822	-822	0	0	0	0	Residual budget consolidated with the support budget for home owners and private sector landlords.
Housing Assistance Policy (additional support for home owners and private sector landlords)	353,621	822	354,444	200,000	-154,444	0	
Homelessness Accommodation	1,111,326		1,111,326	142,000	-969,326	86,497	
IT Infrastructure	303,928	-100,000	203,928	200,000	-3,928	33,136	£100k budget transfer to Digitally Enabled Services (subject to the updated Flexible Use of Capital Receipts Policy being approved by council).
Total	6,900,490	-1,100,000	5,800,490	3,242,000	-2,558,490	2,005,107	
Corporate Governance							
Dreamland	435,667		435,667	435,667	0	435,667	
Dreamland Car Park Enhancement	147,438		147,438	147,438	0	0	
New Air Conditioning for Server Room	110,000		110,000	106,984	-3,016	106,984	
Parkway Railway Station	2,000,000		2,000,000	0	-2,000,000	0	
Public Toilet Refurbishment	750,000		750,000	0	-750,000	0	
Office Accommodation	3,000,000		3,000,000	0	-3,000,000	0	
Property Enhancement Programme	160,000		160,000	160,000	0	64,260	
Total	6,603,105	0	6,603,105	850,089	-5,753,016	606,912	
Operational Services							
Replacement of Lead Lights at Port	80,000		80,000	80,000	0	0	
Westbrook Promenade Infrastructure Improvements	750,000		750,000	0	-750,000	0	
School Gate Safety Enforcement Partnership	107,500		107,500	107,500	0	0	
Ramsgate Harbour Sluice Gate	75,000		75,000	75,000	0	0	
Port of Ramsgate - Fuel Barge Access Ramp	25,000	-25,000	0	0	0	0	This project transferred to revenue. Budget transfer to Self Storage Containers (£10k) and Upgrade of Amenity Blocks (£15k)
Welfare Unit for Margate Cemetery	35,000		35,000	35,000	0	33,756	
Ellington Park	1,412,142		1,412,142	600,000	-812,142	202,957	
Pontoon Decking Improvements	106,907		106,907	106,907	0	22,995	
West Breakwater Replacement	142,837		142,837	142,837	0	140,982	
Upgrade of Amenity Blocks	69,024	15,000	84,024	84,024	0	2,674	£15k budget transfer from Fuel Barge Access
Manston and Dane Park Depot Improvements	55,908	13,062	68,970	68,968	-2	68,968	Extra budget grant funded
Ramsgate Port - Berth 2/3 & 4/5 Replacement	1,474,681		1,474,681	1,474,681	0	34,660	The element of this budget funded from capital receipts (£1,168k) now to be funded from borrowing
Mooring Spine Improvements	0	75,000	75,000	75,000	0	0	Upgrade of components and lighting to facilitate continued use of berths at Ramsgate Port & Harbour. To be funded from the Repairs Reserve.
Vehicle & Equipment Replacement Programme	2,993,720		2,993,720	2,800,000	-193,720	2,765,644	£1,168k of this budget funded from borrowing now to be funded from capital receipts
Memorials for Children's Area in Margate Cemetery	1,806		1,806	1,806	0	1,440	
In-Cab System	4,250		4,250	4,250	0	4,050	

**ANNEX 1 - General Fund Capital Programme 30
September 2020**

Capital Programme 2020-21	Revised Capital Budget 2020-21 to Cabinet 30 July 2020 £	Additions / Removals £	Revised Capital Budget 2020-21 to Cabinet 19 Nov 2020 £	Estimated Outturn 2020-21 £	Variance Overspend / (Underspend) 2020-21 £	Committed Spend to 30 Sept 2020 £	Comments
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**ANNEX 1 - General Fund Capital Programme 30
September 2020**

Capital Programme 2020-21	Revised Capital Budget 2020-21 to Cabinet 30 July 2020 £	Additions / Removals £	Revised Capital Budget 2020-21 to Cabinet 19 Nov 2020 £	Estimated Outturn 2020-21 £	Variance Overspend / (Underspend) 2020-21 £	Committed Spend to 30 Sept 2020 £	Comments
Ramsgate Flood and Coast Protection Scheme	166,513	54,301	220,814	220,814	0	17,906	£54k increase (£100k from revenue less £46k grant adjustment) to increase the project scope
Ramsgate Harbour Utilities Supply Upgrade	78,076		78,076	78,076	0	39,703	
Westbrook to St Mildred's Sea Wall Work	600,000	-150,000	450,000	0	-450,000	0	£150k reduction in estimated project budget
Ramsgate Harbour Railings	71,953		71,953	71,953	0	0	
Viking Bay to Dumpton Gap Sea Wall Work (previously Louisa Bay to Dumpton Gap Sea Wall Work)	1,000,000	-550,000	450,000	0	-450,000	0	Reduction in project scope
Ramsgate Harbour: Additional Self Storage Containers	30,000	10,000	40,000	40,000	0	30,000	£10k budget transfer from Fuel Barge Access
Westbrook Groyne and Sea Wall	6,712		6,712	6,712	0	0	
Sea Wall Refacing - Minnis Bay to Grenham Bay	11,867		11,867	11,867	0	4,022	
Harbour Gate & Bridge	5,013		5,013	5,013	0	2,657	
Broadstairs Play Area Enhancement	158,504		158,504	158,504	0	131,944	
Skatepark	59,487		59,487	0	-59,487	0	
Total	9,521,901	-557,637	8,964,264	6,248,913	-2,715,351	3,504,359	
Total Programme	23,025,496	-1,657,637	21,367,859	10,341,001	-11,026,858	6,116,377	
Capital Salaries	75,000		75,000	75,000	0	0	
Grand Total	23,100,496	-1,657,637	21,442,859	10,416,001	-11,026,858	6,116,377	

Funded By	Revised Capital Budget 2020-21 to Cabinet 30 July 2020 £	Additions / Removals £	Revised Capital Budget 2020-21 to Cabinet 19 Nov 2020 £
Revenue and Reserves	2,966,193	- 98,088	2,868,105
Capital Receipts	6,542,332	- 100,000	6,442,332
Prudential Borrowing	5,220,097	- 750,000	4,470,097
External Funding	8,371,874	- 709,549	7,662,325
Total	23,100,496	- 1,657,637	21,442,859

POLICY FOR IMPOSING FINANCIAL AND PUBLICATION PENALTIES UNDER THE ENERGY EFFICIENCY (PRIVATE RENTED PROPERTY) (ENGLAND AND WALES) REGULATIONS 2015

Cabinet	19 November 2020
Report Author	Richard Hopkins, Private Sector Housing Manager
Portfolio Holder	Cllr Helen Whitehead, Deputy Leader and Cabinet Member for Housing and Community Services
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Previously Considered by	Not applicable
Ward:	All wards

Executive Summary:

The council has a statutory duty to enforce The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 in respect of domestic private rented property. Since 01 April 2020, private landlords have been prohibited from renting out homes that are subject to an Energy Performance Certificate (“EPC”) with an energy efficiency rating of F or G.

The council, as the enforcement authority, is empowered to impose financial and publication penalties on private landlords who breach their duties under the regulations. This report seeks the agreement of Cabinet to adopt a policy that would allow the council to impose such penalties for breaches that occur on or after 01 December 2020.

Recommendation(s):

That Cabinet:

1. Approves the adoption of the proposed “Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015” annexed to this report; and
2. Delegates authority to the Director of Housing and Planning, in consultation with the Cabinet Member for Housing and Community Services, to approve minor amendments to the policy.

Corporate Implications

Financial and Value for Money

The enforcement obligations placed on the council will rest with the Private Sector Housing Team. The extent to which these regulations will place additional burdens on the team is unclear at the present time. However, it is hoped that the existing team will be able to manage the additional responsibilities within existing resources. The council will be able to retain any income generated by financial penalties.

Legal

Under Regulation 34, local authorities and local weights and measures authorities are under a statutory duty to enforce the regulations. The enforcement duties are shared between the council and Kent County Council (Trading Standards). The council is responsible for enforcing the regulations in respect of domestic private rented properties, while Kent County Council is responsible for enforcing the regulations in respect of non-domestic (commercial) properties.

The council has the power to impose financial and publication penalties under Regulation 38 by serving a Penalty Notice. Regulation 40 sets out the maximum financial penalties that can be imposed by the council. Amended non-statutory guidance was issued by the Department for Business, Energy & Industrial Strategy ("BEIS") in April 2020, namely: *The Domestic Private Rented Property Minimum Standard - Guidance for landlords and Local Authorities on the minimum level of energy efficiency required to let domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, as amended.*

The council's constitution allows the Cabinet to delegate decisions to an individual Cabinet member or an officer. The proposal that the Cabinet delegates authority to the Director of Housing and Planning, in consultation with the Cabinet Member for Housing and Community Services, to approve minor amendments to the policy is therefore permitted within the constitution.

Corporate

The enforcement activities associated with the regulations will help support the Communities objective of the council's Core Business Objectives 2019-2023. The Communities objective includes a plan to *"Improve standards and safety in homes across all tenures"* and enforcing the regulations will assist in delivering this plan.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty:

- To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.

Persons from vulnerable groups can sometimes have limited housing choices. In particular, families with young children, older persons and those with a disability can find themselves in poor quality privately rented accommodation that lacks adequate provision for insulation and space heating. Consequently, the council's enforcement activities often involve safeguarding the health, safety and welfare of persons with the protected characteristics of age and disability. Therefore, the enhanced enforcement capabilities provided by financial penalties will help to minimise disadvantage and contribute to the needs of many residents with protected characteristics.

The equality duty is a continuing one and should be considered and reviewed while enforcing the provisions of the regulations.

An Equality Impact Assessment has been undertaken and is annexed to this report.

CORPORATE PRIORITIES

This report relates to the following corporate priorities:

- *Communities*

1.0 Introduction and Background

- 1.1 The council has a statutory duty to enforce The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 in respect of domestic private rented property. The regulations were designed to help ensure that those private tenants in most need of more thermally efficient homes, particularly vulnerable people and the fuel poor, are able to enjoy a more comfortable and healthier living environment and lower energy bills. They are also part of the Government's wider strategy to reduce UK greenhouse gas emissions.
- 1.2 The tenants of all privately rented homes must be provided with an Energy Performance Certificate ("EPC") by their landlord, unless their property is subject to a statutory exemption. Every EPC provides an energy efficiency rating using a scale from A to G, with homes with an A rating being the most energy efficient, and those with a G rating being the least energy efficient. Since 01 April 2020, the regulations have prohibited private landlords from renting out homes which have an energy efficiency rating of F or G.
- 1.3 If the council is satisfied that a private landlord has breached a duty under the regulations, it has the power to serve a Penalty Notice that imposes a financial and/or publication penalty. However, before the council can impose any such Penalty Notice,

it must first have an adopted policy which is just and proportionate. The purpose of this report is to propose the adoption of such a policy.

2.0 Duties of private landlords

2.1 Under the regulations, private landlords must either:

- Ensure that their rented properties are subject to an energy efficiency rating of E or above; or
- Register a valid exemption on the PRS Exemptions Register.

2.2 There are a number of valid exemptions available to private landlords. In summary, these are:

- Where all relevant improvements have been made (or there are none that can be made) within the cost cap of £3,500 (inc. VAT);
- If the lowest cost recommended improvement would exceed the £3,500 (inc. VAT) cost cap;
- Where wall insulation has been recommended, but a recognised expert is of the opinion that it would be detrimental to the property;
- If a third party withholds consent (e.g. tenant, superior landlord, mortgage, freeholder, or planning authority);
- If, according to a recognised expert, the recommended measures would decrease the value of the property by more than 5%;
- When a person recently becomes a landlord in prescribed circumstances, a six-month exemption will apply.

2.3 Most statutory exemptions are available for a five-year period, unless otherwise stated above.

2.4 The PRS Exemptions Register is provided by the Government on Gov.uk. Private landlords can register exemptions at:
<https://prsregister.beis.gov.uk/NdsBeisUi/used-service-before>

3.0 Powers of local housing authorities

3.1 In summary, the council has been given the following statutory powers under the regulations:

- **Power to serve a Compliance Notice** - If it appears to the council that a private landlord is in breach of the prohibition on letting properties with an energy efficiency rating of F or G, it may serve a Compliance Notice on that private landlord requiring such information as it considers necessary to enable it to monitor compliance.
- **Power to impose a Penalty Notice** - If the council is satisfied that a private landlord has breached a duty under the regulations, it has the power to serve a Penalty Notice that imposes a financial and/or publication penalty. A Penalty Notice may be served in respect of an ongoing breach or a breach that occurred in the 18 months preceding the date of the service of the notice.

4.0 Procedural requirements

- 4.1 There is no requirement to serve a Notice of Intent under the regulations. However, If a Penalty Notice is served by the council, the private landlord is entitled to request that the council reviews its decision to serve a Penalty Notice.
- 4.2 Following the receipt of any request to review a Penalty Notice, the council must carefully consider any representations received and decide whether to confirm or withdraw the notice. Once the council has made its decision, it must serve notice of that decision on the private landlord.
- 4.3 If the council decides to confirm a Penalty Notice after its review, the private landlord has the right of appeal against that decision to the First-tier Tribunal. If a private landlord does not ask the council to review its decision to serve a Penalty Notice within the specified timescale, there does not appear to be any legislative provision that allows the private landlord to make an appeal to the First-tier Tribunal.

5.0 Financial penalties

- 5.1 There are four potential financial penalties that can be imposed by the council. The types and the statutory maximum amounts are set out below:
- Breaching the ban on letting a property with an F or G rating for less than three months: **£2,000**;
 - Breaching the ban on letting a property with an F or G rating for three or more months: **£4,000**;
 - Registering false or misleading information on the PRS Exemptions Register: **£1,000**;
 - Failing to provide information to the council demanded by a Compliance Notice: **£2,000**.
- 5.2 In respect of any one tenancy, a private landlord cannot be subject to multiple financial penalties that exceed a total of more than £5,000.
- 5.3 The maximum financial penalty amounts are not high when compared to other types of housing offences and breaches, where such penalties may be up to £30,000. However, the council is expected to take a graduated and proportionate approach to setting the level of financial penalties. The proposed policy provides for the following financial penalties:
- Breaching the ban on letting a property with an F or G rating for less than three months:
 - First breach under the regulations: **£1,000** (or £750 if paid within 21 days);
 - All other breaches: **£2,000** (or £1,500 if paid within 21 days);
 - Breaching the ban on letting a property with an F or G rating for three or more months:
 - First breach under the regulations: **£2,000** (or £1,500 if paid within 21 days);
 - All other breaches: **£4,000** (or £3,000 if paid within 21 days);
 - Registering false or misleading information on the PRS Exemptions Register:
 - First breach under the regulations: **£500** (or £375 if paid within 21 days);
 - All other breaches: **£1,000** (or £750 if paid within 21 days);

- Failing to provide information to the council demanded by a Compliance Notice:
 - First breach under the regulations: **£1,000** (or £750 if paid within 21 days);
 - All other breaches: **£2,000** (or £1,500 if paid within 21 days).

- 5.4 In the proposed policy, the “first breach” means the first breach by the private landlord of any duty under the regulations, and does not refer to the first breach under each specific type of breach. For example, a private landlord may first fail to comply with a Compliance Notice, and be subject to a financial penalty of £1,000. If it is later found that the private landlord has, for more than three months, been in breach of the prohibition on letting substandard property, this breach will not be a first breach, and so a further financial penalty of £4,000 will be payable.
- 5.5 For the purposes of identifying a first breach, only Penalty Notices that have been served on the private landlord within the previous five-year period will be taken into account.
- 5.6 Where a private landlord has committed multiple breaches in respect of the same tenancy and the financial penalties add up to more than £5,000, one or more of the financial penalties would be adjusted down such that the statutory maximum of £5,000 is not exceeded.
- 5.7 The council has, through the CIEH Kent Housing Technical Group, suggested the above-mentioned financial penalty policy to the other councils in Kent and it is understood that most will be adopting this approach to issuing financial penalties under the regulations.

6.0 Publication penalties

- 6.1 A publication penalty means publication on the PRS Exemptions Register, by the council, of the following information:
- The name of the private landlord, but only when the landlord is not an individual;
 - Details of the breach;
 - The address of the property at which the breach occurred;
 - The amount of financial penalty.
- 6.2 The proposed policy includes a provision to issue publication penalties in respect of all Penalty Notices served by the council, unless there are exceptional circumstances. The regulations also provide the council with discretion as to how long the details of each breach should stay on the PRS Exemptions Register, subject to a minimum period of 12 months. The proposed policy includes a provision for all breaches to be registered for a period of three years, with the option to reduce this period in exceptional circumstances.

7.0 Current position

- 7.1 In late 2019, the council successfully submitted a bid to the Government’s PRS Innovation and Enforcement Fund 2019/20 in the sum of £34,742. The bid was entitled: “Thanet Cold Homes Finder - A project to proactively identify privately rented homes which have an Energy Performance Certificate (“EPC”) rating of F or G.” The

original project was intended to last for 10 weeks until the end of March 2020, but was extended owing to the Covid-19 pandemic.

- 7.2 In January 2020, the occupiers of approximately 3,400 homes with an F or G rating were contacted by letter to highlight the new regulations and the upcoming ban on existing substandard rented property. Advice was given by the project officers and information began to be gathered. However, owing to the Covid-19 pandemic, the final phase of the project was hindered. The council decided not to write to private landlords at the end of March 2020, as proposed, to avoid unnecessary distress for private landlords and tenants alike at a time of heightened anxiety. Nevertheless, officers continued to gather evidence over lockdown and the summer, and were able to help private landlords achieve compliance.
- 7.3 By July around 390 target properties remained, which had either been confirmed as privately rented or likely to be privately rented. Land registry information was obtained and all owners of those properties were contacted by letter. A copy of that letter has been annexed to this report. Around 90 responses were received and help and guidance offered.
- 7.4 While the Thanet Cold Home Finders project has now completed and the grant funding is exhausted, the Private Sector Housing Team will begin enforcing the regulations following the approval of an enforcement policy.

8.0 Commencement

- 8.1 The policy is proposed to take effect from 01 December 2020 and apply to all relevant breaches of duty that occur on or after that date.

9.0 Options

- 9.1 There are three options available to the council, namely:

Option 1: To adopt the proposed “Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015” annexed to this report.

Option 2: To adopt the proposed “Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015” annexed to this report, subject to amendment.

Option 3: To not adopt the proposed “Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015” annexed to this report.

- 9.2 In the event that the policy is adopted, with or without amendment, its ongoing ability to deliver just and proportionate sanctions will remain under review. While not expected, it is possible that minor anomalies may arise in its application. It is therefore proposed that the authority to approve minor amendments to the policy is delegated to the Director of Housing and Planning, in consultation with the Cabinet Member for Housing and Community Services.

Agenda Item 8

Contact Officer: Richard Hopkins, Private Sector Housing Manager, 01843 577402
Reporting to: Bob Porter, Director of Housing and Planning

Annex List

Annex 1: Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015
Annex 2: Copy of letter to private landlords (July 2020)
Annex 3: Equality Impact Assessment

Background Papers

The Domestic Private Rented Property Minimum Standard - Guidance for landlords and Local Authorities on the minimum level of energy efficiency required to let domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, as amended. Available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/882957/Domestic_Private_Rented_Property_Minimum_Standard_-_Landlord_Guidance_2020.pdf

Corporate Consultation

Finance: Clive Bowen, Finance Manager
Legal: Jennifer Phillips, Principal Litigation Lawyer



Thanet District Council

Private Sector Housing

The Domestic Minimum Energy Efficiency Standard (MEEES)

Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

01 December 2020 (DRAFT)

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Introduction

Background

1. Part 3 of The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (“the regulations”) came into force on 01 October 2017 in relation to domestic private rented property. The regulations were made under the Energy Act 2011.
2. The tenants of privately rented homes must be provided with an Energy Performance Certificate (“EPC”) by their landlord at the beginning of their tenancy, unless their property is subject to a statutory exemption. Every EPC provides an energy efficiency rating using a scale from A to G, with homes with an A rating being the most energy efficient, and those with a G rating being the least energy efficient.
3. The regulations provide for the prohibition on the letting of “substandard” property in respect of both domestic private rented properties and non-domestic (commercial) properties. A substandard property is one which has an energy efficiency rating of F or G.
4. Under Regulation 34, local authorities and local weights and measures authorities are under a statutory duty to enforce the regulations. The enforcement duties are shared between Thanet District Council (“the council”) and Kent County Council (Trading Standards). The council is responsible for enforcing the regulations in respect of domestic private rented properties, while Kent County Council is responsible for enforcing the regulations in respect of non-domestic (commercial) properties.
5. The prohibition on the letting of substandard property was first introduced in respect of new tenancies granted on or after 01 April 2018. The prohibition was later widened to include existing tenancies from 01 April 2020.
6. While the vast majority of tenants in privately rented homes must be provided with an EPC, there are some limited statutory exemptions. The regulations do not apply to properties that are not legally required to be subject to an EPC.

Purpose of the regulations

7. The regulations were designed to help ensure that those private tenants in most need of more thermally efficient homes, particularly vulnerable people and the fuel poor, are able to enjoy a more comfortable and healthier living environment and lower energy bills. They are also part of the Government’s wider strategy to reduce UK greenhouse gas emissions.

Duties of private landlords

8. Under the regulations, private landlords must either:
 - Ensure that their rented properties are subject to an energy efficiency rating of E or above; or
 - Register a valid exemption on the PRS Exemptions Register.
9. There are a number of valid exemptions available to private landlords, which are set out in the next section.

Penalty Notices

10. A private landlord who breaches a duty under the regulations may be subject to a Penalty Notice that imposes a financial and/or a publication penalty.

Government guidance

11. Local authorities should have regard to any guidance issued by the Department for Business, Energy & Industrial Strategy (“BEIS”) when exercising their functions under the regulations. Amended non-statutory guidance was issued by the department in April 2020, namely: *The Domestic Private Rented Property Minimum Standard - Guidance for landlords and Local Authorities on the minimum level of energy efficiency required to let domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, as amended*, which is available online at:

<https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>

12. This policy sets out how the council will impose Penalty Notices in accordance with the regulations and Government guidance.

Commencement

13. This policy takes effect from 01 December 2020 and applies to all relevant breaches of duty which occur on or after this date.

Exemptions and the PRS Exemptions Register

Valid exemptions

14. There are a number of valid exemptions available to private landlords which are summarised below. However, private landlords must refer to the regulations, the Energy Act 2011 and the Government guidance for full details of the criteria needed to register a valid exemption. Independent legal advice should be sought if there is any doubt as to the validity of any potential exemption.

15. The following exemptions are valid for five years, unless otherwise stated.

Wall insulation - Regulation 24(2)

16. Where cavity, external or internal wall insulation has been recommended, but a recognised expert is of the opinion that such insulation would have a potentially negative impact on the fabric or structure of the property, a private landlord may register a valid exemption if the opinion has been provided in writing.

Relevant energy efficiency improvements undertaken - Regulation 25

17. Where all relevant energy efficiency improvements have been made within the cost cap of £3,500 (inc. VAT) but the property remains substandard, a private landlord may register a valid exemption.

18. A valid exemption may also be registered where there are no relevant energy efficiency improvements possible at the property, or when the lowest cost recommended improvement exceeds the £3,500 (inc. VAT) cost cap.

Consent exemption - Regulation 31(1A)

19. If a third party (such as a tenant, superior landlord, mortgage, freeholder, or planning authority) refuses to consent to the relevant energy efficiency improvements, a private landlord may register a valid exemption. However, the private landlord must be able to demonstrate that they have made all reasonable efforts to obtain the consent before registering an exemption.

Devaluation exemption - Regulation 32

20. If, according to a recognised expert, the recommended improvements would decrease the value of the property by more than 5%, a private landlord may register a valid exemption if the opinion has been provided in a written report.

Temporary exemption in certain circumstances - Regulation 33(1) and (3)

21. A person may, on becoming a private landlord in limited circumstances, register a valid (temporary) exemption. The circumstances specified under Regulation 33(1) are:

- The grant of a lease due to a contractual obligation;
- Where a tenant becomes insolvent and the landlord has been the tenant's guarantor;
- The landlord having been a guarantor or a former tenant has exercised the right to obtain an overriding lease of a property under section 19 of the Landlord and Tenant (Covenants) Act 1995;
- A new lease has been deemed created by operation of law;

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- A new lease has been granted under Part 2 of the Landlord and Tenant Act 1954;
 - A new lease has been granted by a court order, other than under Part 2 of the Landlord and Tenant Act 1954.
22. When a person becomes a private landlord on purchasing a property, and on the date of purchase it was let to an existing tenant, a valid exemption may be registered under Regulation 33(3).
23. Temporary exemptions registered under Regulation 33 are valid for a maximum period of six months from the date the person became the private landlord of the property.

PRS Exemptions Register

24. All exemptions must be registered on the PRS Exemptions Register, which is provided by the Government on gov.uk. The register can be found online here:
<https://prsregister.beis.gov.uk/NdsBeisUi/used-service-before>
25. Supporting evidence will need to be submitted when registering a valid exemption.
26. If a let property is sold, any exemption registered on the PRS Exemptions Register by the previous owner is not transferable to the new owner. The new owner will be required to improve the property or register their own valid exemption.

Removal of “no cost to the landlord” exemption

27. The originally enacted regulations allowed for a “no cost to the landlord” exemption to be registered. However, the regulations were amended in 2019 to introduce the £3,500 cost cap, and this exemption was not available after 31 March 2019. Owing to the changes, all “no cost to the landlord” exemptions registered on the PRS Exemptions Register before 01 April 2019 expired early on 31 March 2020, even though they were originally envisaged to last for five years. All affected landlords were contacted personally via the PRS Exemptions Register.

Compliance Notice

Purpose

28. If it appears to the council that a private landlord is in breach of the prohibition on letting properties with an energy efficiency rating of F or G, it may serve a Compliance Notice on that private landlord requiring such information as it considers necessary to enable it to monitor compliance.
29. A Compliance Notice may also be served if it appears to the council that the private landlord was in breach of the regulations at any time in the 12 months preceding the date of service of the notice.

Contents of Compliance Notice

30. A Compliance Notice may in particular request copies or originals of the following:
 - The EPC for the property which was valid at the time the property was let;
 - Any other EPC;
 - Tenancy agreement;
 - Any qualifying assessment in relation to the property;
 - Any other document the council considers necessary to monitor compliance with the regulations.
31. In addition, a Compliance Notice may require a private landlord to register copies of any of the above on the PRS Exemptions Register.
32. A Compliance Notice will specify the name and address of the officer of the council to whom the documents or other information required must be supplied. The notice will also specify the time period for compliance, which will be no less than one month from the date the notice is served.

Duty of private landlords to comply with a Compliance Notice

33. Under Regulation 37(4), a private landlord must comply with any Compliance Notice served on them by the council. They must also allow the council, when requested, to see and take copies of original documents.

Financial and publication penalties

Financial penalties

34. There are four breaches under the regulations for which a private landlord may be imposed with a financial penalty. Regulation 40 sets out the breaches and the statutory maximum amounts that may be imposed in respect of each type of breach. These are:
- Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for less than three months: Statutory maximum financial penalty **£2,000**;
 - Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for three or more months: Statutory maximum financial penalty **£4,000**;
 - Registering false or misleading information on the PRS Exemptions Register under Regulation 36(2): Statutory maximum financial penalty **£1,000**;
 - Failing to provide information to the council demanded by a Compliance Notice, in contravention of Regulation 37(4)(a): Statutory maximum financial penalty **£2,000**.
35. In respect of any one tenancy, a private landlord cannot, owing to Regulation 40(6), be subject to multiple financial penalties that exceed a total of more than £5,000.

Financial penalty policy

36. The council has determined to take the following approach when imposing financial penalties under the regulations:
- Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for less than three months:
 - First breach under the regulations: **£1,000**
 - All other breaches: **£2,000**
 - Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for three or more months:
 - First breach under the regulations: **£2,000**
 - All other breaches: **£4,000**
 - Registering false or misleading information on the PRS Exemptions Register under Regulation 36(2):
 - First breach under the regulations: **£500**
 - All other breaches: **£1,000**
 - Failing to provide information to the council demanded by a Compliance Notice, in contravention of Regulation 37(4)(a):
 - First breach under the regulations: **£1,000**
 - All other breaches: **£2,000**
37. For the purposes of this policy, the “first breach” means the first breach by the private landlord of any duty under the regulations, and does not refer to the first breach under each specific type of breach. For example, a private landlord may first fail to comply with a Compliance Notice, and be subject to a (first breach) financial penalty of £1,000. If it is later found that the private landlord has, for more than three months, been in breach of the prohibition on letting substandard property, this breach will not be a first breach, and so a further financial penalty of £4,000 will be payable.
38. For the purposes of identifying a first breach, only Penalty Notices that have been served on the private landlord within the previous five-year period will be taken into account.

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39. In accordance with Regulation 40(6), where a private landlord has committed multiple breaches in respect of a single tenancy and, having regard to this policy, the financial penalties would, in total, exceed £5,000, one or more of the financial penalties would be adjusted down such that the statutory maximum of £5,000 is not exceeded.

Publication penalties

40. A publication penalty under Regulation 39 means publication on the PRS Exemptions Register, by the council, of the following information:

- The name of the private landlord, but only when the landlord is not an individual;
- Details of the breach;
- The address of the property at which the breach occurred;
- The amount of financial penalty imposed.

41. Under Regulation 39(2), local authorities may decide how long the details of each breach should stay on the PRS Exemptions Register, subject to a minimum period of 12 months.

Publication penalty policy

42. The council has determined to impose a publication penalty in respect of all breaches that are subject to a Penalty Notice, unless there are exceptional circumstances.

43. The council has also determined that all breaches will be registered on the PRS Exemptions Register for a period of three years, with the option to reduce this period in exceptional circumstances.

Penalty Notice

Scope and contents of a Penalty Notice

44. If the council decides to impose a financial and/or publication penalty, it will serve a Penalty Notice on the offender. A Penalty Notice may be served in respect of an ongoing breach or a breach that occurred in the 18 months preceding the date of the service of the notice.
45. The Penalty Notice will set out:
- The provision of the regulations the council believes the private landlord has breached;
 - The particulars the council considers necessary to identify the breach;
 - The action the council requires the private landlord to take to remedy the breach, and the timescale in which that action must be taken (which must not be less than one month);
 - The amount of the financial penalty imposed and how it has been calculated;
 - Whether a publication penalty has been imposed;
 - The time period in which any financial penalty must be paid (which must not be less than one month);
 - The name and address of the person to whom any financial penalty must be paid and the method of payment;
 - The effect of Regulation 42, which sets out the right to request a review of the council's decision to serve a Penalty Notice;
 - The effect of Regulations 43 to 44, which set out the right of appeal against any decision to confirm a Penalty Notice;
 - The effect of Regulation 45, which sets out the council's power to recover any unpaid financial penalty as a debt;
 - The name and address of the person to whom any request to review the council's decision to serve a Penalty Notice must be sent, and the period in which that request must be made.
46. If a private landlord fails to take the action required by a Penalty Notice to remedy the breach, the council may serve a further Penalty Notice.

Right to request a review of the council's decision to serve a Penalty Notice

47. A private landlord served with a Penalty Notice is entitled to request that the council reviews its decision to serve the notice. The council will accept such a request if it is received within the period of one month, beginning with the day on which the Penalty Notice is served.
48. Representations may be submitted by a private landlord to support their request for a review. A request for a review, together with any representations received, will be carefully considered by the council before it makes a final decision as to whether to confirm or withdraw the Penalty Notice. Once the council has made its decision, it will notify the private landlord of that decision by serving a Notice of Decision Following a Review of a Penalty Notice ("Notice of Decision").
49. To ensure fairness and transparency, every decision to confirm a Penalty Notice following a request for review will be subject to approval by a senior manager of the council. In the first instance, the decision to confirm a Penalty Notice will be proposed by the Private Sector Housing Manager, who will provide an assessment of any written representations received. The proposal will be reviewed by the Director of Housing and Planning, or an officer of

similar or higher seniority, and a final decision made by that senior manager. From time to time, the job titles of officers are altered by the council and any reference to the Private Sector Housing Manager or the Director of Housing and Planning may be deemed to include a reference to any future equivalent post.

Appeals against a Notice of Decision

50. A private landlord on whom a Notice of Decision has been served may, if the Penalty Notice has been confirmed, appeal to the First-tier Tribunal on the grounds that:

- The issue of the Penalty Notice was based on an error of fact; or
- The issue of the Penalty Notice was based on an error of law; or
- The Penalty Notice does not comply with a requirement imposed by the regulations; or
- In the circumstances of the case, it was inappropriate for the Penalty Notice to be served.

51. Appeals must be brought within 28 days of the date on which the Notice of Decision was sent.

52. Once an appeal has been made, the Penalty Notice is suspended until the appeal has been finally determined or withdrawn.

53. The First-tier Tribunal has the power to quash or affirm the Penalty Notice. If the First-tier Tribunal decides to affirm the Penalty Notice, it may do so in its original form or with such modification as it sees fit.

54. As of 01 December 2020, the address and contact details of the First-tier Tribunal were:

First-tier Tribunal (General Regulatory Chamber)

HM Courts and Tribunals Service
PO Box 9300
Leicester
LE1 8DJ

Email: grc@justice.gov.uk | Tel: 0300 123 4504

55. The address of the First-tier Tribunal may change from time to time, but the latest address will be detailed on any Notice of Decision served and can be found at:

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber>

Reduction for an early acceptance of guilt

Public interest

56. As with criminal prosecutions, the council is of the opinion that an early acceptance of guilt is in the public interest. It saves public time and money.

Demonstrating early acceptance of guilt

57. An offender can demonstrate an early acceptance of guilt by paying a financial penalty within 21 days of the date the Penalty Notice was served. If cleared payment is made within this time period, the offender can benefit from a 25% reduction in the amount of financial penalty payable.
58. A Penalty Notice will set out the financial penalty amount having regard to this policy and an amount equal to 75% of that sum, which would be accepted if received within the 21-day period.
59. An offender would not be demonstrating an early acceptance of guilt if they decided to request a review of the council's decision to serve a Penalty Notice. If the council confirms a Penalty Notice after such a request, the full amount of the financial penalty will be payable and the option to make a payment in the reduced sum will not be available.

Unpaid financial penalties

County Court

61. The council will take robust action to recover any financial penalty (or part thereof) not paid within the time period set out in a Penalty Notice.
62. An application for an order of the County Court will usually be made in respect of all unpaid financial penalties. A certificate signed by the Chief Finance Officer of the council stating that the financial penalty (or part thereof) has not been paid will be accepted by the court as conclusive evidence of that fact.
63. In taking court action, the council would seek to recover interest and any court expenses incurred, in addition to claiming the full amount of unpaid financial penalty.

Enforcement

64. If an offender does not comply with an order of the court, the council will usually make an application to enforce the judgement. The type of enforcement action pursued would depend on the circumstances of the case and the amount owed. The most likely types of enforcement action are shown below.

Court bailiffs

65. A court bailiff will ask for payment. If the debt is not paid, the bailiff will visit the offender's home or business address to establish whether anything can be seized and sold to pay the outstanding debt.

Charging order - Order of sale

66. The council can apply to place a charging order on any property owned by the offender. If a debt remains outstanding after a charging order has been registered, the council can make an application for an order of sale. The property would then be subject to an enforced sale and the proceeds used to settle the debt owed to the council.

Attachment to earnings order

67. If the offender is in paid employment, the council can apply to the court for an attachment to earnings order. Such an order would require the offender's employer to make salary deductions. Amounts would be deducted regularly at the direction of the court until the debt owed to the council has been fully discharged.

Multiple breaches

General principles

68. In respect of any single tenancy, the council may not impose a combination of financial penalties on an offender that in total exceeds the statutory maximum of £5,000. However, when considering imposing more than one Penalty Notice on an offender as a consequence of that offender committing one or more breaches at multiple properties, the council will carefully consider whether the cumulative financial penalty would be just and proportionate in the circumstances having regard to the offending behaviour as a whole.
69. Taking into account the principle of totality ensures that the cumulative effect of any sanctions imposed by the council does not constitute an unjust and disproportionate punishment.

Determining a just and proportionate punishment

70. The council will initially determine the amount of financial penalty that should be imposed in respect of each of the breaches identified at the properties under consideration. Subject to the statutory maximum for each tenancy, the council will then add up the financial penalties and make an assessment as to whether the cumulative total is just and proportionate.
71. If the council considers the cumulative total to be just and proportionate, it will normally impose a financial penalty for each breach identified. However, if the council considers the cumulative total to be unjust and disproportionate, the council may use its discretion and decide not to impose a financial penalty in respect of every breach under consideration.

Help and advice

72. If you would like further advice or clarification, the Private Sector Housing Team can help. Please ring us on 01843 577437 and speak to one of our officers. We can also be contacted by email on: housing.conditions@thanet.gov.uk.
73. Alternatively, you can write to us at:
- Private Sector Housing
Thanet District Council
 PO Box 9
 Cecil Street
 Margate
 Kent CT9 1XZ

Making a complaint

74. The Private Sector Housing Team aims to provide the best possible service. However, if you are not happy with the service you receive you can make a formal complaint.
75. More information about how to make a formal complaint can be found on the council's website at: www.thanet.gov.uk. Alternatively, you can call, email or write to us:
- Telephone: 01843 577000 | Email: customer.feedback@thanet.gov.uk
- Address: Customer Feedback, Thanet District Council, PO Box 9, Cecil Street, Margate, Kent, CT9 1XZ.
76. If, after having gone through the council's formal complaints process, you believe that the council has not handled your complaint properly, you have the right to request an independent investigation by the Local Government and Social Care Ombudsman. The Ombudsman Service will review your complaint and decide if it is appropriate to carry out an investigation. The service is free of charge.
77. You can make a complaint online or by phone at:
- The Local Government and Social Care Ombudsman**
 Telephone: 0300 061 0614 | Website: www.lgo.org.uk.

Document history

Version	Date	Agreed by	Minute reference
(DRAFT v2)	01 December 2020	Cabinet - TBC	TBC

Private Sector Housing

Thanet District Council

PO Box 9
Cecil Street
Margate
Kent CT9 1XZ

Phone: 01843 577437

Email: housing.conditions@thanet.gov.uk
housing.licensing@thanet.gov.uk

Web: thanet.gov.uk



31 July 2020

Name
Address
Town
County
Postcode

Dear Sir/Madam

**Thanet Cold Homes FINDER Project
Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015
Address: [Insert Address]**

We understand that you are the landlord of the above-mentioned privately rented property.

The most recent Energy Performance Certificate (EPC) for the property indicates that it has an energy efficiency rating of F or G. Every EPC provides a rating using a scale from A to G, with homes with an A rating being the most energy efficient, and those with a G rating being the least energy efficient. As your property is rated as an F or G, it is not deemed to be energy efficient.

Why are we writing to you?

Since 01 April 2020, it has been unlawful for a private landlord to rent out a domestic property if it has an energy efficiency rating of F or G, unless a valid exemption has been registered on the PRS Exemptions Register. The valid exemptions are:

- Where all relevant improvements have been made (or there are none that can be made) within the cost cap of £3,500 (inc. VAT);
- If the lowest cost recommended improvement would exceed the £3,500 (inc. VAT) cost cap;
- If wall insulation has been recommended, but a recognised expert is of the opinion that it would be detrimental to the property;
- If a third party withholds consent (e.g. tenant, superior landlord, mortgage, freeholder, or planning authority);
- If, according to a recognised expert, the recommended measures would decrease the value of the property by more than 5%;
- When a person recently becomes a landlord in prescribed circumstances, a six-month exemption will apply.

The above exemptions usually last for five years, unless otherwise stated.

The Government has made local authorities responsible for enforcing the above-mentioned regulations, which bring this prohibition into law. The council, therefore, has a duty to ensure that all private landlords comply with the regulations and only let homes which have an energy efficiency rating of E or above.

Private Sector Housing

Telephone: 01843 577437 | Main Reception: 01843 577000

Address: Thanet District Council, PO Box 9, Cecil Street, Margate, Kent, CT9 1XZ

Email: housing.conditions@thanet.gov.uk

Web: thanet.gov.uk | Facebook: [@ThanetDistrictCouncil](https://www.facebook.com/ThanetDistrictCouncil) | Twitter: [@ThanetCouncil](https://twitter.com/ThanetCouncil)

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Why have the regulations been introduced?

The regulations are designed to help tenants in need of more thermally efficient homes, particularly those who are vulnerable or fuel poor, so they are able to enjoy a more comfortable and healthier living environment and lower energy bills.

What should you do?

You must either:

- Ensure that the property is upgraded to an energy efficiency rating of E or above; or
- Register a valid exemption on the PRS Exemptions Register.

Exemptions must be registered at: <https://prsregister.beis.gov.uk/NdsBeisUi/used-service-before> together with the required proof.

What happens if I breach the regulations?

A landlord who breaches the regulations may be subject to a Penalty Notice, which may impose a financial and/or publication penalty. The potential breaches and maximum penalties are:

- Breaching the ban on letting a property with an F or G rating for less than three months: £2,000;
- Breaching the ban on letting a property with an F or G rating for more than three months: £4,000;
- Registering false or misleading information on the PRS Exemptions Register: £1,000
- Failing to provide information to the council demanded by a Compliance Notice: £2,000.

The total amount of financial penalty imposed by a local authority in respect of any one property must not exceed £5,000. A publication penalty relates to the publication of certain information contained in a Penalty Notice on the PRS Exemptions Register.

How can I find out more about my responsibilities as a private landlord?

Go to the Government website:

<https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>.

Please let us know what you are doing to comply with the regulations

Please get in touch with our Thanet Cold Homes Finder Project Team on 01843 577437, or by email at housing.conditions@thanet.gov.uk, and let us know what you are doing to comply with the regulations.

We used Government data to obtain the relevant addresses for this project. However, the data is only up to date as of 31 March 2020. If you have already complied with these regulations by improving the property since that date, please contact us to confirm what you have done.

If the property is no longer privately rented, please email us and we will update our records accordingly.

Further information has been enclosed, which includes details of how the regulations will be enforced within the context of the Covid-19 pandemic.

Yours faithfully

Thanet Cold Homes Finder Project Team

Private Sector Housing

Telephone: 01843 577437 | Email: housing.conditions@thanet.gov.uk

IMPORTANT INFORMATION

Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

Covid-19

Having regard the regulations, there has been no relaxation in the law owing to the Covid-19 pandemic. However, the council has delayed enforcement activities to take account of the very difficult situation we are all facing. The council will take a pragmatic approach to enforcing the regulations, but landlords do need to take all reasonable steps to comply with them and ensure that any rental property they own is rated as E or above. Financial penalties will be imposed by the council when in the public interest to do so.

The Government has provided guidance to assist landlords during the pandemic, which can be found here:

<https://www.gov.uk/government/publications/covid-19-and-renting-guidance-for-landlords-tenants-and-local-authorities>

Guidance has also been provided for working safely in other people's home during the pandemic, which can be found here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

If you face any difficulties in complying with these regulations owing to Covid-19, we would urge you to contact us and keep us informed of your efforts to improve your rental accommodation.

Tenancy agreements - Harassment and unlawful eviction

The prohibition on renting out homes with an energy efficiency rating of F or G does not automatically invalidate any existing tenancy agreement. A tenant in substandard accommodation cannot be evicted without the landlord having followed due legal process. Any landlord found to have been harassing a tenant or attempting (or having completed) an unlawful eviction will be subject to council investigation. A person convicted of the offence of harassment or unlawful eviction under the Protection from Eviction Act 1977 is liable to a fine and/or imprisonment for a term not exceeding two years.

Application of the regulations

While the prohibition on the letting of F and G homes came into effect on 01 April 2020 for existing tenancies, the prohibition has been in place since 01 April 2018 in respect of any new or renewed tenancies signed on or after that date.

Removal of "no cost to the landlord" exemption

The originally enacted regulations allowed for a "no cost to the landlord" exemption to be registered. However, the regulations were amended in 2019 to introduce the £3,500 cost cap, and this exemption was not available after 31 March 2019. Owing to the changes, all "no cost to the landlord" exemptions registered on the PRS Exemptions Register before 01 April 2019 expired early on 31 March 2020, even though they were originally envisaged to last for five years. All affected landlords were contacted personally via the PRS Exemptions Register.

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Equality Impact Assessment



Topic	Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015
For decision by	Cabinet - 19/11/2020
Date of assessment	15/10/2020
Author	Richard Hopkins, Private Sector Housing Manager

Introduction to the proposal and background	<p>Thanet District Council (“the council”) has a statutory duty to enforce The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (“the Regulations”) in respect of domestic private rented property. Since 01 April 2020, private landlords have been prohibited from renting out homes that are subject to an Energy Performance Certificate (“EPC”) with an energy efficiency rating of F or G.</p> <p>Under the Regulations, private landlords must either:</p> <ul style="list-style-type: none"> ● Ensure that their rented properties are subject to an energy efficiency rating of E or above; or ● Register a valid exemption on the PRS Exemptions Register (The PRS Exemptions Register is provided by the Government on Gov.uk). <p>Private landlords must also comply with any Compliance Notice served by the council and must not register any false or misleading information on the PRS Exemptions Register.</p> <p>If the council is satisfied that a private landlord has breached a duty under the Regulations, it has the power to impose financial and publication penalties. The four types of breach are:</p> <ul style="list-style-type: none"> ● Breaching the ban on letting a property with an F or G rating for less than three months (statutory maximum financial penalty: £2,000); ● Breaching the ban on letting a property with an F or G rating for three or more months (statutory maximum financial penalty: £4,000); ● Registering false or misleading information on the PRS Exemptions Register: (statutory maximum financial penalty: £1,000); ● Failing to provide information to the council demanded by a Compliance Notice (statutory maximum financial penalty: £2,000). <p>In respect of any one tenancy, a private landlord cannot be subject to multiple financial penalties that exceed a total of more than £5,000. A publication penalty means publication on the PRS Exemptions Register of certain information about a breach (but not the private landlord’s name if the landlord is an individual) for a statutory minimum period of 12 months.</p> <p>The Regulations were designed to help ensure that those private tenants in most need of more thermally efficient homes, particularly vulnerable people and the fuel poor, are able to enjoy a more comfortable and healthier living environment and lower energy bills. They are also part of the Government’s wider strategy to reduce UK greenhouse gas emissions. It is therefore important that the council robustly enforces the Regulations; however, before the council can issue financial penalties under the Regulations, it must first have an adopted policy which is just and proportionate.</p>
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		This Equality Impact Assessment concerns the proposed implementation of a “Policy for imposing financial and publication penalties under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015” for breaches of the Regulations that occur on or after 01 December 2020.					
PSED Engaged by this topic	Yes	✓	No		If no, please explain your reasoning and provide evidence where possible.		
					N/A.		
Protected Characteristic	Definitions	Positive Impact			Negative Impact	No specific impact	What will the impact(s) be?
		PSED Aim 1	PSED Aim 2	PSED Aim 3			
Gender	Men/Boys					✓	A financial penalty may be payable by any private landlord responsible for a domestic property who has breached the Regulations. Any publication penalty imposed may not identify an individual’s name, or their address if different to the property at which the breach took place. The application of the proposed policy shall apply equally to everyone. Those affected will have the right to make representations to the council and make an appeal to the independent First-tier Tribunal. Any person with a protected characteristic who believes they have been discriminated against can make a formal complaint to the council. A person not satisfied after following the council's complaints process may make a further complaint to the independent Local Government and Social Care Ombudsman. No positive or negative impacts have been identified in respect of this characteristic.
	Women/Girls					✓	As notes for “Gender - Men/Boys” above.
Gender Reassignment						✓	As notes for “Gender - Men/Boys” above.
Disability	Physical	✓					Persons with a disability can sometimes have limited housing choices and may therefore be at increased risk of exposure to poor quality privately rented accommodation. In particular, energy inefficient homes may be cold homes, and excess cold may affect some disabled persons more acutely. The enhanced enforcement capabilities provided by the Regulations should help the council to minimise disadvantage among private sector tenants with the protected characteristic of disability.
	Mental Ill health/disability	✓					As notes for “Disability - Physical” above.
	Learning difficulty/disability	✓					As notes for “Disability - Physical” above.

	Sensory impairment	✓					As notes for “Disability - Physical” above.
Age	Babies and children (0-16)	✓					Persons with young children can sometimes have limited housing choices and may therefore be at increased risk of exposure to poor quality privately rented accommodation. In particular, energy inefficient homes may be cold homes, and excess cold affects young children more acutely. The enhanced enforcement capabilities provided by the Regulations should help the council to minimise disadvantage among private sector tenants with the protected characteristic of age.
	Young adults (16-25)					✓	As notes for “Gender - Men/Boys” above.
	Mid-age adults (26-59)					✓	As notes for “Gender - Men/Boys” above.
	Older adults (60+)	✓					Older adults, who may be retired, can sometimes have limited housing choices and may therefore be at increased risk of exposure to poor quality privately rented accommodation. In particular, energy inefficient homes may be cold homes, and excess cold affects older adults more acutely. The enhanced enforcement capabilities provided by the Regulations should help the council to minimise disadvantage among private sector tenants with the protected characteristic of age.
Race	White British/white other					✓	As notes for “Gender - Men/Boys” above.
	Mixed race					✓	As notes for “Gender - Men/Boys” above.
	Asian/Asian British					✓	As notes for “Gender - Men/Boys” above.
	Black/Black British					✓	As notes for “Gender - Men/Boys” above.
	Arab/Arab British					✓	As notes for “Gender - Men/Boys” above.
	Gypsies/travellers					✓	As notes for “Gender - Men/Boys” above.
	Other ethnic group					✓	As notes for “Gender - Men/Boys” above.
Sexual Orientation	Heterosexual					✓	As notes for “Gender - Men/Boys” above.
	Gay man					✓	As notes for “Gender - Men/Boys” above.
	Lesbian					✓	As notes for “Gender - Men/Boys” above.
	Bisexual					✓	As notes for “Gender - Men/Boys” above.
Religion or Belief	Faith Groups					✓	As notes for “Gender - Men/Boys” above.
Pregnancy & Maternity		✓					Pregnant women are considered to be vulnerable persons in terms of cold homes. Energy inefficient homes may be cold homes and such homes may affect pregnant women more acutely. The enhanced enforcement capabilities provided by the Regulations should help the council to

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							minimise disadvantage among private sector tenants with the protected characteristic of pregnancy.
Marriage & Civil Partnership	<i>(Aim 1 of the PSED only)</i>					✓	As notes for "Gender - Men/Boys" above.
Socio-Economic Background	<i>(N.B not a protected characteristic but relevant to Thanet)</i>		✓				<p>The persons (and companies) engaged in residential lettings in Thanet are located around the UK. These persons are usually so engaged for the purposes of financial gain. It is the Government's intention that the imposition of financial penalties does have a financial impact on private sector landlords, being that such penalties are a punishment for wrongdoing. Therefore, in terms of public interest, there are no negative impacts.</p> <p>The policy of imposing financial penalties on private sector landlords who fail to meet their legal obligations is likely to promote an improvement in housing conditions more generally. Many households on lower incomes in Thanet live in the larger than average private rented sector. Living in a hard to heat home will increase energy bills and disproportionately impact those on low incomes. As such, this policy is likely to have a positive impact on households with lower incomes.</p>

Consultation with Information Governance & Equality Team						
Date advice given	N/A					
Summary of Advice – Key Points						
Advice accepted by responsible officer?	Yes		No		If no, please explain your reasoning.	

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Approval and sign off from Line Manager		
Name	Bob Porter	Job Title Director of Housing and Planning
Date	23 October 2020	

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2020-21 Budget Strategy

Cabinet	19 November 2020
Report Author	Tim Willis, Deputy Chief Executive and S151 Officer
Portfolio Holder	Cllr Rob Yates, Portfolio Holder for Finance, Administration and Community Wealth Building
Status	For Decision
Classification:	Unrestricted
Key Decision	No/Budget and Policy Framework
Ward:	All

Executive Summary:

At this stage there is too much uncertainty to develop a meaningful four year Medium Term Financial Strategy. As such, the MTFS has been deferred to later in the budget setting cycle, and Cabinet is instead presented with a budget strategy for 2021-22. The purpose of this strategy is to set out the approach and principles the Council will apply to develop and deliver a balanced budget for 2021-22.

The Council was already under financial pressure before the Covid-19 pandemic. Excluding the impact of Covid the forecast budget gap for 2021-22 is approximately £840k. Permanent budget savings or solutions are required to address this structural deficit and deliver a balanced budget for 2021-22.

The strategy sets out the following for consideration:

- Service directors exemplify options for savings from controllable budgets.
- Management action is taken to address historic budgetary shortfalls, namely Property, Building Control, Land Charges, Coastal and Licensing.
- The replenishment of reserves be delayed until 2022-23.
- Allowance be provided for contractual inflation, but any other growth pressures be funded from within existing service budgets.
- The increase in council tax is anticipated in the Equalisation Reserve in 2020-21 by allocation of £200k from the Covid Shortfall reserve.

Recommendation(s):

That the 2021-22 Budget Strategy be approved.

Corporate Implications

Financial and Value for Money

This is a key report in the 2021-22 budget setting process. Cabinet approval is sought for the strategy to set the 2021-22 budget and address the anticipated funding shortfall. The budget gap estimated for next year in this report presumes all services that have incurred non-Covid income shortfalls in previous years and this year will address those shortfalls by the start of 2021-22. The base budgets, apart from the earmarking of the £200k fees and charges and council tax increases, have been compiled assuming no Covid impact. Therefore any impact of Covid in 2021-22, beyond these limited assumptions, that is not funded from Government grants, will need to be addressed when it manifests.

So the key risks for this budget strategy are that national or local events give rise to costs which have not been factored into the budget - there is no headroom. These risks are discussed in the report and could include, nationally, Covid-19, EU Transition and uncertainty regarding Government funding; and locally, Your Leisure, a failure to take management action now to stay within next year's budget and political instability.

Cabinet will receive a further report on Covid Emergency Funding in 2020-21 and how to account for that, to follow on from the Cabinet report of 30 July and Council report of 10 September. It will be important to recognise the corporate risks for the 2021-22 budget when deciding how to manage the 2020-21 funding, e.g. if we estimate the £3m use of reserves gives rise to an excess of Covid funding for 2020-21, the first call should be to protect the 2021-22 budget from further one-off demands arising from the risks referred to above and in this report. To this end and as a start, the budget monitoring report on this agenda recommends that £400k of 2020-21 Covid funding is specifically set aside as a small provision against Covid losses in income in 2021-22. This enables the £400k generated from fees and charges increases and an assumed Council Tax increase in 2021-22 to be used to help bridge the budget gap in 2021-22.

Legal

Section 151 of the Local Government Act 1972 requires a suitably qualified named officer to keep control of the council's finances. For this council, this is the Deputy Chief Executive and this report is helping to carry out this function.

The requirements of other relevant statutes have been referenced within the body of this report, where relevant.

Corporate

The report details the financial and corporate risks of adopting this strategy and also the risk of inaction. The report also sets out the importance that any budgetary action must be taken in accordance with the Council's corporate statement. Budgetary reductions are likely to diminish or delay the Council's ability to meet its objectives as set out in the Statement, therefore resource or saving allocations must consider these priorities and the impact upon them.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity

between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

There are no direct equality implications arising from this report, however the delivery and implementation of and budgetary changes will consider this as part of the budget setting process and be reported to members in due course.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: -

- *Growth*
- *Environment*
- *Communities*

1.0 Introduction

At this point in a 'normal' budget setting cycle Cabinet would typically be considering the Council's medium term strategy and its plans to balance the budget over the next few years.

However, in current circumstances given the huge uncertainty regarding Covid-19, the manner of the UK's exit from the EU and Government policy regarding local government, the Medium Term Financial Strategy (MTFS) is being pushed back to later in the budget process. At this stage there is too much uncertainty to develop a meaningful four year budget strategy.

As such, Cabinet is instead presented with a budget strategy for 2021-22. The purpose of this strategy is to set out the approach and principles the Council will apply to develop and deliver a balanced budget for 2021-22. This budget strategy will enable the Council to respond effectively to changing circumstances while maintaining a focus on the Council's financial sustainability. The report outlines the key issues which will need to be considered as part of development the 2021-22 budget, setting out the key points and proposed timetable of key dates between now and the budget setting Council meeting on 11 February 2021.

It should be noted that this strategy applies to the General Fund budget only and that a separate budget strategy will be developed for the Housing Revenue Account.

2.0 Background and Context

The Council was already under financial pressure before the Covid-19 pandemic. It has been well reported that the Council has relatively low reserves and has experienced substantial reductions in Government funding in recent years, in-line with the Government's

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austerity programme. Accordingly over the last decade the Council has gone through a series of cost cutting, budget saving and transformation programmes in order to find the reduction in resources needed to balance the budget. For example, when the 2020-21 General Fund budget of £17.1m was agreed at the Council meeting on 6 February 2020 the balancing of this budget was underpinned by the expected delivery of £730k of income generation and efficiency proposals to bridge the funding gap. Moreover, the 2020-21 budget approved by Council in February 2020 included forecast budget gaps in excess of £1m across the medium term prior to the onset of the Covid pandemic.

The 2020-21 budget was developed in a pre-covid world and the Covid-19 crisis has had a significant financial impact on the Council and also across the communities and businesses within the district. Since March 2020, the council's focus has been on the immediate coordinated response to support our residents during the initial lockdown period. Business rates relief and grants for businesses in the retail, hospitality and leisure sectors have been administered in-line with government guidelines helping more than 3,000 businesses in the granting to recipients of council tax support through the Government's hardship fund.

A community hub was set up in collaboration with partners and volunteers to support vulnerable residents, ensuring food and other essential items were delivered to those with particular health conditions.

The Council has provided accommodation for all the district's known rough sleepers and continued to provide housing to others where its duty to do so had ceased. It is anticipated that the pandemic will have a significant impact on the Council's ability to collect income, both from taxpayers and services such as car parking.

There are also additional cost pressures as the Council responds to the outbreak and provides support to the most vulnerable residents. The Government has allocated emergency Covid-19 funding to local authorities, but this is unlikely to be sufficient to cover the estimated budget gap.

On 10 September 2020 Council received and approved a revised 2020-21 budget report. The report estimated that the overspend for the year could be £5.6m, 32% against the net revenue budget, which after consideration of expected government support in the region of £2.6m resulted in a forecast budget gap of £3m for 2020-21. Council agreed to the allocation of reserves to bridge the £3m gap.

The extent of the impact of Covid upon the Council's finances for 2020-21, let alone 2021-22, remains uncertain. This continues to be monitored closely and a further update on the in-year position is provided to Cabinet elsewhere on this agenda, within the Budget Monitoring Report #2. The further national lockdown, announced for an initial four weeks from 5 November 2020, adds further to the uncertainty.

Beyond the implications of Covid-19, the future for local government funding remains very uncertain, with no information available on funding from April 2021 onwards. The current four year Comprehensive Spending Review (CSR) period came to an end in 2019-20, with the

CSR 2020 delayed until the autumn of 2020 because of Covid-19. It has now been announced that there will be a one-year Spending Review, to be announced on 25 November. The spending round will inform the local government finance settlement and therefore the shape and size of any core central government funding to be allocated to TDC remains unknown at this time.

In addition, the Government has previously announced a number of significant policy changes for local government funding including the:

- **national move to 75% Business Rates retention** - a 50% retention scheme is currently in operation, with an stated policy aim of eventually moving to 100% retention.
- **resetting of baselines** - from which Business Rates funding allocations will be determined, the impact being that councils would lose the growth they have accumulated since 2013-14, for TDC this would result in a further £500k.
- **Fair Funding Review** - to examine the relative needs of councils and the allocation of resources between them.

The timing of the implementation of all of the above remains unknown, but again it is now thought to be more likely that the above policies will be deferred for another year.

In summary, the Government has provided virtually no indication of the level of funding local authorities can expect to receive for 2021-22 and beyond.

3.0 Current Position

It has been assumed at this stage that the financial impact of Covid-19 will be temporary, albeit of unknown duration. This assumption underpinned the Council decision to reallocate £3m of earmarked reserves to meet the in-year shortfall, as reserves should only be used to finance temporary and not permanent or structural budget issues. It is further assumed that although the budget gap can be reduced by income from fees and charges and Council Tax increases, a similar sum will be earmarked from the 2020-21 Covid reserve to protect against Covid losses in 2021-22. Additionally, it is assumed that past and current income shortfalls, that are not related to Covid, will be addressed before the start of 2021-22.

With these key assumptions in place the current projected gap for the 2021-22 budget has been derived as follows:

Factor	£000
Pay award (1%), increments, living wage - inflationary increases in pay budgets	294
Non-pay inflation	268
KCC recycling enabling payment reduction - anticipated reduction in the	220

payment from KCC to encourage and enable districts to provide recycling services	
Housing grant removal - only funded one-off in 2020-21	300
Commercial waste increased income - increase agreed in 2020-21 budget	(25)
MRP and interest - Reduction on interest earned on investments due to ultra low interest rates plus increased cost of repaying and servicing borrowing associated with the capital programme	160
Revenue Support Grant - Anticipated reduction in funding	100
Reduced contribution to reserves and other minor funding adjustments	(77)
2% Increase in fees and charges	(200)
Assumed 2% increase in Council Tax	(200)
Total gap	840

However, it is recognised that this is a complex and dynamic situation and this, alongside other assumptions will be monitored and reviewed throughout the 2021-22 budget setting process.

One of the key risks when setting next year's budget, as well as a risk this year, is related to leisure services. All the council's leisure services are provided by Your Leisure and that organisation is facing unprecedented financial pressures as a result of Covid. At the time of writing, the council is supporting Your Leisure in relation to direct funding, helping with bank negotiations and lobbying Government. A £100m fund has been announced by the Government to support local authority leisure providers, but the distribution of this funding is unknown. Even if Your Leisure/TDC is eligible for some funding, Your Leisure may still require further financial support from the council in the current year and next year.

4.0 How to close the gap

The budget gap can be considered as on-going or relating to structural issues and as such permanent solutions are required to address them. Unlike the presumed temporary pressures faced by Covid-19, it is not sustainable or feasible to address these permanent budget pressures by drawing down on our reserves.

The following sections set out action that will or can be taken to balance the 2021-22 budget.

4.1 Savings

There are few easy ways of finding the savings. The following strategy is to be adopted:

- Each Service Director has been tasked with identifying savings from their controllable budgets. This excludes budget lines that are outside of their control, such as overheads or recharges, or where there are contractual commitments that cannot be broken without incurring substantial penalties.
- Savings are exemplified by reductions in expenditure and not funded from increased income. There is a separate strategy proposed for income described below.
- It is anticipated that the above action will generate enough options to cover the budget gap, but hard choices will need to be made.

These options have been considered by the Corporate Management Team (CMT) and informally with Cabinet Members. Savings proposals are well advanced and this gives the S151 Officer some comfort that a balanced budget can be presented formally to Cabinet, as part of the budget report.

4.2 Historic Budget Shortfalls

There are a number of service areas where historic budget pressures or income shortfalls remain (these are Property, Building Control, Land Charges, Coastal and Licensing). Cumulatively, these services were provided with approximately £250k of additional base budget corporate resources in 2020-21 in recognition of these pressures, however it was agreed that management action would be taken to address the residual underlying budget issues. Covid has understandably resulted in a delay to some of these management actions being deployed and as such, some of these overspends or income shortfalls are expected to manifest again in 2020-21. This budget strategy assumes that the necessary management action will be taken in 2020-21 and that no further corporate resources will be allocated.

4.3 Reserves

Reserves do need to be replenished, but given the challenges next year, it is proposed that contributions to reserves should begin in 2022-23.

4.4 Growth

The budget already assumes a £268k pressure for non-pay inflation pressure, largely relating to non-negotiable contractual commitments. Any growth proposed by a service or department over and above those listed in the budget gap must be contained by savings within that service or department, outside of and additional to the corporate savings target. To do otherwise at this stage would swell the budget gap further and place serious risk on the council's ability to deliver a balanced budget.

4.5 Pay and Remuneration

The council will seek to restrain the cost of living pay award in 2021-22 in order to protect services and minimise and staffing reductions. A 1% increase in pay is proposed to be built into the budget, along with the cost of paying the National Living Wage and increments. Incremental increases through the grading structure are a contractual obligation to the

council and a right for staff. In addition, the council is legally required to implement the increase in the National Living wage which is forecast to increase by 5.5% to £9.20 per hour on 1st April 2021. The combination of these pay pressures will cost the council an estimated £294k in 2021-22.

The pay award is determined locally and subject to consultation with local union bodies.

4.6 Fees and Charges

Cabinet is receiving proposed fees and charges increases elsewhere on the agenda, with a similar report going to Council in December. The approach to setting fees and charges will be as follows:

- The default position will be to increase all fees and charges by at least 2% and all fees and charges income budgets by 2%. The only exceptions to this will be:
 - Where individual charges cannot rise by 2%, e.g. individual car parking charges, but the service (in this example, parking) will still need to generate at least 2% increase overall.
 - Where a service is being fundamentally reviewed as part of a review of its fees and charges income shortfall.
- It assumed all services that identified a significant projected shortfall last year and this year, will take action to eliminate the shortfall. This might be by increasing charges by more than 2% if the market/regulation will tolerate it; or by restructuring charges; or by fundamentally reviewing the service. This will enable the overall budget strategy to presume no additional burden from historic income shortfalls.

It is anticipated that a 2% increase in charges will generate approximately £200k of income.

4.7 Council Tax & Business Rates

There is similar uncertainty here. Collection rates are down, perhaps not as far as first expected, however substantial shortfalls in collection are expected on both Council Tax and Business Rates. The size of these shortfalls still can not be estimated with certainty.

The impact of Covid on the council's Council Tax income could manifest from the ending of the furlough scheme, and increased unemployment from an economic downturn (resulting in more Council Tax Support (CTS) claimants and non-payment by those not in receipt of CTS).

Business Rates income could similarly be hit by business failures from an economic downturn. There is also the potential cliff-edge of Business Rates relief for small businesses and those in retail, leisure and hospitality, which has applied for this year but (based on current policy) will end in 2021-22, with those businesses expected to start paying rates again. It is also unlikely that there will be a similarly generous business grants scheme as in this year, worth £34m so far. There is also the prospect of possible policy changes, as

mentioned in section 2, such as the re-basing of Business Rates. This could have a significant adverse impact on Kent, and Thanet. This backdrop may lead to the ending of the Kent Business Rates pool, which has been beneficial to TDC.

It had been agreed that all the projected 2020-21 losses of Business Rates and Council Tax of £1.6m can be contained within the Equalisation reserve, as approved by Council on 10 September 2020. This budget strategy assumes that the burden on the Equalisation Reserve will be reduced by £200k and this is reflected in the budget monitoring report elsewhere on this agenda. It is still possible that the Government will announce specific cash funding to assist with CT/BR losses, which would ease the burden on the Equalisation Reserve, but none has been evident so far.

The strategy also assumes that Council will approve further increases in the premium long-term empty properties, as permitted by statute, and that this will be reflected in the Council Tax base to be approved by Cabinet in January 2021.

4.8 Corporate Statement and Priorities

It is important that any action taken to address the financial position is done so in accordance with the Council's Corporate Statement for 2019-24 that was approved by Council on 10 October 2019. Budgetary reductions are likely to diminish the Council's ability to meet its objectives as set out in the Statement, therefore resource or saving allocations must consider these priorities and the impact upon them.

The plan sets out the council's programme of priorities and identifies three core aims that will help focus efforts towards achieving the vision:

Growth: We will continue to ensure we work to consider new ways to generate income and invest our current resources. Delivering a Council that is financially strong to discharge its services and invest in the growth of the District.

Environment: Having a clean and well-maintained environment remains important to us. We will be clear with our residents on what we will do and what our asks of residents are - cultivating a shared responsibility approach. Delivering a clean and accessible living environment, maintaining an emphasis on prevention but where necessary we will use an enforcement approach.

Communities: Through effective partnership working with both the public sector agencies and the community, we will provide leadership and direction across the district and the region to ensure everyone is working to the same goal. Delivering high-quality housing, safer communities and enhancing the health and wellbeing of our residents.

4.9 Climate Change

The Council passed a motion to declare a Climate Emergency on 11th July 2019. The Council resolved to:

- Declare a climate emergency;
- Pledge to do what is within our powers and resources to make Thanet District Council carbon neutral by 2030, taking into account both production and consumption emissions;
- Call on Westminster to provide the powers and resources to make the 2030 target possible;

Going forwards the Council has a role as:

- **A service provider** by delivering services that are resource efficient, less carbon intensive, resilient and that protect those who are most vulnerable to climate impacts.
- **An estate manager** by ensuring that our own buildings and operations are resource efficient, use clean energy, and prepared for the impacts of a changing climate.
- **A community leader** by helping local people and businesses to be smarter about their energy use and to prepare for climate impacts.

An action plan has been developed to address the three main identified focus areas as follows:

- Reducing emissions and improving energy efficiency through the Council's operations, and supporting the community to do this, within the powers of the Council.
- Supporting and protecting the District's nature and biodiversity.
- Improving the management of waste and resources across the District.

It is inevitable that further resources will need to be prioritised to deliver the Council's climate change objectives. The Council calls on Westminster to provide the powers and resources to make the 2030 target possible.

5.0 How to manage to the risk of Covid

It is probable that the Covid-19 pandemic will continue to have some impact on the Council's finances in 2021-22. However, there are a raft of unknown factors that make planning for such a scenario extremely difficult; the extent and duration of the pandemic continues; its impact on public and customer behaviour; and also the level, if any, of government support that will be provided in 2021-22. To apply these variables consistently across the council's numerous service budgets for 2021-22 would be extremely challenging and would most likely result in a disparate and fragmented approach.

It is also uncertain as to whether Thanet District may be subject to any local covid restrictions. Kent County along with the whole of southern England was in the tier 1 'medium' rating of the Government's Covid local alert levels, until an announcement on 31 October that a new national lockdown will be in place from 5 November. In the event of Covid continuing to be evident during the 2021-22 municipal year there would be further restrictions on social and economic activity, which would inevitably impact on the Council's

operations and finances. The probability and impact of this event occurring at this time is unknown and therefore at present the budget strategy has not assumed any provision for this risk manifesting (apart from the £400k referred to below); but that if it arises, it will be covered by Government funding and the Council's reserve holdings. Of course, the council's already low reserves were further diminished by the £3m cost of Covid in 2020-21, so there is little or no headroom.

It is proposed that £400k of the additional £1.1m Covid funding from Government in 2020-21 is used to protect the council from income losses arising from Covid in 2021-22. By using some of this funding in this way, services can plan for 2021-22 on the assumption that Covid will not impact detrimentally on demand for services that generate fees and charges income. If it transpires that Covid has an adverse impact greater than can be contained through the above strategy, and there is no new Government funding, then the council will have to address that scenario next year. This strategy carries risks, but is balanced against the alternative: to build more protection into budgets, increase the budget gap, and carry the risk of not delivering the required larger budget savings.

6.0 Other Risks

In addition to the Covid related risks set out about above, there are a number of other risks and variables that officers and members must consider when preparing the 2021-22 budget. In particular, the Deputy Chief Executive in his capacity as Section 151 officer must have assurance that a balance budget will be delivered. Assurance must be provided that a balanced budget is built upon sound and robust estimates and that adequate reserves are in place to mitigate the financial and non-financial risks the council faces. Failure to do so will lead to the consolidation of a section 114 notice.

The other key risks that will be considered within the budget setting environment are:

- Historic non-delivery of savings.
- Local political stability.
- Brexit.
- Level of government financial support.
- Climate Change.

7.0 Next Steps

A draft timetable and activities similar to last year is set out below.

Date	Action/decision
19 November 2020	Cabinet approves the 2021-22 Budget Strategy Cabinet agrees the 2021-22 fees and charges Cabinet agrees the 2020-21 budget monitoring report no.2
November -	Informal updates on budget progress to Cabinet members

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December 2020	Budget briefings for Shadow Cabinet and all members
25 November 2020	Government Spending Review giving an indication of local government spending levels
December 2020	Government draft financial settlement for 2021-22 giving an indication of TDC funding
10 December 2020	Council approves fees and charges
Christmas	Draft budget report to Cabinet
14 January 2021	Cabinet approves the 2021-22 budget (with OSP on 19 January and Cabinet on 28 January if required) Cabinet approves the 2021-25 MTFS
11 February 2021	Council approves the budget

Contact Officer: *Tim Willis, Deputy Chief Executive and Section 151 Officer*
Reporting to: *Madeline Homer, Chief Executive*

Background Papers

Corporate Consultation

Finance: Chris Blundell, Director of Finance and Deputy Section 151 Officer

Legal: Tim Howes Corporate Director of Governance

FEES AND CHARGES 2021-22

Meeting	Cabinet, 19 November 2020
Report Author	Tim Willis, Deputy Chief Executive and S151 Officer
Portfolio Holder	Cllr Robert Yates, Cabinet Member for Finance, Administration & Community Wealth Building
Status	For Recommendation
Classification:	Unrestricted
Key Decision	Budget and Policy Framework
Ward:	All

Executive Summary:

A review of fees and charges has now been completed as part of the 2021-22 budget setting process. The proposed fees and charges are expected to generate additional income of around £200K, which represents an average increase of 2.0%. This excludes items such as Selective Licensing, On Street Parking and specific growth items covered elsewhere in the budget.

Recommendation(s):

1. That Cabinet consider and make comment on the proposed 2021-22 fees and charges schedule, as listed in Annex 1;
2. That Cabinet recommend the proposed 2021-22 fees and charges to Full Council for approval

Corporate Implications

Financial and Value for Money

The financial implications have been reflected within the body of the report. However were members to decide to reject any of the proposals, then additional savings of the same value would be required to deliver a balanced budget.

Legal

Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the council's finances. For this council, it is the Deputy Chief Executive (S151 Officer), and this report is helping to carry out that function.

The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.

Any decision made by the council must give due regard to the Public Sector Equality Duty section 149 of the Equality Act 2010.

Corporate

Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the council's proposed fees and charges for 2020-21 as part of the budget setting process.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

An analysis of the impacts fees and charges might have to the statutory equality duties encouraged Thanet District Council to take a proportionate approach to fees and charges. EIAs tailored the necessary mitigations and exceptions, for example.

The council is satisfied that, in all the circumstances, the Schedule of 2020-21 fees and charges, those subject to an EIA, are lawful for the purposes of the public sector equality duties in the Equality Act 2010.

The council recognises that EIAs are not an end in themselves. They are, of course, a way of showing that due regard has been paid to the general duties; but the council will continue, all-the-time, engaging with the equality considerations, accepting comments and opinions from stakeholders and maintain a positive relationship with the Equality and Human Rights Commission.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: -

- *Growth*

- *Environment*
- *Communities*

1. Introduction and Background

- 1.1. This report seeks Cabinet approval to set the fees and charges for 2021-22. Fees and charges have historically been agreed early in the budget cycle so that they can be built into individual service estimates. This covering report summarises the main points, with the details being provided in Annex 1.

2. Budget Strategy

- 2.1. As reported within the Budget Strategy elsewhere on this Cabinet Agenda, the approach to setting fees and charges for 2021-22 will be as follows:
 - The default position will be to increase all fees and charges by at least 2% and all fees and charges income budgets by 2%. The only exceptions to this will be:
 - Where individual charges cannot rise by 2%, e.g. individual car parking charges, but the service (in this example, parking) will still need to generate at least 2% increase overall.
 - Where a service is being fundamentally reviewed as part of a review of its fees and charges income shortfall.
 - It assumed all services (e.g. building control) that identified a significant projected shortfall last year and this year, will take action to eliminate the shortfall. This might be by increasing charges by more than 2% if the market will tolerate it; or by restructuring charges; or by fundamentally reviewing the service. This will enable the overall budget strategy to presume no additional burden from historic income shortfalls.
- 2.2. It is anticipated that this will generate approximately £200k of income.

3. Implications

- 3.1. A rigorous examination of all the council's fees and charges was undertaken by the service managers and officers from Financial Services, using techniques such as benchmarking and other in-depth reviews.
- 3.2. Service managers also completed Equality Impact Assessments as per the requirement of the Public Sector Equality Duty and hence informed their design of the service and price. Annex 1 to this report sets out the proposed level of fees and charges for 2020-21 in respect of services provided by the council.

3.3. The major changes proposed to fees and charges 2021-22 can be summarised in table 1:

Table 1 – Summary of major changes

2021-22 Fees & Charges		Major Changes		
Ref	Type of Fees & Charges	New Fees	Deleted Fees	Increased Fees
1.	Car Parks – Off Street	✓	▪	✓
2.	Car Parks – On Street	✓	▪	✓
4.	Crematorium	✓	▪	✓
5.	Cemeteries	▪	▪	✓
7.	Refuse - Bulky	▪	▪	✓
8.	Green Waste	▪	▪	✓
18.	B'stairs & M'gate Harbour	▪	▪	✓
19.	Ramsgate Harbour/Port	✓	▪	✓
20.	Environmental Health Services	✓	▪	▪
24.	Licensing	✓		
29.	Corporate Marketing (Filming)	✓	✓	▪
38.	Legal Services	✓	✓	✓
Note: A tick shows that there has been a change. A blank means no change.				

3.4. Changes to bring to Member's attention:

- **Car Parks** - The Residents Parking Permit scheme to be extended to include Margate Old Town and Ramsgate Harbour. New seasonal parking at Barnes Car Park, Westbrook. Introduction of annual Business License to park at rear of council offices.
- **Crematorium** - New Crematorium fees have been introduced as agreed by Cabinet in October 2020.
- **Ramsgate Port & Harbour** - New charge for Inner Marina berth holders only, to berth in Outer Marina for Ramsgate Week only. New fee for caravan storage at the Port.
- **Environmental Health Services** - Vehicle alarm nuisance - fee to disable alarm, tow and storage of vehicle.
- **Corporate Marketing** - Current charges schedule deleted and replaced with a revised pricing structure.
- **Legal Services** - Current charges schedule deleted and replaced with a revised pricing structure.
- **Licensing** - A 10% discount to be applied to the licence fee for Electric and Hybrid Taxis. This is consistent with the reduction that is applied to Wheelchair Accessible Taxis (10%). New fees associated with Animal licences.

4. Options

4.1. Cabinet accepts the fees and charges submitted and recommends the proposed fees and charges to Council for Decision.

- 4.2. Cabinet does not accept the fees and charges as submitted and proposes changes for the 2021-22 schedule. Cabinet to notify officers of any changes required. If there are changes to those recommended that result in reduced income, then this will create a shortfall in the budget that will need to be funded from another source.

5. Next Steps

- 5.1. If Cabinet accepts the recommendations then these proposals will be considered by Council on 10 December 2020.

Contact Officer: *Chris Blundell, Director of Finance and Deputy s151 Officer*
Reporting to: *Tim Willis, Deputy Chief Executive and s151 Officer*

Annex List

Annex 1: Fees and Charges Schedule 2021-22

Corporate Consultation

Finance: *N/A*

Legal: Tim Howes Corporate Director of Governance

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Annex 1

											Annex 1
CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
		40,000	1. OFF STREET PARKING								
			LONG TERM							40,000	
Free Saturdays		5,400	HAROLD ROAD, Cliftonville			Free Saturdays				40,760	
Free Saturdays		25,000	ST PETER'S PARK ROAD, Broadstairs		1-Apr-19	Free Saturdays				5,400	
Free Saturdays		21,000	CANNON ROAD, Ramsgate			Free Saturdays				28,000	
		36,000	ALPHA ROAD Birchington							21,000	
0.20	SR	55,000	ALBION ROAD, Birchington - First half hour			0.20	SR	0.00%	0.00	36,000	
			7am - 10pm							55,000	
			Linear after 1st hour								
			Private motor cars								
1.00	SR		Per hour up to 4 hours	Discretionary	1-Apr-18	1.00	SR	0.00%	0.00		
5.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-18	5.50	SR	10.00%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
		195,000	STAFFORDSHIRE STREET, Ramsgate							195,000	
		96,000	TRINITY SQUARE, Margate							96,000	
		20,000	QUEEN STREET/ELMS AVENUE, Ramsgate							20,000	
		15,000	ALBION PLACE, Ramsgate							16,000	
		25,000	VERE ROAD, Broadstairs							27,000	
			7am - 10pm								
			Linear after 1st hour								
			Private motor cars								
1.40	SR		Per hour up to 4 hours	Discretionary	1-Apr-19	1.40	SR	0.00%	0.00		
7.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-19	7.50	SR	7.14%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
			SEASONAL								
		185,000	ALBION STREET, Broadstairs							195,000	
			7am - 10pm								
			Linear after 1st hour								
			Private motor cars								
			1st November to 31st March								
1.00	SR		Per hour up to 4 hours	Discretionary	1-Apr-18	1.00	SR	0.00%	0.00		
5.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-18	5.50	SR	10.00%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	Discretionary	1-Apr-19	0.10	SR	0.00%	0.00		
3.50			Hotellers Charge (bulk purchase) - 24 hour ticket		1-Apr-20	3.50					
			1st April to 31st October								
2.50	SR		First Hour	Discretionary	1-Apr-19	2.50	SR	0.00%	0.00		
2.50	SR		Per hour up to 4 hours		1-Apr-19	2.50	SR	0.00%	0.00		
12.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-17	12.50	SR	4.17%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
2.60	SR		Residents only- daily charge voucher scheme		1-Apr-19	2.60	SR	0.00%	0.00		
			Residents only- up to maximum 40 daily vouchers		1-Apr-20						
6.00			Hotellers Charge (bulk purchase) - 24 hour ticket		1-Apr-20	6.00	SR	0.00%	0.00		
		20,000	MARINA ESPLANADE Area 2, Ramsgate							20,000	
		15,000	MARINA ESPLANADE Area 3, Ramsgate							13,000	
		15,000	MARINA ESPLANADE Area 4, Ramsgate							18,000	
			7am - 10pm								
			Linear after 1st hour								
			Private motor cars								
			1st November to 31st March								
1.00	SR		Per hour up to 4 hours	Discretionary	1-Apr-18	1.00	SR	0.00%	0.00		
5.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-18	5.50	SR	10.00%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
			1st April to 31st October								
1.00	SR		First Hour	Discretionary	1-Apr-20	1.00	SR	0.00%	0.00		
1.00	SR		Per hour up to 4 hours		1-Apr-20	1.00	SR	0.00%	0.00		
5.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-20	5.50	SR	10.00%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
2.60	SR		Residents only- daily charge voucher scheme		1-Apr-19	2.60	SR	0.00%	0.00		
			Residents only- up to maximum 40 daily vouchers		1-Apr-20						
		55,000	CHANDOS SQUARE, Broadstairs 7am - 10pm Linear after 1st hour							58,000	
			Private motor cars								
			1st November to 31st March								
1.40	SR		Per hour up to 4 hours	Discretionary	1-Apr-19	1.40	SR	0.00%	0.00		
7.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-19	7.50	SR	7.14%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
			1st April to 31st October								
2.50	SR		First Hour			2.50	SR	0.00%	0.00		
2.50	SR		Per hour up to 4 hours	Discretionary	1-Apr-19	2.50	SR	0.00%	0.00		
12.00	SR		Over 5 hours (until 10.00 pm)	Discretionary	1-Apr-19	12.50	SR	4.17%	0.50		
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10	SR	0.00%	0.00		
2.60	SR		Residents only- daily charge voucher scheme		1-Apr-19	2.60	SR	0.00%	0.00		
			Residents only- up to a maximum of 40 daily vouchers		1-Apr-20						
			MULTI STOREY CAR PARKS								
Free Saturdays		100,000	MILL LANE MULTI STOREY CAR PARK, Margate 7am-7pm Linear after 1st hour			Free Saturdays				100,000	
			7am - 7pm								
			Linear after 1st hour								

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Annex 1

											Annex 1			
CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £				
		178,000	Private motor cars Per hour up to 4 hours Over 5 hours (until 7.00 pm) Each 10 minute slot between 1 hour and 5 hours rounded up to 10p ROYAL HARBOUR (LEOPOLD STREET) MULTI STOREY CAR PARK, Ramsgate	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.40 7.00 0.10	SR SR SR	0.00% 7.14% 0.00%	0.00 0.50 0.00	178,000				
		600 600	7am - 10pm Linear after 1st hour Private motor cars Per hour up to 4 hours Over 5 hours (until 10.00 pm) Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.40 7.00 0.10	SR SR SR	0.00% 7.14% 0.00%	0.00 0.50 0.00	900 900				
		-	Hotellers Charge (bulk purchase) - 24 hour ticket Multi Storey car park release fee Rear of The Council Building - Annual Business License new	Discretionary	1-Apr-18 1-Apr-19	3.50 50.00 1000	SR	0.00%	0.00	3,000				
		55,000	SHORT TERM CAVENDISH STREET, Ramsgate 7am -10pm							55,000				
		50,000	MEETING STREET, Ramsgate 7am -10pm							50,000				
		90,000	MARKET STREET, Margate 7am - 10pm Linear after 1st hour							92,000				
		65,000	CROFT'S PLACE, Broadstairs 7am - 10pm Linear after 1st hour							65,000				
			Linear after 1st hour Private motor cars Per hour up to 2 hours 4 hours (until 10.00 pm) Each 10 minute slot between 1 hour and 4 hours rounded up to 10p	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.40 5.60 0.10	SR SR SR	0.00% 8.93% 0.00%	0.00 0.50 0.00					
			Market Street, Hoteller charge (bulk purchase) 24 hour ticket	Discretionary	1-Apr-20	6.00	SR	0.00%	0.00					
		20,000	SEASONAL PAY AND DISPLAY (a) MINNIS BAY, Birchington, 7am - 10pm Linear after 1st hour Summer Season 1 April to 31 October Private motor cars Per hour up to 4 hours Over 5 hours (until 10.00 pm) Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.00 5.00 0.10	SR SR SR	0.00% 10.00% 0.00%	0.00 0.50 0.00	21,000				
		50,000	(b) JOSS BAY, Broadstairs 7am- 10pm Linear after 1st hour Summer Season 1 April to 31 October Private motor cars First Hour Per hour up to 4 hours Over 5 hours (until 10.00 pm) Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.00 5.00 0.10	SR SR SR	0.00% 10.00% 0.00%	0.00 0.50 0.00	61,000				
			Residents only- daily charge voucher scheme Residents only- maximum 40 daily vouchers	Discretionary	1-Apr-20 1-Apr-20	1.00 2.60	SR	0.00%	0.00					
		5,000	(c) ST MILDRED'S BAY, Westgate, 7am-10pm Linear after 1st hour Summer Season 1 April to 31 October Private motor cars Per hour up to 4 hours Over 5 hours (until 10.00 pm) Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.00 5.50 0.10	SR SR SR	0.00% 10.00% 0.00%	0.00 0.50 0.00	5,000				
			(d) BARNES CAR PARK, Westbrook, 7am-10pm Linear after 1st hour Summer Season 1 April to 31 October Private motor cars Per hour up to 4 hours Over 5 hours (until 10.00 pm) Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	Discretionary Discretionary	1-Apr-19 1-Apr-19 1-Apr-19	1.00 5.50 0.10	SR SR SR	0.00% 10.00% 0.00%	0.00 0.50 0.00	15,000				
			new new new	Discretionary Discretionary	1-Apr-21 1-Apr-21 1-Apr-21	1.00 5.50 0.10	SR SR							
			COACH PARKING VERE ROAD, Broadstairs 7am- 10pm JOSS BAY, Broadstairs 7am - 10pm MINNIS BAY, Birchington 7am - 10pm Summer Season 1 April to 31 October Up to 4 hours Over 4 hours and up to 15 hours (until 10.00 pm) Off Season 1st November to 31 March Per entry (up to 15 hour stay)	Discretionary Discretionary	1-Apr-19 1-Apr-19	12.00 24.00	SR SR	0.00% 0.00%	0.00 0.00	960 240 240				
			VERE ROAD, Broadstairs 7am - 10pm Up to 30 minutes (dropping off/picking up)	Discretionary	1-Apr-16	1.00	SR	0.00%	0.00					
			HGV's VERE ROAD, Broadstairs 7am - 10pm MINNIS BAY, Birchington 7am - 10pm Summer Season 1 April to 31 October Up to 4 hours	Discretionary	1-Apr-19	12.00	SR	0.00%	0.00	100				

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CHARGES 2020/2021	INC. VAT * [1]	ESTIMATED INCOME 2020/2021	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022
£		£				£			£	£
24.00	SR		Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-19	24.00	SR	0.00%	0.00	
		115,000	SEASON TICKETS							120,000
630.00	SR		(a) Annual	Discretionary	1-Apr-18	643	SR	2.06%	13.00	
480.00	SR		All Car Parks	Discretionary	1-Apr-18	490	SR	2.08%	10.00	
380.00	SR		All long term car parks only	Discretionary	1-Apr-17	388	SR	2.11%	8.00	
			Selected Car Parks							
390.00	SR		(b) Half Year	Discretionary	1-Apr-18	398	SR	2.05%	8.00	
300.00	SR		All Car Parks	Discretionary	1-Apr-17	306	SR	2.00%	6.00	
230.00	SR		All long term car parks only	Discretionary	1-Apr-18	235	SR	2.17%	5.00	
			Selected Car Parks							
80.00	SR		(c) Monthly	Discretionary	1-Apr-18	82	SR	2.50%	2.00	
70.00	SR		All Car Parks	Discretionary	1-Apr-18	72	SR	2.86%	2.00	
60.00	SR		All long term car parks only	Discretionary	1-Apr-18	62	SR	3.33%	2.00	
			Selected Car Parks							
42.00	SR	500	(d) Weekly	Discretionary	1-Apr-19	43	SR	2.38%	1.00	1,680
			All Car Parks							
			(e) Weekly Coach							
			Summer Season 1 April to 31 October							
90.00	SR		Verre Road, Joss Bay, Minnis Bay	Discretionary	1-Apr-19	92	SR	2.22%	2.00	
48.00	SR		Off Season 1st November to 31 March	Discretionary	1-Apr-19	49	SR	2.08%	1.00	
			Verre Road							
0	SR		Replacement Discs	Discretionary	11-Jun-15	0	SR	0.00%	0.00	
5.00	SR	1,000	Change of Registration	Discretionary	1-Apr-16	5	SR	0.00%	0.00	1,100
		174,720	FIXED PENALTY FINE - OFF STREET							180,000
			(Fixed by Central Government)							
70.00	NB		(a) Higher level penalty charge	Statutory	1-Apr-08	70.00	NB	0.00%	0.00	
35.00	NB		(b) Higher level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	35.00	NB	0.00%	0.00	
50.00	NB		(c) Lower level penalty charge	Statutory	1-Apr-08	50.00	NB	0.00%	0.00	
25.00	NB		(d) Lower level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	25.00	NB	0.00%	0.00	
			With effect from 31st March 2008							
		872,500	2. ON STREET PARKING							907,000
			On Charge Everyday							
1.50	NB		Maximum 2 hourly stay 9am - 6pm	Discretionary	1-Apr-19	1.6	NB	6.67%	0.10	
			Cecil Square, Margate							
	NB		Albert Terrace,	Discretionary	1-Apr-19					
			1st April to 31st October							
			£ per half hour for up to 2 hours							
			1st November to 31st March							
	NB		£ per half hour for up to 2 hours	Discretionary	1-Apr-19		NB			
2.50	NB	-	Minimum 1 hour charge 9am - 6pm	Discretionary	1-Apr-19	2.60	NB	4.00%	0.10	0
2.50	NB	-	Harbour Parade, Ramsgate	Discretionary	1-Apr-19	2.60	NB	4.00%	0.10	0
			Victoria Parade, Broadstairs							
			Maximum 2 hourly stay							
			Linear Charging Maximum 2 hourly stay 9am - 6pm							
			Albert Terrace, Margate	Discretionary						
			Albion Place, Ramsgate	Discretionary						
			Belvedere Road, Broadstairs	Discretionary						
			Birchington	Discretionary						
			Broad Street, Margate	Discretionary						
			Broad Street, Ramsgate	Discretionary						
			Brunswick Street, Ramsgate	Discretionary						
			Carlton Ave, Broadstairs	Discretionary						
			Cavendish Street, Ramsgate	Discretionary						
			Charlotte Street, Broadstairs	Discretionary						
			Cliff Street, Ramsgate	Discretionary						
			Fort Road, Margate	Discretionary						
			Hardres Street, Ramsgate	Discretionary						
			Hawley Square/Churchfields Place	Discretionary						
			High Street, Broadstairs	Discretionary						
			High Street, Margate	Discretionary						
			King Street, Ramsgate	Discretionary						
			Lloyd Road, Broadstairs	Discretionary						
			Lombard Street, Margate	Discretionary						
			Marine Drive, Margate	Discretionary						
			Marine Terrace, Margate	Discretionary						
			Mill Lane, Margate	Discretionary						
			Nelson Crescent, Ramsgate	Discretionary						
			New Cross Street, Margate	Discretionary						
			New Street, Margate	Discretionary						
			Northdown Road	Discretionary						
			Paragon, Ramsgate	Discretionary						
			Pierremont Avenue, Broadstairs	Discretionary						
			Prospect Terrace, Ramsgate	Discretionary						
			Queen Street, Ramsgate	Discretionary						
			Rose Hill, Ramsgate	Discretionary						
			Slion Hill, Ramsgate	Discretionary						
			Station Road, Birchington	Discretionary						
			Surrey Gardens, Birchington	Discretionary						

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2021/2022 £	
			The Parade, Margate	Discretionary							
			Union Crescent, Margate	Discretionary							
			Vere Road, Broadstairs	Discretionary							
			Wellington Crescent, Ramsgate	Discretionary							
			Westfield Road, Birchington	Discretionary							
			Woodford Court, Birchington	Discretionary							
			York Street, Broadstairs	Discretionary							
0.20	NB		10 minutes	Discretionary	1-Apr-19	0.20	NB	0.00%	0.00		
4.60	NB		2 hours	Discretionary	1-Apr-19	4.60	NB	0.00%	0.00		
0.10	NB		Each 10 minute slot thereafter rounded up to 10p upto 2 hours	Discretionary	1-Apr-19	0.10	NB	0.00%	0.00		
			9am - 6pm								
			Lawn Road, Broadstairs								
1.00	NB		Up to 1 hour	Discretionary	1-Apr-20	1.00	NB	0.00%	0.00		
2.00	NB		Up to 2 hours	Discretionary	1-Apr-20	2.00	NB	0.00%	0.00		
3.00	NB		Up to 3 hours	Discretionary	1-Apr-20	3.00	NB	0.00%	0.00		
4.00	NB		Up to 4 hours	Discretionary	1-Apr-20	4.00	NB	0.00%	0.00		
0.20	NB		10 Minutes	Discretionary	1-Apr-16	0.20	NB	0.00%	0.00		
0.10	NB		Each 10 minute slot thereafter rounded up to 10p upto 4 hours	Discretionary	1-Apr-19	0.10	NB	0.00%	0.00		
			10am - 6pm								
			Elmwood Avenue, Broadstairs								
1.00	NB		Up to 1 hour	Discretionary	20-Jul-19	1.00	NB	0.00%	0.00		
2.00	NB		Up to 2 hours	Discretionary	20-Jul-19	2.00	NB	0.00%	0.00		
3.00	NB		Up to 3 hours	Discretionary	20-Jul-19	3.00	NB	0.00%	0.00		
4.00	NB		Up to 4 hours	Discretionary	20-Jul-19	4.00	NB	0.00%	0.00		
5.00	NB		Over 4 hours and up to 24 hours	Discretionary	20-Jul-19	5.00	NB	0.00%	0.00		
			RESIDENTS PARKING								
		50,000	RESIDENTS PARKING PERMITS Annual Fee							55,000	
74.00	NB		Margate West zone	Discretionary	1-Apr-19	75.5	NB	2.03%	1.50		
74.00	NB		Belmont Road Broadstairs	Discretionary	1-Apr-19	75.5	NB	2.03%	1.50		
74.00	NB		Addington Road Margate	Discretionary	1-Apr-19	75.5	NB	2.03%	1.50		
74.00	NB		Birchington	Discretionary	1-Apr-19	75.50	NB	2.03%	1.50		
74.00	NB		Victoria Parade, Broadstairs	Discretionary	1-Apr-19	75.50	NB	2.03%	1.50		
74.00	NB		Madeira	Discretionary	1-Apr-19	75.50	NB	2.03%	1.50		
			Margate Old Town	Discretionary	1-Apr-19	75.50	NB				
			Ramsgate Harbour	Discretionary	1-Apr-19	75.50	NB				
		14,000	RESIDENTS PARKING AREAS							15,000	
3.60	NB		Daily visitors vouchers	Discretionary	1-Apr-19	3.70	NB	2.78%	0.10		
2.60	NB		Daily visitors vouchers purchased in bulk (20 at a time, maximum 100)	Discretionary	1-Apr-19	2.70	NB	3.85%	0.10		
415.00	NB		Commercial premises sited in residential areas - per permit	Discretionary	1-Apr-19	425	NB	2.41%	10.00		
21.00	NB		Motorcycle permits	Discretionary	1-Apr-19	21.50	NB	2.38%	0.50		
0	NB		Replacement Permit	Discretionary	11-Jun-15	0	NB	0.00%	0.00		
5.00	NB		Change of registration	Discretionary	1-Apr-16	5.00	NB	0.00%	0.00		
		172,000	FIXED PENALTY FINE - ON STREET							175,000	
		428,000	(Fixed by Central Government)							430,000	
70.00	NB		Higher level penalty charge	Statutory	1-Apr-08	70.00	NB	0.00%	0.00		
35.00	NB		Higher level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	35.00	NB	0.00%	0.00		
50.00	NB		Lower level penalty charge	Statutory	1-Apr-08	50.00	NB	0.00%	0.00		
25.00	NB		Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	Statutory	1-Apr-08	25.00	NB	0.00%	0.00		
		15,000	DECRIMINALISATION							15,000	
500.00	NB		ANNUAL DISPENSATION								
			Utility Companies	Discretionary	1-Apr-19	500.00	NB	0.00%	0.00		
76.00	NB		Professional Community Services	Discretionary	1-Apr-19	76.00	NB	0.00%	0.00		
25.00	NB		Voluntary Community Services	Discretionary	11-Jun-12	25.00	NB	0.00%	0.00		
5.00	NB		Change of registration	Discretionary	1-Apr-16	5.00	NB	0.00%	0.00		
120.00			Commercial Users	Discretionary	1-Apr-19	120.00	NB	0.00%	0.00		
		1,500	WEEKLY WAIVER							1,500	
45.00	NB		Builders	Discretionary	1-Apr-19	46	NB	2.22%	1.00		
			OTHER								
35.00	NB	100	Cones - Out of Hours Use/Less than 7 days notice/Lost Cones	Discretionary	1-Apr-19	36	NB	2.86%	1.00	0	
20.00			More than 7 days notice	Discretionary	1-Apr-19	21	NB	5.00%	1.00		
70.00	NB	2,000	Suspension of Bay - Administration Fee	Discretionary	1-Apr-17	72	NB	2.86%	2.00	3,000	
200.00		400	Abandoned Vehicles	Discretionary	1-Apr-19	204	NB	2.00%	4.00	200	
120.00			Early payment 7 days	Discretionary	1-Apr-19	122	NB	1.67%	2.00		
300.00		600	Dog Bone Installation	Discretionary	1-Apr-20	300	NB			3,600	
100.00			Dog Bone Remark	Discretionary	1-Apr-20	100.00	NB				
250.00	NB	1,000	DISABLED PERSONS BAY - set by KCC	Discretionary	1-Apr-10	250.00	NB	0.00%	0.00	2,000	
			MOBILE DISPLAYS - set by KCC								
150.00	NB		Weekly Charge	Discretionary	1-Apr-15	150.00	NB	0.00%	0.00		
30.00	NB		Day Charge	Discretionary	1-Apr-15	30.00	NB	0.00%	0.00		
75.00	NB	1,000	Additional Weeks	Discretionary	1-Apr-20	75.00	NB	0.00%	0.00	1,000	
			3. DISTRICT HIGHWAYS ACTIVITIES								

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £				
150.00	NB	2,700	ROAD CLOSURES (Street Fairs)	Discretionary	1-Apr-20	160	NB	6.67%	10.00	2,800				
4. CREMATORIUM														
CREMATION FEE														
0.00	EX		Child - stillborn including medical referee (claim from CFF only)		1-Apr-19	359.68	EX		359.68					
55.00	EX		Body Parts (med ref to be added)		1-Apr-17	55.00	EX	0.00%	0.00					
			Child - 5 - 9 years including medical referee (claim from CFF only)	new		494.56								
			Child - 10 - 17 years including medical referee (claim from CCF only)	new		629.44								
0.00	EX		Person 12-17 years	new	1-Apr-19	0.00	EX							
754.00	EX	1,205,000	Person over 18 years (after 10am) -use of chapel for 30 minutes	Statutory	1-Apr-20	760.00	EX	0.80%	6.00	1,216,000				
535.00	EX		Person over 18 years (before 10am) - use of chapel for 20 minutes		1-Apr-20	536.00	EX	0.19%	1.00					
435.00	EX		Direct cremation service		1-Apr-20	435.00	EX	0.00%	0.00					
26.00	EX	42,600	Medical Referee		1-Apr-19	26.25	EX	0.96%	0.25	43,000				
105.00	EX	172,000	Environmental Surcharge (additional to adult cremation fee)	Statutory	1-Apr-20	107.00	EX	1.90%	2.00	175,000				
ADDITIONAL CHARGES - CREMATORIUM														
460.00	EX		Weekend service (by request only and in addition to cremation fee) by the funeral director		1-Apr-19	470.00	EX	2.17%	10.00					
125.00	EX	12,900	Additional chapel hire - total 1 hour in chapel		1-Apr-20	128.00	EX	2.40%	3.00	15,000				
175.00	EX		Service Overrun in excess of 35 minutes (20 minutes for 9.00 and 9.30 services)		1-Apr-20	190.00	EX	8.57%	15.00					
WESLEY MUSIC SYSTEM														
5.90	EX		Wesley music system (mandatory payment with all adult cremations)		1-Apr-20	5.95	EX	0.85%	0.05					
80.00	SR	6,500	Webcasting of Service		1-Apr-20	80.00	SR	0.00%	0.00	7,000				
50.00	SR		CD recording of service		1-Apr-17	50.00	SR	0.00%	0.00					
30.00	SR		Additional copy of CD		1-Apr-19	30.00	SR	0.00%	0.00					
WESLEY VISUAL TRIBUTE														
9.00	SR		Minute of video		1-Apr-19	10.50	SR	16.67%	1.50					
55.00	SR		2-16 photos		1-Apr-20	56.25	SR	2.27%	1.25					
65.00	SR		17-25 photos		1-Apr-20	66.00	SR	1.54%	1.00					
100.00	SR		26-50 photos		1-Apr-19	102.00	SR	2.00%	2.00					
26.00	SR		1 holding image during the service		1-Apr-20	26.00	SR	0.00%	0.00					
72.00	SR		DVD recording of service		1-Apr-19	72.00	SR	0.00%	0.00					
30.00	SR		Additional copy of DVD		1-Apr-19	30.00	SR	0.00%	0.00					
28.00	SR		DVD of the tribute only		1-Apr-19	28.00	SR	0.00%	0.00					
108.00	SR		DVD recording of the service including the tribute		1-Apr-19	108.00	SR	0.00%	0.00					
			Late tribute fee		1-Apr-19		SR							
			Temp webcast fee			35								
DISPOSAL OF CREMATED REMAINS														
			Scatter of ashes in crematorium grounds			free		0.00%	0.00					
			Supply of container for release			free		0.00%	0.00					
78.50	SR		Memorial plaque in scattering area 1 year lease		1-Apr-18	80	SR	1.91%	1.50					
190.00	SR		Memorial plaque in scattering area 3 year lease		1-Apr-18	195	SR	2.63%	5.00					
MEMORIAL PLAQUES IN CHILDRENS AREA														
150.00	SR		Plaque purchase and five year lease		1-Apr-20	150.00	SR	0.00%	0.00					
70.00	SR		Plaque purchase and one year lease		1-Apr-20	70.00	SR	0.00%	0.00					
Garden of rest Thanet Crematorium														
395.00	EX	24,000	Exclusive right of plot for the interment of ashes in caskets or urns (50 years)		1-Apr-20	410.00	EX	3.80%	15.00	25,000				
570.00	EX		Exclusive right of plot for the interment of ashes in caskets or urns (75 years)		1-Apr-20	590.00	EX	3.51%	20.00					
165.00	NB	25,000	Interment of ashes in caskets or urns		1-Apr-20	170.00	NB	3.03%	5.00	20,000				
176.00	NB		Interment of ashes in caskets or urns from other crematoria		1-Apr-20	182.00	NB	3.41%	6.00					
25.75	NB	800	Copy of deed		1-Apr-20	26.50	NB	2.91%	0.75	1,000				
51.00	EX	6,600	Transfer of EROB (in accordance with Probate)		1-Apr-20	52.50	EX	2.94%	1.50	7,000				
68.00	EX		Transfer of EROB (additional transfer after Probate)		1-Apr-19	70.00	EX	2.94%	2.00					
70.00	EX		Transfer of EROB (with Statutory Declaration)		1-Apr-19	72.00	EX	2.86%	2.00					
70.00	EX		Assignment of EROB Living owners		1-Apr-18	72.00	EX	2.86%	2.00					
Garden of Rest Memorial Thanet Crematorium														
145.00	EX	10,500	Right to erect memorial		1-Apr-20	150.00	EX	3.45%	5.00	12,000				
184.00	EX		Right to erect memorial spanning two plots		1-Apr-20	190.00	EX	3.26%	6.00					
75.00	NB	4,750	Right to add Additional Inscription, Vase or Memorial under 12" tall (GoR)		1-Apr-20	77.50	NB	3.33%	2.50	5,000				
30.75	SR		Memorial Inspection Fee		1-Apr-20	31.50	SR	2.44%	0.75					
20.00	NB	1,200	Temporary number stone		1-Apr-20	22.00	NB	10.00%	2.00	1,500				
Garden of Rest Ramsgate Cemetery														
350.00	EX		Exclusive right of burial for the interment of ashes in caskets or urns (50 years)		1-Apr-20	355.00	EX	1.43%	5.00	3,000				
480.00	EX		exclusive right of burial for the interment of ashes in caskets or urns (75 years)		1-Apr-20	485.00	EX	1.04%	5.00					
153.00	NB		Interment of ashes in caskets or urns		1-Apr-20	155.00	NB	1.31%	2.00					
160.00	NB		Interment of ashes in caskets or urns from other crematoria		1-Apr-17	165.00	NB	3.13%	5.00					
25.75	NB		Copy of deed		1-Apr-20	26.50	NB	2.91%	0.75					
51.00	EX		Transfer of EROB (in accordance with Probate)		1-Apr-20	52.50	EX	2.94%	1.50					
68.00	EX		Transfer of EROB (additional transfer after Probate)		1-Apr-19	70.00	EX	2.94%	2.00					
70.00	EX		Transfer of EROB (with Statutory Declaration)		1-Apr-19	72.00	EX	2.86%	2.00					
70.00	EX		Assignment of EROB Living owners		1-Apr-18	72.00	EX	2.86%	2.00					
Garden of Rest Memorial Ramsgate Cemetery														
134.00	NB		Right to erect memorial		1-Apr-20	136.00	NB	1.49%	2.00	1,000				
177.50	NB		Right to erect memorial spanning two plots		1-Apr-20	180.00	NB	1.41%	2.50					
68.00	NB		Right to add Additional Inscription, Vase or Memorial under 12" tall (GoR)		1-Apr-20	69.00	NB	1.47%	1.00					
27.50	SR	5,000	Memorial Inspection Fee		1-Apr-17	28.00	SR	1.82%	0.50					
20.00	NB		Temporary number stone		1-Apr-20	22.00	NB	10.00%	2.00					
			Woodlands											
205.00	EX	2,500	Exclusive right of burial (25 years)		1-Apr-20	210.00	EX	2.44%	5.00	2,500				
108.50	NB		Interment		1-Apr-20	112.00	NB	3.23%	3.50					

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117.00	NB		Interment in urn from other crematoria		1-Apr-20	120.00	NB	2.56%	3.00			
20.00	NB		Temporary number stone		1-Apr-20	22.00	NB	10.00%	2.00			
75.00	NB		Memorial application (under 12")		1-Apr-20	77.50	NB	3.33%	2.50			
51.00	EX		Transfer of EROB (in accordance with Probate)		1-Apr-20	52.50	EX	2.94%	1.50			
68.00	EX		Transfer of EROB (additional transfer after Probate)		1-Apr-19	70.00	EX	2.94%	2.00			
70.00	EX		Transfer of EROB (with Statutory Declaration)		1-Apr-19	72.00	EX	2.86%	2.00			
70.00	EX		Assignment of EROB Living owners		1-Apr-18	72.00	EX	2.86%	2.00			
26.00	NB	600	Copy of deed		1-Apr-20	26.50	NB	1.92%	0.50	600		
	EX		Topping up of burial rights (not available until only 20 years remaining starting 2021 - 2022)	new	1-Apr-17	40	EX					
at cost + 30% +VAT			Forwarding ashes within Great Britain (including postage, packing & approved container)	Discretionary		at cost + 30% +VAT						
112.00	EX	1,500	Disposal of ashes from other crematoria (for scatter or auger plot)	Discretionary	1-Apr-20	116.00	EX	3.57%	4.00	1,600		
165.00			Woodlands plots for cremated remains at Ramsgate Cemetery									
108.50			Exclusive right of burial (25 years)		1-Apr-20	165.00	EX	0.00%				
117.00			Interment		1-Apr-20	108.50	NB	0.00%				
20.00			Interment in urn from other crematoria		1-Apr-20	117.00	NB	0.00%				
75.00			Temporary number stone		1-Apr-20	20.00	NB	0.00%				
75.00			Memorial application (under 12")		1-Apr-20	75.00	NB	0.00%				
10.00	NB		Copy of green registrar's certificate		1-Apr-17	10.00	NB	0.00%	0.00			
10.00	NB		Copy of cremated remains certificate		1-Apr-17	10.00	NB	0.00%	0.00			
23.50	SR	800	Family history searches		1-Apr-20	25.00	SR	6.38%	1.50	800		
108.50	NB	14,000	Auger Plot - interment of ashes	Discretionary	1-Apr-20	112.00	NB	3.23%	3.50	15,000		
117.00	NB		Auger interments and scatters from other crematoria		1-Apr-20	120.00	NB	2.56%	3.00			
46.25	EX		Permission for auger marker		1-Apr-20	48.00	EX	3.78%	1.75			
			Roses									
350.00	SR		Individual rose with granite style marker 10 year lease		1-Apr-17	355.00	SR	1.43%	5.00	2,000		
400.00	SR		Standard rose with granite style marker 10 year lease		1-Apr-17	410.00	SR	2.50%	10.00			
	SR		Renewal of lease Individual rose for 10 years		1-Apr-17		SR	0.00%	0.00			
	SR		Renewal of lease standard rose for 10 years		1-Apr-17		SR	0.00%	0.00			
350.00	SR		Mature Tree (interment only) + granite style marker 10 year lease		1-Apr-17	355.00	SR	1.43%	5.00			
	SR		Renewal of lease (every 10 years)		1-Apr-17		SR	0.00%	0.00			
95.00	NB		Weekend cremated remains interment - usual fee +		1-Apr-20	98.00	NB	3.16%	3.00			
			Inscription in books of remembrance									
73.00	SR	11,000	Two lines	Discretionary	1-Apr-20	75.00	SR	2.74%	2.00	12,000		
31.00	SR		Each additional line	Discretionary	1-Apr-20	32.50	SR	4.84%	1.50			
18.00			Pin for electronic book		1-Apr-19	18.50	SR	2.78%	0.50			
36.00			First additional page for electronic book		1-Apr-19	36.50	SR	1.39%	0.50			
30.00			Additional pages for electronic book of remembrance (maximum 3)		1-Apr-19	30.50	SR	1.67%	0.50			
		1,700	Memorial plaques							2,000		
194.00	SR		Purchase and Lease for 5 years	Discretionary	1-Apr-20	200.00	SR	3.09%	6.00			
102.00	SR		Purchase and Lease for 1 year		1-Apr-20	105.00	SR	2.94%	3.00			
162.00	EX	8,000	Existing plaque - renewal per five years		1-Apr-20	165.50	EX	2.16%	3.50	9,000		
45.50	EX		Existing plaque - renewal per 1 year	Discretionary	1-Apr-20	46.50	EX	2.20%	1.00			
			Memorial Bench Plaque (when available) - Lease of space for 5 years									
500.00	SR		Purchase and lease for 5 years		1-Apr-17	520.00	SR	4.00%	20.00			
190.00	SR		Purchase and lease for 1 year		1-Apr-17	198.00	SR	4.21%	8.00			
280.00	EX		Existing plaque - renewal per five years		1-Aug-16	292.00	EX	4.29%	12.00			
75.00	EX		Existing plaque - renewal per ONE year		1-Apr-17	78.00	EX	4.00%	3.00			
87.00	SR		Miniature books of remembrance		1-Apr-20	90.00	SR	3.45%	3.00			
36.50	SR		Memorial cards (folded)	Discretionary	1-Apr-20	38.00	SR	4.11%	1.50			
36.50	SR		Memorial cards (unfolded)	Discretionary	1-Apr-20	38.00	SR	4.11%	1.50			
20.00	SR		Photographic Images in miniature books or folded memorial cards per order		1-Apr-17	20.50	SR	2.50%	0.50			
8.00	SR		plus for each print		1-Apr-17	8.25	SR	3.13%	0.25			
52.00	SR		Floral illustration	Discretionary	1-Apr-20	55.00	SR	5.77%	3.00			
72.75	SR		All other illustrations (badges, crests etc.)	Discretionary	1-Apr-20	75.00	SR	3.09%	2.25			
30.00	SR		Hymn book dedication	Discretionary	1-Apr-11	32.00	SR	6.67%	2.00			
5. CEMETERIES												
MARGATE CEMETERY												
87.00	EX	3,700	Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding NVF and contracted funerals)	Discretionary	1-Apr-20	90.00	EX	3.45%	3.00	4,200		
		44,000	Purchase of exclusive right of burial							45,000		
815.00	EX		Adult 50 Year EROB	Statutory	1-Apr-20	835.00	EX	2.45%	20.00			
1,060.00	EX		Adult 75 Year EROB		1-Apr-20	1,085.00	EX	2.36%	25.00			
1,630.00	EX		Non Thanet Resident 50 year EROB	Discretionary	1-Apr-20	1,680.00	EX	3.07%	50.00			
2,120.00	EX		Non Thanet Resident 75 year EROB		1-Apr-20	2,180.00	EX	2.83%	60.00			
175.00	EX		Child under 12 years		1-Apr-15	178.00	EX	1.71%	3.00			
26.00	NB		Copy of Deed		1-Apr-20	26.50	NB	1.92%	0.50			

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
51.00	EX	1,800	Assignment of EROB (in accordance with Probate)	Discretionary	1-Apr-20	52.50	EX	2.94%	1.50	2,000	
68.00	EX		Assignment of EROB (additional transfer after Probate)	Discretionary	1-Apr-19	70.00	EX	2.94%	2.00		
70.00	EX		Assignment of EROB Living Owners	Discretionary	1-Apr-19	72.00	EX	2.86%	2.00		
70.00	EX		Assignment of EROB (with statutory declaration)		1-Apr-18	72.00	EX	2.86%	2.00		
		101,000	Interment - adult - pre-purchased grave only - hand or mechanically dug First interment (virgin graves only max 10ft)							103,000	
1,400.00	NB				1-Apr-20	1,440.00	NB	2.86%	40.00		
860.00	NB		4ft 3" grave	Statutory	1-Apr-20	878.00	NB	2.09%	18.00		
1,070.00	NB		6 ft grave	Statutory	1-Apr-20	1,095.00	NB	2.34%	25.00		
1,285.00	NB		8 ft grave	Statutory	1-Apr-20	1,322.00	NB	2.88%	37.00		
155.00	NB		Body Parts	Statutory	1-Apr-17	155.00	NB	0.00%	0.00		
112.00	NB	9,500	Environmental surcharge (over 18 only)		1-Apr-20	115.00	NB	2.68%	3.00	12,000	
0.00	NB		Interment - single depth n/f	Statutory	1-Apr-19	0.00	NB	0.00%	0.00		
			stillborn to 4 years			397.20					
			5 to 9 years			546.15					
			10 to 17 years			695.10					
20.00	NB	1,200	Temporary number stone	Discretionary	1-Apr-20	22.00	NB	10.00%	2.00	1,500	
175.00	NB	2,800	Cremated remains - per interment	Discretionary	1-Apr-20	180.00	NB	2.86%	5.00	3,000	
Burial fee + 30%	NB		Exhumation - burial charge +70% + vat where applicable	Discretionary		Burial fee + 70%	NB	0.00%	0.00		
			Miscellaneous charges								
515.00	NB		Additional charge for interment at weekends or public holidays [NOTE : per 3 hours, minimum charge is for 3 hours]	Discretionary	1-Apr-19	550.00	NB	6.80%	35.00		
350.00	NB		Additional charge for interment at less than 3 working days' notice	Discretionary	1-Apr-19	360.00	NB	2.86%	10.00		
75.00	NB		Late funerals - each 15 minutes delay	Discretionary	1-Apr-16	77.00	NB	2.67%	2.00		
23.50	SR		Family Search fee	Discretionary	1-Apr-20	25.00	SR	6.38%	1.50		
			Memorial Fees								
185.00	EX	17,000	Cemetery Headstone Memorial (Adult) (not exceeding 4ft)	Discretionary	1-Apr-20	190.00	EX	2.70%	5.00	18,000	
220.00	EX		Cemetery Headstone Memorial (Adult) (not exceeding 5ft)		1-Apr-20	225.00	EX	2.27%	5.00		
290.00	EX		Cemetery Headstone Memorial (Adult) (not exceeding 6ft)		1-Apr-20	297.00	EX	2.41%	7.00		
290.00	EX		Kerb Surround - single (Adult)	Discretionary	1-Apr-20	297.00	EX	2.41%	7.00		
430.00	EX		Kerb Surround - double (Adult)	Discretionary	1-Apr-20	440.00	EX	2.33%	10.00		
120.00	EX		Cemetery Headstone Memorial (Child's)	Discretionary	1-Apr-15	122.00	EX	1.67%	2.00		
120.00	EX		Kerb Surround (Child's)	Discretionary	1-Apr-15	122.00	EX	1.67%	2.00		
75.00	NB	3,000	Additional Inscription, Vase or Memorial under 12" tall	Discretionary	1-Apr-20	77.50	NB	3.33%	2.50	3,500	
80.00	EX		Landing memorials		1-Apr-18	85.00	EX	6.25%	5.00		
31.00	SR		Memorial Inspection Fee	Discretionary	1-Apr-20	31.50	SR	1.61%	0.50		
115.00	EX		Replacement of existing memorial		1-Apr-20	117.00	EX	1.74%	2.00		
			RAMSGATE CEMETERY								
80.00	EX	2,300	Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding N/VF and contracted funerals)	Discretionary	1-Apr-20	82.00	EX	2.50%	2.00	2,500	
			Purchase of exclusive right of burial								
735.00	EX	22,000	Adult 50 year EROB	Statutory	1-Apr-20	745.00	EX	1.36%	10.00	23,000	
980.00	EX		Adult 75 year EROB		1-Apr-20	990.00	EX	1.02%	10.00		
1,470.00	EX		Non Thanet Resident 50 Year EROB	Discretionary	1-Apr-20	1,490.00	EX	1.36%	20.00		
1,960.00	EX		Non Thanet Resident 75 Year EROB		1-Apr-20	1,980.00	EX	1.02%	20.00		
175.00	EX		Child under 12 years		1-Apr-15	178.00	EX	1.71%	3.00		
25.50	NB	1,700	Copy of Deed		1-Apr-20	26.50	NB	3.92%	1.00	1,700	
51.00	EX		Assignment of EROB (in accordance with Probate)	Discretionary	1-Apr-20	52.50	EX	2.94%	1.50		
68.00	EX	1,800	Assignment of EROB (additional transfer after Probate)	Discretionary	1-Apr-19	70.00	EX	2.94%	2.00	1,800	
70.00	EX		Assignment of EROB Living Owners	Discretionary	1-Apr-19	72.00	EX	2.86%	2.00		
70.00	EX		Assignment of EROB (with statutory declaration)		1-Apr-19	72.00	EX	2.86%	2.00		
			Interment - adult - pre-purchased grave only - hand or mechanically dug First interment (virgin graves only max 10ft)								
1,340.00	NB				1-Apr-20	1,365.00	NB	1.87%	25.00		
805.00	NB	35,000	4ft 3" grave	Statutory	1-Apr-20	815.00	NB	1.24%	10.00	38,000	
1,009.00	NB		6 ft grave	Statutory	1-Apr-20	1,025.00	NB	1.59%	16.00		
1,223.00	NB		8 ft grave	Statutory	1-Apr-20	1,240.00	NB	1.39%	17.00		
155.00	NB		Body Parts	Statutory	1-Apr-17	155.00	NB	0.00%	0.00		
110.00	NB	5,000	Environmental surcharge (over 18 only)		1-Apr-15	112.50	NB	2.27%	2.50	5,000	
0.00	NB		Interment - single depth n/f	Statutory	1-Apr-19	0.00	NB		0.00		
			stillborn to 4 years			371.00					
			5 to 9 years			512.13					
			10 to 17 years			649.25					
			Interment - adult - general grave [NOTE: only available at Ramsgate Cemetery]								
800.00	NB		Per interment	Statutory	1-Apr-16	800.00	NB	0.00%	0.00		
20.00	NB	1,300	Temporary number stone	Discretionary	1-Apr-20	22.00	NB	10.00%	2.00	1,300	
175.00	NB	3,500	Cremated remains - per interment	Discretionary	1-Apr-20	180.00	NB	2.86%	5.00	3,500	
Burial charge + 30%	NB		Exhumation - burial charge +70% + vat where applicable	Discretionary		Burial charge + 70%	NB	0.00%	0.00		

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
			Miscellaneous charges								
490.00	NB		Additional charge for interment at weekends or public holidays [NOTE : per 3 hours, minimum charge is for 3 hours]	Discretionary	1-Apr-19	525.00	NB	7.14%	35.00		
340.00	NB		Additional charge for interment at less than 3 working days' notice	Discretionary	1-Apr-19	360.00	NB	5.88%	20.00		
75.00	NB		Late funerals - each 15 minutes delay	Discretionary	1-Apr-16	75.00	NB	0.00%	0.00		
23.50	SR		Family Search fee	Discretionary	1-Apr-20	25.00	SR	6.38%	1.50		
			Memorial Fees								
185.00	EX	10,500	Cemetery Headstone Memorial (Adult) (not exceeding 4ft)	Discretionary	1-Apr-20	190.00	EX	2.70%	5.00	12,000	
220.00	EX		Cemetery Headstone Memorial (Adult) (not exceeding 5ft)		1-Apr-20	225.00	EX	2.27%	5.00		
290.00	EX		Cemetery Headstone Memorial (Adult) (not exceeding 6ft)		1-Apr-20	297.00	EX	2.41%	7.00		
290.00	EX		Kerb Surround - single (Adult)	Discretionary	1-Apr-20	297.00	EX	2.41%	7.00		
430.00	EX		Kerb Surround - double (Adult)	Discretionary	1-Apr-20	440.00	EX	2.33%	10.00		
120.00	EX		Cemetery Headstone Memorial (Child's)	Discretionary	1-Apr-15	122.00	EX	1.67%	2.00		
120.00	EX		Kerb Surround (Child's)	Discretionary	1-Apr-15	122.00	EX	1.67%	2.00		
75.00	NB	1,800	Additional Inscription, Vase or Memorial under 12" tall	Discretionary	1-Apr-20	77.50	NB	3.33%	2.50	1,800	
80.00	EX		Landing memorials		1-Apr-18	85.00	EX	6.25%	5.00		
31.00	SR	4,000	Memorial Inspection Fee	Discretionary	1-Apr-20	31.50	SR	1.61%	0.50	4,000	
115.00	EX		Replacement of existing memorial		1-Apr-20	117.00	EX	1.74%	2.00		
										0	
		112,050	6. COMMERCIAL WASTE							112,050	
			Priced per lift. ad hoc collections or contracted price remains same.								
	P.O.A		1100L Refuse bin per collection				P.O.A	NB			
	P.O.A		1100L mixed recycling bin per collection				P.O.A	NB			
	P.O.A		1100L paper and card bin per collection				P.O.A	NB			
	P.O.A		240L Refuse bin per collection				P.O.A	NB			
	P.O.A		240L mixed recycling bin per collection				P.O.A	NB			
	P.O.A		240L paper and card bin per collection				P.O.A	NB			
	P.O.A		Refuse sack per collection				P.O.A	NB			
	P.O.A		Mixed recycling sack per collection				P.O.A	NB			
	P.O.A		Paper and card sack per collection				P.O.A	NB			
			OTHER COMMERCIAL SERVICES								
	P.O.A		Mechanical sweeping of private land		1-Apr-20		P.O.A	NB			
			CLINICAL WASTE								
		20,000	Clinical Waste Collection							20,000	
			7. BULKY WASTE COLLECTIONS								
25.50	NB	42,000	Charge including collection of up to 5 items or up to 15 black sacks of household waste		1-Apr-19	26.00	NB	1.96%	0.50	48,000	
25.50	NB		Fridge Freezers		1-Apr-19	26.00	NB	1.96%	0.50		
25.50	NB	2,730	Three piece suite/ large furniture item		1-Apr-19	26.00	NB	1.96%	0.50	2,800	
			All collections made on a number of items basis, no discounts offered for half or full loads.								
			All collections priced as to be made from the ground floor at the front of property.								
5.00			Cancellation fee of £5 to be deducted from refund when a collection is cancelled.		1-Apr-20	5.00					
			8. GREEN GARDEN WASTE COLLECTION								
35.00	NB	21,800	Hire charge for wheeled bin: One-off charge for wheeled bin (non-refundable)		1-Apr-18	35.00	NB	0.00%	0.00	21,800	
52.00	NB	564,500	Collection charges - for collections until end of March		1-Apr-20	53.00	NB	1.92%	1.00	575,050	
			9. REFUSE BINS								
		21,230	New Developments							21,230	
			Waste								
38.00	NB		Black 180Ltr Waste Bin		1-Apr-18	38.00	NB	0.00%	0.00		
55.00	NB		Black 360Ltr Waste Bin - plastic		1-Apr-18	55.00	NB	0.00%	0.00		
300.00	NB		Black 660 Ltr Waste Bin - metal		1-Apr-18	300.00	NB	0.00%	0.00		
325.00	NB		Black 940Ltr Chamberlain Bin - metal		1-Apr-18	325.00	NB	0.00%	0.00		
425.00	NB		Black 1280Ltr Waste Bin - metal		1-Apr-18	425.00	NB	0.00%	0.00		
10.00	NB		Seagull Sack		1-Apr-17	10.00	NB	0.00%	0.00		
			Recycling								
9.00	NB		Food Bin (Brown)		1-Apr-17	9.00	NB	0.00%	0.00		
8.00	NB		Kitchen Caddy (silver)		1-Apr-17	8.00	NB	0.00%	0.00		
8.00	NB		Red Sack		1-Apr-17	8.00	NB	0.00%	0.00		
9.50	NB		Blue Mixed Recycling Box		1-Apr-17	9.50	NB	0.00%	0.00		
48.00	NB		Red or Blue 240Ltr Mixed Recycling Bin		1-Apr-18	48.00	NB	0.00%	0.00		
55.00	NB		Red or Blue 360 Ltr Bin - plastic		1-Apr-18	55.00	NB	0.00%	0.00		
300.00	NB		Red or Blue 660 Ltr Bin - metal		1-Apr-18	300.00	NB	0.00%	0.00		
425.00	NB		Red or Blue 1280Ltr Bin - Metal		1-Apr-18	425.00	NB	0.00%	0.00		
38.00	NB		Food 180 Ltr Bin		1-Apr-18	38.00	NB	0.00%	0.00		
150.00	NB		Launch Pack for Standard Properties (180Ltr Black, 240Ltr Blue, 240Ltr Red, Food Bin, Kitchen Caddy)		1-Apr-18	150.00	NB	0.00%	0.00		
110.00	NB		Launch Pack for Standard Properties (180Ltr Black, 240Ltr Blue, Red Sack, Food Bin, Kitchen Caddy)		1-Apr-18	110.00	NB	0.00%	0.00		

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50.00	NB		Launch Pack Non Standard Properties (Seagull Sack, Blue Box, Red Sack, Food Bin, Kitchen Caddy)		1-Apr-18	50.00	NB	0.00%	0.00	
			Replacement bins - including Delivery							
			Waste							
38.00	NB	8,000	Black 180Ltr Waste Bin		1-Apr-18	38.00	NB	0.00%	0.00	8,000
55.00	NB	500	Black 360Ltr Waste Bin -plastic		1-Apr-18	55.00	NB	0.00%	0.00	500
300.00	NB		Black 660Ltr Waste Bin - metal		1-Apr-18	300.00	NB	0.00%	0.00	
325.00	NB		Black 940Ltr Chamberlain Bin - metal		1-Apr-18	325.00	NB	0.00%	0.00	
425.00	NB	420	Black 1280Ltr Waste Bin = metal		1-Apr-18	425.00	NB	0.00%	0.00	420
10.00	NB	2,500	Seagull Sack		1-Apr-17	10.00	NB	0.00%	0.00	2,500
			Recycling							
9.00	NB		Food Bin (Brown)		1-Apr-17	9.00	NB	0.00%	0.00	
8.00	NB		Kitchen Caddy (silver)		1-Apr-17	8.00	NB	0.00%	0.00	
8.00	NB	10,000	Red Sack		1-Apr-17	8.00	NB	0.00%	0.00	10,000
9.50	NB		Blue Mixed Recycling Box		1-Apr-17	9.50	NB	0.00%	0.00	
48.00	NB	12,000	Red or Blue 240Ltr Mixed Recycling Bin		1-Apr-18	48.00	NB	0.00%	0.00	12,000
55.00	NB	1,580	Red or Blue 360 Ltr Bin - plastic		1-Apr-18	55.00	NB	0.00%	0.00	1,580
300.00	NB		Red or Blue 660 Ltr Bin - metal		1-Apr-18	300.00	NB	0.00%	0.00	
425.00	NB		Red or Blue 1280Ltr Bin - Metal		1-Apr-18	425.00	NB	0.00%	0.00	
38.00	NB		Food 180 Ltr Bin		1-Apr-18	38.00	NB	0.00%	0.00	
			10. STREET CLEANSING							
			Provision of Litter Bins for Events							
			Delivery & collection combined							
10.00	SR	1,250	Price per lift per bin-240L wheeled bin		1-Apr-19	10.00	SR			1,250
30.00	SR	2,250	Price per lift per bin-1100L wheeled bin		1-Apr-19	30.00	SR			2,250
			Provision of Street Cleaning for Events							
			Cleansing Operative							
20.90	SR	1,010	7.5t Driver		1-Apr-18	21.32	SR	2.00%	0.42	1,010
22.21	SR	530	HGV Driver		1-Apr-18	22.65	SR	2.00%	0.44	530
23.59	SR	570	Supervisor		1-Apr-18	24.06	SR	2.00%	0.47	570
30.80	SR	740	Supervisor		1-Apr-18	31.42	SR	2.00%	0.62	740
			Rates are per hour Monday - Friday							
			Saturday Hourly rate x 1 1/2							
			Sunday Hourly rate x 2							
			11. PUBLIC CONVENIENCES							
			Additional Opening hours outside schedule							
11.62	SR		£11.62 per operative per hour			11.85	SR			
			Rates are per hour Monday - Friday, - After 9pm Hourly rate x1 1/2							
			Saturday Hourly rate x 1 1/2							
			Sunday Hourly rate x 2							
			12. ALLOTMENTS							
4.68	NB	11,660	25sq metres, per annum (Payable on 1st October)		1-Apr-19	4.68	NB	0.00%	0.00	11,660
29.10	NB		Minimum charge per plot		1-Apr-19	29.10	NB	0.00%	0.00	
1.07	NB		Water charge per 25 sq meters		1-Apr-19	1.07	NB	0.00%	0.00	
			13. ENFORCEMENT							
			LITTERING							
100.00	NB	4,000	Of public places	statutory	1-Apr-19	100.00	NB	0.00%	0.00	2,400
			GRAFFITI & FLY-POSTING							
100.00	NB	600	Of public places	statutory	1-Apr-19	100.00	NB	0.00%	0.00	200
70.00	NB		Early Payment (Within 10 days)	statutory	1-Apr-19	70.00	NB	0.00%	0.00	
			STRAY DOGS							
25.00	NB	1,500	Stray dog charge	statutory		25.00	NB	0.00%	0.00	2,000
80.00	NB	2,400	Stray dog collection and return		1-Apr-18	80.00	NB	0.00%	0.00	2,700
13.00	NB	1,500	Kennelling Fees per day in kennels		1-Apr-18	13.00	NB	0.00%	0.00	1,600
			DOG FOULING							
100.00	NB	1,200	Fouling the highways and public places	statutory	1-Apr-19	100.00	NB	0.00%	0.00	1,800
100.00	NB	-	Dog exclusion from designated beaches	statutory	1-Apr-19	100.00	NB	0.00%	0.00	600
60.00	NB	-	-early payment within 7 days	statutory		60.00	NB	0.00%	0.00	0
		3,880	WASTE NOTICES							0
400.00	NB	4,800	Unauthorised Deposit of Waste	statutory	17-Jan-17	400.00	NB	0.00%	0.00	7,200
300.00	NB	3,600	early payment (within 10 days)	statutory	17-Jan-17	300.00	NB	0.00%	0.00	4,500
80.00	NB		Failure to comply with a waste receptacles notice S46	statutory	1-Apr-20	80.00	NB	0.00%	0.00	
60.00	NB		early payment (within 7 days)	statutory	1-Apr-20	60.00	NB	0.00%	0.00	
300.00	NB	900	Failure to produce waste documents	statutory	1-Apr-19	300.00	NB	0.00%	0.00	1,500
200.00	NB	600	early payment (within 7 days)	statutory	1-Apr-19	200.00	NB	0.00%	0.00	600
300.00	NB	300	Failure to produce authority to transport waste	statutory	1-Apr-19	300.00	NB	0.00%	0.00	600
200.00	NB	200	early payment (within 7 days)	statutory	1-Apr-19	200.00	NB	0.00%	0.00	400

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
400.00		800	Household duty of care S34	statutory	1-Apr-19	400.00	NB			1,200	
300.00		600	early payment (within 10 days)	statutory	1-Apr-19	300.00	NB			600	
60.00	NB	240	COMMUNITY PROTECTION NOTICE early payment (within 10 days)	statutory	1-Apr-19	60.00	NB	0.00%	0.00	240	
80.00	NB		failure to comply with notice		1-Apr-19	80.00	NB	0.00%	0.00		
14 FORESHORE EVENTS											
		710	Seashore Safaris							620	
175.00	SR		Thanet Coast Project for festivals/commercial activities (Two events/Full day charge)		1-Apr-17	175.00	SR	0.00%	0.00		
2.75	SR		OtherGroup Events/Activities Half day per child		1-Apr-17	2.75	SR	0.00%	0.00		
80.00	SR		Minimum charge (one event/half day)		1-Apr-17	80.00	SR	0.00%	0.00		
3.00	SR		School Events/ Activities Half day per person		1-Apr-17	3.00	SR	0.00%	0.00	90	
90.00	SR		Minimum (one event/half day)		1-Apr-17	90.00	SR	0.00%	0.00		
3.25	SR		Outside of Thanet		1-Apr-17	3.25	SR	0.00%	0.00		
15 VISITOR INFORMATION CENTRE											
150.00	SR	2,870	Room Hire Per day		1-Apr-16	150.00	SR	0.00%	0.00	3,000	
80.00	SR		Per half day additional cost for refreshments (discretionary rates available for tourism businesses ie for training courses)		1-Apr-16	80.00	SR	0.00%	0.00		
0.10	SR	10	Photocopy official document, per page (plus administration charge, if applicable) Size A4			0.10	SR	0.00%	0.00	10	
0.20	SR		Size A3			0.20	SR	0.00%	0.00		
3.50	ZO	500	Radar Keys Purchase of Radar Keys			3.50	ZO	0.00%	0.00	500	
16 COMMUNITY BEACH HUT											
70.00	SR	300	Coastal Community Beach Hut (Margate) One day charge		1-Apr-16	70.00	SR	0.00%	0.00	300	
15.00	SR		£15 per hour up to 4 hours (1/2 day); £70/day		1-Apr-16	15.00	SR	0.00%	0.00		
17 WATER USERS											
60.00	SR	1,200	Water user group authority to use slipways owned by TDC. Annual membership charge to register details and provide proof of Public Liability -		1-Apr-19	72.00	SR	20.00%	12.00	3,600	
10.00	SR		No replacement key fee from April 21/22- members who lose their key must re-register and pay full fee again								
18 BROADSTAIRS & MARGATE HARBOUR											
BROADSTAIRS HARBOUR *											
2.13	SR		(1) COMMERCIAL VESSELS (a) Harbour charges - per metre per week or part thereof Commercial vessels only may have 1 tender up to 4m in length free of charge		1-Apr-20	2.18	SR	2.35%	0.05		
321.36	SR	2,220	(2) PLEASURE VESSELS - permanent (a) Harbour charges (for vessels up to 10m in length) Annual		1-Apr-20	327.80	SR	2.00%	6.44	2,260	
253.38	SR		Summer (April to September inclusive)		1-Apr-20	258.50	SR	2.02%	5.12		
309.00	SR		(3) WINTER BERTHING AT RAMSGATE (OUTER WEST MARINA) Winter berthing for Broadstairs vessels at Ramsgate (1 October to 31 March or Good Friday whichever comes first) One off charge, non pro rata, for annual berth holders at Broadstairs that have occupied a licenced annual berth for a minimum of 3 months prior to the 1st October		1-Apr-20	315.00	SR	1.94%	6.00		
103.00			(4) SUMMER BERTHING AT RAMSGATE FOR COMMERCIAL VESSELS ONLY(SUBJECT TO AVAILABILITY) (OUTER WEST MARINA) Summer berthing for Broadstairs vessels at Ramsgate (1 July to 30 September only) One off charge, non pro rata, for annual berth holders at Broadstairs that have occupied a licenced annual berth for the 3 months prior to the 1st July		1-Apr-20	105.00	SR	1.94%	2.00		
		67,980	(5) CAR PARK Linear after 1st hour							69,340	
1.40	SR		1 November - 31 March Private Motor Cars Per hour up to 4 hours		1-Apr-19	1.40	SR	0.00%	0.00		
7.00	SR		Over 5 hours (until 10.00pm)		1-Apr-19	7.5	SR	7.14%	0.50		
0.10			Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		1-Apr-19	0.10		0.00%	0.00		
2.50	SR		1 April - 31st October Private Motor Cars First hour		1-Apr-19	2.50	SR	0.00%	0.00		
2.50	SR		Per hour up to 4 hours		1-Apr-19	2.50	SR	0.00%	0.00		
0.04	SR		each minute between 1 hour and 5 hours		1-Apr-17	0.04	SR	0.00%	0.00		
12.00	SR		Over 5 hours (until 10.00pm)		1-Apr-17	12.50	SR	4.17%	0.50		
124.00	SR	2,370	Parking permit (Moorings & Stallholders only)		1-Apr-20	124.00	SR	0.00%	0.00	2,410	

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598.00	SR		Residents permits - Annual		1-Apr-20	598.00	SR	0.00%	0.00					
25.00	SR		Administration charge for replacing lost permits	Discretionary	11-Jun-15	25.00	SR	0.00%	0.00					
5.00	SR		Administration charge for changing registration no	Discretionary	1-Apr-16	5.00	SR	0.00%	0.00					
		1,550	FIXED PENALTY FINE - OFF STREET (Fixed by Central Government)							1,580				
70.00	NB		(a) Higher level penalty charge	statutory	1-Apr-08	70.00	NB	0.00%	0.00					
35.00	NB		(b) Higher level penalty charge - Payment within fourteen days	statutory	1-Apr-08	35.00	NB	0.00%	0.00					
50.00	NB		(c) Lower level penalty charge	statutory	1-Apr-08	50.00	NB	0.00%	0.00					
25.00	NB		(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	statutory	1-Apr-08	25.00	NB	0.00%	0.00					
			(6) SAND REMOVAL											
			Only by prior arrangement with Ramsgate Harbour Office (Assistant Harbour Master)											
20.60	SR	210	Per tonne or part thereof		1-Apr-20	21.00	SR	1.94%	0.40	210				
20.60	SR		Minimum charge		1-Apr-20	21.00	SR	1.94%	0.40					
			(7) INTEREST											
			Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days											
			MARGATE HARBOUR											
			(1) COMMERCIAL VESSELS											
2.13	SR	1,250	(a) Harbour charges - per metre per week or part thereof Commercial vessels only may have 1 tender up to 4m in length free of charge		1-Apr-20	2.18	SR	2.35%	0.05	1,270				
			(2) PLEASURE VESSELS - permanent											
321.36	SR	4,120	(a) Harbour charges (for vessels up to 10m in length) Annual		1-Apr-20	327.80	SR	2.00%	6.44	4,200				
253.38	SR		Summer (April to September inclusive)		1-Apr-20	258.50	SR	2.02%	5.12					
			(3) WINTER BERTHING AT RAMSGATE (OUTER WEST MARINA)											
			Winter berthing for Margate vessels at Ramsgate (1 October to 31 March or Good Friday whichever comes first) One off charge, non pro rata for annual berth holders at Margate that have occupied a licenced annual berth for a minimum of 3 months prior to the 1st October		1-Apr-20	315.00	SR	1.94%	6.00					
309.00	SR													
			(4) SUMMER BERTHING AT RAMSGATE FOR COMMERCIAL VESSELS ONLY(SUBJECT TO AVAILABILITY) (OUTER WEST MARINA)											
			Summer berthing for Margate vessels at Ramsgate (1 July to 30 September only) One off charge, non pro rata, for annual berth holders at Margate that have occupied a licenced annual berth for the 3 months prior to the 1st July		1-Apr-20	105.00	SR	1.94%	2.00					
103.00														
			(5) INTEREST											
			Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days											
			19 RAMSGATE HARBOUR /PORT											
			RAMSGATE HARBOUR - LEISURE											
			(1) PERMANENT BERTHS											
			Vessel Lengths - fractions of a metre of 0.5 and above are rounded up. Signed Vessel Mooring Licence required.											
			(a) Inner Marina											
298.00	SR	592,650	Annual - per metre	Discretionary	1-Apr-20	304.00	SR	2.01%	6.00	608,310				
			2% Discount if paid in full before 1st May	Discretionary	1-Apr-20									
235.04	SR	10,820	5% Discount for vessels over 20 metres who pay in full before 1st May											
			Summer (April to September inclusive) - per metre - inch car park only**	Discretionary	1-Apr-20	240.00	SR	2.11%	4.96	11,030				
			**Minimum 4 months or visitor rate applies.											
133.62	SR	23,700	Winter (October to March inclusive) - per metre - inch car park only**	Discretionary	1-Apr-20	136.50	SR	2.16%	2.88	24,170				
			**Minimum 4 months or visitor rate applies.											
1773.60	SR	4,440	Boats under 7 metres - per annum (Limited Berth allocation) - non-refundable- [existing customers only]	Discretionary	1-Apr-20	1810.00	SR	2.05%	36.40	3,020				
			Inner Marina berth holders only, berth in Outer Marina for Ramsgate Week only	new		40.00	SR							
			(b) Western Outer Marina											
327.43	SR	152,100	(1) Annual - per metre - Minimum 9 months - Summer and Winter Rates do not apply.	Discretionary	1-Apr-20	334.00	SR	2.01%	6.57	155,140				
			2% Discount if paid in full before 1st May	Discretionary										
36780.90	SR	30,590	(2) Customs berth - Outer Western Marina	Discretionary	1-Apr-20	37516.50	SR	2.00%	735.60	31,260				
			(c) Ancillary Services											
			(1) Electricity - Inner Marina - subject to availability											
			Metered supplies											
100.00	NB		Metered Lead - Refundable Deposit if returned undamaged	Discretionary	1-Apr-12	100.00	NB	0.00%	0.00					
136.00	FR	22,660	Annual Standing charge	Discretionary	1-Apr-20	140.00	FR	2.94%	4.00	23,100				
		31,380	Charge per kWh - subject to electricity market							32,000				
			Ad hoc use by those not paying for electricity in other ways - subject to market											
7.75	FR		Per day or part thereof	Discretionary	1-Apr-20	7.90	FR	1.94%	0.15					
39.50	FR		Per week	Discretionary	1-Apr-20	40.50	FR	2.53%	1.00					
14.50	SR	1,650	(2) Fobs - each (non-refundable)	Discretionary	1-Apr-20	15.00	SR	3.45%	0.50	1,680				
			(d) Outer Harbour - RSBOA Members Leisure Boats Only											
80.71	SR	36,570	Boats up to 8 metres - per month or part thereof - minimum 3 months	Discretionary	1-Apr-20	80.71	SR	0.00%	0.00	36,570				
1724.26	SR	1,500	Ramsgate Small Boat Owners Association - Annual Water Space Fee	Discretionary	1-Apr-20	1724.26	SR	0.00%	0.00	1,500				
47516.84	SR	41,200	Ramsgate Small Boat Owners Association - Additional Finger Moorings	Discretionary	1-Apr-20	47516.84	SR	0.00%	0.00	41,200				

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28.00	SR		(e) Additional fee to change billing method at request of customer	Discretionary	1-Apr-20	29.00	SR	3.57%	1.00	
28.00	SR		Insurance reminder charge for second and subsequent written request to see permanent berth holders third party insurance		1-Apr-20	29.00	SR	3.57%	1.00	
		420	(2) INNER BASIN AND OUTER HARBOUR SLIPWAYS							420
			Boats irrespective of length (maximum weight 5 tonnes)							
41.50	SR		Non - Harbour users - per vessel per day	Discretionary	1-Apr-20	42.50	SR	2.41%	1.00	
26.30	SR		Harbour users - per vessel per day	Discretionary	1-Apr-20	28.50	SR	8.37%	2.20	
		218,150	(3) VISITING PLEASURE CRAFT							222,510
			(1) Summer (April to September) including electricity (one lead only) per Metre of boat length per:-							0
			24 Hours or part thereof	Discretionary	1-Apr-20	3.26	SR	2.19%	0.07	
3.19	SR		Week - part weeks at daily rate (15% discount)	Discretionary	1-Apr-20	19.33	SR	2.01%	0.38	
18.95	SR		28 Days - part 28 days on weekly / daily rates (18% discount)	Discretionary	1-Apr-20	74.55	SR	2.01%	1.47	
73.08	SR		Winter (October to March) including electricity per Metre of boat length per:-							
			24 Hours or part thereof	Discretionary	1-Apr-20	2.68	SR	1.90%	0.05	
2.63	SR		Week - part weeks at daily rate (15% discount)	Discretionary	1-Apr-20	15.95	SR	1.98%	0.31	
15.64	SR		28 Days - part 28 days on weekly / daily rates (18% discount)	Discretionary	1-Apr-20	61.60	SR	1.99%	1.20	
60.40	SR		Stays Less Than 4 Hours - 50% of daily rate							
	SR		(2) Refuelling Only - No Charge - max stay 2 hours				SR			
	SR		(3) Block Bookings- visiting craft only - 5 or more boats - 10% discount on daily rate only - requires pre-registration				SR			
	SR		(4) Training Vessels and Registered Charities - pay 75% of the Daily rate				SR			
	SR		(5) Multi hulled vessels 50% surcharge if using finger moorings only				SR			
28.00	SR		(6) Additional Fee for visiting craft leaving Harbour without paying charges in full	Discretionary	1-Apr-20	29.00	SR	3.57%	1.00	
		95,280	RAMSGATE HARBOUR - FACILITIES							97,180
			(1) BOAT LIFTING CHARGES							
			(a) Boat Hoist max 40 tonnes, max beam 5.3m, over 20m length subject to approval							
			Charges per metre of boat length or part thereof :-							
23.08	SR		Lift Out - Wash - Transport to Boat Park or Transport	Discretionary	1-Apr-20	23.55	SR	2.04%	0.47	
18.02	SR		Relaunch or lift onto / off of transport	Discretionary	1-Apr-20	18.38	SR	2.00%	0.36	
14.98	SR		Lift Out, Wash, Return to water - one hour limit	Discretionary	1-Apr-20	15.28	SR	2.00%	0.30	
10.02	SR		Blocking off	Discretionary	1-Apr-20	10.22	SR	2.00%	0.20	
7.88	SR		Hold in slings after wash off for inspection or additional cleaning as required	Discretionary	1-Apr-20	8.04	SR	2.03%	0.16	
			- per 30 minutes or part thereof (subject to availability)							
9.47	SR		Move vessel in park area or lift from transport (First hour or part thereof)	Discretionary	1-Apr-20	9.66	SR	2.01%	0.19	
81.55	SR		Lift to clear fouled propeller(s) only - max 10 minutes - per lift	Discretionary	1-Apr-20	83.18	SR	2.00%	1.63	
			(b) Boom Crane Lifting max 1 tonne							
12.71	SR		Mast Stepping and unstepping - per metre of boat length, per hour or part thereof	Discretionary	1-Apr-20	12.97	SR	2.05%	0.26	
82.29	SR		Engine Lift / use of jib arm - per hour or part thereof	Discretionary	1-Apr-20	83.94	SR	2.01%	1.65	
			Engine Lift / use of jib arm - additional half hour or part thereof	new		41.97				
			(c) Other Services							
58.85	SR		Moving boat to/from marina berth from/to boat lift area	Discretionary	1-Apr-20	60.00	SR	1.95%	1.15	
			Above charges apply to job commencing 08.00-16.30 Mon -Fri, 08.00-12.00 Sat, except bank holidays, all other times add 30%							
52.00	SR	50	(d) Permission to bring crane not provided by Authority onto Harbour property	Discretionary	1-Apr-20	53.50	SR	2.88%	1.50	50
		86,000	(2) BOAT PARKING - Per metre per week or part thereof							87,720
7.13	SR		(a) Boat Park - Visitors rate	Discretionary	1-Apr-20	7.28	SR	2.10%	0.15	
2.72	SR		(b) Boat Park - Permanent berth holders rate (including Broadstairs and Margate - max 6 weeks) - two weeks FOC per annum for Ramsgate berth holders only - see terms and conditions for further detail	Discretionary	1-Apr-20	2.78	SR	2.21%	0.06	
			(c) Temporary Hard Standing - Commercial Quay - MAX 14 Days - then 50% surcharge							
7.13	SR		Visitors rate	Discretionary	1-Apr-20	7.28	SR	2.10%	0.15	
2.72	SR		Permanent berth holders (including Broadstairs and Margate - max 6 weeks) - two weeks FOC per annum for Ramsgate berth holders only - see terms and conditions for further detail	Discretionary	1-Apr-20	2.78	SR	2.21%	0.06	
72.65	SR		(e) Charge for cleaning boat park if left untidy - per man hour	Discretionary	1-Apr-20	74.50	SR	2.55%	1.85	
9.60	SR		(3) BOAT TRAILER or CRADLE STORAGE- subject to availability - per trailer per week or part thereof	Discretionary	1-Apr-20	9.80	SR	2.08%	0.20	
		3,760	(4) HIRE OF FORKLIFT AND OPERATOR							3,830
			(a) Hire of Forklift and Operator							
			Under 2.5 tonne							
77.97	SR		first half hour or part thereof	Discretionary	1-Apr-20	79.54	SR	2.01%	1.57	
38.88	SR		per additional half hour or part thereof	Discretionary	1-Apr-20	39.77	SR	2.29%	0.89	
			6 tonne							
88.43	SR		first half hour or part thereof	Discretionary	1-Apr-20	90.20	SR	2.00%	1.77	
44.19	SR		per additional half hour or part thereof	Discretionary	1-Apr-20	45.10	SR	2.06%	0.91	
			10 Tonne							
98.98	SR		first half hour or part thereof	Discretionary	1-Apr-20	100.96	SR	2.00%	1.98	
49.55	SR		per additional half hour or part thereof	Discretionary	1-Apr-20	50.48	SR	1.88%	0.93	
77.97	SR		(b) Hire of Forklift under 2.5 Tonne - per tonne or part thereof	Discretionary	1-Apr-20	79.54	SR	2.01%	1.57	
			(c) Hire of Cherry Picker and Operator							
94.71	SR		first half hour or part thereof	Discretionary	1-Apr-20	96.60	SR	2.00%	1.89	
44.20	SR		per additional half hour or part thereof	Discretionary	1-Apr-20	48.30	SR	9.28%	4.10	
441.97	SR		7 hour day rate	Discretionary	1-Apr-20	450.80	SR	2.00%	8.83	
			(d) Hire of Tugmaster / Maffi Truck							
			Tugmaster							
98.98	SR		first half hour or part thereof	Discretionary	1-Apr-20	100.96	SR	2.00%	1.98	
49.55	SR		per additional half hour or part thereof	Discretionary	1-Apr-20	50.48	SR	1.88%	0.93	
65.65	SR		Maffi Truck - per 24 hours	Discretionary	1-Apr-20	66.96	SR	2.00%	1.31	
6.20	SR		(5) MARINA PUMP OUT FACILITY							
			Per use subject to availability	Discretionary	1-Apr-20	6.32	SR	1.94%	0.12	
54.75	SR		(6) DOCKMASTER CALLOUT CHARGE							
			Per hour or part thereof	Discretionary	1-Apr-20	55.85	SR	2.01%	1.10	
			(7) CALL OUT CHARGES-ELECTRICIAN							

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			Outside of normal working hours, where the fault lies with the vessel owner								
95.66	SR	1,000	Callout fee plus first hours labour		1-Apr-20	97.58	SR	2.01%	1.92	1,020	
47.84	SR		Labour charge per additional hour or part thereof		1-Apr-20	48.80	SR	2.01%	0.96		
			During working hours, where the fault lies with the vessel owner								
47.84	SR		Labour charge first hour or part thereof		1-Apr-20	48.80	SR	2.01%	0.96		
47.84	SR		Labour charge per additional hour or part thereof		1-Apr-20	48.80	SR	2.01%	0.96		
			RAMSGATE HARBOUR - COMMERCIAL (OUTER HARBOUR DUES)								
			These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.								
			VAT - Ships of 15 tons and over are zero rated (excluding ships used for recreation or pleasure)								
			N.B. Vessels paying following rates and entering Inner Basin Marina will be charged full Marina visitor's rate, except for stress of weather and seven days in any one year for repairs.								
1.23	ZO		(1) COMMERCIAL VESSELS - Undertaking Cargo Operations or Lay By	Discretionary	1-Apr-20	1.26	ZO	2.44%	0.03		
			For all commercial vessels other than those mentioned hereunder per gross registered tonne per entry. An entry shall permit a maximum stay of four days, after which further entry dues become payable every four days.								
7.07	SR		(2) COMMERCIAL VESSELS - Visiting Commercial Fishing Boats		1-Apr-20	7.21	SR	1.98%	0.14		
			Per metre of length overall per 24 hours or part thereof - now including Port Controls and Navigation Aids								
		44,560	(3) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational							45,450	
		55,620	Including Navigation Aids and port Control							56,730	
5.90	ZO	51,500	Per metre of length overall per 24 hours or part thereof		1-Apr-20	6.02	ZO	2.03%	0.12	52,530	
29.48	ZO		Per metre of length overall per 7 days		1-Apr-20	30.07	ZO	2.00%	0.59		
			Annual Charges per Port Tariff								
			Stays Less Than 4 Hours - 50% of daily rate								
			WORKBOATS - Resident in the port - Operational and non operational								
413.11	ZO		Per metre of length overall per annum (excludes Port Control and Navigation Aids)		1-Apr-20	421.37	ZO	2.00%	8.26		
22.85	ZO		Port Control and Navigation Aids per arrival subject to maximum charge		1-Apr-20	23.30	ZO	1.97%	0.45		
8337.73	ZO		Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata		1-Apr-20	8504.50	ZO	2.00%	166.77		
			(4) COMMERCIAL FISHING BOATS - Resident at least 6 months								
			(Operational or Non-Operational)								
			Vessels of 6 metres in length and over								
4.24	SR	32,960	Per metre of length overall per week or part thereof - plus 10% fish landing dues		1-Apr-20	4.33	SR	2.12%	0.09	33,620	
			Vessels under 6 metres in length								
4.24	SR	3,090	Per metre of length overall per week or part thereof - no fish landing dues		1-Apr-20	4.33	SR	2.12%	0.09	3,150	
212.54	SR	23,980	(5) ANGLING BOATS Licensed To Ply For Hire		1-Apr-20	216.80	SR	2.00%	4.26	24,460	
			Per metre of overall length per annum (at least 6 months resident)								
			(6) WHARFAGE, CARGO HANDLING and STORAGE								
			(7) CONTAINER STORAGE - conditions apply - subject to availability								
			In 10ft Containers (short term, per week or part thereof, in the Boat Park)		1-Apr-20	10.50	SR	1.94%			
10.30											
30.20	SR	38,310	In 20ft Containers (per container per week or part thereof - minimum 2 weeks - no services)		1-Apr-20	30.80	SR	1.99%	0.60	39,080	
		1,340								1,370	
46.70	SR		In 40ft Containers (per container per week or part thereof - minimum 2 weeks - no services)		1-Apr-20	47.64	SR	2.01%	0.94		
			Motorhome / Caravan storage (per week or part thereof - minimum 4 weeks)		1-Apr-20	10.50	SR	1.94%			
			(8) FUEL TRANSFER CHARGE - All Vessels								
			Permission to bring tanker onto Port or Harbour property		1-Apr-20	53.50	SR	2.88%	1.50		
			- 24 hour notice and Harbour Master approval required								
0.0155	SR		Fuel delivered over the quay royalty - per litre		1-Apr-20	0.0158	SR	1.94%	0.00		
3.47	ZO	310	(9) FRESH WATER - per Tonne		1-Apr-20	3.54	ZO	2.02%	0.07	310	
30.00	ZO		There is a minimum charge of £35 for water, over this will be charged at the tonnage rate		1-Apr-15	35.00	ZO	16.67%	5.00		
			(10) CONTAINERS ON PONTOONS								
			Charge for containers left on pontoons - per container per day		1-Apr-20	7.94	SR	2.06%	0.16		
7.78	SR										
44.00	SR		(11) Tradesmen working in Harbour Area - Annual Permit to Work	Discretionary	1-Apr-20	45.00	SR	2.27%	1.00		
			Licence for non-resident tradesmen to work in harbour - subject to Insurance and Harbour Master approval from 1 April to 31 March each year								
			(12) Land hire within Royal Harbour								
			per square metre, per week or part thereof		1-Apr-20	2.86	SR	2.14%	0.06		
2.80	SR										
			RAMSGATE HARBOUR - CAR PARKING / MISCELLANEOUS								
			CAR PARKING - PIER YARD AND MILITARY ROAD PAY & DISPLAY								
		60,000	(a) Summer Rates (April to September):							61,200	
		45,000	Up to 1 hour	Discretionary	1-Apr-17	3.00	SR	0.00%	0.00	45,900	
3.00	SR		Up to 4 hours	Discretionary	1-Apr-17	6.00	SR	0.00%	0.00		
6.00	SR		Up to 8 hours	Discretionary	1-Apr-17	8.00	SR	0.00%	0.00		
8.00	SR		Up to 12 hours	Discretionary	1-Apr-17	10.00	SR	0.00%	0.00		
10.00	SR		Up to 24 hours	Discretionary	1-Apr-17	17.50	SR	0.00%	0.00		
17.50	SR		(b) Winter Rates (October to March)								
			Up to 1 hour	Discretionary	1-Apr-18	1.40	SR	0.00%	0.00		
1.40	SR		Up to 4 hours	Discretionary	1-Apr-18	4.00	SR	0.00%	0.00		
4.00	SR		Up to 8 hours	Discretionary	1-Apr-18	5.50	SR	0.00%	0.00		
5.50	SR		Up to 12 hours	Discretionary	1-Apr-18	7.00	SR	0.00%	0.00		
7.00	SR		Up to 24 hours	Discretionary	1-Apr-17	10.00	SR	0.00%	0.00		
10.00	SR		(c) Residents Parking in Pier Yard per annum	Discretionary	1-Apr-20	1050.00	SR	1.94%	20.00	4,370	
1030.00	SR	5,310									
		4,890	CAR PARKING PERMITS							4,980	
			24 hour temporary parking permit	Discretionary	1-Apr-20	7.00	SR	1.45%	0.10		
6.90	SR		2 day temporary parking permit	Discretionary	1-Apr-20	12.50	SR	2.46%	0.30		
12.20	SR		5 day temporary parking permit	Discretionary	1-Apr-20	20.00	SR	2.04%	0.40		
19.60	SR		7 day temporary parking permit	Discretionary	1-Apr-20	30.00	SR	4.53%	1.30		
28.70	SR										

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CHARGES 2020/2021	INC. VAT * [1]	ESTIMATED INCOME 2020/2021	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022
£		£				£			£	£
55.20	SR		28 day temporary parking permit	Discretionary	1-Apr-20	57.00	SR	3.26%	1.80	
150.00	SR	41,140	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Harbour users)	Discretionary	1-Apr-20	153.00	SR	2.00%	3.00	41,960
150.00	SR	18,960	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Commercial)	Discretionary	1-Apr-20	153.00	SR	2.00%	3.00	19,330
245.00	SR		Crew parking (within Royal Harbour (Leopold Street) Multi Storey Car Park)	Discretionary	1-Apr-20	250.00	SR	2.04%	5.00	
25.00	SR		Administration charge for replacing lost permits		1-Apr-16	25.00	SR	0.00%	0.00	
5.00	SR		Administration charge for changing registration no		1-Apr-16	5.00	SR	0.00%	0.00	
			Per 24 hours or part thereof							
		13,300	FIXED PENALTY FINE - OFF STREET (Fixed by Central Government)							13,560
70.00	NB		(a) Higher level penalty charge	statutory	1-Apr-08	70.00	NB	0.00%	0.00	
35.00	NB		(b) Higher level penalty charge - Payment within fourteen days	statutory	1-Apr-08	35.00	NB	0.00%	0.00	
50.00	NB		(c) Lower level penalty charge	statutory	1-Apr-08	50.00	NB	0.00%	0.00	
25.00	NB		(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	statutory	1-Apr-08	25.00	NB	0.00%	0.00	
			INTEREST							
			The Council reserves the right to charge interest at 2% above NatWest plc. base rate from the date of billing on any invoices outstanding over 30 days							
			PORT OF RAMSGATE							
			These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.							
			(1) VESSELS							
0.061	ZO		(a) Berthing Fees							
124.75	ZO		Conservancy* - Conventional Ro-Ro Vessels per arrival per tonne (1969 Rules GT)	Discretionary	1-Apr-19	0.0622	ZO	1.97%	0.00	
94.54	ZO		VTS / Navigation Aids* - per arrival	Discretionary	1-Apr-20	127.45	ZO	2.16%	2.70	
1.04	ZO	33,990	Tug subsidy per berthing vessels over 80m LOA	Discretionary	1-Apr-20	96.43	ZO	2.00%	1.89	
0.53	ZO		Other Vessels (Not Conventional Ro-Ro) including VTS and Port Control per arrival per Tonne GT per 24 hours	Discretionary	1-Apr-20	1.06	ZO	1.92%	0.02	34,670
260.10	ZO		Vessels undertaking bunkering, crew transfer, stores etc (not cargo operations) 50% discount on published conservancy - other vessels tariff (per GRT per 24 hours)	Discretionary	1-Apr-20	0.54	ZO	1.89%	0.01	
5.90	ZO		(b) Berth - unscheduled layover - per 24 hours or part thereof after 4 hours (subject to availability)	Discretionary	1-Apr-20	265.30	ZO	2.00%	5.20	
29.48	ZO	340	(c) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational	Discretionary	1-Apr-20	6.02	ZO	2.03%	0.12	350
		42,640	Including Port Control and Navigation Aids	Discretionary	1-Apr-20	30.07	ZO	2.00%	0.59	43,490
413.11	ZO		(d) WORKBOATS - Resident in the port - Operational and non operational	Discretionary	1-Apr-20	421.37	ZO	2.00%	8.26	
22.85	ZO		Per metre of length overall per annum (excludes Port Control and Navigation Aids)	Discretionary	1-Apr-20	23.30	ZO	1.97%	0.45	
8337.73	ZO		Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata	Discretionary	1-Apr-20	8504.50	ZO	2.00%	166.77	
46.53	ZO	9,630	(e) Pilotage - see Ramsgate Harbour pilotage tariff	Discretionary	1-Apr-20	47.46	ZO	2.00%	0.93	9,820
46.53	ZO		Vessels piloted to Ferry Terminal (per metre draft)	Discretionary	1-Apr-20	47.46	ZO	2.00%	0.93	
1.15	ZO		Vessels piloted to Royal Harbour (per metre draft)	Discretionary	1-Apr-20	1.18	ZO	2.61%	0.03	
23.28	ZO		Additional charge for length: per metre over 20 metres length	Discretionary	1-Apr-20	23.75	ZO	2.02%	0.47	
23.28	ZO		Vessels proceeding to anchor for operational reasons - 50% of appropriate pilotage rate	Discretionary	1-Apr-20	23.75	ZO	2.02%	0.47	
59.05	ZO		Vessels shifting berths within the Port - 50% of appropriate pilotage rate	Discretionary	1-Apr-20	60.50	ZO	2.48%	1.45	
23.84	ZO		Charges for cancellation of Pilotage requirement if less than 3 hours notice given	Discretionary	1-Apr-20	24.32	ZO	2.01%	0.48	
23.84	ZO		Waiting time	Discretionary	1-Apr-20	24.32	ZO	2.01%	0.48	
73.89	ZO		- under 30 mins	Discretionary	1-Apr-20	75.37	ZO	2.00%	1.48	
73.89	ZO		- 30 mins to 1 hour	Discretionary	1-Apr-20	75.37	ZO	2.00%	1.48	
21.00	ZO		- after 1 hour (per hour or part thereof)	Discretionary	1-Apr-20	216.50	ZO	2.12%	4.50	
27.28	ZO		Additional charge for handling vessels using tugs	Discretionary	1-Apr-20	28.00	ZO	2.64%	0.72	
277.55	ZO	4,600	Charge for issuing of Exemption Certificate	Discretionary	1-Apr-20	283.10	ZO	2.00%	5.55	4,690
325.20	ZO		Charge for Pilotage Certificate Examination	Discretionary	1-Apr-20	331.70	ZO	2.00%	6.50	
411.53	ZO		Charge to be made for vessels navigating with a Master or Mate holding a Ramsgate Exemption Certificate	Discretionary	1-Apr-20	419.76	ZO	2.00%	8.23	
476.96	ZO		Charge to be made for vessels navigating with a pilot:	Discretionary	1-Apr-20	486.50	ZO	2.00%	9.54	
			- vessels 20m to 100m							
			- vessels 100m to 120m							
			- vessels 120m to 150m							
			- vessels 150m to 175m							
			Additional Pilotage surcharge:							
			Vessels under 80 metres in length, but over all 20 metres in length, not taking a pilot berthing and unberthing within Port of Ramsgate, will be charged 30% of pilotage fee for vessel of their size							
130.00	ZO	13,900	(f) Mooring - subject to prior arrangement	Discretionary	1-Apr-20	132.60	ZO	2.00%	2.60	14,170
231.75			Aggregate Barges			236.38	ZO	2.00%	4.63	
75.40			Use of 2 Linesmen (vessels up to 3000 GRT)			77.00		2.12%	1.60	
58.35			Use of 4 Linesmen (vessels over 3000 GRT)							
			(g) Waste disposal - standard charge per vessel arrival- per cubic metre or part thereof	Discretionary	1-Apr-20					
			(i) Safety Boat			59.50	ZO	1.97%	1.15	
1.88	ZO	80	(2) TRAFFIC			1.92	ZO	2.13%	0.04	80
9.38	ZO	390	(a) Freight Drivers* - per unit	Discretionary	1-Apr-20	9.57	ZO	2.03%	0.19	400
5.66	ZO		(b) Additional Freight Passengers* - per unit	Discretionary	1-Apr-20	5.77	ZO	1.94%	0.11	
1.73	ZO		(c) Accompanied Freight* - per unit	Discretionary	1-Apr-20	1.77	ZO	2.31%	0.04	
1.88	ZO		(d) Unaccompanied Freight* - per unit	Discretionary	1-Apr-20	1.92	ZO	2.13%	0.04	
4.24	ZO		(e) Trade Cars - per unit	Discretionary	1-Apr-20	4.32	ZO	1.89%	0.08	
28.15	ZO		(f) Passengers - per unit	Discretionary	1-Apr-20	28.71	ZO	1.99%	0.56	
P.O.A.			(g) Cars, Light Vehicles, Caravans & Trailers - seating capacity 10 or less - accompanied - per unit			P.O.A.				
			(h) Coaches - vehicles with seating capacity over 10							
			(i) Stevedoring Services							
			(3) OTHER CHARGES - subject to availability							
			(a) Tug Stand-by or Assistance							

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
1053.33	ZO		- per first hour or part thereof	Discretionary	1-Apr-20	1074.40	ZO	2.00%	21.07		
526.68	ZO		- subsequent hours or part thereof	Discretionary	1-Apr-20	537.25	ZO	2.01%	10.57		
3.47	ZO		(b) Water - per tonne (metered)	Discretionary	1-Apr-20	3.54	ZO	2.02%	0.07	0	
30.00	ZO	260	There is a minimum charge of £35 for water, over this will be charged at the tonnage rate	Discretionary	1-Apr-17	35.00	ZO	16.67%	5.00	260	
28.06	SR		(c) Hire of Security Operative (including re detainees) - per man hour or part thereof	Discretionary	1-Apr-20	28.60	SR	1.92%	0.54		
			(d) Hire of Forklift and Operator								
			Under 2.5 Tonne	Discretionary							
64.98	NB		first half hour or part thereof	Discretionary	1-Apr-20	66.28	NB	2.00%	1.30		
32.40	NB		per additional half hour or part thereof	Discretionary	1-Apr-20	33.14	NB	2.28%	0.74		
			6 tonne								
73.69	NB		first half hour or part thereof	Discretionary	1-Apr-20	75.17	NB	2.01%	1.48		
36.83	NB		per additional half hour or part thereof	Discretionary	1-Apr-20	37.58	NB	2.04%	0.75		
			10 Tonne								
82.48	NB		first half hour or part thereof	Discretionary	1-Apr-20	84.13	NB	2.00%	1.65		
41.29	NB		per additional half hour or part thereof	Discretionary	1-Apr-20	42.07	NB	1.89%	0.78		
64.98	NB	620	(e) Hire of Forklift* under 2.5 Tonne - per hour or part thereof	Discretionary	1-Apr-20	66.28	NB	2.00%	1.30	630	
			(f) Hire of Cherry Picker and Operator								
			first half hour or part thereof	Discretionary	1-Apr-20	80.50	NB	1.99%	1.57		
78.93	NB		per additional half hour or part thereof	Discretionary	1-Apr-20	40.25	NB	9.29%	3.42		
36.83	NB		7 hour day rate	Discretionary	1-Apr-20	375.67	NB	2.00%	7.36		
368.31	NB		(g) Hire of Tugmaster / Maffi Truck								
			Tugmaster								
			first half hour or part thereof	Discretionary	1-Apr-20	84.13	NB	2.00%	1.65		
82.48	NB		per additional half hour or part thereof	Discretionary	1-Apr-20	42.07	NB	1.89%	0.78		
41.29	NB		Maffi Truck - per 24 hours	Discretionary	1-Apr-20	55.80	NB	1.99%	1.09		
54.71	NB		(h) Hire of Terminal Tractor* - per hour or part thereof	Discretionary	1-Apr-20	74.42	NB	2.00%	1.46		
72.96	NB		(i) Port Technician - per hour or part thereof	Discretionary	1-Apr-20	46.90	NB	2.07%	0.95		
45.95	NB	64.800	(j) Aggregates							66.090	
			Note: * Special agreements apply								
			(4) DEMURRAGE - vehicles using ferry services - over 6 metres (under 6 metres half price)								
			(a) Accompanied Freight - per 24 hours or part thereof								
			Days 1 - 7	Discretionary	1-Apr-20	15.33	SR	2.00%	0.30		
15.03	SR		Days 8 and over	Discretionary	1-Apr-20	30.66	SR	2.00%	0.60		
30.06	SR		(b) Unaccompanied Freight - per 24 hours or part thereof								
			Days 1 - 7	Discretionary	1-Apr-20	15.33	SR	2.00%	0.30		
15.03	SR		Days 8 and over	Discretionary	1-Apr-20	30.66	SR	2.00%	0.60		
30.06	SR		(5) TRUCK AND/OR TRAILER PARKING - subject to availability								
			Per 24 hours or part thereof	Discretionary	1-Apr-20	18.20	SR	2.82%	0.50		
17.70	SR		Within passenger restricted area at the Port - 24 hours or part thereof	Discretionary	1-Apr-20	19.50	SR	3.17%	0.60		
18.90	SR	31,850	(6) COACH PARKING - subject to availability - empty coaches only (no drop off facility)							32,480	
			Per 24 hours or part thereof	Discretionary	1-Apr-20	19.90	SR	2.05%	0.40		
19.50	SR		(7) CAR PARKING								
			Daily	Discretionary	1-Apr-20	7.00	SR	1.45%	0.10		
6.90	SR		Annual Permit - Port only (Pro rata)	Discretionary	1-Apr-20	176.50	SR	2.02%	3.50		
173.00	SR		(8) LAND HIRE WITHIN SECURE PORT AREA								
			per square metre, per week or part thereof	Discretionary	1-Apr-20	2.86	SR	2.14%	0.06		
2.80	SR		(9) PERMISSION TO LAND A HELICOPTER AT THE PORT								
			per event per 24hrs or part thereof (subject to availability and/or frequency)		1-Apr-20	102.50	SR	1.99%	2.00		
100.50	SR		(10) Undercover storage (for caravans) at the Port								
			Per week or part thereof			15.30	SR				
			20 ENVIRONMENTAL HEALTH SERVICES								
85 +costs	NB		Issue of unsound food certificate		1-Apr-11	90 +costs	NB	0.00%	0.00		
80.00	NB	740	Issue of information to commercial organisations relating to previous land use, and other environmental information copies		1-Apr-17	82	NB	2.50%	2.00	740	
350.00	NB	350	High Hedges Charge (For complaint requiring council investigation)	Statutory		350.00	NB	0.00%	0.00	350	
			IMPORTED FOOD INSPECTION CHARGES (Designated Point of Entry)								
			Office Hours: 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 Friday								
			Outside of Office Hours: any time outside of the above office hours, and at any time on weekends or Bank Holidays								
			These charges will apply whether a consignment is cleared or rejected.								
			These charges do not include any fees which the Cargo Handling Agent or BIP operator may impose.								
60.00	NB		Document Check		1-Apr-14	60.00	NB	0.00%	0.00		
160.00	NB		Document, physical and sampling check			160.00	NB	0.00%	0.00		
290.00	NB		Laboratory fees for sampling (set by lab)			290.00	NB	0.00%	0.00		
110.00	NB		Additional charge for Saturday service			110.00	NB	0.00%	0.00		
			Organic Produce Inspection Charges								
45.00	NB		Organic Product Release Notice	Statutory		45.00	NB	0.00%	0.00		
	NB		Export certificate (Foods)		1-Apr-11		NB				
50.00	NB		Basic Food Hygiene Training		1-Apr-19	50.00	NB	0.00%	0.00		
			ENVIRONMENTAL PROTECTION ACT 1990 - AIR POLLUTION								

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2021/2022 £	
			fees are set nationally by Government- details available on request								
1650.00	NB	8,060	(a) Initial application fee (Standard)	Statutory		1650.00	NB	0.00%	0.00	8,060	
1050.00	NB		(b) Substantial Changes Fee (Standard)	Statutory		1050.00	NB	0.00%	0.00		
N/A	NB		(c) Substantial Changes Fee (Section 10 & 11)	Statutory		N/A	NB				
772.00	NB		(d) Annual Subsistence Charge (Standard)	Statutory		772.00	NB	0.00%	0.00		
1161.00			Low			1161.00	NB	0.00%	0.00		
1747.00			Medium			1747.00	NB	0.00%	0.00		
			High								
officer time + travel	NB		ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE			officer time + travel	NB				
			callouts, alarms etc. - to be reclaimed from offender			180.00	SR				
			Additional Callout fee for towing or disabling alarm on a nuisance vehicle - callout and recovery	new		free					
			Storage, first seven days	new		18.00	SR				
			Storage, first seven days is free, then per day for the first 90 days,	new		30.00	SR				
			After the first 90 days, then charge per week.	new							
			Up to six months storage	new		1,854.00	SR				
			PRIVATE WATER SUPPLIES (to max of)								
500.00	NB	-	a) Risk Assessments	Statutory		500.00	NB	0.00%	0.00	0	
100.00	NB	-	b) Sampling (each visit) + analysis fees	Statutory		100.00	NB	0.00%	0.00	0	
100.00	NB	-	c) Investigation	Statutory		100.00	NB	0.00%	0.00	0	
100.00	NB	-	d) Granting an authorisation	Statutory		100.00	NB	0.00%	0.00	0	
25.00	NB	-	e) Analysis under regulation 10	Statutory		25.00	NB	0.00%	0.00	0	
100.00	NB	-	f) Analysis during check monitoring	Statutory		100.00	NB	0.00%	0.00	0	
500.00	NB	-	g) Analysis during audit monitoring	Statutory		500.00	NB	0.00%	0.00	0	
			Community Protection Notice								
			Early Repayment (within 10 days)			60					
			Failure to Comply with Notice			80					
			PUBLIC HEALTH FUNERALS								
300	NB	6,000	Investigation Fee for Public Health Funerals	Discretionary	1-Apr-20	306	NB	2.00%	6.00	6,000	
Officer time + travel			WORKS IN DEFAULT OF A NOTICE			Officer time + travel					
officer time + travel			Officer time + travel to be added to fees to be reclaimed from offender			officer time + travel					
			21 COMMUNITY SAFETY								
			SMOKE FREE								
50.00	NB		a) Smoking in a smoke free place	statutory		50.00	NB	0.00%	0.00		
30.00			- reduced if paid within 15 days	statutory		30.00	NB	0.00%	0.00		
200.00			b) Failing to display no-smoking signs	statutory		200.00	NB	0.00%	0.00		
150.00			- reduced if paid within 15 days	statutory		150.00	NB	0.00%	0.00		
			c) Failing to prevent smoking in a smokefree space - Court awarded fine								
			Community Protection Notice	Statutory							
60.00			a) Early Repayment			60.00	NB	0.00%	0.00		
100.00			b) Failure to Comply with Notice			100.00	NB	0.00%	0.00		
			Public Spaces Protection Order (PSPO)	Statutory							
60.00			a) Early Repayment			60.00	NB	0.00%	0.00	0	
100.00			b) Failure to Comply with Order			100.00	NB	0.00%	0.00		
			22 SPORTS AND LEISURE								
			23 CULTURAL AND OUTSIDE EVENTS								
			Fee for booking a Council Site (per day) - Payment in advance of permissions only.								
			Community Events								
75.00	SR	2,200	application fee		1-Apr-17	75.00	SR	0.00%	0.00	2,200	
250.00	OS		Deposit (refundable after event if no damage is caused to the site)		1-Apr-17	250.00	OS	0.00%	0.00		
76.00	EX	16,400	Premium site		1-Apr-20	76.00	EX	0.00%	0.00	16,400	
51.00	EX		Standard site		1-Apr-20	51.00	EX	0.00%	0.00		
25% of daily rate	EX		Build and de-rigs days		1-Apr-17	25% of daily rate	EX	0.00%	0.00		
			Active Recreation Sessions								
75.00	SR		application fee		1-Apr-17	75.00	SR	0.00%	0.00		
250.00	OS		Deposit (refundable after event if no damage is caused to the site)		1-Apr-17	250.00	OS	0.00%	0.00		
n/a	EX		Premium site		1-Apr-17	n/a	EX				
n/a	EX		Standard site		1-Apr-17	n/a	EX				
n/a	EX		Build and de-rigs days		1-Apr-17	n/a	EX				
			National Charity								
75.00	SR		application fee		1-Apr-17	75.00	SR	0.00%	0.00		
250.00	OS		Deposit (refundable after event if no damage is caused to the site)		1-Apr-17	250.00	OS	0.00%	0.00		
155.00	EX		Premium site		1-Apr-20	155.00	EX	0.00%	0.00		
105.00	EX		Standard site		1-Apr-20	105.00	EX	0.00%	0.00		

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
25% of daily rate	EX		Build and de-rigs days		1-Apr-17	25% of daily rate	EX				
75.00	SR		Local Charity application fee		1-Apr-17	75.00	SR	0.00%	0.00		
250.00	OS		Deposit (refundable after event if no damage is caused to the site)		1-Apr-17	250.00	OS	0.00%	0.00		
102.00	EX		Premium site		1-Apr-20	102.00	EX	0.00%	0.00		
77.00	EX		Standard site		1-Apr-20	77.00	EX	0.00%	0.00		
25% of daily rate	EX		Build and de-rigs days		1-Apr-17	25% of daily rate	EX				
75.00	SR		Enthusiast application fee		1-Apr-17	75.00	SR	0.00%	0.00		
250.00	OS		Deposit (refundable after event if no damage is caused to the site)		1-Apr-17	250.00	OS	0.00%	0.00		
155.00	EX		Premium site		1-Apr-20	155.00	EX	0.00%	0.00		
105.00	EX		Standard site		1-Apr-20	105.00	EX	0.00%	0.00		
25% of daily rate	EX		Build and de-rigs days		1-Apr-17	25% of daily rate	EX				
75.00	SR		Commercial application fee		1-Apr-17	75.00	SR	0.00%	0.00		
500.00	OS		Deposit (refundable after event if no damage is caused to the site)		1-Apr-17	500.00	OS	0.00%	0.00		
325.00	EX		Premium site		1-Apr-20	325.00	EX	0.00%	0.00		
225.00	EX		Standard site		1-Apr-20	225.00	EX	0.00%	0.00		
50% of daily rate	EX		Build and de-rigs days		1-Apr-17	50% of daily rate	EX				
24 LICENSING											
220.00	NB	1,350	Animal Licensing Providing Home Boarding for dogs Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	225.00	NB	2.27%	5.00	1,350	
			Providing Boarding in Kennels for Dogs Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-21	225.00					
			Providing Boarding for Cats Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-21	225.00					
220.00	NB	510	Selling of Animals as Pets Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-18	225.00	NB	2.27%	5.00	510	
300.00	NB	160	Dog Breeder Breeding Dogs Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	307.00	NB	2.33%	7.00	160	
300.00	NB	460	Riding Establishment Hiring out of horses Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	307.00	NB	2.33%	7.00	460	
231.00	NB	-	Dangerous Wild Animals Act Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	236.00	NB	2.16%	5.00	0	
532.00	NB	-	Zoo Licence Act Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	545.00	NB	2.44%	13.00	0	
Delete	NB	-	Licence fee where exemption applies	Discretionary	1-Apr-17	Delete	NB	0.00%	0.00	0	
220.00	NB	-	Performing Animals Keeping or training animals for exhibition Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	225.00	NB	2.27%	5.00	0	
			Providing Day Care for Dogs Licence fee (plus a veterinary inspector's fee if necessary)	Discretionary	1-Apr-20	225.00					
			Replacement licence			15					
			Re-rating			125					
			Preapplication advice			Officer Hrly rate					
see below	NB	3,170	Registration for Acupuncture/Tattooing/Electrolysis/Ear Piercing	Discretionary	1-Apr-20	see below	NB			3,170	
250.00			Premises Registration			255		2.00%	5.00		
50.00			Personal Registration			55		10.00%	5.00		
25.00			Variation to personal licence			25.50		2.00%	0.50		
1040.00	NB		Sex Establishment Licence Grant of licence	Discretionary	1-Apr-18	1061	NB	2.02%	21.00		
1040.00	NB	1,040	Annual renewal/transfer	Discretionary	1-Apr-20	1061	NB	2.02%	21.00	1,040	
650.00	NB	6,030	Private Hire Vehicle Operator's Licence Grant	Discretionary	1-Apr-20	663.00	NB	2.00%	13.00	6,030	
597.00	NB		Renewal - valid for 5 years		1-Apr-20	609.00	NB	2.01%	12.00		
175.75	NB	2,790	Hackney Carriage Driver's Licence Hackney Carriage Driver Licence	Discretionary	1-Apr-20	179.50	NB	2.13%	3.75	2,790	
92.00	NB		Renewal Hackney Carriage Driver Licence (before expiry date)		1-Apr-20	94.00	NB	2.17%	2.00		
175.75	NB		Private Hire Vehicle Driver's Licence Private Hire Driver Licence	Discretionary	1-Apr-20	179.50	NB	2.13%	3.75		
92.00	NB	12,780	Renewal Private Hire Driver - 3 year	Discretionary	1-Apr-20	94.00	NB	2.17%	2.00	12,780	
2.00	NB	350	Drivers Identification badges	Discretionary	1-Apr-17	2.00	NB	0.00%	0.00	350	
15.00			Reissue of Driver Licences Following change of Name/Address	1/4/20	1-Apr-20	15.50	NB		0.50		

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS		Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £			
40.00	NB	3,880	Taxi Driver Knowledge Test		Discretionary	1-Apr-20	41.00	NB	2.50%	1.00	3,880			
342.00	NB	36,500	Hackney Carriage Vehicle Licence Grant (If vehicle is electric/hybrid or is wheelchair accessible there is a 10% reduction in fee)	new	Discretionary	1-Apr-18	349.00	NB	2.05%	7.00	36,500			
250.50	NB		Renewal (If vehicle is electric/hybrid or is wheelchair accessible there is a 10% reduction in fee)	new	Discretionary	1-Apr-18	255.00	NB	1.80%	4.50				
105.00	NB	5,180	Transfer following change of vehicle		Discretionary	1-Apr-18	107.25	NB	2.14%	2.25	5,180			
25.00			Change of Vehicle ownership			1-Apr-20	25.50	NB	2.00%	0.50				
15.00			Reissue of Vehicle Licences Following change of Name/Address			1-Apr-20	15.30	NB	2.00%	0.30				
15.00	-		Plates & Badges Replacement Plate		Discretionary	1-Apr-20	15.30				0			
10.00	-		Replacement Bracket		Discretionary	1-Apr-20	10.20				0			
285.00	NB	130,920	Private Hire Vehicle Licence Grant (If vehicle is electric/hybrid or is wheelchair accessible there is a 10% reduction in fee)	new	Discretionary	1-Apr-18	291.00	NB	2.11%	0.00	130,920			
204.00	NB		Renewal (If vehicle is electric/hybrid or is wheelchair accessible there is a 10% reduction in fee)	new	Discretionary	1-Apr-18	208.00	NB	1.96%	0.00				
82.00	NB	17,110	Licensing of Temporary Vehicle Following Accident etc		Discretionary	1-Apr-18	83.75	NB	2.13%	0.00	17,110			
88.00	NB	-	Permission to advertise on Hackney Carriage Vehicles/Private Hire Vehicles		Discretionary	1-Apr-18	89.00	NB	1.14%	1.00	0			
508.00	NB	2,710	Scrap Metal Dealers Initial grant of Site licence		Discretionary	1-Apr-18	508.00	NB	0.00%	0.00	2,710			
294.00	NB		Initial grant of Collectors licence		Discretionary	1-Apr-18	294.00	NB	0.00%	0.00				
455.00	NB		Renewal of Site licence		Discretionary	1-Apr-18	455.00	NB	0.00%	0.00				
295.00	NB		Renewal of Collectors licence		Discretionary	1-Apr-18	295.00	NB	0.00%	0.00				
215.00	NB		Variation Collector to Site licence		Discretionary	1-Apr-18	215.00	NB	0.00%	0.00				
65.00	NB		Variation Site to Collector licence		Discretionary	1-Apr-18	65.00	NB	0.00%	0.00				
33.00	NB		Variation (minor administrative, such as change of address)		Discretionary	1-Apr-18	33.00	NB	0.00%	0.00				
108.00	NB		Change of Site Manager		Discretionary	1-Apr-18	108.00	NB	0.00%	0.00				
10.50	-		Copy of any Licence		discretionary	1-Apr-20	10.50	NB	0.00%	0.00	0			
			Miscellaneous Licences											
			Street Collection											
			House to House Collection											
			Street Trading											
		138,760	PREMISES LICENCES (The fees detailed below are statutory fees)		statutory						138,760			
			Application for grant and variation of Premises Licences and Club premises certificate											
			Band A - Non Domestic RV £0 - £4,300											
100.00	NB		Fee		statutory		100.00	NB						
70.00	NB		Annual Charge		statutory		70.00	NB						
			Band B - Non Domestic RV £4,301 - £33,000											
190.00	NB		Fee		statutory		190.00	NB						
180.00	NB		Annual Charge		statutory		180.00	NB						
			Band C - Non Domestic RV £33,001 - £87,000											
315.00	NB		Fee		statutory		315.00	NB						
295.00	NB		Annual Charge		statutory		295.00	NB						
			Band D - Non Domestic RV £87,001 - £125,000											
450.00	NB		Fee		statutory		450.00	NB						
900.00	NB		Large Town Centre Pubs		statutory		900.00	NB						
320.00	NB		Annual Charge		statutory		320.00	NB						
			Band E - Non Domestic RV £125,001 & over											
635.00	NB		Fee		statutory		635.00	NB						
1,905.00	NB		Large Town Centre Pubs		statutory		1,905.00	NB						
350.00	NB		Annual Charge		statutory		350.00	NB						
			Premises with no domestic rateable value=Band A; premises under construction=Band C											
10.50	NB		Notification of change of name or address of premises licence holder or club		Statutory		10.50	NB						
23.00	NB		Application to vary to specify individual as designated premises supervisor		Statutory		23.00	NB						
10.50	NB		Notification of change of address of designated premises supervisor		Statutory		10.50	NB						
10.50	NB		Notification of alteration of club rules		Statutory		10.50	NB						
23.00	NB		Application to transfer premises licence		Statutory		23.00	NB						
23.00	NB		Interim authority notice		Statutory		23.00	NB						
10.50	NB		Application for copy or summary		Statutory		10.50	NB						
315.00	NB		Application for making of a provisional statement		Statutory		315.00	NB						
			Personal Licence Fees											
37.00	NB		Application for grant		Statutory		37.00	NB						
10.50	NB		Application for copy		Statutory		10.50	NB						
10.50	NB		Notification of change of name or address		Statutory		10.50	NB						

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £				
			Temporary Event Notices Fees											
21.00	NB		Notification of a temporary event	Statutory		21.00	NB							
10.50	NB		Application for copy	Statutory		10.50	NB							
			Other Fees											
			Supply of copy of information contained in licensing register			officer time and cost of copy								
21.00	NB		Notification of an interest in any premises	Statutory		21.00	NB							
		20,110	Applications under the Gambling Act 2005							20,110				
			Non-conversion application fee in respect of provisional statement premises											
985.00	NB		Bingo premises licence			985.00	NB							
985.00	NB		Adult gaming centre premises licence			985.00	NB							
795.00	NB		Betting premises (track) licence			795.00	NB							
795.00	NB		Family entertainment centre premises licence			795.00	NB							
985.00	NB		Betting premises (other) licence			985.00	NB							
			Non-conversion application fee in respect of other premises											
5,850.00	NB		Bingo premises licence			5,850.00	NB							
1,640.00	NB		Adult gaming centre premises licence			1,640.00	NB							
2,025.00	NB		Betting premises (track) licence			2,025.00	NB							
1,640.00	NB		Family entertainment centre premises licence			1,640.00	NB							
2,460.00	NB		Betting premises (other) licence			2,460.00	NB							
			First annual fee and annual fee											
2,460.00	NB		Converted casino premises licence			2,460.00	NB							
820.00	NB		Bingo premises licence			820.00	NB							
820.00	NB		Adult gaming centre premises licence			820.00	NB							
820.00	NB		Betting premises (track) licence			820.00	NB							
615.00	NB		Family entertainment centre premises licence			615.00	NB							
495.00	NB		Betting premises (other) licence			495.00	NB							
			Fee for application to vary licence											
1,640.00	NB		Converted casino premises licence			1,640.00	NB							
1,430.00	NB		Bingo premises licence			1,430.00	NB							
820.00	NB		Adult gaming centre premises licence			820.00	NB							
1,015.00	NB		Betting premises (track) licence			1,015.00	NB							
820.00	NB		Family entertainment centre premises licence			820.00	NB							
1,225.00	NB		Betting premises (other) licence			1,225.00	NB							
			Fee for application to transfer a licence											
1,130.00	NB		Converted casino premises licence			1,130.00	NB							
985.00	NB		Bingo premises licence			985.00	NB							
985.00	NB		Adult gaming centre premises licence			985.00	NB							
795.00	NB		Betting premises (track) licence			795.00	NB							
795.00	NB		Family entertainment centre premises licence			795.00	NB							
985.00	NB		Betting premises (other) licence			985.00	NB							
			Fee for application for reinstatement of a licence											
1,130.00	NB		Converted casino premises licence			1,130.00	NB							
985.00	NB		Bingo premises licence			985.00	NB							
985.00	NB		Adult gaming centre premises licence			985.00	NB							
795.00	NB		Betting premises (track) licence			795.00	NB							
795.00	NB		Family entertainment centre premises licence			795.00	NB							
985.00	NB		Betting premises (other) licence			985.00	NB							
			Fee for application for provisional statement											
2,850.00	NB		Bingo premises licence			2,850.00	NB							
1,605.00	NB		Adult gaming centre premises licence			1,605.00	NB							
1,985.00	NB		Betting premises (track) licence			1,985.00	NB							
1,605.00	NB		Family entertainment centre premises licence			1,605.00	NB							
2,410.00	NB		Betting premises (other) licence			2,410.00	NB							
300.00	NB		Prize permit application or renewal.			300.00	NB							
300.00	NB		Family entertainment centre gaming machine permit or renewal.			300.00	NB							
25.00	NB		Change of name on family entertainment centre/prize permit.			25.00	NB							
15.00	NB		Copy of family entertainment centre/prize permit.			15.00	NB							
30.00	NB		Change of circumstances, residence etc. S.186.			30.00	NB							
15.00	NB		Copy of licence.			15.00	NB							
200.00	NB		Club machine permit.			200.00	NB							
100.00	NB		Club machine permit renewal			100.00	NB							
50.00	NB		Club machine permit annual fee			50.00	NB							
30.00	NB		Club machine permit change of circumstances			30.00	NB							
15.00	NB		copy of club machine permit			15.00	NB							
50.00	NB		Licensed Premises gaming machine permit.			50.00	NB							
50.00	NB		Licensed Premises gaming machine permit.			50.00	NB							
25.00	NB		licensed Premises gaming machine permit transfer.			25.00	NB							
100.00	NB		licensed Premises gaming machine permit variation			100.00	NB							
30.00	NB		Licensed Premises gaming machine permit change of circumstances			30.00	NB							
15.00	NB		Copy of licensed premises gaming machine permit			15.00	NB							
			Small Society Lotteries											
40	NB		New Registration	Statutory		40								
20	NB		Annual Renewal	Statutory		20								

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CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
CHARGES FOR HIRING HOUSING COMMUNITY HALLS											
		5,000	MILLMEAD HALL	Discretionary						5,000	
36.05	EX		Hire of Main Hall -Minimum charge for up to two hours*		1-Apr-20	36.05	EX	0.00%	0.00		
15.45	EX		Each additional hour or part there after		1-Apr-20	15.45	EX	0.00%	0.00		
20.6	EX		Hire of Smaller Room -Minimum charge for up to two hours*		1-Apr-20	20.6	EX	0.00%	0.00		
10.3	EX		Each additional hour or part there after		1-Apr-20	10.3	EX	0.00%	0.00		
41.2	EX		Hire of both Main Hall & Smaller Room - Minimum charge for up to 2 hours*		1-Apr-20	41.2	EX	0.00%	0.00		
15.45	EX		Each additional hour or part there after		1-Apr-20	15.45	EX	0.00%	0.00		
* included in the hire cost of the Main Hall will be: tables, chairs, access to stage area, toilets and kitchen											
CHARGES FOR DESIGNATED PARKING SPACES											
500.00	SR	8,000	Harbour Towers		1-Apr-19	500.00	SR	0.00%	0.00	8,000	
450.00	SR	1,800	Ramsgate General		1-Apr-19	450.00	SR	0.00%	0.00	1,800	
OTHER HOUSING CHARGES											
100.00	NB	8,000	Leasehold Enquiries	Statutory	1-Apr-14	100.00	NB	0.00%	0.00	8,000	
65.00	NB		Notice of Assignment (including notice of mortgage if submitted at the same time)	Statutory	1-Apr-14	65.00	NB	0.00%	0.00		
900.00	NB		Notice of Mortgage (where submitted separately to the notice of assignment)			900.00	NB	0.00%	0.00		
200.00	NB		Lease Extension			200.00	NB	0.00%	0.00		
40.00	NB		Lease Variation			40.00	NB	0.00%	0.00		
5.00	NB		Copy of Fire Risk Safety Assessments	Statutory	1-Apr-14	5.00	NB	0.00%	0.00		
135.00	NB		Copy of Lease			135.00	NB	0.00%	0.00		
128.00	NB		Solicitors and Leaseholders enquiries (per enquiry letter answered and excluding the leaseholder's annual statement)	Statutory	1-Apr-15	128.00	NB	0.00%	0.00		
103.00	NB		Sub-letting fee	Discretionary	1-Apr-15	103.00	NB	0.00%	0.00		
50.00	NB		Leasehold Management Fee	Discretionary	1-Apr-20	50.00	NB	28.27%	29.12		
12.00	NB		Alteration & Improvement Consent			12.00	NB	0.00%	0.00		
			Replacement Keys & Fobs								
40.00	NB		Tenant Enquiries		1-Apr-19	40.00	NB	0.00%	0.00		
5.00	NB		Rent Reference		1-Apr-19	5.00	NB	0.00%	0.00		
5.00	NB		Copy of Rent Statement	Discretionary	1-Apr-19	5.00	NB	0.00%	0.00	0	
12.00	NB		Copy of Tenancy Agreement		1-Apr-19	12.00	NB	0.00%	0.00	0	
5.00	NB		Replacement Keys & Fobs	Discretionary	1-Apr-19	5.00	NB	0.00%	0.00		
50.00	NB		Replacement Payment Cards		1-Apr-19	50.00	NB	0.00%	0.00		
65.00	NB		Alteration & Improvement Consent		1-Apr-19	65.00	NB	0.00%	0.00		
95.00	NB		Forced Entry (warrant)		1-Apr-19	95.00	NB	0.00%	0.00		
25.00	NB		Forced Entry & Lock Change		1-Apr-19	25.00	NB	0.00%	0.00		
At Cost + 7.5% Admin			Wasted Emergency Call Out Fee		1-Apr-19	At Cost + 7.5% Admin					
75.00	NB		Rubbish Clearance		1-Apr-19	75.00	NB	0.00%	0.00		
At Cost + 7.5% Admin			Additional TV/Sat Aerial Points		1-Apr-19	At Cost + 7.5% Admin					
			Boarding of windows and doors (police in attendance or damage caused by occupant)		1-Apr-19						
100.00	NB	1,000	Other		1-Apr-19	100.00	NB	0.00%	0.00	1,000	
200.00	NB		Lease a shed or store		1-Apr-19	200.00	NB	0.00%	0.00		
200.00	NB		Easements/Wayleaves/ Right of Access		1-Apr-19	200.00	NB	0.00%	0.00		
250.00	NB		Variation of Easements/Wayleaves/ Right of Access		1-Apr-19	250.00	NB	0.00%	0.00		
			Sale of Land		1-Apr-19						
26 HMO/SELECTIVE LICENSING											
LICENCE FEES FOR HOUSES IN MULTIPLE OCCUPATION (HMOs) (Mandatory HMO Licensing and Selective Licensing)											
933.00	NB		(a) HMOs with 2 to 8 units of accommodation	Discretionary	1-Apr-20	933.00	NB	4.93%	46.00		
833.00	NB		Standard HMO application	Discretionary	1-Apr-20	833.00	NB	5.52%	46.00		
715.00	NB		Standard HMO application (Accredited landlord)	Discretionary	1-Apr-20	715.00	NB	4.90%	35.00		
615.00	NB		Early renewal application	Discretionary	1-Apr-20	615.00	NB	5.69%	35.00		
			Early renewal application (Accredited landlord)								
42.00	NB		(b) HMOs with more than 8 units of accommodation	Discretionary	1-Apr-19	42.00	NB	4.76%	2.00		
			Fee per additional unit of accommodation over 8 (In addition to standard or early renewal fees for 2-8 units)								
106,760			SELECTIVE LICENSING FEES (FOR NON-HMOs)							0	
648.00	NB		(a) House/flat occupied by single household - Standard application		1-Apr-20	648.00	NB	4.78%	31.00		
548.00	NB		House/flat occupied by single household - Standard application (Accredited landlord)		1-Apr-20	548.00	NB	5.66%	31.00		
552.00	NB		House/flat occupied by single household - Early renewal application		1-Apr-20	552.00	NB	4.89%	27.00		
452.00	NB		House/flat occupied by single household - Early renewal application (Accredited landlord)		1-Apr-20	452.00	NB	5.97%	27.00		
648.00	NB		(b) Buildings containing flats - Single licence required for whole building		1-Apr-20	648.00	NB	4.78%	31.00		
548.00	NB		First flat fee - Standard application		1-Apr-20	548.00	NB	5.66%	31.00		
241.00	NB		First flat fee - Standard application (Accredited landlord)		1-Apr-20	241.00	NB	4.98%	12.00		
552.00	NB		Per additional flat - Standard application (Accredited and non-accredited landlord)		1-Apr-20	552.00	NB	4.89%	27.00		
452.00	NB		First flat fee - Early renewal application		1-Apr-20	452.00	NB	5.97%	27.00		
241.00	NB		First flat fee - Early renewal application (Accredited landlord)		1-Apr-20	241.00	NB	4.98%	12.00		
			Per additional flat - Early renewal application (Accredited and non-accredited landlord)								
648.00	NB		Buildings containing flats - Capped fees (Multiple flats in building and separate licences required)		1-Apr-20	648.00	NB	4.78%	31.00		
548.00	NB		First flat fee - Standard application		1-Apr-20	548.00	NB	5.66%	31.00		
319.00	NB		First flat fee - Standard application (Accredited landlord)		1-Apr-20	319.00	NB	3.13%	10.00		
			CAPPED Per additional flat - Standard application (Accredited and non-accredited landlord)								

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CHARGES 2020/2021	INC. VAT * [1]	ESTIMATED INCOME 2020/2021	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022	
£		£				£			£	£	
552.00	NB		First flat fee - Early renewal application		1-Apr-20	579.00	NB	4.89%	27.00		
452.00	NB		First flat fee - Early renewal application (Accredited landlord)		1-Apr-20	479.00	NB	5.97%	27.00		
319.00	NB		CAPPED Per additional flat - Early renewal application (Accredited and non-accredited landlord)		1-Apr-20	329.00	NB	3.13%	10.00		
			NON-STATUTORY INSPECTIONS								
144.00	SR	5,000	Immigration inspections	Discretionary	1-Apr-20	151.00	SR	4.86%	7.00	0	
144.00	SR	-	Other non-statutory inspections		1-Apr-20	151.00	SR	4.86%	7.00	0	
	N/A		FINANCIAL PENALTIES (HOUSING ACT 2004 AND HOUSING AND PLANNING ACT 2016)				N/A				
			Financial penalties for certain housing offences (Variable from £375 to £30,000)							0	
375.00			(a) Minimum financial penalty			375.00					
30,000.00			(b) Maximum financial penalty (statutory maximum)			30,000.00					
			(Penalties are issued in accordance with the council's adopted policy for imposing financial penalties)								
			CHARGING FOR ENFORCEMENT ACTION (HOUSING ACT 2004)								
545.00	NB	1,030	Fixed charge for council expenses; however, external expenditure (if applicable) will be charged at cost. (Charges are made in accordance with the council's adopted Private Sector Housing Enforcement Policy)	Discretionary	1-Apr-20	572.00	NB	4.95%	27.00	1,144	
			MONETARY PENALTY (REDRESS SCHEMES FOR LETTINGS AGENCY WORK AND PROPERTY MANAGEMENT WORK)								
5000.00	NB	-	Fixed charge for failure to belong to an approved scheme		1-Apr-17	5000.00	NB	0.00%	0.00	0	
			PENALTY CHARGES (THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015)								
2500.00	NB	-	First penalty charge		1-Apr-17	2500.00	NB	0.00%	0.00	0	
1250.00	NB	-	First penalty charge (if paid within 14 days)		1-Apr-17	1250.00	NB	0.00%	0.00	0	
5000.00	NB	-	Any subsequent penalty charge		1-Apr-17	5000.00	NB	0.00%	0.00	0	
2500.00	NB	-	Any subsequent penalty charge (if paid within 14 days)		1-Apr-17	2500.00	NB	0.00%	0.00	0	
			FINANCIAL PENALTIES (The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020)								
			(PROPOSED - Subject to Cabinet Decision on 19 November 2020)								
			Financial penalties for electrical safety breaches (Variable from £375 to £30,000)								
			(a) Minimum financial penalty			375.00				0	
			(b) Maximum financial penalty (statutory maximum)			30,000.00				0	
			(Penalties to be issued in accordance with the council's adopted policy for imposing financial penalties)								
			FINANCIAL PENALTIES (Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015)								
			(PROPOSED - Subject to Cabinet Decision on 19 November 2020)								
			Breaching the ban on letting a property with an F or G rating for less than three months								
			First financial penalty			1,000.00				0	
			First financial penalty (if paid within 21 days)			750.00				0	
			Any subsequent financial penalty			2,000.00				0	
			Any subsequent financial penalty (if paid within 21 days)			1,500.00				0	
			Breaching the ban on letting a property with an F or G rating for more than three months								
			First financial penalty			2,000.00				0	
			First financial penalty (if paid within 21 days)			1,500.00				0	
			Any subsequent financial penalty			4,000.00				0	
			Any subsequent financial penalty (if paid within 21 days)			3,000.00				0	
			Registering false or misleading information on the PRS Exemptions Register								
			First financial penalty			500.00				0	
			First financial penalty (if paid within 21 days)			375.00				0	
			Any subsequent financial penalty			1,000.00				0	
			Any subsequent financial penalty (if paid within 21 days)			750.00				0	
			Failing to provide information to the council demanded by a Compliance Notice								
			First financial penalty			1,000.00				0	
			First financial penalty (if paid within 21 days)			750.00				0	
			Any subsequent financial penalty			2,000.00				0	
			Any subsequent financial penalty (if paid within 21 days)			1,500.00				0	
			27 PLANNING								
	P.O.A	920,000	Fees for Applications -Town & Country Planning Act 1990				P.O.A			920,000	
			Planning Approvals etc. per copy								
	NB		Copies of planning documents, decisions etc. per page		1-Apr-09		NB				
		48,000	Pre-application planning advice							48,000	
			Major Developments								
390.00	SR		Written Advice only 10-49 dwellings		1-Apr-19	390.00	SR	0.00%	0.00		
780.00	SR		Meeting and written confirmation 10-49 dwellings		1-Apr-19	780.00	SR	0.00%	0.00		
600.00	SR		Written Advice only 50-199 dwellings		1-Apr-19	600.00	SR	0.00%	0.00		
1200.00	SR		Meeting and written confirmation 50-199 dwellings		1-Apr-19	1200.00	SR	0.00%	0.00		
1200.00	SR		Written Advice only 200 dwellings or more		1-Apr-19	1200.00	SR	0.00%	0.00		
2400.00	SR		Meeting and written confirmation 200 dwellings or more		1-Apr-19	2400.00	SR	0.00%	0.00		
			Minor Developments								
216.00	SR		Written Advice only		1-Apr-19	216.00	SR	0.00%	0.00		
360.00	SR		Meeting and written confirmation		1-Apr-19	360.00	SR	0.00%	0.00		
			Householder pre-application advise								
72.00	SR		Written advice		1-Apr-19	72.00	SR	0.00%	0.00		
144.00	SR		Meeting with written confirmation		1-Apr-19	144.00	SR	0.00%	0.00		
			Research of Planning History								
150.00	NB				1-Apr-17	150.00	NB	0.00%	0.00		
			Photocopy official document, per page								
0.10	SR				1-Apr-08	0.10	SR	0.00%	0.00		

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0.10	NB		Tree Preservation Order copies per page		1-Apr-08	0.10	NB	0.00%	0.00	
			Copy Plans							
0.10	SR		A4 size per page		1-Apr-17	0.10	SR	0.00%	0.00	
0.20	SR		A3 size per page		1-Apr-17	0.20	SR	0.00%	0.00	
37.00	SR		A1 size per page		1-Apr-17	37.00	SR	0.00%	0.00	
37.00	SR		A0 size per page		1-Apr-17	37.00	SR	0.00%	0.00	
			Local Plan							
55.00	NB		New Local Plan		1-Apr-09	55.00	NB	0.00%	0.00	
28 FINANCIAL SERVICES										
176.00	EX	-	House Purchase Advances Redemption fee (Early redemption)		1-Apr-17	176.00	EX	0.00%	0.00	0
		698,340	Council Tax							698,340
60.00	NB		Summons		1-Apr-18	60.00	NB	0.00%	0.00	
50.00	NB		Liability Order		1-Apr-11	50.00	NB	0.00%	0.00	
		20,040	Business Rates							20,040
60.00	NB		Summons		1-Apr-18	60.00	NB	0.00%	0.00	
50.00	NB		Liability Order		1-Apr-11	50.00	NB	0.00%	0.00	
			Payment of Housing Benefit							
10.00	NB		Replacement of lost payment card		1-Apr-09	10.00	NB	0.00%	0.00	
25.00	NB	100	Replacement of landlord payment schedule - single financial year		1-Apr-09	25.00	NB	0.00%	0.00	100
50.00	NB	100	Replacement of landlord payment schedule - multiple financial years		1-Apr-09	50.00	NB	0.00%	0.00	100
			Assessment of Housing Benefit							
10.00	NB	30	Request for Housing Benefit file outside of Freedom of information request			10.00	NB	0.00%	0.00	30
29 CORPORATE MARKETING										
All Minimum Charges		23,100	Charges for Film Location works (n.b. exclusive use of land/property is vat exempt, filming in a public place is vatable at standard rate)			All Minimum Charges				23,100
500.00	EX		Advertising productions, Commercials, Filming for Internet Advertising - per day	deleted	Discretionary	1-Apr-13	EX			
500.00	EX		Feature Films - per day	deleted	Discretionary	1-Apr-11	EX			
150.00	EX		Low Budget Feature Films - per day	deleted	Discretionary	1-Apr-11	EX			
150.00	EX		Television dramas - per day	deleted	Discretionary	1-Apr-11	EX			
100.00	EX		Educational, Corporate, Light entertainment, music promotions - per day	deleted	Discretionary	1-Apr-11	EX			
0.00	EX		Interviews, sound recordings - per day	deleted	Discretionary	1-Apr-12	EX			
150.00	EX		Photo Shoots - National publications - per day	deleted	Discretionary	1-Apr-11	EX			
50.00	EX		Photo Shoots - low budget publications - per day	deleted	Discretionary	1-Apr-12	EX			
0.00	EX		Student films, local community groups - per day		Discretionary	1-Apr-11	0.00	EX	0.00%	0.00
50.00	EX		Administration - complex enquiries - per hour		Discretionary	1-Apr-12	50.00	EX	0.00%	0.00
			Production with crews of 150 people or over	new	Discretionary	1-Apr-13	1000.00	EX		
			Production with crews of 100 to 149 people	new	Discretionary	1-Apr-11	500.00	EX		
			Production with crews of 75 to 99 people	new	Discretionary	1-Apr-11	400.00	EX		
			Production with crews of 25 to 74 people	new	Discretionary	1-Apr-11	300.00	EX		
			Productions with crews of 10 to 24 people	new	Discretionary	1-Apr-11	150.00	EX		
			Productions with crews up to 9 people	new	Discretionary	1-Apr-12	50.00	EX		
			Filming with a drone per day	new	Discretionary	1-Apr-11	125.00	EX		
			Local Charity Groups	new	Discretionary	1-Apr-11	0.00	EX		
			Prep/strike days are charged at 50% of the agreed filming day fee.	new						
30. LAND CHARGES										
11.00	NB	11,840	Personal Searches Administration Fee		Discretionary	1-Apr-11	11.00	NB	0.00%	0.00
	P.O.A.		Con 29 and optional enquiries				P.O.A.	SR		11,840
117.60	SR	200,000	Land Charges Search including Official Certificate of Search (one parcel of land) from 1 January 2017			1-Jan-17	117.60	SR	0.00%	0.00
45.00	NB	85,000	** (fee split, CON29 E98 + vat and E45 non-vatable)				45.00	NB	0.00%	0.00
117.60	SR		electronically received request for search		Discretionary	1-Jan-17	117.60	SR	0.00%	0.00
45.00	NB		** (fee split, CON29 E98 + vat and E45 non-vatable)				45.00	NB	0.00%	0.00
16.80	SR		additional parcels of land (per parcel)		Discretionary	1-Apr-12	16.80	SR	0.00%	0.00
6.00	NB		** (fee split, CON29 E14 + vat and E6 non-vatable)				6.00	NB	0.00%	0.00
			Fee for commercial property (to be charged on top of CON29 fee, new fee non-vatable)	new			62.40	NB		6,000
31. OFF STREET PARKING - Dreamland										
		253,380	DREAMLAND, Margate 7am-10pm Linear after 1st hour							253,380
			Private motor cars							
			Same All Year							
2.50	SR		First Hour		Discretionary	1-Apr-19	2.50	SR	0.00%	0.00
2.50	SR		Per hour up to 4 hours		Discretionary	1-Apr-19	2.50	SR	0.00%	0.00
12.00	SR		Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	12.00	SR	0.00%	0.00
0.10	SR		Each 10 minute slot between 1 hour and 5 hours rounded up to 10p		Discretionary	1-Apr-19	0.10	SR	0.00%	0.00

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32. BUILDING CONTROL											
51.50	SR		Copies of Building Regulation (Decision notices & Completions)	Discretionary	1-Apr-20	51.50	SR	0.00%	0.00		
411.99	SR	2.000	Demolition Inspection (during working hours and up to a maximum of 3 hours)	Discretionary	1-Apr-20	411.99	SR	0.00%	0.00	2.000	
27.83	SR		Additional fee for receipt (of notice)	Discretionary	1-Apr-20	27.83	SR	0.00%	0.00		
154.50	SR		Written request for Building Control inspection notes (limited to owner of property) Per enquiry letter answered	Discretionary	1-Apr-20	154.50	SR	0.00%	0.00		
92.70			Research of Building Regulation Information - (not Land Registry, Land Charges or Local Land Charges) (per hour) On line free of charge	Discretionary	1-Apr-20	92.70		0.00%	0.00		
51.50			Subsequent Approval Notice copies following research	Discretionary	1-Apr-20	51.50		0.00%	0.00		
	SR	443.000	All Other Building Regulation Fees (Further details from Building Control)	Statutory			SR			443.000	
90.00	SR		Hourly rate for Building Control Surveyor in office hours For out of hours rates contact Building Control	Discretionary	1-Apr-19	90.00	SR	0.00%	0.00		
33. MUSEUMS											
Dickens House Museum											
4.00	SR	18,320	Admission - Adult		1-Apr-20	4.00	SR	0.00%	0.00	18,320	
2.20	SR	760	Admission - Child (under 16)		1-Apr-20	2.20	SR	0.00%	0.00	760	
2.60	SR	3,200	Students		1-Apr-20	2.60	SR	0.00%	0.00	3,200	
10.30	SR	3,360	Family Ticket - 2 Adults and 2 Children		1-Apr-20	10.30	SR	0.00%	0.00	3,360	
2.20	SR	400	Under 16s Group ticket - min 10 persons (including max 2 adults per group) - price per person		1-Apr-20	2.20	SR	0.00%	0.00	400	
3.30	SR	360	Over 16s/Adults Group ticket - min 10 persons- price per person		1-Apr-20	3.30	SR	0.00%	0.00	360	
34. COUNCIL PUBLICATIONS											
corporate p/c charge	NB		Council agendas & Committee minutes - per page		1-Apr-08	corporate p/c charge	NB				
corporate p/c charge	NB		Committee agenda per single committee per single copy			corporate p/c charge	NB				
corporate p/c charge	NB		Committee agenda per page			corporate p/c charge	NB				
corporate p/c charge	NB		Planning Committee or Cabinet		1-Apr-08	corporate p/c charge	NB				
corporate p/c charge	NB		All other Committees		1-Apr-08	corporate p/c charge	NB				
corporate p/c charge	NB		Photocopy official document, per page (plus administration charge, if applicable) Income included in other departmental charges		1-Apr-07	corporate p/c charge	NB				
5.00	SR	40	Recording of Council Meeting		1-Apr-20	5.00	SR	0.00%	0.00	40	
35. ELECTORAL SERVICES											
25.00	NB		Electoral Index of Streets		1-Apr-04	25.00	NB	0.00%	0.00		
10.00	NB		Marked copy of Register - Basic Charge plus per 1000 entries charge below		1-Apr-08	10.00	NB	0.00%	0.00		
5.00	NB		Marked copy of Register per 1000 entries in addition to basic charge		1-Apr-10	5.00	NB	0.00%	0.00		
10.00	NB	2,140	Register price list (paper copy) Basic Charge plus cost per 1,000 entries charge below			10.00	NB	0.00%	0.00	2,140	
5.00	NB		Register price list (paper copy) per 1,000 entries in addition to basic charge		1-Apr-09	5.00	NB	0.00%	0.00		
20.00	NB		Register price list (data copy) Basic Charge plus cost per 1,000 entries charge below			20.00	NB	0.00%	0.00		
1.50	NB		Register price list (data copy) per 1,000 entries in addition to basic charge			1.50	NB	0.00%	0.00		
FREE			Inspection of marked copy of Register - per register		1-Apr-06	FREE					
36. EXTERNAL PRINTING											
0.06	SR	2,500	A4 single sided black and white photo copy quantity 1 - 99		1-Apr-17	0.06	SR	0.00%	0.00	2,500	
0.04	SR		A4 single sided black and white photo copy quantity 100 - 499		1-Apr-17	0.04	SR	0.00%	0.00		
0.03	SR		A4 single sided black and white photo copy quantity 500+		1-Apr-17	0.03	SR	0.00%	0.00		
0.07	SR		A4 single Double sided black and white photo copy quantity 1-99		1-Apr-17	0.07	SR	0.00%	0.00		
0.05	SR		A4 single Double sided black and white photo copy quantity 100-499		1-Apr-17	0.05	SR	0.00%	0.00		
0.04	SR		A4 single Double sided black and white photo copy quantity 500+		1-Apr-17	0.04	SR	0.00%	0.00		
0.10	SR		A3 single sided black and white photo copy quantity 1 - 99		1-Apr-17	0.10	SR	0.00%	0.00		
0.08	SR		A3 single sided black and white photo copy quantity 100 - 499		1-Apr-17	0.08	SR	0.00%	0.00		
0.05	SR		A4 single sided black and white photo copy quantity 500+		1-Apr-17	0.05	SR	0.00%	0.00		
0.11	SR		A3 single Double sided black and white photo copy quantity 1-99		1-Apr-17	0.11	SR	0.00%	0.00		
0.09	SR		A3 single Double sided black and white photo copy quantity 100-499		1-Apr-17	0.09	SR	0.00%	0.00		
0.06	SR		A3 single Double sided black and white photo copy quantity 500+		1-Apr-17	0.06	SR	0.00%	0.00		
0.19	SR		A4 single sided colour photo copy quantity 1 - 99		1-Apr-17	0.19	SR	0.00%	0.00		
0.15	SR		A4 single sided colour photo copy quantity 100 - 499		1-Apr-17	0.15	SR	0.00%	0.00		
0.08	SR		A4 single sided colour photo copy quantity 500+		1-Apr-17	0.08	SR	0.00%	0.00		
0.25	SR		A4 single Double sided colour photo copy quantity 1-99		1-Apr-20	0.25	SR	0.00%	0.00		
0.21	SR		A4 single Double sided colour photo copy quantity 100-499		1-Apr-20	0.21	SR	0.00%	0.00		
0.15	SR		A4 single Double sided colour photo copy quantity 500+		1-Apr-20	0.15	SR	0.00%	0.00		
0.27	SR		A3 single sided colour photo copy quantity 1 - 99		1-Apr-20	0.27	SR	0.00%	0.00		
0.23	SR		A3 single sided colour photo copy quantity 100 - 499		1-Apr-20	0.23	SR	0.00%	0.00		
0.17	SR		A4 single sided colour photo copy quantity 500+		1-Apr-20	0.17	SR	0.00%	0.00		

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											Annex 1
CHARGES 2020/2021 £	INC. VAT * [1]	ESTIMATED INCOME 2020/2021 £	DETAILS	Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2021/2022 £	INC. VAT *	% CHANGE	£ CHANGE	ESTIMATED INCOME 2021/2022 £	
0.35	SR		A3 single Double sided colour photo copy quantity 1-99		1-Apr-20	0.35	SR	0.00%	0.00		
0.31	SR		A3 single Double sided colour photo copy quantity 100-499		1-Apr-20	0.31	SR	0.00%	0.00		
0.25	SR		A3 single Double sided colour photo copy quantity 500+		1-Apr-20	0.25	SR	0.00%	0.00		
3.05	SR		Business cards per 100 single sided		1-Apr-20	3.05	SR	0.00%	0.00		
5.15	SR		Business cards per 100 double sided		1-Apr-20	5.15	SR	0.00%	0.00		
1.25	SR		Unibinding		1-Apr-17	1.25	SR	0.00%	0.00		
1.00	SR		Wire binding 34 hole		1-Apr-17	1.00	SR	0.00%	0.00		
1.50	SR		Wire binding 21 hole		1-Apr-17	1.50	SR	0.00%	0.00		
60.00	SR		Artwork Adjustments / hour		1-Apr-17	60.00	SR	0.00%	0.00		
0.03	SR		Carbon paper single sided		1-Apr-17	0.03	SR	0.00%	0.00		
0.05	SR		Carbon paper double sided		1-Apr-17	0.05	SR	0.00%	0.00		
0.50	SR		Laminating A4 Sheet		1-Apr-20	0.50	SR	0.00%	0.00		
0.70	SR		Laminating A3 Sheet		1-Apr-17	0.70	SR	0.00%	0.00		
4.00	SR		Laminating A2 Sheet		1-Apr-20	4.00	SR	0.00%	0.00		
37. ESTATES											
10% net rent (12 months)	SR	100,000	Estates agency charge for new lettings 10% of one years headline rental This is for leases only, for licences see below		1-Apr-19	10% net rent (12 months)	SR			100,000	
210.00 4% of 12 mth licence fee	SR		Higher of Minimum Charge and % of 12 month licence fee		1-Apr-19 1-Apr-18	210.00 4% of 12 mth licence fee	SR	0.00%	0.00		
330.00	SR		Granting of wayleaves/easements/licences etc. - depending on the complexity of the agreement Minimum Charge		1-Apr-19	330.00	SR	0.00%	0.00		
1890.00	SR		4% of first years rent up to a maxium of £1890.00		1-Apr-19	1890.00	SR	0.00%	0.00		
600.00	SR		Fees for all disposals, including Auction, Private Treaty, Informal Tender & Asset Transfer Minimum 5% x higher of disposal value or accounting capital value up to maximum of £25,000 per property		1-Apr-19 1-Apr-18	600.00	SR	0.00%	0.00		
185.00	SR		Hourly Rates for other services not included above Estate Surveyor		1-Apr-20	185.00	SR	0.00%	0.00		
185.00	SR		Qualified Valuer/Building Surveyor		1-Apr-20	185.00	SR	0.00%	0.00		
38. LEGAL SERVICES											
220.00	SR	10,000	Provision of Legal Services Commercial Property Matters, per hour		1-Jul-16	260.40	SR	18.36%	0.00	10,200	
220.00	SR		Planning Matters - external agreements, per hour		1-Jul-16	260.40	SR	0.00%	0.00		
120.00	SR		Civil Litigation and Prosecutions, per hour		1-Jul-16	260.40	SR	0.00%	0.00		
All Minimum Charges						All Minimum Charges					
1000.00	SR		New Lease		1-Jul-16	1562.40	SR	56.24%	562.40		
700.00	SR		Renewal Lease		1-Jul-16	1,302.00	SR	86.00%	602.00		
600.00	SR		Licence to Assign	del	1-Jul-16		SR				
600.00	SR		Licence for Works	del	1-Jul-16		SR				
600.00	SR		Licence for Underletting	del	1-Jul-16		SR				
700.00	SR		Occupational Licence	del	1-Jul-16		SR				
600.00	SR		Sale	del	1-Jul-16		SR				
700.00	SR		Purchase	del	1-Jul-16		SR				
			Freehold Sale	new		1,041.60	SR				
			Freehold Purchase	new		1,041.60	SR				
			Ancillary Documents*	new		520.80	SR				
			Letter Licence	new		260.40	SR				
			*Ancillary documents comprise Deed of Grant, Licence to Assign, Rent Deposit Deed, Personal Guarantee, Authorised Guarantee Agreement, Licence for Works by Deed, Tenancy at Will, etc.								
39. KENT INNOVATION CENTRE											
80.00	SR	8,300	Meeting Room Hire	Discretionary	1-Apr-18	80.00	SR	0.00%	0.00	8,300	
80.00	SR		Conference Room - Morning Session	Discretionary	1-Apr-18	80.00	SR	0.00%	0.00		
150.00	SR		Conference Room - Afternoon Session	Discretionary	1-Apr-18	150.00	SR	0.00%	0.00		
60.00	SR		Boardroom - Morning Session	Discretionary	1-Apr-18	60.00	SR	0.00%	0.00		
60.00	SR		Boardroom - Afternoon Session	Discretionary	1-Apr-18	60.00	SR	0.00%	0.00		
110.00	SR		Boardroom - All Day Session	Discretionary	1-Apr-18	110.00	SR	0.00%	0.00		
40.00	SR		Prince George Room - Morning Session	Discretionary	1-Apr-18	40.00	SR	0.00%	0.00		
40.00	SR		Prince George Room - Morning Session	Discretionary	1-Apr-18	40.00	SR	0.00%	0.00		
70.00	SR		Prince George Room - All Day Session	Discretionary	1-Apr-18	70.00	SR	0.00%	0.00		

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[1] SR - Standard Rate 20%
FR - Fuel Rate 5%

NB - Non Business 0%
EX - Exempt 0%
OS - Outside Scope 0%

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Waste Disposal - Proposed Inter Authority Agreement

Cabinet	19 November 2020
Report Author	Mike Humber - Director of Operations
Portfolio Holder	Cllr Albon - Cabinet member for Operational Services
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	District Wide

Executive Summary:

TDC is the collection authority for domestic waste, KCC is the disposal authority. An existing inter authority agreement describes the collection methodology and a mechanism for payments (known as enabling payments) associated with the waste service to be made by KCC to TDC. The current 10 year agreement is between the 4 East Kent districts and KCC. This existing agreement expires on 15 January 2021. The existing agreement includes the standards required for collection and transfer of the various domestic waste streams along with waste from street bins, dog bins, bulky waste collections and street cleansing arisings. A new agreement has been drafted with the intention of this coming into force on 16th January 2021 thereby avoiding a gap between the old and new agreements. This agreement will also set out the model for the sharing of income and savings by KCC with TDC for waste recycled and therefore diverted from landfill. This report therefore seeks Cabinet's agreement to enter into the agreement and delegated authority for the Director of Operations to negotiate and agree final terms and enter into this new agreement.

Recommendation(s):

That Cabinet agree to Option 1 -

1. That the Council enters into a new Inter Authority Agreement with Kent County Council for a period of 5 years from 16 January 2021;
2. That the Director of Operations is given delegated authority to undertake all steps to negotiate and agree the final terms of the agreement (in consultation as necessary with the Portfolio Holder);
3. That the Director of Law and Democracy is given delegated authority to sign the final agreement.

Corporate Implications

Financial and Value for Money

There is currently an enabling payment in place which is made by KCC annually. The revised payment that will become due under the new agreement will be approx 40% less than existing. The 2021/22 budget report going to Council in February will result in the base budget for Operational Services being adjusted to reflect this change. The new agreement is proposed to commence on 16th January 2021 and the payment will be adjusted on a pro rata basis in year. Any unbudgeted impact in 2020/21 has been reported through the normal budget monitoring process

Legal

The new agreement will commit both parties to the terms which enable payment to be made by KCC to TDC for a 50% proportion of income and savings made by KCC associated with the disposal of recycling and waste collected by TDC. Provisions exist for variation in the event of legislative changes or by mutual consent.

Corporate

The council has enjoyed the security of a 10 year agreement regarding the transfer of waste to KCC for disposal with a fixed associated enabling payment. If no new agreement is entered into there will be no associated enabling/performance payment which will have a significant budget impact. The new agreement will be on the basis of a lower value annual payment as described in section 2 of this report. However there will also be a mechanism for this payment to rise in the event that household waste recycling performance is improved.

Equality Act 2010 & Public Sector Equality Duty

The Equality Impact Assessment undertaken concluded that no Protected Characteristics will be impacted upon either positively or negatively as a result of this contract award. The proposed agreement is between TDC and KCC and the waste collection service for Thanet residents will not be impacted upon or changed.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: -

- *Environment*
- *Communities*

1.0 Introduction and Background

- 1.1 Thanet District Council (TDC) is the Waste Collection Authority (WCA) for household waste. Kent County Council (KCC) is the Waste Disposal Authority (WDA). KCC is responsible for arranging the recycling/disposal of waste collected from households by the WCA's in the county. Household waste and mixed recycle from households along with other waste streams such as waste from street bins and street cleansing is collected by TDC and taken to a waste transfer station that has been contracted by KCC. See Annex 1 for a list of waste streams included in the proposed agreement.
- 1.2 TDC entered an Inter Authority Agreement (IAA) with KCC in 2010 as part of the East Kent Waste Partnership regarding the disposal of household and street waste. The

agreement sets out and describes criteria for enabling payments which are made by KCC to TDC to support the delivery of the kerbside collection service which is split into 4 main streams in the interests of recycling waste.

- 1.3 The existing agreement will naturally expire on 15th January 2021 with no option for an extension. A new agreement is therefore required to allow TDC to continue to receive the benefit of enabling payments based upon recycling performance.

2.0 The Current Situation

- 2.1 A new agreement has been drafted with a proposed 5 year term (3 years with 2 year extension option). The previous agreement was between the 4 authorities of the East Kent Waste Partnership and KCC. However the East Kent districts will this time negotiate new agreements separately based on each authority's individual circumstances, this is largely due to the differing waste collection arrangements of each authority. The proposed agreement is therefore solely between TDC and KCC.
- 2.2 The proposed agreement does not change the collection methodology known as the Nominal Optimum Method (NOM). The NOM sets the way that waste streams are presented by collection authorities in Kent. i.e. separate paper/cardboard (red bag or bin), mixed recyclate (blue bin), food waste (brown bin) and residual (black bin). This collection methodology is not possible everywhere in Thanet due to a number of factors but offers the maximum opportunity for cost efficient recycling by KCC as Waste Disposal Authority, this then in turn benefits TDC via the enabling payment.
- 2.3 The current Inter Authority Agreement includes the arrangements for the annual enabling payment by KCC to each of the East Kent districts to support the provision of services based on the current collection and recycling methodology. The enabling payment as agreed sought to compensate the Districts for the notional additional costs of operating the services over and above simpler collection arrangements and also represents a payment for materials diverted from landfill, income generated from recyclate and lower waste disposal costs. The balance of this income and saving is shared on a 50/50 basis by KCC with TDC as part of the enabling payment. The current enabling payment (until 15th January 2021) for TDC is £518,950 p.a.
- 2.3 KCC have been clear that future payments will be more closely related to a performance payment, which is similar to the approach taken within West Kent. This has been partly driven by KCC's concern that the expected levels of diversion from landfill and revenue generated from recyclate sales anticipated under the current agreement have not been achieved and that any future payments made by KCC will only be paid to recognise actual cost savings realised. Income and savings will still be shared on the 50/50 basis and will be based on the current recycling performance. The agreement will contain provision for adjustment in the event that recycling performance changes beyond agreed thresholds.
- 2.4 On this basis the annual payment will be approximately 40% less than the sum paid annually under the current agreement. This situation is not peculiar to Thanet and reflects KCC's intention to shift the balance of risk on recycling performance which they have carried throughout the existing 10 year agreement.

3.0 Options

- 3.1 Option 1 - (As summarised in the recommendations above) - That Cabinet agree that the Director of Operations shall (in consultation with Finance and Legal colleagues) agree the final terms of a new Inter Authority Agreement with Kent County Council with a duration of 5 years (3 years with 2 year extension option) commencing from 16th January 2021 for the disposal of the waste streams listed in Annex 1 including household waste. This agreement will set out the financial model for the sharing of income and savings by KCC with TDC for waste recycled and therefore diverted from landfill. The proposed agreement does not affect the existing waste collection methodology adopted by TDC as a waste collection authority so there will be no change to household waste collection arrangements or impact on the way that our residents present household waste.
- 3.2 Option 2 - That Cabinet do not agree to enter into a new agreement with KCC. Note this would not affect the obligation of KCC as disposal authority to accept recyclate and waste from Thanet via the contracted waste transfer station. It would however mean that there would be no obligation on KCC to share income and savings resulting from the diversion of waste from landfill.
- 3.3 Option 3 - As option 1 but with a varied contract term as recommended by Cabinet.

Contact Officer: Mike Humber - Director of Operations
Reporting to: Gavin Waite - Corporate Director Communities

Annex List

Annex 1: Waste Streams collected by TDC and transferred for disposal by KCC

Background Papers

None

Corporate Consultation

Finance: Matthew Sanham, Financial Services Manager

Legal: Estelle Culligan, Director of Law and Democracy

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Annex 1: Waste Streams collected by TDC and transferred for disposal by KCC

Waste Stream
Household Refuse (black bin) or seagull proof sack / bagged waste where bin storage is not possible
Dry Mixed Recycling - Plastic, Cans & Glass (blue bin)
Separate Recycling Fibres - Paper and Card (red bin or bag)
Garden Waste (green bin)
Food Waste (brown bin)
Clinical Waste
Bulky Waste Including furniture and Waste Electrical and Electronic Equipment (WEEE) <ul style="list-style-type: none">• White Goods; Fridges and Freezers• Cathode ray tubes,• Fluorescent bulbs/lamps
Street Arisings; Litter & Dog Waste
Street Arisings; Highway Mechanical Sweepings
Fly Tipped Waste/Hazardous Waste

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