

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Tuesday, 12 January 2021 at 2.00 pm
Virtual Meeting - This meeting is being held remotely by
Skype for Business

Cabinet Members: Councillor Kelham Cooke, The Leader of the Council (Chairman)
Councillor Barry Dobson, The Deputy Leader of the Council (Vice-Chairman)

Councillor Annie Mason, Cabinet Member for Communities
Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations
Councillor Robert Reid, Cabinet Member for Housing and Planning
Councillor Adam Stokes, Cabinet Member for Finance and Resources
Councillor Rosemary Trollope-Bellew, Cabinet Member for Culture and Visitor Economy

Agenda

Accessing the Meeting

Councillors should access the meeting using the link in their calendar.

Members of the press and public can gain access to the meeting by using the following link:

[Cabinet - 12 January 2021](#)

If you are using a smartphone or tablet it may be necessary to download the Skype for Business app before you can enter the meeting; please allow yourself time to do this. If you are using a laptop or desktop computer, you should be able to access the meeting via your web browser.

When you follow the link to the meeting you will enter a virtual lobby; you will be invited into the meeting from the lobby just before the meeting begins. Members of the public should not use the Chat function in Skype for Business. This is for use by Councillors, who will use it to indicate that they would like to speak.

If you have any questions about how to join the meeting, e-mail
democracy@southkesteven.gov.uk.

1. Register of attendance and apologies for absence

- 2. Minutes of the previous meeting** (Pages 5 - 9)
Minutes of the meeting held on 1 December 2020.

3. Disclosure of Interests (if any)

Items for recommendation to Council

- 4. Local Council Tax Support scheme proposals 2021/22** (Pages 11 - 26)
Report from the Cabinet Member for Finance and Resources.

- 5. Draft Budget Proposals 2021/22** (Pages 27 - 109)
Report from the Cabinet Member for Finance and Resources.

Items for Cabinet Decision: Key

- 6. Hackney Carriage and Private Hire Licensing Policy** (Pages 111 - 224)
Report from the Cabinet Member for Commercial and Operations.

- 7. Voids Process and Performance - Housing Technical Services** (Pages 225 - 241)
Report from the Cabinet Member for Housing and Planning.

- 8. Procurement of Housing Stock Condition Survey** (Pages 243 - 250)
Report from the Cabinet Member for Housing and Planning.

Items for information

- 9. Matters Referred to Cabinet by the Council or Overview and Scrutiny Committees**

- 10. Key and Non-Key Decisions taken under Delegated Powers** (Pages 251 - 300)
Report from the Leader of the Council.

11. Representations and questions from Non Cabinet Members

- 12. Cabinet Forward Plan 1 February 2021 to 31 January 2022** (Pages 301 - 308)
Report from the Leader of the Council.

Urgent Items

Items which the Leader is of the opinion should be considered at the meeting as a matter of urgency pursuant to Section 100(b)(4)(b) of the Local Government Act 1972 by reason of special circumstances.

Exempt Items

Under Section 100(a)(4) of the Local Government Act 1972, the press and public may be excluded from the meeting during any listed items of business, on the grounds that if they were to be present, exempt information could be disclosed to them as defined in the relevant paragraphs of Schedule 12A of the Act.

13. Exempt minute 38 Cabinet 1 December 2020

(Page 309)

To receive the exempt minute on the land acquisition in South Kesteven.

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Minutes

Cabinet

Tuesday, 1 December 2020



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

The Leader: Councillor Kelham Cooke, The Leader of the Council (Chairman)

The Deputy Leader: Councillor Barry Dobson, The Deputy Leader of the Council (Vice-Chairman)

Cabinet Members present

Councillor Annie Mason, Cabinet Member for Communities

Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations

Councillor Robert Reid, Cabinet Member for Housing and Planning

Councillor Adam Stokes, Cabinet Member for Finance and Resources

Councillor Rosemary Trollope-Bellew, Cabinet Member for Culture and Visitor Economy

Non-Cabinet Members present

Councillor Bob Adams

Councillor Graham Jeal

Councillor Ian Selby

Councillor Mark Whittington

Councillor Ray Wootten

Officers

Chief Executive (Karen Bradford)

Assistant Chief Executive, Housing Delivery (Ken Lyon)

Interim Director of Finance (Richard Wyles)

Strategic Director Commercial and Operations (Gary Smith)

Director of Law and governance (Shahin Ismail)

Acting Principal Democratic Officer (Shelley Thirkell)

Democratic Officer (Lucy Bonshor)

27. Register of attendance and apologies for absence

All Cabinet Members were present.

28. Minutes of the previous meeting

The minutes of the meeting held on 3 November 2020 were agreed as a correct record of the decisions taken.

29. Disclosure of Interests (if any)

None disclosed.

30. Council Tax Base 2021/22

The Cabinet Member for Finance and Resources presented the report on the Council Tax base for 2021/22. The proposed base for South Kesteven for 2021/22 was 48,122.4 Band D equivalents, an increase of 0.4% on the previous financial year 2020/21. The figure was less than the Medium Term Plan financial plan projection of 1.5%; this was due to fewer properties and the number of residents claiming Council Tax support. The setting of the Council Tax base was a key part of the budget and was based on the number of properties as at September 2020. The collection rate as at 30 November 2020 was only 0.8% less than 30 November 2019 and had increased since the reintroduction of recovery and direct support for those experiencing hardship. The recommendation as contained within the report was proposed and seconded.

On being put to the vote, it was **AGREED**:

To recommend to Council the approval of the Council Tax base for the financial year 2021/22 equating to 48,122.4 in accordance with the relevant legislation. This will form the basis upon which the Council will estimate Council Tax income for the 2021/22 budget.

31. Review of the Licensing Act 2003 Policy Statement

The Cabinet Member for Commercial and Operations presented the report on the review of the Statement of Licensing Policy 2021 – 2026. The Council had a statutory duty to review their Statement of Licensing Policy every five years. The policy had been updated to take account of changes in statutory guidance as published in April 2018 in relation to the Licensing Act 2003, legislation and information about the district. The policy had been out to consultation and had been discussed at the Environment Overview and Scrutiny Committee. Significant changes to the document had been made due to recent legislation.

On being put to the vote, it was **AGREED**:

To note the feedback from the public consultation on the draft Statement of Licensing Policy 2021-2026 and to recommend to Council that the draft Statement of Licensing Policy 2021-2026 be adopted.

32. Food Waste Collection

On presenting the report, the Cabinet Member for Commercial and Operations spoke of the success of the food waste trial that had originally been funded by Lincolnshire County Council on behalf of the Lincolnshire Waste Partnership. Participation levels in the scheme had exceeded expectations with 85% participation of those taking part in the trial. Recycling had increased and there had been a reduction in residual

waste. Although funding for the trial had been withdrawn by Lincolnshire County Council in June 2020, a decision had been made by the Leader to continue the existing service until 31 March 2021.

The report recommended that the current food waste collection continued until March 2022 with the current households. The ambition of the Council was to widen the food waste collection and an in principle decision was being sought to expand the food waste collection, which would depend on the budget available, and the Government's aim of compulsory food waste collection.

On being put to the vote, it was **AGREED**:

1. To continue the existing food waste collection service until at least March 2022, utilising the food waste financial reserve to fund and subject to the annual budget approval process.
2. To support in principle the ambition to expand food waste collections throughout the District, accepting that this would be dependent on future funding and/or the Government's proposals to make the service a statutory requirement.

33. Public Realm Improvements, St Peter's Hill, Grantham

The Leader of the Council presented the report on the project to deliver and install a statue of the late Baroness Margaret Thatcher on St Peter's Hill, Grantham, as the Country's first female Prime Minister who was born in Grantham. The statue had been commissioned and funded by The Public Memorials Appeal and planning permission to erect the statue had been granted.

The Leader of the Council referred to the economic impact that Covid-19 had had on businesses and tourist attractions. The unveiling of the statue event would draw many visitors to the area and would help to boost the local economy and benefit the local shops and businesses.

The Leader stated that an event of this type had significant cost implications and it was proposed that the cost of the event would be undertaken by a comprehensive fund raising campaign. The expectation was that the cost of the event would be fully met through voluntary donations and not at the expense of the public purse.

The report recommended that an experienced event company be appointed to make sure that the event was carried out safely and effectively. To maximise opportunities to promote South Kesteven, and to keep both residents and businesses safe.

Reference was made to the debate about the legacy of Baroness Thatcher, which had been highlighted in the press and social media. It was stated that the event provided an opportunity for the community of Grantham to celebrate its heritage and promote the district of South Kesteven both nationally and internationally. A significant national figure would be undertaking the unveiling.

The Leader reiterated his belief that the full funding of the event would be met by fund raising and donations with the potential to provide a legacy to look after the statue and make contributions to Grantham Museum and the exhibits on display.

Cabinet Members supported the proposal, but acknowledged that she was seen by some as a divisive figure. However, it was a fact that she was the first female Prime Minister who was born in Grantham. This heritage should be celebrated and promoted to enhance visitor economy to the area. It was suggested that the local retailers and businesses should be contacted by the external event company so that everyone could be involved in the event and encourage visitors to the area.

Further support was given to the proposal by a non-Cabinet Member who quoted the increase in police officers during Baroness Thatcher's term of office. One non-Cabinet Member was against having the statue and he urged the Leader to hold a referendum with the residents of Grantham to see if they supported having a statue on St Peter's Hill.

On being put to the vote, it was **AGREED**:

1. To approve the installation of the statue on St Peter's Hill Green, in accordance with the agreed planning permission.
2. To approve a budget allocation from the Local Priorities Reserve and authorise expenditure of up to £100k to underwrite the statue-unveiling event and any consequential works. Any fundraising from the public, businesses and others will go towards funding this budget allocation.
3. To approve the engagement of an external organisation, as part of the above allocation, to coordinate the unveiling, including event management, communications and fundraising campaign.
4. To delegate to the Chief Executive, in consultation with the Leader and the Monitoring Officer, the authority to enter into a deed of gift agreement with The Public Memorials Appeal to transfer the ownership of the statue to the Council from the point of installation.

34. Matters Referred to Cabinet by the Council or Overview and Scrutiny Committees

No matters had been referred to Cabinet.

35. Key and Non Key Decisions taken under Delegated Powers

The Leader presented the report on Key and Non Key decisions that had been taken since the last meeting of the Cabinet. It was noted that the figure shown at paragraph 6.1 of Appendix 1 should read £80,000 and not £82,000 as shown in the report.

Cabinet noted the contents of the report.

36. Representations and questions from Non Cabinet Members

None received.

37. Cabinet Forward Plan 1 January 2021 to 31 December 2021

Cabinet noted the Forward Plan for the period 1 January 2021 to 31 December 2021.

Exclusion of Press and Public

It was proposed, seconded and agreed to exclude the press and public from the meeting, in accordance with Section 100A(4) of the Local Government Act 1972 during consideration of the following item of business because of the likelihood that otherwise exempt information, as described in paragraph 3 of the Act would be disclosed to them.

38. Acquisition of Land in South Kesteven

To approve the recommendations as set out within exempt report of the Leader of the Council.

The report and associated appendices contain exempt information under Section 100(a)(4) of the Local Government Act 1972 (as amended), paragraph 3 of Schedule 12A of the Act.

39. Close of meeting

The meeting closed at 14:56.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Adam Stokes

Cabinet Member for Finance and
Resources

Local Council Tax Support Scheme

This report reviews the Council's Local Council Tax Support scheme in advance of the 2021/22 financial year.

Report Author

Alison Hall-Wright, Head of Finance

Tel: 01476 406080

Email: alison.hall-wright@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Administrative	Budget and Policy Framework	All Wards

Reviewed by:	Claire Morgan, Senior Accountant	10 December 2020
Approved by:	Richard Wyles, Interim Director of Finance	15 December 2020
Signed off by:	Councillor Adam Stokes, Cabinet Member for Finance and Resources	18 December 2020

Recommendation (s) to the decision maker (s)

1. Cabinet is asked to recommend to Council the Local Council Tax Support scheme 2021/22 based on the same overarching criteria as the current year's scheme.
2. Cabinet is asked to consider the request from the Lincolnshire Police and Crime Commissioner to include Special Constables within the Local Council Tax Support scheme from 1 April 2021.

1 The Background to the Report

- 1.1 The Council Tax Benefit system was abolished on 31 March 2013 and replaced by the Local Council Tax Support Scheme (LCTSS). This scheme can be determined locally by the Billing Authority having had due consultation with precepting authorities, key stakeholders and residents. There are currently 8,240 residents claiming Council Tax Support in the South Kesteven District. 3,288 are pensioners who are protected under the legislation and receive Council Tax support as prescribed by the Government (broadly similar to the level of Council Tax Benefit). It is the 4,952 working age claimants where a local scheme can be determined which can change the level of support provided.
- 1.2 The Council agreed to a LCTSS which came into effect on 1 April 2013. Our scheme currently provides 80% for working age customers.
- 1.3 Any scheme has a wide ranging set of competing and sometimes, conflicting objectives that need to be considered in any scheme design. These can be listed as (in no particular order):
- National welfare benefits
 - Council budget capacity
 - Council Tax collection rates
 - Economy
 - Demographics
 - Council objectives
 - Other Council comparisons

Given the current operating context, it is problematic to fundamentally re-assess any Council Tax scheme due to the volatility that is impacting on a number of the objectives listed above.

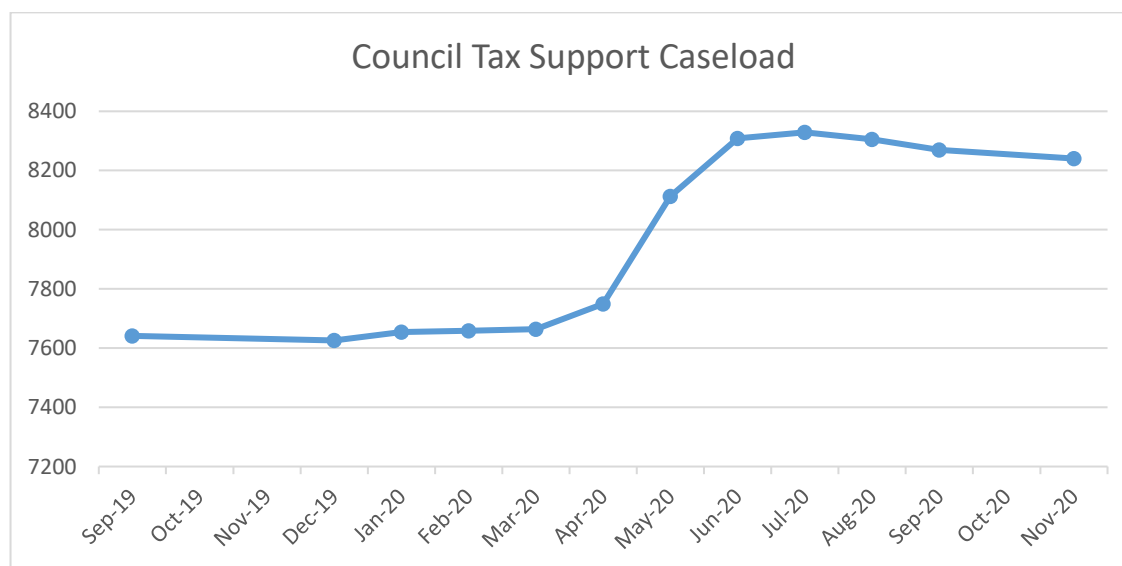
- 1.4 The proposed LCTS scheme must go through certain steps to comply with the provisions stated in the Local Government Finance Act 2012 before it can be adopted by this Council as a Billing Authority. Therefore Cabinet is asked to consider the scheme and make a recommendation to Council on 28 January 2021.

Impacts of Covid-19

- 1.5 Covid-19 has had an impact on the amount of LCTSS awarded, with significant increases in caseload and cost of the scheme – this is detailed further within this section of the report.
- 1.6 The caseload increase is a direct result of changes to the economic climate, with existing customers requiring more support and new customers making claims for Universal Credit, and in-turn Council Tax Support claims. Prior to Covid-19, the Department for Work and Pensions' intention was to migrate existing customers onto Universal Credit via a managed process. Covid-19 has resulted in this process being fast-tracked and has seen a significant increase in claims.
- 1.7 The Council has also ensured that those customers who have been affected by Covid and therefore in financial difficulties, have had the opportunity to make a claim for Council Tax Support.

- 1.8 For 2020/21, the cost of the scheme as at 21 October 2020 is £7,271,937. This is an increase from £6,584,129 at the same point in 2019. This is an increase of £687,808. The Council's share of the total cost for 2020/21 as at 14 September 2020 is £654,474 based on a 9% share of the total cost.
- 1.9 There is also an increase from 1 April 2020 of £422,739 (when the cost of scheme was £6,849,198 at that time).
- 1.10 The increase in cost is as a direct result of the increase in caseload due to Covid-19. At this date in 2019, the total caseload was 7,641 and has increased by 599 to 8,240. The caseload has not been this high since October 2017 – which was prior to the introduction of Universal Credit Full Service.
- 1.11 Further details of caseload increase are shown in the table and graph below:

1 st of month	Working age	Pension age	Total
September 2019	4,190	3,451	7,641
December 2019	4,223	3,403	7,626
January 2020	4,259	3,395	7,654
February 2020	4,282	3,377	7,659
March 2020	4,290	3,374	7,664
April 2020	4,377	3,373	7,750
May 2020	4,753	3,360	8,113
June 2020	4,955	3,354	8,309
July 2020	4,992	3,337	8,329
August 2020	4,980	3,325	8,305
September 2020	4,950	3,320	8,270
October 2020	4,942	3,293	8,235
November 2020	4,952	3,288	8,240



- 1.12 As expected, there was a peak to the caseload in May through to July 2020 but more recently has levelled off. The last 5 months data is providing a pattern for future activity, However, with the local Tier arrangements being in place for a limited time and the furlough scheme extended until 31 March 2021, the CTS caseload may not be an accurate position in which to predict claimant levels for 2021/22.

- 1.13 By using this data, officers are currently forecasting an increase to CTS caseload as a result of the ongoing national economic impact which is likely to result in reduced income levels for some residents and a consequential increase in Universal Credit claims.
- 1.14 Since April 2020 the overall CTS caseload has increased by 538 customers which is a 7% increase. It cannot be said with any certainty if this will be the maximum increase, due to the unknowns, however, if this figure was used from this point forward, there would be an overall caseload increase for the remaining period of 2020/21 of 576, bringing the total caseload up to 8,816 as at 31 March 2021.
- 1.15 A caseload increase during 2020/21 will also impact the cost of the scheme for 2021/22. Officers have modelled a range of caseload increases for the 2021/22 scheme and these are shown in **Appendix 1** to this report.

The Local Council Tax Support Scheme

- 1.16 The Council's local scheme has been updated with amendments since the introduction in April 2013 to maintain the link with Housing Benefit and the previous Council Tax Benefit scheme.
- 1.17 The current scheme has the following restrictions for working age customers: -
- Maximum entitlement capped to 80%
- 1.18 The current scheme has the following amendments to Council Tax technical restrictions for all Council Tax Payers since April 2013:
- Introduction of additional 100% premium to empty properties over 5 years – total premium is 200% (total charge 300%);
 - Care leavers council tax exemption – 100% for those aged between 18th and 25th birthday; and
 - Unoccupied discount 100% for the first month.

Council Tax Support options for 2021-22

- 1.19 Based on the current core elements of the existing scheme, a caseload increase of 3% has been modelled, along with an assumed increased charge in Council Tax of 3.5%. These are summarised in **Appendix 1**, giving an indication of the potential cost to South Kesteven.
- 1.20 As a billing authority the Council can decide whether or not to amend core elements of its scheme each year. A number of different models have been prepared and these are set out at Appendix 1.
- 1.21 There will be some technical changes that will still need to be applied to ensure that the Council's scheme complied with the Prescribed Scheme Regulations (covering Universal Credit, premiums and discounts). These details are still outstanding from the Ministry of Housing, Communities and Local Government (MHCLG).
- 1.22 Technical amendments to the scheme in relation to uprating income, applicable amounts, disregards and allowances are to be collated once statutory details have been released by the Secretary of State; it is intended that these will be circulated to Members for consideration at the Council meeting in January 2021. There will be no change to the adopted policy in the way CTS is calculated for these areas. Officers have considered if

there is any need for any transitional arrangements to the revised scheme and concluded transitional arrangements are not needed for the 2021/22 scheme.

- 1.23 In developing the modelling for each of the Council Tax Support Scheme options several assumptions have been made, as follows:
- Uprating Freeze for social security benefits, based on the current national policy – however, this may change as a result of ongoing national budget statements.
 - As the Council and major preceptors are likely to set differing levels of Council Tax increases it creates a variety of modelling scenarios. An overall increase on all elements of 3.5% has therefore been assumed for modelling purposes, this assumed increase is based on the Council Tax increase for 2020/21. The final cost of the scheme will not be known until the overall Council Tax increase is confirmed. The modelling does not though take into consideration that the Council's percentage share of the overall cost of the scheme would slightly reduce if other preceptors increase their Band D by a greater percentage than the Council, this would in effect reduce the cost of the scheme to the Council.
 - An assumed 3% increase in caseload for 2021/22.
- 1.24 The models considered are as follows:
- Model 1: No change to the current scheme:** With no changes to Council Tax or caseload; and
- Model 2: Maximum award ranging from 70% to 100% (increments of 5% increase):** With 3.5% Council Tax increase and 3% caseload increase
- 1.25 For local context only City of Lincoln Council currently operates a 100% scheme all other Councils in Lincolnshire operate the following:
- South Holland DC 70%
 - Boston BC, East Lindsey DC 75%
 - South Kesteven DC 80%
 - North Kesteven DC, West Lindsey DC 90%

Major Preceptors

- 1.26 There is a requirement to consult the major preceptors in developing proposals for the following financial year. This is a requirement as any Council tax discount has a financial impact on all the major precepting authorities. The responses to the consultation are provided at Appendix A (Lincolnshire County Council) and at Appendix B (the Police and Crime Commissioner PCC).
- 1.27 The PCC has asked the Council to consider extending the scheme to allow a Council Tax support discount to be awarded to special constables that live in the South Kesteven District. The details of the proposal are set out at Appendix B and include a discount of up to 25% based on specific criteria being met. These are:
- The liable party is a member of the Lincolnshire Police Special Constabulary.
 - The majority of their duties are to benefit the residents of Lincolnshire.
 - They must be liable as an individual for the Council Tax Charge or they must be jointly or severally liable for the Council Tax Charge.
 - Only one application per household can be made.

- 1.28 Lincolnshire County Council has been consulted and are supportive of the overall scheme remaining within the existing criteria but are also supportive of the proposed amendment put forward by the PCC. Should this proposal be supported there will be a financial impact of approximately £800 per annum depending upon the number of eligible residents living in the District.
- 1.29 If the proposal is approved, the discount would be awarded through Section 13A of the Local Government Finance Act 1992. This provides the Council with a discretionary power to discount the amount of council tax that is payable to us on a case by case basis or to specify a specific class where several council tax payers may fall into a group due to similar circumstances.
- 1.30 The Collection Fund Regulations require that the Billing Authority funds the amount of any discretionary award made under Section 13A(1)(c) in full, by making a transfer payment from its General Fund to the Collection Fund of the amount of the award. This means that Council is effectively paying the shares of the Council Tax that are allocated to the County Council, the Police and Crime Commissioner and any Parish Council. The precepting authorities will be required to reimburse South Kesteven District Council at the end of each financial year.

2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 Cabinet is asked to consider the current scheme in advance of the 2021/22 financial year. The options were presented to the Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on 10 November 2020 and the Committee recommended that the scheme continue for 2021/22 on the same basis as the current year. However it is worth noting that at the time of the report to the Committee, the proposal from the Police and Crime Commissioner had not been received and was therefore not debated.

3 Available Options Considered

- 3.1 Options are considered as set out in the report and supporting appendix. The options include the setting of the cap on the maximum entitlement. This is presented for the Committee to consider

4 Preferred Option

- 4.1 The preferred option is to retain the existing scheme having regard for the overall financial constraints of the Authority and the associated increase in the claimant numbers.

5 Reasons for the Recommendation (s)

- 5.1 These are set out in the report

6 Next Steps – Communication and Implementation of the Decision

- 6.1 Following the recommendation from Cabinet, the scheme will be presented to Council in January 2021 for approval.

7 Financial Implications

- 7.1 The actual cost of the discount scheme in 2021/22 will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the District Council and the major precepting authorities.

- 7.2 An indicative range of costs based on various scenarios for 2021/22 is set out in **Appendix 1**.
- 7.3 The estimated cost of the scheme, based on current caseload, is taken into consideration when calculating the Council's tax base for the financial year and will impact on the estimated Council Tax yield for the year. Any difference in the actual cost of the discount scheme to that estimated in the tax base calculation will be accounted for within the Collection Fund and will be taken into account when future years surpluses or deficits are declared.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

8 Legal and Governance Implications

- 8.1 The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, laid before Parliament on 22nd November 2012, set out the regulations for a default scheme and this was adopted by the Council subject to local policy needs in January 2013. The Secretary of State has issued amendment regulations setting out some changes that must be adopted by the Council for pensioners and the Council had also decided in 2013 to keep the schemes allowances and premiums in line with those for Housing Benefit for working age claimants. These are incorporated into amendments to the local scheme for approval by the Council.
- 8.2 The regulations for the scheme proposed to be adopted are to be collated and made available for Council in January 2021.

Legal Implications reviewed by: Shahin Ismail, Director of Law and Governance

9 Equality and Safeguarding Implications

- 9.1 This will be undertaken depending upon the option recommended for further consideration although it is expected that any changes to the current scheme that reduce the current maximum cap of 80% will have an adverse impact on specific household income.

10 Risk and Mitigation

- 10.1 The Council, along with the other preceptors, bears the risk of the cost of the Council Tax Support scheme should caseload increase cause the cost to increase more than predicted.
- 10.2 Any revisions to the scheme must be approved by 31 January 2021 before the financial year begins.
- 10.3 The scheme cannot be changed mid-year and therefore it is vital the correct scheme is in place.

11 Community Safety Implications

- 11.1 None.

12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 12.1 None.

13 Other Implications (where significant)

- 13.1 None.

14 Background Papers

14.1 None.

15 Appendices

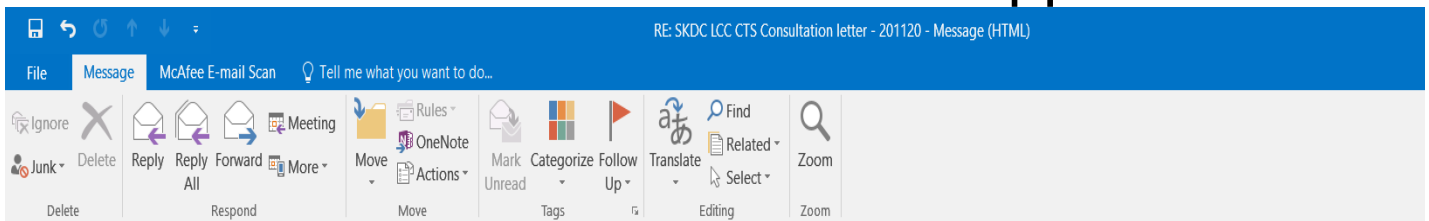
15.1 Appendix A – Lincolnshire County Council consultation response

15.2 Appendix B – Police and Crime Commissioner consultation response

15.3 Appendix C – Local Council Tax support scheme financial modelling

Report Timeline:	Date of Publication on Forward Plan (if required)	14 December 2020
	Previously Considered by: Finance, Economic Development and Corporate Services Overview and Scrutiny Committee	10 November 2020
	Final Decision date	12 January 2021

Appendix A



Fri 04/12/20 17:31

Michelle Grady <Michelle.Grady@lincolnshire.gov.uk>

RE: SKDC LCC CTS Consultation letter - 201120

To: RICHARD WYLES; Andrew Crookham

Cc: Nova Roberts; 'Moses, Claire (City of Lincoln Council)'

You replied to this message on 04/12/20 17:41.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Richard

Thank you for your letter inviting Lincolnshire County Council to comment on the SKDC Council Tax Support Scheme proposals for 2021/22.

I have no comments or objections on the scheme being proposed.

Clearly we will need to see what impact Covid has on the uptake on the scheme, and what budget pressure this will put on all relevant parties, which will need to be kept in mind for future changes.

Thank you also for sharing the PCC proposals regarding Special Constable. LCC are supportive of this proposal.

Kind regards, Michelle

Michelle Grady CPFA ACMA

Assistant Director – Finance

Lincolnshire County Council, Newland, Lincoln, LN1 1BA

T: 01522 553235

M: 07748 148219

E: Michelle.Grady@Lincolnshire.gov.uk

From: RICHARD WYLES [<mailto:R.WYLES@southkesteven.gov.uk>]

Sent: 20 November 2020 08:50

To: Michelle Grady; Andrew Crookham

Cc: Nova Roberts; 'Moses, Claire (City of Lincoln Council)'

Subject: SKDC LCC CTS Consultation letter - 201120

Good morning

Please find attached consultation letter for South Kesteven's CTS scheme for yours and Andy's attention.

I look forward to hearing from you in due course.

Regards

Richard

Richard Wyles ACMA, CPFA Director of Finance (interim) s151 officer

South Kesteven District Council

Council Offices

St Peter's Hill

Grantham

Lincs

NG31 6PZ

Tel: 01476 406210/07917 237495

Email: r.wyles@southkesteven.gov.uk

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**Lincolnshire
POLICE & CRIME COMMISSIONER**

SAFER TOGETHER

Deepdale Lane, Nettleham, Lincoln LN2 2LT
Telephone (01522) 947192 Fax (01522) 558739

E-Mail: lincolnshire-pcc@lincs.pnn.police.uk Website: www.lincolnshire-pcc.gov.uk

Date: 4th December 2020
Our Ref: JF/ch/2020-1023

Richard Wyles
Interim Director of Finance and s151 Officer
South Kesteven District Council
Council Offices
St Peter's Hill
GRANTHAM
Lincolnshire
NG31 6PZ

By Email: R.WYLES@southkesteven.gov.uk

Dear Richard

Council Tax Support Scheme 2021/22

Thank you for your letter of 20th November 2020 in which you invite comment on the above.

The Police and Crime Commissioner is proposing the introduction from April 2021, within Local Council Tax Support Schemes, of a council tax discount for members of the Special Constabulary details of which are attached at Appendix A to this letter. The proposal has previously been presented to and discussed with the Leaders of all Lincolnshire councils.

Yours sincerely

Julie Flint
Chief Finance Officer

LINCOLNSHIRE SPECIAL CONSTABULARY COUNCIL TAX DISCOUNT SCHEME

Background

1. The Special Constabulary consists of members of the public who give up their spare time to assist with the policing of Lincolnshire. Special Constables (SCs) are warranted officers who have the same powers as a regular officer, wear the same uniform, and carry the same equipment. They are volunteers, so do not receive any pay for their efforts.
2. SCs perform police duties under the supervision of regular officers and experienced specials. They take on a diverse range of roles including:
 - conducting local, intelligence based patrols
 - taking part in crime prevention initiatives
 - policing major incidents
 - conducting inquiries
 - assisting at scenes of accidents
 - safeguarding the public at local and major events
 - tackling anti-social behaviour
 - spending time at local schools to educate on safety
 - providing operational support to regular officers
3. SCs are a vital part of the police service, helping to prevent crime and interacting with the diverse communities they serve. The contribution which SCs make in supporting their regular colleagues is invaluable; during the 12 months to the end of May 2020 the Special Constabulary contributed over 49,000 hours to Lincolnshire Police, with each SC volunteering an average of 29 hours per month.
4. There are currently 140 SCs in the Force, including a current cohort of 20 new SCs going through training. The Force is also looking to have another intake of SCs in the autumn.

Proposal

5. The PCC wishes formally to recognise the huge contribution which SCs make to keeping our county safe and is proposing that they be offered a discount to their Council Tax charge. This would reward their community service and act as a positive incentive to assist Police with recruitment and retention of SCs.
6. Where the scheme has been introduced elsewhere in the country e.g. the Humberside force area, anecdotal evidence suggests that it has received broad public support recognising the unique nature of the voluntary office of Special Constable.
7. A rough calculation, based upon current Special Constabulary numbers, their current residential distribution (some live out of county), Band D properties and 2020/21 levels of Council Tax provides an indicative cost for the county of £53,000 broken down as below.

	Number of Specials	County £	PCC £	District £	Total £
City of Lincoln	32	10,701	2,011	2,241	14,952
Boston	10	3,344	628	633	4,605

	Number of Specials	County £	PCC £	District £	Total £
East Lindsey	18	6,019	1,131	661	7,811
West Lindsey	10	3,344	628	544	4,517
North Kesteven	14	4,682	880	594	6,155
South Kesteven	22	7,357	1,383	825	9,564
South Holland	12	4,013	754	539	5,306
Total	118	39,459	7,415	6,036	52,910

Eligibility Criteria

8. A liable party will be able to apply for a maximum 25% discount of their council tax charge where the following criteria are met.
 - 8.1. The liable party is a member of the Lincolnshire Police Special Constabulary.
 - 8.2. The majority of their duties are to benefit the residents of Lincolnshire.
 - 8.3. They must be liable as an individual for the [Insert District Council] Council Tax Charge or they must be jointly or severally liable for the Council Tax Charge.
 - 8.4. Only one application per household can be made.
 - 8.5. Where more than one Special Constable is in occupation of a single property, a total 50% discount of the full band charge will be awarded. Where a discount based on an individual's circumstances has already reached 50%, for some other reason, no further discount will be awarded.
 - 8.6. Where a single occupier claims the discount, a further discount of 25% of the full band charge will be made (as a 25% reduction will already be awarded as a single occupier). Where a discount based on an individual's circumstances has already reached 50%, for some other reason, no further discount will be awarded.
 - 8.7. A person who is not liable to pay the Council Tax charge direct to [Insert District Council] cannot apply for a discount.
 - 8.8. That any discount awarded be calculated on a daily basis to reflect new starters and leavers within the Special Constabulary.
 - 8.9. The allowance will only be paid where the applicant is up to date with their current year Council Tax payments.
 - 8.10. A Special Constable must undertake a minimum of 16 hours duty per four weeks to be eligible for the Council Tax allowance.
 - 8.11. Payments will be reimbursed at the end of any given financial year.

A charge payer is as defined by Section 6 Local Government Finance Act 1992.

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Model 1: Council Tax Support Scheme ‘no change’ proposal as at 21 October 2020

Model 1a: No change to current scheme	Estimated Total Spend	South Kesteven Spend – 9%	Difference to current cost at (£7,271,937) – saving / (cost)
Current scheme only – No assumptions, no change to caseload, no change to Council Tax costs	£7,404,143	£666,373	(£132,206)

Model 2: Council Tax Support Scheme – various change proposals as at 21 October 2020 - Council Tax with 3.5% and 3% caseload increase

Model 2: Maximum entitlement award	Estimated Total Spend	South Kesteven Spend – 9%	Difference to current cost at (£7,271,937) – (cost change)
Model 2a. Maximum entitlement of 100%	£8,256,303	£743,067	(£984,366)
Model 2b. Maximum entitlement of 95%	£8,123,607	£731,125	(£851,670)
Model 2c. Maximum entitlement of 90%	£7,991,172	£719,205	(£719,235)
Model 2d. Maximum entitlement of 85%	£7,858,986	£707,309	(£587,049)
Model 2e. Maximum entitlement of 80% - current scheme	£7,726,973	£695,428	(£455,036)
Model 2f. Maximum entitlement of 75%	£7,595,796	£683,622	(£323,859)
Model 2g. Maximum entitlement of 70%	£7,467,665	£672,090	(£195,728)



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Adam Stokes, Cabinet Member for Finance & Resources
Councillor Robert Reid, Cabinet Member for Housing & Planning

Budget Proposals for 2021/22 and indicative budgets for 2022/23 and 2023/24

This report presents to Cabinet the draft Budget estimates for 2021/22, Revenue and Capital, for both the General Fund and the Housing Revenue Account and provides the details that have been included in the budget proposals.

Report Author

Richard Wyles, Director of Finance (interim)

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Corporate Priority:	Decision type:	Wards:
Administrative	Budget and Policy Framework	All Wards
Reviewed by:	Alison Hall-Wright, Head of Finance	18 December 2020
Approved by:	Karen Bradford, Chief Executive	30 December 2020
Signed off by:	Councillor Adam Stokes, Cabinet Member for Finance Councillor Robert Reid, Cabinet Member for Housing & Planning	30 December 2020

Recommendation (s) to the decision maker (s)

Cabinet is asked to:

- 1) Consider the budget proposals for 2021/22 in respect of:
 - General Fund – Revenue and Capital
 - Housing Revenue Account – Revenue and Capital

- 2) Approve consultation in respect of proposed Council Tax levels for 2021/d22 for the period 13 – 26 January 2021 (inclusive).**
- 3) Approve the cessation of the Deepings Special Expense Area from 1 April 2021.**
- 4) Consider the proposed fees and charges for 2021/22 as set out at Appendix D**
- 5) Approve the increase of the regeneration reserve by £500k by the following movements:**
 - £250k movement from Commercial reserve**
 - £250k movement from Invest to Save reserve**
- 6) Approve the Climate Change reserve be included in the 2021/22 budget framework proposals at a minimum level of £20k.**

1 The Background to the Report

- 1.1 The purpose of this report is to present the draft proposals for the 2021/22 prior to stakeholder consultation being launched. The Budget Joint Overview and Scrutiny Committee meeting takes place on 13 January 2021 to consider the draft proposals, as set out in this report. A summary of the key points from the meeting, along with any amendments that are requested will be presented to the Cabinet meeting on 2 February 2021.
- 1.2 The Council has approved a Corporate Plan that sets out a clear vision and key actions over the period of the Plan 2020 - 2023. The budget proposals have been formulated within the context of the Corporate Plan ambitions and alignment to the five priorities:
- Growth and our economy
 - Housing that meets the needs of all residents
 - Healthy and strong communities
 - A clean and sustainable environment
 - A high performing Council

The approval of the Plan provides clarity and focus to enable the financial resources to be directed to support delivery of the key actions that underpin each of the priorities set out above. This clarity is particularly important given the context of an extremely challenging financial outlook which has been severely impacted by the pandemic on the Council's resources.

- 1.3 The scale of the financial challenges ahead are significant and largely as a result of the external environment namely a further delay in the national review of the local government funding formula and the detrimental impact the pandemic has had on the Council's resources. Therefore the budget proposals have been built against this backdrop whilst maintaining quality services to the residents of South Kesteven.
- 1.4 The budget setting process commenced in September 2020, and the proposals have been formulated by the Cabinet, working closely with senior officers, through a number of budget sessions. The workshops focused on the spending ambitions of the Council to drive forward the Corporate Plan within the financial parameters. The timetable of the budget preparations has been challenging against a backdrop of financial challenges in the 2020/21 budget year. These challenges have been outside of the Council's direct control and has created a high level of financial uncertainty. The impact has been on income levels, unforeseen costs and resilience concerns on some of the Council's key suppliers and service providers. The Council has proactively managed these issues and risks and approved an amended budget on 17 September 2020. This amended budget has continued to be monitored and reported throughout the remainder of the 2020/21 financial year although it is anticipated that there may be a deficit which will be funded from the budget stabilisation reserve. Looking ahead, the 2021/22 financial outlook remains uncertain and the budget proposals are underpinned by a number of assumptions relating to recovery of income levels and future expenditure projections. However the Provisional Settlement announcement by Government has included a number of financial measures that should support the financial assumptions including the income losses compensation scheme (will continue until June 2021) and a one year lower tier un-ringfenced grant.
- 1.5 This report covers a number of areas:
- The funding position for the General Fund (section 2)
 - The draft General Fund budget proposals (section 3)
 - The Housing Revenue Account (HRA) position (section 4)
 - The Capital Programmes 2020/21 to 2022/23 (section 5)
 - The Capital Financing Statement (section 6)
 - Reserves and Balances (section 7)
 - Fees and Charges (section 8)

2. THE FUNDING POSITION FOR THE GENERAL FUND

2.1 Spending Review 2020 – Overview

The Spending Review (SR) 2020 was announced by the Chancellor on 25 November 2020 and the technical consultation on the 2021/22 Draft Local Government Finance Settlement was published on 17 December 2020. The main headlines from the Spending Review and the Draft Local Government Finance Settlement relevant to the Council are:

- An increase in Local Government core spending power of 4.5% for 2021/22. This increase is calculated on the assumption that Councils will maximise the Council tax increases available.
- The referendum threshold for increases in Council Tax will be the higher of 2% or £5 in 2021/22.
- Maintaining the existing New Homes Bonus scheme for a further year with an additional payment for 2021/22.
- Business rates multiplier for 2021/22 will be frozen for 2021/22.
- There will be pause on pay rises in 2021/22 but public sector workers earning less than £24k will receive a minimum £250 increase.
- Extension of the fees and charges reimbursement scheme for a further three months until the end of June 2021.
- Funding reform and fundamental review of Business Rates is delayed and the Government's response to the first part of the fundamental review has been delayed to Spring 2021.
- Collection Fund deficits are proposed to be shared between Treasury and local authorities and through a compensation scheme with the Treasury to cover 75% of Collection Fund deficits. Details of the scheme are not yet confirmed.
- A new lower tier services grant of £362k has been allocated to the Council for 2021/22 only.

Table 1 – Indicative Funding Levels for South Kesteven DC

Funding Heading	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	2024/25 £m
Business Rates (SFA)	5.9*	4.6	3.9	4.0	4.1
Change to Baseline Need	0	0	0	0	0
New Homes Bonus	1.8	1.1	0.5	-	-
Rural Services Delivery Grant	0.3	0.3	0.3	0.3	0.3
Council Tax	7.8	8.1	8.4	8.7	9.0
Lower Tier Services Grant	-	0.4	-	-	-
COVID Grants	2.7	0.6	-	-	-
Total Resources	18.5	15.1	13.1	13.0	13.4
Annual % change		-18.4%	-13.2%	-0.8%	3%

*the 2020/21 business rates income includes the collection fund surplus of £834k

2.2 The Settlement Funding Assessment (SFA) referred to above is the Government's baseline funding assessment using the current funding formula that determines the amount the Council requires to deliver local services (including section 31 grants and assumed growth). The SFA does not take into consideration any local growth in business rates and therefore the actual amount the Council includes in the budget framework can vary to the Government's baseline figure.

- The Business Rates figures shown are an estimation of the projected Council's income share received from business that operate in the District.
- The amount received in respect of New Homes Bonus is transferred to the Local Priorities Reserve each year and is a primary source of funding for one off projects or seed funding for both capital and revenue. It is anticipated that the scheme will cease after 2022/23.
- The Rural Services Delivery Grant is recognition of the additional financial burden that rural authorities incur in delivering local services to residents living in remote areas.
- Council Tax – table 2 below shows the tax base growth assumptions for the district.
- The lower tier services grant (un-ringfenced) has been transferred to the Budget Stabilisation reserve to contribute towards any COVID related deficit in 2021/22.
- The COVID grant for 2021/22 is an estimate of the Council allocations of the £1.55bn funding to meet additional expenditure pressures.

Table 2 – Proposed Council Tax Band D Charge Increase

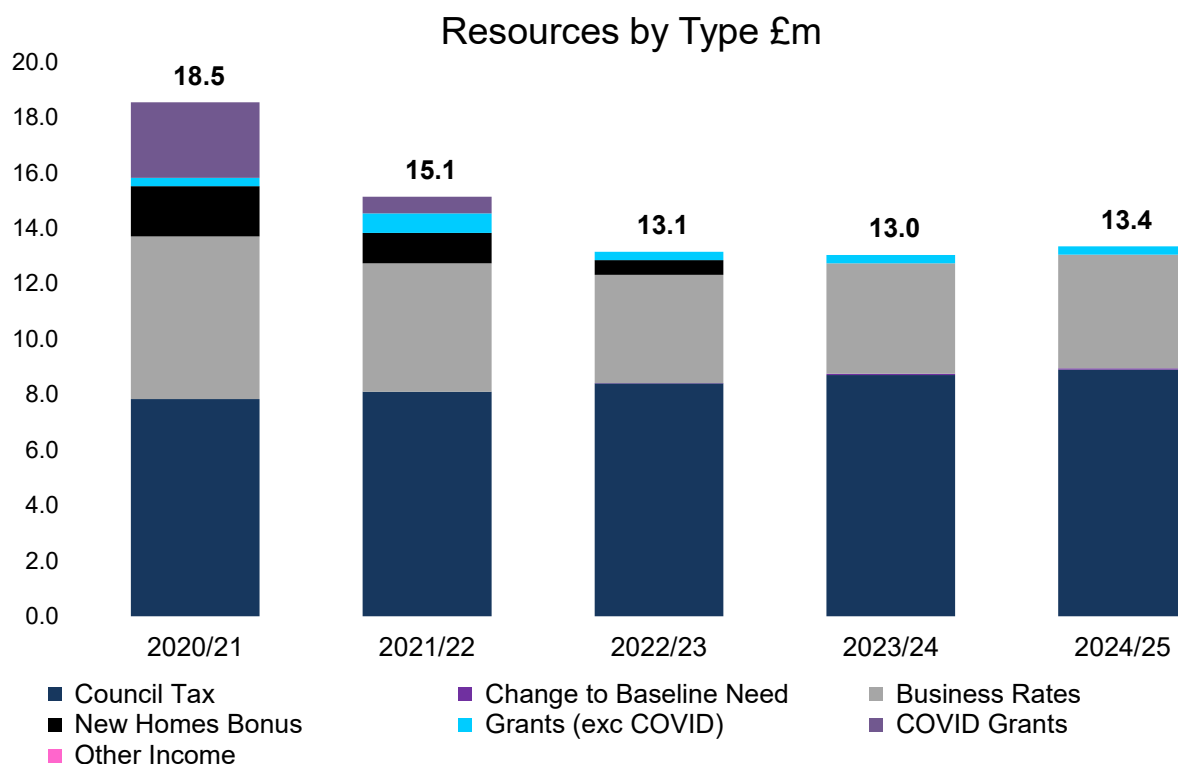
	2020/21	2021/22	2022/23	2023/24
Proposed Band D Charge Increase	£5.00	£5.00	£5.00	£5.00
Tax Base (Projected from 22/23)	47,918.4	48,122.4	48,363.0	48,604.8
Band D charge (SKDC only incl. Special Expense Areas)	£163.62	£168.62	£173.62	£178.62
Assumed Council Tax Income	£7.840m	£8.114m	£8.397m	£8.682m

- **New Homes Bonus** - the table below shows the current and projected NHB receipts compared with previous projections. It anticipated that the scheme will continue until 2022/23 and thereafter no further funding will be received. This will have a direct impact on the resources available from the Local Priorities Reserve which will decrease significantly over the next three years. In the past this reserve has been the primary source of funding for one-off projects and in-year initiatives. This flexibility will no longer exist in the future and so alternative funding sources will need to be sought if there are proposals to fund in year changes to the budget framework. This strategy will need to be realigned in response to the reduction in NHB receipt going forward.

Table 3 – New Homes Bonus Income Projection

	2020/21	2021/22	2022/23	2023/24
2019 Spending Review	£1.814m	£0.832m	£0.524m	£0
Updated Projection	£1.814m	£1.045m	£0.524m	£0

- **Business Rates Pool** – the Lincolnshire authorities have once again applied for pool status for 2021/22 which has proven to be financially beneficial for all tiers of Lincolnshire Councils. At the time of compiling the report a Pool proposal has been submitted to the Ministry of Housing, Communities and Local Government (MHCLG) and the joining Councils are confirmed as:
 - Boston Borough Council
 - East Lindsey District Council
 - Lincoln City Council
 - Lincolnshire County Council
 - North Kesteven District Council
 - South Kesteven District Council
 - West Lindsey District Council



- 2.3 The above graph shows the various funding sources in a bar chart and demonstrates the shifts in funding sources over the medium term as the reliance on Council tax income increases, business rates baseline funding decreases (following the reset) and New Homes Bonus monies is removed from funding from 2023/24. The development of the budget proposals has been undertaken within the context of this funding forecast in order to begin the alignment of spending projections. This review will continue into 2021/22 when it is expected that greater clarity of funding levels will be available.

3 GENERAL FUND BUDGET PROPOSALS

- 3.1 The overall General Fund position for 2021/22 is shown at table 4 below and Appendix A(i). The net budget requirement for 2021/22 is estimated at £13.929m.

Table 4 – Summary of General Fund Estimates

Description	2020/21 Original Budget £'000	2021/22 Proposed Budget £'000	2022/23 Indicative Budget £'000	2023/24 Indicative Budget £'000
Commercial & Operations	8,197	7,680	7,763	7,906
Corporate	6,538	7,018	7,145	7,418
Growth & Culture	5,267	5,099	4,851	5,110
Housing & Property	1,238	349	(113)	(93)
HRA recharge	(2,558)	(2,759)	(2,637)	(2,664)
Net Cost of Services	18,682	17,387	17,009	17,740
Interest Payable & Investment Income	(236)	(100)	(108)	(105)
Minimum Revenue Provision	302	296	291	286
Revenue Contribution to Capital	72	186	228	42
Drainage Rates	725	746	768	791
Depreciation	(4,114)	(4,586)	(4,722)	(4,863)
Net Budget Requirement	15,431	13,929	13,466	13,891
Funding & Resources:				
Council Tax (Excluding Parishes)	(7,840)	(8,114)	(8,397)	(8,682)
Government Grant	(295)	(671)	0	0
Retained Business Rates	(4,954)	(3,757)	(3,912)	(3,991)
New Homes Bonus	(1,814)	(1,045)	(524)	0
Collection Fund Deficit	(957)	0	0	0
Total Funding	(15,860)	(13,587)	(12,833)	(12,673)
Transfers to/(from) earmarked reserves	429	(342)	266	(113)
Net Budget Deficit	0	0	899	1,105

- 3.2 The table confirms that a balanced position for 2021/22 but the forecast for the following years shows the Council will be facing a deficit position based on budget proposals and projected funding levels. This is primarily a result of anticipated funding changes that will arise following the business rates reset and the predicted changes to the local government funding formula (this review is called the Fair Funding Review). It is important that members are kept updated as the financial landscape becomes clearer. However, in order to meet the financial changes that are predicted, a corporate review of aligning resources to the Council priorities is underway to ensure there is a managed and smooth transition as the Council adjusts to new reduced funding levels.

3.3 Key Budgetary Proposals

The budgetary proposals for 2021/22 contain a number of service changes that have been incorporated in order to operational demands, reduce costs and generate revenue in order to ensure there is a balanced budget for next year without the need to utilise reserves to support the financial framework. Each of the savings proposals will be required to be implemented with effect from April 2021 in order to ensure the financial savings are realised.

Table 5 - Key Budgetary Proposals for 2021/22

Heading	Financial implication £'000	Comments
Removal of public convenience attendants in Grantham and Stamford	(70)	Annual saving from April 2021
Merge of Visitor Information Centres and the box office at Stamford	(30)	Annual saving from April 2021
Removal of vacant posts in the Benefits processing team in response to the process automation and changes in volume demands	(40)	Annual saving from April 2021
Increase of internal recharges to the General Fund from the Housing Revenue Account for 2021/22 of £150k to reflect the increase central support that is required to respond to the findings arisen from the Internal Audit compliance report.	(150)	One year saving to the General Fund to reflect additional resource requirements to support the implementation of the findings arising from the Internal Audit compliance report
Cessation of ongoing financial contribution from the Grantham Special Expense Areas towards the Grantham Carnival.	(6)	The budget will be redirected to meeting the costs of grass verge cutting costs for Grantham area
Corporate salary reductions arising from targeted service reviews	(300)	Annual saving following on from service reviews
Full Year saving following the implementation of the area office offer changes at Stamford and Market Deeping	(80)	Annual saving from April 2021
Ongoing inclusion of savings arising from the Ernst Young (EY) process automation initiative	(200)	£30k allocated to automation introduced in planning area, £170k to be allocated depending upon automation programme
Continuation of Ward member grant scheme	28	Continuation of scheme @ £500 per ward member
Sub-letting income from shared office space at St Peters Hill Council offices	50	Income level based on existing and anticipated sub-letting arrangements
Financial contribution towards Foodbanks in the District	15	Allocation based on invited applications from foodbanks
Car Parking tariff improvements	(200)	Additional income based on user modelling
Increase in green waste charge	(90)	Additional income based on £3 collection charge increase
Changes to employee costs for front line street scene staff	197	Full year cost increase from April 2021
Operational costs of university space	75	Full year budgeted cost from April 2021

Company Funding proposals

The 2021/22 budget proposals contain funding proposals for each of the following companies:

- EnvironmentSK Ltd
- InvestSK Ltd
- LeisureSK Ltd

There are not any funding proposals for Gravitas Housing Ltd for 2021/22 as the focus of the company remains on the project completion of the Wherrys Lane Development in Bourne.

EnvironmentSK Ltd

EnvironmentSK Ltd is a wholly owned company of South Kesteven District Council providing facilities management focused on grounds maintenance, arboriculture and horticultural services to the Council, other authorities, parish and town councils, business and the public. It was established to provide the Council's grounds maintenance services and provide flexibility for a dynamic and evolving district ambition, and to deliver additional commercial financial benefits. The business plan for EnvironmentSK Ltd was presented to the Companies Committee on 22 September 2020 which set out the business development proposals over the period up to 2023/24. During the budget preparatory work, ongoing savings from the General Fund were identified following a reduction in the service requirements. Alongside this, additional services and increased specification standards were requested by the HRA. In addition, it is intended to continue with the highway verge grass cutting in Grantham, funded from the Grantham Special Expense Area. These are shown below in the funding table which sets out the varying levels of payment levels between the Council and the company over the budget period.

The Council determines its grounds maintenance requirements and pays EnvironmentSK Ltd for the services it delivers. The only additional financial support provided to EnvironmentSK Ltd to date has been a start-up loan to provide the initial capital investment in plant and machinery. This loan has interest charged at a commercial rate and is being paid down according to an agreed schedule.

Table 6 – Environment SK

Grounds Maintenance services	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
General Fund	302	289	253	253	253
Housing Revenue Account	328	278	405	405	405
Special Expense Areas	318	338	327	327	327
Total Proposed Fee	948	905	985	985	985

InvestSK Ltd

InvestSK is the economic and regeneration company for the District and as such is fully aligned with the SKDC Corporate Plan and integral to meeting the Council ambition of being 'the best district in which to live, work and visit.'

The Business Plan presented to the Companies Committee on 22 September is an update on the previous year and has been prepared in recognition of the current economic landscape resulting from the COVID-19 pandemic and as such as a clear focus on the key priorities for delivery that underpin the Plan:

- Business Support
- Regeneration and place making
- The visitor economy

The funding levels have been revised to ensure the deliverables and outcomes set out in the Plan.

Table 7 - Proposed funding levels from 2021/22

Funding	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
InvestSK (focus on Economic Development, Inward Investment and Visitor Economy)	800	370	370	370
Total	800	370	370	370

LeisureSK Ltd

The funding proposals for LeisureSK Ltd have been considered by Council on 26 November 2020 (<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?Cld=261&Mld=4009&Ver=4>) and the level of funding agreed. The five year business plan that has been developed demonstrates that for 2021/22 only there will be a requirement for a management fee to be paid by the Council to LeisureSK Ltd. This is primarily due to the income projections being restricted by ongoing trading limitations. However the five year business plan projects that after the first trading year, a balanced position should be achievable without ongoing management fees from the Council. Therefore, these budget proposals have been formulated within this framework.

The Council can also award 100% business relief under the existing discretionary rate relief scheme. If granted, the cost of awarding this relief will be shared between the Council, Central Government and Lincolnshire County Council in accordance with the national framework for Business Rates funding arrangements as set out at table 8.

Table 8 – Cost of awarding 100% discretionary rates relief

	2021/22 £'000	Cost of NNDR relief shared as follows:		
		50% Central Government £'000	40% South Kesteven District Council £'000	10% Lincolnshire County Council £'000
Business Rates Relief	581	291	232	58
Management Fee (one year only)	500			
Total	1,081*			

*the cost to South Kesteven District Council is £732k due to the cost sharing of business rates as shown above

Budget Estimates – 2021/22

- 3.4 The budget has been compiled to deliver the outcomes and aspirations of the Council. The budget assumptions that have been considered and incorporated into the budget estimates are shown in table 9, all other inflationary costs have been absorbed by service areas which has assisted with achieving a balanced budget.

Table 9 – General Fund Budget Increases

Cost Heading	2021/22 Budget Increases (%)	Financial impact £'000
Drainage Board Levies	3.0	21
Pay Award and incorporation of national living wage	1.0	150

- 3.5 The pay award incorporated in the budget proposals is in accordance with the government announcement that all employees earning £24k or less will receive a minimum increase of £250 for 2021/22.
- 3.6 Treasury Investment Income - the financial forecasts in respect of investment income over the next three years have been modelled on the following anticipated levels of interest rates (provided by the investment advisors). However, it must be noted that the forecasts remain volatile and are therefore liable to change over the budget period.

Table 10 – Treasury Investment Financial Forecasts

Financial Year	2021/22	2022/23	2023/24
Base Rate	0.10%	0.10%	0.10%
Investment Interest Rate	0.25%	0.40%	0.50%

- 3.7 This information has been utilised to anticipate the potential levels of interest income the Council will receive for its investment of the reserve balances. This income will be shared between the General Fund and the Housing Revenue Account (HRA). Forecast interest rates available to the Council are shown in the table above and expected to generate an income of £100k to the General Fund and £152k to the HRA. However, it should be noted that the forecast income can only be an estimate as it will be determined by the level of balances and the achievable interest rates over the financial year.

Council Tax Proposals

- 3.8 The proposed draft budget proposals for 2021/22 is calculated based on the options available for Council tax setting:

Table 11 – Council Tax options (current 2020/21 charge £163.62)

	2021/22 options			
	£5 increase £168.62 (3.06%) Band D	3% increase £168.53 Band D	2% increase £166.89	No increase £163.62 Band D
Council Tax level x 48,122.4** (including SEA*)	£8.114m	£8.110m	£8.031m	£7.874m
£ annual difference to a £5 increase	£0	(£4k)	(£83k)	(£240k)
SKDC only Band D Charge	£154.98			
SKDC Including SEA	£168.62			

*SEA – Special expense area

** Council Tax base

- 3.9 The budget proposals for 2021/22 have been compiled on the assumption that the Cabinet would wish to recommend a £5 increase for 2021/22 in order to take advantage of the limited availability of the higher level (without the need for a referendum). This assumption has been included in the Medium Term Financial Plan. However, should a lesser amount be proposed then the following options would require consideration:
- Reduction of specific budgets within service headings.
 - Increase in savings, efficiencies and/or income to offset the reduction in Council tax income.
 - A one-off reserve movement to offset the financial difference. This would be a one-off solution only to avoid an ongoing dependency of reserve needed to fund budget proposals

Consultation in respect of Council Tax options for 2021/22 will be launched in January following the Cabinet meeting and the results of the consultation will be presented to Cabinet at their February meeting.

4. HOUSING REVENUE ACCOUNT (HRA)

- 4.1 The HRA Housing Strategy 2017 – 2021 continues to provide the overarching framework for the budget proposals.

The key themes underpinning the strategy are:

- Help meet the housing needs of residents
- Facilitate the delivery of new housing across a range of tenures
- Enable those whose independence may be at risk to access housing (including their current home) that meets their needs
- Encourage, support and regulate the private rental sector to provide well managed, safe homes.

The budget formation has taken into consideration the deliverables arising from the Compliance audit action plan. This is to ensure that necessary resources are made available during 2021/22 whilst ensuring overall service standards are maintained.

- 4.2 The rental income budgets are set in accordance with the Government's rent setting guidance formula which is CPI (consumer price index) + 1%. The total rental income budgets have been reduced for 2021/22 following a reduction in Consumer Price Index (CPI) for September 2020 which was 0.5% when compared to the indicative budgets that were prepared a year ago when the CPI was on average 1.7%. This has reduced the budgeted income for next financial year by approximately £1.1m and cumulatively over £5m for the next three financial years.

However due to a number of competing factors such as a reduced rental forecast and an increase in operational expenditure costs, it is only possible to present a balanced one-year revenue account as the following years are projecting a revenue deficit. This is clearly not sustainable and so a programme of cost reduction and income generation is being developed to ensure a balanced position can be achieved from 2022/23 onwards.

The following HRA revenue bids have been included in the 2021/22 budget for approval:

Table 12 – Revenue Bids

Revenue Bid Description - Ongoing	£'000
Grounds Maintenance	150
Scheduled repairs to manage the property voids	100
Housing Compliance Officer post	50
Specialist Tenancy Legal Advice	42
Housing System Revenue Costs	40
Total	382

Housing Revenue Account 2021/2022 – Rent Proposals

- 4.3 The rent setting proposals for 2021/22 has increased the annual budgeted rental income from £24.557m in 2020/21 to £24.627m in 2021/2. For 2021/22 the average weekly rental increase for individual property will be £1.19. The average rent in 2021/22 will be £80.78 with a minimum of £59.55 and a maximum of £116.07. Garage rents are proposed to increase by 3% and service charges are proposed to increase in accordance with the fees and charges shown at Appendix D. Further analysis of rent details is provided in tables 13 and 14.

Table 13 - Impact – 1.5% increase

Bedrooms	% of Dwelling Stock	Average Weekly Rent 2020/21	Average Weekly Rent 2021/22	Average Increase	% Increase
Bedsit	0.82%	58.67	59.55	£0.88	1.5%
1 Bedroom	13.11%	£68.86	£69.89	£1.03	1.5%
2 Bedrooms	48.88%	£77.20	£78.36	£1.16	1.5%
3 Bedrooms	28.90%	£85.18	£86.46	£1.28	1.5%
4 Bedrooms	1.93%	£90.15	£91.50	£1.35	1.5%
6 Bedrooms	0.08%	£114.35	£116.07	£1.72	1.5%

Table 14 - Increases for Individuals

Bracket	Number of Properties	% Of Properties
Under £1.00	327	5.49%
£1.00 - £1.24	3,559	59.75%
£1.25 - £1.49	2,036	34.18%
£1.50 - £1.85	34	0.57%
Total	5,956	100.00%

- 4.4 In addition to using the 1.5% rent increase in setting the budget for rental income for future years further assumptions have been made. Void rent assumptions have been built into the budgets and have been set at 1.5% which is broadly comparable with previous year's rate (although it is accepted that rates have been more volatile during 2020/21). Right to buy sales have been budgeted at 50 sales for 2021/22 (actual sales for 2019/20 were 59) as it is assumed that levels will return to pre-COVID levels during 2021/22.

5. **CAPITAL PROGRAMME 2021/22 – 2023/24**

- 5.1 The capital programme has been formulated to deliver the Council ambitions of growth and investment in its assets to support the delivery of quality services. The Council has a stated ambition to provide quality leisure services although the proposed capital programme does not yet include any specific changes to the leisure offer as further detailed analysis of options and financial modelling are being undertaken in order to be able to present fully costed proposals for member consideration. Information will be presented to Council for approval once the business cases have been developed and the affordability of the revenue implications have been assessed.
- 5.2 A summarised capital programme is shown in table 15 and a detailed capital programme included in Appendix B.

Table 15 – General Fund Capital Programme Summary

Directorate	2021/22 Proposed Budget* £'000	2022/23 Indicative Budget £'000	2023/24 Indicative Budget £'000
Commercial & Operations	2,405	2,263	2,349
Corporate	50	0	0
Growth & Culture	1,638	314	70
Total Budget	4,093	2,577	2,419
Financing:			
Grants and contributions	(1,685)	(1,123)	(902)
Reserves	(1,122)	(1,059)	(1,201)
Useable Capital Receipts	(1,286)	(395)	(316)
Total Financing	(4,093)	(2,577)	(2,419)

*includes £0.849m proposed slippage from 2020/21 as detailed in Appendix B

- 5.3 The capital programme is focused on investing in Council assets to improve the service offer and is particularly relevant to the arts offer with a combined investment programme of £390k across the two arts venues. Elsewhere in the proposals, investment continues in the Street Scene fleet and the car parking offer with maintenance required at Welham Street car park in Grantham.

Housing Investment Programme (HIP)

- 5.4 The formation of the capital programme for the period 2021/22 – 2023/24 is currently projecting an investment of £75m over a 3-year period focussing on the continuation of the new build and stock acquisition programme and the objectives of the HRA Business Plan.
- 5.5 In respect of the new build programme the outline 3-year capital programme totalling £44.3m is anticipated to deliver approximately 412 properties. Detailed appraisal of the schemes are underway and further details of the new build programme will be presented to members at a future meeting.
- 5.6 The other major part of the HRA capital programme is the continuation of investment in existing housing stock which includes central heating upgrades, kitchen and bathroom refurbishments, door and windows replacements and re-roofing. This investment programme may be reviewed once the full details of the Stock Condition Survey are analysed which may identify other priority investment areas. If necessary, the capital programme will be revised accordingly. A summary of the programme is shown at table 16 and detailed at Appendix B.

Table 16 – HRA Capital Programme Summary

	2021/22 Indicative Budget £000	2022/23 Indicative Budget £000	2023/24 Indicative Budget £000
Decent Homes	9,645	9,435	9,535
New Build Programme	10,375	14,940	18,995
ICT	700	500	0
Repairs Vehicles	273	214	304
HRA Budget	20,993	25,089	28,834
Financing:			
Borrowing	0	0	(12,521)
Capital Receipts	(3,000)	(3,593)	(2,300)
External Funding*	(1,844)	(3,375)	(4,174)
Reserves	(16,149)	(18,121)	(9,839)
Total Financing	(20,993)	(25,089)	(28,834)

*this is an estimate of the level of funding anticipated from Homes England

- 5.7 In order to accelerate the ambitions of the HRA and to deliver a stepped increase in the new build programme, it is proposed to include an indicative three-year budget of £44.31m. These schemes will be financed using the Council's own resources and grant funding from Homes England, which will be applied for on a scheme by scheme basis. The level of funding available has yet to be determined as Homes England assess each scheme separately. Therefore the external funding included in table 16 is an estimation until such as time as each scheme is financially assessed.

6. Capital Financing

- 6.1 The General Fund Capital Programme is detailed at Appendix B, the proposed schemes have been funded by a combination of external grants and Council reserves so for the duration of the proposed capital programme no external borrowing is currently required. The HRA Capital Programme is

included at Appendix B, the proposed schemes have been partly funded by borrowing due to the ambitious Housing Growth Scheme.

General Fund

6.2 The General Fund capital programme for 2021/22 will be financed from the following

- £1.286m capital receipts reserve
- £1.685m specific grants (Disabled Facilities Grant amount to be confirmed)
- £1.122m reserves

At the time of compiling the report, the total of the specific grants referred to have not been confirmed and therefore the financing or level of the 2021/22 investment may require amending once the confirmed grant funding is known to the Council.

Housing Revenue Account

6.3 The HRA capital programme for 2021/22 will be financed from the following:

- £3m capital receipts reserve
- £1.844m specific grants (to be confirmed)
- £16.149m revenue reserves

At the time of compiling the report, the specific grants referred to have not been confirmed and therefore the financing or level of the 2021/22 investment may require amending once the confirmed grant funding is known to the Council.

7. RESERVES AND BALANCES

7.1 In line with good practice, the Council maintains a number of reserves which can be categorised as meeting the following requirements:

- To ensure the Council has sufficient funds available to meet its cash flow requirements and avoid unnecessary temporary borrowing and to protect services against unforeseen financial events – this is known as the working balance.
- A means of building up funds to meet known or predicted liabilities –these are known shown as discretionary and governance reserves

7.2 Through prudent financial management, the Council is in a position to be able to establish a number of specific general reserves that are set up to provide funding for an approved purpose usually in respect of specific services or corporate ambitions. A summary of the proposed reserve movements are set at table 17 below and full details of the General Fund Reserves can be found at Appendix C.

Table 17 – Budgeted General Fund Revenue Reserve Movements

Reserve Heading	2021/22 £'000	2022/23 £'000	2023/24 £'000
Budget Stabilisation Reserve	362	0	0
Commercial Reserve	(250)	0	0
Government Specific Grants	(48)	(25)	(26)
ICT reserve	0	(176)	0
Invest to Save	(523)	0	0
Local Priorities Reserve	(250)	(435)	(1,127)
Pensions	(45)	(45)	(45)
Property Maintenance	(94)	(41)	(65)
Regeneration Reserve	(451)	(33)	(25)
Special Expense	23	49	29
Street Scene	(29)	0	0

- The Budget Stabilisation reserve was created to fund short term budget pressures. As part of the 2021/22 Local Government settlement the Council will receive a lower tier services grant of £362k for one year. This grant has been awarded to local authorities in recognition of the ongoing financial challenges the COVID crisis is having on local government finances. Therefore in order to ensure there is further protection of the 2021/22 budget proposals, it is proposed that this grant is transferred to the Budget Stabilisation Reserve.
- A climate change reserve was created for the 2020/21 financial year and has been utilised during the year on approved initiatives to support the climate agenda action plan. At a meeting of the Environment OSC on 6 October 2020, members recommended the reserve is set at £20k for the 2021/22 financial year to enable further initiatives to be funded as necessary. It is therefore proposed that £20k is transferred from the Local Priorities reserve should this recommendation be supported by Cabinet.
- The regeneration reserve was created to finance the short term borrowing costs associated with regeneration projects and to fund any associated MRP (minimum revenue provision) that may be associated following the acquisition of the asset. The purpose of the reserve was to avoid placing undue financial pressures on the revenue budgets for the period the asset is held. For the period to date, the reserve has been used to finance the costs of St Martins Park and will continue to do so until such time as the asset is disposed of. For 2021/22 the operational costs of St Martins Park are estimated at £430k. In order to ensure the reserve has a level that is sufficient to continue to meet St Martins Park costs and also to fund the operational costs of any further acquisitions it is recommended that the reserve is increased by £500k. The proposal is to vire £250k from the commercial reserve and the balance from the invest to save reserve.
- In 2020/21 it is proposed that Government Specific Grants are used to part fund £23k of the Local Plan costs and £25k of the costs incurred in electoral registration.
- The Invest to Save Reserve will be used to fund the remaining payment of £225k for the Intelligent Automation project with Ernst and Young and £55k to fund the Procurement Lead post or until such time as the partnership arrangements with external procurement support comes to an end. It is proposed that £250k of this reserve is transferred to the regeneration reserve.
- New Homes Bonus totalling £1.569m is budgeted to be transferred to the Local Priorities Reserve over the period of the 3-year budget. It is proposed that £2.938m of this reserve is used to finance the capital programme which includes £1.955m to fund vehicles replacement and £0.812m funding for the capital improvements to the Councils existing assets and replacement CCTV. This reserve will also be used to fund the £500k management fee associated with Leisure SK and £193k has been budgeted to fund the budget deficit. It should be noted that further financial contributions to this reserve are uncertain as it is anticipated that the New Homes Bonus scheme will cease from 2023/24.
- The pension reserve will be used to fund the annual pension costs of former employees which is £45k per year.
- The Property Maintenance Reserve will be utilised over the budget period to provide the financing of essential property related works such as leisure centres (£65k) and safer surfaces at parks (£135k).
- The Special Expense Reserves will be utilised over the period of the budget proposals. In respect of Langtoft £3k of the reserve will be utilised over the next 3 years to contribute towards the operational costs of the SEA resulting in a reduced cost to those residents over the same period. The reserves for Bourne, Grantham and Stamford will be used to fund £40k of park safer surfaces costs.
- The Council's fleet has increased by 58 vehicles since 2014 and the number of years that the RCV's (refuse collection vehicle) are retained for has increased which have both impacted on

the cost of the workshop parts. It is therefore proposed that £29k of the Street Scene reserve is utilised to fund these additional costs in 2021/22.

- 7.4 In respect of the HRA, there are a number of specific reserves to assist in the delivery of the HRA Strategy and are used to fund both revenue and capital expenditure. In addition, the HRA has a specific working balance which provides financial support to the HRA should any significant unforeseen costs arise during the financial year. The Major Repairs Reserve is the primary source of funding for the HRA capital programme and is proposed to be utilised to fund the investment in the housing stock over the next 5 years. Further detail of the HRA reserves can be found in Appendix C.

Table 18 - Budgeted HRA Reserve Movements

Reserve Heading	2021/22 £000	2022/23 £000	2023/24 £000
Improvement Reserve	(690)	(516)	0
Property Development Reserve	(5,531)	(7,991)	0
Working Balance	(556)	(203)	6
Capital Receipts Reserve	(1,242)	(138)	1,157
Major Repairs Reserve	(3,420)	(3,224)	(2,647)

- The capital receipts reserve and the property development reserve shown above are proposed to contribute towards financing the new build scheme over the 3 year capital programme.
- There is an annual requirement for a revenue contribution to the Major Repairs Reserves which is utilised for capital investment in the council's housing stock.
- The HRA surplus is transferred to the working balance each year. There is an annual transfer of £3.222m from the annual HRA account to the working balance which is then used to fund the principal repayment of the external loan taken out under the HRA self-financing in 2012. There is also a contribution each year from the working balance to the Major Repairs Reserve to ensure there are sufficient resources available to fund investment in the housing stock.
- It is proposed that the balance on the HRA Improvement reserve is primarily used to finance the Housing System Enhancements.

8. FEES AND CHARGES

- 8.1 Fees and charges are becoming a key element of the Council funding which raise approximately £6m towards the costs of delivery for specific services. In order to ensure a consistent and transparent approach to fee setting, a fees and charges policy was approved by Council in March 2020. The policy introduces a set of principles which have been applied to fees and charges setting.
- 8.2 The Council provides a wide range of services for which it is able to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Further definitions of the two main categories of charge are detailed below:

Regulatory – the majority of charges are set nationally and local authorities have little or no opportunity to control them. The income received from these charges is important as it contributes to the overall financial position of the Authority. However, income cannot be assumed to increase in line with other fees and charges set by the Council. Also included under this heading are a few areas where the service is statutory or established by local by-law but the charges have a discretionary element.

Discretionary Charges – By definition, these are for discretionary services where local authorities can make their own decisions on setting the level of charges. Accordingly, when setting these fees and charges, the Council's approach should be clear and in line with the corporate priorities.

8.3 A summary of the proposed fees and charges for 2021/22 are shown in table 19 and full details are shown at Appendix D. The majority of the fee increases are in line with the directly related costs associated with delivering the service. Specific points to note are:

- Green waste – annual collection charge increase of £3
- Grantham Pay and Display car parking 10p increase per tariff up to and including 3 hours
- Stamford Pay and Display car parking 30p increase per tariff up to and including 3 hours

Table 19 – Fees and Charges Summary

QUADRANT (as per the Policy)	HEADING	PROPOSAL FOR 2021/22	INCORPORATION OF POLICY PRINCIPLES
Discretionary	Arts centres	Theatre hires increased in line with benchmarking results. Up to 29% (rounded up to £1)	Subsidised
	Bus stations	3% (rounded up to 1p)	Subsidised
	Car parking charges	Grantham - Up to 3 hours parking 10p increase per tariff Stamford – Up to 3 hours parking 30p increase per tariff	Cost Recovery and investment in traffic management related assets
	Car parking penalty charge notices	0%	Cost Recovery
	Green waste	Direct Debit/Online 8% Offline/cash/cheque 7% Additional bins Direct Debit/Online 8% Additional bins Offline/cash/cheque 7%	Cost Recovery
	Markets	3% (rounded up to 50p)	Subsidised
	Outdoor recreation	Up to 3%	Subsidised
	Planning and pre-planning charges set locally	Up to 21%	Cost Recovery
	Supply of new or replacement bins	0%	Cost Recovery
	Air quality	0%	Cost Recovery
	Alcohol licensing	0%	Cost Recovery
	Bingo premises, betting premises etc	0%	Cost Recovery
	Building Control charges	0%	Cost Recovery
	Cemetery charges	3% (rounded up to £1)	Cost Recovery

Regulatory	Fees for scrap metal dealers, tattooing, acupuncture, control of dogs, caravan parks etc	Full cost recovery analysis undertaken	Cost Recovery
	Fixed Penalty Notices- Nuisance parking/ Waste Transfer Offence etc	0%	Cost Recovery
	Fixed Penalty Notices – Littering/Fly posting	0%	Cost Recovery
	Gambling Licensing- Gaming machines and lottery licenses	0%	Cost Recovery
	Hackney Carriage, Animal licenses and sex establishments etc	Full cost recovery analysis undertaken	Cost Recovery
	Houses of Multiple occupancy, Immigration inspections, contaminated land enquiries & Sampling of water supplies	Up to 3%	Cost Recovery
	Letting Agents Redress Scheme	0%	Cost Recovery
	Local Land Charge fees	0%	Cost Recovery
	Planning fees set by Government	0%	Cost Recovery
	Smoke free fixed penalty notices and smoke and carbon monoxide alarms for landlords	0%	Cost Recovery
Specialism	Community rooms & guest rooms	Up 3%	Cost Recovery
	Domestic refuse collection e.g. bulky waste	0%	Cost Recovery
	Hygiene food safety, packs and energy efficiency standards	Full cost recovery analysis undertaken	Cost Recovery
Total Cost Recovery	MOT Fees	0%	Cost Recovery

9. Other Financial Considerations

9.1 Collection Fund

The Government has recognised that the Collection Fund will be under pressure due to the challenges in collection rates for both Council Tax and Business Rates. In a response to this pressure, new legislation has been introduced that will allow billing authorities to spread the anticipated deficit equally over a three financial year period. This will avoid the anticipated deficit to

be recovered in one financial year (as the previous legislation required) and enable a more manageable deficit recovery. This change will affect all three major precepting authorities proportionally from 2021/22. In January of each year the Council is required to calculate the surplus or deficit position on the Collection fund and this figure is then included in the Budget framework which is approved by Council each year.

10 Consultation and Feedback Received, Including Overview and Scrutiny

- 10.1 The Budget Joint OSC is scheduled to meet on 13 January 2021 where there will be the opportunity for members to consider the budget proposals for 2021/22 and to make any recommendations with respect to the information set out in the report.

11 Available Options Considered

- 11.1 N/a

12 Preferred Option

- 12.1 The report presents a number of options for members to consider.

13 Reasons for the Recommendation (s)

- 13.1 The Council is legally required to set a balanced budget each financial year.

14 Next Steps – Communication and Implementation of the Decision

- 14.1 The budget proposals will be considered by Cabinet at their next meeting.

15 Financial Implications

- 15.1 These are considered throughout the report and supporting appendices.

Financial Implications reviewed by: Richard Wyles, Director of Finance

16 Legal and Governance Implications

- 16.1 The recommendations relate to proposals for the budget which forms part of the budgetary and policy framework in accordance with the Budget and Policy Framework Procedure Rules set out at Part 4.21 of the Constitution of the Council. Members must consult with the community on the proposals contained within this report as required in accordance with statutory regulation and constitutional requirements.

Legal Implications reviewed by: Shahin Ismail, Director of Law and Governance

17 Equality and Safeguarding Implications

- 17.1 All equality and safeguarding implications will be considered as part of any of the proposals being approved.

18 Risk and Mitigation

- 18.1 A risk analysis has been undertaken and is provided at Appendix E.

19 Community Safety Implications

- 19.1 None identified

20 Other Implications (where significant)

- 20.1 None identified

21 Background Papers

- 21.1 N/a

22 Appendices

Appendix A - Revenue summary – General Fund (GF) and Housing Revenue Account (HRA)

Appendix B – Capital Programmes & Financing Statements – GF & HRA

Appendix C – Reserves Statement – GF & HRA

Appendix D – Fees & Charges – GF and HRA

Appendix E – Risk Register

Report Timeline:	Date of Publication on Forward Plan (if required)	N/A
	Previously Considered by: Budget - Joint Overview and Scrutiny Committee	26 August 2020
	Final Decision date	12 January 2021

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2021/22 - 2023/24 General Fund Revenue Summary

	Description	2020/21 Original Budget £'000	2021/22 Indicative Budget £'000	2022/23 Indicative Budget £'000	2023/24 Indicative Budget £'000
1	Commercial & Operations	8,197	7,680	7,763	7,906
2	Corporate	6,538	7,018	7,145	7,481
3	Growth & Culture	5,267	5,099	4,851	5,110
4	Housing & Property	1,238	349	(113)	(93)
5	HRA recharge	(2,558)	(2,759)	(2,637)	(2,664)
6	Net Cost of Services	18,682	17,387	17,009	17,740
7	Interest Payable & Investment Income	(236)	(100)	(108)	(105)
8	Minimum Revenue Provision	302	296	291	286
9	Revenue Contribution to Capital	72	186	228	42
10	Drainage Rates	725	746	768	791
11	Depreciation	(4,114)	(4,586)	(4,722)	(4,863)
12	Net Budget Requirement	15,431	13,929	13,466	13,891
	Funding & Resources:				
13	Council Tax (Excluding Parishes)	(7,840)	(8,114)	(8,397)	(8,682)
14	Government Grants	(295)	(671)	0	0
15	Retained Business Rates	(4,954)	(3,757)	(3,912)	(3,991)
15	New Homes Bonus	(1,814)	(1,045)	(524)	0
16	Collection Fund Deficit	(957)	0	0	0
17	Total Funding	(15,860)	(13,587)	(12,833)	(12,673)
	Transfer to/from reserves:				
18	Budget Stabilisation Reserve	0	362	0	0
19	Building Control Reserve	0	(22)	(12)	(6)
20	Football 3G Pitch	0	25	25	25
21	Grants	1	(23)	0	0
22	ICT Reserve	(137)	0	(176)	0
23	Individual Electoral Registration	0	(25)	(25)	(26)
24	Invest to Save	(213)	(273)	0	0
25	Local Priorities Reserve	(210)	(443)	0	0
26	NHB Transfer to Reserves	1,814	1,045	524	0
27	Pensions Reserve - Former Employees	(56)	(45)	(45)	(45)
28	Pensions Reserve - Current Employees	(58)	0	0	0
29	Property Maintenance Reserve	(125)	(94)	(41)	(65)
30	Regeneration Reserve	(580)	(849)	(33)	(25)
31	Special Expenses	17	29	49	29
32	Workshop reserve	(24)	(29)	0	0
33	Transfer to/from Reserves	429	(342)	266	(113)
34	Net Budget Deficit	0	0	899	1,105

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2021/22 HRA Revenue Summary

	Description	2020/21 Current Budget	2021/22 Indicative Budget
	Income		
1	Dwelling Rents	(24,557)	(24,627)
2	Non Dwelling Rents	(331)	(341)
3	Charges for Services and Facilities	(677)	(700)
4	Other Income	(72)	(66)
5	Total Income	(25,637)	(25,734)
	Expenditure		
6	Repairs and Maintenance	8,213	7,509
7	Supervision and Management - General	1,851	1,895
8	Supervision and Management - Special	1,177	1,385
9	Depreciation and Impairment of Fixed Assets	3,609	3,717
10	Debt Management Expenses	35	35
11	Provision for Bad Debts	384	384
12	Other Expenditure (Pension Deficit)	322	324
13	Housing Development	250	0
14	Support Recharge from GF	2,558	2,759
15	Total Expenditure	18,399	18,007
16	Net Cost of HRA Services	(7,238)	(7,728)
17	Interest Payable and Similar Charges	2,778	2,433
18	Interest and Investment Income	(253)	(152)
19	Net Position Before Reserve Movements	(4,713)	(5,447)
	Movement on the HRA Reserve Balance		
20	Housing Revenue Account Balance at start of Year	1,560	2,118
21	Net position as at 31 March	4,713	5,447
22	Reserve Funding	2,261	0
23	Repayment of Principal	(3,222)	(3,222)
24	Major Repairs Reserve Transfer	(3,194)	(2,781)
25	Housing Revenue Account Balance at end of Year	2,118	1,562
26	Major Repairs Reserve Balance at Start of Year	14,293	16,385
27	Depreciation & MRR Transfer	6,803	6,498
28	Capital Financing & Loan Repayment	(4,711)	(9,918)
29	Major Repairs Reserve Balance at End of Year	16,385	12,965

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2021/22 - 2023/24 General Fund Capital Programme and Financing Statement

	Description	Proposed Funding Source	2020/21 Proposed Slippage £000	2021/22 Indicative Budget £000	2022/23 Indicative Budget £000	2023/24 Indicative Budget £000
	Commercial & Operations					
1	Trade Waste Bins	Local Priorities Reserve	0	24	24	24
2	Wheelie Bin Replacements	Capital Receipts Reserve	0	100	100	100
3	Commercial RCV with weigher	Local Priorities Reserve	0	60	0	0
4	Street Scene Vehicle Procurement	Local Priorities Reserve	85	171	213	455
5	Vehicle Replacement Programme	Capital Receipts Reserve	0	696	720	720
6	Pool Vehicles	Local Priorities Reserve	26	0	0	190
7	Car Park Barriers	Capital Receipts Reserve	50	0	0	0
8	Welham St Car Park - Resurfacing	Capital Receipts Reserve	190	0	0	0
9	Welham St Car Park - Security	Local Priorities Reserve	15	0	0	0
10	CCTV	Local Priorities/S106/Grant	0	40	346	0
11	Market Stall Covers	Local Priorities Reserve	28	0	0	0
12	Wyndham Park Play Area	Grant/Special Expense	0	60	0	0
13	Disabled Facilities Grant	Grants	0	860	860	860
			394	2,011	2,263	2,349
	Corporate					
14	Financial System Upgrade	Local Priorities Reserve	50	0	0	0
			50	0	0	0
	Growth & Culture					
15	Deepings Leisure Centre - All Weather Pitch	Local Priorities Reserve/Grant	200	500	0	0
16	Meres Leisure Centre - Boiler	Capital Receipts Reserve	65	0	0	0
17	Guildhall Arts Centre - Renovations	Local Priorities Reserve	0	105	0	0
18	Guildhall Arts Centre - Digital Boards	Capital Receipts Reserve	15	0	0	0
19	Stamford Arts Centre Fire Alarm	Capital Receipts Reserve	0	80	0	0
20	Stamford Arts Centre Toilets	Capital Receipts Reserve	0	190	0	0
21	Feasibility Cattle Market Stamford	Regeneration Reserve	0	70	0	0
22	Heritage Action Zone - Grantham	Regeneration/Grants	0	288	314	70
23	Shop Front Scheme	Revenue Contribution/Grant	125	0	0	0
			405	1,233	314	70
24	Total General Fund Capital Programme		849	3,244	2,577	2,419
	General Fund Financed By:					
25	Capital Grants and Contributions:		62	1,623	1,123	902
26	Capital Reserves		0	100	100	74
27	Revenue Reserves:		467	555	959	1,127
28	Useable Capital Receipts		320	966	395	316
29	Total General Fund Capital Programme Financing		849	3,244	2,577	2,419

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2021/22 - 2023/24 HRA Capital Programme and Financing Statement

Ref	Description	Funding Source	2020/21 Proposed Slippage £000	2021/22 Indicative Budget £000	2022/23 Indicative Budget £000	2023/24 Indicative Budget £000
1	Energy Efficiency Initiatives Central Heating, Ventilation and boiler replacements	Major Repairs Reserve	0	3,885	3,885	4,240
			0	3,885	3,885	4,240
	ICT					
2	CCTV	S106 grant	10	0	0	0
3	Housing System Enhancements	HRA Improvement Reserve	500	190	500	0
			510	190	500	0
	Purchase of Vehicles					
4	Repairs Vehicles	Major Repairs Reserve	140	133	214	304
			140	133	214	304
	New Build Programme					
5	Housing Development Investment	Reserves/Borrowing/Grant	0	10,375	14,940	18,995
			0	10,375	14,940	18,995
	Refurbishment and Improvement					
6	Alarms	Major Repairs Reserve	0	125	125	125
7	Communal Rooms	Major Repairs Reserve	60	70	70	70
8	Doors & Windows	Major Repairs Reserve	0	1,600	1,600	1,600
9	Door Entry System	Major Repairs Reserve	0	200	200	200
10	Exterior Refurbishment	Major Repairs Reserve	0	340	340	340
11	Kitchen & Bathroom Refurbishments	Major Repairs Reserve	0	1,300	1,300	1,300
12	Lifts	Major Repairs Reserve	0	375	375	120
13	Re-roofing	Major Repairs Reserve	0	1,200	1,200	1,200
14	Re-wiring	Major Repairs Reserve	150	340	340	340
			210	5,550	5,550	5,295
15	Total HRA Capital Programme		860	20,133	25,089	28,834
	HRA FINANCED BY:					
16	Borrowing		0	0	0	12,521
17	Homes England Grant		0	1,844	3,375	4,174
18	HRA Capital Receipts Reserve		0	3,000	3,593	2,300
19	HRA Improvement Reserve		500	190	500	0
20	Major Repairs Reserve		350	9,568	9,649	9,839
21	Property Development Reserve		0	5,531	7,972	0
22	S106		10	0	0	0
23	Total HRA Capital Programme Financing		860	20,133	25,089	28,834

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2021/22 - 2023/24 General Fund Reserves Statement

		Balance at 31 March 2020	Forecast Movement	Forecast Balance at 31 March 2021	Forecast Movement	Forecast Balance at 31 March 2022	Forecast Movement	Forecast Balance at 31 March 2023	Forecast Movement	Forecast Balance at 31 March 2024
	Discretionary Reserves									
1	Climate Change	0	20	20	0	20	0	20	0	20
2	Commercial	0	500	500	(250)	250	0	250	0	250
3	Training and Development	15	0	15	0	15	0	15	0	15
4	Street Scene	222	(24)	198	(29)	169	0	169	0	169
5	ICT investment	177	(1)	176	0	176	(176)	0	0	0
6	Economic Development & Growth	54	(54)	0	0	0	0	0	0	0
7	Local Priorities Reserve	5,619	(1,290)	4,329	(250)	4,079	(435)	3,644	(1,127)	2,517
8	Invest to Save	1,158	(187)	971	(523)	448	0	448	0	448
9	Housing Delivery	1,106		1,106	0	1,106	0	1,106	0	1,106
10	Property Maintenance	500	(198)	302	(94)	208	(41)	167	(65)	102
11	Regeneration	1,847	(665)	1,182	(451)	731	(33)	698	(25)	673
12	Food Waste	74	(24)	50	0	50	0	50	0	50
13	Crowd Funding	64	(64)	0	0	0	0	0	0	0
		10,836	(1,987)	8,849	(1,597)	7,252	(685)	6,567	(1,217)	5,350
	Governance Reserves									
14	Insurance Reserve	309	0	309	0	309	0	309	0	309
15	Pensions Reserve - Former Employee	377	(41)	336	(45)	291	(45)	246	(45)	201
16	Pensions Reserve - Current Employee	58	(58)	0	0	0	0	0	0	0
17	Budget Stabilisation	2,843	0	2,843	362	3,205	0	3,205	0	3,205
18	Building Control	33	(2)	31	(22)	9	(12)	(3)	(6)	(9)
19	Football 3G Pitch	75	25	100	25	125	25	150	25	175
20	Special Expense Area Reserve	211	17	228	23	251	49	300	29	329
		3,906	(59)	3,847	343	4,190	17	4,207	3	4,210
21	Total General Revenue Reserves	14,742	(2,046)	12,696	(1,254)	11,442	(668)	10,774	(1,214)	9,560
22	Government Grants Received	870	(369)	501	(48)	453	(25)	428	(26)	402
23	Working Balance	2,010	(555)	1,455	(63)	1,392	0	1,392	0	1,392
24	Total Revenue Reserves	17,622	(2,970)	14,652	(1,365)	13,287	(693)	12,594	(1,240)	11,354
25	Capital Reserve									
26	LAMS Reserve	18	0	18	0	18	0	18	0	18
28	General Fund Capital Reserve	1,054	(780)	274	(100)	174	(100)	74	(74)	0
29	Useable Capital Receipts Reserve	2,318	(351)	1,967	(1,186)	781	(295)	486	(216)	270
30	Total Capital Reserves	3,390	(1,131)	2,259	(1,286)	973	(395)	578	(290)	288
31	Total General Fund Reserves	21,012	(4,101)	16,911	(2,651)	14,260	(1,088)	13,172	(1,530)	11,642

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2021/22 - 2023/24 HRA Reserves Statement

		Balance at 31 March 2020	Forecast Movement	Forecast Balance at 31 March 2021	Forecast Movement	Forecast Balance at 31 March 2022	Forecast Movement	Forecast Balance at 31 March 2023	Forecast Movement	Forecast Balance at 31 March 2024
	Revenue Reserves									
1	Service Specific - Pension Reserve	261	(261)	0	0	0	0	0	0	0
2	HRA Improvement Reserve	656	550	1,206	(690)	516	(516)	0	0	0
3	Loan Repayment Reserve	1,350	(1,350)	0	0	0	0	0	0	0
4	Property Development Reserves	14,722	(1,200)	13,522	(5,531)	7,991	(7,991)	0	0	0
5	Residents Involvement	30	0	30	0	30	0	30	0	30
6	Working Balance	1,560	558	2,118	(556)	1,562	(203)	1,359	6	1,365
	Total HRA Revenue Reserves	18,579	(1,703)	16,876	(6,777)	10,099	(8,710)	1,389	6	1,395
	HRA Capital Reserve									
7	Capital Receipts Reserve	7,260	(620)	6,640	(1,242)	5,398	(138)	5,260	1,157	6,417
8	Major Repairs Reserve	14,293	2,092	16,385	(3,420)	12,965	(3,224)	9,741	(2,647)	7,094
	Total HRA Capital Reserves	21,553	1,472	23,025	(4,662)	18,363	(3,362)	15,001	(1,490)	13,511
9	Total HRA Reserves	40,132	(231)	39,901	(11,439)	28,462	(12,072)	16,390	(1,484)	14,906

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FEES & CHARGES 2021/22

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	CAR PARKS - GRANTHAM				
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2021	0.70	0.80	Included
	Up to 1 hour	01/04/2021	1.00	1.10	Included
	Up to 2 hours	01/04/2021	1.70	1.80	Included
	Up to 3 hours	01/04/2021	2.30	2.40	Included
	Up to 4 hours	01/04/2021	3.80	4.00	Included
	Over 4 hours	01/04/2021	5.00	5.20	Included
	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2021	0.70	0.80	Included
	Up to 1 hour	01/04/2021	1.00	1.10	Included
	Up to 2 hours	01/04/2021	1.70	1.80	Included
	Up to 3 hours	01/04/2021	2.30	2.40	Included
	Up to 4 hours	01/04/2021	7.60	7.90	Included
	Over 4 hours	01/04/2021	10.00	10.30	Included
2	LONG STAY (EXCEPT WELHAM STREET)				
	Up to 3 hours	01/04/2021	2.30	2.40	Included
	Up to 4 hours	01/04/2021	3.20	3.30	Included
	All day	01/04/2021	3.80	4.00	Included
3	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2021	1.00	1.10	Included
	Up to 4 hours	01/04/2021	1.50	1.60	Included
	Up to 6 hours	01/04/2021	3.00	3.10	Included
	Over 6 hours	01/04/2021	10.00	10.30	Included
4	LONG STAY SEASON TICKETS				
	(Monday to Friday)				
	Per quarter	01/04/2021	126.00	130.00	Included
	Per 6 months	01/04/2021	240.00	250.00	Included
5	LONG STAY SEASON TICKETS				
	(Monday to Saturday)				
	Per quarter	01/04/2021	150.00	155.00	Included
	Per 6 months	01/04/2021	290.00	300.00	Included
	Season Ticket Discount Offer	Purchase 4	Additional Tickets Free 1		
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	CAR PARKS - STAMFORD				
1	SHORT STAY				
	Up to 30 mins	01/04/2021	0.70	1.00	Included
	Up to 1 hour	01/04/2021	1.00	1.30	Included
	Up to 2 hours	01/04/2021	1.70	2.00	Included
	Up to 3 hours	01/04/2021	2.30	2.60	Included
	Up to 4 hours	01/04/2021	3.80	4.20	Included
	Over 4 hours	01/04/2021	5.00	5.40	Included
2	LONG STAY				
	Up to 3 hours	01/04/2021	2.30	2.60	Included
	Up to 4 hours	01/04/2021	3.20	3.50	Included
	All day	01/04/2021	3.80	4.20	Included
3	LONG STAY SEASON TICKETS				
	(Monday to Friday)				
	Per quarter	01/04/2021	126.00	135.00	Included
	Per 6 months	01/04/2021	240.00	255.00	Included
4	LONG STAY SEASON TICKETS				
	(Monday to Saturday)				
	Per quarter	01/04/2021	150.00	160.00	Included
	Per 6 months	01/04/2021	290.00	310.00	Included
	Season Ticket Discount Offer	Purchase	Additional		
		4	Tickets Free		
			1		
5	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	BUS STATION - GRANTHAM				
1	Per Departure	01/04/2021	0.79	0.82	Included
2	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2021	52.50	54.08	Included
	BUS STATION - STAMFORD				
3	Per Departure	01/04/2021	0.79	0.82	Included
4	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2021	52.50	54.08	Included
	BUS STATION - BOURNE				
5	Per Departure	01/04/2021	0.79	0.82	Included
6	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2021	52.50	54.08	Included

Building Control - Detail						
Category of work	Full Plans Application			Building Notice Applications		
	Plan Charge			Building Notice Charge		
	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £
Extension or loft conversion where the floor area does not exceed 10m2	300.00	60.00	360.00	300.00	60.00	360.00
Extension or loft conversion where floor area exceeds 10m2 but does not exceed 30m2	395.00	79.00	474.00	395.00	79.00	474.00
Erection or extension of a domestic garage or carport up to 60m2	300.00	60.00	360.00	300.00	60.00	360.00
Conversion of a domestic garage into a habitable room(s)	255.00	51.00	306.00	255.00	51.00	306.00
Renovation of a thermal element to a single existing dwelling (eg Re-roofing, Re-plastering, Floor/Wall Insulation)	205.00	41.00	246.00	205.00	41.00	246.00
Replacement of windows in domestic dwelling (individual quote for commercial)	170.00	34.00	204.00	170.00	34.00	204.00
Electrical work involving the complete re-wiring of an existing dwelling	430.00	86.00	516.00	430.00	86.00	516.00
Installation of Controlled Fittings such as heating system, PV panels, solar heating systems and other such	205.00	41.00	246.00	205.00	41.00	246.00
Work for which the estimated cost is up to £2,000	205.00	41.00	246.00	205.00	41.00	246.00
Work for which the estimated cost is over £2,000 and up to £5,000	270.00	54.00	324.00	270.00	54.00	324.00
Forming a single structural opening	130.00	26.00	156.00	130.00	26.00	156.00
<p>The above charges can be varied up to +/- 20% within year, in agreement with the Strategic Director - Commercial and Operations, to reflect the commercial market within which Building Control operates.</p> <p>For any work not covered in the above table, please contact us on 01476 406187 or e-mail bcontrol@southkesteven.gov.uk for a quotation.</p>						

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	BUILDING CONTROL CHARGES				
1	<u>Administration Charges</u>				
	Enquiries & searching of historic records within 20 working days	01/04/2021	60.00	62.00	O/Scope
	Enquiries & searching of historic records within 48 hours	01/04/2021	90.00	93.00	O/Scope
	Copy of completion certificate - within 20 working days	01/04/2021	30.00	31.00	O/Scope
	Copy of completion certificate - within 1 working day	01/04/2021	60.00	62.00	O/Scope
	Copy of notice of decision - within 20 working days	01/04/2021	30.00	31.00	O/Scope
	Copy of notice of decision - within 1 working day	01/04/2021	60.00	62.00	O/Scope
	First issue of Completion Certificates	01/04/2021	75.00	78.00	O/Scope
	Exemption Confirmation Letter	01/04/2021	45.00	47.00	O/Scope
	Responses to Professional Letters for Commercial Purposes	01/04/2021	75.00	78.00	O/Scope
2	<u>Additional Inspection Charges</u>				
	Additional inspections for quality of building works including help with snagging list	01/04/2015	20% of original charge		Included
3	<u>Other Charges</u>				
	Pre-application advice - 1st hour free, thereafter, hourly rate applies	01/04/2021	45.00	47.00	Included
	Domestic structural design	01/04/2021	156.00	165.00	Included
	Administration charge for dangerous structures, withdrawn applications, historic buildings etc. (per hour)	01/04/2021	60.00	62.00	Included
	Fire Risk Assessments	01/02/2017	POA	POA	Included
	Demolition Notice	01/04/2021	120.00	125.00	O/Scope

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/2021	21.50	22.50	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2021	24.30	25.00	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2021	20.00	21.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2021	21.20	22.00	Exempt
	Hot food & drinks units	01/04/2021	24.30	25.00	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2021	6.60	7.00	Included
	Large vehicles	01/04/2021	10.10	10.50	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/2021	24.85	26.00	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2021	28.30	29.00	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2021	22.30	23.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2021	25.15	26.00	Exempt
	Hot food & drinks units	01/04/2021	28.30	29.00	Exempt
6	Craft fair - Table	01/04/2021	26.15	27.00	Exempt
7	Craft fair - Stall	01/04/2021	31.45	32.50	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2021	6.80	7.00	Included
	Large vehicles	01/04/2021	10.45	11.00	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/2021	19.30	20.00	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2021	21.00	22.00	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2021	16.25	17.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2021	16.75	17.50	Exempt
	Hot food & drinks units	01/04/2021	21.00	22.00	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2021	6.90	7.50	Included
	Large vehicles	01/04/2021	10.45	11.00	Included
12	Hire of stall for private function (collection only)*	01/04/2021	11.05	11.50	Exempt
13	FOR ALL MARKETS				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2021	1.00	1.50	Exempt
	Fruit and Veg Excessive Waste Surcharge (per stall)	01/04/2021	5.30	5.50	Included

* any associated costs with delivery and set up will be charged accordingly

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>BOURNE LEISURE CENTRE</u>				
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2021	5.25	5.40	Exempt
	Swimming - concession	01/04/2021	3.60	3.70	Exempt
	Under 5's	01/04/2021	0.95	1.00	Exempt
	Parent and toddler session	01/04/2021	5.35	5.50	Exempt
	Exclusive pool hire (per hour)	01/04/2021	149.00	153.45	Exempt
	LCC Schools (per individual)	01/04/2021	1.35	1.40	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2021	62.30	64.15	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2021	12.80	13.20	Exempt
	Table tennis - full rate per hour	01/04/2021	7.30	7.50	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2021	8.75	9.00	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2021	26.95	27.75	Exempt
	Spectator (per individual)	01/04/2021	1.35	1.40	Exempt
5	<u>Hire of equipment</u>				
	Rackets and balls (all types of rackets and balls)	01/04/2021	2.40	2.45	Exempt
6	<u>Membership</u>				
	Adult member	01/04/2021	25.95	26.75	Exempt
	Junior (U16)	01/04/2021	12.45	12.80	Exempt
	Concessionary	01/04/2021	12.45	12.80	Exempt
	Family membership	01/04/2021	59.95	61.75	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>DEEPINGS LEISURE CENTRE</u>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2021	4.75	4.90	Exempt
	Swimming - concession	01/04/2021	3.20	3.30	Exempt
	Under 5's	01/04/2021	0.85	0.90	Exempt
	Parent and toddler session	01/04/2021	4.85	5.00	Exempt
	Exclusive pool hire (per hour)	01/04/2021	95.50	98.35	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2021	53.50	55.10	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2021	12.90	13.30	Exempt
	Table tennis - full rate per hour	01/04/2021	7.85	8.10	Exempt
3	<u>Squash Court (per 40 mins) - full rate</u>	01/04/2021	8.25	8.50	Exempt
4	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2021	26.20	27.00	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
5	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2021	7.60	7.85	Exempt
6	<u>Miscellaneous (per hour)</u>				
	Spectator (per individual)	01/04/2021	1.50	1.55	Exempt

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>DEEPINGS LEISURE CENTRE</u>				
7	<u>Hire of equipment</u>				
	Table tennis bat/ball	01/04/2021	2.25	2.30	Exempt
	Skate hire / shuttlecock	01/04/2021	2.25	2.30	Exempt
	Badminton/tennis/squash racket	01/04/2021	2.25	2.30	Exempt
8	<u>Synthetic Pitch (per hour)</u>				
	Full synthetic pitch - full rate	01/04/2021	54.50	56.15	Exempt
	Six-a-side - full rate	01/04/2021	21.75	22.40	Exempt
	Floodlights (full pitch) - full rate	01/04/2021	22.35	23.00	Exempt
	Floodlights (six-a-side) - full rate	01/04/2021	8.15	8.40	Exempt
9	<u>Outdoor pitches</u>				
	per pitch (2 hours) - full rate	01/04/2021	62.25	64.10	Exempt
	Includes marking out and accommodation				
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>THE GRANTHAM MERES LEISURE CENTRE</u>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2021	5.25	5.40	Exempt
	Swimming - concession	01/04/2021	3.60	3.70	Exempt
	Under 5's	01/04/2021	0.85	0.90	Exempt
	Parent and toddler session	01/04/2021	5.45	5.60	Exempt
	Exclusive pool hire (per hour)	01/04/2021	159.85	164.65	Exempt
	LCC Schools (per individual)	01/04/2021	1.35	1.40	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2021	85.40	87.95	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2021	12.45	12.80	Exempt
	Climbing wall - full rate	01/04/2021	8.65	8.90	Exempt
	Table tennis centre hall	01/04/2021	63.25	65.15	Exempt
	Table tennis - full rate per hour	01/04/2021	7.40	7.60	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2021	40.70	41.90	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2021	9.60	9.00	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2021	18.25	18.80	Exempt
	Activity Room - full rate	01/04/2021	17.30	17.80	Exempt
	Spectator (per individual)	01/04/2021	1.45	1.50	Exempt
6	<u>Hire of equipment</u>				
	Table tennis bat/ball	01/04/2021	2.45	2.50	Exempt
	Badminton/tennis/squash racket	01/04/2021	2.45	2.50	Exempt

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>THE GRANTHAM MERES LEISURE CENTRE</u>				
7	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2021	81.90	84.35	Exempt
	Quarter pitch (5v5)	01/04/2021	27.30	28.10	Exempt
	Half pitch (9v9)	01/04/2021	49.15	50.60	Exempt
8	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2021	15.25	15.70	Exempt
	Netball - full rate	01/04/2021	21.85	22.50	Exempt
9	<u>Membership</u>				
	Adult member	01/04/2021	25.95	26.75	Exempt
	Junior (U16)	01/04/2021	12.45	12.80	Exempt
	Concessionary	01/04/2021	12.45	12.80	Exempt
	Family membership	01/04/2021	59.95	61.75	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>STAMFORD LEISURE CENTRE</u>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2021	5.25	5.40	Exempt
	Swimming - concession	01/04/2021	3.50	3.60	Exempt
	Under 5's	01/04/2021	0.85	0.90	Exempt
	Parent and toddler session	01/04/2021	5.55	5.70	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2021	164.80	169.75	Exempt
	LCC schools (per individual)	01/04/2021	1.35	1.40	Exempt
	Spectator (per individual)	01/04/2021	1.45	1.50	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2021	25.25	26.00	Exempt
	Junior (U16)	01/04/2021	12.45	12.80	Exempt
	Concessionary	01/04/2021	12.45	12.80	Exempt
	Family membership	01/04/2021	59.75	61.55	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	<u>SOUTH KESTIVEN SPORTS STADIUM</u>				
1	<u>Track Hire</u>				
	Adult	01/04/2021	53.45	55.05	Exempt
	Concession	01/04/2021	33.60	34.60	Exempt
	Floodlights	01/04/2021	42.15	43.40	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2021	59.10	60.85	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2021	4.55	4.70	Exempt
	Concession	01/04/2021	3.00	3.10	Exempt
	Spectator (per individual)	01/04/2021	1.45	1.50	Exempt
	Hire of equipment (per booking)	01/04/2021	26.50	27.30	Exempt
	Setting up time	01/04/2021	26.50	27.30	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2021	150.70	155.20	Exempt
	Concession	01/04/2021	98.70	101.65	Exempt
	Floodlights (per match)	01/04/2021	81.70	84.15	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2021	16.00	16.50	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	STAGED PERFORMANCES The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	Guildhall Arts Centre, Grantham <u>Theatre Hire</u> Performances - Commercial 01/04/2021 334.00 380.00 Exempt Performances - Non Profit making 01/04/2021 267.00 320.00 Exempt Dress rehearsals 01/04/2021 210.00 215.00 Exempt Rehearsals (incl tech) 01/04/2021 134.00 140.00 Exempt Lecture/demonstrations (Daytime) 01/04/2021 98.00 100.00 Exempt Lecture/demonstrations (Evening) 01/04/2021 216.00 220.00 Exempt Set up charge/technical support (max. 8 hours) 01/04/2021 134.00 140.00 Exempt				
2	Stamford Arts Centre <u>Theatre Hire</u> Performances - Commercial 01/04/2021 354.00 380.00 Exempt Performances - Non Profit making 01/04/2021 295.00 320.00 Exempt Dress rehearsals 01/04/2021 210.00 215.00 Exempt Rehearsals (incl tech) 01/04/2021 134.00 140.00 Exempt Lecture/demonstrations (Daytime) 01/04/2021 98.00 100.00 Exempt Lecture/demonstrations (Evening) 01/04/2021 216.00 220.00 Exempt Set up charge/technical support (max. 8 hours) 01/04/2021 134.00 140.00 Exempt Technical surcharge per hire 01/04/2021 58.00 60.00 Exempt				
3	Bourne Corn Exchange <u>Theatre Hire - Main Hall</u> Performances - Commercial 01/04/2021 128.00 165.00 Exempt Performances - Non Profit making 01/04/2021 128.00 140.00 Exempt Dress Rehearsals 01/04/2021 100.00 120.00 Exempt Rehearsals 01/04/2021 83.00 90.00 Exempt Set up charge/technical support (max. 8 hours) 01/04/2021 127.00 140.00 Exempt				
	Performers Rights Society charges may be applicable in addition to the above rates Hire conditions are available giving details of equipment and support offered; quotations provided on request.				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE				
	All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.				
4	Guildhall Arts Centre, Grantham				
	<u>Casually let rooms (per hour)</u>				
	Ballroom - hourly day rate up to 6pm	01/04/2021	33.50	35.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & workshops	01/04/2021	33.50	35.00	Exempt
	Ballroom - whole evening 6 to 11pm parties	01/04/2021	317.00	350.00	Exempt
	Ballroom - whole evening 6 to 11pm concerts	01/04/2021	252.00	270.00	Exempt
	Ballroom - (all day) Wedding rate	01/04/2021	495.00	500.00	Exempt
	Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/2021	818.00	830.00	Exempt
	Use of ballroom kitchen per day	01/04/2021	55.00	57.00	Exempt
	<u>Meeting rooms (per hour)</u>				
	Newton room	01/04/2021	27.50	29.00	Exempt
	Studio 4*	01/04/2021	15.00	15.57	Exempt
5	Bourne Corn Exchange				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2021	39.00	40.00	Exempt
	Main hall - Friday or Saturday whole evening 6pm-12pm incl prem rate	01/04/2021	288.00	300.00	Exempt
	Main hall - (all day) 9am to 12pm excluding kitchen	01/04/2021	452.00	500.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2021	69.00	71.00	Exempt
	Kitchen hire (full use of kitchen and equipment including crockery and cutlery etc)*	01/04/2021	130.00	134.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2021	39.00	40.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2021	55.00	57.00	Exempt
	Bar Area	01/04/2021	N/A	15.00	Exempt
6	Stamford Arts Centre				
	<u>Casually let rooms (per hour)</u>				
	Ballroom - hourly day rate up to 6pm	01/04/2021	33.50	35.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & workshops	01/04/2021	33.50	35.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2021	482.00	490.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2021	364.00	380.00	Exempt
	Function ballroom/Blue room - all day wedding rate	01/04/2021	888.00	905.00	Exempt
	Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/2021	1,320.00	1,345.00	Exempt
	<u>Meeting rooms - per hour</u>				
	Blue Room*	01/04/2021	17.50	18.50	Exempt
	Rehearsal*	01/04/2021	15.00	16.00	Exempt
	Ireson/Burghley/Exeter Room	01/04/2021	12.00	12.50	Exempt
	Additional cleaning for social functions	01/04/2021	64.00	70.00	Included
	*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10				
	Performers Right Society charges may be applicable in addition to the above rates				
	Room Hire				
	The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2012	10.00	10.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2010	26.00	26.00	O/Scope
	Annual collection charge (first bin) - Paid by telephone or face to face (not direct debit)	01/04/2021	41.00	44.00	O/Scope
	Annual collection charge (first bin) - Paid online or by direct debit	01/04/2021	36.00	39.00	O/Scope
	Annual collection charge (each subsequent bin) - Paid by telephone or face to face (not direct debit)	01/04/2021	20.50	22.00	O/Scope
	Annual collection charge (each subsequent bin) - Paid online or by direct debit	01/04/2021	18.00	19.50	O/Scope
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	Additional Silver recycling bin	01/04/2010	26.00	N/A	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2010	1.25	1.25	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2010	26.00	26.00	O/Scope
	Replacement of damaged 140 ltr wheelie bins*	01/04/2016	15.00	15.00	O/Scope
	Replacement of damaged 180 ltr wheelie bins*	01/04/2016	17.00	17.00	O/Scope
	Replacement of damaged wheels and axles*	01/04/2010	20.00	20.00	O/Scope
	Replacement of bin lid pegs*	01/04/2010	5.00	5.00	O/Scope
3	<u>Additional bins for Landlords (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	240 ltr bin	01/04/2016	26.00	26.00	O/Scope
	360 ltr bin	01/04/2016	49.00	49.00	O/Scope
	660 ltr bin	01/04/2016	116.00	116.00	O/Scope
	1100 ltr bin	01/04/2016	149.00	149.00	O/Scope
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	360 ltr bin	01/04/2016	49.00	49.00	O/Scope
	660 ltr bin	01/04/2016	116.00	N/A	O/Scope
	1100 ltr bin	01/04/2016	149.00	N/A	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2016	52.00	52.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2020	15.00	15.00	O/Scope
	- each additional item	01/04/2020	7.50	7.50	O/Scope
	White Goods collection	01/04/2020	15.00	15.00	O/Scope
	Piano collection	01/04/2015	50.00	50.00	O/Scope
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	Private street cleansing	01/04/2010	Based on cost recovery		
	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			
8	*Where bins have been damaged by the resident				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	MOT Testing				
1	<u>Classes 1 and 2</u>				
	Motorcycles	01/04/2010	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/2010	37.80	37.80	O/Scope
2	<u>Class 4</u>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/2010	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/2010	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/2010	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/2010	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/2010	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/2010	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/2010	57.30	57.30	O/Scope
3	<u>Class 7</u>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/2010	58.60	58.60	O/Scope
	NOTES				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	ENVIRONMENTAL HEALTH TATTOOING, PIERCING AND ELECTROLYSIS				
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2021	151.40	155.95	O/Scope
	Tattooing	01/04/2021	151.40	155.95	O/Scope
	Electrolysis	01/04/2021	151.40	155.95	O/Scope
	Cosmetic piercing	01/04/2021	151.40	155.95	O/Scope
	Semi permanent skin colouring	01/04/2021	151.40	155.95	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2021	82.55	85.00	O/Scope
	Amendment or replacement certificate	01/04/2021	28.25	29.10	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2021	77.15	79.45	O/Scope
	Tattooing	01/04/2021	77.15	79.45	O/Scope
	Electrolysis	01/04/2021	77.15	79.45	O/Scope
	Cosmetic piercing	01/04/2021	77.15	79.45	O/Scope
	Semi permanent skin colouring	01/04/2021	77.15	79.45	O/Scope
	Amendment or replacement certificate	01/04/2021	28.25	29.10	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2021	81.00	83.46	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2021	170.10	175.20	Included
	Certification only	01/04/2021	53.40	55.02	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2021	163.50	168.42	Included
6	<u>Control of dogs</u>				
	Collecting and detaining stray dogs (statutory fine)	01/04/1996	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/2021	41.20	42.45	O/Scope
	Kennelling per day or part of	01/04/2021	17.90	18.45	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2021	263.80	271.70	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2021	353.00	363.60	O/Scope
	Dealer licence renewal - Part A	01/04/2021	209.10	215.35	O/Scope
	Dealer licence renewal - Part B	01/04/2021	36.25	37.35	O/Scope
	Collector new - Part A	01/04/2021	148.20	152.65	O/Scope
	Collector new - Part B	01/04/2021	36.25	37.35	O/Scope
	Collector renewal - Part A	01/04/2021	93.50	96.30	O/Scope
	Collector renewal - Part B	01/04/2021	36.25	37.35	O/Scope
	Copy of a licence Replacement Licence certificate	01/04/2021	26.20	27.00	O/Scope
	Minor variation	01/04/2021	34.80	35.85	O/Scope
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2021	454.30	467.95	O/Scope
	Application for site licence - Part B	01/04/2021	36.20	37.30	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2021	183.95	189.45	O/Scope
	Significant amendments involving a site visit	01/04/2021	298.50	307.45	O/Scope
	Annual Fee	01/04/2021	73.30	75.50	O/Scope
	Additional annual fee per plot	01/04/2021	4.85	5.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2021	81.50	81.75	O/Scope
	Replacement licence certificate	01/04/2021	26.25	26.35	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2021	81.50	81.75	O/Scope
	Replacement licence certificate	01/04/2021	26.25	26.35	O/Scope

NB Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	ENVIRONMENTAL HEALTH				
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND Enquiries	01/04/2021	132.90	133.30	O/Scope
10	Private sector housing charges	01/04/2012	Hourly Rate	Hourly Rate	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/2018	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/2021	118.80	122.35	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	HOUSES IN MULTIPLE OCCUPATION				
	New Licence - Part A	01/04/2021	413.60	426.00	O/Scope
	New Licence - Part B	01/04/2021	115.95	119.45	O/Scope
	Renewal of licence (before expiry, no changes) Paid	01/04/2021	247.85	255.30	O/Scope
	Renewal of licence (before expiry, no changes) Paid	01/04/2021	115.95	119.45	O/Scope
	Replacement licence certificate	01/04/2021	26.25	27.05	O/Scope
15	SAMPLING OF PRIVATE WATER SUPPLIES INTENDED FOR HUMAN CONSUMPTION				
	Risk Assessment (each assessment)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Sampling (each visit)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Investigation (each investigation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Grant of authorisation (each authorisation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Analysing a sample:				
	Taken under Reg 10 (domestic)	01/04/2019	Variable	Variable	O/Scope
	Taken during monitoring of group A parameters	01/04/2019	Variable	Variable	O/Scope
	Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019	Variable	Variable	O/Scope
16	SMOKE FREE FIXED PENALTY NOTICES				
	Smoking in smoke free designated premises, place, vehicle	01/04/2016	50.00	50.00	O/Scope
	If paid within 15 days of issue	01/04/2016	30.00	30.00	O/Scope
	Failing to display smoke free signage as per law	01/04/2016	200.00	200.00	O/Scope
	If paid within 15 days of issue	01/04/2016	150.00	150.00	O/Scope
17	SMOKE AND CARBON MONOXIDE ALARMS FOR RELEVANT LANDLORDS				
	Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700 - 4,500	700 - 4,500	O/Scope
18	LETTING AGENTS REDRESS SCHEME				
	Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	ENVIRONMENTAL HEALTH				
19	HYGIENE & FOOD SAFETY				
	New Business Advice Consultation	01/04/2021	198.90	204.90	Included
	Food Hygiene Checkup	01/04/2021	153.00	157.62	Included
	Food Safety Organiser	01/04/2021	30.30	31.21	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/2021	113.10	116.49	Included
	Pocket guides/publications (up to)	01/04/2021	30.00	31.20	Included
20	SAFER FOOD BETTER BUSINESS				
	Catering pack	01/04/2021	19.80	20.40	Included
	Retail pack	01/04/2021	18.90	19.50	Included
	Childminder pack	01/04/2021	12.18	12.54	Included
	Residential care home supplement	01/04/2021	6.72	6.96	Included
	6 month diary refill	01/04/2021	10.38	10.68	Included
	12 month diary refill	01/04/2021	12.18	12.54	Included
21	MINIMUM ENERGY EFFICIENCY STANDARDS (PRIVATE RENTED PROPERTY)				
	Letting substandard property (less than 3 months)	01/04/2019	2,000.00	2,000.00	O/scope
	Letting substandard property (3 months or more)	01/04/2019	4,000.00	4,000.00	O/scope
	Registering false or misleading information on the PRS Exemptions Register	01/04/2019	1,000.00	1,000.00	O/scope
	Failing to comply with compliance notice	01/04/2019	2,000.00	2,000.00	O/scope

	Detail	Effective Date	2021/22	2021/22	2021/22	VAT
	LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities					
	Application Fees					
1	Standard Process (includes solvent emission act	01/04/2017	1,650.00			O/Scope
	Standard Processes additional fee for operating without a permit	01/04/2017	1,188.00			O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/2017	155.00			O/Scope
	PVR I & II combined	01/04/2017	257.00			O/Scope
	Vehicle refinishers (VRs) and other reduced fees	01/04/2017	362.00			O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/2017	99.00			
	Mobile Plant (not using simplified permits)	01/04/2017	1,650.00			O/Scope
	- for the third to seventh application	01/04/2017	985.00			O/Scope
	- for the eighth and subsequent applications	01/04/2017	498.00			O/Scope
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts					
2	Substantial changes to permits					
	Standard Process	01/04/2017	1,050.00			O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/2017	1,650.00			O/Scope
	Reduced Fee Activities	01/04/2017	102.00			O/Scope
3	Transfer and Surrender					
	Transfer of a permit - Standard Process	01/04/2017	169.00			O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/2017	78.00			O/Scope
	Partial transfer of a standard permit	01/04/2017	497.00			O/Scope
	Reduced Fee Activities: Partial Transfer	01/04/2017	47.00			O/Scope
	Reduced Fee Activities: Transfer	01/04/2014	0.00			O/Scope
4	Temporary transfer for mobiles					
	First transfer	01/04/2017	53.00			O/Scope
	Repeat following enforcement or warning	01/04/2017	53.00			O/Scope
5	Annual Subsistence Charge					
	Standard Process - LOW	01/04/2017	772.00 (+103)*			O/Scope
	Standard Process - MEDIUM	01/04/2017	1,161.00 (+156)*			O/Scope
	Standard Process - HIGH	01/04/2017	1,747.00 (+207)*			O/Scope
	* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation					
			LOW	MED	HIGH	
	PVRI, SWOBs and Dry Cleaners	01/04/2017	79.00	158.00	237.00	O/Scope
	PVR I & II combined	01/04/2017	113.00	226.00	341.00	O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	228.00	365.00	548.00	O/Scope
	Mobile Plant for the first and second permits	01/04/2017	646.00	1,034.00	1,506.00	O/Scope
	for the third to seventh permits	01/04/2017	385.00	617.00	924.00	O/Scope
	for the eighth and subsequent permits	01/04/2017	198.00	316.00	473.00	O/Scope
	Late Payment Fee (8 weeks from date of invoice	01/04/2017	52.00			O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts					

NOTES

The above fees are those currently imposed by DEFRA, a full copy of which can be ' www.gov.uk

	Detail	Effective Date	2021/22 £	2021/22 £	2021/22 £	2021/22 £	VAT
6	LAPPC mobile plant charges (not using simplified permit)		Application fee	LOW	MED	HIGH	
	number of permits						
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	LA-IPPC (Local Authority Element)						
	Application	01/04/2017	3,363.00				O/Scope
	additional fee for operating without a permit	01/04/2017	1,188.00				O/Scope
	Annual subsistence LOW	01/04/2017	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/2017	2,333.00				O/Scope
	Late Payment Fee	01/04/2017	52.00				O/Scope
	Variation	01/04/2017	1,368.00				O/Scope
	Substantial variation	01/04/2017	3,363.00				O/Scope
	Transfer	01/04/2017	235.00				O/Scope
	Partial transfer	01/04/2017	698.00				O/Scope
	Surrender	01/04/2017	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

NOTES

The above fees are detailed in the Local Authority Permits for Part A(2) Installations and small waste incineration plan (Fees & Charges) (England) (Scheme) 2017 in the currently imposed by DEFRA, a fully copy of which can be viewed on their website www.defra.gov.uk

- * Subsistence charges can be paid in four equal quarterly instalments paid on 1 April, 1 July, 1 October and 1 January. Where paid quarterly the amount payable to the authority will increase by £38

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	LICENCES				
1	<u>Hackney Carriage and Private Hire *</u>				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2021	259.55	267.35	O/Scope
	Driver's licence - annual (conditions apply)	01/04/2021	102.40	105.45	O/Scope
	Change to dual licence (mid year)	01/04/2021	39.85	41.05	O/Scope
	Replacement drivers badge	01/04/2021	23.80	24.50	O/Scope
	Replacement vehicle plate	01/04/2021	52.20	54.06	Included
	Replacement licence certificate	01/04/2021	18.50	19.05	O/Scope
	Replacement vehicle bracket	01/04/2021	14.70	15.12	Included
	Replacement internal vehicle plate	01/04/2021	24.50	25.25	O/Scope
	Transfer of vehicle ownership	01/04/2021	31.95	32.90	O/Scope
	Knowledge Test Private Hire (initial and retest)	01/04/2021	57.90	59.65	O/Scope
	Knowledge Test Hackney (initial and retest)	01/04/2021	94.15	96.95	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2021	157.70	162.45	O/Scope
	Change of registration number ie cherished number plates	01/04/2021	79.65	82.05	O/Scope
	Enhanced DBS disclosure fee	01/04/2020	40.00	40.00	O/Scope
2	<u>Annual vehicle licence *</u>				
	Private Hire	01/04/2021	222.90	229.60	O/Scope
	Hackney Carriage	01/04/2021	243.10	250.40	O/Scope
	*20% reduction for LPG/Hybrid/Wheelchair vehicles: Private H	01/04/2021	178.35	183.70	O/Scope
	*20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2021	194.45	200.30	O/Scope
	**50% reduction for electric/zero emissions vehicles: Private H	01/04/2021	N/A	114.80	O/Scope
	**50% reduction for electric/zero emissions vehicles: Hackney	01/04/2021	N/A	125.20	O/Scope
	Exemption from displaying Private Hire plate	01/04/2021	84.35	86.90	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2021	51.75	53.30	O/Scope
3	<u>Credit for unexpired days due to change of vehicle *</u>				
	Private Hire	01/04/2021	0.61	0.65	O/Scope
	Hackney Carriage	01/04/2021	0.67	0.70	O/Scope
	Activites involving Animals - Additional vets fees may apply to these licences				
5	<u>Animal Licences</u>				
	Pre application/Re-inspections (where applicable)	01/04/2021	192.45	198.20	O/Scope
	Dog Boarding - Part A	01/04/2021	206.35	212.55	O/Scope
	Dog Boarding - Part B	01/04/2021	117.85	121.40	O/Scope
	Cat Boarding - Part A	01/04/2021	206.35	212.55	O/Scope
	Cat Boarding - Part B	01/04/2021	117.85	121.40	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2021	249.10	256.55	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2021	139.60	143.80	O/Scope
	Dog Day Care - Part A	01/04/2021	206.35	212.55	O/Scope
	Dog Day Care - Part B	01/04/2021	117.85	121.40	O/Scope
	Home Boarding - Part A	01/04/2021	139.60	143.80	O/Scope
	Home Boarding - Part B	01/04/2021	96.15	99.05	O/Scope
	Arrangers/Franchisers	01/04/2021	96.15	99.05	O/Scope
	Dog Breeding Establishments Part A	01/04/2021	238.95	246.10	O/Scope
	Dog Breeding Establishments Part B	01/04/2021	183.05	188.55	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2021	206.35	212.55	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2021	117.85	121.40	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2021	238.95	246.10	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2021	183.05	188.55	O/Scope
	Dangerous Wild Animals Part A	01/04/2021	195.55	201.40	O/Scope
	Dangerous Wild Animals Part B	01/04/2021	41.40	42.65	O/Scope
	Transfer of licence	01/04/2021	105.40	108.55	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2021	139.60	143.80	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2021	96.15	99.05	O/Scope
	Variation (with inspection)	01/04/2021	192.55	198.35	O/Scope
	Variation (no inspection)	01/04/2021	52.70	54.30	O/Scope
6	<u>Zoo Licences</u>				
	New Application (4 year) Part A	01/04/2021	428.10	440.95	O/Scope
	New Application (4 year) Part B	01/04/2021	192.35	198.10	O/Scope
	Renewal (6 year) Part A	01/04/2021	362.95	373.85	O/Scope
	Renewal (6 year) Part B	01/04/2021	366.10	377.10	O/Scope
	Transfer of Licence	01/04/2021	105.40	108.55	O/Scope
7	<u>Sex Establishments</u>				
	New Application/Renewal/Transfer/Variation- Part A	01/04/2021	1,596.10	1,644.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2021	129.85	133.75	O/Scope
8	<u>Street Trading</u>				
	Stamford Pedestrian Precinct Per Day	01/04/2021	24.10	24.80	O/Scope
	Other Locations per day from	01/04/2021	19.40	20.00	O/Scope
	Other Locations- 4hrs or less per day	01/04/2021	10.50	10.80	O/Scope
	Private Land per day	01/04/2021	10.50	10.80	O/Scope

NB Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	ALCOHOL LICENSING				
1	Licensed Premises				
	Grant of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	Variation of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	Annual Fee for Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	Grant of Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	Annual Fee for Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
Fees set by government					

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	ALCOHOL LICENSING				
6	Grant of Premises Licence or Club Premises Certificate				
	Number of Persons				
	5,000 to 9,999	24/11/2005	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/2005	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/2005	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/2005	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/2005	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/2005	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/2005	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/2005	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/2005	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/2005	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/2005	64,000.00	64,000.00	O/Scope
7	Annual Fee - Number of Persons				
	5,000 to 9,999	24/11/2005	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/2005	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/2005	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/2005	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/2005	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/2005	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/2005	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/2005	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/2005	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/2005	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/2005	32,000.00	32,000.00	O/Scope
Fees set by government					

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	ALCOHOL LICENSING				
8	Other Charges - Licensing Act 2003				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community	01/04/2020	23.00	23.00	O/Scope
Fees set by government					

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	GAMBLING LICENSING				
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2020	763.95	763.95	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	609.50	609.50	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	806.15	806.15	O/Scope
	Annual Fee	01/04/2020	537.85	537.85	O/Scope
	Variation of Licence	01/04/2020	734.75	734.75	O/Scope
	Transfer Fee	01/04/2020	614.65	614.65	O/Scope
	Application for Reinstatement of Licence	01/04/2020	614.65	614.65	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2020	703.30	703.30	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	450.15	450.15	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	734.75	734.75	O/Scope
	Annual Fee	01/04/2020	472.90	472.90	O/Scope
	Variation of Licence	01/04/2020	680.65	680.65	O/Scope
	Transfer Fee	01/04/2020	549.70	549.70	O/Scope
	Application for Reinstatement of Licence	01/04/2020	549.70	549.70	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2020	703.30	703.30	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	450.15	450.15	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	734.75	734.75	O/Scope
	Annual Fee	01/04/2020	472.90	472.90	O/Scope
	Variation of Licence	01/04/2020	680.65	680.65	O/Scope
	Transfer Fee	01/04/2020	549.70	549.70	O/Scope
	Application for Reinstatement of licence	01/04/2020	549.70	549.70	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2020	703.30	703.30	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	450.15	450.15	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	734.75	734.75	O/Scope
	Annual Fee	01/04/2020	472.90	472.90	O/Scope
	Variation of Licence	01/04/2020	680.65	680.65	O/Scope
	Transfer Fee	01/04/2020	549.70	549.70	O/Scope
	Application for Reinstatement of licence	01/04/2020	549.70	549.70	O/Scope
5	<u>Ancillary Fees</u>				
	Change of Circumstances	01/04/2019	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/2019	25.00	25.00	O/Scope
6	<u>Temporary Use Notices</u>				
	Fee for giving a Temporary Use Notice	01/04/2020	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/2020	25.00	25.00	O/Scope

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	GAMBLING LICENSING				
6	<u>Unlicensed Family Entertainment Centres (10 year duration)</u>				
	Gaming Machine Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
	Prize Gaming Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
7	<u>Club Gaming Permit & Club Machine Permit (10 years duration)</u>				
	New	31/01/2007	200.00	200.00	O/Scope
	Renewal	31/01/2007	200.00	200.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
8	<u>Licensed Premises Gaming Machine Permits</u>				
	One off notification fee of 2 or less gaming machines	31/01/2007	50.00	50.00	O/Scope
	New (3 or more machines plus annual fee below)	31/01/2007	150.00	150.00	O/Scope
	Transfer	31/01/2007	25.00	25.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Change of name on a Gaming Permit (more than 2 machines)	31/01/2007	25.00	25.00	O/Scope
	Copy of Gaming Machine Permit (more than 2 machines)	31/01/2007	15.00	15.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
9	<u>Small Society Lotteries</u>				
	Registration	01/09/2007	40.00	40.00	O/Scope
	Renewal	01/09/2007	20.00	20.00	O/Scope
Fees set by government					

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	NEIGHBOURHOODS				
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering	01/04/2021	100.00	150.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping	01/04/2018	400.00	400.00	O/Scope
8	Fixed Penalty Notice - Fly Posting/Graffiti	01/04/2021	100.00	150.00	O/Scope
9	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
10	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
11	Fixed Penalty Notice - Householder waste duty of care*	01/04/2020	200.00	200.00	O/Scope
12	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2020	75.00	75.00	O/Scope
13	Neighbourhood charges	01/04/2019	Hourly rate	Hourly Rate	O/Scope
	NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
14	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
15	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope
18	STORAGE OF VEHICLES PER 24 HOURS OR PART OF				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
19	DISPOSAL OF VEHICLES				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	OUTDOOR RECREATION				
1	<u>Pitches - Football/Rugby</u> Senior pitch letting (2 hrs), marking out and changing accommodation included				
	Full rate	01/04/2021	49.50	51.00	Included
	Concessions	01/04/2021	29.10	30.00	Included
2	<u>Junior pitch (ages 11-16) letting (2 hrs) and marking out</u> Full rate	01/04/2021	21.90	22.55	Included
3	<u>Mini pitch letting (ages 8-11) (1 hr) and marking out</u> Full rate	01/04/2021	13.20	13.60	Included
4	<u>Tennis Court</u> Hard Courts		Free	Free	Included
5	<u>Cricket</u> Per Match	01/04/2021	46.20	47.60	Included
6	<u>Wyndham Park Visitor Centre</u> Room hire per hour*	01/04/2021	15.00	15.50	Included
	*Guide price - please call the Visitor Centre for a specific hire quotation				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	GRANTHAM CEMETERY TRADITIONAL BURIAL GROUND				
1	<u>Exclusive Right of Burial</u> (Not exceeding 50 years)				
	Standard grave space - Parishioners	01/04/2021	559.00	576.00	Exempt
2	<u>Interment</u>				
	Person aged 16 years or over - single depth	01/04/2021	571.00	588.00	Exempt
	Person aged 16 years or over - double depth	01/04/2021	640.00	659.00	Exempt
	Child below 16 years	01/04/2021	249.00	256.00	Exempt
	Each additional coffin space	01/04/2021	200.00	206.00	Exempt
3	<u>Licence for the Erection of Memorials</u>				
	Headstone (not exceeding 3 feet in height)	01/04/2021	138.00	142.00	Exempt
	Headstone (each additional 6 inches)	01/04/2021	138.00	142.00	Exempt
	Metal faced tablet	01/04/2021	95.00	98.00	Exempt
	Additional inscription	01/04/2021	53.00	55.00	Exempt
	Kerbed memorial	01/04/2021	149.00	153.00	Exempt
4	<u>Mausoleum</u>				
	Single vault mausoleum plot	01/04/2021	718.00	740.00	Exempt
5	<u>Re-Open Graves</u>				
	Interment Fee - single depth	01/04/2021	487.00	502.00	Exempt
	Interment Fee - double depth	01/04/2021	640.00	659.00	Exempt
	Interment ashed into grave	01/04/2021	166.00	171.00	Exempt
6	<u>Woodland Burial Ground</u>				
	All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2021	1,283.00	1,321.00	Exempt
	Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial, 4- Re-open Graves and 6- Woodland Burial Ground				

	Detail		Effective Date	2020/21 £	2021/22 £	VAT
	GRANTHAM CEMETERY MUSLIM INTERMENTS					
1	Monday - Friday	1 April until 30 September 8:00 – 17:00	Interments	01/04/2021	N/A	901.99 Exempt
		1 October until 31 March 8:30 - 15:30	Infants under 2 yrs	01/04/2021	N/A	448.32 Exempt
2	Monday - Friday	1 April until 30 September 17:00 onward	Interments	01/04/2021	N/A	1,127.48 Exempt
		1 October until 31 March 15:30 onward	Infants under 2 yrs	01/04/2021	N/A	560.40 Exempt
3	Saturday	8:00 – 17:00	Interments	01/04/2021	N/A	1,127.48 Exempt
			Infants under 2 yrs	01/04/2021	N/A	560.40 Exempt
4	Sundays	8:00 – 17:00	Interments	01/04/2021	N/A	1,352.97 Exempt
			Infants under 2 yrs	01/04/2021	N/A	672.48 Exempt
5	Bank Holidays	8:00 – 17:00	Interments	01/04/2021	N/A	1,803.97 Exempt
			Infants under 2 yrs	01/04/2021	N/A	896.64 Exempt

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	LOCAL LAND CHARGE FEES				
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2020	86.00	86.00	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2019	4.00	4.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2019	9.00	9.00	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2019	4.00	4.00	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/2019	15.00	15.00	O/Scope
6	Con 29 Part I enquiries*				
	- one parcel of land, including the revised Con 29 questions	01/04/2019	135.00	135.00	Included
	- each additional parcel of land	01/04/2019	19.50	19.50	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2019	16.80	16.80	Included
	- question 22	01/04/2019	21.90	21.90	Included
	- solicitor/client's own enquiry	01/04/2019	21.90	21.90	Included
7	Commercial*				
	- Please contact for a quotation on landcharges@southkesteven.gov.uk	01/04/2020	Variable	Variable	Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2019	35.00	35.00	O/Scope
9	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2019	6.00	6.00	Included
	Roads Q2.1	01/04/2019	6.00	6.00	Included
	PROWS Q2.2	01/04/2019	6.00	6.00	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2019	6.00	6.00	Included
	Roadworks Q3.2	01/04/2019	6.00	6.00	Included
	Drainage Q3.3	01/04/2019	6.00	6.00	Included
	Road Schemes Q3.4	01/04/2019	6.00	6.00	Included
	Nearby Railway Schemes Q3.5	01/04/2019	6.00	6.00	Included
	Traffic Schemes Q3.6	01/04/2019	6.00	6.00	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2019	6.00	6.00	Included
	Notices Q3.7 E & G	01/04/2019	6.00	6.00	Included
	Contravention of Building Regulations Q3.8	01/04/2019	6.00	6.00	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2019	6.00	6.00	Included
	Community Infrastructure Levy Q3.10	01/04/2019	6.00	6.00	Included
	Conservation Area Q3.11	01/04/2019	6.00	6.00	Included
	Compulsory Purchase Q3.12	01/04/2019	6.00	6.00	Included
	Contaminated Land Q3.13	01/04/2019	6.00	6.00	Included
	Radon Q3.14	01/04/2019	6.00	6.00	Included
	Assets of Community Value Q3.15	01/04/2019	6.00	6.00	Included
	*The charges quoted above are the minimum charged, based on a standard timing. More complex queries taking longer to answer will incur a further charge based on an hourly rate of £47.28 (incl VAT)				

A. OUTLINE APPLICATIONS		
£462 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£462 per 0.1 hectare
£11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare
B. HOUSEHOLDER APPLICATIONS		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206
C. FULL APPLICATIONS (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse
New dwellinghouses (for <i>more</i> than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000	New dwellinghouses (more than 50)	£22,859 + £138 per additional dwellinghouse
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£462
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000
The erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£462
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess
Gross floor space to be created by the development	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to

Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m	£2,580
* <i>The fees above are set by Government</i>		

Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£234
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining)		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000
Operations (other than exploratory drilling) for the winning and working of oil or natural		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000

Other operations (not coming within any of the above categories)

Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028
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E. LAWFUL DEVELOPMENT CERTIFICATE

Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

** The fees above are set by Government*

F. PRIOR APPROVAL

Agricultural and Forestry buildings & operations or demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£96
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96

* The fees above are set by Government

G. RESERVED MATTERS		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
H. APPROVAL/VARIATION/DISCHARGE OF CONDITION		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
J. ADVERTISING		
Relating to the business on the premises		£132
Advance signs which are not situated on or visible from the site, directing the public to a business		£132
Other advertisements		£462
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£34
Applications in respect of other developments		£234
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£402 for each 0.1 hectare (or part thereof)
* The fees above are set by Government		

M. CONCESSIONS

Exemptions from payment

For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to Trees covered by a Tree Preservation Order or in a Conservation Area

Hedgerow Removal

If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:

* For a withdrawn application: Within 12 months of the date when the application was received

* For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed

* For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation

If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

Prior Approval for a Proposed Larger Home Extension

Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.

If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.

The fee should go to the authority that contains the larger part of the application site.

This is only a summary of scales of fees, listing only the most common types of application.

** The fees above are set by Government*

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	PLANNING CHARGES				
1	<u>Charges in connection with land/property transactions</u>				
	Detailed queries on consents involving search for relevant information*	01/04/2021	34.20	40.80	Included
	Check involving site inspection**	01/04/2021	27.30	33.00	Included
	*stated charge plus relevant copying charges				
	**stated charge plus mileage plus officer hourly rates				

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	PRE-PLANNING CHARGES				
1	<u>Householders</u>				
	Charge for any pre-planning advice undertaken	01/04/2021	72.00	86.40	Included
2	<u>Non-residential changes of use including siting of caravans for sites</u>				
	Under 1 ha or buildings under 1,000 sqm (gross)	01/04/2021	240.00	288.00	Included
	of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2021	480.00	576.00	Included
3	<u>Development of dwellings</u>				
	1-9 dwellings including changes of use to residential, for 1st dwelling	01/04/2021	318.00	381.60	Included
	for each additional dwelling	01/04/2021	159.00	190.80	Included
	10-49 dwellings including changes of use to residential, for the 10th dwelling (includes Design PAC meeting for each additional dwelling	01/04/2021	1,605.00	1,926.00	Included
		01/04/2021	81.00	97.20	Included
	50 plus dwellings, including changes of use to residential (includes Design PAD meeting)	01/04/2021	5,760.00	6,912.00	Included
	Residential development where number of dwellings unknown - per 0.1 hectare (includes Design PAD meeting)	01/04/2021	231.00	277.20	Included
4	<u>Non-residential development</u>				
	Where no floor space is created	01/04/2021	120.00	144.00	Included
	Up to 499 sqm floor area or 0.5 ha site area	01/04/2021	240.00	288.00	Included
	between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha	01/04/2021	396.00	475.20	Included
	between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes Design PAD meeting)	01/04/2021	801.00	961.20	Included
	between 5,000 sqm or more or 2.1 ha or more* (includes Design PAD meeting)	01/04/2021	1,605.00	1,926.00	Included
	*minimum fee for specified service and hourly rate thereafter				
5	<u>Others</u>				
	Variation or removal of condition	01/04/2021	120.00	144.00	Included
	Advertising	01/04/2021	120.00	144.00	Included
	Development that would involve relevant demolition works	01/04/2021	81.00	97.20	Included
	Non-householder works or alterations to a listed building	01/04/2021	81.00	97.20	Included
	Hazardous substances	01/04/2021	159.00	190.80	Included
	Changes of use not falling within any of the above categories	01/04/2021	231.00	277.20	Included
	Additional Design PAD Review (meetings and responses)	01/04/2021	1,200.00	1,440.00	Included
	Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk	01/04/2020	Variable	Variable	Included

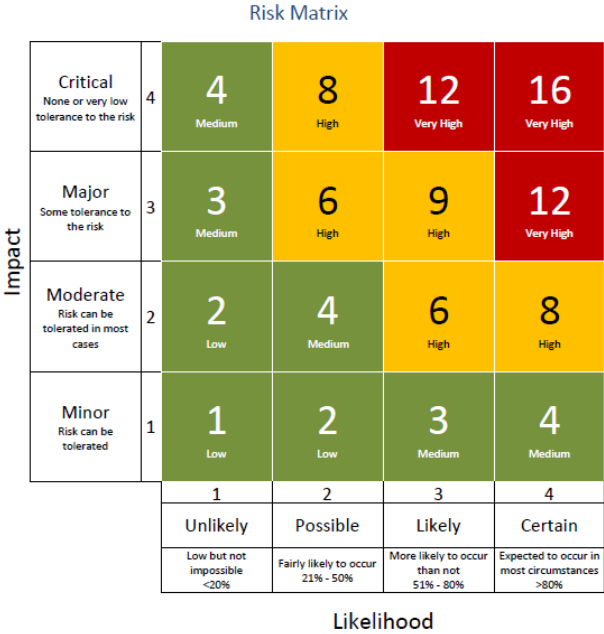
	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	STREET NAMING & NUMBERING				
1	Individual house re-name or re-number	01/04/2021	39.00	44.40	Included
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2021	39.00	44.40	Included
3	Additional of a house name, where property has an official number	01/04/2021	39.00	44.40	Included
4	Removal of a house name from address, where property has an official number	01/04/2021	39.00	44.40	Included
5	Renaming/renumbering of street at residents request	01/04/2021	234.00	269.10	Included
	plus per property	01/04/2021	39.00	44.40	Included
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2021	39.00	44.40	Included

	Detail	Effective Date	2020/21 £	2021/22 £	VAT
	HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES				
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2021	6.70	6.90	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2021	22.15	22.80	Exempt
	- more than 3 hours/all day	01/04/2021	33.45	34.45	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2021	5.65	5.80	Exempt
	- more than 3 hours/all day	01/04/2021	10.80	11.10	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2021	7.70	7.95	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2021	22.14	22.80	Included
	Single Room - per night *	01/04/2021	16.44	16.92	Included
	Folding bed - per night *	01/04/2021	5.52	5.70	Included
	* 50% discount for persons over 60.				

Financial Risk Register

Risk ref	Risk description	Existing controls/plans/mitigations	Action to be taken to enhance or expand existing controls	Likelihood	Impact	Rating	Priority L/M/H/VH	Risk category
1	Income recovery forecasting amounts differ from actuals	Monthly modelling of actual income received compared with forecasts assumptions	Existing controls are appropriate and will continue to be reviewed	2	3	6	Medium	Financial
2	Forecast expenditure reductions vary over the coming months	Monthly budget monitoring is in place across all service areas to review expenditure forecasts and to identify expenditure savings	Monthly monitoring is in place, so no further controls are required at this time	2	4	8	Medium	Financial
3	No further tranches of Government funding is received	There are no existing controls in place as this risk is external to the organisation	The Government has allocated COVID related funding as part of the provisional settlement but it is not known at this time if the funding allocated will be sufficient.	3	4	12	High	Financial
4	Ongoing reduction of collectible debit for Council tax and Business Rates which would have a detrimental impact on	Collectible debits are monitored on a monthly basis	Collectible debits are monitored on a monthly basis and benchmarked against neighbouring authorities to share best practice	3	3	9	Medium	Financial

	Collection Fund deficits							
5	Reinstatement of lockdown restrictions that have a negative impact on economic recovery	There is an ongoing risk that the easing of restrictions either from a national or local perspective has a detrimental impact on the economic recovery of the District. This is an external risk and therefore no internal controls exist	Ongoing monitoring is in place to review the situation as it evolves	2	4	8	Medium	Financial
6	Budgeted savings not being achieved	Robust governance and project management in place to implement and track savings in accordance with budgeted savings	Formation of governance monitoring arrangements and utilisation of project methodology	2	3	6	Medium	Financial



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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Dr Peter Moseley

Cabinet Member for Commercial
and Operations

Hackney Carriage and Private Hire Licensing Policy

Following a review of the Council's Hackney Carriage and Private Hire Licensing Policy and a 4-week public consultation, this report presents the final draft policy for consideration.

Report Author

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Corporate Priority:	Decision type:	Wards:
Competitiveness	Budget and Policy Framework	All Wards

Reviewed by:	Ian Yates, Assistant Director, Commercial and Operational	10 December 2020
Approved by:	Gary Smith, Strategic Director, Commercial and Operations	10 December 2020
Signed off by:	Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations	14 December 2020

Recommendation (s) to the decision maker (s)

1. Notes the results of the public consultation.
2. Approves the South Kesteven District Council Hackney Carriage and Private Hire Licensing Policy with effect from 1 April 2021, with the exception of reduction in vehicle age at first registration from 7 to 5 years which will take effect on 1 October 2021.

3. **Delegates to the Director of Commercial and Operations in consultation with the Cabinet Member for Commercial and Operations, to make minor amendments to the policy, such as legislative updates, which may become necessary from time to time to ensure its continued accuracy, but do not affect its direction or intent.**

1 The Background to the Report

- 1.1 Members of the Licensing Committee and Environment Overview and Scrutiny Committee undertook a workshop to review the existing policy. The draft revised policy was considered by the Environment Overview and Scrutiny Committee at their meeting of 23 June 2020, where it was agreed that public consultation should be undertaken.
- 1.2 On 21 July 2020 (prior to the draft policy being published for public consultation), the Department for Transport (DfT) unexpectedly published its Statutory Taxi and Private Hire Vehicle Standards. Licensing authorities were placed under a legal duty to have regard to the new statutory standards, with the expectation that the standards would be implemented in full unless there was a compelling reason not to.
- 1.3 In view of the new standards, the draft policy was duly revised to include requirements that were not already incorporated. A Non-Key Decision on 12 October 2020 confirmed these changes and agreed the commencement of a 4-week public consultation.
- 1.4 The significant proposed changes are summarised below;
- Environmental Sustainability (vehicle emissions)
 - Decrease the maximum vehicle age at first licence from 7 to 5 years
 - Extended the vehicle age limit from 10 to 12 years for ultra-low and zero emissions vehicles (also includes wheelchair accessible vehicles)
 - Introduce a 50% discount off the vehicle licence fee for electric and zero emissions vehicles (maintain 20% for ultra-low and wheelchair accessible vehicles)
 - Vehicle idling on a rank/stand to be included in the local penalty points scheme
 - Driver knowledge and language proficiency
 - Introduce an externally provided English language test for applicants who cannot demonstrate a qualification taught and examined in English
 - Determining a “fit and proper” person to hold a licence
 - Inclusion of details relating to eligibility to live and work in the UK
 - Requirement to undertake a 3-yearly refresher of the Safeguarding and Child Exploitation training
 - Requirement to subscribe to the Disclosure Barring Service Online Update Service throughout the currency of the licence
 - Update of the policy relating to the relevancy of convictions
 - Licensees to self-report following an arrest, charge or conviction within 48 hours
 - Utilisation of the national register of taxi and private hire vehicle driver licence refusals and revocations (the register is known as ‘NR3’)
 - Increase in the frequency of checks of Data Barring Service disclosures to 6 monthly

- Licensed Operators to submit a Data Barring service Basic Disclosure annually
- General
 - Use of e-cigarettes, vaping or other similar devices in the vehicle to be treated the same as smoking in the local penalty points scheme
 - Alignment of the 6 monthly vehicle compliance test to reflect changes to MOT defect types and that if categorised as dangerous it must not be driven from the date of that test regardless of whether or not the previous certificate has expired
 - Requirements under the Equality Act 2010 in relation to the Authority's published list of wheelchair accessible vehicles
 - Holders of EC (European Community) or EEA (European Economic Area) driving licences must register their non-GB licence with the DVLA
 - Procedure for the licensing of vehicles that have been involved in an accident or written off
 - Requirement to notify the Authority if CCTV is fitted or removed
 - Update to data sharing and handling of personal information
 - Incorporating details of the Council's whistleblowing policy

1.5 The 4-week public consultation has been undertaken, closing on 18 November 2020. The draft policy is at Appendix 1 with changes from the current policy highlighted in red.

2 Consultation and Feedback Received, Including Overview and Scrutiny

2.1 The public consultation focused on the hackney carriage and private hire trade alongside the general public and other relevant stakeholders, including the Authorities Licensing Committee.

2.2 157 replies were received from a range of respondents (some respondents selected more than one option):

- Residents: 101 responses
- Licence holders: 71 responses
- Vehicle owners: 54 responses
- Operators: 20 responses
- Other: 4 responses
- Other organisations: 2 responses

2.3 The consultation results have been analysed and the breakdown of responses to each question is shown below. Full detail is available in the consultation report at Appendix 2.

Proposal	Agreed	Disagreed	Not Answered
To reduce the maximum age of a vehicle when first licensed from 7 to 5 years old	43.6%	48.7%	7.7%
To extend the period during which a licence can be renewed – for vehicles that are accessible to the	53.4%	25.3%	21.3%

disabled or have hybrid, ultra-low or zero emissions from 10 years old to 12 years old			
To issue penalty points if drivers are found to be allowing their engine to idle unnecessarily whilst stationary on a hackney carriage rank or stand	57.3%	32.9%	9.8%
To introduce an externally provided English language test for applicants who cannot demonstrate a qualification taught and examined in English	86.1%	5.6%	8.3%
To require new applicants to complete and pass a child sexual exploitation and safeguarding test and to require all new and existing licence holders to subscribe to the DBS online update service	74.8%	14%	11.2%
To treat the use of electronic cigarettes and any other types of vaping devices for smoking in licensed vehicles the same as for smoking	82.6%	10.1%	7.3%
To prohibit the use of a licensed vehicle that have been categorised as being dangerous following an MOT, even if the current MOT has not yet expired	80.3%	6.6%	13.1%
To change the procedures in place in respect of a licensed vehicle that has been involved in an accident or written off	72.5%	6.9%	20.6%
To inform the council if CCTV has been installed in or removed from a licenced vehicle	60.3%	21.4%	18.3%

- 2.4 The consultation has shown broad support for the proposed changes. However, some concerns have been raised by vehicle owners/proprietors who may have to purchase a vehicle sooner than they had originally planned in order to meet the proposed reduction in vehicle age.
- 2.5 It is the Council's aspiration to improve vehicle emissions by hastening the move to meet Euro 6 emission standards. Under the current and proposed policy, owners must replace the vehicle when it reaches 10 years of age. Currently, an owner could purchase a 7-year-old vehicle and renew the licence for 3 years. This could result in a Euro 5 vehicle being licensed on 31 March 2021 and continuing to be re-licensed until 31 March 2024.
- 2.6 The proposal to reduce the vehicle age at first licence from 7 to 5 years will result in all newly licensed vehicles meeting Euro 6 standard immediately, the proportion of Euro 5 will decrease more quickly and the entire fleet will be Euro 6 compliant by April 2024 at the latest.
- 2.7 In the first 6 months of the new policy (April – October 2021), 21 vehicle owners will be required to replace their vehicle with a vehicle that is 2 years newer than they had planned for. There will be a financial impact on these owners in doing this.
- 2.8 To ease the impact and address the concerns raised by consultees, the Council could choose to delay the implementation of the vehicle age reduction by 6 months. This may result in a slightly slower decrease in the proportion of Euro 5 vehicles and delay the overall improvement of the fleet to Euro 6 by six months. However, it would allow existing

owners additional time to plan and budget at a time when Covid19 may have had an adverse impact on their businesses.

- 2.9 All other proposals are recommended to take effect from 1 April 2021.

3 Available Options Considered

- 3.1 The draft policy that was issued for consultation and the feedback from the consultation have both been reviewed in detail. Given the overall support, there are two options;
- 1) To proceed with the Council's Hackney Carriage and Private Hire Licensing Policy as issued for consultation, with the policy taking effect in full from 1 April 2021.
 - 2) To proceed with the Council's Hackney Carriage and Private Hire Licensing Policy as issued for consultation but delaying the implementation date for the proposal to reduce the age of vehicles at first licence to 1 October 2021. All other proposals would take effect from 1 April 2021.

4 Preferred Option

- 4.1 To proceed with the Council's Hackney Carriage and Private Hire Licensing Policy, incorporating a delay in the implementation date of the vehicle age reduction to 1 October 2021. With all other proposals taking effect from 1 April 2021.

5 Reasons for the Recommendation (s)

- 5.1 The development of the revised policy has been overseen by the Environment Overview and Scrutiny Committee with involvement from the Licensing Committee. Public consultation has been broadly supportive of the proposed changes, although some concerns were raised. Delaying the implementation date in relation to the reduction in vehicle age at first licensing will enable vehicle owners/operators to plan and take appropriate steps to comply with the requirement, whilst ensuring the overall policy is implemented.

6 Next Steps – Communication and Implementation of the Decision

- 6.1 If approved, all currently licenced drivers, operators and vehicle proprietors will be advised of the changes. The policy will be published on the Council's website.

7 Financial Implications

- 7.1 The costs associated with delivering the Licensing service are recovered through licensing fees which are reviewed annually by the Council. As there is currently 1 electric vehicle licensed, the proposed 50% reduction in fees for electric and zero emission vehicles (increased from 20% currently) is expected to have a minimal impact on budgets for 2021-22. The fees will be reviewed annually.

Financial Implications reviewed by: Alison Hall-Wright, Head of Finance

8 Legal and Governance Implications

- 8.1 Whilst each individual licensing application or enforcement decision will be judged on its own merits, a Policy ensures a transparent and consistent approach to licensing that will reduce the opportunity for challenge through the Courts. Any departure from the Policy should be based on material evidence and documented giving clear and compelling reasons.

- 8.2 Licensing authorities are under a legal duty, under section 177 of the Police and Crime Act 2017 to have regard to the new Statutory Standards. These standards have been incorporated into the new policy in full.
- 8.3 There is no legal requirement to undertake a public consultation, however, it is good practice for local authorities to consult about any significant proposed changes in licensing rules.

Legal Implications reviewed by: Mandy Braithwaite, Legal Executive

9 Equality and Safeguarding Implications

- 9.1 An equality impact assessment was undertaken as part of the 23 June 2020 report, this has been reviewed and has not identified any additional significant negative implications. See Appendix 3.

10 Risk and Mitigation

- 10.1 No significant risks have been identified.

11 Community Safety Implications

- 11.1 It is important that those using a hackney carriage or private hire vehicle do so safely. The licensing process and policy sets out to ensure that drivers and operators are “fit and proper” persons to hold licences and have undergone various checks, including criminal record checks and that they operate safe vehicles.

12 How will the recommendations support South Kesteven District Council’s declaration of a climate emergency?

- 12.1 This policy supports the national drive to improve air quality. Reducing the age at which vehicles can first be licenced from seven to five years will improve emissions of the fleet.
- 12.2 The introduction of penalty points associated with unnecessary idling on ranks or stands provides an additional mechanism to support the reduction of vehicle emissions.
- 12.3 The policy encourages the use of zero and low emission vehicles, by reducing licence fees for such vehicles.

13 Other Implications (where significant)

- 13.1 No other significant implications have been identified.

14 Background Papers

- 14.1 [Report and Minutes of the Environment Overview and Scrutiny Committee, 23 June 2020](#)
- 14.2 [Non Key Decision, 12 October 2020](#)

15 Appendices

- 15.1 Appendix 1 – Final draft of South Kesteven District Council Hackney Carriage and Private Hire Licensing Policy 2020 (changes shown in red)
- 15.2 Appendix 2 – Report of the results of the public consultation of the draft South Kesteven District Council Hackney Carriage and Private Hire Licensing Policy 2020
- 15.3 Appendix 3 – Equality Impact Assessment

Report Timeline:	Date of Publication on Forward Plan (if required)	18 May 2020
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	Previously Considered by: Environment Overview and Scrutiny Committee	23 June 2020
	Final Decision date	12 January 2021

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Hackney Carriage and Private Hire Licensing Policy 2020

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Version	Date	Summary of changes
V1	27 March 2015	Approved
V1.1	30 September 2015	Update to licence periods following Deregulation Act 2015
V1.2	8 June 2017	Inclusion of requirement for Safeguarding training
V2	8 June 2020	Draft - full policy review
V2.1	19 September 2020	Draft for consultation– incorporating Statutory Taxi and Private Hire Vehicle Standards issued 21 July 2020
V2.2	12 January 2021	Final version for approval

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PART 1 INTRODUCTION

1.1 Powers and Duties

- 1.1.1 The licensing of hackney carriages dates back to 1847 and for private hire vehicles (outside London) to 1976.
- 1.1.2 The Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act"), as amended, places on South Kesteven District Council, as the Licensing Authority ("the Authority"), a duty to carry out its licensing functions in respect of hackney carriages and private hire vehicles.
- 1.1.3 This document sets out the policy that the Authority will apply when making decisions about new applications and licences currently in force.
- 1.1.4 Regulation makes our society more secure. It protects customers and employees, it protects businesses and it protects the environment. Better regulation means maintaining and improving customer protection and at the same time providing the right environment for business to thrive. It shall be undertaken in a way that is effective, does not create unnecessary burdens, and is consistent, transparent, proportionate, accountable and fair.

1.2 Objectives

- 1.2.1 Hackney carriage and private hire vehicles play a vital and integral part in an integrated transport system. They also provide services in situations where other forms of transport are either not available (rural areas and late evenings) or for persons with mobility difficulties.

The Authority shall seek to promote the following objectives:

- the protection of the public;
 - the establishment of professional and respected hackney carriage and private hire trades;
 - access to an efficient and effective public transport service;
 - the protection of the environment;
 - the safety of the drivers
- 1.2.2 The Authority aims to regulate the service in order to promote the above objectives. It is the Authority's wish to facilitate well-run and responsible businesses, which display sensitivity to the wishes and needs of the general public.
- 1.2.3 When considering each of the policies detailed in this document, regard has been given to the Regulators' Code <https://www.gov.uk/government/publications/regulators-code> in order to ensure that each requirement is properly justified by the risk it seeks to address, balancing the cost of the requirement against the benefit to the public.

1.3 Best Practice Guidance

1.3.1 In formulating this policy, the Authority has had regard to the following documents:

- Taxi and Private Hire Vehicle Licensing: Best Practice Guidance, Department for Transport (DfT) (March 2010)
- Best Practice Guidance to Inspection of Hackney Carriage and Private Hire Vehicles, Freight Standards Association (August 2012)
- Guidance on Determining the Suitability of Applicants and Licensees in the Hackney and Private Hire Trades, Institute of Licensing (April 2018)
- **Statutory Taxi and Private Hire Vehicle Standards, Department for Transport, July 2020**

1.4 Status

1.4.1 In exercising its discretion in carrying out its regulatory functions, the Authority shall have regard to this policy document and the objectives set out above in 1.2.

1.4.2 Notwithstanding the existence of this policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the Authority to depart substantially from its policy - clear and compelling reasons shall be given for doing so.

1.5 Implementation

1.5.1 This revised policy shall take effect from **1 April 2021** and the Authority expects new and existing applicants for licences to comply with its terms immediately unless specifically detailed otherwise within this policy.

1.5.2 The Authority will keep this policy under review and will consult where appropriate on proposed revisions. Minor amendments to ensure content is up to date but that do not affect the intent of the policy such as contacts, web addresses etc. will be delegated to Officers.

1.5.3 From the effective date, this policy will override and supersede all existing policies in relation to hackney carriage and private hire licensing.

1.6 Licensing Profile

1.6.1 A hackney carriage is a public transport vehicle with no more than 8 passenger seats, which is licensed to ply for hire. This means that it may stand at ranks or be hailed in the street by members of the public. A private hire vehicle can only be licensed if it is constructed or adapted to seat up to 8 passengers. Private hire vehicles must be booked in advance by customers through an operator and may not ply for hire in the street.

1.6.2 The Authority currently licences approximately 340 hackney carriages, 28 private hire vehicles and 25 private hire operators.

1.6.3 There are approximately 275 drivers licensed to drive hackney carriages, 41 licensed to drive private hire vehicles and 109 licensed to drive both (dual licensed).

1.7 Consultation

1.7.1 In reviewing this policy the Authority has consulted with the following stakeholders:-

- Licence holders;
- Lincolnshire Police;
- General public;
- Other Authority services.

1.8 Partnership Working

1.8.1 The Authority will work in partnership with other agencies to promote the policy objectives.

1.9 Information Sharing and Data Protection

1.9.1 The Authority works in partnership with other enforcement agencies such as the Police, Defra, HM Revenue and Customs, Home Office, DVSA, Department of Work and Pensions, Benefit Fraud etc. and will share information with other Council departments or regulatory bodies where appropriate.

1.9.2 The Authority is legally required to provide information if requested, pursuant to a criminal offence, or to detect fraud, or immigration offences.

1.9.3 The Authority has a duty to provide hackney carriage and private hire vehicle licence information to the Department of Environment, Food and Rural Affairs (DEFRA). This is submitted under the Air Quality (taxi and private hire vehicles database) (England and Wales) Regulations 2019 as part of the government's national plan to tackle roadside pollution. The data is held in a database for 7 years and allows licensing authorities to clearly identify and charge (where appropriate) a taxi/PHV licensed by another authority which has entered or is moving around their Clean Air Zone (CAZ). The data provided is

- vehicle registration number
- vehicle licence plate number
- date the licence is valid from
- date the licence expires
- type of vehicle licence
- whether the vehicle is wheelchair accessible vehicle

1.9.4 The legislation requires local authorities to maintain a public register.

1.9.5 The Authority will work with neighbouring authorities and report to them any relevant matters that relate to their licence holders.

1.9.6 The Authority will utilise the Local Government Association (LGA) register of Hackney Carriage and Private Hire Licence Refusals and Revocations called NR3,

which has been introduced within the National Anti-Fraud Network. The register allows Authorities to record and share details of where a hackney carriage or private hire drivers' licence has been refused or revoked and allow Authorities to check new applicants against the register.

- 1.9.7 The Authority complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of information and has a written policy on these matters, which is available to those who wish to see it on request.
- 1.9.8 The Authority complies in full with the Data Barring Service (DBS) Code of Practice for Disclosure and Barring Service Registered Persons. See section 3.7 of this policy.
- 1.9.9 In some circumstances it may be appropriate under the Safeguarding Vulnerable Groups Act 2006 for the Authority to make a "barring" referral to the DBS. A decision to refuse or revoke a licence as the individual is thought to present a risk of harm to a child or vulnerable adult, may be referred to the DBS. The power for the licensing authority to make a referral in this context arises from the undertaking of a safeguarding role.

1.10 Whistleblowing

- 1.10.1 The Authority takes wrong-doing very seriously. Hotlines have been established to allow staff, councillors and the public to raise concerns. Though reports can be raised anonymously, individuals are encouraged to leave as much information as possible to assist with the investigation. The Authority's Whistleblowing policy is available at www.southkesteven.gov.uk/index.aspx?articleid=8137

PART 2 VEHICLES

2.1 Limitation of Numbers

- 2.1.1 No powers exist for licensing authorities to limit the number of private hire vehicles that they licence.
- 2.1.2 The current legal provision on quantity restrictions for hackney carriages is set out in section 16 of the Transport Act 1985. This provides “that the grant of a (hackney carriage) licence may be refused, for the purpose of limiting the number of hackney carriages in respect of which licences are granted, if, but only if, the person authorised to grant licences is satisfied that there is no significant demand for the services of hackney carriages (within the area to which the licence would apply) which is unmet.”
- 2.1.3 In line with the DfT *Taxi and Private Hire Vehicle Licensing: Best Practice Guidance*, and Competition and Markets Authority Guidance on the Regulation of Taxis and Private Hire Vehicles: understanding the impact on competition the Authority does not impose a quantity restriction on the licences that are issued in respect of hackney carriages.

2.2 Specifications and Conditions

- 2.2.1 Local Licensing Authorities have a wide range of discretion over the types of vehicle that they can licence as hackney carriage or private hire vehicles.
- 2.2.2 Government guidance suggests that they should adopt the principle of specifying as many different types of vehicle as possible and are encouraged to make use of the “type approval” rules within any vehicle specifications they adopt.
- 2.2.3 The Authority accepts that there are a wide range of vehicles available that are suitable for use as a hackney carriage or private hire vehicles. In accordance with central Government’s guidance, all vehicles therefore shall have an appropriate ‘type approval’ which is either a:
- European Whole Vehicle Type approval;
 - British National Type approval; or
 - British Single Vehicle Approval (SVA) or subsequently an Individual Vehicle Approval (IVA).
- 2.2.4 As a guide, most large volume production vehicles produced in the UK and EU States after 1987 will satisfy British and/or European Whole Type Approval. Specialist vehicles or any vehicle that has been structurally modified, converted or imported from a non-EU State since its original manufacture will require separate IVA (SVA) and/or Department for Transport approval and such documentation must be submitted with an application.
- 2.2.5 The Authority shall impose such conditions as it considers reasonably necessary on hackney carriage and private hire vehicle licences. These vehicles provide a service

to the public, so it is appropriate to set criteria for the standard of the external and internal conditions of the vehicle, provided that these are not unreasonably onerous.

2.2.6 **Appendix A** sets out the specification and minimum standards in respect of hackney carriages and for private hire vehicles.

2.2.7 Vehicles shall be licensed for the carriage of not more than 8 passengers. All applications for a licence in relation to vehicles that have a maximum capacity of 3 passengers shall be referred to the Licensing Committee.

2.3 Accessibility

2.3.1 Hackney carriages and private hire vehicles are an essential mode of transport for many disabled and older people. The combination of the personal service they offer, their wide availability and door to door operations enable them to respond particularly well to the travelling needs of people with disabilities.

2.3.2 The Authority is committed to social inclusion and ensuring a wide variety of opportunities is available to those with mobility difficulties in order to enjoy a high quality of life.

2.3.3 In addition to the general conditions, accessibility for people with disabilities (including, but not only people, who need to travel in a wheelchair) is, therefore, an important consideration in respect of vehicles licensed as hackney carriages/private hire vehicles.

2.3.4 The Authority encourages the provision of wheelchair accessible vehicles. There will be a 20% reduction from the application fee for such vehicles. Current fees are published in the Council's Fees and Charges.

2.3.5 The Equality Act 2010 brings together in one Act a number of different pieces of legislation about discrimination, - including disability discrimination. The Authority considers it important that people with disabilities have access to all forms of public transportation.

2.3.6 The Equality Act 2010 places certain duties on licensed drivers to provide assistance to people in wheelchairs and to carry them safely. There are similar requirements on drivers in relation to the treatment of passengers with an assistance dog. Neither drivers nor operators of licensed vehicles can make any extra charge or refuse to carry such passengers. It is a criminal offence to breach any of these requirements.

2.3.7 Licensed drivers who are unable to carry out the duties imposed upon them under the Equality Act 2010 may apply to the Authority for an exemption certificate from those duties. This Authority must issue an exemption certificate to that licensed driver if they are satisfied that it is appropriate to do so on medical or physical grounds. The application must be supported by a declaration from a medical practitioner who has full knowledge of the applicant's medical history. The cost of obtaining this declaration must be met by the applicant. Even if a medical ground or other physical condition exists, a driver has no defence against the offence of

failing to provide assistance to people in wheelchairs contrary to s165 Equality Act, if he has not been issued an exemption certificate.

2.3.8 The Authority has published a list of vehicles designated for the purposes of section 165 of the Equality Act 2010.

2.4 Maximum Age of Vehicles

2.4.1 The *Taxi and Private Hire Vehicle Licensing: Best Practice Guidance* asks Licensing Authorities to "support any local environmental policies that the local authority may have adopted". This would include any local vehicle emission standard.

2.4.2 A further Government report suggests that, by adopting targeted air quality policies for road transport, significant reductions can be achieved for atmospheric pollutants. It highlights the impact that European-wide emission limits are having on improving air quality.

2.4.3 The Authority recognises the global climate emergency and considers that efforts should be made to improve, as far as is reasonable, the efficiency of vehicles licensed by the Authority, particularly in the emission of pollutants.

2.4.4 In order to minimize the emission of atmospheric pollutants and encourage the uptake of zero and ultra-low emission vehicles, an application for a new hackney carriage or private hire vehicle licence will not be accepted unless the vehicle is less than 5 years old. The vehicle licence can continue to be renewed until it reaches the age of 10 years. See paragraph 2.4.6 below.

2.4.5 To support the provision of disabled accessible vehicles (including purpose built vehicles) and encourage the uptake of hybrid, ultra-low and zero emission vehicles (including plug in hybrid, electric and Hydrogen fuel cell), the renewal age for these vehicles is extended to 12 years as long as vehicle continues to pass the necessary compliance test.

2.4.6 The requirement under paragraph 2.4.4 for vehicles to be less than 5 years old at first registration will take effect from **1 October 2021**.

2.5 Vehicle Testing

2.5.1 The Authority needs to be satisfied that licensed vehicles operating within its area are safe to do so.

2.5.2 Hackney carriage and private hire vehicles are granted licences for a maximum period of 12 months. Prior to being granted a licence each vehicle shall be examined and tested at a vehicle testing station approved by the Authority. The compliance test comprises a mechanical examination to current MOT standard and an additional check of items not covered by the MOT test. Once licensed, the vehicle must undergo a further full examination and test at a vehicle testing station approved by the Authority at 6 monthly intervals.

- 2.5.3 In line with MOT changes from May 2018, where a licenced vehicle is presented for testing and fails an authorised examination and test, being considered “dangerous” in accordance with the MOT testing defect categories, it must not be driven from the date of that test regardless of whether or not the previous certificate has expired. A suspension notice will be issued and will not be lifted until the vehicle has undergone a further test at the proprietors expense, and been passed fit for use by the Authority. If the Authorised Officer is not satisfied that the defect has been repaired within 2 months from the service of the suspension notice, by virtue of the Local Government (Miscellaneous Provisions) Act 1976, the licence will be deemed to have been revoked.
- 2.5.4. Where a licensed vehicle is presented for testing and fails an authorised examination test and the defect is considered “major” **and** it is deemed unsafe as a passenger vehicle by the vehicle examiner, regardless of whether or not the previous certificate has expired, this may result in the vehicle proprietor being issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. The suspension will not be lifted until the vehicle has undergone a further test, at the proprietor’s expense, and been passed as fit for use by the Authority. If the Authorised Officer is not satisfied that the defect has been repaired within 2 months from the service of the suspension notice, by virtue of the Local Government (Miscellaneous Provisions) Act 1976, the licence will be deemed to have been revoked.
- 2.5.5 A compliance test must be completed before the expiry date of the current test. The certificate must be received by the Licensing Team within 2 working days of the test taking place. Failure to produce the compliance certificate will result in the issuing of penalty points under the South Kesteven Scheme and may result in other actions, including suspending the licence.
- 2.5.6 A proprietor/driver shall comply with any request by an Authorised Officer or Police Officer inspecting the vehicle who is not satisfied as to the fitness of the vehicle or the accuracy of any fitted meter. Either Officer may give a written notice to the proprietor/driver of the vehicle to make the hackney carriage and/or taxi meter available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the Officer is satisfied as to the vehicle’s fitness or as to the accuracy of the meter.

2.6 Accident Reporting and Insurance Write Offs

- 2.6.1 Under Section 50(3) of the 1976 Act, Proprietors of licensed vehicles are required to inform the Authority’s Licensing Team “as soon as reasonably practicable, and in any case within 72 hours of the occurrence of “any accident to such hackney carriage or private hire vehicle causing damage materially affecting the safety, performance or appearance of the hackney carriage or private hire vehicle or the comfort or convenience of persons carried therein”. Failure to inform the authority of an accident within 72 hours will result in penalty points been issued
- 2.6.2 A driver involved in an accident must provide details of the accident to the Authority’s Licensing Team before further use as the damage to the vehicle may be required to be assessed by an officer or vehicle testing station approved by the

Authority at the vehicle proprietors' expense. If necessary, the vehicle proprietor will be issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. The suspension will not be lifted until the vehicle has been passed as fit for use by the Authority.

2.6.3 Drivers, proprietors and operators are advised that this Authority may be contacted by insurance companies to verify an accident damage report and details provided.

2.6.4 Where a vehicle has been "written off" by an insurance company the Authority will deal with these vehicles as follows:

Category (from October 2017)	Action
A (scrap only)	Will not be licensed or re-licensed
B (break for parts)	Will not be licensed or re-licensed
S (structurally damaged but repairable)	the Authority will consider licensing, or re-licensing only if it has passed an 'AutoLIGN' inspection (at the cost of the proprietor), and a satisfactory report / certificate produced.
N (not structurally damaged, repairable)	the Authority will consider licensing, or re-licensing. However, dependant on the information contained within the report by the insurance assessor, a vehicle may have to pass an 'AutoLIGN' inspection (at the cost of the proprietor), and a satisfactory report / certificate produced.

2.7 Signage and Advertising

2.7.1 It is important that the public should be able to identify and understand the difference between a hackney carriage and a private hire vehicle. Appendix A details the requirements for vehicle identification plates and signage.

2.7.2 Private hire vehicles shall not be permitted to display roof-mounted signs and any signs that include the words "Taxi" or "Cab" or "For Hire" anywhere on the vehicle.

2.7.3 Roof signs fitted to hackney carriage vehicles shall be illuminated at all times when the vehicle is available for hire.

2.7.4 Vehicle identification plates are a key feature in helping to identify vehicles that are properly licensed.

2.7.5 All licensed vehicles, except those private hire vehicles deemed Prestige/Executive Vehicles by the Authority shall display plates externally on the rear of the vehicle. Appendix K.

2.7.6 Vehicles shall not be allowed to display written or other material on any window with the exception of those permitted by the conditions of the licence and those required by law or manufacturer's mark.

2.7.7 Licensed vehicle proprietors will be permitted, subject to prior written approval of the Authority, to display signs, advertisements, notices or other markings on the outside of their vehicle. However, they shall be subject to the following conditions:

- All advertisements shall comply with the Committees of Advertising Practice Codes <https://www.gov.uk/marketing-advertising-law/advertising-codes-of-practice> and shall be in a form acceptable to the Authority.
- No advertisement shall relate to or advertise alcohol, smoking materials or be of a political or religious nature, organization or campaign;
- Advertising will be 2 dimensional in design and limited to the front and rear door panels;
- Any damaged or disfigured advertisement signs shall be immediately removed.

2.8 Driver Safety and CCTV

2.8.1 The hackney carriage and private hire trades provide a valuable service, particularly late at night when other forms of public transport are not available. Security for drivers and passengers is of paramount importance. Licensed drivers deal with strangers, often in isolated places and carry cash and may be at risk of violence and other offences such as non-payment of fares, verbal and racist abuse.

2.8.2 There are a number of ways to reduce the risks such as pre-payment of fares, driver screens, CCTV surveillance systems and radio link schemes.

2.8.3 Measures such as CCTV are not required as part of the licensing regime, as it is considered that they are best left to the judgment of the owners and drivers themselves. The hackney carriage and private hire trades are, however, encouraged to consider the installation of CCTV systems in their vehicles on a voluntary basis.

2.8.4 CCTV security systems for the purpose of assisting driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored/recorded. Any such equipment shall be fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver/proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment. A minimum of two warning signs should be displayed prominently inside vehicles so as to be easily seen by passengers. Further information can be found on the following link <https://ico.org.uk/>.

2.8.5 Proprietors are required to notify the Authority's Licensing Team if their vehicle is fitted with CCTV (or if it is subsequently removed) within 5 days of installation or removal. Failure to do so will result in the issuing of penalty points by an Authorised Officer.

2.8.6 In any licensed vehicle where a CCTV security system is fitted, the proprietor shall ensure that the system does not interfere with other equipment, is properly installed, maintained and serviced to ensure clear images are recorded. Equipment must be available to be inspected and images downloaded by an Authorised Officer or Constable on request.

2.9 Application Procedures

2.9.1 The application procedures for a hackney carriage or private hire vehicle licence are not prescribed in law, but shall be made on the specified application form produced by South Kesteven District Council and be accompanied by the appropriate fee in accordance with the application procedure set out in **Appendix C**.

2.10 Consideration of Applications

2.10.1 The Authority shall consider all applications on their own merits once it is satisfied that the appropriate criteria have been met and the application form and supporting documents are complete.

2.10.2 The Authority does not allow dual plating of vehicles due to the difficulty in enforcing such practice and the confusion it can cause customers.

2.10.3 Pursuant to section 57 of the Local Government (Miscellaneous Provisions) Act 1976, the Authority can ask applicants whether they intend to use the vehicle in the district of South Kesteven or outside of the district.

2.10.4 Applicants will need to be able to show what proportion of their business they propose to carry out in South Kesteven and what business will be carried out elsewhere, including the geographical location.

2.10.5 If there are concerns that the hackney carriage is being used primarily outside of this area then the decision on whether to grant or renew a licence will be made by the Licensing Committee.

2.10.6 The above is in accordance with the decision in R (App Newcastle City Council) v Berwick-upon-Tweed Borough Council [2008] EWHC 2369.

2.11 Renewal of Licences

2.11.1 Existing vehicle licence holders shall be reminded prior to their expiry date that their licences are due to be renewed. Notwithstanding this, it is the licence holder's responsibility to ensure that licences are renewed prior to their expiry.

2.11.2 It is recommended that vehicles should be examined and tested at one of the Authority's approved testing stations at least 7 days prior to submitting the application. This is to allow time for a vehicle to be repaired and then re-tested, should the vehicle examination identify the need, prior to the expiry of the licence.

2.12 Environmental Considerations

- 2.12.1 Hackney carriages and private hire vehicles are an essential form of transport in the South Kesteven area. Many people depend on hackney carriages and private hire vehicles for trips when other forms of transport are unsuitable. However, the Authority is committed to reducing the environmental impacts of vehicles licensed to operate in the district by reducing the emissions of pollutants such as Nitrous Oxides (NO_x), Particulate Matter (PM), Carbon Dioxide (CO₂) and Carbon Monoxide (CO).
- 2.12.2 The Authority has declared an Air Quality Management Area (for Nitrogen Dioxide) in the centre of Grantham. Improving the fuel types of vehicles that are used within the district can form a part of a wider strategy to assist with improving air quality for residents and visitors.
- 2.12.3 To support this, an application for a new hackney carriage or private hire vehicle licence will not be accepted unless the vehicle is less than 5 years old. The vehicle licence can continue to be renewed until it reaches the age of 10 years (12 years in the case of disabled access, low and ultra-low vehicles). See section 2.4.
- 2.12.4 Liquid petroleum gas (LPG) conversions are acceptable. Any conversion to LPG must be undertaken by an approved converter and the conversion certificate produced to the Authority for inspection.
- 2.12.5 To incentivise investment in zero emission, lower emission vehicles the Authority will discount the annual vehicle licence fees. Reductions will be reviewed annually and published in the Council's Fees and Charges. From 1 April 2021 the reductions are:
- Fully electric vehicles - 50% discount
 - Plug in hybrid, hydrogen fuel cell and LPG vehicles - 20% discount
- 2.12.6 The Authority would support initiatives which would be beneficial to the environment such as taxi sharing schemes and taxi and private hire vehicle buses.

2.13 Engine Idling

- 2.13.1 Drivers are reminded that the highway code states that 'you must not leave a parked vehicle unattended with the engine running or leave a vehicle engine running unnecessarily while the vehicle is stationary on a public road'.
- 2.13.2 Drivers must not idle a vehicle's engine unnecessarily when stationary on a Hackney Carriage Rank or Stand. The following exemptions will apply;
- a) Where the driver cannot prevent a motor vehicle from idling because of a mechanical difficulty over which he/she has no control
 - b) Where a passenger is in the act of boarding or alighting from the vehicle
 - c) A driver of a vehicle clearing snow or ice from the windscreen of the vehicle
 - d) A driver is in the vehicle and operating air conditioning or heating on exceptionally hot/cold days

- e) While there is a passenger on board
- f) Electric or plug-in hybrid vehicles
- g) Anything done with the permission or at the direction of a Police Officer

2.13.3 The Authorised Officer may issue penalty points where a driver has previously been warned about engine idling on a rank and is found to be doing so on a subsequent occasion.

2.14 Stretched Limousines

2.14.1 Stretched limousines are elongated vehicles that have been increasingly used for mainstream private hire work. The number of stretched limousines being imported, particularly from the United States of America, has been increasing. Their use generally includes all private hire work plus special occasions such as days at the races, stag and hen parties and children's birthday parties.

2.14.2 Licensing authorities have, in the past, considered there to be some problems preventing stretched limousines from being licensed including:

- some of the vehicles are capable of carrying more than eight passengers;
- many of the vehicles are left hand drive;
- many of the vehicles are fitted with all around darkened glass;
- many of the vehicles have been converted or modified after manufacture;
- seating space per passenger is 460mm and could give a greater capacity than eight persons;
- due to their origin - many parts may not be available, making adequate maintenance difficult.

2.14.3 Most limousines are imported for commercial purposes and were historically required to take a Single Vehicle Type Approval (SVA) test - this is now the Individual Vehicle Approval (IVA) scheme. The IVA Scheme is an inspection scheme for vehicles that are not approved to British and European Standards, and its purpose is to ensure that these vehicles meet modern safety standards and environmental standards before being used on public roads. When presented for IVA, the vehicle is produced with a declaration that it will never carry more than eight passengers. The importer must inform any person who may use it of this restriction. Any subsequent purchasers must also be informed of the restriction.

2.14.4 Any stretched limousines, which are offered for private hire, require a licence. Before licensing for private hire a full insurance policy for private hire purposes will be required.

2.14.5 Applications to licence stretched limousines as private hire vehicles will be treated on their merits. However, imported stretched limousine type vehicles will be:

- authorised as prestige type private hire vehicles; and
- approved for licensing as private hire vehicles, subject to the additional conditions detailed in **Appendix B**.

2.15 Contract Vehicles

2.15.1 The Road Safety Act 2006 requires vehicles used under a contract with an organisation or company, for carrying passengers for hire or reward be licensed as private hire vehicles. As a general guide this shall include executive hire, chauffeur services including recovery from hot air balloon rides, park and ride for private car parks, airport travel, stretch limousines and novelty vehicles.

2.16 Prestige Type Vehicles - Exemption from displaying plate

2.16.1 The 1976 Act gives a district council the discretion to grant a proprietor a dispensation from displaying the licence plate on their licensed private hire vehicle. Each application for a dispensation will be considered by the Authorised Officer on its own merits. The overriding consideration will be public safety.

2.16.2 The granting of any dispensation by the Authority will be confirmed in writing by the Authorised Officer and a copy of the dispensation shall be carried in the vehicle at all times and shall be produced to an Authorised Officer on request.

2.16.3 Dispensation will not be granted as a matter of course. The case for dispensation will have to be made by the proprietor. In determining an application, it will normally be the status of the passenger and the executive nature of the work that will indicate whether or not the dispensation should be granted. The high quality of the vehicle being used will be supportive of an application but will not be the sole determining factor. Please see **Appendix K** for full details.

2.17 Exempt Vehicles

2.17.1 Vehicles that are used solely in connection with a funeral or are being wholly or mainly used by a person carrying on the business of a Funeral Director for the purpose of funerals, do not need to be licensed.

2.17.2 Vehicles that are used solely in connection with a wedding do not require a licence.

2.18 Smoking and the Use of Vaping Devices etc.

2.18.1 Drivers are reminded that it is an offence to smoke or allow someone to smoke in a licenced vehicle at any time, including when the vehicle is being used for social, domestic and pleasure purposes. For the avoidance of doubt, the Authority also forbids the use of electronic cigarettes, vaping devices or any other kind of smoking substitute in licensed vehicles at all times whether by drivers or passengers.

2.18.2 All licensed vehicles must comply with the requirements for the Health Act 2006 and display 'No Smoking' signs.

2.18.3 Drivers and Proprietors may be issued with penalty points under the South Kesteven District Council penalty point scheme. See **Appendix J**.

PART 3 DRIVERS

3.1 General

- 3.1.1 The statutory and practical criteria and qualifications for a private hire driver are similar to those for a hackney carriage driver. The sections below, therefore, apply equally to private hire and hackney carriage drivers unless indicated.
- 3.1.2 The Authority will not licence anyone to drive a hackney carriage or private hire vehicle unless it is satisfied that they are a “fit and proper” person to hold that licence.
- 3.1.3 The term “fit and proper” is not legally defined. It is for the Authority to determine the information is necessary to enable it to determine whether a person is fit and proper. This includes a range of documentary evidence, practical criteria and assessments as detailed in this policy.

3.2 Licences

- 3.2.1 Separate driver’s licences shall be held in respect of driving hackney carriage and private hire vehicles. Where a licensed private hire driver wishes to drive a hackney carriage he will be required to hold a dual licence. Licences shall be issued for a maximum period of 3 years or for such a lesser period, as the Authority consider appropriate in the circumstances.
- 3.2.2 Applicants shall be over 18 years of age and shall have held a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA) for at least 12 months.
- 3.2.3 Holders of EC or EEA driving licences must register their non GB driving licence with the DVLA. Alternatively, they may elect to exchange the licence for a GB licence.
- 3.2.4 All driving licences will be checked annually with the DVLA. Failure to produce the necessary documents by each anniversary of the licence may result in penalty points under the South Kesteven Penalty Point Scheme, see Appendix J or may be referred to the Licensing Committee.

3.3 Eligibility to Live and Work in the UK

- 3.3.1 Licensing authorities are under a duty not to issue licences to people who are disqualified by their immigration status from holding them. In determining whether someone is disqualified, the Authority will have regard to the statutory guidance issued by the Home Office.
- 3.3.2 Proof of the right to live and work in the UK must be provided by driver and operator applicants in accordance with the Immigration Act 2016.

- 3.3.3 Where a person's immigration permission to be in the UK is time-limited to less than the statutory length for a driver or operator licence, the licence will be issued for a duration which does not exceed the applicant's period of permission to be in the UK and work.
- 3.3.4 In the event that the Home Office cuts short or ends a person's immigration permission (referred to as curtailment or revocation), any licence issued as a consequence of an application which was made on or after 1 December 2016, that the person holds will automatically lapse.

3.4 Topographical Knowledge (Driver Knowledge Tests)

- 3.4.1 Hackney carriage drivers need a good working knowledge of the area for which they are licensed, because vehicles can be hired directly at ranks or on the street. The Authority also considers it necessary for private hire drivers to know the area. In addition, it is expected that drivers should be able to communicate with their customers, convey important safety information and be able to carry out the basic arithmetic associated with the paying of fares.
- 3.4.2 In order to assist the Authority in determining the fitness of an applicant to hold a hackney carriage or private hire driver's licence, applicants are required to demonstrate an understanding of this policy, pass an arithmetic test and a practical test (the practical test is applicable to hackney applicants only) aimed at challenging their knowledge of the district. Applicants who cannot demonstrate that they hold a qualification taught and examined in English (the subject of the qualification does not matter as long as it was taught in English) will also be required to undertake an English language skills test. Additional fees are payable.
- 3.4.3. The tests must be taken within one month of the Authority receiving the DBS disclosure result. If this test is not taken within one month, the applicant will be required to re-apply as a new applicant.
- 3.4.4 There is no limit on the number of times the test can be taken, however, the applicant must pay the appropriate fee on each occasion so is advised to consider whether they require any form of training to improve their language skills before taking the test.
- 3.4.5 The practical test will be undertaken in the area of the district where the driver expects to primarily operate. Should substantiated complaints relating to the driver's knowledge of the area be received, they may be required to undertake a re-test.
- 3.4.6 The English language skills test does not automatically apply to existing drivers. However, any current licensed driver may be required to undertake the assessment where the Authorised Officer believes there are reasonable grounds to require assessment. Reasonable grounds would include instances where Authorised Officers have identified through enforcement activity or substantiated complaint that a driver may have insufficient English language proficiency.

3.5 Driving Proficiency

- 3.5.1 The Lincolnshire Road Safety Partnership (LRSP) provides a driving assessment specifically designed for hackney carriage and private hire drivers.
- 3.5.2 First time applicants having more than 6 points (both current and expired accrued within a 4 year period) on their DVLA Driving Licence are required to pass the LRSP assessment prior to the granting of the licence.
- 3.5.3 Existing drivers with more than 8 points (both current and expired accrued within a 4 year period) on their DVLA Driving Licence are required to pass the LRSP test within 3 months from the time of accruing the points or their licence will be suspended until such time as the test has been passed.

3.6 Driver Qualification

- 3.6.1 The Authority encourages all passenger transport drivers, whose role demands high standards in driving and customer service, to obtain a nationally recognised qualification. These would cover customer care - including how best to meet the needs of people with disabilities and other sections of the community - and also topics such as the relevant legislation, road safety, the use of maps and GPS, the handling of emergencies, and how to defuse difficult situations and manage conflict.

3.7 Medical Examination

- 3.7.1 The DfT recognises that it is good practice for medical checks to be made on each driver before grant of a licence and thereafter at each renewal. There is general recognition that it is appropriate for hackney carriage and private hire vehicle drivers to have more stringent medical standards than those applied to normal car drivers.
- 3.7.2 The Authority requires Group 2 Standards of Medical Fitness, as applied by the DVLA to the licensing of lorry and bus drivers, as the appropriate standard for licensed hackney carriage and private hire drivers.
- 3.7.3 Applicants shall provide the Authority with the prescribed medical examination form completed by their own General Practitioner (GP), or a Doctor who has access to the applicant's medical history, on first application and every 3 years thereafter until aged 65 years. Once the driver has reached the age of 65 years or if they have a relevant medical condition, an annual medical will be required thereafter. The applicant will be responsible for paying the fee for the examination to the relevant surgery and for ensuring all sections are completed in full by their GP. The certification must be less than three months old. Application procedures are detailed in Appendix C.
- 3.7.4 Holders of Public Service Vehicle (PSV) and/or Heavy Goods Vehicle (HGV) licences, where the holder is able to produce proof of current medical examination less than

3 months old, shall not be required to undergo a medical examination on first application.

- 3.7.5 If, once licensed, the driver's medical circumstances change they must advise the Authority by the next working day.
- 3.7.6 Where there is any doubt as to the medical fitness of an applicant or a licensed driver, the Authority will require them to undergo a further medical examination or review by a GP or other approved practitioner. They will be expected to give an opinion on the applicant/driver's ability to meet the Group 2 standard.
- 3.7.7 Where there remains any doubt about the fitness of any applicant, the Licensing Committee will review the medical and any other evidence and make any final decision in light of the evidence available.
- 3.7.8 No licence shall be issued until medical fitness has been established. Where a medical is due for an existing driver they will be required to submit the medical certificate before their renewal licence can be granted.

3.8 Safeguarding and Child Exploitation

- 3.8.1 All new drivers must complete and pass a Child Sexual Exploitation and Safeguarding test prior to being issued with a Hackney Carriage or Private hire driver's licence.
- 3.8.2 Existing drivers will be required to complete and pass a refresher course every three years as part of the licence renewal process. See **Appendix C**.
- 3.8.3 All drivers must follow the Code of Good Conduct at **Appendix G**.

3.9 Disclosure & Barring Service (DBS)

- 3.9.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Authority complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- 3.9.2 The Authority also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.
- 3.9.3 In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. Certificate information is only used for the specific purposes for this it was requested and for which the applicant's full consent has been given.

- 3.9.4 A DBS Certificate is seen as an important safety measure by the Authority to ascertain whether or not an applicant is fit to hold a licence. An Enhanced DBS Certificate is required.
- 3.9.5 The Rehabilitation of Offenders Act 1974 does not apply to applicants for both hackney and private hire drivers licences. They are required to disclose all convictions, including those that would normally be regarded as spent.
- 3.9.6 South Kesteven District Council is an approved DBS Registered Body and new driver applicants must apply for a DBS certificate through the Authority's Licensing Team and pay the appropriate fee. The Authority will not accept portability of a DBS unless all relevant checks, including the Barred List checks have been obtained. In this case, Certificates must be less than 3 months old.
- 3.9.7 An Enhanced DBS is required with all new applications and every 6 months for existing drivers. At initial application and at renewal for existing licensees (following the implementation of this policy), the applicant will be required to subscribe to the DBS Update Service throughout the currency of their licence.
- 3.9.8 Every 6 months, the Authorised officer, will undertake an online check of the DBS Update Service to check the driver's current status. Depending on what is revealed in the check, the Authority may require an additional DBS check to be undertaken at the applicant's expense.
- 3.9.9 All existing licenced drivers must subscribe to the DBS update service when their next DBS certificate becomes due and will be required to renew their subscription on an annual basis, before their current subscription ends.
- 3.9.10 Where a driver fails to maintain and/or renew their subscription before it ends they will be required to apply for a new Enhanced DBS check and register for the update service again at their own expense.
- 3.9.11 The Authority does not receive the DBS disclosure certificate directly from the DBS. It is the responsibility of the applicant to ensure the Licensing Team has sight of the disclosure before a decision can be made as to whether or not a licence can be renewed/issued. Licences will not be issued without a valid DBS certificate.

3.10 Certificate of Good Conduct (residency outside the UK)

- 3.10.1 Any applicant who has, from the age of 10 years, spent 6 continuous months or more living outside the United Kingdom will be required to provide a Certificate of Good Conduct from the Embassy of every country where they have lived other than the UK (after the age of 10 years old). This must be no older than 3 months at time of presentation. The Certificate of Good Conduct must be obtained and translated into English at the applicants own expense.
- 3.10.2 Where an individual is aware that they have committed an offence overseas which may be equivalent to those listed in the appendix D to this document, the applicant should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

3.10.3 A licence will not be granted or renewed in the absence of a current Certificate of Good Conduct.

3.11 Relevance of Convictions and Cautions

3.11.1 In relation to the consideration of convictions and police cautions recorded against persons, the Authority has adopted the policy set out in **Appendix D** under Relevance of Convictions.

3.11.2 In assessing whether the applicant is a fit and proper person to hold a licence, the Authority shall consider each case on its merit. It will take account of cautions and convictions, whether spent or unspent, but only in so far as they are relevant to an application for a licence. Upon receipt of a disclosure from the DBS, an Authorised Officer will assess whether any or all of the convictions, and any additional information received, is capable of having real relevance to the issue of whether or not the applicant is a fit and proper person to hold a licence in line with the policy at **Appendix D**. Where the Authorised Officer's assessment results in any doubt, the application will be referred to the Licensing Committee.

3.12 Application Procedure

3.12.1 An application for a hackney carriage or private hire driver's licence shall be made on the specified application form. The application procedure is set out in **Appendix C**.

3.12.2 Any dishonesty by an applicant or other person on the applicant's behalf which is discovered to have occurred in any part of the application process e.g. failure to declare convictions, false names or addresses etc will result in the application being referred to the Licensing Committee. This could result in the licence being refused, or if already granted, revoked and may result in prosecution.

3.13 Renewal of Licences

3.13.1 The Authority aims to send a reminder to licence holders in the month preceding the expiry date of their licence. However, it remains the responsibility of the driver to renew in good time. Completed application forms, appropriate fees, and supporting documentation, as set out in **Appendix C**, must be submitted at the time of application.

3.14 Conditions of Licence

3.14.1 The Authority is not permitted to attach conditions to a hackney carriage driver's licence, however, they are subject to the Council's Hackney Carriage Byelaws. See **Appendix F**

3.14.2 The Authority considers that the conditions of licence as set out in **Appendix E** are reasonable, necessary and appropriate for all licensed private hire drivers.

3.15 Convictions – Licence Holders

- 3.15.1 Once a licence has been granted, there is a continuing requirement on the licence holder to maintain their safety and suitability. Any conviction or other actions on the part of the licence holder which would have prevented them from being granted a licence on initial application will result in referral of the licensee to the Licensing Committee and may result in the licence being revoked.
- 3.15.2 Where offences, leading to conviction or police caution, are committed by licensed drivers, it is important - in the interests of consistency and transparency - that a procedure is in place to consider what effect this should have on their licence.
- 3.15.3 Licence holders must notify the Authority's Licensing team in writing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty.
- 3.15.4 If a licensed driver ceases to have a valid DVLA driving licence then their hackney carriage or private hire driver's licence issued by this Authority shall be deemed invalid.
- 3.15.5 Convictions, police caution and breaches of legislation, licence conditions, byelaws and of this policy, by licence holders, shall be dealt with in accordance with this Authority's enforcement policy as set out at **Appendix I**.

3.16 Driver's Conduct

- 3.16.1 The standards expected of licensed hackney drivers are set out in sections 5 to 13 of the byelaws made under the Town Police Clauses Act 1847 and the Public Health Act 1875, which should be read in conjunction with the other statutory and policy requirements set out in this document. The byelaws are attached as **Appendix F**. Failure to comply with the requirements of the byelaws may result in action being taken which may affect the licence.

3.17 Dress Code

- 3.17.1 Drivers are a front line transport service for visitors and residents and as such, all drivers are required to be respectably dressed, clean and tidy in appearance. Drivers are expected to dress in smart/casual clothing. "Unsatisfactory appearance" is part of the South Kesteven District Council Penalty Points Scheme. See **Appendix J**.

PART 4 PRIVATE HIRE OPERATORS

4.1 Requirements and Obligations

- 4.1.1 Any person who operates a private hire service (who is not also a hackney carriage proprietor who permits hackney carriages to be used for private hire) must apply to the Authority for a Private Hire Operator's licence. The objective in licensing private hire operators is the safety of the public, who will be using operator's premises, and vehicles and drivers, arranged through them. Best practice, in respect of the controls required over private hire operators, is to ensure that the costs of any licence requirements are commensurate with benefits that they seek to achieve.
- 4.1.2 A private hire vehicle shall only be dispatched to a customer by a private hire operator who holds a Private Hire Operator's licence. Such a licence permits the operator to make provision for the invitation or acceptance of bookings for a private hire vehicle. A private hire operator shall ensure that every private hire vehicle is driven by a person who holds a private hire driver's licence.
- 4.1.3 An application for a Private Hire Operator's licence shall be made on the prescribed form, together with the appropriate fee. The Authority will then decide whether the applicant is a fit and proper person to hold a Private Hire Operator's licence.
- 4.1.4 All three licences (Private Hire Operator's Licence, Private Hire Driver's Licence and Private Hire Vehicle Licence) must be granted by the same Authority.
- 4.1.5 Proof of the right to live and work in the UK must be provided by the applicant in accordance with the Immigration Act 2016.

4.2 Criminal Record Checks

- 4.2.1 Spent convictions can be taken into account when determining the suitability for a licence and the applicant must produce a Basic Disclosure Certificate from the DBS as part of the application (or if they have lived outside of the UK for a period of six months or more in the last 5 years a certificate of good conduct from the relevant embassy).
- 4.2.2 Before an application for a private hire operator's licence will be considered, the applicant shall provide a current (less than 1 month old) Basic Disclosure Certificate.
- 4.2.3 Licensed Operators must submit a Basic Disclosure Certificate to the Licensing Team annually on the anniversary date of their licence. Where the Operator is also a licenced driver and a 6 monthly enhanced DBS check is undertaken it is not necessary to submit a Basic Disclosure Certificate.

4.3 Conditions

- 4.3.1 The Authority has power to impose such conditions on a private hire operator's licence as it considers reasonably necessary and these are set out in **Appendix H**.

4.4 Insurance

- 4.4.1 Before an application for a private hire operator's licence is granted, the applicant shall produce evidence that they have taken out appropriate public liability insurance for the premises to be licensed.
- 4.4.2 The Private Hire Operator Licence Conditions (Appendix H), requires the operator to ensure that a certificate of motor insurance which covers every private hire vehicle operated by him/her under the licence is held. This must be produced to the Authorised officer on request.

4.5 Licence Duration

- 4.5.1 Section 10 of the Deregulation Act 2015 amends the 1976 Act, such that the licence shall remain in force for 5 years or such lesser period as the Authority considers appropriate. In line with DfT Best Practice Guidance. This Authority shall grant private hire operator licences for a period of 5 years from the date of grant, subject to the power to grant a licence for a shorter period should this be appropriate in the circumstances.
- 4.5.2 Holders of existing private hire operator licences shall be reminded, in the month preceding their expiry, when their licences are due to be renewed. Notwithstanding this, the responsibility to apply to renew a licence and produce the necessary documentation rests solely with the licence holder.

4.6 Record Keeping

- 4.6.1 The 1976 Act requires Operators to keep records of each booking. Records must be kept in a suitable form that does not permit backdating. Records must be available for inspection by or be provided to the Authorised Officer in a suitable format, on request, at all reasonable times. See **Appendix H**.
- 4.6.2 The Operator must maintain a register of all staff that will take bookings or dispatch vehicles. This must be available for inspection by or be provided to the Authorised Officer in a suitable format, on request, at all reasonable times. See Appendix H.
- 4.6.3 Operators must evidence that they have had sight of a Basic DBS check on all individuals listed on their register of booking and dispatch staff and to ensure that Basic DBS checks are conducted on any individuals added to the register.
- 4.6.4 Operators must have a policy on employing ex-offenders in roles that would be on the staff register detailed in 4.6.2. As with the threshold to obtaining a private hire vehicle operators' licence, those with a conviction for offences provided in Appendix D, other than those relating to driving, may not be suitable to decide who is sent to carry a child or vulnerable adult unaccompanied in a car. Operators must provide a copy of the policy to an Authorised Officer/Police Officer on request.
- 4.6.5 Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information Commissioner's Office

provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.

4.7 Sub-Contracting

- 4.7.1 The Deregulation Act 2015 amended section 55 of the Local Government (Miscellaneous Provisions) Act 1976 to permit private hire operators licensed by the Authority to sub-contract a private hire booking to another operator licenced by the Authority or any other local authority.
- 4.7.2 Regardless of which operator fulfils the booking, the operator may only dispatch a vehicle licensed by the same Authority that licences the operator and driven by a driver licenced by that same Authority
- 4.7.3 Operators that accept a booking remain legally responsible for that booking even if they subcontract that booking to another operator. They should record that booking as usual, noting the fact that it was sub-contracted.

PART 5 DISCIPLINARY AND ENFORCEMENT MEASURES

5.1 Enforcement

- 5.1.1 The Government believes that regulators should have access to effective sanctions that are flexible and proportionate and that ensure the protection of workers, consumers, and the environment when tackling non-compliance by businesses.
- 5.1.2 It is recognised that a risk-based approach to enforcement by the Authority benefits not only the public, but also the responsible members of the hackney carriage and private hire trades.
- 5.1.3 In pursuance of its objective to encourage responsible hackney carriage/private hire businesses, the Authority shall operate a firm but fair disciplinary and enforcement regime. With a view to balancing the promotion of public safety with the need to permit individuals to safeguard their livelihood without undue interference, the Authority will only intervene where it is necessary and proportionate to do so, having regard to the objectives outlined in section 1.2 of this document. Where defects are such that vehicles need to be immediately prohibited, livelihood interference is inevitable.
- 5.1.4 The Enforcement Policy as set out at **Appendix I** will ensure that the Authority's enforcement effort is reasonable, transparent and well directed.

5.2 Disciplinary Hearings

- 5.2.1 Disciplinary matters are considered by the Authority's Licensing Committee.

5.3 Penalty Points Scheme and Warnings

- 5.3.1 In respect of minor breaches of licence conditions, Authorised Officers shall issue penalty points and warnings in accordance with the approved scheme. The Penalty points' scheme is included at **Appendix J**.
- 5.3.2 A licence holder issued with penalty points may appeal against such a decision to the Head of Service in the first instance. If a satisfactory resolution cannot be found, then the appeal will be referred to a manager from an independent business area for review. If the recipient still does not agree the appeal will be heard by the Licensing Committee.

5.4 Suspension of Vehicle Licences

- 5.4.1 Licensed vehicles shall be kept at all times in a safe, tidy and clean condition. Compliance with the vehicle specifications and conditions of licence is essential and will be enforced by periodic, random vehicle inspections by the Authority. Where it is found that any vehicle is not being properly maintained a Vehicle Defect Notice will be served on the vehicle proprietor setting out the defect(s) that need to be rectified, and arrangements for the vehicle to be further inspected to check compliance. This notice will be used by Authorised Officers where the defects are

not deemed serious. Failure to comply with the requirements of the notice may result in the vehicle licence being suspended automatically.

- 5.4.2 Where public safety is likely to be put at risk by the defect(s) a Suspension Notice shall be served on the vehicle proprietor who must have the vehicle repaired. The suspension will not be lifted until the vehicle has undergone a further test, at the proprietor's expense, and been passed as fit for use by the Authority. If the defect is not repaired within 2 months from the service of the suspension notice, the vehicle licence shall be revoked by the Authorised Officer.

5.5 Revocation and Suspension of Licences

- 5.5.1 Where a licence holder has been referred to the Licensing Committee, the Committee may order the revocation or suspension of the licence.
- 5.5.2 Where any licence is revoked or suspended it must be returned to the Licensing Team immediately, and in any case within no more than 48 hours of notification of the decision.

5.6 Prosecution

- 5.6.1 The Authority shall prosecute licence holders for relevant offences in accordance with the statutory Regulator's Code and the Authority's Enforcement Policy.

5.7 Complaints

- 5.7.1 Complaints regarding licensed drivers, operators and vehicles can be reported to the Authority Licensing Team. All complaints will be investigated by an Authorised Officer in accordance with our service standards and enforcement policy.

PART 6 OFFENCES

- 6.1.1 The Authority has had regard to the Department for Transport Statutory Taxi & Private Hire Vehicle Standards (July 2020) and the Institute of Licensing "Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades" in formulating its policy. The Authority's Convictions Policy is detailed in **Appendix D**.
- 6.1.2 The Convictions Policy will apply to new and renewal applications and where applicable; transfers for drivers and operators, when reviewing an existing licence and decisions to suspend or revoke a licence.

PART 7 DELEGATED POWERS

7.1 Licensing Committee

- 7.1.1 The Licensing Committee of the Authority is responsible for the management of the Hackney Carriage and Private Hire Licensing regime in the district, along with the formulation and review of its policy in this regard.
- 7.1.2 The Licensing Committee of the Authority has delegated its authority to act as authorised officer and authorise officers to act for the purposes of licensing hackney carriage and private hire vehicles under the provisions of the 1976 Act and the Town Police Clauses Act 1847 and exercise the powers of the Authority in respect of specific offences. The full details of the delegated powers can be found in the Authority's Constitution.

PART 8 FARES

8.1 General

- 8.1.1 The Authority has partially deregulated fares, in that proprietors may set their own rates. Prior to charging the deregulated fare, a copy is to be deposited with the Authority.
- 8.1.2 A Hackney Carriage Default Table of Fares ("the tariff") is set by the Authority for those proprietors that do not wish to set their own fees. A copy of the default table of fares will be provided to each applicant.
- 8.1.3 The Authority is able to review the Default Table of Fares annually. Any changes shall be advertised by the Authority in a paper circulating in the district in accordance with legislation.
- 8.1.4 The Authority is not able to set fares for private hire vehicles.
- 8.1.5 When a journey ends outside the district boundaries of the Authority a fare greater than that that would have been shown on the meter may be charged **but only if an agreement has been made with the hirer in advance**.

8.2 Table of Fares

- 8.2.1 A table of fares that has been registered with the Authority, or the Authority's Default Table of Fares, must be displayed in each vehicle so that it is easily visible to all hirers.
- 8.2.2 Private Hire Operators that use licensed vehicles fitted with a fare meter shall provide the Authority with a current table of fares. This table must also be displayed in each private hire vehicle so that it is easily visible to all hirers.

8.3 Receipts

- 8.3.1 Drivers shall, if requested by the passenger, provide written receipts for fares paid.

PART 9 FEES

9.1 Fee Structure

- 9.1.1 The legislation provides that fees charged to applicants should be sufficient to cover the costs of inspecting the vehicles, providing hackney carriage stands (taxi ranks) and administering the regulation of the hackney carriages and private hire trades.
- 9.1.2 The Authority shall review the fee structure annually. Any changes shall be advertised by the Authority in a paper circulating in the district in accordance with legislation.
- 9.1.3 All applications must be accompanied by the appropriate fee.

9.2 Payment Refunds and Transfers

- 9.2.1 Proprietors who change their vehicle part way through the licensing period will be eligible for a credit towards their new vehicle's licence. This will be at a proportion of the annual fee, based on each full day remaining on the licence.
- 9.2.2 Except under exceptional circumstances, drivers or vehicle licences surrendered prior to their expiry shall not be eligible for a refund of the unexpired portion of the licence.

PART 10 HACKNEY CARRIAGE STANDS

- 10.1.1 The purpose of hackney carriage stands is to provide the public with a set location where they can hire a licensed hackney carriage. The stand is the only situation where a hackney carriage may ply for hire in a stationary position and shall be situated in locations where the public most need hackney carriages, for example - adjacent to transport facilities, retail areas and places of employment, entertainment and leisure facilities. Stands are sited so that passengers can board or alight from the vehicle safely. Stands can be for continual or part time use.
- 10.1.2 The provision of hackney carriage stands is not a legal requirement and may be removed or relocated at the discretion of the Authority.
- 10.1.3 Please see the council's website for the current location of the taxi ranks in the South Kesteven area.

APPENDIX A

VEHICLE SPECIFICATION AND CONDITIONS OF LICENCE FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Only those vehicles which comply with the specification detailed below can be granted a hackney carriage or private hire vehicle licence by South Kesteven District Council.

Vehicle Age

An application for a hackney carriage or private hire vehicle licence (other than a limousine or a prestige vehicle) will not be accepted if the vehicle is five years or older. The age of the vehicle will be taken from the date of first registration on the logbook which and must be submitted with all applications. See Part 2, paragraph 2.4 of this policy.

The vehicle will continue to be licensed until it reaches 10 years of age, or 12 years of age for a purpose built taxis, wheelchair accessible vehicles, zero and ultra-low emission vehicles (ULEV)

An ULEV is currently defined as any car or van that emits 75g/km CO₂ or less. It is expected that this definition will change over time, with vehicles requiring lower tail pipe emissions. For the purposes of this policy, the standard that was relevant at the date of first registration of vehicle will be used.

THE SPECIFICATION

1 General

- 1.1 Where vehicles have not been manufactured in the UK or imported by the manufacturer, they shall have an appropriate "Type Approval" which is either an EC Whole Vehicle Type Approval (ECWVTA) or British National Type approval. Vehicles shall not have been altered since that approval was granted. An Individual Vehicle Approval (IVA) may be accepted for wheelchair accessible vehicles. Vehicles presented for approval, and while in use, shall comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof.
- 1.2 No fittings, other than those approved in this policy or required in the twice yearly examination and test by the authorised testing station, may be attached to or carried on the inside or outside of the vehicle.

2 Dimensions

- 2.1 The vehicle shall be of such a size as to enable easy access to the interior of the vehicle by an adult.

3 Body

- 3.1 The vehicle shall have no signs of previous significant accident damage.

- 3.2 The paintwork shall be of a professional finish and be one consistent colour over the whole of the vehicle's bodywork.
- 3.3 The bodywork shall have no untreated or unrepaired body defect or significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered. All rust spots and repairs in excess of 100 millimetres diameter are to have been prepared and repainted with matching colour up to insurance finishing standard.

4 Wheels

- 4.1 The vehicle shall have four road wheels unless agreed by the Licensing Committee.
- 4.2 Space-saver spare tyres, where supplied as standard equipment to the vehicle, will be accepted. Provision shall be made for a standard road wheel to be secured in the vehicle should a space saver tyre be used in an emergency. A vehicle presented for examination and test with a space saver spare tyre in use as a road wheel will fail the test.
- 4.3 Any spare wheel shall conform to construction and use regulations.
- 4.4 A wheel brace and jack to enable the effective change of a tyre and wheel shall be carried, except where Paragraph 4.5 applies.
- 4.5 Where an aerosol inflation and sealant device is supplied with the vehicle as standard by the manufacturer, a spare tyre need not be carried.
- 4.6 If a vehicle is fitted with 'run flat' tyres, the vehicle shall be fitted with a tyre pressure sensor / warning device.

5 Steering

- 5.1 It is recommended that all vehicles should be right hand drive but left hand drive vehicles will be considered.

6 Interior

- 6.1 The interior of the vehicle is to be kept in a clean and tidy condition at all times.

7 Doors

- 7.1 The vehicle shall have a minimum of 4 opening doors that are easily accessible to passengers unless agreed by the Licensing Committee.
- 7.2 All vehicles shall have doors that open sufficiently wide to allow easy access and egress from the vehicle.
- 7.3 All doors shall be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism.

7.4 The interior door handle shall be clearly visible and easily accessible to passengers.

8 Seats

8.1 Vehicles shall have a passenger seating capacity of not less than 3 persons unless agreed by the Licensing Committee.

8.2 Each seat shall be fitted with fully operational seat belts, compliant with British Standards, except where the law specifically provides an exemption.

8.3 Where seat covers are used they shall be properly affixed to the seat so as not to become loose during use. They shall be clean and devoid of damage of any kind.

9 Windows

9.1 Opening windows shall be provided in the rear of the vehicle capable of being opened by the rear seat passengers.

9.2 Vehicle windows shall have visual transmission of light of not less than 70% in respect of windscreens and windows to either side of the driver.

9.3 No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.

10 Heating and ventilation

10.1 Vehicles shall have an efficient heating and ventilation system.

11 Wheelchair carrying facilities

11.1 Any vehicle that has the facility for the carriage of wheelchair(s) and wheelchair passengers shall be fitted with:-

- Approved anchorages that shall be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passengers shall be independent of each other. Anchorages shall also be provided for the safe storage of a wheelchair, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers.
- A ramp or ramps for the loading of a wheelchair and passenger shall be available at all times. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.

11.2 The vehicle shall be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.

- 11.3 Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle shall have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) immediately prior to being first licensed and at each subsequent twice yearly test and be so certified and submitted at the time of renewal.
- 11.4 The Authority has published a list of vehicles designated for the purposes of section 165 of the Equality Act 2010.

12 CCTV Systems

- 12.1 CCTV surveillance systems to assist driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored / recorded. Any such equipment shall be fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver / proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment.

13 Tyres

- 13.1 All tyres, including the spare tyre, shall comply with the vehicle manufacturer's specification.
- 13.2 Re-cut tyres are not acceptable for vehicles that are internationally classified as M1 passenger vehicles and remould tyres shall only be acceptable if they carry a recognised approval marking (BSAU144e) and display:-
- Nominal size;
 - Construction type (e.g. radial ply);
 - Load capacity; and
 - Speed capability.

14 Electrical Equipment

- 14.1 Any additional electrical installation to the original equipment shall be adequately insulated and be protected by suitable fuses.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE CONDITIONS OF LICENCE

15 Examination and test

- 15.1 Before a licence is granted for the use of a vehicle as a hackney carriage or private hire vehicle, the vehicle shall be examined and tested by an Authority approved testing station. Once licensed, the vehicle undergoes a further full examination and test at a vehicle testing station approved by the Authority at 6 monthly intervals.
- 15.2 All vehicles should be routinely serviced to ensure safety. The Authority expects all vehicle proprietors and drivers to undertake planned, preventative maintenance. The purpose of the 6 monthly compliance test carried out by an Authorised garage is to confirm the safety and quality of the vehicle rather than highlight what maintenance needs to be undertaken. The Authorised Officer may issue penalty points under the South Kesteven District Council Scheme for failure to maintain a vehicle in a satisfactory condition. See Appendix J.
- 15.3 Where a licenced vehicle is presented for testing and fails an authorised examination and test, being considered "dangerous" in accordance with the MOT testing defect categories, it must not be driven from the date of that test regardless of whether or not the previous certificate has expired. A suspension notice will be issued and will not be lifted until the vehicle has undergone a further test at the proprietors expense and been passed fit for use by the Authority. If the defect is not repaired within 2 months from the service of the suspension notice, the vehicle licence maybe revoked by the Licensing Committee.
- 15.4. Where a licensed vehicle is presented for testing and fails an authorised examination test and the defect is considered "major" **and** it is deemed unsafe as a passenger vehicle by the vehicle examiner, regardless of whether or not the previous certificate has expired, this may result in the vehicle proprietor being issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. The suspension will not be lifted until the vehicle has undergone a further test, at the proprietor's expense, and been passed as fit for use by the Authority. If the defect is not repaired within 2 months from the service of the suspension notice, the vehicle licence maybe revoked by the Licensing Committee.

16 Licence Identification Plates

- 16.1 The proprietor of a hackney carriage or private hire vehicle shall fix, to the vehicle, licence identification plates of the size, colour, design and type supplied by the Authority.
- 16.2 The proprietor shall ensure that the licence identification plate is securely fixed to the rear exterior of the hackney carriage or private hire vehicle in such a position as the vehicle registration plate is not obscured, with the particulars thereon facing outwards and in such a manner and place that the licence is clearly visible from the highway and by other road users. The plate must not be placed on or in the rear window of the vehicle.

- 16.3 Prestige/Executive vehicle operators who have applied for and been granted a dispensation by the Authority to display a licence identification plate on the rear of the vehicle, shall carry a copy of the dispensation in the vehicle at all times and this shall be produced to an Authorised Officer/Police Officer on request.
- 16.4 The proprietor shall ensure that an approved holder displaying a hackney carriage or private hire driver badge and a vehicle licence identification card, as supplied by the Authority, is displayed in a position for all passengers to clearly see.
- 16.5 The proprietor shall ensure that no licence identification plate be displayed other than the plates issued by the Authority, and the said plate shall be displayed only on the vehicle to which it relates.
- 16.6 The licence plate(s) shall remain the property of the Authority and shall be returned to them within seven days, following the service on the proprietor of an appropriate notice by the Authority and in the event of the hackney carriage or private hire vehicle licence ceasing to be in force in respect of the vehicle.

17 Signs and Notices

- 17.1 Vehicles shall not display roof signs or allow any other signs or advertising below roof height without the prior approval of the Authority.
- 17.2 On the dashboard of the vehicle or on the windscreen, in a position for passengers to clearly see, there shall be displayed an internal licence identifying the vehicle licence details as provided by the Authority.
- 17.3 The vehicle shall display "no smoking" signage which complies with the requirements of the Health Act 2006.

18. Receipts

- 18.1 The proprietor of a hackney carriage or private hire vehicle shall ensure that a receipt is given if requested and each receipt shall show as a minimum the following particulars:-
- Date of journey;
 - Details of journey (i.e. where from/to);
 - Badge number of driver; and
 - Amount paid.

19 Luggage

- 19.1 The proprietor shall at all times provide facilities for the conveyance of luggage safely and protected from inclement weather.
- 19.2 Where luggage is stored other than in a boot (e.g. in an MPV), it shall be properly secured.

20 Property

- 20.1 Any property left accidentally in the vehicle by passengers, if not claimed by or on behalf of its owner, shall be taken to a local Police station within 48 hours and reported as 'found property'.

21 Furnishing and maintenance of vehicle

- 21.1 The proprietor shall ensure that the vehicle, all its fittings and equipment at all times when the vehicle is in use or available for hire as a hackney carriage or private hire, is kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986) shall be fully complied with. It is not sufficient to wait until a compliance test to find out if the vehicle is still roadworthy.
- 21.2 Where a separate compartment is provided for passengers, the proprietor shall provide sufficient means by which any person in the compartment may communicate with the driver.
- 21.3 The proprietor shall at all times provide adequate lighting and heating for the interior of the vehicle.

22 Advertisements

- 22.1 Licensed vehicle proprietors will be permitted, subject to prior approval of the Authority, to display signs, advertisements, notices or other markings on the outside of their vehicle. However they shall be subject to the following conditions:
- All advertisements shall comply with the Committee of Advertising Practice Codes or successor body;
 - No advertisement shall relate to or advertise alcohol, smoking materials or be of a political or religious nature, organization or campaign;
 - Advertising will be 2 dimensional in design and limited to the front and rear door panels;
 - Any damaged or disfigured advertisement signs shall be immediately removed.

23 Communication Devices

- 23.1 Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus shall be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are in use.
- 23.2 Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.
- 23.3 No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Authority.

24 Auxiliary equipment

- 24.1 Any auxiliary equipment that is fitted to a vehicle shall not impede the driver in any way or hinder his/her view, impede or cause hazard to passengers or other road users.

25 Convictions including cautions and fixed penalties

- 25.1 Proprietors shall notify the Authority's Licensing team in writing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty.

26 Change of Address

- 26.1 The proprietor and drivers of vehicles shall notify the Authority, in writing, of any change in name and address within seven days of such a change taking place.

Additional requirements for Hackney Carriage Vehicles

27 Taxi Signs

- 27.1 Licensed hackney carriages must carry a roof sign capable of internal illumination with lettering not exceeding 76mm in height on the forward and/or rear faces only. The sign may bear the name of the proprietor and/or the word 'TAXI' and/or the telephone number of the firm and shall be illuminated at all times that the vehicle is available for hire.

28 Taximeters

- 28.1 A licensed hackney carriage vehicle shall be fitted with a taximeter.
- 28.2 The taximeter shall be positioned so that all letters and figures on its face shall be at all times illuminated and plainly visible to any passenger.
- 28.3 The taximeter when standing at a rank or plying for hire shall be kept locked in a position in which no fare is recorded on its face.
- 28.4 When the taximeter is operating there shall be recorded on the face of the meter in clearly legible figures a fare not exceeding the maximum fare that shall be charged for a journey.
- 28.5 If the taximeter has been altered for whatever reason, the proprietor of the vehicle shall forthwith make arrangements for resetting with the approved meter agent.
- 28.6 The vehicle taximeter shall be brought into operation at the commencement of **all** hires and the fare demanded by the driver shall not be greater than that shown on the meter and agreed by this Authority. In the event of a hire ending outside the Authority's boundary, the fare that may be charged for the journey is such fare or rate of fare, if any, as was agreed before the hiring was effected. If no such

agreement was made at the start of the journey then the fare to be charged should be no greater than that that would have been shown on the taximeter.

28.7 Other than a taximeter, there shall be no other device which displays the fare. This is to avoid confusion with customers. Only the meter is to be used to calculate the fare.

29. Table of fares

29.1 The proprietor shall ensure that the current table of fares for that vehicle is on display inside the vehicle at all times and is not concealed from view or rendered illegible.

Additional requirements for Private Hire Vehicles

30. Meters

30.1 If the vehicle is fitted with a meter for recording the fare it shall display and maintain the statement of fares inside the vehicle in such a position as to be clearly visible at all times to the hirer. The statement of fares shall include the following information:

- The minimum hire charge;
- The rate charged per mile;
- Any additional charges.

30.2 The meter shall:-

- be fitted in a position where it is not easily visible from outside the vehicle;
- be checked by an authorized meter agent before it is used;
- not display a "For Hire" sign at any time;
- be fitted in such a position that its figures are clearly visible to passengers and that it is sufficiently illuminated; and
- be fitted to the vehicle so as not to be practicable for any person to tamper with them.

30.3 If a meter is fitted, the fare charged shall not exceed that stated in the statement of fares as displayed in the vehicle unless a rate has been separately agreed between the hirer and the licensed private hire operator at the time of booking and prior to the journey commencing.

30.4 If a meter is installed, there shall be no other device which displays the fare. This is to avoid confusion with customers. Only the meter is to be used to calculate the fare.

31 Trailers and Roof Carriers

31.1 The vehicle may tow a trailer but shall:

- comply with the towing weights specified by the vehicle's manufacturer;

- provide secure and weatherproof storage for luggage;
- display the licence plate on a platform kit at the rear.

31.2 If a roof carrier is to be used for luggage or goods, in addition to normal luggage, it shall be of a type fitted to the guttering or to the roof rails provided by the vehicle's manufacturer.

32 Taxi Signs

32.1 The proprietor of a private hire vehicle shall not display, or suffer or permit to be displayed on a private hire vehicle, any sign or notice which consists of or includes the word TAXI or CAB whether in the singular or plural or FOR HIRE or any word or words of similar meaning or appearances to any one of those words, whether alone or as part of another word.

APPENDIX B

ADDITIONAL CONDITIONS FOR PRIVATE HIRE LIMOUSINES

1. DEFINITION OF A LIMOUSINE

- 1.1 For the purposes of this policy and licence conditions, a stretched limousine is defined as follows: -
- 1.2 A stretched limousine is a motor vehicle that has undertaken a Ford Motor Company Qualified Vehicle Modifier (QVM) or Cadillac Master Coachbuilder (CMC) or an equivalent conversion programme resulting in its lengthening by an additional body section that is:-
- Capable of carrying up to but not exceeding 8 passengers.

2. PRE-LICENSING REQUIREMENTS AND LICENSING CONDITIONS

	Issue	Licence Condition	Justification
1.	Left hand drive vehicles	Permit left hand drive limousines to be licensed.	The majority of stretched limousines are imported from the United States of America and are left hand drive. The Department for Transport has recommended that Authorities should not refuse to licence limousines simply because they have characteristics which contravene their existing policy, i.e. left hand drive.
2.	Sideways Seating	Permit limousines with sideways facing seating to be considered for private hire vehicle licensing, but no seat must be positioned so that it permanently obstructs any door.	A main characteristic of stretched limousines is their sideways facing bench seats. In line with the Department for Transport guidance the Authority will consider the suitability of limousines with sideways seating for licensing.
3.	Signage	Provided that they have received written consent from the Authority - limousines may, in certain circumstances, not be required to display identification signs required by other private hire vehicles.	Signage serves to distinguish private hire vehicles from ordinary saloon cars and to make them clearly identifiable to the public. However, the naturally distinctive appearance of stretched limousines means that they are very unlikely to be confused with a private road user's vehicle or a hackney carriage vehicle.

4.	Tinted Glass	Be no restriction to the level of tint for the glass windows in the passenger compartment. However, tinted glass in the windscreen and front doors shall be restricted to the requirements of the SVA Standards.	It is recognised that the privacy provided by tinted glass in the passenger compartment is a central characteristic of a limousine.
5.	Fare Table/Taximeter	Limousines are not required to display a fare table or contain a taximeter. Any taximeter fitted must be in accordance with the Authority's private hire requirements detailed at item 31 of the policy.	Stretched limousines often do not operate under a fare system as journeys are generally pre-paid in advance based on the length of time they are hired for.
6.	Roadworthiness	Shall hold a valid Single Vehicle Approval (SVA) Certificate or equivalent.	SVA test comprises of a visual examination of a vehicle and certifies its safety and roadworthiness.
7.	Insurance	An appropriate insurance policy must be in place, which covers use of the vehicle for hire and reward.	Some limousines may be operating under insurance policies which do not cover use for hire and reward and take into account that the vehicle has been stretched.
8.	Tyres	The limousine must be fitted with tyres that meet the size, rating and weight specification.	Given the increased weight of the vehicle - tyres of the correct weight and size rating must be used at all times.
9.	Vehicle Testing	The limousine shall be examined twice a year to the appropriate Class MOT standard.	To ensure that limousines licensed by the Authority are maintained to high standards and remain safe.

10.	Maximum Passengers	The limousine's seating capacity must be reduced where necessary to a maximum of 8 passengers.	Authorities can only licence vehicles with a maximum seating capacity of up to 8 passengers.
		Any seats in the driver's compartment, other than the driver's seat, shall not be used to carry passengers.	This is to ensure that passengers are not carried in the front of the vehicle to improve driver and passenger safety.
		The vehicle must not carry more than 8 passengers at any time.	This condition shall be enforced by Authorised Officers performing random inspections of licensed vehicles.
		In any advertisement publicising their limousine service, the operator must state that the vehicle is only licensed to carry 8 passengers.	To inform customers of the maximum carrying capacity of the vehicle.
11.	Seat Belts	Seatbelts must be fitted to all seats and must be worn at all times by passengers whilst the vehicle is in motion.	In accordance with Road Vehicles (Construction & Use) Regulations 1986.
12.	Alcohol	Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the retail sale and supply of alcohol.	To comply with alcohol licensing requirements and to safeguard public safety.
		Alcohol shall only be served while the vehicle is stationary. Whilst the vehicle is in motion the receptacle shall be placed in a secure holder.	Public safety

		If the passengers are below the age of 18 years, then no alcohol shall be permitted in the vehicle for consumption in the vehicle.	Protection of children from harm
		Any glassware in the vehicle must be made of strengthened glass. Use of polycarbonate vessels should be considered.	Public safety
13.	Entertainment	The driver shall not play or permit the performance of any media that, given its age classification or content, is unsuitable for the age of any of the passengers in the vehicle.	To safeguard children and vulnerable adult passengers from viewing unsuitable material.
13.	Entertainment (cont.)	The limousine operator shall ensure that a Performing Rights Society licence is held (if appropriate).	Many limousines have the capability of playing recorded media for the entertainment of customers and so the operator must ensure the appropriate royalties are paid.
		If the limousine parks to provide some form of entertainment to its passengers then a Premises Licence must be in place in accordance with the Licensing Act 2003.	Entertainment regulated under the Act includes recorded TV, video, video games, loudspeakers, or any other activity provided for the passenger's enjoyment.
14.	Authority Notices	The proprietor shall when directed by the Authority, display and maintain any notices in a conspicuous position.	To convey information to passengers where appropriate.

15	Advertisements	No other signs, notices or any other marking will be displayed on or in the vehicle without the written consent of the Authority.	To ensure that any material displayed in the limousine is suitable for public viewing.
16.	Luggage	Ensure that loose luggage is not carried within the passenger compartment of the vehicle.	Passenger safety.
17.	Safety Hammer	Vehicles must be supplied with a safety hammer, capable of being used to break the glass windows of the vehicle and shall be securely located in the driver's compartment but in view and accessible to passengers in an emergency.	Passenger safety.
18.	Identification Badges	An approved holder displaying the private hire vehicle licence, as supplied by the Authority, must be displayed on the dashboard of the vehicle or on the windscreen, in a position for all the passengers to clearly see.	To show that both the driver and vehicle are licensed.
		The licence identification plate, as supplied by the Authority, must be securely fixed to the rear exterior boot lid of the vehicle.	To ensure that driver and vehicle is licensed, however the distinctive appearance of the vehicle will ensure that it will not be confused with a private road vehicle.

19.	CCTV	CCTV is not required, as part of the licensing regime, as it is considered that they are best left to the judgment of the owners and drivers themselves. The trades are, however, encouraged to consider the installation of CCTV in their vehicles on a voluntary basis.	Driver and passenger safety.
20.	Sunroof/Ceiling	If fitted - any sunroof switch to be isolated so that it cannot be operated by passengers. Any mirrored or glass ceiling or fixtures shall be made of strengthened glass.	Driver and passenger safety.
21.	Interior	Adequate illumination shall be provided in the passenger compartment.	Passenger safety.
22.	Doors	All doors shall be capable of being opened from inside as well as from outside the vehicle.	To enable access/egress.
23.	Communication	A means of two way communication between the driver and passengers shall be installed to the satisfaction of the Authority.	Passenger and driver safety.

3 DRIVER AND OPERATOR LICENSING REQUIREMENTS

- 3.1 In addition to the limousine being licensed as a private hire vehicle with the Authority, the limousine operator is required to hold a Private Hire Operators' Licence with the Authority.
- 3.2 All bookings for a limousine licensed as a private hire vehicle must be booked through the licensed Private Hire Operator.
- 3.3 Once licensed as a private hire vehicle the limousine can only be driven by a licensed private hire driver (this licence must also be issued by the Authority).

APPENDIX C

APPLICATION PROCEDURES

1. Application Procedures – Vehicles

- 1.1 Vehicle proprietors shall make arrangements directly with the Authority approved vehicle testing stations to have vehicles examined and tested.
- 1.2 Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle is in good condition, i.e. mechanically sound; bodywork satisfactory.
- 1.3 In respect of renewal applications, vehicles shall not be examined more than 4 weeks before their licence is due to expire. However, it is recommended the examination and test is arranged at least 7 days prior to the application appointment in case the vehicle examination identifies the need for repair work and re-testing which can then be undertaken prior to the expiry of the licence.
- 1.4 Vehicle proprietors may be subject to a recharge fee by the vehicle testing station in respect of vehicles that fail the vehicle test and undergo a second examination and test.
- 1.5 If the 6 monthly compliance test is not carried out on or before the expiry date, the licence will be deemed to have expired. This means that it will be treated as a new application subject to it still meeting the age specification.
- 1.6 When submitting an application the following documents **MUST** accompany the completed application form:-
 - (i) **DVLA Vehicle Registration Certificate** (which must show the applicant is the registered keeper of the vehicle) or a bill of sale identifying the vehicle, seller and purchaser as long as this is accompanied by the part of registration certificate showing the year of registration of the vehicle;
 - (ii) **Valid Certificate of Insurance;**
 - (iii) **Compliance Certificate;**and additionally for stretched limousines:
 - (iv) **Individual Vehicle Approval Certificate (IVA) or Single Vehicle Approval Certificate (SVA).**

2. Application Procedures – Drivers

- 2.1 Applications for hackney carriage or private hire driver licences may be made at any time of the year. Applicants shall hold a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA).

- 2.2 Applicants shall have held a full UK, EC or EEA driving licence for at least 12 months and be aged 18 years or over.
- 2.3 Holders of EC or EEA driving licences must register their non GB driving licence with the DVLA. Alternatively, they may elect to exchange the licence for a GB licence.
- 2.4 All driving licences will be checked annually with the DVLA. Licenses are required to provide the necessary "check code" to the Licensing Team.
- 2.5 An Enhanced DBS is required with all new applications and a check made by licensing officers every 6 months for existing drivers. Following the implementation of this policy, all existing drivers will be required to subscribe to the DBS Update Service at their next scheduled DBS certificate check and maintain the subscription throughout the currency of their licence.
- 2.6 The applicant will be required to provide a range of original documents to prove their identity for the Enhanced DBS certificate application. Details of acceptable identification are detailed on the Government website: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>
- 2.7 Where an applicant who has, from the age of 10 years, spent 6 continuous months or more living outside the United Kingdom, they will be required to provide a Certificate of Good Conduct from the Embassy of every country where they have lived other than the UK (after the age of 10 years old). This must be no older than 3 months at time of presentation. The Certificate of Good Conduct must be obtained and translated into English at the applicants own expense.
- 2.8 Applicants shall make a declaration that they have a statutory right to work in the UK and any applicant that has a limited right to work shall not be issued a driver licence for a period longer than that limited period.
- 2.9 Applicants shall provide the Authority with the prescribed medical examination form completed by their own General Practitioner (GP), or a Doctor who has access to the applicant's medical history, on first application and every 3 years thereafter until aged 65 years. Once the driver has reached the age of 65 years or if they have a relevant medical condition, an annual medical will be required thereafter. The applicant will be responsible for paying the fee for the examination to the relevant surgery and for ensuring all sections are completed in full by their GP. The certification must be less than three months old.
- 2.10 Applicants who are required to undertake annual medical examinations will only be issued a licence for a 1 year period.
- 2.11 The application will not be accepted unless it is complete and with all the relevant documentation.
- 2.12 All applications must be submitted **IN PERSON** at one of the Authority's offices. This is to enable the applicants identity to be verified and a photograph to be taken for the driver identification badge.

3. Driver Qualifications

3.1 Introduction

3.1.1 New driver applicants must demonstrate an understanding of this policy and must successfully pass all the following elements before a licence can be granted:

- A basic arithmetic test based on calculating change
- A local knowledge test of the area the district, focused on the area they propose to work in (Hackney Carriage only)
- An English language skills test (where unable to produce evidence of previous qualifications, see section 3.2)

3.1.2 First time applicants having more than 6 points (both current and expired accrued over a 4 year period) on their DVLA Driving Licence are required to pass the Lincolnshire Road Safety Partnership assessment prior to the granting of the licence.

3.2 Driver Competency Tests

3.2.1 All new drivers will be required to pass a basic arithmetic test aimed at challenging their ability to calculate change. The pass mark is 100%.

3.2.2 Applicants for Hackney Carriage or Dual Licences will be required to undertake a practical local knowledge test aimed at testing their knowledge of the local area including locations of interest e.g. railway station etc and main routes. The pass mark is 80%.

3.2.3 Applicants who can demonstrate (by producing the original certificate and/or examination transcript) that they have previously passed a relevant qualification taught and examined in English will not be required to undertake the English-language skills test.

3.2.4 It is not possible to provide an exhaustive list of all the qualifications that will be accepted - however, typical examples may include:

- GCSE or GCE O-level (grade C or higher) or Scottish Intermediate 2
- GCE A-level or Scottish Higher
- NVQ, BTEC, City and Guilds or similar vocational qualification (level 2 or higher)
- Higher education award (for example a degree, HND or HNC)
qualification equivalent to any of the above, issued by a recognised examining body in an English-speaking country other than the UK a TOEFL, IELTS or ESOL qualification at CEFR level B2 or higher

3.2.5 The Authority requires qualifications which include a significant amount of verbal or written content in the English language. In all cases, the Authorised Officer's decision as to whether to accept a qualification not listed above will be final. If a candidate does not hold one of these qualifications, or cannot produce acceptable

evidence of the qualification, they will be required to undertake the speaking and listening assessment.

- 3.2.6 The assessment involves a speaking and listening assessment provided by a specialist external company which must be undertaken over the telephone at the Council offices. At the end of the test, a report will be produced (a copy of which will be provided to the applicant), with a score indicating overall ability. The applicant will also be graded separately on sentence usage, vocabulary, fluency and pronunciation, all of which will contribute to the overall score.
- 3.2.7 The Authority requires applicants to score at least 58 out of 80. This indicates that the candidate is a confident English speaker (equivalent to level B2 on The Common European Framework of Reference for Languages (CEFR) scale). Speech is generally fluent and intelligible, the applicant is able to speak fluently on a range of everyday topics and give and understand most instructions.
- 3.2.8 The applicant must have attempted all relevant elements of the competency test within one month of the Authority receiving the Enhanced DBS Disclosure Certificate.
- 3.2.9 There is no limit on the number of times the test can be taken, however, the applicant must pay the appropriate fee on each occasion (for tests and re-tests) so is advice to consider whether they require any form of training to improve their skills before taking or re-taking the test.
- 3.2.10 The English language skills test does not apply to existing drivers. However, any existing licensed driver may be required to undertake the assessment (at their own expense) where the Authorised Officer believes there are reasonable grounds to require assessment. Reasonable grounds would include instances where authorised officers have identified through enforcement activity or a substantiated complaint that a driver may have insufficient English language proficiency. Where an existing licensed driver fails the assessment, they will be referred to the Licensing Committee, this may result in a licence being suspended or revoked.
- 3.2.11 The practical local knowledge test will be undertaken in the area of the district where the expects to primarily operate. Where authorised officers have identified through enforcement activity or a substantiated complaint that an existing licensed driver may not have adequate knowledge of the area, they will be required to re-take the test at their own expense. Where an existing licensed driver fails the assessment, they will be referred to the Licensing Committee, this may result in a licence being suspended or revoked.

4 Existing Drivers

4.1 Driver renewals

- 4.1.1 Drivers who allow their licence to lapse for a period of less than 28 days, will be considered as a returning driver but will not be able to drive until the licence has been issued. They will also accrue penalty points.

- 4.1.2 All previously licensed drivers whose licences have expired for more than 28 days shall be treated as a new driver and may be required to undertake all the tests and other requirements applicable to a new driver.
- 4.1.3 Existing drivers with more than 8 points on their DVLA Driving Licence will be required to pass the LRSP hackney carriage or private hire vehicle practical driver's test within 3 months of acquiring the points or have their licence automatically suspended. In accordance with the DVLA guidelines and for the purposes of the 'fit and proper' test (sec 51, 1976 Act in respect of private hire drivers and sec 59, 1976 Act in respect of hackney carriage drivers), the points remain accountable for four years.
- 4.1.4 The Authority will carry out an annual check of DVLA licence records. Drivers must provide the relevant check code to enable this.
- 4.1.5 The applicant is required to subscribed to the DBS Update Service throughout the currency of their licence. Where an individual fails to renew their subscription they will be required to apply for a new Enhanced DBS check and register for the update service again.

5 The Consideration of Applications

- 5.1 The Authority must receive sight of the Enhanced Disclosure from the DBS. This must be submitted in a sealed envelope, marked private and confidential, for the attention of the Licensing Team. This will be viewed by an Authorised Officer who is a Counter Signatory or Lead Signatory for the DBS.
- 5.2 The Authority will not accept portability of DBS certificates that have been obtained through a different authority unless all relevant checks e.g. the Barred List checks have been obtained.
- 5.3 If satisfied from the information available that the applicant is a fit and proper person to hold a licence, the Authorised Officer has delegated power to grant the application and issue a licence.
- 5.4 A driver badge will be issued which shall remain the property of the Authority and must be surrendered if the driver licence is suspended or revoked by the Authority.
- 5.5 The badge shall be displayed on the driver's person at all times they are acting as a licensed driver.
- 5.6 If the Authority is not satisfied from the information available that the applicant should be granted a licence, the matter will be referred to the Licensing Committee for a hearing.

APPENDIX D

CONVICTIONS POLICY

1. Introduction

- 1.1 The key consideration of the Authority and the overriding objective in the licensing of hackney carriage and private hire vehicles, drivers, and operators is the safety of the travelling public. The Authority therefore considers its robust approach to convictions and motoring convictions to be fully justified.
- 1.2 This policy provides a baseline for consideration of the impact of convictions, cautions or other matters of conduct on whether a person may be considered fit and proper to hold a licence. This policy relates to applications for Hackney Carriage and Private Hire driver's licenses, Vehicle Proprietors licences and Private Hire Operator licences.
- 1.3 Hackney carriage and private hire drivers are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means there are no "spent" convictions and any and all criminal convictions can be taken into account by the Authority in assessing an applicant as fit and proper. Spent convictions can also be taken into account when determining suitability of vehicle proprietors and private hire operators.
- 1.4 The Authority has had regard to the Department for Transport, Statutory Taxi and Private Hire Vehicle Standards, July 2020 in preparing this policy

2. General Policy

- 2.1 Matters that have not resulted in a criminal conviction can be taken into account by the Authority. Within this document, any reference to "conviction" will also include matters that amount to criminal behaviour, but which have not resulted in conviction.
- 2.2 Convictions for attempt or conspiracy will be regarded as convictions for the substantive crime. A caution is regarded in exactly the same way as a conviction (because a caution can only be issued following an admission of guilt and is equivalent to a guilty plea on prosecution).
- 2.3 In the case of any new applicant who has been charged with any offence and is awaiting trial, the determination of the licence will be deferred until the trial has been completed or the charges withdrawn. Where an existing licensee is charged the Authority will decide what action to take on a case by case basis in the light of this document.
- 2.4 In all cases, the Authority will consider the conviction or behaviour in question and what weight should be attached to it, and each and every case will be determined on its own merit, in the light of this document.

- 2.5 For the avoidance of doubt, whether a driver was driving a licensed vehicle or not at the time of an offence is not relevant.
- 2.6 Any offences committed, or unacceptable behaviour reported whilst driving a hackney carriage or private hire vehicle, concerning the use of a hackney carriage or private hire vehicle, or in connection with an operator of a private hire vehicle will be viewed as aggravating features, and the fact that any other offences were not connected with the hackney carriage and private hire trades will not be seen as mitigating factors.
- 2.7 There is no evidence which can provide precise periods of time which must elapse after a crime before a person can no longer be considered to be at risk of reoffending, but the risk reduces over time. In light of that, the suggested timescales in this document are intended to reduce the risk to the public to an acceptable level. Time periods are relevant and weighty considerations but are not the only determining factor.
- 2.8 Generally, where a person has more than one conviction, this will raise serious questions about their safety and suitability. Patterns of repeated unacceptable or criminal behaviour are likely to give greater concern than isolated occurrences as such patterns can demonstrate a propensity for such behaviour or offending.
- 2.9 Most applicants or licensees will have no convictions and that is clearly the ideal situation. It is accepted that human beings do make mistakes and lapse in their conduct for various reasons, and it is further accepted that many learn from experience and do not go on to commit further offences. Accordingly, in many cases an isolated conviction, especially if committed some time ago, may not prevent the grant or renewal of a licence.
- 2.10 Driving a taxi or private hire vehicle is not, in itself, a regulated activity for the purposes of the barred list. This means that an individual subject to barring would not be legally prevented from being a taxi or private hire vehicle driver but the licensing authority will take an individual's barred status into account alongside other information available. In the interests of public safety, the Authority will not usually issue a licence to any individual that appears on either the children or adult barred list. Should the Authority consider there to be exceptional circumstances which means that, based on the balance of probabilities they consider an individual named on a barred list to be 'fit and proper', the reasons for reaching this conclusion will be recorded.
- 2.11 Once a licence has been granted there is a continuing requirement on the licensee to maintain their fit and proper person status. Any convictions or other actions which would have prevented them from being granted a licence on initial application will lead to that licence being revoked by the Licensing Committee.
- 2.12 Where an applicant/licensee is convicted of an offence which is not detailed in this guidance, the Authority will take that conviction into account and use this document as an indication of the approach that should be taken.

- 2.13 This document does not replace the duty of the Authority to refuse to grant a licence where they are not satisfied that the applicant or licensee is a fit and proper person. Where a situation is not covered by these guidelines, the Authority will consider the matter from first principles and determine the fitness and propriety of the individual.
- 2.14 Each case will be determined on its own merits. This document provides the general principles relating to the determination of cases which shall generally be followed where convictions are disclosed.
- 2.15 Where an applicant or existing licensee has declared or committed any other offence not listed in this document or the circumstances of the case justify it, an Authorised Officer may refer it to the Licensing Committee for determination.

3. Hackney Carriage and Private Hire Drivers

- 3.1 A driver has direct responsibility for the safety of their passengers and the safety of other road users. They also have significant control over passengers who are in the vehicle. As those passengers may be alone, and may also be vulnerable, any previous convictions or unacceptable behaviour will weigh heavily against a licence being granted or retained.
- 3.2 Where an applicant has more than one conviction showing a pattern or tendency irrespective of time since the convictions, serious consideration will need to be given as to whether they are fit and proper.
- 3.3 In relation to single convictions, the following minimum time periods should elapse following completion of the sentence (or the date of conviction if a fine was imposed) before a licence will be granted

Type of Offence	Minimum Time Period Since Completion of Sentence
Crimes resulting in death or was intending to cause death or serious injury to another person	A licence will not normally be granted
Crime involving, relating to or having any connection with abuse, exploitation, slavery, child sexual exploitation, grooming, psychological, emotional or financial abuse etc. irrespective of whether the victim was an adult or child	A licence will not normally be granted
Illegal sexual activity or any form of indecency*	A licence will not normally be granted
Violence or any offence connected with violence	10 years
Possession of a weapon or other weapon related offence	7 years
Crimes involving or connected with discrimination in any form	7 years
Dishonesty, or any offence where dishonesty is an element of the offence	7 years

The supply of drugs, or possession with intent to supply or connected with intent to supply	10 years
Possession of drugs, or related to the possession of drugs	5 years and may have to undergo testing at own expense to demonstrate not using controlled drugs
Drink driving or driving under the influence of drugs	7 years and may have to undergo testing at own expense to demonstrate not using controlled drugs
Using a hand-held mobile phone or hand-held device while driving	5 years since completion of sentence or driving ban imposed whichever is the later
Minor traffic or vehicle related offences (see 3.4.1 and 3.4.2)	Where an applicant has 7 or more points on their DVLA licence, a licence will not normally be granted until at least 5 years
Major traffic or vehicle related offences (see 3.4.3)	7 years
Convictions concerned or connected to hackney carriage or private hire activity (excluding vehicle use)	7 years
Convictions for any offence which involved the use of a vehicle (including hackney carriages and private hire vehicles)	7 years

*in addition to this, a licence will not normally be granted to any applicant currently on the Sex Offenders Register or any 'barred' list

3.4 Other Motoring Convictions and Offences

3.4.1 Hackney carriage and private hire drivers are professional drivers charged with the responsibility of carrying the public. Any motoring conviction demonstrates a lack of professionalism and will be considered seriously. It is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence would not prohibit the grant of a licence or may not result in action against an existing licence. Subsequent convictions reinforce the fact that the licensee does not take their professional responsibilities seriously and is therefore not a safe and suitable person to be granted or retain a licence.

3.4.2 A minor traffic or vehicle related offence is one which does not involve loss of life, driving under the influence of drink or drugs, driving whilst using a mobile phone, and has not resulted in injury to any person or damage to any property (including vehicles). Where an applicant has 7 or more points on their DVLA licence for minor traffic or similar offences, a licence will not normally be granted until at least 5 years have elapsed since the completion of any sentence imposed.

3.4.3 A major traffic or vehicle related offence is one which is not covered above and also any offence which resulted in injury to any person or damage to any property

(including vehicles). It also includes driving without insurance or any offence connected with motor insurance. Where an applicant has a conviction for a major traffic offence or similar offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

4. Private Hire Operators

- 4.1 A private hire operator ("an operator") does not have direct responsibility for the safety of passengers, other road users or direct contact with passengers who are in the private hire vehicle (except where they are also licensed as a private hire driver). However, in performing their duties they obtain and hold considerable amounts of personal and private information about their passengers which must be treated in confidence and not revealed to others, or used by the operator or their staff for criminal or other unacceptable purposes.
- 4.2 As with drivers, where an applicant has more than one conviction, serious consideration will need to be given as to whether they are a safe and suitable person.
- 4.3 As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards will be applied to operators as those applied to drivers, which are outlined above.

5 Vehicle Proprietors

- 5.1 Vehicle proprietors (both hackney carriage and private hire) have two principal responsibilities. Firstly, they must ensure that the vehicle is maintained to an acceptable standard at all times and; they must ensure the vehicle is not used for illegal or illicit purposes.
- 5.2 As with drivers, where an applicant has more than one conviction, serious consideration will need to be given as to whether they are a safe and suitable person to be granted or retain a vehicle licence
- 5.3 As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards will be applied to proprietors as those applied to drivers, which are outlined above.

APPENDIX E

PRIVATE HIRE DRIVER LICENCE CONDITIONS

1. Conduct of Driver

- 1.1 The holder of a Private Hire Driver's Licence ("the driver") shall comply with the following conditions:
- a) The driver shall be respectably dressed and clean and tidy in appearance.
 - b) The driver shall, at all times when acting in accordance with the driver's Licence granted to them, wear such badge as supplied by the Authority in such position and manner as to be plainly and distinctly visible at all times. The driver shall not allow the badge to be used by any other person or cause or permit any other person to wear it. On termination or surrender of the driver's Licence, the badge must be returned to the Authority immediately.
 - c) The driver shall behave in a civil, polite and orderly manner at all times in the course of carrying out their duties as a licensed driver and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
 - d) The driver shall not wilfully or negligently cause or permit the vehicle licence plates to be concealed from public view.
 - e) The driver who has agreed or has been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at such appointed time and place.
 - f) The driver, when hired to drive to a particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest route.
 - g) The driver shall not convey, or permit to be conveyed, in such vehicle any number of persons greater than the number of persons specified in the licence and also referred to on the vehicle licence plate.
 - h) The driver shall convey a reasonable amount of luggage and provide reasonable assistance in loading and unloading luggage.
 - i) The driver shall not solicit, by calling out, or otherwise importune any person to hire or be carried for hire, and shall not accept an offer for the hire of the vehicle except where that is first communicated to the driver by the Operator.
 - j) The vehicle shall be presented in a clean and tidy condition for each journey.

- k) The private hire vehicle shall only be driven by a licensed private hire driver who has the consent of the proprietor of the vehicle.
- l) The driver shall comply with any hirer's request not to drink or eat in the vehicle or play any radio or sound equipment which is not connected with the operation of the business.
- m) The driver shall not operate the horn as a means of signalling that the vehicle has arrived for a hire.

2. Fares and journeys

- 2.1 The operator of a private hire vehicle may make their own agreement with the hirer as to the fare for a particular journey.
- 2.2 The driver shall, if requested by the hirer, provide a written receipt for the fare paid. Each receipt should show the date of journey, driver badge number and amount paid.
- 2.3 If the private hire vehicle is fitted with a taximeter, then the driver of the vehicle shall, unless the hirer expresses at the commencement of the journey their desire to engage by time, bring the meter into operation at the commencement of the journey:
 - (i) Bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word 'HIRED' is legible on the face of the taximeter before beginning a journey for which a fare is charged for distance and time, and keep the machinery of the taximeter in action until the termination of the hiring;
 - (ii) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer; and
 - (iii) not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a fare meter, the fare shown on the face of the meter.

3. Duties of Licence Holder

- 3.1 The driver's licence must be made available for inspection, on request, by an Authorised Officer/Police Officer.
- 3.2 The Private Hire Driver's Licence or copy thereof must be presented to the proprietor/operator at the beginning of employment.
- 3.3 All licences and badges issued remain the property of the Authority at all times. They must be returned forthwith when employment as a licensed driver ceases, or

if the licence expires and is not renewed, or where the licence is suspended or revoked.

- 3.4 The driver must notify the Authority in writing, within 7 days, of any change of name or address.
- 3.5 The driver must notify the Authority, in writing, within a period of 48 hours, of any conviction for a criminal offence, motoring offence or receipt of a police caution or fixed penalty imposed whilst the licence is in force.
- 3.6 The driver shall report an accident in a private hire vehicle within 72 hours of the occurrence, where damage materially affects the safety, performance and appearance of the licensed vehicle, or the comfort or convenience of persons carried.
- 3.7 The driver shall keep a copy of these driver conditions in the licensed vehicle being used by that driver.
- 3.8 The driver shall inform the Authority, in writing, immediately, of any deterioration in health or injury that would affect their ability to drive a private hire vehicle.

4. Found Property

- 4.1 A driver shall, after the termination of each hiring or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left therein. Any item(s) found should be handed in as soon as possible, and in any event within 48 hours, to the nearest Police Station and left in the custody of an Authorised Officer on their giving a receipt for it.

5. The Carriage of Animals

- 5.1 A driver shall not carry, in a private hire vehicle whilst being hired, any animal which belongs to or is being looked after by themselves, the proprietor or operator of the vehicle.
- 5.2 Animals in the custody of passengers may be carried, at the driver's discretion, provided they are restrained in a safe manner.
- 5.3 A driver shall, however, carry assistance dogs. Assistance dogs include guide dogs for the blind or partially sighted, hearing dogs for the hard of hearing, and other assistance dogs which assist disabled people with a physical impairment.
- 5.4 Any driver with a medical condition, which may be exacerbated by such dogs, may apply to the Authority for exemption from the condition in paragraph 5.3. A certificate of exemption will be supplied on production of suitable medical evidence.

6. Wheelchair Accessible Vehicles

6.1 All drivers of wheelchair accessible vehicles must:

- Be fully conversant with the correct method to operate ramps, lifts and wheelchair restraints that can be fitted to the vehicle;
- ensure that all wheelchairs are firmly secured to the vehicle using an approved restraining system and that the brakes of the wheelchair have been applied prior to the vehicle setting off; and
- ensure that any wheelchairs, equipment and passengers are carried in such a way that no danger is likely to be caused to any passenger, in accordance with the Road Vehicles (Construction & Use) Regulations 1986.

APPENDIX F

HACKNEY CARRIAGE BYELAWS

Made under section 68 of the Town Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the South Kesteven District Council with respect to hackney carriages in that district.

Interpretation

1. Throughout these byelaws "the Council" means the South Kesteven District Council and "the district" means South Kesteven.

Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be marked on the outside and inside of the carriage, on plates affixed thereto supplied by the Council.
- (b) A proprietor or driver of a hackney carriage shall:-
 - (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - (ii) not cause or permit the carriage to stand or ply for hire with any such plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided

3. The proprietor of a hackney carriage shall:
 - (a) provide sufficient means by which any person in the carriage may communicate with the driver;
 - (b) cause the roof or covering to be kept water-tight;
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
 - (d) cause the seats to be properly cushioned or covered;
 - (e) cause the floor to be provided with a proper carpet, mat or other suitable covering;
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;

- (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use; and
 - (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
4. The proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained as to comply with the following requirements, that is to say:-
- (a) the taximeter shall be fitted with a device the operation of which will bring the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b) such device shall be capable of being locked in such a position that the taximeter is not in action and that no fare is recorded on the face of the taximeter;
 - (c) when the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
 - (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
 - (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
 - (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges

5. The driver of a hackney carriage provided with a taximeter shall:
- (a) when standing or plying for hire, keep the device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the taximeter into action by operating the device, so that the word "HIRED" is legible on the face of the taximeter and keep the taximeter in action until termination of the hiring; and

- (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also any other time at the request of the hirer.
6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:
- (a) proceed with reasonable speed to one of the stands appointed by the Council;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
12. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
13. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
- (a) convey a reasonable quantity of luggage;

- (b) afford reasonable assistance in loading and unloading; and
- (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.

Provisions fixing the rates or fares to be paid for hackney carriages within the district, and securing the due publication of such fares

- 14. The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate of fare prescribed by the council, the rate or fare being calculated by distance and time unless the hirer express at the commencement of the hiring his desire to engage by time.
- 15. Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance and time, the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the Authority which it may not be possible to record on the face of the taximeter.
 - (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures
 - (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof

- 16. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
- 17. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:
 - (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to a police station in the district and leave it in the custody of the officer in charge on his giving a receipt for it; and
 - (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the police station, whichever be the greater) but not more than five pounds.

Penalties

18. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale and in the case of a continuing offence to a further fine not exceeding two pounds each day during which the offence continues after conviction therefore.

Repeal of Byelaws

19. The byelaws relating to hackney carriages which were made by the Grantham Borough Council on the 1st day of September 1953 and which were confirmed by one of Her Majesty's Principal Secretaries of State on the 16th day of February 1954 are hereby repealed.

Given under the Common Seal of the South Kesteven District Council this eighth day of June 2000.

The Common Seal of the
SOUTH KESTEVEN DISTRICT COUNCIL
was hereunto affixed in the presence of:-

J G Bishop, Head of Administration

(SEAL)

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into force on the 1st day of January 2001.

E C Neve

Signed by authority of the Secretary of State

APPENDIX G

CODE OF GOOD CONDUCT – This code of conduct will be issued as a separate document to all drivers on application or renewal.

This Code should be read in conjunction with the other statutory and policy requirements set out in this document. By accepting their licence, the holder is deemed to have accepted the terms and conditions.

1 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Hackney carriage and private hire drivers ("drivers") are in a position of trust in respect of the safety and welfare of their passengers. The Authority, through its licensing team and committees, have to ensure that all drivers are 'fit and proper' to undertake their work as drivers and they are also ambassadors for the South Kesteven District. It is essential that the council and drivers work together to ensure members of the public are treated with dignity and respect and any concerns are reported.

On occasions, drivers may become aware of or have suspicions that their passengers may be the victim of abuse, neglect or exploitation either sexual or otherwise, or at risk of becoming a victim. In addition, drivers themselves can be accused of misconduct or inappropriate behaviour through the misinterpretation of the driver's action or conversation.

South Kesteven District Council has introduced this **Code of Conduct** which is aimed at providing the best possible service by protecting both passengers and drivers, ensuring that concerns, suspicions of abuse, neglect or exploitation can be reported and therefore minimise the risk of misunderstandings.

Drivers are expected to comply with this Code of Conduct. Failure to do so may result in the driver being referred to Committee to explain to Councillors the circumstances surrounding any incident. Where there is a repeated and/or serious failure to comply drivers can expect to have their licence suspended or revoked.

It should be noted that the code does not over-ride any obligations that are enshrined in legislation, licence conditions or contractual obligations, such as County Council contracts under the Green Badge scheme.

Drivers should:

- Place the safety and well-being of passengers before any personal or commercial goals and before loyalty to friends;
- respect all individuals, regardless of age, developmental stage, disability gender, sexual orientation, gender reassignment religion/belief, language spoken, race or ethnicity.

Be aware of:

- The importance of the use of appropriate language;
- Be aware of the vulnerability of children and some adults, and of passengers with additional needs, be they adults or children;
- Any instruction given about the care or first aid requirements of a passenger
- The caution necessary in dealing with passengers in distress;
- Personal beliefs and standards, including dress and religion;
- Passengers misreading situations;
- The use of social networking sites such as Facebook and Twitter. These are public websites and therefore passengers conveyed may access a driver's site. Ensure you use the appropriate privacy settings to avoid passengers viewing your social media sites.

Should never:

- Become over-friendly in any way with passengers or engage in any form of relationship, infatuation, crush or show favouritism;
- Touch a passenger, unless in an emergency situation, or if required to do so because of the additional needs of the passenger.
- Administer medication unless a specific request has been made by the hirer;
- Photograph or video passengers in your care unless used in compliance with data protection legislation and any relevant codes of practice issued by the Home Office or Information Commissioner's Office;
- Engage with passengers through social networking sites (such as Facebook and Twitter), instant messengers (such as MSN) or any other online communication software such as mobile phone applications or video games;
- Phone or send text messages to passengers other than directly concerning the hiring of your vehicle;
- Swear, make personal or humiliating comments, or tell inappropriate jokes;
- Offer or accept sweets, cigarettes or gifts of any sort;
- Stop anywhere other than the specified pick up/drop off points other than at the request of the hirer;
- Show passengers videos or pictures on your mobile phone or any other electronic device;
- **Refuse to carry any passenger without reasonable excuse.**

Safeguarding:

If a driver has concerns or suspect abuse, neglect or exploitation of a passenger then these should not be ignored. If there are any doubts or concerns about the way someone is being treated, it is important to report this. The safeguarding of children and vulnerable adults is everybody's business. Remember that information could help a vulnerable child or adult.

If a driver is working under a Lincolnshire County Council contract then those procedures set out in the Driver and Passenger Assistant Pack should be followed alongside any training received by the driver.

Otherwise the following procedures should be complied with in reporting any information or suspicions you may have of anyone being subject to abuse, neglect or exploitation:

Action to be taken if you have concerns

- If your concerns are of an urgent matter or you believe that a crime has been committed and there is an immediate risk of danger, telephone the police on **999 or 112** (from a mobile).
- If you are suspicious or are concerned that a child or an adult is suffering or is likely to suffer significant harm, including any form of mistreatment, abuse, neglect or exploitation but is not of an urgent matter, please call the Lincolnshire Safeguarding Customer Service Centre on **01522 782111 for children or 01522 782155 for adults**.
- If you would prefer to speak to the police on a non-urgent matter then call them on **101** and follow directions for the Lincolnshire Police.

2 Responsibility to the Trade

Licence holders shall endeavour to promote the image of the hackney carriage and private hire trades by:

- complying with this Code of Good Conduct;
- complying with all the conditions of their licence, byelaws and the Authority's Hackney Carriage and Private Hire Licensing Policy;
- behaving in a civil, orderly and responsible manner at all times.

3 Responsibility to Clients

Licence holders shall:

- maintain their vehicle(s) in a safe and satisfactory condition at all times;
- keep their vehicle(s) clean and suitable for hire to the public at all times;
- attend punctually when undertaking pre-booked hires;
- assist, where necessary, passenger into and out of the vehicle;
- provide reasonable assistance to passengers with their luggage.

4 Responsibility to Residents

To avoid nuisance to residents when picking up or waiting for a fare, a driver shall:

- not sound the vehicle's horn illegally between 11.30pm and 7.00am or from a stationary vehicle, except when another road user poses a danger);
- keep the volume of music media player media systems and VHF radios to a minimum;
- switch off the engine if required to wait; and
- take whatever additional action is necessary to avoid disturbance to residents of the neighbourhood, which might arise from the conduct of their business.

5 Responsibilities at Ranks and Offices

Licence holders shall:

- rank in an orderly manner and proceed along the rank in order and promptly;
- remain in attendance of their vehicle;
- not allow their music media players or VHF radios to cause disturbance to residents of the neighbourhood; and
- take whatever additional action is necessary to avoid disturbance to residents of the neighbourhood which might arise from the conduct of their business.

6 General

Drivers shall:

- pay attention to personal hygiene and dress so as to present a professional image to the public;
- be polite, helpful and fair to passengers;
- drive with care and due consideration for other road users and pedestrians;
- obey all Traffic Regulation Orders and directions at all times;
- not consume alcohol immediately before or at any time whilst driving or being in charge of a hackney carriage or private hire vehicle;
- not drive while having misused legal or taken illegal drugs;
- fulfil their responsibility to ensure that adequate rest periods are taken during and after the working day;
- not eat in the vehicle in the presence of customers; and
- respect officers at authority offices and elsewhere during the normal course of their duties.

APPENDIX H

PRIVATE HIRE OPERATOR LICENCE CONDITIONS

1 Standards of Service

The Operator shall:

- 1.1 Provide a prompt, efficient and reliable service to members of the public at all reasonable times;
- 1.2 Ensure that, their office staff behave in a civil and orderly manner at all times;
- 1.3 Ensure that, when a vehicle has been hired, it arrives punctually at the appointed place unless delayed by unforeseen circumstances;
- 1.4 Ensure that premises provided for the purpose of hiring or waiting are kept clean, adequately lit, heated and ventilated;
- 1.5 Ensure that any waiting area provided has adequate seating facilities and, if provided, any telephone facilities are in good working order.
- 1.6 Ensure that any sanitary conveniences and washing facilities provided for customers and/or licensed drivers and vehicle proprietors are placed at readily accessible areas in the building. They and the rooms containing them should be kept clean, be adequately ventilated and lit. Washing facilities should have running hot and cold water, soap and clean towels or other means of cleaning or drying. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

2 Records

- 2.1 Records shall be kept by operators in a suitable form that does not permit backdating and in a format easily able to be inspected by an Authorised Officer/Police Officer.
- 2.2 Extracts of the records shall be provided to or made available to be taken away by Authorised Officers/Police Officers.
- 2.3 All booking records maintained by the operator shall be kept for at least 12 months after entry and shall be produced for inspection, on request, by Authorised Officers/Police Officers.
- 2.4 Operators must evidence that they have had sight of a Basic DBS check on all booking and despatch staff. The record must be retained for the duration that the individual remains on the staff register. Should an employee cease to be on the register and later re-entered, a new basic DBS certificate must be requested and sight of this recorded.

3 Bookings

3.1 Prior to each journey, the operator shall enter the following particulars of every booking in the above records (2):

- the date of the booking;
- the name of the hirer;
- the time and date of pick-up;
- the address of the point of pick-up;
- the destination;
- any fare quoted at the time of booking;
- the plate number of the vehicle allocated;
- the badge number (or other identification) of the driver allocated; and
- the details of any booking subcontracted to another South Kesteven District Council licensed operator or hackney carriage in the district.

4 Vehicles

4.1 The operator shall keep a copy of licences issued by the Authority, for private hire vehicles it operates.

5 Drivers

5.1 The operator shall keep a copy of licences issued by the Authority, for drivers it operates.

5.2 The operator shall keep records of the following:-

- driver call signs;
- date of when a new driver begins service; and
- date when a driver ceases service.

5.3 If the operator becomes aware that any driver is suffering from any illness, disability or condition which may affect the driver's ability to drive then they shall inform the Authority immediately.

5.4 The use of a driver who holds a PCV licence and the use of a public service vehicle (PSV) such as a minibus to undertake a private hire vehicle booking is not permitted without the informed consent of the booker.

6 Change of Address

6.1 The operator shall notify the Authority in writing of any change affecting this licence, including change of address (including any address from which they operate or otherwise conduct their business), which takes place during the currency of the licence. Such notice shall be given within 7 days of the change to the Licensing Team.

7 Disclosure of Convictions

- 7.1 The operator shall, notify the Authority's Licensing Team within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty notice. imposed on him/her during the currency of his/her operator's licence. If the operator is a company or partnership, this requirement shall apply if any of the directors or partners receives a conviction or fixed penalty notice.
- 7.2 The provisions of the Immigration Act 2016 add immigration offences to the list of grounds on which operator and private hire hackney carriage driver offences may be suspended or revoked by the Authority. Where licences expire, or are revoked or suspended on immigration grounds they must be returned to the Authority's Licensing Team of the Authority within 7 days. Failure to return the licence is a criminal offence.

8 Insurance

- 8.1 The operator shall ensure that a certificate of motor insurance covers every private hire vehicle operated by him under the licence, which is compliant with the Road Traffic Act 1988 as regards the carriage of passengers for hire or reward. This must be produced to the Authorised officer on request.
- 8.2 If the operator has premises to which the public have access, in connection with the hiring of vehicles, he/she shall ensure that there is public liability insurance in force, which indemnifies him/her against any claim for loss, damage or personal injury by any person using those premises.

9 Display of Terms and Conditions

- 9.1 The operator shall keep a copy of these conditions at all premises used for a private hire business and shall make the same available for inspection by customers and on request by Authorised Officers and the Police.

10. Policy on Employing Ex-Offenders

- 10.1 The Operator must have a policy on employing ex-offenders in roles that would be involved in the booking and despatch of vehicles and held on the staff register. As with the threshold to obtaining a private hire vehicle operators' licence, those with a conviction for offences provided in Appendix D, other than those relating to driving, may not be suitable to decide who is sent to carry a child or vulnerable adult unaccompanied in a car.

Note: Planning Consent

To operate a private hire business from a residential dwelling, planning permission for such business use may be required. All applications for an Operator's Licence are forwarded to the Planning Department for their approval. It is the applicant's responsibility to ensure that any necessary planning permissions are in place.

APPENDIX I

ENFORCEMENT POLICY & PRACTICE

1 Enforcement Policy Statement

- 1.1 It is the statutory duty of the Authority to ensure that licensed drivers and operators are licensed correctly and carry out their trade in accordance with both the relevant law, byelaws, statutory notices, policies and conditions attached to licences.
- 1.2 Each application and enforcement action will be determined on its own merits.
- 1.3 Determination of applications and enforcement decisions will be made in accordance with this policy and this Authority's constitution. Officers have delegated powers to make decisions and may also refer certain matters to the Licensing Committee if appropriate.
- 1.4 Members, when determining applications for a licence, renewals or reviews of a licence, will have regard to Hackney Carriage and Private Hire legislation, this Policy and any other relevant legislation, case law, guidance and other relevant South Kesteven District Council policies.
- 1.5 All enforcement will be undertaken in accordance with the Authority's current enforcement policy.

APPENDIX J

PENALTY POINTS SCHEME

The Scheme

1. Introduction

- 1.1 Hackney carriage and private hire operators, drivers and vehicles are principally governed by the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847, Authority's Byelaws and the Rules, Regulations and Conditions set by the Licensing Committee.
- 1.2 Should operators, drivers or proprietors of vehicles commit an offence or breach of those rules, regulations or conditions of licence, notices will be given detailing the offence/breaches and the number of points allocated.
- 1.3 The aim of a penalty point's scheme is to work in conjunction with other enforcement options. It provides a formalised, stepped enforcement plan. The purpose of the scheme is to record misdemeanours and to act as a record of driver's behaviour and conduct, so as to ascertain whether they are a fit and proper person. It does not prejudice the Authority's ability to take other actions.
- 1.4 The primary objective of the penalty point's scheme is to improve the levels of compliance and help improve the standards, safety and protection of the travelling public.
- 1.5 Penalty points remain for a rolling twelve month period so as to allow any older points to be considered as spent and therefore excluded from the running total recorded against any individual licence holder. However, spent points may still be considered if a pattern of misdemeanours emerge ie regularly being late for renewals and submissions of compliance tests.

2. Issue of Penalty Points

- 2.1 The Authorised Officer shall investigate alleged offences or breaches of the rules or conditions. When substantiated this may result in the issue of penalty points as detailed.
- 2.2 Complaints concerning significant breaches of conduct, conditions of licence or policy, or a pattern of poor behaviour/repeated breaches of similar offences, will be subject to investigation by Authorised Officers and may be referred to the Licensing Committee for consideration.
- 2.3 Where a licence holder accumulates 12 or more penalty points in any 12 month period, the matter will be referred to the Licensing Committee for the Committee to decide whether the driver remains a 'fit and proper' person. The Committee may then suspend or revoke a licence, or issue a warning to the licence holder, depending on the circumstances. Periods of suspension of a licence by the Committee will be dependent on the nature of the breaches of the

legislation/conditions and the compliance history of the individual. Suspension periods will normally vary between 7 to 31 days.

- 2.4 Points issued to either the proprietor of a vehicle or a driver will be confirmed in writing within 10 working days from the discovery of the contravention.
- 2.5 The system will operate without prejudice to the Authority's ability to take other action that it is entitled to take under legislation, byelaws and regulations.
- 2.6 A licence holder issued with penalty points may appeal against such a decision to the Head of Service in the first instance within seven days of the receipt of the notice. If a satisfactory resolution cannot be found then the appeal will be reviewed by a manager from an independent business area for a decision. If the recipient still does not agree with the decision the appeal will be heard by the Licensing Committee.
- 2.7 If a decision is made to issue points to a proprietor/driver rather than prosecute, for a matter which is also a criminal offence e.g. bald tyres; no badge etc., those person(s) will not then be the subject of a prosecution by the Authority in respect of the same matter for which the points were issued, but is not exempt from action by other authorities e.g. The Police.

**SOUTH KESTEVEN DISTRICT COUNCIL
PENALTY POINT SCHEME**

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
1	Providing false or misleading information on licence application form / failing to provide relevant information or the relevant fee (including dishonoured cheques).	6	✓	✓
2	Failure to notify, in writing, the Authority of change of address within 7 calendar days.	3	✓	✓
3	Refusal to accept hiring without reasonable cause e.g. drunk or rude customer.	6	✓	
4	Unreasonable prolongation of journeys or any misconduct regarding the charging of fares.	6	✓	
5	Plying for hire by private hire drivers.	9	✓	✓
6	Using a mobile phone whilst driving as witnessed by an officer of the Authority.	6	✓	
7	Using unlicensed vehicle for carrying passengers for hire or reward or vehicle without insurance.	12	✓	✓
8	Failure to produce relevant documents within timescale, when requested by an Authorised Officer/Police Officer.	4	✓	✓
9	Failure to maintain vehicle in a satisfactory condition – including interior or exterior.	4	✓	✓
10	Failure to provide proof of insurance cover when requested.	6	✓	
11	Failure to produce hackney carriage or private hire vehicle for testing when required.	6	✓	✓
12	Using a vehicle whilst subject to a suspension order issued by an Authorised Officer/Police Officer.	12	✓	✓
13	Using a vehicle for which the licence has been revoked.	12	✓	✓
14	Failure to report, in writing, within 72 hours, accident or damage to licensed vehicle, which would cause the vehicle to breach licence condition.	4	✓	✓

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
15	Carrying more passengers than stated on the vehicle licence.	6	✓	
16	Failure to display external/internal licence plate as required.	4	✓	✓
17	Carrying an offensive weapon in the vehicle.	12	✓	
18	Failure to notify transfer of private hire or hackney carriage vehicle licence.	4		✓
19	Failure to carry an effective fire extinguisher.	4	✓	✓
20	Failure to apply for prior approval for advertising signage on the outside of the vehicle.	3	✓	✓
21	Displaying unsuitable or inappropriately sited signs or advertisements in or on the vehicle.	3	✓	✓
22	Failure to use authorised roof light.	4	✓	
23	Displaying unauthorised written or other material on any window.	4	✓	✓
24	Failure to comply with a requirement, provide information or assistance to an Authorised Officer/Police Officer.	6	✓	✓
25	Using a non-approved or non-calibrated taximeter.	6	✓	✓
26	Obstruction of Authorised Officer/Police Officer wishing to examine a licensed vehicle.	12	✓	✓
27	Evidence of smoking/vaping or using e-cigarettes or other similar devices vehicle.	3	✓	✓
28	Evidence of food or drink in vehicle. *see below	3	✓	✓
29	Displaying any feature on a private hire vehicle that may suggest that it is a taxi.	6	✓	✓
30	Using a vehicle the appearance of which suggests that it is a taxi.	6	✓	✓
31	Failure to carry an assistance dog without requisite exemption.	12	✓	
32	Driver not holding a current DVLA Driving licence.	12	✓	✓
33	Failure to wear driver's badge.	4	✓	
34	Failure to notify, in writing, a change in medical circumstances.	6	✓	
35	Unsatisfactory appearance of driver.	3	✓	
36	Failure to observe rank discipline (hackney carriage only).	4	✓	

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
37	Failure to maintain proper records of private hire vehicle.	3		✓
38	Failure to keep or produce records of private hire bookings or other documents required to be kept or produced.	6		✓
39	Misleading use of the words 'Taxi' or 'Cab' on advertising materials.	3		✓
40	Failure to issue receipt on request.	3	✓	
41	Failure to return vehicle licence plate within 7 days after due notice following expiry, revocation or suspension of such licence.	4	✓	✓
42	Unsatisfactory behaviour or conduct of driver.	4	✓	
43	Failure to notify the Authority, in writing, of any motoring or criminal convictions within 48 hours days of said conviction or cautions during period of current licence.	6	✓	
44	Failure to behave in a civil and orderly manner.	4	✓	
45	Failure to give assistance with loading/unloading luggage to or from any building or place.	3	✓	
46	Failure to display table of fares.	4	✓	✓
47	Failure to carry legal spare wheel or authorised suitable alternative and tools.	4	✓	✓
48	Failure to attend punctually at appointed time and place without sufficient cause.	4	✓	
49	Using a licensed vehicle with defective tyre(s).	4 per tyre	✓	✓
50	Failure to submit Certificate of Compliance to the Authority within 2 working days of the expiry of the certificate following the intermediate 6 monthly inspection.	4	✓	✓
51	Failure to display a current licence plate.	4	✓	✓
52	Waiting or stopping in any area where parking is prohibited unless requested by a paying customer present in the vehicle.	3	✓	
53	Failure to comply with any other licence condition not detailed in the table.	3	✓	✓

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
54	Failure to renew driver, vehicle or operator licence before expiry.	4	✓	✓
55	Leaving a taxi unattended on a taxi rank	4	✓	✓
56	Idling a vehicle's engine unnecessarily when stationary on a Hackney Carriage Rank or Stand	4	✓	✓
57	Failure to notify of installation or removal of CCTV system	4	✓	✓

* Drivers shall not leave evidence of food or drink in their vehicle whilst working

Ticks indicate potential recipients of penalty points for infringements.

N.B. Certain infringements may result in drivers, proprietors or operators receiving penalty points. Points may be awarded to one or several persons depending upon the nature of the infringement, however each case must be determined on its own merits.

Certain matters are specific to hackney carriages, private hire drivers or private hire operators.

APPENDIX K

EXEMPTION FROM REQUIREMENT TO DISPLAY AN EXTERNAL VEHICLE IDENTIFICATION PLATE

1. Statement of Intent

- 1.1 The aim of this guidance is to ensure public safety whilst taking a balanced approach to licensing requirements. Its objective is the provision of an exemption to allow “executive type vehicles” to operate without displaying external identification plates.

2. Introduction

- 2.1 The displaying of the external identification plate on a licensed vehicle and a driver’s badge is important in terms of public safety and reassurance. They indicate to the travelling public that prior to being licensed both the vehicle and the driver have been subjected to checks to ensure their (the public’s) safety.
- 2.2 However, there are occasions when the requirement to display an external identification plate may have the opposite effect in terms of customer safety and could have commercial implications for the operating business. The display of Local Authority licence plates externally may also deter some corporate customers from using the service; and in some circumstances the identification of the vehicle as a licensed vehicle may allow “high risk” passengers to be more readily targeted putting both them and the driver at risk.
- 2.3 The Local Government (Miscellaneous Provisions) Act 1976 requires that private hire vehicles display an identification plate (licence plate) and drivers of those vehicles wear a driver’s badge. The same legislation also allows South Kesteven District Council to exempt vehicles from the need to display an identification plate and, where that exemption applies, the requirement to wear a private hire driver’s badge.
- 2.4 It is not intended that all private hire vehicles licensed by South Kesteven District Council should be exempt from the Authority’s requirement to display an external identification plate, however the Authority recognises that there may be circumstances when it would be appropriate for vehicles operating this type of service, to be considered suitable for such an exemption.
- 2.5 In creating its policy, South Kesteven District Council does not seek to provide a definitive list of vehicles it considers to be suitable (subject to use) for exemption from the requirement to display external identification plates.
- 2.6 This guidance provides information to potential applicants on the standards of vehicle comfort and equipment that the Authority considers should be the minimum standard of comfort and vehicle type before the Authority would consider such an application. This guidance should be read in conjunction with the Authority’s existing policy relating to private hire vehicles as it establishes additional criteria that the Authority

(and its officers) will take into account when determining applications for a private hire vehicle to be exempt from displaying external identification plates.

3 The Policy

- 3.1 Exemptions from displaying external identification plates (vehicle licence plates) may be in respect of individual vehicles only. Applications for exemptions relating to a fleet of vehicles will not be allowed.
- 3.2 Each application will be assessed on its own merit and each vehicle will be inspected by an authorised officer to ensure that it is fit for purpose.
- 3.3 Applications for exemption from the requirement to display an external identification plate on the rear of a private hire vehicle may be considered where the following requirements are met;
 - a) Vehicle models must be either four door saloons, or five door estates or five door hatchbacks. Applications will not normally be accepted in respect of people carrier type vehicles.
 - b) Vehicles must be of a high standard of comfort and equipped to a level equal to or above luxury brands of vehicles such as "S" and "E" Class Mercedes Benz, 7 Series BMW, Lexus "GS" or "LS" models, Audi A8 series, Jaguar, Rolls Royce and Bentley saloons. (The highest specification executive type cars from other manufacturers may also be considered).
 - c) The vehicle will be in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim and seating.
 - d) The type of work undertaken is "executive" in nature. This means that the vehicle is used specifically to provide transport under a contract to a company or person, or by the type of clients who for security or personal safety reasons would not want the vehicle to be identifiable.
- 3.4 Applications may only be made by a person holding a private hire operator's licence issued by South Kesteven District Council.
- 3.5 Where a proprietor wishes to make an application for a vehicle to be exempt from displaying an external identification plate they will be required to complete the appropriate application form. The application form will be accompanied by documentation that supports the application and the application fee; which will be non-refundable.
- 3.6 The Council may require applicants to provide any additional documentation as reasonably necessary to allow the Council to make an informed decision. Where such documentation is not provided to the satisfaction of the Council the application will be refused.
- 3.7 South Kesteven District Council is entitled to recover its costs relating to the administration of applications for an exemption notice and the issue of the exemption notice where applications are granted and may charge such fees as it believes are appropriate to recover all or part of those costs.

- 3.8 The fee to accompany an application for an exemption notice is detailed in the Council's fees and charges which is reviewed annually and is non-refundable.
- 3.9 Where an application is granted and a vehicle is exempted from displaying its external identification plate an exemption notice will be issued as soon as practical after the decision is made.
- 3.10 Where a vehicle is exempted from the requirement to display an external identification plate the vehicle will also be exempted from the need to display the internal identification plate.
- 3.11 Irrespective of when an exemption notice is granted the initial exemption notice will expire on the same day as the expiration of the vehicles current private hire licence, unless it is otherwise surrendered or revoked. Thereafter any renewed exemption notice will last for a period of time that is coterminous with that vehicle's private hire licence unless either the licence or notice is otherwise surrendered or revoked.
- 3.12 Exemption notices may be renewed annually subject to the vehicle undergoing a re-inspection by an Authorised Officer to ensure that it continues to be fit for purpose. The annual renewal fee for an exemption notice is detailed in the Council's fees and charges which is reviewed annually and is non-refundable.
- 3.13 The Authority to determine any application for an exemption notice is by virtue of this guidance delegated by the Council to Authorised Officers.
- 3.14 In the event of an applicant being dissatisfied with the decision of the officer, the applicant may make a written application for a review of the decision by the Licensing Committee.
- 3.15 Other than where to do so would conflict with the requirements of this guidance, all vehicles granted an exemption notice must, in addition to the requirements of this guidance, comply with the requirements for private hire vehicles contained within the Authority's Information – Taxi and Private Hire Licensing document and the Council's Bye Laws.
- 3.16 **THE BELOW CONDITIONS APPLY TO ALL PRIVATE HIRE VEHICLES GRANTED AN EXEMPTION BY SOUTH KESTIVEN DISTRICT COUNCIL FROM THE REQUIREMENT TO DISPLAY AN EXTERNAL IDENTIFICATION PLATE, AND ARE IN ADDITION TO THE CRITERIA AND CONDITIONS SET OUT IN SOUTH KESTIVEN DISTRICT COUNCIL'S INFORMATION – TAXI AND PRIVATE HIRE LICENSING POLICY AND THE COUNCIL'S BYE LAWS.**

The identification plate and exemption notice provided by the Authority pursuant to requirements of the Local Government (Miscellaneous Provisions) Act 1976 shall remain the property of the Authority.

- a) Any vehicle granted an exemption from displaying an external identification plate will be required to have the identification plate normally displayed on the rear of the vehicle, affixed to the inside of the boot lid. The plate when so affixed **must** be readily visible when that boot lid is raised.

- b) In the event of loss or damage rendering such plate or notice unserviceable the proprietor shall make immediate application for a replacement for which a fee is payable.
- c) The exemption notice issued by the Authority will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Authority or any Police Officer.
- d) When issued with an exemption notice, the vehicle will not be required to display any other signs (including the internal identification plate) which the Authority may at any time require private hire vehicles to display.
- e) The proprietor will not display in on or from the vehicle any advertisement, signage, logos or insignia advertising the operating company or the vehicles status as a private hire vehicle.
- f) During the period of the exemption notice, the driver shall not be required to wear the private hire driver's identification badge but will have it available for immediate inspection by the authorised officer of the Authority or any Police Officer on request.
- g) During the period of the exemption notice the driver of the vehicle whilst engaged on private hire work will be smartly dressed in for example, a formal chauffeur or business suit with collar and tie.
- h) The proprietor shall within 1 working day notify the Authority of any change in the use of the vehicle.
- i) The proprietor shall not use the vehicle for private hire purposes other than for executive use (ie normal daily private hire use).
- j) The driver and passenger front side window glass and the front windscreen must be clear. However, tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with current legislation.
- k) The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the Authority of the sale/transfer of ownership immediately and in writing and provide details of the new owner. The exemption notice must be returned to the Authority along with the private hire vehicle identification plate unless being sold to another private hire operator licensed by the Authority; in which case, only the exemption notice has to be returned.
- m) A taximeter will not be installed in the vehicle.



Hackney Carriage and Private Hire Vehicle Licensing Policy Consultation Results



Deborah Wyles
December 2020

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Purpose

1. The purpose of this report is to update members of South Kesteven District Council's Cabinet with the results of the Hackney Carriage and Private Hire Licensing Policy consultation.

Scope

2. This consultation was designed to gather feedback on proposed changes to the Council's Hackney Carriage and Private Hire Licensing Policy. Reflecting the changes that have occurred as a result of recent legislation – particularly the Statutory Taxi and Private Hire Vehicle Standards Department for Transport, July 2020 - the consultation was designed to ensure that the thoughts of those who might be affected by the proposed changes were reflected in the responses.

Objectives

3. The objectives of the consultation were identified as follows:
 - To communicate the changes that have been made to the Hackney Carriage and Private Hire Licensing Policy
 - To illustrate that stakeholders have been involved prior to the decision to approve the policy and to consider concerns they may have
 - To measure the degree of support or otherwise to changes to the policy
 - To inform the decision that will be taken by SKDC in relation to the policy
 - To understand and be aware of the impact approving this policy may have on specific stakeholders
 - To enable respondents to suggest appropriate alternatives

Timescales

4. Preparatory work to identify potential amendments to the policy was undertaken by members of the Environment Overview and Scrutiny committee and the Licensing Committee at a workshop on 23 January 2020. Members of the Environment Overview and Scrutiny Committee approved the draft policy for consultation on 23 June 2020. Further amendments to the policy – required as a result of legislative changes- were then incorporated into the policy. The consultation was prepared during September and ran for four weeks during October and November 2020. Results were then analysed during the first couple of weeks of December with a report containing the results available for a meeting of the Cabinet on 12 January 2021.

Stakeholders

5. The stakeholders included:
 - Licence holders, licence operators and proprietors
 - Members of the public
 - Chief Officer of Lincs Police and the Lincolnshire Police and Crime Commissioner

- Those representing local businesses or other organisations

District councillors were also informed of the consultation in the weekly members update email in October.

Methodology

- Methodologies that reduced or negated the need for face to face contact were used in preference to those that required a greater degree of human interaction. This was a deliberate decision taken as a result of the Covid- 19 pandemic. Different methods were also used for different types of stakeholder. The table below identifies the method(s) used for each of the stakeholder types:

Stakeholders	Method(s)	Details
Licence holders, licence operators and proprietors	<p>All licence holders, operators and proprietors contacted by email and asked to complete a survey on-line.</p> <p>Consultation promoted by putting posters up at all taxi ranks (8 locations)</p>	<p>Potential respondents contacted by email and asked to participate in the consultation. Email contained web link to survey. Customer services staff briefed and available to take contact details so that respondents could be called by a member of staff from the licensing section to complete a survey over the phone if preferred. No requests for completion by phone were received.</p> <p>Poster included link to survey, QR code to access the survey using a smart phone and how to take part if no access to the internet.</p> <p>Posters put up by licensing team</p>
Members of the public	<p>Members of the public made aware of the consultation through the following channels:</p> <p>Press release to the local press</p> <p>SKDC Social Media Channels</p> <p>SKDC website</p>	<p>Potential respondents directed to survey monkey to participate in the consultation. Customer services staff were briefed about the consultation and were asked to take the contact details of anyone wishing to participate so that a member of staff from the licensing section could contact them to complete a survey over the phone if preferred. No requests were received.</p> <p>Press Officer prepared press release promoting the consultation. Release included the link to the survey.</p> <p>Social Media Officer promoted the consultation on social media channels by posting on Facebook and tweeting on Twitter. Posts included a link to the survey.</p>

The Police – Chief Officer of Lincs Police and the Lincolnshire Police and Crime Commissioner	Chief officer for Lincolnshire Police and the Police and Crime Commissioner contacted.	Licensing Team contacted the chief officer for Lincolnshire Police and also the Police and Crime Commissioner for Lincolnshire
Those representing local businesses or other organisations	Local businesses and other organisations made aware of the consultation through the following channels: Press release to the local press SKDC Social Media Channels SKDC website InvestSK newsletter	Unable to promote in InvestSK newsletter due to date of distribution but all other actions undertaken

Details

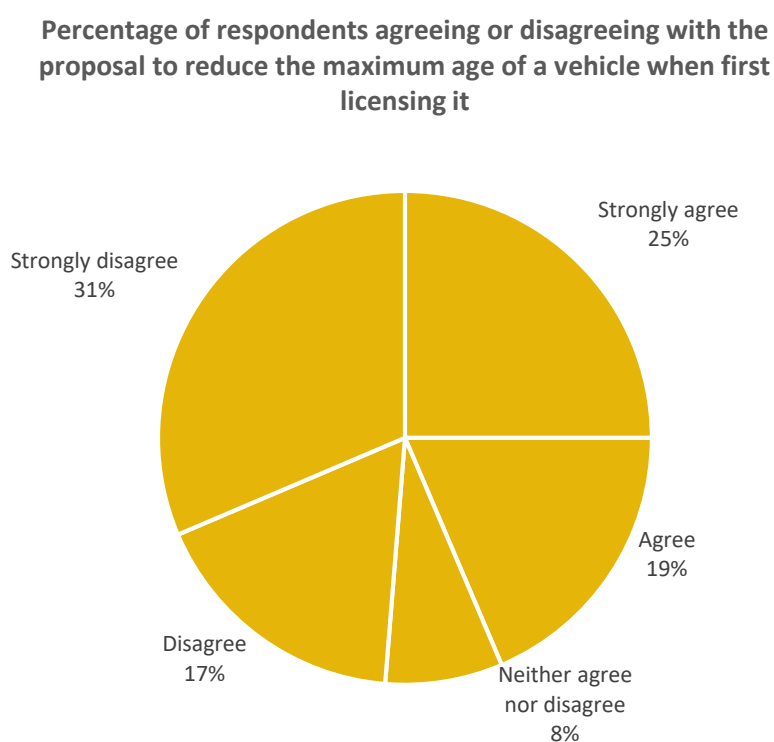
7. To help inform the decision due to be taken in respect of the Hackney Carriage and Private Hire Licensing Policy for South Kesteven, the consultation officer was asked to consult various stakeholders during October and November 2020. Actions undertaken by the consultation officer and the licensing team included:
 - Preparing, designing and setting up the on- line survey
 - Analysing feedback from 157 respondents
 - Preparing a report
 - Contacting all licence holders, licence operators and proprietors individually by email

8. The survey included the following sections:
 - An introduction. This included the purpose of the consultation, why a policy governing how licences are issued is required and how feedback will be used to inform the decision that will take place with respect to approving the Hackney Carriage and Private Hire Licensing Policy in 2021
 - Sections on each of the proposed changes to the policy since it was last subject to review in 2015 including:
 - i. Environmental sustainability
 - ii. Driver knowledge and language proficiency
 - iii. Determination of a “fit and proper” person to hold a licence
 - iv. Procedures that should be followed if in an accident
 - v. Demographic information. Including a question to identify the type of respondent (licence holder, operator, proprietor, member of the public, local business etc)
 - vi. A section asking if respondents had any further questions
 - vii. A thank you and closing date for the consultation

9. The consultation was promoted in the local media and on the Council's social media channels during the consultation period. Individual stakeholders - licence holders, operators and proprietors were contacted during the third week of October. The licensing team also displayed posters promoting the consultation at each of the taxi ranks in the district. The poster contained both the link to the survey as well as a QR code which people could scan using their smart mobile phone.
10. The consultation closed on 18 November 2020. 157 responses were received. No respondents chose to complete the survey over the phone despite this being an option available to them.

The results

11. The first three areas respondents were asked about were in respect of environmental sustainability. Proposed changes to SKDC's Hackney Carriage and Private Hire Licensing Policy included reducing the age at which a vehicle can first be licensed from seven to five years old, extending the period during which a licence can be renewed (for specific vehicles) and issuing penalty points if drivers are found to be allowing their engine to idle unnecessarily whilst stationary at a hackney carriage rank or stand.
12. When asked the extent to which they agreed or disagreed with the proposal to reduce the age at which a vehicle can first be licensed from seven to five years old, responses were split pretty evenly between those that agreed with the proposal (43.6%) and those that disagreed with it (48.7%). This is illustrated below:



13. Analysing the comments made by respondents on this proposal revealed the main concerns were around affordability, with some stating that they thought the emphasis of the proposal wasn't right and it should be based more on emissions. Examples of responses include

"Age is no guide to emissions" and

"This would force me to give up cab driving and surrender my badges"

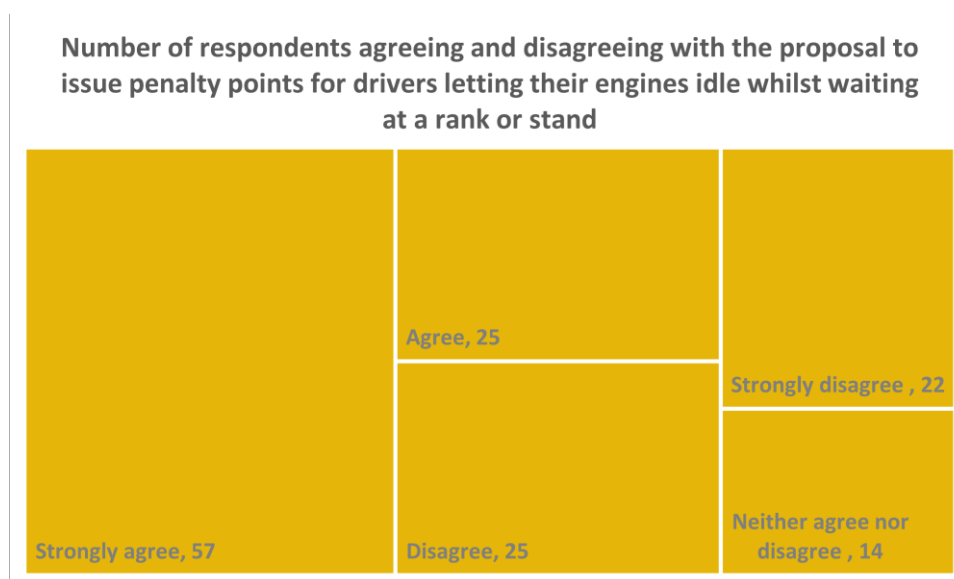
14. Respondents were then asked about the proposal to extend the period during which a licence can be renewed – for vehicles that are accessible to the disabled or have hybrid, ultra- low or zero emissions from 10 years old to 12 years old. Just over half of respondents (53.4%) agreed with this proposal, with a quarter (25.3%) stating that they disagreed.

15. There were several observations made about this proposal, ranging from those who completely supported it to those who argued for consistency across all vehicle types. Examples of comments include:

"Should be a standard renewal policy irrespective of vehicle type" and

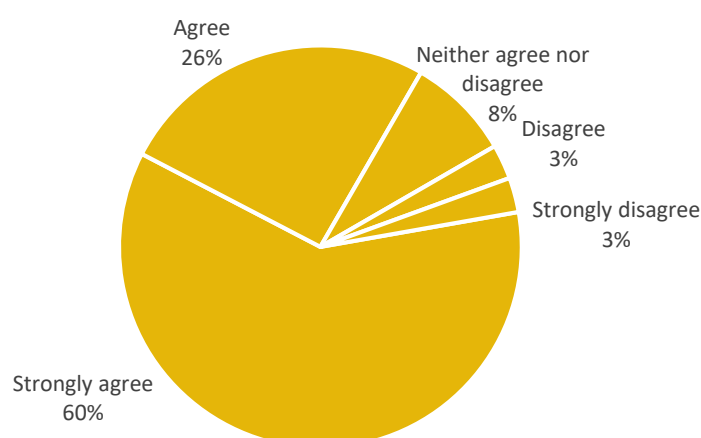
"The batteries in hybrids will never last that long and aren't economically viable to replace. It is a good idea for disabled access vehicles though"

16. The third proposed change to SKDC's Hackney Carriage and Private Hire Vehicle Licensing Policy respondents were asked for their views on was in respect of issuing penalty points to drivers found to be idling their engines whilst waiting at hackney carriage ranks or stands. Just under three fifths (57.4%) agreed with this proposal with just under a third (32.9%) disagreeing. The number of respondents choosing each of these options is illustrated below:



17. The majority of those choosing to comment on this proposal were against it. The weather was the factor mentioned by most as being the reason for allowing their engine to idle whilst waiting at a rank or stand, either because of the need to keep warm in the winter, or in the summer, cool.
18. To make sure that drivers are sufficiently proficient in English to be able to communicate with their customers and convey important safety information, the council is proposing to introduce an externally provided English language test. When asked if they supported this proposal, the majority (86.1%) did. This is illustrated below:

Percentage of respondents agreeing or disagreeing with the proposal to introduce an English language test for applicants unable to demonstrate a qualification taught in English



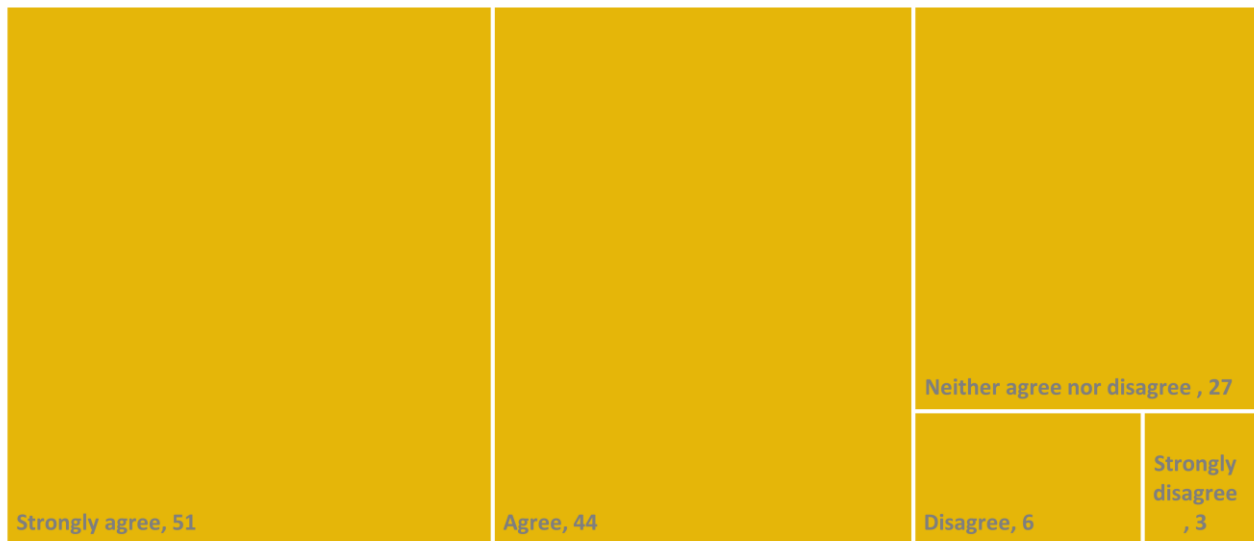
19. The support shown for this proposal was echoed in the comments made by respondents.

“Communication is vital” and **“Absolutely”** being two of the examples.

20. Respondents were then asked for their opinion on the fifth proposed change to the policy. This was to require new applicants to complete and pass a child sexual exploitation and safeguarding test and to require all new and existing licence holders to subscribe to the DBS online update service. There was strong support for these changes with three quarters of respondents (74.8%) agreeing with these proposals. 14% of respondents disagreed.
21. Most respondents supported DBS checks although some weren’t sure about the costs that might be incurred. Checking drivers documentation in relation to this issue every six months was also thought to be unnecessary by some.

22. Those participating in the survey were then informed that SKDC has also updated its policy in respect of relevance of convictions in accordance with the government's statutory taxi and private hire vehicle standards. This has resulted in various changes – one of which is in relation to the procedure that should be followed if arrested. Licence holders must notify the Authority's Licensing team in writing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty. When asked what they thought of these changes most comments made were positive. A handful of respondents thought the timescale to inform the council was too restrictive and should be more flexible.
23. The seventh proposal SKDC wanted to obtain feedback on was in relation to the use of vaping or any other kind of substitute smoking device. In line with the restrictions already in place which prohibit smoking or allowing someone else to smoke in a licenced vehicle at any time, the Councils proposal is to extend this to include the use of electronic cigarettes, vaping devices or any other kind of smoking substitute by drivers or passengers. If drivers are found to be doing so, or allowing their passengers to do so, penalty points may be issued. Over four fifths of respondents (82.6%) supported this proposal, with 10.1% disagreeing.
24. Some respondents stressed the importance of enforcement in relation to this issue and how easy or difficult this might be. A few had reservations about how this proposal would be enforced if a passenger chose to vape in their hackney carriage or private hire vehicle whilst they were driving.
25. Respondents were then asked for their views on another proposal – To prohibit the use of a licensed vehicle that has been categorised as being dangerous following a MOT, even if the current MOT has not yet expired. 80.3% of respondents agreed with this proposal, 13% chose to neither agree nor disagree, with the remainder choosing to disagree.
26. Most of the comments made reinforced this viewpoint -for example one respondent said
- “If a car is not deemed roadworthy, it should not be carrying passengers, furthermore without an MOT a car cannot be taxed and should not be driven until it has passed an MOT”**
27. The ninth proposed update to SKDC's Hackney Carriage and Vehicle Hire Licensing Policy respondents were then made aware of is a change to the procedure for licensing vehicles that have been involved in an accident or have been written off. For example, a driver who has been involved in an accident must provide details of the accident to the Licensing Team before further use; as the vehicle may need to be assessed. Nearly three quarters of respondents (72.5%) agreed to this change with a fifth (20.6%) stating that they neither agreed nor disagreed. The number of respondents choosing each of these options is illustrated overleaf:

Number of respondents agreeing and disagreeing with the proposal to change the procedures that are in place for licensed vehicles that have been involved in an accident



28. When asked to comment, whilst agreeing that safety was a priority, some respondents also thought that there should be an opportunity to apply some discretion.

“It is fair that a driver should notify (SKDC) of an accident but general common sense can decide whether a car should continue to be driven as a taxi or fixed immediately”

29. The final proposed change respondents were asked for their opinion was in relation to the installation or removal of CCTV from a licensed vehicle. Three fifths (60.3%) of respondents supported this proposal. A fifth (21.4%) of respondents didn’t, with the remaining fifth choosing to neither agree nor disagree.

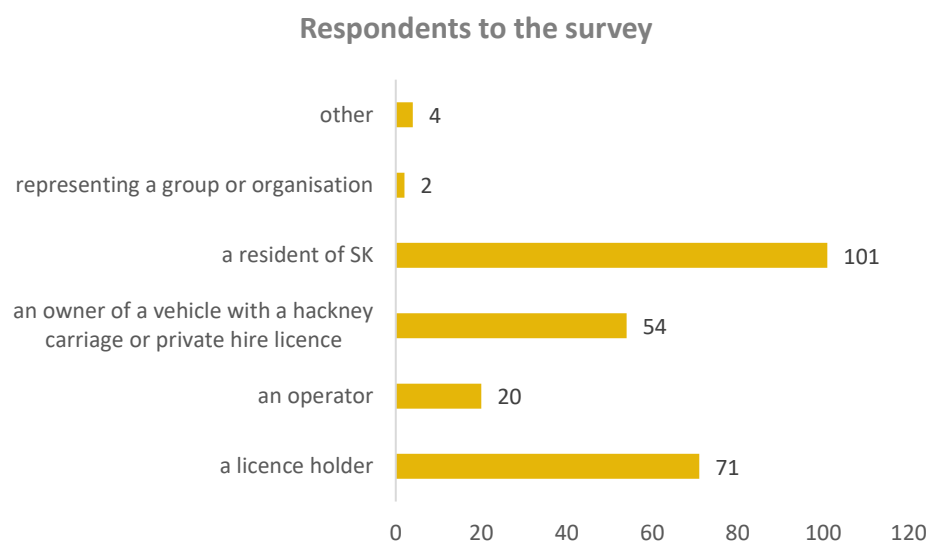
30. When the comments made in relation to this issue were analysed, there were three main strands. Some thought that it should be mandatory to have CCTV installed in licensed vehicles, some believed it to be a matter of personal preference whilst others thought it was unnecessary. Examples include:

“This should be mandatory for all vehicles” and

“I think it should be up to taxi drivers”

Demographics

31. To see how representative those who responded to this consultation were of all individuals living in our area, respondents were asked to supply some demographic information. Respondents were asked if they had either a hackney carriage or private hire licence, owned a licensed vehicle, and if they lived in the district. They could tick more than one option. Most respondents were a resident of South Kesteven and/or a licence holder and owner of a vehicle with either a hackney carriage or private hire licence, as illustrated below:



Gender

32. Nearly three quarters of respondents (72.4%) of respondents were male. 21.3% of respondents were female.

Age Band

33. Responses were received from respondents of all ages legally allowed to drive as illustrated in the table below:

Age Band	Sample %
Under 18	0.0
18 to 24	2.3
25 to 34	10.1
35 to 44	24.8
45 to 54	24.8
55 to 64	19.4
65 and over	11.6
Prefer not to say	7.0
Total	100.0

Disability

34. Under ten percent of respondents (7.8%) stated that they had a disability. This is lower than the percentage in the population as a whole (which is around 20%) so it is possible that the views of those with a disability might be under-represented in this sample. This should be kept in mind.

Postcode

35. The table below shows that responses to this consultation were received from all areas of South Kesteven. This is positive as it means those licence holders operating from hackney carriage ranks or stands across the district have been represented.

Postcode	Number	%
NG23	1	0.8
NG31	67	52.3
NG32	2	1.6
NG33	5	3.9
NG34	3	2.3
PE6	4	3.1
PE9	30	23.4
PE10	9	7.0
Other *	7	5.5
Total	128	100

*Responses received from the following postcode areas – LN5 *1 (Wellingore and Navenby etc), PE1 *5(Peterborough) and NG13 *1 (Bottesford)

Anything else

36. The final question on the survey asked respondents if they had any queries or would like to comment on anything that had been included within the survey. Various enquiries were received on a variety of topics including queries on where some drivers operating in Stamford are registered, the difficulties currently being experienced by licence holders as a result of the COVID-19 pandemic, and installation of contactless payment machines. Each will be responded to by the licensing team as soon as is practicable.

Conclusion

37. One of the main objectives of this consultation was to inform the decision that will be taken by members of the Council's Cabinet. By:
- Involving the stakeholders in the process of reviewing the proposed policy changes
 - Allowing them to suggest amendments

- Obtaining a measure of the degree of support or otherwise for the proposals
- Gathering feedback on any specific impacts the policy changes may have on those responding

the council can be confident that the views that have been collected will inform the proposed changes to SKDC's Hackney Carriage and Private Hire Vehicles Licensing Policy.

38. There is strong support for some of the proposed changes to the policy, including extending the prohibition of smoking in licensed vehicles to include vaping or other smoking devices, and the introduction of an externally provided English Language test for new licence applicants. Over 80 % of respondents supported these - 82.6% supported the extension of the smoking ban and 86.1% the introduction of an English test. There was also strong support for regular DBS checks with 74.8% of respondents agreeing with this proposal. Support was not as strong for some of the other initiatives however - particularly reducing the age vehicles can be when first licensed from seven to five years- where 48.7% disagreed. Around a third of respondents (32.9%) did not support the proposal to issue penalty points should a driver be found to letting his engine idle whilst waiting at a hackney carriage rank or stand.
39. To maintain confidence in the consultation process, the issues that have been raised by respondents should now be investigated to address any problems that there may be in these areas. It may also be prudent to see if there are any areas where concessions may be made - particularly where support is not as high.

Prepared by Deb Wyles
Communications and Consultation
December 2020

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**SOUTH KESTEVEN
DISTRICT COUNCIL**

Equality Impact (Initial Analysis)

Review of Hackney Carriage and Private Hire Licensing Policy

Service Area: Environmental	Lead officer: Anne-Marie Coulthard	Date of Meeting 05/06/20
	Assessors: Anne-Marie Coulthard	
	Neutral Assessor: Carol Drury	

1. Name and description of policy/service/function/strategy

South Kesteven District Council Hackney Carriage and Private Hire Licensing Policy

This is a review of the existing policy which was adopted in March 2015. The policy set out the requirements and standards that must be met by licence holders and applicants and will guide the work of the Authority in the way in which it carries out its function.

This impact assessment has been reviewed following public consultation.

Is this a new or existing policy?

Existing

2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

Equality Group	Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups? Please state which for each group	Please describe why the impact is positive or negative. If you consider this policy etc is not relevant to a specific characteristic please explain why
Age	Positive	The policy ensures the protection of children and vulnerable adults and contains measures throughout to ensure all licensees are fit and proper persons to hold a licence. The review also introduces mandatory Safeguarding Awareness refresher training alongside the mandatory initial training.
Disability	Positive	The policy ensures that drivers and operators are aware of the requirements of the Equality Act 2010 and their responsibilities and confirms that the authority maintains a register of wheelchair accessible vehicles.

		<p>All drivers are required to carry assistance dogs and to provide reasonable assistance with luggage.</p> <p>Drivers who are unable to assist for their own medical reasons are able to obtain an exemption.</p> <p>The policy provides for maximum age of wheelchair accessible vehicles to be increased to 12 years from 10 years and for a reduction in fee for such vehicles, helping to support the availability of accessible vehicles.</p>
Race	Negative	The policy proposes that applicants for private hire vehicle or hackney carriage driver licences will be required to undertake an assessment of their communication skills, for which an additional fee will be payable. Applicants who can demonstrate that they have previously completed an English-language qualification at a suitable level will be exempt from the additional assessment (see general comments below)
Gender Reassignment	Neutral	Not a determinant of this policy
Religion or Belief	Neutral	Not a determinant of this policy
Sex	Neutral	Not a determinant of this policy

Sexual Orientation	Neutral	Not a determinant of this policy
Pregnancy and Maternity	Neutral	Not a determinant of this policy
Marriage and Civil Partnership	Neutral	Not a determinant of this policy
Carers	Positive	Where a vehicle is wheelchair accessible, drivers are required to provide assistance to allow a disabled person to travel in their wheelchair if they wish. This promotes independence and potentially enables people to travel without a carer in some circumstances.
Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past) *(IMD = Indices of multiple deprivation)		None identified
General comments	<p>The Authority expects all licensed taxi and private hire drivers to have sufficient command of the English language so that they can communicate freely and clearly with passengers and officials, including in stressful and emergency situations. Drivers are also expected to be able to identify situations where there may be passenger safeguarding concerns and to possess sufficient communication skills to report those concerns. The ability to converse effectively in English also helps avoid job related misunderstandings such as wrong directions, fare disputes, collecting the wrong customer and misunderstanding a customer's assistance needs.</p> <p>Regardless of any protected characteristics, drivers are required to treat all customers with dignity and respect</p>	

3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

Public consultation has been undertaken with responses received from a range of consultees. The consultation did not identify any addition impacts which had not already been considered.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

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4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="" type="checkbox"/>
<i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<i>If you have checked option b) you will need to answer questions b.1 and b.2</i>		
c)	Adverse impact but continue	<input type="checkbox"/>
<i>If you have checked option c) you will need to answer questions c.1</i>		
d	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

- b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?

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- b.2** Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have checked option b) you will need to complete a Stage 2 equality analysis

- c.1** Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Signed (Lead Officer):
(Name and title)

Anne-Marie Coulthard
Head of Environment

Date completed:

05/06/20

Signed (Neutral Assessor):
(Name and title)

Carol Drury
Community Engagement and Policy Development Officer

Date signed off:

05/06/20



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Robert Reid

Cabinet Member for Housing and
Planning

Void Process and Performance – Housing Technical Services

This report seeks to update members on the progress towards an efficient voids process and to begin the consideration of appropriate performance measures.

Report Author

Paul Crow, Interim Head of Technical Services



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Paul.crow@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Growth	Key	All Wards

Reviewed by:	Chris Stratford, Interim Assistant Director for Housing	30 December 2020
Approved by:	Karen Bradford, Chief Executive	18 December 2020
Signed off by:	Councillor Robert Reid, Cabinet Member for Housing and Planning	22 December 2020

Recommendation (s) to the decision maker (s)

1. It is recommended that Cabinet notes the contents of the report.
2. Approves Option 2 as providing the most efficient operational way forward to implementing changes to the process and management of voids at this time.
3. Requests the Rural and Communities OSC to consider, at its scheduled meeting in February 2021 proposals for a new suite of KPIs (Key Performance Indicators) relating to the effective monitoring of void property management performance, and thereafter to receive updated performance data, and progress on further actions being taken to improve overall void management performance.

- 4. Receives a follow up report within six months relating to the implementation of the option 2 proposals.**
- 5. Receives a comprehensive report covering the full review of the revised void management and process changes, to ensure the objectives and anticipated benefits have been achieved, within the next 12 months.**
- 6. That Officers update Cabinet on the progress made to introduce imprest van stocks through a preferred supplier, and the impacts anticipated in the context of the current stores and stock arrangements be subject to a further report to Cabinet.**

1 The Background to the Report

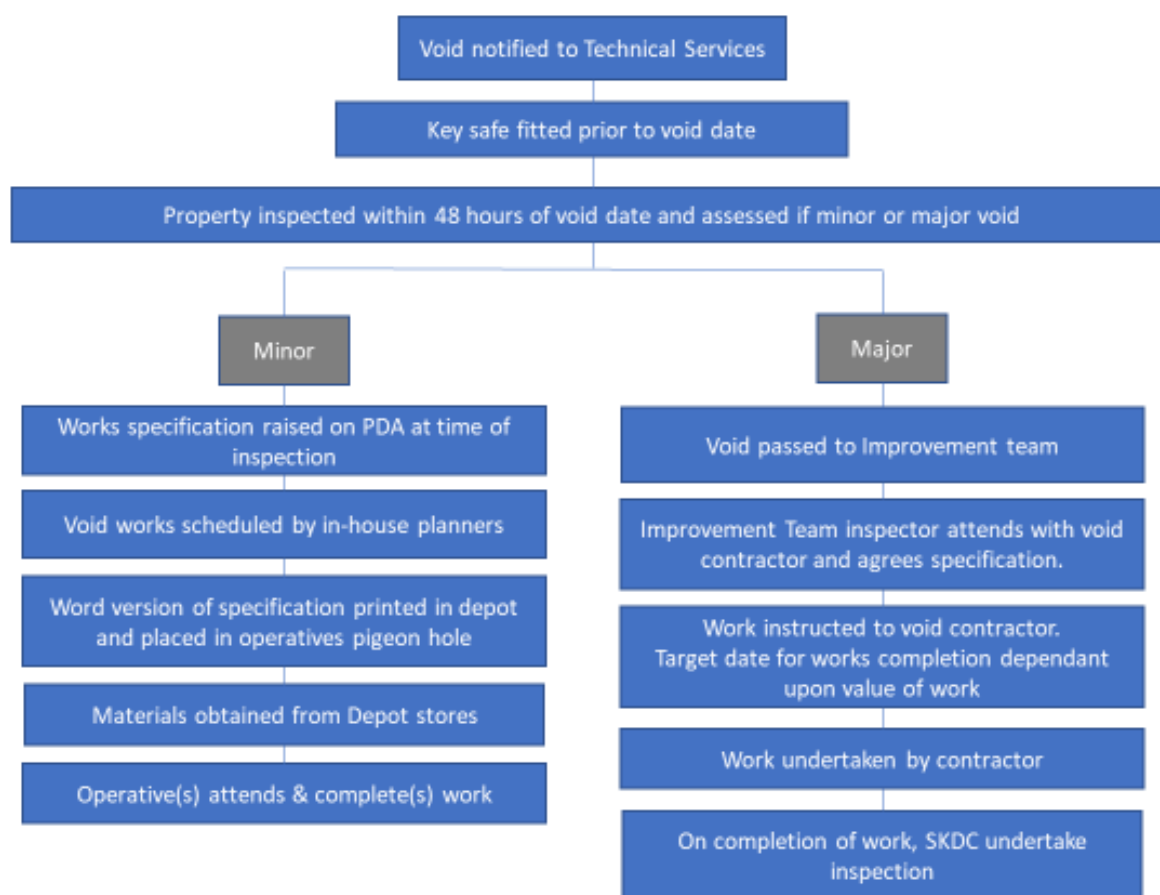
- 1.1 The Council manages approximately 5,950 rented homes of which at present approximately 5.68% (338 properties) become vacant each year. These vacant properties are known as voids.
- 1.2 A review of void properties, including benchmarking against comparable authorities suggests that the Council's management of voids requires a comprehensive review. It is further recognised that to move from the current arrangements to a fully improved position will not be possible to achieve in one move.
- 1.3 There are a complex set of processes which need to be fundamentally revised to reach 'good practice' and this involves reviewing not only the process, but structures, and working practices between teams not currently in place. This report identifies changes that can be made now or relatively quickly to begin the journey to improvement, but also highlights those other operational and process management issues which will be subject to further work and engagement with Members through further reports in the future. At the end of the process improvements it is intended to produce a new voids policy statement for Cabinet to consider and approve.
- 1.4 It is vital when dealing with void properties that the management is efficient and effective in order to:
- Reduce turnaround times to a minimum so that potential tenants can access properties quickly;
 - Maximise rental income by reducing rental loss by minimising void periods through good management;
 - Ensure void works are of a high quality, whilst driving cost down wherever possible; and
 - Ensure void property improvements are necessary, timely, sustainable, environmentally friendly and cost effective.
- 1.5 The Council's objective must be to significantly improve void performance with appropriate changes to process and management in the short term, whilst aiming to achieve long term improvements year on year through other more significant changes. Overall, these objectives involve;
- Better collaboration across key service areas within SKDC;
 - Embracing digital innovation;
 - True partnership working with contractors;
 - Meeting environmental challenges;
 - Ensuring our services are sustainable; and
 - Working with our customers to make sure that they are satisfied with the condition of properties let, and their new home is safe, compliant, and affordable.
- 1.6 Closely aligned to the Housing Technical Service processes is the Housing Management Service area, this relates to the allocation and letting of voids once the keys are returned. This element of the service does not form part of this review at this time but will be part of the longer-term review process as we make progress with the more complex service improvements. This service area was however recently reviewed, and changes have been and continue to be implemented at this time to improve performance specifically impacting on overall void times.

- 1.7 There will be a further opportunity to fundamentally improve the overall process and performance, but this is largely related to the forthcoming introduction of the new Northgate Integrated Housing Management System. The Northgate integrated housing management system would be a very significant project, which members still need to consider including the budget needs, specification proposals, and operational benefits prior to any approval being confirmed.
- 1.8 It is anticipated however this project could commence in the early summer of 2021 and take some 18 months to fully complete if members are minded to support this initiative when it comes forward. The impact of this system will substantially improve and refine the processes of managing voids from a letting perspective and will reduce anticipated days for completing the critical management process leading up to the new tenancy being secured. This will be a further significant contribution towards good voids management performance.

Current void work process and Key Problems

- 1.9.1 The current void process contains too many tasks that must be undertaken manually due to the lack of key I/T infrastructure within the current Northgate voids management system. Subsequently the process is very heavily paper based with little automated actions.
- 1.9.2 Void works are currently carried out by:
- SKDC's in-house void team if works are classified as "minor".
 - SKDC's voids contractor if works are classified as "major".
- 1.9.3 Minor works include day to day repairs including light fitting replacement, replacing broken door furniture, replacing internal doors, rehanging doors, minor electrical and plumbing activities, some decorations and matters of a similar small scale.
- 1.9.4 Major works include replacement of elements of the property such as window, kitchen and / or bathroom replacements, new doors, rewiring.

The following flowchart details SKDC's current void work process.



- 1.9.5 **In-house Team** – SKDC's internal void team currently deliver minor void work. There are currently 14 operatives that undertake this type of work.
- 1.9.6 **Void Contractors** – Historically major void works were delivered by an external contractor Foster Property Maintenance Ltd. Following a recent procurement exercise, major void works were again awarded to the same contractor.
- 1.9.7 **Access to voids** – Until recently keys were returned by the outgoing tenant directly to the Civic Centre offices, and then passed across to the repair's depot. This process has caused very significant delays ahead of any void works being specified and then completed. It was recognised as part of looking at this one simple process that significant improvements to performance could be achieved by a simple and inexpensive solution.
- 1.9.8 Therefore, from the 4 January 2021, a small key safe which will be installed at the property prior to the end of the tenancy, the outgoing tenant will be advised to place the keys in the safe. These will then be retrieved by housing staff either the same day, or the day after the tenant vacates the property, and the return of these keys to be recorded as received the same day ready for the necessary void inspection to complete the works schedule.

Current Inspection Process - A void inspection is scheduled to be undertaken within 48 hours of the property becoming vacant. The void is assessed as major or minor works at the time of the initial void inspection, and is based on the likely number of hours it would take to complete the work, and the scope and likely costs associated with the work

required. This is however mainly a subjective decision taken by the void inspector at the time of the initial inspection. Should the void be classified as major, the void is passed across to another surveyor who will then arrange to undertake a further detailed inspection with the void contractor in attendance to conclude the final detailed costed work schedule, this wastes valuable time.

- 1.9.9 The current void work completion targets for minor repairs are based industry standard schedule of rates (SOR) completion targets, these set out targets for individual job items, and therefore, the overall target time is dependent on the longest completion target time set within the works raised. However, these targets are then often changed and extended due to problems with internal resource availability and this then impacts in a very negative way on performance.

Members should note these processes sit outside of any tenancy management regime, and whilst tenancy management may have some impact on the condition of a dwelling many of the properties in the Councils ownership are occupied for many years and indeed by those tenants facing challenging social and financial circumstances, and this coupled by a lack of proper planned works and improvements means that a higher number of voids require more substantial repairs etc when handed back at the end of a tenancy. A review of current tenancy management policies and practices will need to be concluded, along with a significantly different approach to planned works to understand if these property condition challenges can be overcome or improved.

- 1.9.10 **The current void work completion targets for major repairs are shown in the following table: (These targets fall outside of reasonable performance comparisons and are not regarded as acceptable)**

Code	Value of work per dwelling	Timescales			Total time
		For joint survey & provision of priced schedule	From receipt of instruction works to be commenced within	Maximum time for completion of works ordered	
1	Between £1,000 & £4,000	7 working days	5 working Days	10 working Days	22 working days
2	Between £4,000 & £6,000	7 working days	10 working Days	15 working Days	32 working days
3	Between £6,000 & £10,000	7 working days	15 working Days	20 working Days	42 working days
4	Between £10,000 & £15,000	7 working days	15 working Days	25 working Days	47 working days
5	Between £15,000 & £20,000	7 working days	20 working Days	30 working Days	57 working days
6	Between £20,000 & £50,000	7 working days	20 working Days	40 working Days	67 working days

Current Void Performance and what it Demonstrates

1.10.1 Void performance based on current process and management arrangements in the financial year 2019/20 is detailed in the following table.

VOIDS 19/20	MAJOR VOID 19/20	MINOR VOID 19/20	TOTAL
Total annual void repair cost* (£)	£862k	£1.16m	£2.02m
Total no. of voids in period**	118	223	341
Average void works cost (£)	£7,305	£5,202	£5,925
Average void turnaround – key to key (calendar days)	153	63	94
Average turnaround – void works (calendar days)	120	29	60
Total void rent loss key to key*** (£)	Not available	Not available	£447k
Average rent loss per unit (£)	Not available	Not available	£1,311

Source: * Minor spend from Northgate & financial system. Major spend from financials system; ** Northgate system; *** Financial system rent loss for 2019/20. Unit info breakdown not held.

1.10.2 Comparable are detailed in the table below:

VOIDS 19/20	SKDC AVERAGE 19/20	BENCHMARKING	VARIANCE
Average void works cost (£)	£5,925	£2,124* (Lowest Quartile)	-£3,801
	£5,925	£2,750* (Median)	-£3,175
	£5,925	£3,514* (Highest Quartile)	-£2,411
Average void turnaround – key to key (calendar days) Major void	153 calendar days	70 calendar days**	+83 calendar days
Average void turnaround – key to key (calendar days) Minor void	63 calendar days	24 calendar days**	+39 calendar days

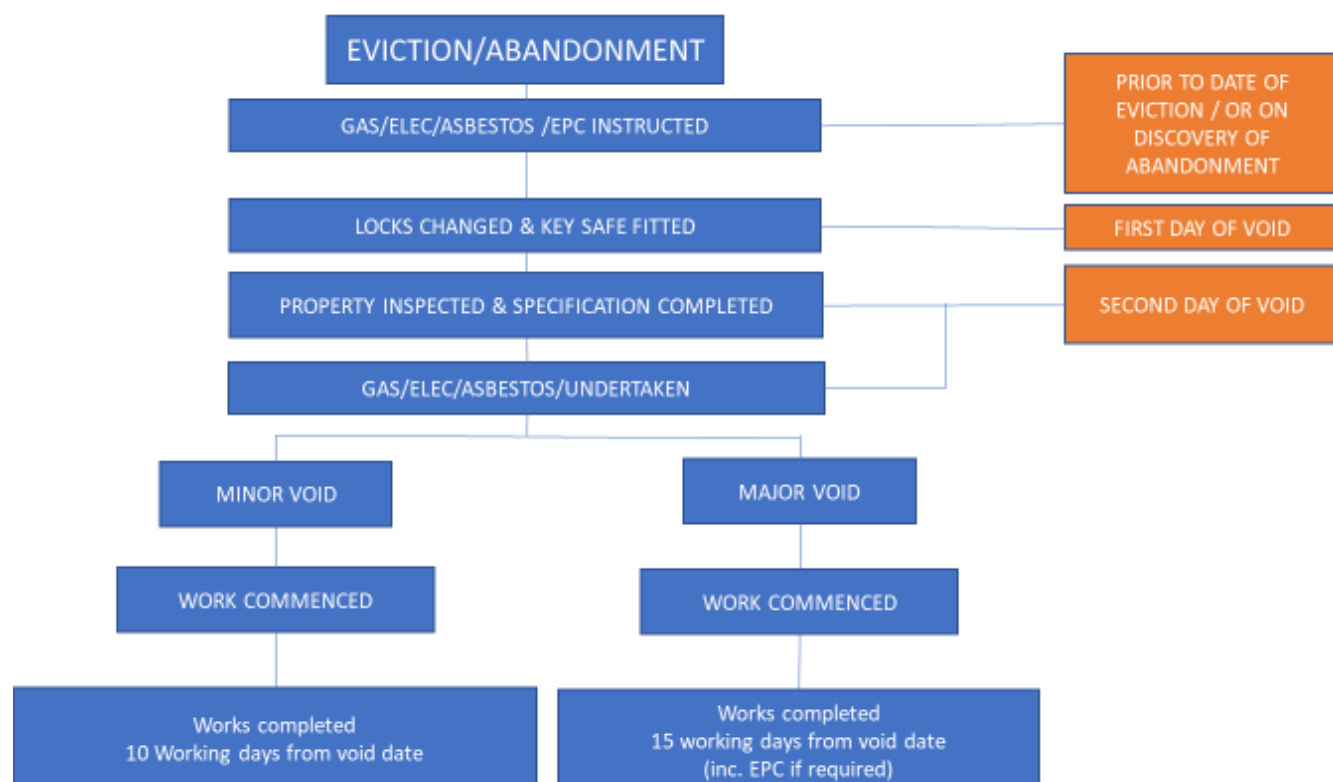
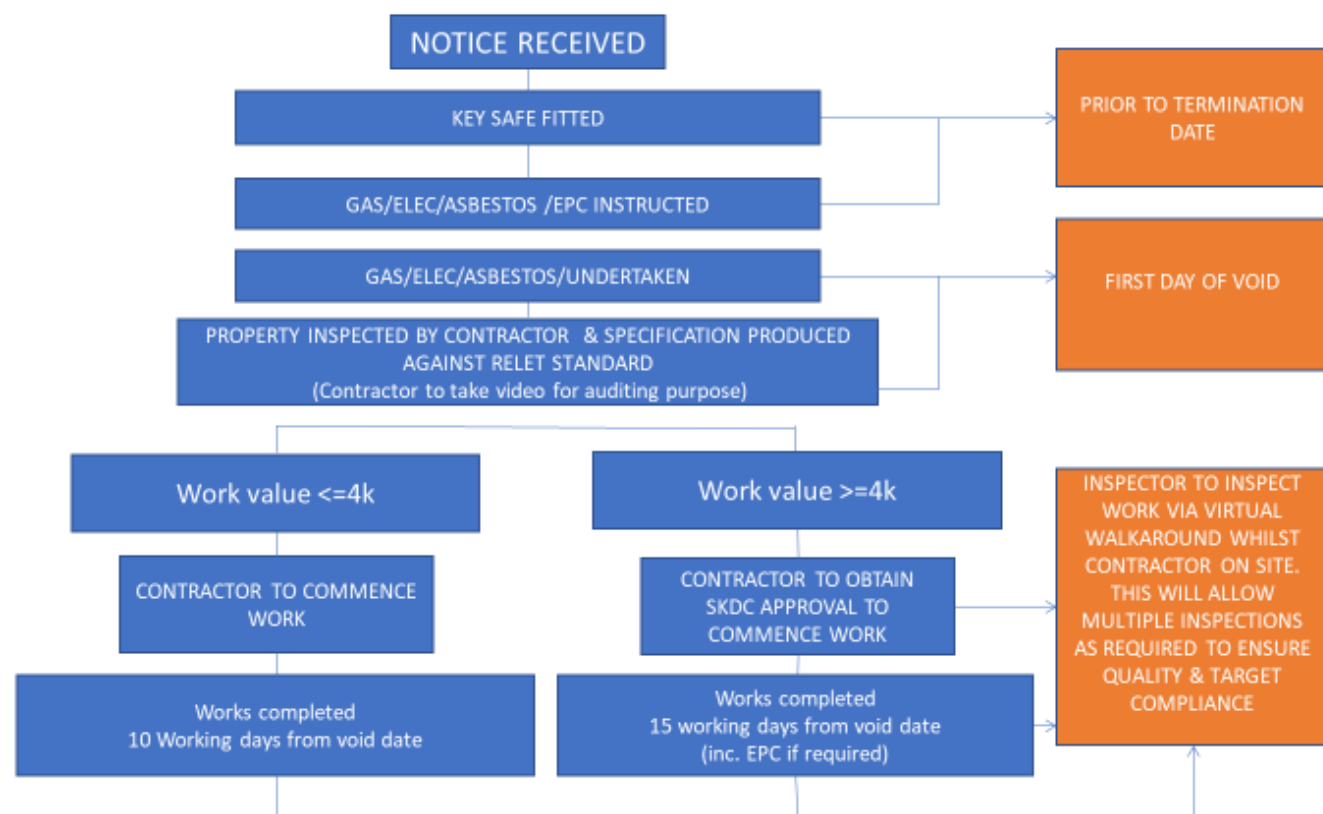
SOURCE: * HOUSEMARK ; Comparison selected from Peer Group** North Kesteven DC key to key re let targets 19/20

1.10.3 The comparisons demonstrate that the scope of works required in some empty homes, especially those identified for extensive works, is significantly contributing to the time taken for works to be completed and the higher associated costs being incurred. This in part can be explained by the impacts of not completing planned works in an effective way, and the lack of stock condition data held by the Council, and also tenancy management issues, but it does not fully explain why there is such a very significant difference in performance so it is most likely that overall process of management is failing. In addition,

there are extra days indicated in the comparable table relating to average void turnaround times and this is indicating poor performance overall.

- 1.10.4 Members should note that a further 32 days needs to be added to the void total days as this relates to the average time taken to complete the allocation process. These additional days (32) do not represent good practice either, although most of the improved performance will only be achievable once the new Northgate Housing Management system is commissioned and deployed see comments above in 1.6.
- 1.10.5 As can be seen, the average void turnaround is extremely high with average void costs being significantly higher than even the highest quartile example shown. It is possible to estimate the total likely extra costs likely to be incurred over the 12-month period identified using the average additional variance figures comparing the SKDC void costs and the upper and lower quartile void costs identified for the comparable example. It should be appreciated this data only acts as a guide and there may well be significant district or regional variable's, but none the less it is possible to draw the conclusion that there is significant scope for improvement.
- 1.10.6 Applying the number of properties becoming void (338) in the period indicated, it can be assumed that if SKDC moved into a position representing higher or lower quartile performance that saving to the HRA would be between £815,000 and £1,284,000 per annum. Clearly this figure would fluctuate from year to year given the total number of voids occurring, and the building cost indices movements, but this represents a conservative estimate of saving should a move to good practice be achieved.
- 1.10.7 The total benefits associated with making process changes can be further enhanced as we move to a better programmed works scheduling of investment through improved stock condition data, and of course eventually by fully deploying the new Northgate Integrated Housing Management I/T system. These figures do not include the benefits in terms of increased rental income should the reduction in overall void times be achieved as well
- 1.10.8 The comparison exercise has identified that the focus therefore for SKDC should be to agree a new way of achieving the effective delivery of void works comparable to those other similar landlords, and which will significantly improve turnaround time and drive cost down to be closer to best practice.
- 1.10.9 With this objective in mind the flowchart below details the new proposed void work process and targets. There are two flowcharts:
- When SKDC receives notice from the tenant this should be the normal practice for most voids occurring;
 - When SKDC does not receive notice, such as where the property is abandoned, or tenant evicted.

NEW PROPOSED VOID WORK PROCESS & TARGETS (Addressing the Problems)



- 1.10.10 The void work process under these new arrangements is significantly streamlined with simple more focused targets reducing overall timelines (see orange boxes for process changes). This will speed up this part of the process to reduce turnaround times so that we can release homes for reletting more quickly and therefore increase the number of homes available for letting each year and house potential tenants more quickly and reduce annual void loss costs to the HRA.

Costs and Performance Management

- 1.11.1 Currently there is no formal performance or project management system in place to proactively monitor void works against target. There are also no key performance indicators (KPI's) produced for major or minor void works. In addition, there does not appear to be any formal contract management being undertaken with our external contractors in order to reduce void turnaround and drive costs down.
- 1.11.2 With immediate effect officers have now introduced monthly contract meetings with our contractors, where we will now address the key issues of void repair costs and performance, and review specifications and monitor timelines for works and quality finishes to ensure we move towards the good practice outputs. This will form part of a regular agenda with performance information circulated to contractors prior to the contract meeting taking place. It is also intended to introduce a suite of KPI data for members to review regularly through the Rural and Communities Overview and Scrutiny Committee, and these KPI proposals will be brought forward for members to review and discuss as soon as possible.

Void Material Management, Quality of Workmanship and Completion of works

- 1.12.1 The Council currently has a material supply contract with Buildbase Ltd, which is now due for re-procurement. Materials are purchased from the supplier and stored at the Grantham Depot for use by the void operatives. The management of the stock control and ordering of materials is currently being reviewed following a recently completed stock control audit by the Council's internal auditors. The audit identified several issues related to the management and monitoring of stock within the depot. An action plan in response to the audit is currently being developed to address these findings. The procurement of a new materials contract has provided the opportunity to review our materials strategy.
- 1.12.2 Officers therefore looking at other options of materials supply, such as using impress van stocks so that materials are obtained directly from the supplier more efficiently, which would mean that the Council would no longer be required to store and supply materials as at present. Once this review is completed and the proposals around stock control and management have been more fully reviewed along with the possible introduction of utilising impress van stocks, members will receive a further detailed report on the progress made and the outcomes.
- 1.12.3 Recent feedback from the Housing Management team also highlighted that some properties are being returned to them with poor standards of workmanship, incomplete work and not in accordance with the void standard. Therefore, officers will be implementing "virtual void property walk rounds" with operatives and contractors whilst they are working on site to address these issues. These virtual walk rounds are made

possible by utilising the iPad camera technology to stream real time video from properties so ‘inspections’ and technical guidance can be provided to operatives and contractors thus reducing inspection or instruction delays. In addition, regular virtual contractor meetings have now been implemented to ensure contractors are undertaking and delivering work in-accordance with contract terms and conditions.

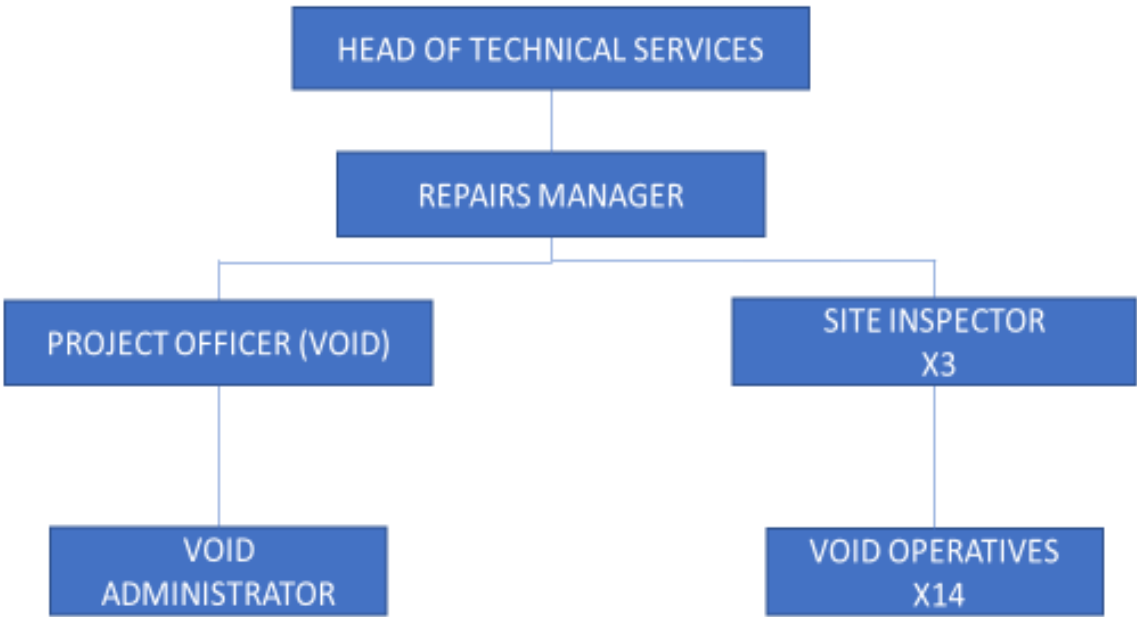
The Current Void Standard

1.13.1 The Council currently has a void standard that was introduced in 2013 and has not been reviewed since. This is poor practice as standards should be reviewed at regular intervals and normally no longer than 3-year intervals. **The current standard** is attached as **Appendix 1**. This is currently being reviewed to make it fit for purpose and to ensure the void works budget is being spent effectively. Officers are also looking at the feasibility of developing several void standards that are related to demand management, thus enabling Council to invest more on low demand properties to increase their potential desirability. Any amendments to the void standards to achieve this latter objective will be reported to members to seek their approval when the work has been completed.

Structural Amendments

1.14.1 The current Technical Services void team is split by Minor and Major repair teams, by Manager and by physical location. Subsequently each team focuses on different priorities relating to their specific part in the chain of void events. The current structure is outdated as it supports a vertical hierarchy that promotes “silo working” by embedding little to no collaboration or aligned priorities across the structure. A simple horizontal change to the structure will remove this and significantly improve interaction and co-operation. The amended structure is as follows:

Voids – Technical Services – amended 1



2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 Consultation has been undertaken within the Technical Services and Housing Management Services with amendments made based on feedback received and taking account of good practice principles where these can be adopted and implemented as soon as possible, there are no redundancies or significant cost impacts associated with these early proposals.
- 2.2 The more complex issues and further technical and management adjustments to improve still further overall performance and the void process will take more time as we move to complete procurement and service reviews. The process of updating members to the point of agreeing a finally agreed comprehensive voids process will therefore continue. Members will receive regular updates in respect of this process commencing in February 2021. Having concluded this early phase of review it is considered at this stage there are three options which could be considered. These are:

3 Available Options Considered

- 3.1 **Option 1.** Leave as current. This is not a viable option and entails carrying on in the same way as we do now. That is, to provide a costly and ineffective voids management service. This is costing the HRA and particularly customers significant amounts of money as void costs and the length of time taken to return properties for use is incurring and losing unsustainable resources, especially as we move towards a full review of the HRA Business plan. There are therefore no perceived benefits provided by this option.
- 3.2 **Option 2.** This is a viable option that captures the core elements of the changes highlighted within the report detail. The primary benefits of this option are:
- Streamlined voids process to reduce overall period and reduced rent loss.
 - Introduction of key safe facilities at void properties to reduce days lost for key returns.
 - Tighter Contract and Project Management of external contractor activities.
 - Virtual inspection process to improve inspection regime leading up to re let.
 - Merging of Major and Minor voids team under single management post.
 - Better van stock process to reduce lost time collecting materials.
 - Early review of current voids standard for consideration by members.
 - Reduced costs associated with voids through tighter specification control.
- 3.3 In the longer term the potential introduction of the new Northgate Housing system, will further improve the process management of technical and housing management services bringing further overall service performance improvements and in line with other similar Landlords. The specific perceived benefits of this are:
- (a) significantly improved interaction and co-operation;
 - (b) reduced void work turnaround and reduced rental loss; and
 - (c) improved quality of work and reduced costs.
 - (d) Significantly reduced paper-based systems and improved customer experience

- 3.4 **Option 3.** Investigate the potential for all void works to be delivered by an external contractor/s through a price per void (PPV) contract. Given the initial early wins indicated in option 2 above it would be appropriate to implement the Option 2 proposals at this stage and develop the process and management changes and then review the overall anticipated benefits, before considering and determining whether to move into a potential outsource option and complete the additional detailed work necessary to report to members for consideration.

4 Preferred Option

- 4.1 Taking account therefore of the anticipated benefits associated with the proposals contained in the report at this time is considered that the preferred option is option 2.

5 Reasons for the Recommendation (s)

- 5.1 The changes identified in the preferred option 2 will also:
- Ensure synergy within the technical services void team as it will bring both teams together into one team to ensure interaction and co-operation in an effective way;
 - reduce void spend;
 - reducing void times and rent loss;
 - achieves a more cost-effective service;
 - maximise rental income;
 - improve void quality and standards;
 - reduces administrative burden by designing out waste and duplication;
 - offers a customer centric approach by instilling a positive resident experience from commencement of tenancy (better standards);
 - addresses the issues raised in recent internal audits, such as void audit, stock control audit;
 - improve the experience of staff in delivering those services with 24/7 real time monitoring information and improved functionality, enabling staff to access and update information more speedily; and
 - meet our responsibilities for compliance with Health and Safety legislation with additional operational management control and enhanced I/T solutions.

6 Next Steps – Communication and Implementation of the Decision

- 6.1 Implement option 2 structure, new process and targets and performance management systems.
- 6.2 Review and implement a new void standard(s) and advise members accordingly.
- 6.3. Produce proposals for core KPI detail to the Rural and Communities Overview and Scrutiny Committee in February 2021.
- 6.4 Communicate changes to relevant stakeholders and undertake training.

7 Financial Implications

- 7.1 The report identifies the potential savings and efficiencies that could be realised by introducing an alternative approach to void management. Should the preferred option be approved, then Finance will work closely alongside Housing colleagues to identify and support the introduction of new systems and procedures. There may be short term financial implications arising from the proposed changes, but these will be reported during the programme implementation.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

8 Legal and Governance Implications

- 8.1 There are no legal or governance implications for option 2. A full legal, regulatory and governance appraisal will be undertaken and contained within the option 3 report. A clear suite of KPIs will aid members' understanding of the impact of the proposed changes.

Legal Implications reviewed by: Shahin Ismail, director of Law and Governance

9 Equality and Safeguarding Implications

- 9.1 It is anticipated that by substantially reducing void costs and turnaround times will increase available homes for new tenants and existing occupiers to move into year on year. This will clearly have a positive impact on those seeking to resolve medical, and social challenges, and reduce overall anticipated waiting times.

10 Risk and Mitigation

- 10.1 The Councils risk will be reduced through the implementation of option 2 especially in the context of safeguarding the resources of the HRA and contributing to the overall objectives associated with delivering full compliance of particular importance to the Council given its emerging relationship with the Regulator is the following:

10.1.1 Home standard:

Registered providers shall ensure a prudent, planned approach to repairs and maintenance of homes and communal areas. This should demonstrate an appropriate balance of planned and responsive repairs, and value for money. The approach should include responsive and cyclical repairs, planned and capital work, work on empty properties, and adaptations

11 Community Safety Implications

- 11.1 There are no community safety implications other than those already outlined and identified through the audit and compliance work.

12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 12.1 Reduces carbon footprint by reducing the number of visits to void properties by internal staff and external contractors.

13 Other Implications (where significant)

- 13.1 None

14 Background Papers

- 14.1 None

15 Appendices

- 15.1 Appendix 1 – SKDC Void Standard.

Report Timeline:	Date of Publication on Forward Plan (if required)	14 December 2020
	Previously Considered by: Rural and Communities Overview and Scrutiny Committee	7 January 2021
	Final Decision date	12 January 2021

Our Property Standard

What you can expect in your new home

We want to make sure that your new home is secure, meets all your basic needs and is in a reasonable condition when you move in. All our properties meet our 'property standard'. Here's what it covers:

Security

We will:

- Fit new locks to the main front and back doors
- Check any other security measures like window locks are working properly and give you the keys.

Electrics

We will:

- Check all electrical installations like sockets and switches
- Do repairs if necessary and certify them as safe.

Gas

We will:

- Check all gas connections and installations including boilers, gas cookers and fires
- Do repairs if necessary and certify them as safe.

Plumbing

We will:

- Make sure there is hot and cold running water and all taps are working properly
- Check all the pipe work inside and do repairs if necessary

Heating and energy efficiency

We will:

- Make sure the heating system is working properly
- Do an energy efficiency assessment and give you an energy performance certificate.

Kitchens

We will:

- Make sure the kitchen is adequate and has:
 - A kitchen sink unit with cupboard under
 - A gas or electric cooker point
 - An electric point for a fridge
 - At least two usable cupboards
 - Enough space for you to work

Bathrooms

We will:

- Make sure all toilets, showers, baths, sinks and taps are working properly.
- If a shower is checked and has not been fitted by SKDC we will ask you to sign a disclaimer.

Roofs, guttering & outside maintenance

We will:

- Make sure the property is wind and weather-proof
- Check the roof and make repairs if necessary
- Clear the loft of any rubbish
- Check all the guttering and outside pipe work and make repairs if necessary
- Clear the garden of any rubbish
- Remove any garages or sheds which have been built using asbestos
- Fill in or remove any garden ponds unless you tell us you would like to keep them.

We cannot be responsible for any ponds or garden features you decide to keep and we will ask you to sign a disclaimer.

Doors, windows & stairs

We will:

- Make sure all doors are in good working order and that any glass panels in doors and side panels meets current safety standards
- Make sure all windows are in good working order and any cracked glass is replaced.
- Check the window locks are working (if there are any) and give you the keys
- Check that staircases, banisters and balustrades are secure and safe
- Make sure there are curtain battens fitted above all windows.

Walls & ceilings

We will:

- Check the plasterwork on walls (including under wallpaper) and ceilings is in a sound condition
- Strip wallpaper and do repairs if necessary.

Floors and floor coverings

We will:

- Remove any fitted carpets and floor coverings unless you tell us you would like to keep them
- Secure and/or repair any loose or broken floorboards
- Remove any cracked or broken vinyl tiles.

We cannot be responsible for any floor coverings you decide to keep and we will ask you to sign a disclaimer.

Decoration & cleaning

We don't re-decorate as most people prefer to decorate to their own taste.

We will:

- Offer you a decorating allowance for some rooms if they are in a very poor condition.
- Offer you a cleaning voucher initially or if a request is made, have the property cleaned after you have received the keys
- Remove any graffiti
- Replace all toilet seats.

General maintenance and future upgrades

If there are any general maintenance or repairs to do, we will tell you if they will be done before or shortly after you move in

We have an ongoing programme of major upgrades and replacement of bathrooms and kitchens. We will let you know if and when we're planning to do any major work to your new home.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Robert Reid

Cabinet Member for Housing and
Planning

Procurement of Housing Stock Condition Survey

This report seeks approval for the award of a Housing Stock Condition Survey Contract to Faithorn Farrell Timms LLP (FFT) via the National Framework Partnership to conduct a stock condition survey and Energy Performance Certificate (EPC) on all dwellings, blocks and communal areas for South Kesteven Council subject to the approval of the necessary funding to complete the work.

Due to the commercial sensitivities this report, and the appendices are exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972.

Report Author

Kelly Foster, Interim Repairs Manager



01476 406320



k.foster@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Competitiveness	Key	All Wards

Reviewed by:	Chris Stratford, Interim Assistant Director for Housing	16 December 2020
Approved by:	Karen Bradford, Chief Executive	18 December 2020
Signed off by:	Councillor Robert Reid, Cabinet Member for Housing and Planning	22 December 2020

Recommendation (s) to the decision maker (s)

1. It is recommended that Cabinet approves the award of a contract to Faithorn Farrell Timms LLP (FFT) to carry out a stock condition survey to all dwellings, blocks and communal areas, including EPC (Energy Performance Certification) to the housing stock of South Kesteven Council. This appointment will be undertaken via the National Framework Partnership.

- 2. That Cabinet include in the proposals for 2021/22 a budget of £50k for the employment of an additional member of staff on a fixed term contract to conclude at the end of the stock condition activities, to support the necessary project management of the contract with Faithorn Farrell Timms LLP.**
- 3. That Cabinet include in the proposals for 2021/22 a budget of up to £50k order to procure the additional licences for the current APEX asset management software system, to enable Faithorn Farrell Timms LLP to update the Council's system with the new survey data.**
- 4. That Cabinet note that at the full Council meeting held on the 17 December 2020 a budget of £780,000 was approved in order to procure the necessary stock condition, EPC, and project management activities as outline in this report.**

1 The Background to the Report

- 1.1 South Kesteven District Council (the Council) has an urgent need to improve its stock condition information relating its property portfolio. This is especially important and relevant given the recent internal audit report highlighting regulatory and compliance shortcomings in respect of stock condition and critical Health and Safety issues. The Council in referring itself to the Social Housing Regulator also identified the lack of accurate stock condition data as a contributory factor in respect of its compliance challenge.
- 1.2 The completion of a 100% stock condition survey to dwellings, blocks and communal areas will provide the Council with up to date and accurate information to plan its overall investment strategy and develop its new asset management plan, which will in turn inform the review of the HRA Business Plan. This will ensure that property assets will be well maintained by way of timely and focused investment. It is also worth noting the last stock condition survey was in completed 2009 by Savills plc. Good practice indicates a stock survey should be completed every 5 years.
- 1.3 All data compiled through this new survey will be uploaded into the current APEX asset management system, to provide up to date information that will be held in this single location. Subsequently when the new Northgate integrated housing management system is approved and commissioned it will be possible to review how the data is held within this new system solution
- 1.4 In determining the most appropriate way to procure the new stock survey, officers took account of the need to procure a preferred contractor in the most efficient and effective way, within appropriate minimum time frames, to allow the commencement of the survey as soon as practically possible. This approach is in accordance with the Council's Procurement Procedure Rules. The National Framework Partnership – Stock Condition Framework offered the opportunity of a direct award, as the contractors had already been reviewed through the rigorous Framework process, which assessed providers on 60% quality and 40% cost. Officers have subsequently selected two contractors from the framework based on their ability to meet the Council's specific needs to conclude not only a stock condition survey, with electronic downloads onto APEX, but also provide a valid EPC for each dwelling surveyed.

2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 Tenants received a letter regarding the housing compliance challenges in November 2020 and this correspondence also informed them that planned works might be required to be undertaken on their properties in due course subject to a stock condition survey.
- 2.2 It is intended that subject to the approval of Cabinet that officers will write again to tenants informing them that the surveys will be taking place, giving details of the commencement date, the contractor appointed, and informing them of the time required to complete a survey of their home, and when this is likely to take place in their location.
- 2.3 We will be putting robust project management in place to ensure that surveys are being completed to the required standard, tenant access is being achieved in the correct way and that progress to meet the overall timelines to complete the survey is being achieved. A regular project management 'interrogation' meeting will be arranged to ensure the contractor managers are dealing with the project outputs as required.

- 2.4 A commitment to report to the Rural and Communities Overview and Scrutiny Committee on a quarterly basis around progress concerning key housing compliance matters has already been given, and officers will update the Committee on the progress of the stock condition surveys being completed, as part of these reporting arrangements.

3 Available Options Considered

- 3.1 **Do Nothing** – This is not advised given our current non-compliant position, lack of up to date property condition data, and the need to address this lack of data, to provide a new Asset Management Strategy, and inform the review of the HRA Business Plan is critical.
- 3.2 **Complete the Survey using in house resources** – The repairs and improvements teams have been trying to complete a rolling stock condition survey update on properties covering a five-year cycle of review but have failed to achieve the necessary 20% survey completions each year. In addition, the EPCs for the stock have not been updated and have now expired. Doing this certification on void dwellings as they occur, delays the letting of properties and adds to the current resource strain placed on the in-house team. Given the status of our current stock condition information, which now requires a 100% survey to be completed there are insufficient in-house resources to deploy to achieve this objective.
- 3.3 **Use of a Framework** - A total of four frameworks were reviewed to see if their scope would meet our specific stock condition survey requirements. A project group of Officers concluded that the single Framework offered by the National Framework provider met the Councils requirements to allow a robust procurement of a suitable contractor. It also provided the most efficient and timely process to appoint a contractor as those contractors on the Framework had already been thoroughly assessed, had submitted costs, and met the necessary terms and conditions of business for specialist Stock Condition and EPC work with Councils and Registered Housing Providers.

4 Preferred Option

- 4.1 The preferred option after evaluating the contractors (**see appendices attached**) on the Framework was to recommend the appointment of FFT to undertake the stock condition survey of all dwellings, blocks, communal areas, including an EPC for each dwelling. The company provided the most competitive price to conclude the full specification requirements of the Council, which included the full certification process and confirmation of an up to date EPC for each dwelling. It also demonstrated the best approach to the survey needs and resource allocations relating to the completion of the survey within the overall timescales required by SKDC to complete the work within 10 months.

5 Reasons for the Recommendation (s)

- 5.1 The most appropriate short-listed contractors were further rigorously challenged around the cost components for the survey requirements, and the total cost to the council were confirmed as Faithorn Farrell Timms £717,920 (Inclusive of VAT) and the alternative contractor submitted costs at £1,017,814.55 (Inclusive of VAT) the recommendation is therefore to appoint FFT.

6 Next Steps – Communication and Implementation of the Decision

- 6.1 The contractors have been contacted and given the necessary information relating to the contract timeline and data requirements, have indicated a willingness to proceed as soon as possible subject to final consideration at Cabinet in January 2021.

7 Financial Implications

- 7.1 A budget of £780,000 has been approved at the Council meeting held on the 17th December 2020 to cover the proposals detailed in the report. The scope of the approved budget should be sufficient to cover the contracted survey works, fixed term staff resource, project management, and the additional licences as indicated above. All costs will be met from the Housing Revenue Account.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

8 Legal and Governance Implications

- 8.1 A direct award to FFT via National Framework Partnership can be made and it is in accordance with the Council's Contract and Procurement Procedure Rules and the Public Contract Regulations 2015.

Legal Implications reviewed by: Shahin Ismail, Director of Law and Governance

9 Equality and Safeguarding Implications

- 9.1 FFT will agree to adhere to all the council's policies and procedures including contractor's code of conduct. Any specific special need requirements identified when planning access to tenants will be considered, and the contractor will liaise with the Council to ensure full compliance with equality issues, and act in accordance with any regulatory or policy needs.

10 Risk and Mitigation

- 10.1 The Council currently does not have accurate information on its stock, which needs rectifying. By procuring FFT via a Framework, they will complete a full stock condition and EPC for South Kesteven District Council urgently social housing assets. This will reduce risks associated with compliance and H&S issues, improve investment decisions, and improve the stock in a more focused and logical way. It will also allow the HRA Business plan to be reviewed, and to then reflect actual investment requirements to reduce the risk of not allocating the correct resources to meet asset investment needs. Robust project management and quality control processes will be put in place to ensure the contractor delivers the Councils requirements, and quarterly reports to Rural and Communities OSC will ensure close monitoring by members is in place.
- 10.2 The data and information collated by FFT will be checked and verified by officers prior to being validated as accurate.

11 Community Safety Implications

- 11.1 None other than to surveyors employed by the contractor, who will work in a safe and approved manner as agreed with by the contract requirements and in accordance with any Council requirements. Access to properties will be by appointment in nearly all cases, and the surveyors will be required to provide identification to tenants prior to entering a property, authenticated by the contractor and the Council.

12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 12.1 The data will enable us to produce an up to date asset investment strategy, and revised HRA Business plan. Any further major investment decisions will be made based on the Council's stated intentions to improve the environment and reduce its overall carbon footprint.

13 Other Implications (where significant)

- 13.1 None

14 Background Papers

- 14.1 None

15 Appendices

- 15.1 Appendix A FFT/Pelling LLP cost analysis

Report Timeline:	Date of Publication on Forward Plan (if required)	14 December 2020
	Previously Considered by:	N/A
	Final Decision date	12 January 2021

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Kelham Cooke

The Leader of the Council

Key and Non-Key Decisions taken under delegated powers

This report provides an overview of decisions taken by individual Cabinet Members since the last meeting of the Cabinet on 1 December 2020.

Report Author

Lucy Bonshor, Democratic Officer

Tel: 01476 406120

Email: l.bonshor@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Shelley Thirkell, Acting Principal Democratic Officer	15 December 2020
Approved by:	Karen Bradford, Chief Executive	30 December 2020
Signed off by:	Councillor Kelham Cooke, The Leader of the Council	30 December 2020

Recommendation (s) to the decision maker (s)

1. It is recommended that the Cabinet notes the contents of this report.

- 1.1 Since the Cabinet last met on 1 December 2020, the following Key and Non-Key decisions have been taken under delegated authority:
- 1.1.1 Invest to Save Reserve**
- Non-Key decision taken by the Cabinet Member for Finance and Resources on 23 November 2020
- Date decision effective: 5 December 2020
- Report and decision notice attached as Appendix 1
- 1.1.2 J C Decaux Bus Stops**
- Non-Key decision taken by the Cabinet Member for Commercial and Operations on 7 December 2020
- Date decision effective: 18 December 2020
- Report and decision notice attached as Appendix 2
- 1.1.3 Procurement and award of contract for refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre**
- Non-Key decision taken by the Leader on 17 December 2020
- Date decision effective: 30 December 2020
- Report and decision notice attached at Appendix 3
- (Please note that the appendix to the report contains exempt information under paragraph 3 of Schedule 12A of the Local Government Act 1972)
- 1.1.4 Payment of Costs**
- Non-Key decision taken by the Cabinet Member for Finance and Resources on 18 December 2020 under special urgency provisions.
- Date decision effective: 18 December 2020
- Report and decision notice attached at Appendix 4
- (Please note that the report and appendix contains exempt information under paragraph 3 of Schedule 12A of the Local Government Act 1972)
- 1.2 Any decision made after the publication of the agenda will be reported at the next meeting of the Cabinet.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Non-key Decision

Councillor Adam Stokes

Cabinet Member for Finance and Resources

Invest to Save Reserve

This report is a request to access £9,600 funding from the Invest to Save Reserve to fund a review of Cultural Services.

Report Author

Michael Cross, Head of Arts

Tel: 01476 406129

Email: michael.cross@southkesteven.gov.uk

Approved for publication:

Councillor Adam Stokes, Cabinet Member for Finance and Resources

13 November 2020

Recommendation (s) to the decision maker (s)

- 1. Approves the allocation of £9,600 funding from the Invest to Save Reserve to carry out a review of South Kesteven District Council's Cultural Service.**

1 The Purpose of the Report

- 1.1 South Kesteven District Council's Corporate Plan puts Cultural Services at the heart of achieving the council's vision to be the best place to live, work and visit.
- 1.2 Prior to the pandemic, the Cultural and Creative sectors, were reporting record growth and development, providing significant levels of investment and making a major contribution to the national economy.
- 1.3 Over the pandemic, the importance of cultural activities to the health and wellbeing of the nation has been widely acknowledged.
- 1.4 In September 2020, the Cabinet of South Kesteven District Council formally adopted a new Cultural Strategy for the district. This document prioritised a series of key actions that will support wider audience engagement and increase networking support for local creative practitioners. It is anticipated that the Cultural Services team will play a significant role in

promoting the Cultural Strategy and supporting activities to deliver strategic priorities. Chiefly, these priorities include Partnerships, Networking and Accessibility.

- 1.5 Engagement with cultural activities is constantly evolving. Changes to the way customers interact with cultural programmes, the significant impact of technological advances and constantly shifting demographic of the district, all indicate a need to take an objective look at the delivery of Cultural Services in South Kesteven.
- 1.6 With the arrival of Covid-19, Stamford Arts Centre, Guildhall Arts Centre and the Bourne Corn Exchange were temporarily closed during the 2020 national lockdown and services have been suspended in November 2020 as part of a second nationwide lockdown.
- 1.7 Proposals for a phased re-opening across all sites began over the summer months (once restrictions were lifted) but, to date, full public access to the buildings has not been implemented.
- 1.8 An online programme has been developed and received high levels of interaction.
- 1.9 Income generation has been devastated throughout the current financial year and social-distancing restrictions make the restoration of most live and screened, auditorium-based events financially unviable.
- 1.10 The impact of ongoing restrictions into 2021 and continued uncertainty for income generation in 2021-22, has brought forward the urgency for a review of the service to identify options to explore the potential of more cost-effective methods of operating.
- 1.11 Taking all the factors highlighted above into account, the proposed review will ultimately seek to establish a service that is able to maximise revenue and streamline service delivery by utilising the resources, assets and skills of the team to provide a joined-up programme of high-quality regular programme of activities and events for all South Kesteven residents.
- 1.12 Exploring options to future-proof the council's commitment to cultural engagement will enable Cultural Services to provide an important role in supporting the recovery of the creative sector post Covid-19.
- 1.13 The project brief will include: Financial Performance and Staffing Review, Research and Consultation, Development of Strategic Objectives and options for future service delivery and the compilation of a Review Report and Presentation of Findings.
- 1.14 Special attention will be paid to future income generation, the development of the festival and events team, audience development and outreach and community programmes, delivered by a flexible, transferable team.

2 Available Options Considered

- 2.1 To continue delivering the current level of service without a formal review.
- 2.2 To deliver a review of the service internally.
- 2.3 To commission an independent review of the service from a specialist provider.

3 Preferred Option

- 3.1 To commission an independent review of the service from a specialist provider.

4 Reasons for the Recommendation (s)

- 4.1 The current reduced programme provides a rare opportunity to explore the service fully without the distractions of delivering the regular demanding schedule. Team members

involved in the process will be able to dedicate the time required to provide evidence and supporting documents.

- 4.2 Whilst delivering an internal review would not incur additional costs, the full 360-degree scope of an external review would be significantly harder to achieve. It is widely accepted that implementing an internal review is extremely challenging whilst maintaining effective internal communications and co-operation within the team.
- 4.3 Working with an independent specialist provider will ensure an impartial and thorough review of the current service.
- 4.4 The study will take full advantage of the provider's wider experience and knowledge of the sector more broadly.
- 4.5 An independent review will be able to deliver recommendations based on examples of sector best-practice and the most up-to-date understanding of future challenges to delivering effective and viable cultural services, particularly in response to Covid-19.
- 4.6 A commissioned review will encourage greater trust within the service team that the process is fair, that the findings have been independently assessed and recommendations are provided from a considered, neutral position.

5 Financial Implications

- 5.1 The Invest to save reserve has been established to fund in-year initiatives that require a level of one funding in order to secure ongoing savings. Whilst it is premature to specify the level of savings that will materialise from the review, it is confirmed at section 1.13 that operational costs and the current service delivery models will be reviewed which will lead to recommendations reducing the future funding levels. It is recommended that the s151 officer and the Cabinet Member for Finance are kept informed of the outcomes of the review. The proposed procurement process is in line with the Council's Contract Procedure Rules.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

6 Legal and Governance Implications

- 6.1 The Council's Contract Procedure Rules only require one written quotation for goods and services with a value below £10,000. The approval of the Invest to save reserve is subject to a non-key decision as set out by Council.

Legal Implications reviewed by: Shahin Ismail, Director of Law and Governance

7 Equality and Safeguarding implications

- 7.1 None.

8 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 8.1 The proposed Arts Review will not specifically address issues in support for South Kesteven District Council's declaration of a climate change emergency.
- 8.2 The final report will, however, provide evidence to inform decisions around the future use of council assets and the delivery of activities and events.

9 Appendices

- 9.1 None.

Report Timeline:	Date decision due to be made	23 November 2020
	Call-in deadline	4 December 2020
	Date decision effective (subject to call-in)	5 December 2020

CABINET MEMBER DECISION



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Decision:

That approval is granted to allocate £9,600 from the Invest to Save Reserve to carry out a review of South Kesteven District Council's Cultural Service.

(1) Details of Decision

To seek approval to access £9,600 funding from the Invest to Save Reserve to fund a review of Cultural Services.

(2) Considerations/Evidence

South Kesteven District Council's Corporate Plan puts Cultural Services at the heart of achieving the council's vision to be the best place to live, work and visit.

Prior to the pandemic, the Cultural and Creative sectors, were reporting record growth and development, providing significant levels of investment and making a major contribution to the national economy.

Over the pandemic, the importance of cultural activities to the health and wellbeing of the nation has been widely acknowledged.

In September 2020, the Cabinet of South Kesteven District Council formally adopted a new Cultural Strategy for the district. This document prioritised a series of key actions that will support wider audience engagement and increase networking support for local creative practitioners. It is anticipated that the Cultural Services team will play a significant role in promoting the Cultural Strategy and supporting activities to deliver strategic priorities. Chiefly, these priorities include Partnerships, Networking and Accessibility.

Engagement with cultural activities is constantly evolving. Changes to the way customers interact with cultural programmes, the significant impact of technological advances and constantly shifting demographic of the district, all indicate a need to take an objective look at the delivery of Cultural Services in South Kesteven.

With the arrival of Covid-19, Stamford Arts Centre, Guildhall Arts Centre and the Bourne Corn Exchange were temporarily closed during the 2020 national lockdown and services have been suspended in November 2020 as part of a second nationwide lockdown.

Proposals for a phased re-opening across all sites began over the summer months (once restrictions were lifted) but to date, full public access to the buildings has not been implemented.

An online programme has been developed and received high levels of interaction.

Income generation has been devastated throughout the current financial year and social-distancing restrictions make the restoration of most live and screened, auditorium-based events financially unviable.

The impact of ongoing restrictions into 2021 and continued uncertainty for income generation in 2021-22, has brought forward the urgency for a review of the service to identify options to explore the potential of more cost-effective methods of operating.

Taking all the factors highlighted above into account, the proposed review will ultimately seek to establish a service that is able to maximise revenue and streamline service delivery by utilising the resources, assets and skills of the team to provide a joined-up programme of high-quality regular programme of activities and events for all South Kesteven residents.

Exploring options to future-proof the council's commitment to cultural engagement will enable Cultural Services to provide an important role in supporting the recovery of the creative sector post Covid-19.

The project brief will include: Financial Performance and Staffing Review, Research and Consultation, Development of Strategic Objectives and options for future service delivery and the compilation of a Review Report and Presentation of Findings.

Special attention will be paid to future income generation, the development of the festival and events team, audience development and outreach and community programmes, delivered by a flexible, transferable team.

(3) Reasons for Decision:

The current reduced programme provides a rare opportunity to explore the service fully without the distractions of delivering the regular demanding schedule. Team members involved in the process will be able to dedicate the time required to provide evidence and supporting documents.

Whilst delivering an internal review would not incur additional costs, the full 360-degree scope of an external review would be significantly harder to achieve. It is widely accepted that implementing an internal review is extremely challenging whilst maintaining effective internal communications and co-operation within the team.

Working with an independent specialist provider will ensure an impartial and thorough review of the current service.

The study will take full advantage of the provider's wider experience and knowledge of the sector more broadly.

An independent review will be able to deliver recommendations based on examples of sector best practice and the most up-to-date understanding of future challenges to delivering effective and viable cultural services, particularly in response to Covid-19.

A commissioned review will encourage greater trust within the service team that the process is fair, that the findings have been independently assessed and recommendations are provided from a considered, neutral position.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

None

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

None

Decision taken by:

Name: Councillor Adam Stokes
Cabinet Member for Finance and Resources

Date of Decision: 26 November 2020

Date of Publication of Record of Decision: 27 November 2020

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

5 December 2020

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Non-key Decision

Councillor Dr Peter Moseley

Cabinet Member for Commercial and Operations

JC Decaux Bus Stops

This report discusses the suite of bus shelters located within the District currently owned and maintained by JC Decaux. It outlines the proposals relating to the purchase of said shelters by both Lincolnshire County Council and South Kesteven District Council at the end of the current agreement with JC Decaux and provides a basic cost outline resulting from any adoption by the District Council.

Report Author

Miki Gregory, Markets and Events Supervisor

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**Approved for
publication:**

Councillor Dr Peter Moseley, Cabinet Member for
Commercial and Operations

26 November 2020

Recommendation (s) to the decision maker (s)

- 1. Approves the purchase of the 12 JC Decaux bus shelters located within the bus stations in Grantham and Stamford at a nominal total cost of £1.**

1 The Purpose of the Report

- 1.1 Across South Kesteven a suite of forty-eight bus shelters was installed in 2000 by JC Decaux. The shelters which are predominantly located in Grantham and Stamford are currently owned and maintained by JC Decaux.
- 1.2 Of the forty-eight shelters:
 - 6 are located in Grantham Bus Station
 - 34 are located in the Grantham area along bus routes
 - 6 are located in Stamford Bus Station
 - 2 are located in the Stamford area along bus routes
- 1.3 The agreement under which these shelters are maintained comes to an end on 31st December 2020.

- 1.4 JC Decaux has advised that the shelters are no longer commercially viable from their perspective in terms of advertising sales and the company does not wish to continue beyond the contract expiration date. They have indicated their intention to remove all of the shelters unless an agreement can be reached with the Council to purchase.
- 1.5 JC Decaux has offered the 48 shelters for purchase by the Council. The purchase of the shelters would also mean that the costs of the maintenance regime and cleaning would pass to the Council.
- 1.6 Lincolnshire County Council (LCC) has advised, based on their own cleaning contracts in place on their shelters, an estimate of £100 per shelter per annum including one annual jet wash. It is anticipated that the Street Cleansing team would undertake this work or that work orders would be raised for Environment SK to provide this service.
- 1.7 Maintenance inspections are currently carried out every two weeks. This is a visual inspection which coincides with the replacement of advertising material. More formal checks are undertaken quarterly. These include checking the stability of the structure, seating, glass, lights and ensuring the drainage is functioning correctly. These inspections are carried out by fully trained staff. Parts such as glass panels are not currently routinely changed, only when they are damaged. The models of the shelters are of JC Decaux design and the company is the sole supplier of off the shelf replacement parts.
- 1.8 LCC has mapped the locations of the shelters in question by utilising National Public Transport Access Nodes (NaPTAN) and the Association of Transport Officers (ATCO) location identifier codes. LCC has however been unable to obtain data regarding the use of the shelters across both towns. Centerbus is the key operator within Grantham but have not been able to supply any information, despite repeated requests from LCC.
- 1.9 It must be noted that the maps of locations do not detail the number of service at each shelter, some shelters are opposite each other on the road side but the bus routes do not always operate in both directions, thus some shelters may not be utilised at all.
- 1.10 Of the 40 shelters in Grantham, 24 have an additional pole with timetables attached, positioned to the side of the shelter. None of the 8 shelters in Stamford have any additional infrastructure. If the shelters are removed, then there would be no need to install any “bus stop” location signage at the 24 locations in Grantham, however, all shelters positioned in the bus station would need to be replaced with some form of structure. All 8 locations in Stamford would need some form of signage/structure.
- 1.11 All shelters are designed to offer the ability to carry advertising, some of which have an electricity supply which allows for the advertising panels to be illuminated.
- 1.12 Discussions have taken place with LCC to consider the option for it to purchase the thirty-six shelters along the bus routes with the District Council taking responsibility for the shelters located in the bus stations in Grantham and Stamford. Whilst no decision has been reached with LCC, to date discussions have been positive and indications are that LCC may move forward with this proposal.
- 1.13 Officers of the District Council have negotiated with JC Decaux for the twelve shelters in Grantham and Stamford Bus Stations to be offered to South Kesteven District Council at a nominal total cost of £1. Once the agreement goes ahead the District Council would take over the responsibility for the maintenance and upkeep of these shelters.

2 Available Options Considered

- 2.1 JC Decaux to remove all shelters along the bus service routes and bus stations, making good all sites. This would carry no cost to the District Council. However, this will leave both bus stations and routes without any shelters or infrastructure.
- 2.2 The District Council to take responsibility for the full suite of shelters which would result in an initial purchase cost of £24,000 and ongoing maintenance costs of forty-eight shelters.
- 2.3 Supported by Publitax, there was some consideration as to whether the advertising revenue may be an income generating opportunity. An initial assessment has indicated that possible returns are very modest and, combined with the potential risks and additional costs, are not considered commercially viable.

3 Preferred Option

- 3.1 The preferred option is for the District Council to work in collaboration with LCC to maintain the suite of shelters with LCC taking responsibility for the thirty-six shelters along bus routes and the District Council taking responsibility for the 12 shelters located in the bus stations in Grantham and Stamford.

4 Reasons for the Recommendation (s)

- 4.1 The option to retain the shelters in the bus station is more cost effective than replacing these with new shelters. The opportunity to utilise these shelters to promote District Council commercial/paid for service and other key messages will also be beneficial.

5 Financial Implications

- 5.1 The option to retain the shelters in the bus station is more cost effective than replacing these with new shelters. The opportunity to utilise these shelters to promote District Council commercial/paid for service and other key messages will also be beneficial.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

6 Legal and Governance Implications

- 6.1 The terms of purchase, whether freehold or leasehold, will need to be clarified and the Council will need to consider replacement/ removal costs in due course.

Legal Implications reviewed by: Shahin Ismail, Director of Law and Governance

7 Equality and Safeguarding implications

- 7.1 Locations and maintenance of the sites of the shelters will be monitored to ensure they remain accessible to all users with relevant protected characteristics.

8 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 8.1 None identified

9 Appendices

- 9.1 None

Report Timeline:	Date decision due to be made	3 November 2020
	Call-in deadline	11 December 2020
	Date decision effective (subject to call-in)	12 December 2020

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CABINET MEMBER DECISION



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Decision:

That approval is granted to purchase 12 JC Decaux bus shelters located within the bus stations in Grantham and Stamford at a nominal total cost of £1.

(1) Details of Decision

To seek approval to purchase the JC Decaux bus shelters currently situated in the Grantham and Stamford Bus Stations.

(2) Considerations/Evidence

Across South Kesteven a suite of forty-eight bus shelters was installed in 2000 by JC Decaux. The shelters which are predominantly located in Grantham and Stamford are currently owned and maintained by JC Decaux.

Of the forty-eight shelters:

- 6 are located in Grantham Bus Station
- 34 are located in the Grantham area along bus routes
- 6 are located in Stamford Bus Station
- 2 are located in the Stamford area along bus routes

The agreement under which these shelters are maintained comes to an end on 31st December 2020.

JC Decaux has advised that the shelters are no longer commercially viable from their perspective in terms of advertising sales and the company does not wish to continue beyond the contract expiration date. They have indicated their intention to remove all of the shelters unless an agreement can be reached with the Council to purchase.

JC Decaux has offered the 48 shelters for purchase by the Council. The purchase of the shelters would also mean that the costs of the maintenance regime and cleaning would pass to the Council.

Lincolnshire County Council (LCC) has advised, based on their own cleaning contracts in place on their shelters, an estimate of £100 per shelter per annum including one annual jet wash. It is anticipated that the Street Cleansing team would undertake this work or that work orders would be

raised for Environment SK to provide this service.

Maintenance inspections are currently carried out every two weeks. This is a visual inspection which coincides with the replacement of advertising material. More formal checks are undertaken quarterly. These include checking the stability of the structure, seating, glass, lights and ensuring the drainage is functioning correctly. These inspections are carried out by fully trained staff. Parts such as glass panels are not currently routinely changed, only when they are damaged. The models of the shelters are of JC Decaux design and the company is the sole supplier of off the shelf replacement parts.

LCC has mapped the locations of the shelters in question by utilising National Public Transport Access Nodes (NaPTAN) and the Association of Transport Officers (ATCO) location identifier codes. LCC has however been unable to obtain data regarding the use of the shelters across both towns. Centerbus is the key operator within Grantham but have not been able to supply any information, despite repeated requests from LCC.

It must be noted that the maps of locations do not detail the number of service at each shelter, some shelters are opposite each other on the road side but the bus routes do not always operate in both directions, thus some shelters may not be utilised at all.

Of the 40 shelters in Grantham, 24 have an additional pole with timetables attached, positioned to the side of the shelter. None of the 8 shelters in Stamford have any additional infrastructure. If the shelters are removed, then there would be no need to install any “bus stop” location signage at the 24 locations in Grantham, however, all shelters positioned in the bus station would need to be replaced with some form of structure. All 8 locations in Stamford would need some form of signage/structure.

All shelters are designed to offer the ability to carry advertising, some of which have an electricity supply which allows for the advertising panels to be illuminated.

Discussions have taken place with LCC to consider the option for it to purchase the thirty-six shelters along the bus routes with the District Council taking responsibility for the shelters located in the bus stations in Grantham and Stamford. Whilst no decision has been reached with LCC, to date discussions have been positive and indications are that LCC may move forward with this proposal. Should LCC decide to not carry on with this purchase, JC Decaux are to remove the 36 shelters and make good the ground leaving the remaining 12 shelters at Grantham and Stamford bus stations for the District Council.

Officers of the District Council have negotiated with JC Decaux for the twelve shelters in Grantham and Stamford Bus Stations to be offered to South Kesteven District Council at a nominal total cost of £1. Once the agreement

goes ahead the District Council would take over the responsibility for the maintenance and upkeep of these shelters.

(3) Reasons for Decision:

The option to retain the shelters in the bus station is more cost effective than replacing these with new shelters. The opportunity to utilise these shelters to promote District Council commercial/paid for service and other key messages will also be beneficial.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

None

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

None

Decision taken by:

Name: Councillor Dr Peter Moseley
Cabinet Member for Commercial and Operations

Date of Decision: 07 December 2020

Date of Publication of Record of Decision: 10 December 2020

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

18 December 2020

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Non-key Decision

17 December 2020

Councillor Kelham Cooke

The Leader of the Council

Procurement and award of contract for refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre

To grant authority to instruct Lindum Group Limited on the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre.

Report Author

Gyles Teasdale – Senior Assets Officer

Tel: 07980 794584

Email: g.teasdale@southkesteven.gov.uk

Approved for publication:

Councillor Kelham Cooke, The Leader of the Council

11 December 2020

Recommendation (s) to the decision maker (s)

Approves the appointment of Lindum Group Limited for the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre at an anticipated cost of £99,727.14.

1 The Purpose of the Report

- 1.1 To obtain authority to approve the appointment of Lindum Group Limited on the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre at an anticipated cost of £99,727.14. The contract documentation will be finalised once this decision is effective.
- 1.2 A £100,000 budget was approved as part of the decision taken by Council on 8th September 2020 to close the customer service centre on Maiden Lane in Stamford. The budget approved was to reconfigure the ground floor at Stamford Art Centre to accommodate a new customer service tablet a call point.

2 Available Options Considered

- 2.1 Due to the restricted time to procure these works, Lindum were appointed to undertake pre-commencement construction activities, procured via a direct award from the Scape Procure Regional Construction Framework, in line with the Council's Contract and Procurement Procedure Rules.
- 2.2 As part of this project, listed building consent is being sought and feasibility works undertaken in preparation for commencement and delivery of works on site via the Scape Procure Regional Construction Framework. Works are anticipated to commence on site in January 2021 and complete in March 2021. However, the timescale will need to be determined with Lindum on approval of this decision.
- 2.3 An alternative option would be to withdraw from the Scape Procure Regional Construction Framework and look to undertake an open tender exercise. After consultation with SKDC's Procurement Lead, it is advised that no other framework is available for works of this nature, in our region, as an alternative procurement route and accordingly, an open tender is the only other option available to lawfully appoint a contractor.
- 2.4 An open tender exercise will require a minimum of 16 weeks before the successful contractor could possibly to be appointed.
- 2.5 A new tendering exercise could result in the cost for the construction to be higher than already quoted under the Framework Agreement. Also, it will delay the commencement and completion of the refurbishment.

3 Preferred Option

- 3.1 That approval is granted to appoint Lindum Group Limited through the Scape Framework, as principal contractor, on the refurbishment of the Stamford Art Centre ground floor as detailed in ***Exempt Appendix 1***.

4 Reasons for the Recommendation (s)

- 4.1 The Council lease two floors of office space on Maiden Lane in Stamford for use as a Customer Service Centre. The lease expires on 31 December 2021, although the Council has the option to break the lease at 6, 12 and 18 months subject to 3 months written notice.

- 4.2 The Council have taken the decision to break the lease on 31 December 2020 and formal notice has been served as per the terms of the lease. Notice was given following the decision to close the existing Customer Service Centre and to reduce the future offering and subject to the landlords (Burghley Estates) formal consent, to introduce a reduced service into Stamford Art Centre. Burghley have given informal consent (based on the reduce service level of the Customer Service) to relocate this reduced service to Stamford Art Centre. Formal consent will be required before committing to the works and the Council's Legal Team are in the process of preparing the necessary consent letter.
- 4.3 The primary works are to reconfigure the ground floor to accommodate the box offices, café, information services and a customer service tablet point and phone. The works include the following:
- Conversion of the current box office counter and rear office into the new coffee shop seating area;
 - Relocate the box office into the existing Café sitting area;
 - Introduce a cafe counter within the current coffee shop;
 - Reconfiguration of the Tourist information centre and office to accommodate:
 - A customer service 'kiosk' with provision for mounted/fixed tablet and private phone booth;
 - New leaflet displays on the walls, potentially with free-standing leaflet racks;
 - Refurbishment of the existing 'lobby' area that sits between the gallery, door to the gent's toilets and stairs to first floor;
 - Light refurbishment of the front lobby area, including new medium range floor and painting.
- 4.4 A high-level plan of the proposed reconfiguration can be seen in **Appendix 1**.
- 4.5 Lindum Group Limited have complete the necessary feasibility to deliver the scope of work and it is proposed to procure their services via direct award off the Scape Procure Regional Construction Framework. This is in accordance with SKDC's Contract and Procurement Procedure Rules.
- 4.6 Lindum are appointed as the highest ranked contractor under the Scape Framework. Due diligence checks have been carried out by the framework operator as part of their appointment.
- 4.7 Approval is sought to appoint Lindum Group Limited to carry out all the stages necessary to complete the works. However, the SCAPE Framework is staged to reduce the risk to the Council until it is ready to enter into the Main Works Delivery Agreement. The first stage under the Framework, which is now complete, is feasibility. During this period the risk is that of the contractor and the Council incurs no cost.
- 4.8 The next phase would be the design phase which requires the Council to enter into a Pre-Construction Delivery Agreement (short or standard form of the NEC4 Professional Services Contract). This commits the Council to pay for the design of the works for RIBA Stages 1-4. Lindum have quoted this stage at a cost of £6,947.17

- 4.9 The final phase would be the construction works phase and this is the point where the Council becomes fully committed to the delivery of the project. Lindum have estimated this stage to amount to £92,779.97 (with £13,500 client risk itemisation).
- 4.10 It is proposed the form of contract to be used would be the NEC4 Engineering and Construction Contract (short form).
- 4.11 Up to this date the Council has no commitment to anything other than the phase it has contracted for.
- 4.12 If the decision is taken, the Council's legal team will be instructed to proceed with the Pre-construction phase and upon successful completion, the Construction phase.

5 Financial Implications

- 5.1 A budget allocation of £100k was approved by Council on 17 September 2020 to finance these works.

Financial Implications reviewed by: Alison Hall-Wright, Head of Finance

6 Legal and Governance Implications

- 6.1 The procurement of these works via the Scape Procure Regional Construction Framework is compliant with the Public Contracts Regulations 2015 and therefore lawful. Consent of the landlord of the Stamford Arts Centre is required before works can be carried out.
- 6.2 The decision is within the remit of the Leader of the Council.

Legal Implications reviewed by: David Coleman, Chief Legal Officer, Legal Services Lincolnshire

7 Equality and Safeguarding implications

- 7.1 It is recognised that the design of the works may have a differential impact in terms of accessibility for people with a protected characteristic including in particular older people and people with a disability. Any works will be undertaken in accordance with building regulation requirement under Approved Document M: access to and use of buildings (2015).

8 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 8.1 The project will incorporate technologies to save power – thereby supporting SKDC's initiative to reduce its carbon footprint. It is proposed updating lighting where possible to LED.

9 Appendices

- 9.1 Exempt Appendix 1 – LIN0241 – Feasibility Report – Rev C.

The Appendix to this report is not for publication by virtue of paragraph 3 of part I of Schedule 12A of the Local Government Act 1972. The public interest in the Council maintaining the exemption outweighs the public interest in disclosing the information

because the report contains confidential costing information from a third party contractor which if it was disclosed would undermine trust in the Council as a party with whom to do business.

Report Timeline:	Date decision due to be made	17 December 2020
	Call-in deadline	29 December 2020
	Date decision effective (subject to call-in)	30 December 2020

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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CABINET MEMBER DECISION



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Decision:

That approval is granted to the appointment of Lindum Group Limited for the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre at an anticipated cost of £99,727.14.

(1) Details of Decision

To seek authority to instruct Lindum Group Limited on the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre.

(2) Considerations/Evidence

A £100,000 budget was approved as part of the decision taken by Council on 8 September 2020 to close the customer service centre on Maiden Lane in Stamford. The budget approved was to reconfigure the ground floor at Stamford Art Centre to accommodate a new customer service tablet a call point.

Due to the restricted time to procure these works, Lindum were appointed to undertake pre-commencement construction activities, procured via a direct award from the Scape Procure Regional Construction Framework, in line with the Council's Contract and Procurement Procedure Rules.

As part of this project, listed building consent is being sought and feasibility works undertaken in preparation for commencement and delivery of works on site via the Scape Procure Regional Construction Framework. Works are anticipated to commence on site in January 2021 and complete in March 2021. However, the timescale will need to be determined with Lindum on approval of this decision.

(3) Reasons for Decision:

The Council lease two floors of office space on Maiden Lane in Stamford for use as a Customer Service Centre. The lease expires on 31 December 2021, although the Council has the option to break the lease at 6, 12 and 18 months subject to 3 months written notice.

The Council have taken the decision to break the lease on 31 December

2020 and formal notice has been served as per the terms of the lease. Notice was given following the decision to close the existing Customer Service Centre and to reduce the future offering and subject to the landlords (Burghley Estates) formal consent, to introduce a reduced service into Stamford Art Centre. Burghley have given informal consent (based on the reduce service level of the Customer Service) to relocate this reduced service to Stamford Art Centre. Formal consent will be required before committing to the works and the Council's Legal Team are in the process of preparing the necessary consent letter.

The primary works are to reconfigure the ground floor to accommodate the box offices, café, information services and a customer service tablet point and phone. The works include the following:

- Conversion of the current box office counter and rear office into the new coffee shop seating area;
- Relocate the box office into the existing Café sitting area;
- Introduce a cafe counter within the current coffee shop;
- Reconfiguration of the Tourist information centre and office to accommodate:
 - A customer service 'kiosk' with provision for mounted/fixed tablet and private phone booth;
 - New leaflet displays on the walls, potentially with free-standing leaflet racks;
- Refurbishment of the existing 'lobby' area that sits between the gallery, door to the gent's toilets and stairs to first floor;
- Light refurbishment of the front lobby area, including new medium range floor and painting.

Lindum Group Limited have complete the necessary feasibility to deliver the scope of work and it is proposed to procure their services via direct award off the Scape Procure Regional Construction Framework. This is in accordance with SKDC's Contract and Procurement Procedure Rules.

Lindum are appointed as the highest ranked contractor under the Scape Framework. Due diligence checks have been carried out by the framework operator as part of their appointment.

Approval is sought to appoint Lindum Group Limited to carry out all the stages necessary to complete the works. However, the SCAPE Framework is staged to reduce the risk to the Council until it is ready to enter into the Main Works Delivery Agreement. The first stage under the Framework, which is now complete, is feasibility. During this period, the risk is that of the contractor and the Council incurs no cost.

The next phase would be the design phase, which requires the Council to enter into a Pre-Construction Delivery Agreement (short or standard form of

the NEC4 Professional Services Contract). This commits the Council to pay for the design of the works for RIBA Stages 1-4. Lindum have quoted this stage at a cost of £6,947.17

The final phase would be the construction works phase and this is the point where the Council becomes fully committed to the delivery of the project. Lindum have estimated this stage to amount to £92,779.97 (with £13,500 client risk itemisation).

It is proposed the form of contract to be used would be the NEC4 Engineering and Construction Contract (short form).

Up to this date the Council has no commitment to anything other than the phase it has contracted for.

If the decision is taken, the Council's legal team will be instructed to proceed with the Pre-construction phase and upon successful completion, the Construction phase.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

None

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

None

Decision taken by:

Name: Councillor Kelham Cooke
The Leader and Cabinet Member for Corporate Services and Property

Date of Decision: 17 December 2020

Date of Publication of Record of Decision: 18 December 2020

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

30 December 2020

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URGENT CABINET MEMBER DECISION



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Decision:

That approval is granted for the payment of costs as per exempt report UNKD001 which contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972.

(1) Details of Decision

To seek approval for the payment of costs.

(2) Considerations/Evidence

As contained within exempt report UNKD001.

(3) Reasons for Decision:

As contained within exempt report UNKD001.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

None

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

None

Decision taken by:

Name: Councillor Adam Stokes
Cabinet Member for Finance and Resources

Date of Decision: 18 December 2020

Date of Publication of Record of Decision: 18 December 2020

Date decision effective: 18 December 2020

This decision has been taken under Special Urgency provisions due to the timescales involved and is not subject to call-in.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

12 January 2021

Report of: Councillor Kelham Cooke

The Leader of the Council

Cabinet Forward Plan for the period 1 February 2021 to 31 January 2022

This report highlights matters on the Cabinet's Forward Plan for the period 1 February 2021 to 31 January 2022.

Report Author

Lucy Bonshor, Democratic Officer

Tel: 01476 406120

Email: l.bonshor@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Shelley Thirkell, Acting Principal Democratic Officer	15 December 2020
Approved by:	Karen Bradford, Chief Executive	30 December 2020
Signed off by:	Councillor Kelham Cooke, The Leader of the Council	30 December 2020

Recommendation (s) to the decision maker (s)

1. It is recommended that the Cabinet notes the contents of this report.

- 1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2 Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3 To help Cabinet understand what issues will be put before it in the longer-term, items for consideration during the preceding year have been included in the Cabinet's Forward Plan. The Forward Plan also includes details of items scheduled for each of the Council meetings due to be held within the plan period.
- 1.4 The Forward Plan for 1 February 2021 to 31 January 2022 is attached as Appendix 1.



SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN

Notice of decisions to be made by Cabinet

1 February 2021 to 31 January 2022

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

A Non-Key Decision is one that is not a Key Decision.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those matters that are scheduled to be considered by Cabinet during the plan period. This plan also includes details of those decisions that are due to be made by the full Council.

Overview and Scrutiny

The Forward Plan will be circulated to all Overview and Scrutiny Committees and be considered at each meeting as Members set the Overview and Scrutiny Committee work programmes. Scrutiny members will be able to pick from the Forward Plan, those items relevant to their remit that they wish to scrutinise.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
Budget Proposals 2021/22 - Key Decision			
To agree the budget proposals for 2021/22	2 Feb 2021 Council 1 Mar 2021	To recommend the budget for 2021/22 to Council	Cabinet Member for Finance and Resources (Councillor Adam Stokes) Interim Director of Finance, Section 151 Officer Tel: Tel: 01476 40 63 75 E-mail: r.wyles@southkesteven.gov.uk
Proposed Development brief for Land at Stamford North - Key Decision			
To consider the proposed development brief for land at Stamford North prior to consultation	2 Feb 2021	To approve the draft Supplementary Planning Document in respect of land at Stamford North for consultation	Cabinet Member for Housing and Planning (Councillor Robert Reid) Head of Planning Policy Tel: Tel: 01476 40 64 38 E-mail: r.ranson@southkesteven.gov.uk
Rectory Farm - Supplementary Planning Document - Key Decision			
To consider the Rectory Farm Supplementary Planning Document following consultation on a draft document	2 Feb 2021 Council 1 Mar 2021	To approve a Supplementary Planning Document in respect to Rectory Farm	Cabinet Member for Housing and Planning (Councillor Robert Reid) Special Projects Manager Tel: 01476 40 61 64 E-mail: p.moore@southkesteven.gov.uk

Summary	Date	Action	Contact
Review of Data Protection Policies - Key Decision			
Cabinet will be asked to review the following policies: - Breach reporting form - Data protection policy - Information governance guidance - Procedure for reporting breaches - Procedure for undertaking a DPIA - Protocol for protection personal data	2 Feb 2021	To approve any changes/updates to these policies to ensure compliance with legal requirements	The Leader and Cabinet Member for Corporate Services and Property (Councillor Kelham Cooke) Data Protection Support Officer Tel: 01476 40 60 80 E-mail: stacy.carter@southkesteven.gov.uk
South Kesteven District Council's Carbon Reduction Plan - Key Decision			
To consider the Council's carbon reduction plans	2 Feb 2021	To make a decision around the Council's carbon reduction plans and make any consequential budget changes	Cabinet Member for Commercial and Operations (Councillor Dr Peter Moseley) Strategic Director Commercial and Operations Tel: 01476 40 63 44 E-mail: gary.smith@southkesteven.gov.uk
Procurement of New Build Works - Key Decision			
To seek approval for the award of a JCT Design and Build Contract for the construction of 12 Council properties to D Brown Building Contractors Limited	2 Feb 2021	To approve the awarding of a contract to carry out the development of 12 Council properties, using the Blue Skies Framework	Cabinet Member for Housing and Planning (Councillor Robert Reid) Development Manager Housing Tel: 01476 40 62 59 E-mail: g.harte@southkesteven.gov.uk
Land Acquisition in South Kesteven - Key Decision			
Update on the proposed acquisition of land in South Kesteven	Feb 2021	To make any necessary recommendations	The Leader and Cabinet Member for Corporate Services and Property (Councillor Kelham Cooke) Assets and Estates Manager - General Fund Assets

Summary	Date	Action	Contact
			Tel: 01476 40 60 80 E-mail: c.pike@southkesteven.gov.uk
Strategic Regeneration Acquisitions - Key Decision			
<p>To make strategic regeneration acquisitions</p> <p>Information relating to this decision is exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 as amended because it contains information which relate to the financial or business affairs of an individual or an organisation</p>	Feb 2021		<p>The Leader and Cabinet Member for Corporate Services and Property (Councillor Kelham Cooke)</p> <p>Tel: 01476 40 60 80 E-mail: Karen.bradford@southkesteven.gov.uk</p>
Pay Policy Statement - Legislative			
To receive recommendations from the Employment Committee on the Council's Pay Policy Statement 2021/22	Council 1 Mar 2021	To adopt the Pay Policy	<p>The Leader and Cabinet Member for Corporate Services and Property (Councillor Kelham Cooke)</p> <p>Head of Organisational Development and Change Tel: Tel: 01476 40 61 32 E-mail: e.pepper@southkesteven.gov.uk</p>
Leisure Centre Investment Proposals - Key Decision			
Consider leisure centre investment proposals	2 Mar 2021	To approve proposals	<p>Deputy Leader and Cabinet Member for Growth and Leisure (Councillor Barry Dobson)</p> <p>Head of Leisure Tel: 01476 40 62 39 E-mail: karen.whitfield@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Housing Allocation Policy 2021 to include Choice Based Lettings - Key Decision			
To consider the policy for consultation	30 Mar 2021	To approve the refreshed Housing Allocation Policy incorporating a Choice based Lettings Scheme for consultation	Cabinet Member for Housing and Planning (Councillor Robert Reid) Interim Assistant Director of Housing Tel: Tel: 01476 40 60 80 E-mail: chris.stratford@southkesteven.gov.uk
Design Guide Supplementary Planning Document - Final - Key Decision			
To consider the Design Guide Supplementary Planning Document following public consultation	20 May 2021	To approve the Design Guide Supplementary Planning Document	Cabinet Member for Housing and Planning (Councillor Robert Reid) Head of Planning Policy Tel: Tel: 01476 40 64 38 E-mail: r.ranson@southkesteven.gov.uk
Housing Asset Management Strategy 2021-2026 - Key Decision			
To consider the strategy	Nov 2021	To adopt a Housing Asset management Strategy	Cabinet Member for Housing and Planning (Councillor Robert Reid) Interim Assistant Director of Housing Tel: Tel: 01476 40 60 80 E-mail: chris.stratford@southkesteven.gov.uk
Council Tax Base 2022/23 - Budget			
To determine the Council Tax base to form the basis of the 2022/23 budget proposals to be recommended to Council	Dec 2021	To agree the Council Tax base 2022/23 which will form the basis of the budget proposals for the year	Cabinet Member for Finance and Resources (Councillor Adam Stokes) Interim Director of Finance, Section 151 Officer Tel: 01476 40 62 10 E-mail: r.wyles@southkesteven.gov.uk

Summary	Date	Action	Contact
Draft Budget Proposals for 2022/23 - Budget			
To consider draft budget proposals for 2022/23	Dec 2021	To agree draft budget proposals for 2022/23 for consultation	<p>Cabinet Member for Finance and Resources (Councillor Adam Stokes)</p> <p>Interim Director of Finance, Section 151 Officer Tel: Tel: 01476 40 62 10 E-mail: r.wyles@southkesteven.gov.uk</p>

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of the Local Government Act 1972.

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