

Council



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Thursday, 25 January 2024 at 2.00 pm
Council Chamber - Council Offices, St. Peter's Hill,
Grantham. NG31 6PZ

Members: Councillor Gloria Johnson, Chairman of the Council
Councillor Paul Fellows, Vice-Chairman of the Council

Councillor Matthew Bailey

Councillor Emma Baker

Councillor Rhys Baker

Councillor Ashley Baxter

Councillor David Bellamy

Councillor Harrish Bisnauthsing

Councillor Pam Bosworth

Councillor Pam Byrd

Councillor Richard Cleaver

Councillor Helen Crawford

Councillor Steven Cunnington

Councillor James Denniston

Councillor Phil Dilks

Councillor Richard Dixon-

Warren

Councillor Barry Dobson

Councillor Patsy Ellis

Councillor Phil Gadd

Councillor Ben Green

Councillor Tim Harrison

Councillor Graham Jeal

Councillor Anna Kelly

Councillor Jane Kingman

Councillor Gareth Knight

Councillor Philip Knowles

Councillor Zoe Lane

Councillor Robert Leadenham

Councillor Bridget Ley

Councillor Nikki Manterfield

Councillor Paul Martin

Councillor Penny Milnes

Councillor Virginia Moran

Councillor Charmaine Morgan

Councillor Chris Noon

Councillor Habibur Rahman

Councillor Rhea Rayside

Councillor Nick Robins

Councillor Penny Robins

Councillor Susan Sandall

Councillor Max Sawyer

Councillor Ian Selby

Councillor Rob Shorrock

Councillor Vanessa Smith

Councillor Peter Stephens

Councillor Lee Steptoe

Councillor Ian Stokes

Councillor Paul Stokes

Councillor Elvis Stooke

Councillor Rosemary Trollope-
Bellew

Councillor Sarah Trotter

Councillor Murray Turner

Councillor Mark Whittington

Councillor Jane Wood

Councillor Paul Wood

Councillor Sue Woolley

Agenda

This meeting can be watched as a live stream, or at a later date, [via the SKDC Public-I Channel](#)

For those Councillors who wish to attend, prayers will be held at 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.

1. Public Open Forum

The public open forum will commence at **2.00 p.m.** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

2. Apologies for absence

3. Disclosure of Interests

Members are asked to disclose any interests in matters for consideration at the meeting.

4. Minutes of the meeting held on 23 November 2023

(Pages 5 - 20)

5. Communications (including Chairman's Announcements)

6. Election of Leader of the Council

7. Pay Policy Statement 2024/25

(Pages 21 - 34)

To approve the Pay Policy Statement 2024/2025 following a recommendation from Employment Committee.

8. Corporate Plan 2024-27

(Pages 35 - 90)

To present the draft Corporate Plan for the period 2024 to 2027 to Council, and to recommend its approval and adoption from 1 April 2024.

9. Appointments to Outside Bodies and Committees

(Pages 91 - 94)

To provide Full Council with an opportunity to appoint to an Outside Body (Grantham Transport Strategy Group).

The report also provides the South Kesteven Coalition Group with an opportunity to appoint Members to vacancies on Committees and enables the Council to appoint a Chairman of the Finance and Economic Overview and Scrutiny Committee.

10. Fees and Charges Proposals 2024/25

(Pages 95 - 141)

To set out the proposed fees and charges to be introduced for the financial year 2024/25.

11. Budget Framework Amendments 2023/2024

(Pages 143 - 147)

This report seeks approval for in-year amendments to the Budget Framework for the financial year 2023/2024.

- 12. Localised Council Tax Support Scheme 2024/2025** (Pages 149 - 197)
This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2024/25 and recommends Council approves a Scheme for 2024/25.
- 13. St Martin's Park Redevelopment Project, Stamford** (Pages 199 - 220)
To provide an update regarding the St Martin's Park, Stamford redevelopment project, as well as outlining the preferred option recommended by the members of the Finance and Economic Overview and Scrutiny Committee on 15 January 2024 related to the next steps with the project.
- 14. Climate and Ecology Bill** (Pages 221 - 224)
Following introduction at Full Council on 23 November 2023, Environment Overview and Scrutiny Committee considered the motion on 12 December 2023 to support the Climate and Ecology Bill.
- 15. Members' Open Questions**
A 45-minute period in which members may ask questions of the Leader, Cabinet Members, the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees and opposition group leaders excluding the Chairman and Vice-Chairman of the Planning Committee, Licensing and Alcohol, Entertainment and Late Night Refreshment Licensing Committees and Governance and Audit Committee.
- 16. Notices of Motion**
Note: The motion proposed by Councillor Zoe Lane at the 23 November 2023 meeting of Full Council is no longer required and has been withdrawn.
- a) Councillor Vanessa Smith**
- The UK's current voting system (known as First Past the Post, FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.*
- Currently in Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections. Internationally, Proportional Representation (PR) is used to elect the parliaments of more than 80 countries. These countries tend to be more equal, freer and greener.*
- PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of both local communities and of the nation.*
- MPs better reflecting the communities they represent in turn leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.*
- PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. Fair, proportional votes also prevent 'wrong winner' elections such as occurred in 1951 and February 1974.*
- The current FPTP system leads to some of the electorate questioning the point of voting since they do not feel their views are*

represented. This contributes to apathy and subsequent low turnout in elections. Engaging with the electorate is vital for a functioning democracy.

PR is the national policy of the Labour Party, Liberal Democrats, Green Party, SNP, Plaid Cymru, Reform UK and Women's Equality Party along with a host of Trade Unions and pro-democracy organisations. 31 District, Borough, City and County Councils have already passed motions asking for Proportional Representation to be used in General Elections.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland. So why not Westminster?

South Kesteven District Council therefore resolves to write to H.M. Government calling for a change in our outdated electoral laws and to enable Proportional Representation to be used for UK general elections.

17. Close of meeting

MINUTES

COUNCIL

THURSDAY, 23 NOVEMBER 2023

2.00 PM



SOUTH
KESTEVEN
DISTRICT
COUNCIL

PRESENT

Councillor Gloria Johnson Chairman

Councillor Matthew Bailey	Councillor Bridget Ley
Councillor Emma Baker	Councillor Paul Martin
Councillor Rhys Baker	Councillor Penny Milnes
Councillor Ashley Baxter	Councillor Virginia Moran
Councillor David Bellamy	Councillor Charmaine Morgan
Councillor Harrish Bisnauthsing	Councillor Chris Noon
Councillor Pam Byrd	Councillor Habibur Rahman
Councillor Richard Cleaver	Councillor Rhea Rayside
Councillor Helen Crawford	Councillor Nick Robins
Councillor Steven Cunnington	Councillor Penny Robins
Councillor James Denniston	Councillor Susan Sandall
Councillor Phil Dilks	Councillor Max Sawyer
Councillor Richard Dixon-Warren	Councillor Rob Shorrocks
Councillor Patsy Ellis	Councillor Vanessa Smith
Councillor Paul Fellows	Councillor Peter Stephens
Councillor Phil Gadd	Councillor Lee Steptoe
Councillor Ben Green	Councillor Paul Stokes
Councillor Tim Harrison	Councillor Elvis Stooke
Councillor Graham Jeal	Councillor Rosemary Trollope-Bellew
Councillor Anna Kelly	Councillor Sarah Trotter
Councillor Jane Kingman	Councillor Murray Turner
Councillor Gareth Knight	Councillor Mark Whittington
Councillor Philip Knowles	Councillor Jane Wood
Councillor Zoe Lane	Councillor Paul Wood
Councillor Robert Leadonham	Councillor Sue Woolley

OFFICERS

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive (S151 Officer)

Nicola McCoy-Brown, Director of Growth and Culture

Graham Watts, Monitoring Officer and Assistant Director of Governance and Public Protection

Jodie Archer, Head of Housing Services
Patrick Astill, Communications Officer
Lucy Bonshor, Democratic Services Officer
Amy Pryde, Democratic Services Officer

Prior to the commencement of formal proceedings, the Chairman asked Members to join her in a minute's silence following the recent deaths of former Councillors Martin Wilkins and Andrew Moore. Councillor Graham Jeal gave a short speech in memory of the former Councillors.

51. Public Open Forum

One member of the public registered to speak, however, the questions were rejected under paragraph 11.8 (b) and (d) of the Council Procedure Rules.

52. Apologies for absence

Apologies for absence were received from:

Councillor Barry Dobson
Councillor Pam Bosworth
Councillor Nikki Manterfield
Councillor Ian Stokes
Councillor Ian Selby

53. Disclosure of Interests

No interests were disclosed.

The Monitoring Officer informed Members that a dispensation had been granted for all District Councillors who were also Grantham Charter Trustees in relation to the Community Governance Review for Grantham. Therefore, all Members could participate in the debate and vote.

54. Minutes of the meeting held on 28 September 2023

The minutes of the meeting held on 28 September 2023 were proposed, seconded and **AGREED** as a correct record.

55. Communications (including Chairman's Announcements)

The Council noted the Chairman's engagements.

The following announcements were discussed:

- Devolution for Greater Lincolnshire
- Levelling Up Fund Round 3

- The achievement of Housing Services coming out of special measures from the Regulator after 3 years
- Scout Group visit to the Council
- Member Breifing reminder (St Martins Park) – 5 December 2023 at 4pm
- SKDC being shortlisted for 2 awards within ‘The Personnel Today Awards’
- Public Consultation commenced – Corporate Plan
- Chairman’s Christmas Lunch reminder – 15 December 2023

56. Making of the Claypole Neighbourhood Plan

Members considered the making of the Claypole Neighbourhood Plan. The report sought Members’ approval to formally ‘make’ the Claypole Neighbourhood Plan (NP) as part of the South Kesteven Development Plan. The report followed the NP’s successful referendum which was held on 5 October 2023.

The following points were highlighted during debate:

- The importance of a neighbourhood plan in relation to material consideration for Planning terms.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

DECISION:

That Full Council:

1) Approves the Claypole Neighbourhood Plan (referendum version) to become part of South Kesteven District Council’s ‘Statutory Development Plan’, and a material consideration for determining planning applications in the Claypole Neighbourhood Area.

2) Delegates authority to the Assistant Director of Planning to make minor ‘nonmaterial’ changes to the Claypole Neighbourhood Plan as necessary, and exercise all of the Council’s functions and responsibilities in relation to making the Claypole Neighbourhood Plan.

57. Appointments to Outside Bodies and Committees

Members considered a report that provided the Council with an opportunity to appoint Members to two vacancies on outside bodies (Rural Services Network and the Grantham Almshouse Charity). Members were also requested to fill a vacancy for the South Kesteven Coalition Group on the Rural and Communities Overview and Scrutiny Committee. The report provided Group Leaders with an opportunity to make any further amendments to their representation on Committees.

Councillor Robert Leadenham and Councillor Tim Harrison were both nominated to be the representative on Grantham Almshouse outside body.

Following the vote, Councillor Tim Harrison was appointed as the representative Grantham Alms Houses.

Councillor Mark Whittington declared an interest that he was the Lincolnshire County Council representative of the Rural Services Network and sat on the National Executive Committee of the outside body.

Councillor Murray Turner was nominated to become the representative for Rural Services Network.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

DECISION:

That Full Council:

- 1. Approved the following appointments:**
 - **Councillor Robert Leadenham to fill the vacant seat on Rural and Communities Overview and Scrutiny Committee.**
 - **Councillor Matthew Bailey to sit on Culture and Leisure Overview and Scrutiny Committee, replacing Councillor Robert Leadenham.**
 - **Councillor Matthew Bailey to sit on Housing Overview and Scrutiny Committee, replacing Councillor Jane Wood.**
- 2. Approved the appointment of Councillor Murray Turner to sit on Rural Services Network.**
- 3. Approved the appointment of Councillor Tim Harrison to sit on Grantham Alms Houses**

58. Community Governance Review for Grantham

The Chairman of the Community Governance Review Working Group, Councillor Graham Jeal, presented the report.

Members considered the report which outlined the outcome of the second consultation stage of the Community Governance Review for the unparished area of Grantham following the Council's formal proposition to create a Parish Council for Grantham.

An amendment was proposed to part 3 of the recommendation to increase the precept from £46,010 to £70,000.

The following points were highlighted during debate of the proposed amendment:

- Concern of the tax increase following the proposed precept that would be met by Grantham residents.
- The mayoral budget underspends were discussed, it was suggested that the underspends be utilised as a one-off payment to the proposed new Grantham Parish Council. A reserve figure from previous underspends from grants and taxpayers of approximately £40,000 could be used to finance costs in the first year of Grantham Parish Council's operation.
- Members discussed the democratic mandate of the proposed new Grantham Parish Council.
- The transfer and change of job roles of staff from Grantham Charter Trustees to the Parish Council was raised.
- Grantham Charter Trustees had rejected the proposal of an increased precept.
- Members raised the need for a Parish/Town Clerk, and the need for a precept of £70,000 would allow the Parish Council to serve 38,000 people in Grantham sufficiently.

The Monitoring Officer clarified that the Community Governance Review Working Group had reviewed the budget on the precept arrangement at its previous two meetings.

Following the vote, the proposed amendment to increase the precept from £46,010 to £70,000 by South Kesteven District Council for the Community Governance Review for Grantham was lost.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

DECISION:

That Full Council:

1. Notes the responses of the second stage of the consultation process associated with the Community Governance Review for Grantham.

2. Approves the Order, at Appendix D of this report, to establish a Parish Council for Grantham based upon the following principles:

- **That the boundary for the new Parish Council for Grantham replicates the existing unparished area of Grantham**
- **That the warding arrangements for the new Parish Council for Grantham replicate existing District Council Wards, as outlined in Appendix A of this report 37 Agenda Item 8**
 - **That the size of the new Parish Council for Grantham consists of 22 Councillors, comprising 4 Councillors for St Vincent's Ward and 3 Councillors for all remaining Wards**

• That the first elections to the new Parish Council for Grantham be held on 2 May 2024

3. Sets a budget for the first year of the newly established Parish Council for Grantham of £46,010, to be precepted by South Kesteven District Council.

4. Approves a one-off payment to the Parish Council for Grantham of any unallocated funds collected by South Kesteven District Council from Grantham Charter Trustee bank accounts upon the dissolution of the Grantham Charter Trustees.

5. Allows the costs of running the first elections for the Parish Council for Grantham to be spread across the three years of its first term of office, prior to its next elections in May 2027.

59. Review of Polling Districts and Polling Places

Members considered the report presented by the Returning Officer that detailed proposals for future Polling Districts and Polling Places following the compulsory review of polling arrangements. The Council undertook compulsory reviews of Polling Districts and Polling Places every five years.

The concerns of an absent Member of the Council were expressed on his behalf, in relation to the change of a Polling Station location within the constituency of Grantham.

The following points were highlighted during debate of the proposal:

- Whether there were criteria to be met when requesting a review of Polling Districts and Polling Places before the compulsory period had elapsed.

The Returning Officer clarified that the reviews were compulsory every five years, however, if a request for an interim review was received, a report would be brought to Full Council for discussion and approval.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

DECISION:

That the Council:

1. Approves the schedule of polling districts and polling places detailed in Appendix 1.

2. Approves the relocation of the Deeping St James polling station for polling district DJB3 from the Deeping St James CP Primary School to the Deepings Methodist Church.

3. That the approved revised polling districts and polling places take effect from 1 December 2023.

60. Amendment to Constitution - Procedure for Dealing with Complaints Against Councillors

The Vice-Chairman of the Standards Committee, Councillor Sarah Trotter, presented the report which provided notification of a recommendation by the Standards Committee to include the revised procedure for dealing with complaints against Councillors as part of the Constitution. Officers were thanked for their support on this topic.

The complaints procedure against elected Members was not currently part of the Council's Constitution. On 6 September 2023, Standards Committee approved a revised complaints procedure and held a healthy debate around its content.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

DECISION:

That Full Council approves the inclusion of the revised procedure for dealing with complaints against Councillors as part of the Constitution under Part 5 (Codes and Protocols).

61. Members' Open Questions

Question 1 - Councillor Charmaine Morgan to the Cabinet Member for Environment and Waste (this role was a jobshare, and the question was answered by Councillor Patsy Ellis)

Councillor Charmaine Morgan asked the Cabinet Member whether she would engage and work with Planning Officers on looking at the public consultation policy for trees protected by a Tree Preservation Orders.

The Cabinet Member was willing to support this and would work in liaison with Planning Officers.

Question 2 - Councillor Nick Robins to the Leader of the Council

Councillor Nick Robins asked the Leader of the Council to explain the reasons for an extraordinary high turnover of key staff and the impact of this on staff morale, SKDC as an employer and the costs to the Council on continuous recruitment.

The Leader of the Council acknowledged the question and declared he was unaware that SKDC had an extraordinarily high turnover of staff. He referred to a recent meeting of the Employment Committee where it was report that the percentage of staff turnover was decreasing at present.

Question 3 - Councillor Paul Wood to the Deputy Leader of the Council

Councillor Paul Wood requested confirmation from the Deputy Leader of the Council on when the Future High Street Fund investment in Grantham Town Centre would begin and whether the Council would be handing back any of the money to Government. It was noted there was a tight timescale.

The Deputy Leader of the Council shared his concerns on the timescale to utilise the funding. Due to reasons outside of the Council's control (Brexit, Covid etc) costs had increased and unfortunately the Council could not afford to complete the two schemes alluded to (Marketplace and five-way roundabout). The Council had reached an agreement with Lincolnshire County Council that the marketplace project would take priority, and the budget was in the process of being allocated. There had been an extension to utilise the funding, therefore, the Deputy Leader of the Council was confident that the money would not be handed back to Government.

Question 4 – Councillor Gareth Knight to the Deputy Leader of the Council

Councillor Gareth Knight asked the Deputy Leader of the Council for an update on the Grantham Town Team, particularly in terms of recent activity, forthcoming activity, budgetary position, the membership and how somebody may become a member.

The Deputy Leader of the Council shared the same concerns as Councillor Gareth Knight. The Town Team had been included within the bid for the Future High Street Funds. The transparency of the Town Team was an issue, therefore, a decision was made prior to 5 May 2023 regarding the membership of the Town Team. It was noted that the turnover of staff had delayed the process; the next meeting of Finance and Economic Overview and Scrutiny was due to review the issue on 28 November 2023.

Question 5 – Councillor David Bellamy to the Cabinet Member for Governance and Licensing

Councillor David Bellamy asked the Cabinet Member for Governance and Licensing whether he agreed with the proposals in the Government White Paper regarding taxi licensing.

The Cabinet Member declared he was not overly familiar with the White Paper, however, he was aware of the decision made three years ago regarding the Council's policy in respect of the age of vehicles. Objections from Grantham taxi drivers were recognised and further investigations would take place in conjunction with Licensing Committee on whether there was a need for a change.

Question 6 – Councillor Helen Crawford to the Cabinet Member for Environment and Waste (this role was a jobshare, and the question was answered by Councillor Rhys Baker)

Councillor Helen Crawford asked the Cabinet Member to clarify a discussion held at a recent Bourne Town Council meeting and whether SKDC would stop maintaining closed churchyards, even though they have an obligation to do so. It was queried as to how many churchyards the District Council maintain and why were they no longer wishing to do it.

The Cabinet Member apologised that he had misspoken without his notes at a previous Bourne Town Council meeting. He confirmed that it was not the correct statement for the position of the Council.

Question 7 – Councillor Susan Sandall to the Leader of the Council

Councillor Susan Sandall asked the Leader of the Council why the Internal Audit company withdrew their services from SKDC.

The Leader of the Council did not have the precise reasons of their withdrawal to hand and was unsure as to whether the reasons could be disclosed within an open meeting.

The Deputy Leader of the Council suggested that Members view the webcast from the previous Governance and Audit Committee meeting, which was in the public domain.

Question 8 - Councillor Zoe Lane to the Cabinet Member for Housing and Planning

Councillor Zoe Lane stated that a number of Councillors expressed concerns via e-mail that local tradespeople were reluctant to work with the Council due to the Council not paying invoices in a timely fashion. She asked the Cabinet Member whether they were aware of these issues and if so, what steps were being taken to rectify them.

The Cabinet Member was not aware of the concerns raised and he would investigate and provide a full answer.

Question 9 – Councillor Graham Jeal to Leader of the Council

Councillor Charmaine Morgan had recently raised the idea of supporting businesses in Grantham town centre with free town centre parking on market day. Councillor Graham Jeal asked the Leader of the Council whether he would agree with others that Grantham town centre and its market required additional support over and above additional market towns of the district and free parking on Saturdays would be a welcome start.

The Leader of the Council stated that he very strongly supported markets across the District. A report on Council parking charges was being heard at the next Finance and Economic Overview and Scrutiny Committee, where one recommendation was to provide one-hour parking in every council car park in Grantham. Free parking all day was currently not deliverable.

Question 10 – Councillor Sue Woolley to the Cabinet Member for Culture and Leisure

Councillor Sue Woolley stated that residents around Bourne and surrounding villages were keen to know the possible implications for them, if the Deepings Leisure Centre was reopened, it was likely to result in the loss of income for Bourne Leisure Centre that was run by Leisure SK Ltd. She asked the Cabinet Member what modelling had been undertaken to take this into account.

The Cabinet Member confirmed that modelling was currently being completed, however, papers were not quite ready for publication and the Council were awaiting further papers from the Deepings in order to explore proposals and assess the impact on other leisure facilities in the District.

Question 11 – Councillor Ben Green to the Deputy Leader of the Council

Councillor Ben Green asked the Deputy Leader of the Council whether the Cabinet would support him when he ran for the Leader position in January 2024.

The Deputy Leader of the Council was unable to answer the question.

Question 12 – Councillor Penny Robins to the Deputy Leader of the Council

Councillor Penny Robins asked the Deputy Leader of the Council why SKDC had not communicated with a wider audience on the fact it did not receive any money from the Levelling Up funding.

The Deputy Leader of the Council referred Councillor Penny Robins to the Leader's comment at the beginning of the meeting, where he stated that the Council had not received any money from the latest tranche of the Levelling Up fund, and neither did any other Council in Lincolnshire.

Question 13 – Councillor Mark Whittington to the Cabinet Member of the Culture and Leisure.

Councillor Mark Whittington asked the Cabinet Member when the Joint Finance and Culture and Leisure OSC meeting to discuss Deepings Leisure Centre budget proposals would take place, as it had been postponed due to legal advice received or that giving any money to a third party organisation might be in contravention of the state subsidy legislation. It was hoped that a decision be made before the budget setting process for 2024/24 and there was a certain timeframe to be met.

The Cabinet Member confirmed that the Council were awaiting further information prior to having the Joint OSC meeting, so that Members could be properly informed. The meeting was expected to be arranged in the next few weeks and the Council were working hard in order to include it within the budget cycle.

62. Notices of Motion

It was proposed, seconded and **AGREED** to hear agenda item 12b prior to 12a, which had previously been discussed at a meeting prior to Full Council.

63. Councillor Ben Green

Councillor Ben Green proposed the following motion:

Community Governance Review for Little Ponton and Stroxtan Parish Council, and Great Ponton Parish Council

Little Ponton and Stroxtan Parish Council has remained dormant for a period exceeding four years. Council therefore recognises the need to address the inactivity of Little Ponton and Stroxtan Parish Council through appropriate measures.

It is essential to explore viable solutions, including; the potential dissolution of Little Ponton and Stroxtan Parish Council; restoration of the status quo ante; or its merger with neighbouring Great Ponton Parish Council, which also falls within Isaac Newton Ward and the Colsterworth Rural Division.

In the event of a merger, Great Ponton Parish Council could serve as the primary governing body, accommodating newly-appointed parish councillors representing Little Ponton and Stroxtan, thereby ensuring the long-term sustainability of the governance structure.

Engaging the community through comprehensive consultation is imperative to making an informed decision regarding the future governance structure of the parishes of Little Ponton and Stroxtan, and Great Ponton.

A Community Governance Review will be required to properly assess and determine the most appropriate governance for these areas.

To help facilitate the Community Governance Review, it is recommended that a working group, not exceeding five councillors, shall be established. This group shall convene regularly and be overseen by the Chair of the Governance and Audit Committee.

Therefore, be it resolved:

1. This Council initiates a Community Governance Review to explore and refine proposals concerning Little Ponton and Stroxtan Parish Council. These are to include:

- a) abolishing Little Ponton and Stroxtan Parish Council;*
- b) returning it to its previous status;*
- c) or merging it with Great Ponton Parish Council.*

2. *The working group, comprising a maximum of five councillors from the Governance and Audit Committee, shall be convened to supervise the Community Governance Review process, which will encompass both Little Ponton and Stroxton Parish, and Great Ponton Parish. This motion is hereby proposed for the consideration and endorsement of the Council.*

The motion was duly seconded.

The following points were raised during debate:

- Great Ponton Parish Council had unanimously voted to agree with the motion.
- A question was raised as to who had approached the proposer and the number of parishioners within the Parish. The proposer confirmed that numerous questions, comments and concerns had been raised about the absence of a regular meeting about Little Ponton. It had been over four years since a meeting last took place to discuss Little Ponton.
- The Parish would be neighbouring the new Spittlegate Heath development.

Upon being put to the vote, the motion was **AGREED**.

(a) Councillor Lee Steptoe

Councillor Lee Steptoe proposed the following motion:

Full Council notes that:

1. *The pressure on organisations to pay their fair share of tax has never been stronger.*
2. *Polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.*
3. *Almost two thirds of people (64%) agree that the Government and local councils should consider a company’s ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies.*
4. *Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.*
5. *It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £17bn per annum in lost corporation tax revenues.*
6. *The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by a wide range of businesses across the UK, including FTSE-listed PLCs, cooperatives, social enterprises and large private businesses.*

Full Council believes that:

1. *Paying tax is often presented as a burden, but it shouldn’t be.*

2. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.
3. As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.
4. Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned.
5. More action is needed, however, as current and proposed new UK procurement law significantly restricts councils' ability to either penalise poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services.
6. UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

Full Council resolves to:

1. Approve the Councils for Fair Tax Declaration.
2. Lead by example and demonstrate good practice in our tax conduct, right across our activities.
3. Ensure IR35 is implemented robustly and contract workers pay a fair share of employment taxes.
4. Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
5. Undertake due diligence where possible to ensure that all new suppliers wishing to trade with the council are transparent and complete declarations on ownership, consolidated profit and loss, that they pay due taxes, business rates and other taxes in line with the Fair Tax standards. Promote the Fair Tax standard to all existing suppliers and request that they seek compliance with the standard.
6. Promote Fair Tax Mark certification especially for any business in which we have a significant stake and where corporation tax is due.
7. Support Fair Tax Week events in the area and celebrate the tax contribution made by responsible businesses are proud to promote responsible tax conduct and pay their fair share of corporation tax.
8. Support calls for urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.

Supporting information available at:

<https://fairtaxmark.net/wp1content/uploads/2023/07/Councils-for-Fair-Tax-Declaration-ENG1CYM.pdf>

The motion was duly seconded.

The following points were raised during debate:

- One Member queried how the principle of the motion could be implemented and whether it could be considered by the Governance and Audit Committee.
- Future transparency in any of the Council's contractual arrangements where possible was discussed.
- Whether suppliers that the Council currently worked with abided by the Fair Tax proposal and what the possible changes within their contracts would be, if the proposals were accepted.
- Concerns were raised on the possible restrictions on the Council and the obligation to get the best value.
- Further concerns were raised on the implementation of the IR35 legislation and how many of the Council's housing contractors were IR35 compliant, impact on pensions, treasure strategy, the cost of due diligence and training.
- It was suggested that the motion be referred to the Finance and Economic Overview and Scrutiny Committee or the relevant Committee for further scrutiny.
- Clarification was sought from the Monitoring Officer in regard to contract workers and businesses in which the Council had stakes. It was questioned as to whether Members should declare an interest.

The Monitoring Officer highlighted that the motion did not outline any specific organisations and would not affect any Members adversely, if the motion was accepted.

- It was noted that the motion was to pass a policy for the Council to have the aspiration to be a fair tax organisation and look into the financial arrangements, contracts and investments.

Upon being put to the vote, the motion was **AGREED**.

64. Councillor Vanessa Smith

Councillor Vanessa Smith proposed the following motion:

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and across the world. The average global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with 28% of plants and animals threatened with extinction. In addition, the UK is one of the most nature-depleted countries in the world as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for UK voters with 66% of people (according to YouGov) expressing they are 'worried about climate change and its effects'. Alongside this, the popularity of Sir David Attenborough's Save Our Wild

Isles initiative demonstrates public concern that UK wildlife is being destroyed at a terrifying speed.

Climate & Ecology Bill

The Climate & Ecology Bill, a private member's bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.

Based on the latest science, the CE Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the Kunming1Montreal Framework (22 December 2022); and reduce greenhouse gas emissions in line with the UK's fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the Paris Agreement (12 December 2015).

By bridging the gap between the UK Government's current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on climate and the environment; seizing the opportunities of the clean energy transition, including green jobs and skills; reduced energy bills; and boosting the UK's food and energy security.

South Kesteven District Council notes that:

The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by 180 cross-party MPs and Peers, 237 local authorities, alongside the support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors' Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.

The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:

- 1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;*
 - 2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;*
 - 3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;*
 - 4. Taking responsibility for our overseas footprint, both emissions and ecological;*
 - 5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;*
 - 6. Providing for re-training for those people currently working in fossil fuel industries;*
- and*

7. *Giving the British people a say in finding a fair way forward via a temporary, independent and representative Climate & Nature Assembly, as part of creating consensus and ensuring that no one and no community is left behind.*

South Kesteven District Council therefore resolves to:

1. *Support the Climate and Ecology Bill;*
2. *Inform local residents and inform local press/media of this decision;*
3. *Write to all 3 MPs that represent South Kesteven to inform them that this motion has been passed, and urge them to sign up to support the CE Bill;*
4. *Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing South Kesteven District Council's support (councils@zerohour.uk).*

The motion was duly seconded.

It was suggested that speech time be reduced to 2 minutes.

It was proposed, seconded and **AGREED** to suspend Council Procedure Rules in relation to the length of speeches for the duration of the motion.

During debate, the following points were raised:

- Whether any research or investigation had been carried out locally, rather than national figures.
- A suggestion was raised that the motion be discussed at the relevant Overview and Scrutiny Committee.

It was proposed, seconded and **AGREED** that the meeting be extended by half an hour. This motion fell.

It was proposed, seconded and **AGREED** to refer the motion to the relevant Overview and Scrutiny Committee to discuss relevant items within the motion that related to South Kesteven District Council.

65. Councillor Zoe Lane

Councillor Zoe Lane's motion was not considered due to time constraints and may be heard at the next ordinary meeting of Full Council on 25 January 2024.

66. Close of meeting

The Chairman closed the meeting at 17:30.



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Council

Date 25 January 2024

Report of Councillor Rhea Rayside,
Cabinet Member for People and
Communities

Pay Policy Statement 2024-25

Report Author

Jane Jenkinson, Senior HR Officer

 Jane.Jenkinson@southkesteven.gov.uk

Purpose of Report

It is a requirement of the Localism Act 2011 that the Council produces an annual pay policy statement. This statement summarises current policies and arrangements already in place relating to pay – as such the Pay Policy Statement is one of fact. The Pay Policy Statement is presented each year to Council as part of the budget setting and approval process.

Recommendations

It is recommended that Council approves the Pay Policy Statement 2024-25

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Growth and our economy Housing that meets the needs of all residents Healthy and strong communities Clean and sustainable environment High performing Council
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The financial considerations of the Pay Policy Statement are incorporated into the budget setting proposals for 2024-25. Employee costs are the largest financial element of the budget and it is important that salary budgets and staffing resourcing requirements are kept under regular review.

Reviewed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 The information in the Pay Policy Statement requires approval by Full Council in order that it can be published. This is a requirement under the Localism Act 2011.
- 1.3 The Council is required to produce and publish a pay policy statement for each financial year under Sections 38-39 of the Localism Act 2011. The Council must have regard to guidance issued by the Secretary of State under Section 40 of the Localism Act 2011.

Reviewed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

2. Background to the Report

- 2.1 The Council's Pay Policy Statement is reviewed annually to ensure that it accurately reflects the Council's position and is aligned with the outcomes and objectives of the Council's Corporate Plan.
- 2.2 A review of the Pay Policy Statement by the Employment Committee has been carried out to ensure compliance with the requirements of the Localism Act 2011.
- 2.3 The key changes include the updating of the posts included under the definition of officers covered by the Pay Policy Statement (paragraph 3.3).
- 2.4 National Minimum Wage and National Living Wage rates have been updated to reflect the increased rates that are effective from 1 April 2024 (paragraph 9.2).
- 2.5 The Pay Policy Statement refers to the collective agreement that the Council has in place for local cost of living pay awards and the fact that we determine these pay awards locally for all staff, based on this agreement.
- 2.6 The Pay Policy Statement details the Council's decision to adopt the Real Living Wage in March 2021 and sets out the pay increase arrangements for our lowest grade and a number of other lower grades which are impacted by the Real Living Wage increase. It also sets out that these pay increases are an alternative to the annual cost of living pay award and not in addition to.
- 2.7 The Real Living Wage rate has been updated to reflect the increased rate that is anticipated to be implemented in April 2024 (paragraph 7.6).
- 2.8 As a result of the Real Living Wage rate increase from April 2024 a further review of the lower grades will need to be carried out to ensure that sufficient differentiation between the grades is maintained.
- 2.9 A review of pay and reward arrangements was completed during the year 2023/24. This included:
- The development of a career development policy
 - A review of the lower range of pay grades to ensure that there is clear differentiation between the grades, based on the 2023 Real Living Wage rate.
 - The development of a revised job evaluation procedure and market supplement procedure
- 2.10 A standby and call out policy was implemented during 2023/24. This policy sets out a separation of 'on-call' and 'standby' to recognise the difference and ensure a clearly defined compensation structure.

- 2.11 The Pay Policy Statement 2024-25 was presented to the Employment Committee on 17 January 2024. The Committee recommended that the Pay Policy Statement 2024-25 be submitted to Full Council for approval.

3. Key Considerations

- 3.1 The recommendation is to meet a legislative requirement that the Council publishes an annual Pay Policy Statement.

4. Other Options Considered

- 4.1 It is a requirement that the Council publishes an annual Pay Policy Statement and no other options have been considered.

5. Reasons for the Recommendations

- 5.1 The reason for the recommendation is to meet a legislative requirement.

6. Background Papers

- 6.1 Pay Policy Statement 2023-24:
https://www.southkesteven.gov.uk/sites/default/files/2023-08/Pay_Policy_Statement_2023-24.pdf

7. Appendices

- 7.1 Appendix A – Draft Pay Policy Statement 2024-2025.

PAY POLICY STATEMENT

2024/25



1. INTRODUCTION AND POLICY STATEMENT

- 1.1 South Kesteven District Council aims to ensure that its remuneration packages are fair, equitable and transparent, leading to the employment of professional staff who have appropriate skills and experience to provide high quality services to its residents and visitors.
- 1.2 South Kesteven District Council recognises that remuneration at all levels needs to enable the Council to attract and retain high quality employees dedicated to the service of the public.
- 1.3 Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.4 It is important that local authorities are able to determine their own pay structures in order to address their strategic aims and to compete in the local and national market.
- 1.5 Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2023/2024 Pay Policy Statement, and will be subject to review in accordance with the relevant legislation prevailing at that time, currently annually.
- 1.6 The Council may amend the pay policy statement at any point in the year.

2. LEGISLATIVE FRAMEWORK

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.2 With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of a job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.

3. SCOPE

- 3.1. This Pay Policy Statement includes a policy on:
 - The level and elements of remuneration for the Chief Executive

- The remuneration of the lowest paid employee
- The relationship between the remuneration of Chief Officers and other officers
- Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.

3.2. Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

3.3 The definition of officers covered by this policy are detailed in Appendix A to the Pay Policy Statement. For South Kesteven District Council the following posts are covered:

- Head of the Paid Service, which in this authority is the post of *Chief Executive*

Statutory Chief Officers, which in this authority are the posts of:

- *Deputy Chief Executive and Section 151 Officer*
- *Assistant Director (Governance & Public Protection) and Monitoring Officer*

Non-statutory Chief Officers (those who report directly to the Head of the Paid Service) which in this authority are the posts of:

- *Director of Growth and Culture*
- *Director of Housing and Projects*
- *Head of Service (Human Resources & Organisational Development)*

Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:

Deputy Director (Finance and ICT) (Deputy Section 151 Officer)
Assistant Director (Planning and Growth)
Assistant Director (Leisure, Culture and Place)
Head of Service (Revenues, Benefits, Customer Service and Community)
Head of Service (Corporate Projects, Performance and Climate Change)
Head of Service (Public Protection)
Head of Service (Economic Development and Inward Investment)
Head of Service (Waste Management and Market Services)
Head of Service (Housing)
Head of Service (Housing Technical Services)
Emergency Planning, Health and Safety Manager
Electoral Services Manager
Democratic Services Manager
Communications Manager
Property Services Manager

The details shown above are based on the new management structure which was implemented in 2023 by the Council.

- 3.4 The Accounts and Audit Regulations 2015 require councils to publish the number of employees who are paid over £50,000 by job title using salary bands. Historically at South Kesteven District Council these bands are published in the pay policy statement using a minimum range bracket of £5000, this is based on the Local Government Transparency Code 2015.
- 3.5 Pay details for posts graded Service Manager or above are shown in Table 1. These will also be published on the Council’s website.

Table 1

Job Title	FTE	Salary Band
Chief Executive	1.0	£135,000 - £145,000
Deputy Chief Executive	1.0	£100,000 - £110,000
Directors	2.0	£90,000 - £100,000
Deputy Director	1.0	£80,000 - £90,000
Assistant Directors	3.0	£80,000 - £90,000
Heads of Service	8.0	£60,000 - £70,000
Service Managers	7.0	£45,000 - £55,000

4. CHIEF EXECUTIVE PAY

- 4.1. The Chief Executive in South Kesteven discharges the accountability of Head of Paid Service – a statutory role defined by the Local Government and Housing Act 1989. The Council determines the level of pay for its Chief Executive through the Employment Committee. The committee and its remit are contained in the Council’s Constitution.
- 4.2. The Chief Executive of South Kesteven District Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council.
- 4.3. Special fees are paid for Returning Officer duties which are not part of the post holder’s substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The fees are set by either Central Government for the General Election and across Lincolnshire for local elections.

5. CHIEF OFFICER PAY DETERMINATION

5.1. The Localism Act refers to Chief Officers. The Chief Officers at South Kesteven District Council are the following:

- The Chief Executive who is Head of Paid Service,
- Deputy Chief Executive and Section 151 Officer,
- Monitoring Officer (the "Statutory Officers"),
- Directors

5.2 The Council does not have a separate pay policy in relation to Chief Officers.

5.3 The remuneration package defined in employment contracts for the Chief Executive and Chief Officers is the same as all staff. It includes a spot rate salary or salary band, the same sick pay arrangements and the same pension scheme arrangements.

5.4 The Council publishes senior management salary rates and gender pay details on its website in line with the requirements of the Government's transparency agenda.

6. LOWEST PAID EMPLOYEES

6.1. The lowest paid staff within the Council's pay structure are on Grade 2. For this reason, we have chosen staff employed on Grade 2 as our definition of the 'lowest paid' for the purposes of this policy. Grade 2 for 2023/2024 is £22,404 per annum.

6.2. The terms and conditions of employment for Grade 2 staff are in accordance with collective agreements, negotiated from time to time, by the National Joint Council for Local Government Services, as set out in the Scheme of Conditions of Service (commonly known as Green Book). These are supplemented by local collective agreements reached with the trade union recognised by the council and by the rules of the council.

7. PAY DETERMINATION ARRANGEMENTS

7.1. The Council employs all staff on local terms and conditions. It has a collective agreement in place for local cost of living pay awards that is based upon pay reviews by the National Joint Council and Local Government Services (NJC).

7.2. The Council makes its own determination of cost of living pay awards for all staff in accordance with this local agreement, taking account of the rate of inflation (current and Bank of England forecast), labour market conditions, the level of previous years' cost of living awards and any specific budgetary constraints.

7.3. Where salary bands are used, appointment within these will be based on an assessment against the levels of competency required for the role.

- 7.4. The salary for newly appointed staff is determined on appointment in relation to the job evaluation score for the post. The job evaluation score assumes full competence at the job. Where a new appointee for the job has some development needs, the Council may choose to place the employee on a salary progression until full competence has been confirmed or qualifications have been completed.
- 7.5 In April 2021 the Council adopted the Real Living Wage to ensure that we pay a wage rate based on what people need to live. It is calculated based on rising living costs.
- 7.6 The Real Living Wage for 2023 was £10.90 per hour. It is reviewed in November each year and for 2024 the Real Living Wage is £12.00 per hour. There is an expectation the Real Living Wage increase will be implemented by May 2024.
- 7.7 From 1 April 2023 Grade SK1 was increased to £10.90 per hour. A review of Grades SK2 to SK8 was also carried out and these were increased in line with the Real Living Wage increase to ensure that there is sufficient differentiation between the grades.
- 7.8 Pay grades which receive the Real Living Wage increase may not also receive the annual cost of living pay award agreed by the Council, but they will receive the difference in the two amounts if the cost of living payment is higher.
- 7.9 The Council's current pay and reward arrangements have been designed to ensure consistency through the job evaluation process and with reference to the external market.
- 7.10 The Council has updated its job evaluation procedure and guidance during the last 12 months, which includes the setting up of job evaluation panels to review and moderate evaluations.
- 7.11 The Council will monitor pay locally and nationally as required and will undertake market reviews in relation to specific posts. Where a post is hard to recruit to at any level, particularly where there are supply pressures, the Council has a process in place to consider applying market supplements, or to offer recruitment incentives. Market supplements will be reviewed annually and may be withdrawn if market conditions change.
- 7.12 Local government elections and neighbourhood planning referendums are a separate statutory responsibility and rates of pay for local elections are set in accordance with a Lincolnshire wide election scale of fees and charges. These rates differ according to the size of the ward contested.

8. ALLOWANCES

- 8.1 The Council will pay job related allowances to staff where it is a requirement of the job to do so. Staff who are required to respond to emergencies outside normal working hours are also currently in receipt of standby and

call out allowances, depending on the nature of the work.

- 8.2 A policy on standby and call out arrangements has been introduced which details the relevant pay allowances.
- 8.3 Overtime is payable at flat rate and can only be done with the prior approval of the line manager. There may be circumstances where overtime is paid at enhanced rates. Chief Officers and managers are required to work evenings and weekends to meet the requirements of the job and will not attract overtime.
- 8.4 The Council does not pay essential car allowances or provide cars to any individual member of staff as the Council operates a pool car system available to all employees. Where the Chief Executive, Chief Officers or staff use their own cars for Council business they are reimbursed at a flat rate of 45p per mile in line with the HMRC guidelines. This practice will be reviewed as part of the overall review of pay and reward.
- 8.5 Honoraria and acting up payments may be paid for those staff who have taken up additional responsibilities for a defined period of time to cover absence, or additional duties. Where possible such payments will be based on the job evaluated rates of pay for those responsibilities. Each case will be considered on its own merits and a fair recompense will be calculated.
- 8.6 Temporary short-term appointments of staff will be paid in line with the job evaluated rate for the job and the prevailing market rate for such short-term appointments.
- 8.7 Remuneration for staff on secondment will be in line with the Council's Secondment Policy

9. APPRENTICES

- 9.1 The Council actively supports the employment of apprentices. The salary paid to all newly recruited apprentices is based on the National Living Wage (for those aged 21 and over) or the National Minimum Wage (for those up to the age of 20) and is increased in line with Government recommendations.
- 9.2 Current National Minimum Wage/National Living Wage rates for employees are, as follows:

April 2023	<u>23+</u>	<u>21-22</u>	<u>18-20</u>	Under 18
	£10.42	£10.18	£7.49	£5.28
April 2024		<u>21+</u>	<u>18-20</u>	Under 18
		£11.44	£8.60	£6.40

National Minimum Wage and National Living Wage rates are reviewed annually by the Government and any increases take effect from 1st April each year.

- 9.3 In accordance with the Apprentice Levy any existing employees can be signed up to an appropriate apprenticeship in line with identified professional development needs. These employees receive the job evaluated salary for the post that they are employed in.

10. LOCAL GOVERNMENT PENSION SCHEME

- 10.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Contribution rates for 2023- 2024 range from 5.5% to 12.5%.
- 10.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The current employer contribution rate is 23.9%.

11. PAY MULTIPLIERS

- 11.1 Whilst job evaluation and the market determine the relationship between the highest and lowest paid employees, an analysis of pay multiples has been undertaken in the light of the requirements of the Localism Act 2011.
- 11.2 The Council defines its lowest paid employees in relation to their grade. This definition has been selected to enable fair comparison on a Full Time Equivalent basis.
- 11.3 The Ratio of the highest paid employee to mean salary per Full Time Equivalent (FTE) is 1 : 4.4 (based on actual salary paid).
- 11.4 The Council has no policy about the maximum or minimum levels of such ratio statistics.

12. TERMINATION PAYMENTS

- 12.1 The Council recognises that staff leave the Council for a range of reasons including: retirement, redundancy, career move, moving location, voluntary resignation, or employment termination. Where a termination payment may apply, each case will be treated on its own merit and will comply with Council policies and the law.
- 12.2 The Council reserves the right to make any appropriate payments to protect the reputation of the Council and manage risk of litigation. This will be in line with legislation and with reference to best value.
- 12.3 The Council does not have any specific termination payments built into any employee's employment contract. It reserves the right to do so should such a need arise in the interests of the efficiency of the service.
- 12.4 The Council has a redundancy policy in place in accordance with current legislation which applies equally to all staff. Where redundancy payments are made to any employee the Council reserves the right to recover the redundancy severance payment.
- 12.5 Termination payments should be kept to a minimum and it must be demonstrated that they are in the best interests of the Council. The purpose

of this would be to ensure a clear process and to demonstrate that the Council always works to ensure residents receive the best value for money.

13. RE-ENGAGEMENT OF EMPLOYEES

- 13.1 Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence within 4 weeks of leaving, are not eligible to receive a redundancy payment.
- 13.2 Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustment to pension would be made in accordance with the scheme regulations.

14. GENDER PAY GAP REPORTING

- 14.1 The Government introduced a requirement for mandatory gender pay gap reporting for public sector employers with 250 or more employees. The deadline for publishing the data is 31 March each year. The Council publishes its annual data in accordance with the regulations and reports to Employment Committee with supporting commentary and any action points arising.

Localism Act 2011

43 Interpretation

(2) In this Chapter “chief officer”, in relation to a relevant authority, means each of the following-

- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- (b) its monitoring officer designated under section 5(1) of that Act;
- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
- (e) a deputy chief officer mentioned in section 2(8) of that Act.

Local Government and Housing Act 1989 – Section 2

6) In this section “the statutory chief officers” relevant to South Kesteven District Council means—

(a) the officer having responsibility, for the purposes of [section 151](#) of the Local Government Act 1972, [section 73](#) of the Local Government Act 1985, [section 112](#) of the Local Government Finance Act 1988[, [section 127\(2\)](#) of the Greater London Authority Act 1999] or section 6 below or for the purposes of [section 95](#) of the Local Government (Scotland) Act 1973, for the administration of the authority's financial affairs.

(7) In this section “non-statutory chief officer” means, subject to the following provisions of this section—

- (a) a person for whom the head of the authority's paid service is directly responsible;
- (b) a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the head of the authority's paid service; and
- (c) any person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

(8) In this section “deputy chief officer” means, subject to the following provisions of this section, a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

(9) A person whose duties are solely secretarial or clerical or are otherwise in the nature of support services shall not be regarded as a non-statutory chief officer or a deputy chief officer for the purposes of this Part.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

25 January 2024

Report of Councillor Richard Cleaver,
The Leader of the Council and
Councillor Philip Knowles, Cabinet
Member for Corporate Governance and
Licensing

Corporate Plan 2024-27

Report Author

Charles James, Corporate Policy Officer

✉ Charles.James@southkesteven.gov.uk

Purpose of Report

To present the draft Corporate Plan for the period 2024 to 2027 to Council, and to recommend its approval and adoption from the 1st April 2024.

Recommendations

That the Council:

1. Approves the Corporate Plan 2024-27.
2. Requests the Overview and Scrutiny Committees develop and monitor the new Key Performance Indicators (KPI).

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The Corporate Plan sets out the strategic framework which the medium-term financial plan will directly support. The annual budget setting process will underpin the ambitions set out in the Plan within the resources available. The approval of the Plan will enable the Council to retain its focus on agreed actions, ensure that there is a clear alignment between the Corporate Plan and the Medium-term Financial Plan.

Completed by: Richard Wyles, Deputy Chief Executive and S151 Officer

Legal and Governance

- 1.2 The Corporate Plan is one of the five plans and strategies that only Full Council can adopt – a final decision on the adoption of the Council's Corporate Plan is requested by the Council. The Council's Cabinet and Overview and Scrutiny Protocol outlines that the Leader of the Council will attend a meeting of the Overview and Scrutiny Committees at least every six months to provide an update on delivery against the objectives of the Council's Corporate Plan.
- 1.3 Although not a legal requirement it is best practice for Councils to have a Corporate Plan to show its ambitions and priorities as an organisation.
- 1.4 The Corporate Plan has had engagement with stakeholders and been shaped with the outcomes of consultation.
- 1.5 In terms of governance, the performance and monitoring of the Corporate Plan is fundamental to show transparency and accountability as an organisation.

- 1.6 The Corporate Plan is being considered by Cabinet at its meeting on 18 January 2024, a verbal update on its recommendations can be offered at the meeting of Full Council. Background papers to this report (also seen by Cabinet) are available at <https://moderngov.southkesteven.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13922>

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

Diversity and Inclusion

- 1.6 An Equality Impact Assessment has been completed as part of the formation of the Corporate Plan.

Completed by: Carol Drury, Community Engagement Manager

Climate Change

- 1.7 The Corporate Plan has a priority around sustainability. The Council has an approved Climate Strategy and meeting the actions in the strategy will be fundamental to achieving zero carbon.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2. Background to the Report

- 2.1 The Corporate Plan (the Plan) sets out the strategic vision and key priorities of the Council. The Plan underpins the delivery of all of the Council's strategic activity and provides the performance framework for managing the delivery of the actions and priorities in the Plan. It is good practice for a public sector organisation seeking to deliver a wide set of aims and objectives to produce a Corporate Plan and regularly review the activity and achievements against it.
- 2.2 The outgoing Corporate Plan (2020-23) was adopted by Council on the 1 October 2020. That planning cycle has reached its end; thus, the adoption of a new Plan is necessary to set the Council's strategic priorities and framework for the next four years (2024-27).

Development

- 2.3 An evidence-based approach has been undertaken in developing the Plan. On 11 September 2023, Cabinet approved the State of the District (SOTD) 2023. This document, the first of its type for the Council, provided a comprehensive and data driven account of the society and economic performance of South Kesteven. The SOTD further identified four long term strategic challenges for the district (discussed further in paragraph 3.13).

- 2.4 The SOTD was accompanied by a suite of Strategic Socio-Economic Indicators (SSEIs). These indicators encompass demographics, health & wellbeing, crime, the environment, housing, economics and corporate financial performance. Each SSEI is benchmarked against all other English district councils, enabling the South Kesteven's relative performance to be understood. The SSEI suite currently stands at 139 indicators and is kept under constant revision. The SSEI data tables are available in the background papers.
- 2.5 The SSEIs and the SOTD were analysed to develop an assessment of the strengths, weaknesses, opportunities and threats (SWOT) for the District (available in the background papers). The SWOT was then evaluated to produce draft Priorities, Ambitions and 2023 Outcomes. The three overarching principles that emerged from early member engagement informed the developing plan and were weaved throughout the document:
- Listening and being responsive to the needs of all our communities.
 - Building public trust and confidence by promoting a culture of openness, transparency, and accountability.
 - Providing value-for-money for our residents and businesses through responsible and prudent use of our resources.
- 2.6 The developing Plan was refined through three workshops, which all Members were invited to attend, in early October 2023. The SWOT analysis was presented for the Members to input on to the developing Vision, Mission Statement, Priorities and Ambitions of the Plan. Feedback from the Members confirmed the Priorities and informed further development of the Ambitions.
- 2.7 An all-Member consultation was undertaken on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 10-17th November 2023 to offer a further opportunity for input into the key elements of the emerging Plan. The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%. The consultation outcome is detailed in paragraph 6.1.
- 2.8 A four-week Public Consultation subsequently followed on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 22 November to 19 December 2023. The consultation received the second highest response of any consultation undertaken in the last eighteen months. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. The consultation outcome is detailed in paragraph 6.2-3. The consultation report is available in the background papers.
- 2.9 Meetings were held with Corporate Management Team, Assistant Directors, Service Managers and other key Officers over the course of December 2023 to develop the Plan's Actions. These are specific pieces of work the Council will undertake over the next four years to work towards achieving the Priorities and Ambitions of the Plan.
- 2.10 The draft Plan is due to be presented to Cabinet on 18 January 2024 -a verbal update on its recommendations can be provided at Full Council.

The Golden Thread

- 2.11 A 'golden thread' approach is embedded in the Plan. This is the link that connects all work, at all levels of the organisation, directly to the overarching vision, priorities and ambitions of the Plan. To support this the following will be developed:
- 2.12 Service Plans – setting out how each service will contribute to the delivery of Plan's vision and priorities. These will also include KPIs and success criteria and be monitored by Senior Officers and Cabinet Members.
- 2.13 Individual Performance Appraisals – setting out how each individual contributes to the achievement of SKDC's vision and priorities. These will be monitored by Heads of Service.

Performance Management

- 2.14 There are two suites of performance indicators to support the Corporate Plan.
- 2.15 The Key Performance Indicators (KPIs) will monitor the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the Overview & Scrutiny Committees (OSCs) to which mid-year and end of year reports will be presented. The selected metrics will be wholly within the Council's control and will offer accountability and stimulate continuous improvement. The suite will be reviewed annually. Draft KPIs are in the process of development with the relevant Officers. This will be presented to the respective OSCs for consideration and approval. The new KPI suite will be reported on from 1 April 2024.
- 2.16 The Strategic Socio-Economic Indicators (SSEIs) will monitor the progress towards the fulfilment of the Council's Vision, 2034 Outcomes, and the overall performance of the district. Each SSEI is benchmarkable against other local authorities, aligned to the Office for Local Government (OFLOG) suite, and will be reported in the annual State of the District (SOTD). The Council has limited influence over the SSEIs. Reporting will evidence whether the district is on the right trajectory and provide insight into the Council's operating environment, enable the identification of challenges and shape the service response.

3. Key Considerations

- 3.1 The Corporate Plan's structure consists of seven key elements: the Vision, Mission Statement, Priorities, Ambitions, Actions, 2034 Outcomes and Foundations. A summary of the structure is available in Appendix 2. This section will detail each in turn.

The Vision

- 3.2 The Vision is an articulation of what the Council believes our district should be ultimately. It is what the Council is working towards. The Plan's Vision is: 'A

thriving district in which to live, work and visit'. This is a refinement on the Vision of the outgoing Plan: 'Be the best district in which to live, work and visit'.

- 3.3 The new Vision was developed collectively with Elected Members. It was recognised that a powerful vision should be bold and aspirational, succinctly capturing the ideal of a flourishing district. A vision should also be a tangible ideal, to which measurable progress can be made, whilst galvanising further action.

Mission Statement

- 3.4 The Mission Statement is a definition of the Council's business and purpose. It articulates who we aspire to be as an organisation and our approach to service delivery. This is a new element to the Corporate Plan. It is: 'South Kesteven aims to be a modern and forward-looking Council that delivers effective, efficient and equitable public services to enhance the well-being of our residents, enable prosperity, protect the environment and empower communities for a sustainable future'.
- 3.5 This Mission Statement was unanimously supported by the People Panel on 11 December 2023.

Priorities

- 3.6 The Priorities are the core of the Plan. There are five, each representing a key sphere of activity for the Council. Each Priority is accompanied by a Mission, a succinct statement that encapsulates the Priority and defines its scope. The five Priorities are:
- Priority 1 - Connecting Communities: To enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to.
 - Priority 2 - Sustainable South Kesteven: To meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations.
 - Priority 3 - Enabling Economic Opportunity: To enable and support a dynamic, resilient and growing local economy, which benefits all our communities.
 - Priority 4 - Housing: To ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
 - Priority 5 - Effective Council: To deliver trusted, high quality and value-for-money services that fulfil the needs and expectations of all our residents.
- 3.7 The priorities are numbered for ease of reference. The ordering does not denote an internal hierarchy of importance. Successful delivery of all five Priorities is essential to the achieving the Vision of the Plan.

Ambitions

- 3.8 Each Priority contains a series of Ambitions. The Ambitions are broad in scope to set the agenda for this planning cycle. Each Ambition will stimulate a range of programmes and projects. For example, the forthcoming Economic Development Strategy & Action Plan has been developed as the service response to the Ambitions of the Priority: Enabling Economic Opportunity.
- 3.9 There has been a multiplication of the number of Ambitions. The outgoing Plan had fifteen. The new Plan has twenty-eight. This multiplication does not dilute our strategic focus, rather the Ambitions reflect activity the Council is already undertaking, capturing the full scope of the Council's activities. Appendix 3 details the rationale, SWOT linkages and where appropriate alignment to the DLUHC Draft Best Value Guidance for each Ambition.

Actions

- 3.10 The Actions detail specific pieces of work the Council will be undertaking over this Corporate Plan cycle. Progress on Actions will be monitored through the suite of Key Performance Indicators (KPIs), which will be reported to the Overview & Scrutiny Committees (OSCs) and Cabinet, as detailed in paragraph 2.12.

2034 Outcomes

- 3.11 Each Priority contains a series of 2034 Outcomes. The Plan is for the medium term. The Outcomes introduce an element of longer-term strategic planning. Each Outcome articulates an element of what the successful delivery of our Vision for South Kesteven would look like. 2034 has been selected as a decade on from the adoption of this Plan.
- 3.12 The 2034 Outcomes are founded upon a mission-based approach to public policy. This approach holds that the 21st century is being defined by long term strategic challenges that have no simple solutions and will require transformation and innovation to solve. Examples include climate change, economic growth and ageing societies. To tackle the challenges, they are broken down into pragmatic steps termed 'missions'. Missions are concrete, but bold and aspirational targets that set the direction for a solution. The exact solution is not known in advance. The missions aim to stimulate the development of a range of different solutions, projects and workstreams to meet the strategic challenge.
- 3.13 The State of the District 2023 (SOTD) identified four key long term strategic challenges for South Kesteven:
- A Changing Society - The population of the district is an ageing one, growth is driven by internal migration.
 - Opportunity for all – The district is home to some of the least deprived areas in the country, but also has some persistent pockets of severe deprivation.

- Tackling the Climate Emergency - Lead and champion the local response to climate change with the ambition of a net zero district by 2041.
 - Sustainable and Inclusive Growth - The district's economic performance in terms of productivity, earnings and wage growth has been slow over the past decade.
- 3.14 The Plan recognises that the Council cannot solve these challenges or deliver our Vision for the District alone. The Outcomes are intended to provide long term focal points to bring together residents, businesses, skills providers, partners and community groups to develop and deliver action– united by the common goal of a thriving South Kesteven. The course is ambitious and challenging, it is important to be realistic and recognise that Council's role may primarily be convening and influencing. Nevertheless, this provides a positive strategic framework for the Council to face to the future, rather than being purely reactive to events.
- 3.15 Progress towards the 2034 Outcomes and the wider performance of the District will be monitored by the suite of Strategic Socio-Economic Indicators (SSEIs) as detailed in paragraph 2.13.
- 3.16 'Exemplary compared to peer authorities' has been selected the key metric for service performance. This has been chosen to introduce a qualitative assessment of the experiences of officers and residents, rather than a strictly quantitative 'high quality' or 'exceptional value'. Further the local government sector of 2034 will undoubtedly face unique pressures and circumstances currently unknown to the officers of 2024. This metric allows room to take into account the future Council response to its circumstances.

The Foundations

- 3.17 The Plan is underpinned by three elements that are collectively called the Foundations. Each is integral to the success of the Plan. These are:
- Financial Sustainability – how the Plan will be funded. A commitment to and the practice of sound and prudent financial management is crucial, especially in the current challenging operating environment.
 - Performance Management – how delivery will be monitored, improvements driven, and open and transparent accountability upheld. Detailed in paragraphs 2.11-3.
 - Corporate Values and Equalities – the ethos in which the Plan will be delivered. These values are the Council's 'true north' that underpin the organisational culture and expected colleague behaviours.

4. Other Options Considered

- 4.1 The Council could decide not to have a Corporate Plan. This is not a prudent or viable approach. The absence of a Corporate Plan would result in a lack of strategic direction and at best an ad hoc and disjointed focus. Effective performance management and delivery of the Best Value Duty would be compromised.
- 4.2 The Department for Levelling Up, Housing & Communities (DLUHC) published draft statutory guidance on compliance with the Best Value Duty for local authorities in July 2023. The Best Value Duty relates to the statutory requirement for local authorities and other public bodies defined as best value authorities in Part 1 of the Local Government Act 1999 (“the 1999 Act”) to *“make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”*.
- 4.3 The guidance provides greater clarity to local government on how to fulfil the Best Value Duty by describing what constitutes best value, the standards expected by the department and the models of intervention at the Secretary of State for Levelling Up, Housing and Communities’ disposal in the event of failure to uphold these standards. DLUHC is currently analysing consultation responses to the draft guidance. The final document is expected in 2024.
- 4.4 The draft guidance is clear that possession of a Corporate Plan is a marker of well-functioning local authority under the Best Value theme of Leadership. The Corporate Plan is required to be *“evidence based, current, realistic and enables the whole organisation’s performance to be measured and held to account. Strategic priorities are aligned with the authority’s financial strategy and delivery arrangements, and respond appropriately to local need, including the plans of partners and stakeholders.”*
- 4.5 It is considered an indicator of potential failure if the *“Corporate plan is out of date, unrealistic and unaffordable and/or has too many priorities”* or is absent entirely.

5. Reasons for the Recommendations

- 5.1 The Corporate Plan will give a strategic framework for operational and medium-term financial planning and provide a clear direction for the Council. This provides a clear view of what the Council is delivering for the public, residents, businesses, key stakeholders and for our own staff.

6. Consultation

- 6.1 An all-Member consultation was undertaken on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 10-17th November 2023 to offer a further opportunity for input into the key elements of the emerging Plan. The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%.

- 6.2 A four-week Public Consultation subsequently followed on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 22 November to 19 December 2023. The consultation received 587 responses: the second highest response of any consultation undertaken in the last eighteen months. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. The consultation report is available in the background papers.
- 6.3 Support for the Priorities and Ambitions in the abstract was complicated by mixed public commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favouritism of certain geographies over others. The consultation was clear that the Plan will require concrete action plans for delivery, robust, transparent and accountable performance management to ensure public confidence. These elements are in place. The Consultation Response Action Plan is available in the background papers.
- 6.4 The Corporate Plan proposals were presented to Youth Council on 14 November 2023. The Youth councillors were invited to participate in the public consultation. The response from the Youth representatives was supportive of the Corporate Plan.
- 6.5 The proposed Vision, Mission Statement, Priorities and Ambitions were presented to and discussed by People Panel on 11 December 2023 to obtain the views of SKDC staff. All proposals were universally supported by the Panel.

7. Background Papers

- Department of Levelling Up, Housing & Communities: Draft Best Value Duty Guidance, [Best value standards and intervention draft guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118444/best-value-standards-and-intervention-draft-guidance.pdf)
- Corporate Plan 2024-27 Public Consultation 2023 Report
- Strategic Socio-Economic Indicators (SSEI) Datableables
- State of the District 2023
- Corporate Plan 2024-27 Structure Summary
- District SWOT and Ambitions Development Summary

All available online at

<https://moderngov.southkesteven.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13922>

8. Appendices

- Appendix 1 – Corporate Plan 2024-27
- Appendix 2 – Corporate Plan 2024-27 Public Consultation 2023 Report
- Appendix 3 – Equality Impact Assessment



Appendix 1

Please note this is an interactive document.

Please use the arrow buttons to click backwards and forwards through the pages. Hover and click over the bar of graphics at the top of the pages to navigate through the corporate priorities.



Corporate Plan 2024-27



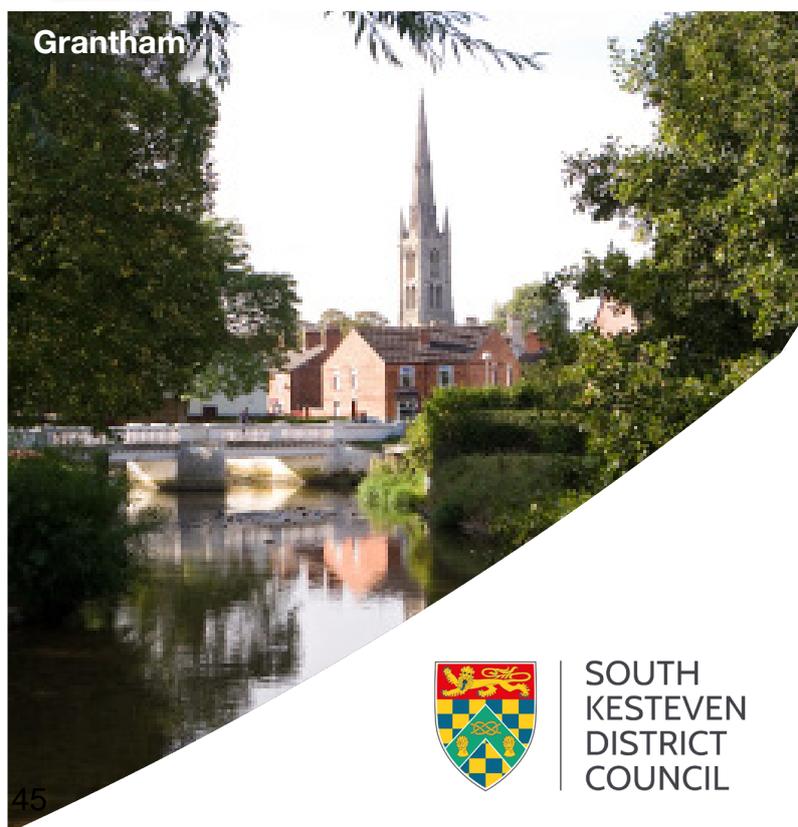
Stamford



Bourne



The Deepings



Grantham



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Foreword by the Leader and Chief Executive

South Kesteven is a district full of promise and potential. It is marked by the resilience, strength, resourcefulness and kindness of our communities. It is the mission of the Council to kickstart that potential, driving forward for a sustainable future.

Our Corporate Plan clearly sets out how we intend to realise that mission. It is a statement of who we are as an organisation.

This is a Plan grounded in a comprehensive evidence base, informing the Council's strategic direction and priorities.

It is designed to be ambitious, realistic, dynamic and adaptable, with a long-term focus of where we want our district to be in the medium term. We have received excellent engagement from Elected Members, businesses, partners, community groups and residents.

We are confident this Corporate Plan will guide the work of the Council towards our vision to be 'A thriving district in which to live, work and visit', underpinned by five priorities:

- We will continue to engage with all communities to support a thriving society that all our residents are proud to be a part of.
- We will meet the challenge of climate change with a renewed energy, championing our district to be a clean, green and healthy environment for future generations.
- We will support business and work with partners across all sectors to create the right conditions to support a dynamic, resilient and growing local economy, which fulfils the potential of the district and benefits all our communities.
- We will ensure all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
- We will deliver the trusted, high quality and value-for-money services our residents expect and deserve. Underpinning the priorities are three fundamental principles:

- *Listening and being responsive to the needs of all our communities.*
- *Building public trust and confidence by promoting a culture of openness, transparency and accountability.*
- *Providing value-for-money for residents and businesses through responsible and prudent use of resources.*

The Corporate Plan is our blueprint for the next four years, built upon the foundations of prudent financial management, the values of #TEAMSK, robust performance management and collaboration with partners who share our ambition for South Kesteven.

As the Council delivers the priorities over the next four years, residents and businesses can expect to see a continued focus on our communities, the Council leading the way to achieve Net Zero, sustainable economic growth, housing that meets the needs of the District and an effective Council always delivering for local residents.



Cllr Richard Cleaver
Leader of the Council



Karen Bradford
Chief Executive of the Council



Belton House



Grimsthorpe Castle

A New Vision for South Kesteven

The Corporate Plan is based on a golden thread. This is the thread that connects all work, at all levels of the organisation, directly to our overarching vision, priorities and ambitions.

The vision sets out what the Council wants the district to be like:

‘A thriving district in which to live, work and visit’.

This phrase encapsulates our aspirations for the district, a place of dynamic, prosperous, and connected communities. Above all, a place residents are proud to call home.

Our mission is to provide excellent public services and robust governance to support South Kesteven. A mission statement defining the approach the Council will adopt has been developed:

‘South Kesteven aims to be a modern and forward-looking Council that delivers effective, efficient and equitable public services to enhance the well-being of our residents, enable prosperity, protect the environment and empower communities for a sustainable future’.

The statement sets out who we aspire to be as an organisation: committed, creative, caring. Grounded in the principles of transparency, accessibility, and accountability.

The vision and mission statement underpin our priorities and approach to service delivery. Where we have statutory services to deliver: providing housing, collecting waste, running elections, planning, licensing and environmental health, these will be delivered with the high quality, consistency and timeliness expected by our residents and businesses.

Where we deliver discretionary services: a sustainable leisure and cultural offer, supporting local enterprise and reinvigorating our towns and leading on climate action, these will be delivered with energy and creativity to achieve an exemplary level of service provision.

We recognise our vision cannot be achieved in isolation. We will champion community participation and collaborative partnerships with businesses and other public sector organisations.

We will continue to build on South Kesteven’s success as a thriving place to live, work and visit. We will cement our reputation as a Council trusted by our residents to deliver value for money.

South Kesteven: A place to call home

South Kesteven is the southern gateway to Lincolnshire. A district where heritage meets innovation, proud of our past, whilst focused on the future.

The 2021 census revealed South Kesteven is home to 143,400 residents. The majority of the population reside in the four historic market towns of Bourne, Grantham, Stamford, and The Deepings.

The remainder live in the network of villages and rural dwellings. Rates of life expectancy and satisfaction are above national averages and are the highest in Lincolnshire. There is a proud military and aviation heritage reflected in the district being home to a substantially higher population of veterans than the national average, 7.4% of South Kesteven's adult population have served in either the regular or reserve Armed Forces.

The district is generally affluent with low levels of deprivation, gross disposable household income per head is the highest in Lincolnshire, whilst median earnings for residents are amongst the highest in Lincolnshire. The elegant Georgian town of Stamford has frequently been voted one of the best places to live in England. Nevertheless, there remain small pockets of severe deprivation, primarily in Grantham. The economy of the district is diverse with 6,265 registered enterprises in the district, the largest business base in Lincolnshire.

The district boasts enviable north-south connectivity and is strategically located alongside the A1 and the East Coast mainline, with arrival in London Kings Cross in less than 70 minutes by train. Combined with superb schools, attractive surroundings, a relatively lower cost of living compared to elsewhere in Britain and a low crime rate – South Kesteven is one of the safest areas in Lincolnshire. This makes the district an attractive destination for those seeking to settle and raise a family.

The high quality of life is the district's key strategic asset. Indeed, the population increased by 7.2% over the 2010s and is projected to reach 152,458 by 2036. This growth is driven by newcomers from other parts of the country, which is a strong signal of confidence in the future of South Kesteven.

As we look to the future, along with the numerous advantages set out above, we must have clear understanding of the challenges facing South Kesteven. The four key long term strategic challenges are summarised as:

- A Changing Society - The population of the district is ageing, with growth driven by internal migration.
- Opportunity for all – The district is home to some of the least deprived areas in the country, yet also has persistent pockets of severe deprivation.
- Tackling the Climate Emergency - Lead and champion the local response to climate change with the ambition of a Net Zero district by 2041.
- Sustainable and Inclusive Growth - The district's economic performance in terms of productivity, earnings and wage growth has been slow over the past decade.

The Corporate Plan has been developed in this context. These challenges will require imagination, transformation and collaboration to address. Our priorities contain fifteen outcomes for 2034. Each articulate what successful delivery of our vision for South Kesteven would look like. We cannot deliver our vision alone. The outcomes provide long-term focal points to bring together residents, businesses, skills providers, partners and community groups to develop and deliver action – united by the common goal of a thriving South Kesteven.



Bridge over the River Welland, Deeping St James



A District in Numbers



The life expectancy is **80.6** the highest in Lincolnshire



The 2021 census estimated the population of the district to stand at

143,400



The population is projected to reach 155,821 by 2043

The district is ranked amongst the top **20%** of districts in England for life satisfaction

The median age of the district is **46**

There are **6265** businesses in the district, 43 per 1000 residents



South Kesteven



The district is the **2nd** healthiest in Lincolnshire

South Kesteven is ranked amongst the **40%** least deprived districts in England

The crime rate is the second lowest in Lincolnshire at **61.16** recorded offences per 1000 residents



69% of households own their own home



12% of households experience fuel poverty

12.3% of under 16 year olds experience relative child poverty



13% of jobs are in knowledge intensive services



The median house price is **9.78** times the median annual full time salary

Lincolnshire
GRANTHAM



1hr



81.8%

of the 16-64 population possess at least NVQ2+ qualifications.

41.1% possess NVQ4+ qualifications

Median annual gross earnings are **£31,914**



The local economy is worth **£2.722 billion**



The district's total territorial CO2e emissions in 2020 were

948kt CO2e

This equates to 6.6 tonnes per capita

Gross disposable household income per head is

£21,467

– the highest in Lincolnshire

Priority 1: Connecting Communities

Mission: To enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to.

Ambitions

We will:

- Enable opportunities for increased public engagement to empower and connect our communities.
- Deliver and facilitate a sustainable leisure and cultural offer.
- Work in partnership with the voluntary, private and public sectors to enable the delivery of community projects and responsive support services to meet the needs of all our communities.
- Encourage sport and physical activity to support healthy lifestyles and reduce health inequalities.
- Celebrate and promote the strong heritage and rich culture of South Kesteven.



Why?

Strong communities are the foundation of strong societies and economies. We are fortunate that our district is largely prosperous. Most residents live in good and safe neighbourhoods, with energised community involvement, networks and facilities.

It is our task to nurture communities through support, empowerment and investment. This means working with our communities to understand their priorities and needs, to develop and deliver solutions to the issues which matter most. This means proactively improving the health and wellbeing of residents through a sustainable leisure and cultural offer.

This means building and maintaining relationships with key partners: community groups, the Police, the NHS and other tiers of government. This means supporting young people and the most vulnerable, and targeting funding towards communities who feel disconnected or left behind.

A thriving South Kesteven is one where all residents have the opportunities to lead healthy and fulfilling lives, in safe neighbourhoods and realise their full potential.

To ensure strategic focus and momentum towards the completion of our ambitions is maintained, we have described what we want our district to look like in 2034:

2034 Outcomes

- South Kesteven is a fair and vibrant society, which residents actively shape and are proud to belong to. ✓
- Inequalities within the District are reduced with pockets of severe deprivation eliminated. No part of the District will rank in the bottom decile for relative deprivation. ✓



What we have delivered:

- Received an Employer Recognition Scheme Gold Award for outstanding support to the Armed Forces community – one of only 18 organisations across the East Midlands to hold the status.
- Established the £1 million South Kesteven Prosperity Fund (SKPF), which has funded 70 projects undertaken by towns, parishes and community groups across the district.
- Upgraded 40 CCTV cameras to further improve our accredited and highly commended CCTV service.
- Granted £219,000 to local projects through the Community Fund.
- Secured an award of £344,659 from Phase 1 of the Swimming Pool Support Fund to support the operation of LeisureSK Ltd with the increased costs in relation to utilities and pool chemicals. Further bids submitted to Phase 2 of the Swimming Pool Support Fund for energy saving initiatives and a bid submitted to the Public Sector Decarbonisation Scheme.
- Secured Arts Council Transition Funding for the consortium of venues which includes Stamford Arts Centre, Guildhall Arts Centre, Louth Riverhead Theatre and the South Holland Centre.
- Adopted the Lincolnshire Districts Health and Wellbeing Strategy and developed a bespoke local action plan to drive health and wellbeing improvements at a local level.

What we will do:

- Deliver the Local Health and Wellbeing Action Plan
- Deliver the Sport and Physical Activity Strategy and accompanying action plan.
- Deliver the Cultural Strategy and accompanying action plan.
- Invest in a sustainable leisure and cultural offer.
- Ensure that our leisure facilities and arts venues are sustainable and meet future needs.
- Enable and support a flourishing and vibrant artistic and cultural scene.
- Deliver the Community Engagement and Development Strategy and accompanying action plan.
- Continue to deliver an accredited, effective and legislatively compliant CCTV service in partnership with Lincolnshire Police.
- Deliver the Safer Streets programme and seek opportunities to develop a legacy applied districtwide once the funding period ends.

Priority 2: Sustainable South Kesteven

Mission: To meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations.

Ambitions

We will:

- Lead by example in reducing our operational carbon footprint by 30% between 2019 and 2030.
- Lead and champion the local response to climate change with the ambition of a net zero district by 2041.
- Significantly increase tree planting across the district and manage, care and protect existing tree cover.
- Ensure the district is always a safe, clean and pleasant place to live, work and visit.
- Protect and enhance the natural environment and wildlife habitats, working to actively restore and rehabilitate damaged eco-systems.
- Provide an excellent and value for money waste and recycling collection service.

Why?

Addressing climate change and nature loss is the challenge of this generation. We have the ambition to take this challenge on, both by reducing our own carbon footprint and through sustainable management of our resources, corporate estate and housing stock.

We will champion and influence the district to do the same. We have produced the Climate Action Strategy 2023 with an accompanying action plan, to clearly set out how we will do this.

Responsible stewardship, an outstanding natural environment and a beautiful built environment are important for health, wellbeing, and pride of place. The district benefits from a unique countryside, extensive parks and open spaces and historic townscapes. It is our role to work to conserve, promote and enhance this inheritance for the benefit of current and future generations.

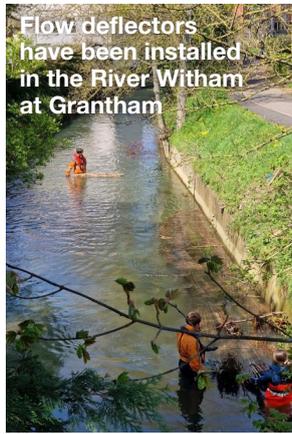
This means ensuring through planning, developments are sustainable and fit the character of the district. This means actively improving and restoring the biodiversity of South Kesteven, respecting the rural nature and promoting green and open spaces as places where nature and wildlife can flourish.

We will proactively challenge and enforce against environmental crimes, such as littering and fly tipping, and will promote responsible behaviours aimed at reducing waste and encouraging recycling. We will run an exemplary and value-for-money waste and recycling service. To ensure strategic focus and momentum towards realisation of our ambitions, we have described what we want our district to look like in 2034 as:

2034 Outcomes

- Greenhouse gas emissions have been greatly reduced. The district is on target to achieve net zero by 2041. The Council has met or exceeded the interim operational emissions target. ✓
- Adaptation and resilience to a changing climate is embedded across the organisation. ✓
- The Climate Action Plan has been delivered. ✓
- The Council's waste & recycling collection and environmental services are nationally regarded as exemplary models of delivery. ✓





What we have delivered:

- Published our first Climate Change Action Strategy 2023, establishing how the Council will continue to reduce its carbon footprint and adapt to a changing climate, whilst leading, influencing and championing the district to do the same.
- 152 properties received upgrades to low-carbon heating systems, making homes warmer and reducing energy costs for tenants through the Green Homes Grant.
- A further 300 social housing properties will be upgraded via the £7.26m Social Housing Decarbonisation Fund.
- Secured Green Flag status for the three parks in Grantham: Wyndham Park, Queen Elizabeth Park and Dysart Park.
- Rejuvenated riverside areas along the River Witham in Grantham, including the creation of a wetland area in Queen Elizabeth Park, through the successful delivery of the £1.29m Blue-Green Corridor scheme, improving access to wildlife for 13,700 residents.
- Successfully insourced the grounds maintenance team from EnvironmentSK Ltd.

What we will do:

- Deliver the Climate Change Action Strategy programme.
- Continue to reduce operational emissions to achieve the target of a 30% reduction on 2019 by 2030 and develop modelling to set a target of achieving Net Zero operations as soon as viable.
- Review and implement energy efficiency and renewable energy opportunities across the corporate estate, such as solar panels and EV chargers.
- Improve the energy efficiency of the leisure estate and review further renewable energy opportunities.
- Review and implement energy efficiency and renewable energy opportunities across the sheltered and social housing properties.
- Adopt a Tree and Woodland Strategy and deliver an accompanying action plan.
- Ensure biodiversity net gain is delivered through planning and corporate projects.
- Continue to tackle waste related crimes, including fly tipping with support from the Lincolnshire Environmental Crime Partnership.
- Manage the smooth implementation of twin stream recycling to improve the recycling rate and reduce contamination.
- Develop and implement an effective process for the collection of food waste.
- Deliver a range of schemes to improve the recycling rate.
- Manage the construction and transition to a new purpose-built depot, which is fit for purpose, and explore options for the old depot.
- Develop and deliver the Fleet Management Strategy and accompanying action plan.

Priority 3: Enabling Economic Opportunity

Mission: To enable and support a dynamic, resilient and growing local economy, which benefits all our communities.

Ambitions

We will:

- Work to support businesses to protect existing jobs and create new opportunities for all.
- Promote the District as an attractive place to visit, work, invest, study and do business.
- Attract investment to improve infrastructure, support regeneration and drive economic growth.
- Ensure an adequate supply of suitable land is allocated for commercial use and facilitated through the Local Plan.
- Maintain and strengthen relationships with the business community to understand and support their needs and aspirations.
- Develop links with educational institutions to upskill residents to meet the needs of the current and future economy.

Why?

Economic success is closely linked to cultural success and a sense of pride in the community.

A vibrant economy will attract new businesses, which in turn provides more jobs and opportunities for residents.

The district boasts excellent north south transport connectivity, a large business base, a skilled population, superb schools and colleges, and an attractive quality of life offer.

Capitalising on this potential entails continuing to build on the links with business forged during the pandemic, working with educational institutions to upskill residents, the operation of an effective planning system and attracting investment and funding to revitalise our towns.

By providing local opportunities, supporting businesses and employers and investing in town centres, we will enable conditions which attract and retain people who want to invest, live, work and visit the area.

We will lead by example as an employer of choice, offering excellent staff development and apprenticeship opportunities.

To ensure strategic focus and momentum towards realisation of our ambitions, we have described what we want our district to look like in 2034 as:

2034 Outcomes

- South Kesteven has a thriving, innovative and diverse economy and is recognised as a great place to live, visit, invest and do business. ✓
- The District's economy is growing strongly, increasingly based upon knowledge-intensive services, generating high quality jobs, with productivity levels well above the regional median and wages above the national average. ✓





What we have delivered:

- Created the Local Economic Forum (LEF) made up of key stakeholders which help guide decision-making and act as a key consultative body on future strategies, initiatives and funding programmes regarding local economic development.
- Distributing £3.9 million of UK Shared Prosperity Fund (UKSPF) monies.
- Through the £1.263 million High Street Heritage Action Zone programme, restored the iconic Grade II listed Westgate Hall, Grantham and nine shopfront regeneration projects, generating over £350,000 in private sector investment.
- Accelerated the £5.56 million Grantham Future High Streets Fund to the delivery phase with public realm and residential accommodation projects scheduled for completion in 2024.
- Allocated over £53 million in COVID support grants to 3000 businesses. The Council was shortlisted for the East Midlands 'Best COVID Response Award' in 2022.

What we will do:

- Deliver the Economic Development Strategy and accompanying action plan.
- Deliver initiatives to expand and deepen engagement with business.
- Continue to distribute the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) and explore opportunities to develop a legacy beyond the funding period.
- Embed and strengthen the Local Economic Forum as a key institution for local stakeholders to shape the district's approach to skills, business support and investment.
- Work with the Lincolnshire Growth Hub to support businesses to start-up, succeed and grow.
- Strategically leverage the Council's procurement spend to maximise social value.
- Consider targeted interventions – planning powers and schemes, to achieve high-quality regeneration across the district and explore options to unlock stalled sites.
- Bring forward a step change in the way Council-run street markets are presented, operated and promoted.
- Develop a long-term approach to regeneration and be prepared for investment and funding opportunities.
- Continue to promote and develop South Kesteven as an attractive visitor destination, focusing on our cultural and heritage strengths.

Priority 4: Housing

Mission: To ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.

Ambitions

We will:

- Through the Local Plan facilitate a range of appropriate and sustainable housing and community facilities for future generations and the emerging needs of all our communities.
- Deliver exemplary and high-quality services for housing and homelessness.
- Engage effectively with our tenants to shape the services we deliver.
- Increase the supply of sustainable and high-quality Council-provided housing.
- Work with developers and private landlords to ensure sustainable, affordable and high-quality housing is facilitated.

Under international law, to be adequately housed means having secure tenure. It means loving somewhere which is in keeping with your culture and having access to appropriate service, schools and employment. Rates of home ownership are high in South Kesteven. Prices are relatively affordable compared to elsewhere in England. The Council owns and is the social landlord to nearly 6000 properties.

As a planning authority, the system will be operated efficiently as a driver to sustainable growth. Planning policy will maintain a strong focus on good design to ensure developments are sustainable and in line with the unique characters of the district. We will look to ensure housing across a range of prices and tenures, with appropriate community facilities, are available to meet demand and help residents to remain in the district.

We will continue to drive improvements in our housing services, to deliver exceptional provision which meets the needs of our tenants and the residents of South Kesteven.

To ensure strategic focus and momentum towards realisation of our ambitions, we have described what we want our district to look like in 2034 as:

Why?

The provision of decent homes is an economic, social and moral necessity. Without a suitable housing supply, productivity growth is constrained, and the local economy will stall. Housing is most importantly a human right.

2034 Outcomes

- Housing delivery matches the needs of communities, homes are affordable, private rentals are high quality and homelessness is reduced. ✓
- The Council's housing and planning services are nationally regarded as exemplary models of delivery. ✓
- Housing services are fully compliant with all regulations and best practice. Repairs and complaints are actioned promptly and to a high standard. The Council's tenants feel their concerns and priorities are recognised and are satisfied with the service provided. ✓
- Successful delivery of the ongoing new build pipeline continues to contribute towards meeting the housing need in the district. ✓



What we have delivered:

- Ground broken on the construction of 20 properties at Swinegate, Grantham. This is part of a pipeline of the Council building 65 affordable properties over the next two to three years.
- Successfully delivered the Housing Improvement Plan after self-referring to the Regulator of Social Housing. The Regulatory Notice has been lifted.
- Delivering a £3.2 million programme of renovation works to 143 properties in the Earlesfield Estate, Grantham.
- Acquired 21 properties through the first tranche of Local Authority Housing Fund money allocated to the Council. These will house Ukrainian and Afghan refugees and will ultimately be added to Council's social housing stock.
- Introduced new housing management and choice-based letting systems.
- Commenced an early review of the Local Plan with a confirmed five year housing land supply.
- Completed 336 adaptations through the Disabled Facility Grants scheme worth a total of £2.9 million.

What we will do:

- Review the quality of existing properties across all tenures and seek to reduce the impacts of poor housing on residents and communities.
- Ensure services to support residents to remain living in their community with as much independence as possible, ideally within their own home, with the right support.
- Review and rationalise the Council's assets portfolio to ensure an optimal return for the Council.
- Deliver the £3.3 million decarbonisation programme.
- Ensure the Council's housing stock is high quality and suitable for the needs of tenants now and into the future. Seek to dispose of properties which are economically unviable.
- Continue to improve the turnaround period and standard of properties.
- Deliver a high-quality, planned and responsive repairs service.
- Deliver a pipeline of new build housing following a hybrid approach of construction and acquisition when appropriate to maximise funding streams.
- Seek opportunities to improve the energy efficiency of the Council's own housing stock and continue to support private retrofit projects to reduce energy costs, lower carbon emissions and create a more sustainable future.
- Develop a joint approach to bringing empty homes back into use.
- Ensure the Local Plan continues to facilitate sustainable growth across the district and the Local Plan Review is successfully completed in 2026.
- Ensure the planning process is effective, efficient, high quality and timely.

Priority 5: Effective Council

Mission: To deliver trusted, high quality and value-for-money services that fulfil the needs and expectations of all our residents.

Ambitions

We will:

- Provide excellent, value-for-money and financially sustainable services.
- Manage our resources and assets effectively with open, transparent, and accountable decision making.
- Actively and effectively engage with and listen to our residents, placing their needs and concerns at the heart of everything we do.
- Embrace and maximise opportunities for innovation, improvement and securing external funding.
- Through #TEAMSK retain a highly skilled, empowered, motivated and professional workforce.
- Uphold a healthy and robust local democracy, where Elected Members champion their wards, communities and the District as a whole.

Effective leadership is open and accountable, this is the foundation of a positive relationship between the Council and residents and businesses.

Trust should never be taken for granted. Our residents and businesses rightly have high expectations of us. We must and will demonstrate that we are worthy of trust through action. In a period where there have been high profile national failures across local government it is more important than ever that the Council delivers on its duty to provide best value for its residents. This means a Council that is responsible in its handling of public money and makes prudent use of its resources to achieve financial sustainability. This means delivering the excellent services that are expected, in partnership and collaboration with other organisations where possible. This means having robust governance and management structures in place.

This means having an energetic organisational culture committed to high performance and continuous improvement. Above all, this means a confident and outward looking Council that is always open to honest scrutiny and challenge and listens our residents. It is in this spirit that we have produced this Plan and will approach all our priorities and ambitions. To ensure that strategic focus and momentum towards the realisation of our ambitions is maintained, we have described what we want our Council to look like in 2034:

Why?

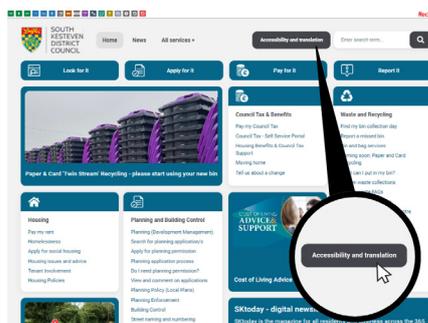
The key to delivering local growth, thriving communities and a healthy local democracy is effective political and administrative leadership. This requires a clear vision and set of priorities, and the will and ability to champion the area.

2034 Outcomes

- The Council's service delivery provides exceptional quality and value for money and is nationally regarded as exemplary in its approach when compared to peer authorities. ✓
- The Council's governance offers exceptional quality and assurance and is nationally regarded as an exemplary model in its approach when compared to peer authorities. ✓
- The Council's financial management offers exceptional quality and value for money and nationally regarded as an exemplary model in its approach when compared to peer authorities. ✓



Waste freighter raising awareness of breast cancer



Providing inclusive and accessible services for residents



Enhancing the environment

What we have delivered:

- A successful Corporate Peer Challenge resulted in a review of governance structures and rationalised the amount of council-owned companies to improve efficiency and effectiveness.
- Adopted a People Strategy, vastly improving staff engagement, retention, training and satisfaction.
- Completed a full review of the Health & Safety policy and plans to strengthen risk control and accident awareness across the Council.
- Pursued a policy of 'grow your own' employing

23 apprentices and awarded Apprenticeship Employer of the Year 2023 by Grantham College.

- Saved £300,000 per annum by moving into modern, open plan office accommodation in Grantham.
- Implemented and embedded a new Constitution and Committee structure, including a new Housing Overview & Scrutiny Committee and Standards Committee.
- Completed 2021-22 and 2022-23 Statement of Accounts audit. An unqualified opinion was received for 2021-22. The same is expected for 2022-23.

What we will do:

- Continue to work in partnership with relevant partners to deliver and support targeted initiatives across the district to help communities to be more self-sufficient.
- Ensure the administration of licenses and approvals relating to both national legislation and discretionary, are effective, efficient, timely and consistent.
- Continue to implement and embed a one team approach to deliver effective services.
- Produce and deliver a Councillor Development Strategy and accompanying programme to achieve accredited Councillor Development Charter status.
- Deliver the refreshed Customer Experience Strategy and accompanying action plan.
- Ensure the tax collection process is always effective, efficient, timely and fair.
- Deliver a balanced, sustainable financial plan over the medium term.
- Implement and embed the new finance system.
- Deliver the IT Roadmap, ensuring all systems meet the needs of internal and external customers, and explore opportunities for new technologies and innovation.
- Seek opportunities to maximise value for money in all services.
- Deliver the Internal Audit Plan and drive continuous organisational improvement.
- Ensure procurement is always compliant, fair and delivers value for money.
- Continue to embed the People Strategy and accompanying action plan.
- Develop and deliver Planned Maintenance Strategy and accompanying action plan.



The Foundations: Financial Sustainability

South Kesteven District Council continues to work hard to ensure that high quality and cost-effective services are delivered and that savings and efficiencies are achieved which will assist with achieving financial sustainability.

There is a clear focus on identifying how a balanced budget can be achieved over the medium term in order to ensure that services continue to receive the investment required to deliver a quality offer to our residents.

The Council continues to drive forward its plan to achieve financial sustainability against a backdrop of significant amount of uncertainty regarding future funding from government. This year is the sixth in succession that Councils have received a one-year only funding settlement which makes financial planning extremely challenging and national changes to the way in which Councils will be funded in future further adds to the uncertainty.

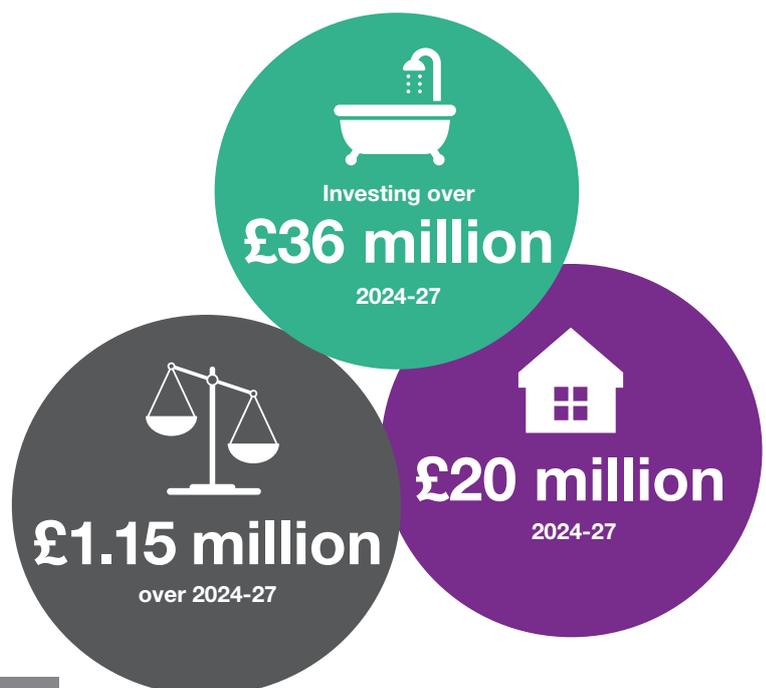
The latest budget forecasts show that the Council needs to save £1.15m over the next three years, based on government funding assumptions, in order to be in a position where a balanced budget will be achieved. The Council is fully committed to achieving this target and will continue to adopt approaches which include streamlining the organisation, so that it is ready for the challenges ahead, modernising processes and procedures, and rationalising assets and operating costs where possible.

The delivery of the Council’s priorities set out in the Corporate Plan remains its key focus.

Underpinning this is a pledge to provide quality services, a strong commitment to investing in sustainable growth, meeting the challenge of climate change, improving leisure facilities and delivery of an ambitious housing programme that meets the needs of the social housing sector.

Financed from a combination of reserves and grants, the Council has committed over £20 million to fund the delivery of new build social and affordable housing and stock acquisition programmes over the next three years. Over the same time period it will also continue to maintain its existing housing stock, by investing over £36 million in a range of programmes including compliance works, re-roofing, external wall insulation, structural refurbishment and the replacement of kitchens and bathrooms.

The environment in which the Council set out its medium-term financial plan remains challenging and there is a great deal of uncertainty regarding future government funding, however the council remains committed to providing high quality services to all its residents and delivering the actions set out in the Corporate Plan.



The Foundations: Managing Performance

Effective performance management is essential to progress in delivering the ambitions and actions of the Corporate Plan. This requires monitoring whether initiatives are having the intended positive impacts on the district. There are two suites of performance indicators to support the Corporate Plan – Key performance indicators and strategic socio-economic Indicators.

The Key Performance Indicators (KPIs) will monitor the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the scrutiny committees to which quarterly reports will be presented.

The selected metrics will be wholly within the Council's control and will offer accountability and stimulate continuous improvement. The suite will be reviewed annually.

The Strategic Socio-Economic Indicators (SSEIs) will monitor the progress towards the fulfilment of the Council's Vision, 2034 Outcomes, and the overall performance of the district. Each SSEI is benchmarkable against other local authorities, aligned to the Office for Local Government (OFLOG) suite, and will be reported in the annual State of the District (SOTD). The SSEIs provide the evidence base of the Corporate Plan, underpinning the district SWOT analysis which has informed the Council's Priorities and Ambitions.

The Council has only very limited influence over the SSEIs. Reporting will evidence whether the district is on the right trajectory and provide insight into the Council's operating environment, enable the identification of challenges and shape the service response. The table below sets out some examples of SSEIs for each priority:

Priority Area	Example SSEI
Connecting Communities	Crime rate per 1000 residents
	Prevalence of Child Poverty
	Physically Active Adults
Sustainable South Kesteven	Household waste recycling rate
	Air Quality
	Total Territorial CO2 Emissions
Enabling Economic Opportunity	Employment Rate
	Productivity
	Median Weekly Earnings
Housing	Affordability Ratio (Median Earnings/House Prices)
	Net Additional Homes Delivered
	Households in Temporary Accommodation
Effective Council	Council Tax Collection Rate
	Total core spending power per dwelling
	Level of Band D council tax rates

The Foundations: Values and Equalities

The values of the Council determine how we behave and deliver services to residents and businesses and how we interact with each other. They are the ‘true north’ that underpins the culture of #TEAMSK.



Our values are:

- **Trust** - Trust is the foundation of all positive relationships – between colleagues, management, officers and Elected Members, and our residents trusting us. It is about fostering a culture of honesty and openness.
- **Empowerment** - Colleagues are encouraged and supported to take initiative and contribute to the betterment of our services and our communities.
- **Accountability** - We are transparent in and take ownership of our actions and decisions.
- **Making a Difference** - Recognising that the Council is driven by a purpose to create a positive impact and improve the lives of all our residents and communities.
- **Supportive to All** - Putting the residents at the heart of everything we do.
- **Kindness** - Being emphatic and understanding of others and always going the extra mile.



Equality, Diversity and Inclusion

Our commitment to equalities is about long-term, continuous improvement.

It is the responsibility of all Officers and elected Members to implement the principles of equality, diversity and inclusion.

Our equality objectives will be supported by a

delivery plan as part of the People Strategy, which will include actions from all service areas.

This will ensure consideration of the needs of our staff and our residents is at the heart of what we do – from the earliest stage of development, through to decision-making and implementation.

Objective	How this will be achieved
<p>Continue to maintain an inclusive, diverse workforce that feels valued.</p>	<p>In all parts of your work life we will work in a fair and equitable manner.</p>
	<p>Encourage celebration and support our differences.</p>
<p>Continue to build and promote a culture of equality and inclusion into all the services, functions and projects we deliver.</p>	<p>Develop a network of equality allies across the Council who are empowered to support and advise their colleagues on matters of equality, diversity and inclusion.</p>
	<p>Ensure all projects, policies strategies and reports which have a direct impact on people are accompanied by a robust equality impact assessment.</p>
	<p>Consult with residents on all aspects of the Council’s work that have a direct impact on them as our customers</p>
<p>Continue to develop and support resilient, connected and inclusive communities that have a voice in the decisions that affect them.</p>	<p>Ensure the Council’s services are responsive to different needs and treat service users equitably, with dignity and respect.</p>
	<p>Involve, listen and respond to our communities effectively.</p>
	<p>Engage with communities to promote opportunities for funding and project support.</p>



Bourne

Alternative formats are available on request:
audio, large print and Braille

**South Kesteven
District Council**

You can contact the council about benefits, rent or other issues

☎ 01476 406080

Out of hours 01476 590044

✉ customerservices@southkesteven.gov.uk

🌐 www.southkesteven.gov.uk

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Corporate Plan 2024-27 Consultation Report

Purpose

1. To consult with a variety of stakeholders on the emerging Corporate Plan. The purpose being to:
 - Inform the draft Priorities, Ambitions and outcomes outlined in SKDC's Corporate Plan for 2024-27. These items form the key building blocks of the plan, stakeholders were to be given the opportunity to agree/ disagree with the areas of focus and suggest alternatives.

Scope

2. The scope of this consultation was limited to:
 - Reviewing the Corporate Plan and the Priorities, Ambitions and outcomes that have been identified.
 - It did not include any actions that may be identified as a result or feedback in respect of any of the Council's other strategic documents.

Objectives

3. The objectives of the consultation were identified as follows:
 - Measure the degree of support or otherwise for the draft vision, mission statement, Priorities, Ambitions and outcomes included in the Corporate Plan.
 - Ensure respondents are given the opportunity to comment on the content of the Plan and suggest alternatives.
 - Communicate how important the Plan will be in informing the allocation of resources.
 - Inform the decision that will be taken by the Council in respect of the final version of the Corporate Plan.

Timescales

4. The consultation was launched on 22 November and ran until 19 December 2023.

Stakeholders

5. The stakeholders were identified as follows:
 - Members of SKDC
 - SK residents
 - Local Businesses
 - Town and Parish Councils
 - Lincolnshire County Council
 - Lincolnshire Fire and Rescue
 - Lincolnshire Police
 - Lincolnshire Community Health Services NHS Trust
 - Drainage Boards – Upper Witham Internal Drainage Board, Black Sluice Internal Drainage Board and Welland & Deepings Internal Drainage Board
 - The People Panel
 - The Youth Council
 - The Armed Forces
 - Voluntary and Community Groups

Methodology

6. The table below identifies the method(s) that were used to contact the stakeholders:

Stakeholders	Method(s)	Details
SKDC Members	District Councillors informed of the consultation and invited to participate.	Members were contacted by the Corporate Policy Officer. Members had participated in a Member only consultation on the same survey and topic that ran from 10/11/2023 – 12:00PM 17/11/2023.
Residents of South Kesteven	Members of the public to be made aware of the consultation through the following channels: <ul style="list-style-type: none"> • SKDC Social Media Channels • SKDC website • SKtoday Mailing List • Face to Face 	<p>Potential respondents were referred to survey monkey to participate in the consultation. Paper copies of the survey were available at all public access points in the district. Alternatively, if absolutely necessary, they were able to email the Corporate Policy Officer who would have sent them a printed copy of the survey. No requests were received.</p> <p>Consultation was promoted on social media channels - Facebook and X. Posts included a link to the survey.</p> <p>Webpage of consultations was updated to include information about the consultation.</p> <p>The consultation was shared with all subscribers of SKtoday, who had opted into additional communications from the Council. This was a total of 2707 recipients. This method could not be repeated for Garden Waste customers or Skyline subscribers due to GDPR. The Council had not obtained consent for additional communications.</p> <p>Business cards with a QR code to the consultation were produced. These were handed out at the Grantham Christmas Fayre & Festive Lights Switch-On 03/12/2023.</p>
Local businesses	Local businesses to be contacted through the following channels:	<p>The Corporate Policy Officer contacted the following addresses to share the consultation: hello@granthambusinessclub.com info@deepings.co.uk</p> <p>The Business & Skills Officer contacted their network, including skills providers.</p>
Town & Parish Councils	Contact all Town Councils by email and ask them to complete a survey on-line.	The Corporate Policy Officer contacted all parishes. Parishes were encouraged to discuss the consultation at public meetings and share the survey with their communities.

Lincolnshire County Council	Email	The Corporate Policy Officer contacted: Chief Executive of LCC Debbie Barnes OBE debbie.barnes@lincolnshire.gov.uk or LCC Chief Legal Officer and Monitoring Officer David Coleman david.coleman@lincolnshire.gov.uk
Lincolnshire Fire and Rescue	Email	The Corporate Policy Officer contacted the chief officer for Lincolnshire Fire and Rescue on bs_lfr@lincoln.fire-uk.org
Lincolnshire Police & Crime Commissioner	Email	The Corporate Policy Officer contacted the Lincolnshire Police & Crime Commissioner on lincolnshire-pcc@lincs.pnn.police.uk
NHS Lincolnshire Integrated Care Board	Email	The Corporate Policy Officer contacted the NHS Lincolnshire Integrated Care Board. The LICB is a statutory organisation which brings together the various branches of the NHS in Lincolnshire to improve health and wellbeing. LICB.office@nhs.net
Drainage Boards	Contact all drainage boards by email	The Corporate Policy Officer contacted the the drainage boards: Upper Witham Internal Drainage Board enquiries@witham3idb.gov.uk Black Sluice Internal Drainage Board mailbox@blacksluiceidb.gov.uk Welland & Deepings Internal Drainage Board info@wellandidb.org.uk
The People Panel	Present draft Priorities and Ambitions to SKDC's People Panel	The Corporate Policy Officer presented the items to the People Panel on 11/12/2023.
The Youth Council	Present draft Priorities and Ambitions to SKDC's Youth Council	The Corporate Plan proposals were presented to Youth Council on 14/11/2023. The Youth councillors were invited to participate in the public consultation.
Armed Forces	Armed Forces Covenant Officer to contact the Armed Forces based in the district	The Armed Forces Covenant Officer contacted Armed Forces based in the district with the consultation link.

Voluntary and Community Groups	Community Engagement Manager to contact all voluntary and community groups	The Community Engagement Manager contacted community and voluntary groups. 72 groups were contacted.
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Details

7. To help collect feedback about the draft Corporate Plan, the Consultation Officer was asked to support the consultation process in Autumn 2023. Actions undertaken by the Consultation officer and the Corporate Policy Officer included:
 - Preparation of a press release to promote the consultation in the local press
 - Drafting of Facebook posts and Tweets to promote the consultation on the Council’s social media channels Facebook and Twitter
 - Setting up a webpage to host the document
 - Contacting stakeholders as set out in the above table.
 - Preparing, designing and setting up the on-line survey
 - Analysing feedback from 587 respondents
 - Preparing a report

8. The survey contained the following sections:
 - An introduction to the consultation. This included some context and background on the function and importance of the Corporate Plan.
 - Section 1: The purpose of this section was to measure the degree of public support for the proposed Vision options and the Mission Statement.
 - Section 2: The purpose of this section was to measure the degree of public support for the Plan’s five Priorities and accompanying Ambitions.
 - Demographic information: This asked participants for their age, gender and first line of postcode.

9. The opportunity to participate in the consultation was promoted on the Council’s social media channels and website during the consultation period. The Facebook posts reached 3,855 people and 103 people clicked on the link. There were 1321 views on X and 38 clicks on the link. An email was sent to those who had opted into additional communications through the SKtoday mailing list to 2707 recipients. 2,122 emails were opened and 495 people clicked on the link.

10. Various stakeholders, as outlined in the above table, were contacted at the start of the consultation.

11. The consultation opened on 22 November. It closed at 17:00 19 December 2023. 587 responses were received.

12. ChatGPT was used to accelerate the analysis of the consultation comments. A sentiment analysis was conducted and key themes in the responses aggregated and summarised. This was then sense checked by officers. Officers remain fully accountable for the analysis.

Results

13. The results of the consultation are summarised in the below table:

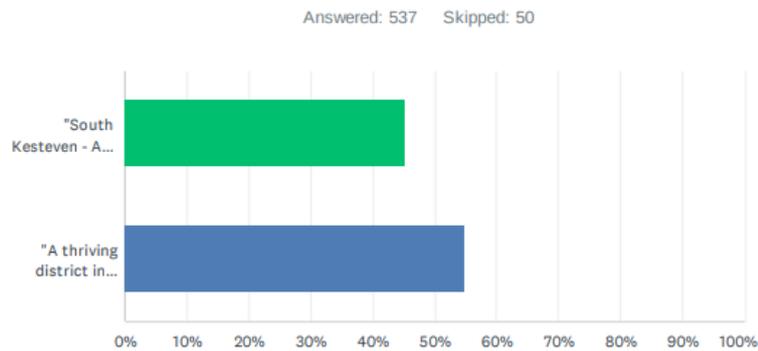
Corporate Plan 2024-27: Public Consultation December 2023 Summary Results				
Element	Total Respondents	Agreed	Disagreed	Neutral/Not Sure
Vision Option 1 - South Kesteven a place where everyone has the best opportunities and a good quality of life	243	45.25%	N/A	N/A
Vision Option 2 - A thriving district in which to live, work and visit	294	54.75%	N/A	N/A
Mission Statement	579	48.36%	24.87%	24.70%
Priority 1 – Connecting Communities	495	64.65%	14.34%	21.01%
Ambitions	498	85.74%	5.82%	8.43%
Priority 2 – Sustainable South Kesteven	471	80.47%	7.43%	12%
Ambitions	474	87.55%	5.91%	6.54%
Priority 3 – Enabling Economic Opportunity	468	85.90%	4.06%	10.04%
Ambitions	467	88.22%	4.50%	7.28%
Priority 4 – Housing	462	83.11%	6.71%	10.17%
Ambitions	459	82.35%	8.50%	9.15%
Priority 5 – Effective Council	458	90.18%	4.37%	4.44%
Ambitions	457	88.18%	3.94%	7.88%
Priority Average	471	80.86%	7.38%	11.53%
Ambition Average	471	86.41%	5.73%	7.86%
Overall – View 1: the Priorities, Ambitions and outcomes that have been identified are an accurate reflection of South Kesteven and will provide a strong foundation for the Council’s Corporate Plan	440	10.23%	N/A	N/A
Overall – View 2: the Priorities, Ambitions and outcomes that have been identified are challenging but believe they can still provide a strong foundation for the Council’s Corporate Plan	440	41.14%	N/A	N/A
Overall – View 1 & 2 combined: the identified Priorities are challenging but provide a strong foundation to the Corporate Plan	440	51.37%	N/A	N/A
Overall – View 3: agree with most of the Priorities, Ambitions and outcomes that have been identified, but think there are a few areas where changes are needed.	440	38.86%	N/A	N/A
Overall – View 4: I don’t agree with a lot of the Priorities, Ambitions and outcomes that have been identified, and think there are several areas where changes are required	440	9.77%	N/A	N/A

14. Question 1 asked which of the two potential Vision options the respondent preferred. **537** respondents answered this question.

- Vision Option 1 – ‘*South Kesteven a place where everyone has the best opportunities and a good quality of life*’ – preferred by 45.25% (243 respondents)
- Vision Option 2 – ‘*A thriving district in which to live, work and visit*’ – preferred by 54.75% (294).

15. Overall, most respondents preferred Vision Option 2, as illustrated by the below chart.

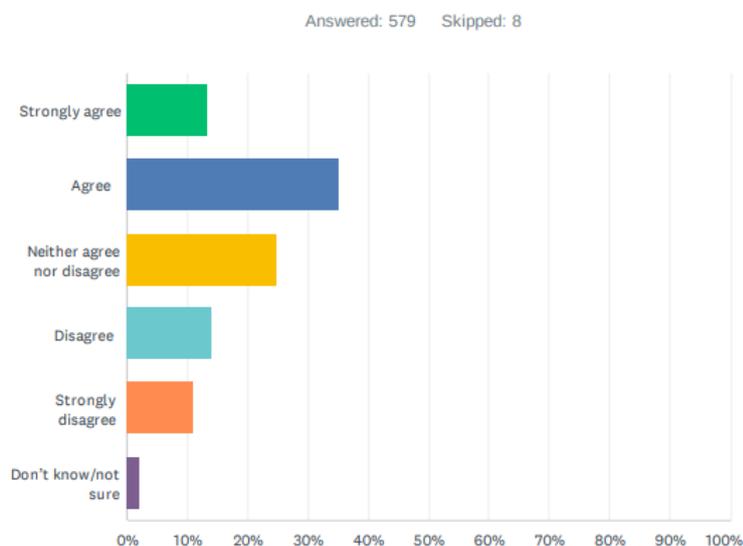
Q1 Which of the visions listed above do you prefer? Please tick one only



16. Question 3 asked to what extent the respondent agreed with the proposed mission statement: ‘*South Kesteven is a modern and forward-looking Council that delivers effective, efficient and equitable public services to enhance the well-being of our residents, enable prosperity, protect the environment and empower communities for a sustainable future*’.

17. 579 respondents answered this question. 48.36% of respondents either agreed (35.23%) or strongly agreed (13.13%). 24.87% respondents disagreed (13.99%) or strongly disagreed (10.88%). 24.70% were neutral and 2.07% were not sure. Overall opinion was split, a plurality of respondents supported the proposed Mission Statement, as illustrated by the below chart.

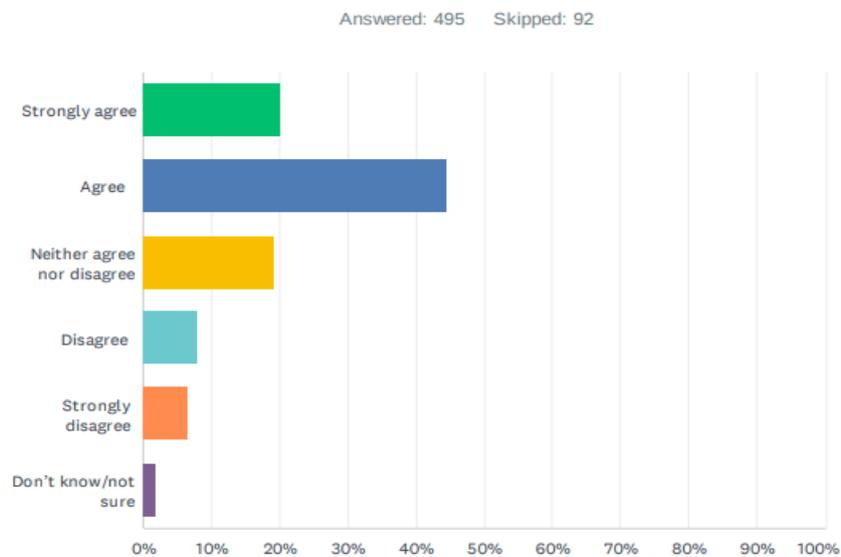
Q3 To what extent do you agree or disagree with this mission statement?



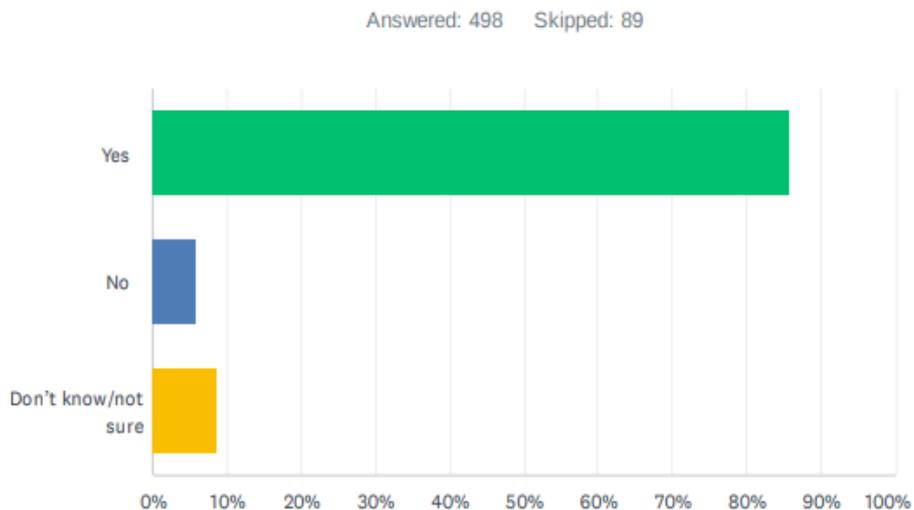
18. Questions 5 to 7 focused on **Priority 1 – Connected Communities**. Respondents were asked to what extent they agreed with the proposed Priority and Ambitions.

19. 495 respondents answered on the Priority. 498 on the Ambitions. 44.65% agreed with the proposed Priority. 20% strongly agreed. 14.34% disagreed. 19.19% were neutral. 1.82% were not sure. 85.74% respondents supported the proposed Ambitions. 5.82% did not. 8.43% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

Q5 To what extent do you agree or disagree with this priority?



Q6 Do you support these ambitions?



20. Positive Sentiment:

- Some expressions of support for certain Priorities and Ambitions, such as the emphasis on community, culture, and heritage.
- Acknowledgment of positive developments, like increased celebrations and community projects.

21. Negative Sentiment:

- Frustration and scepticism regarding the effectiveness of the consultation process.
- Criticism of the decline in standards, lack of infrastructure maintenance, and perceived neglect of certain areas, especially in the Deepings.
- Concerns about inequality, poverty, and the need for more concrete actions rather than vague promises.
- Discontent with the closure and maintenance issues of leisure facilities.
- Scepticism about the ability to achieve stated goals without clear plans.

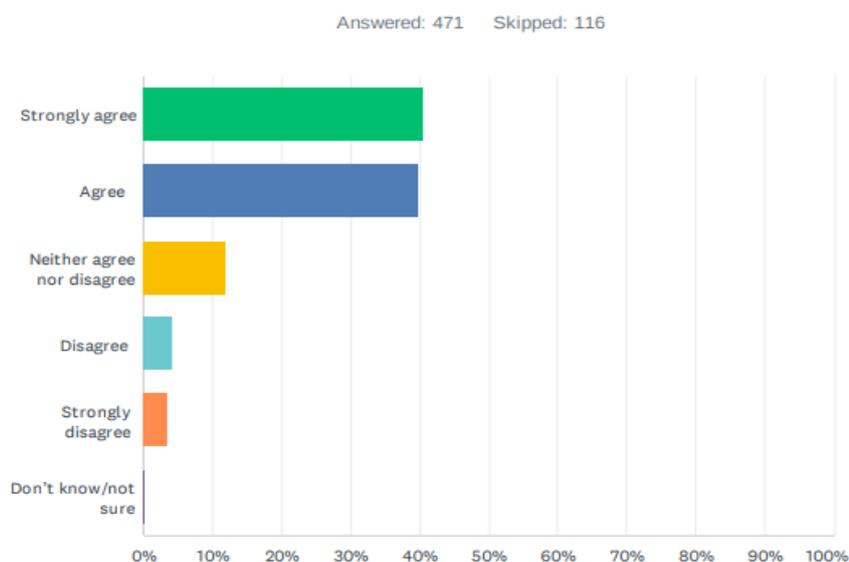
22. Neutral Sentiment:

- Requests for more clarity, specific plans, and measurable outcomes rather than vague promises.

23. Questions 8 to 10 focused on **Priority 2 – Sustainable South Kesteven**. Respondents were asked to what extent they agreed with the proposed Priority and Ambitions.

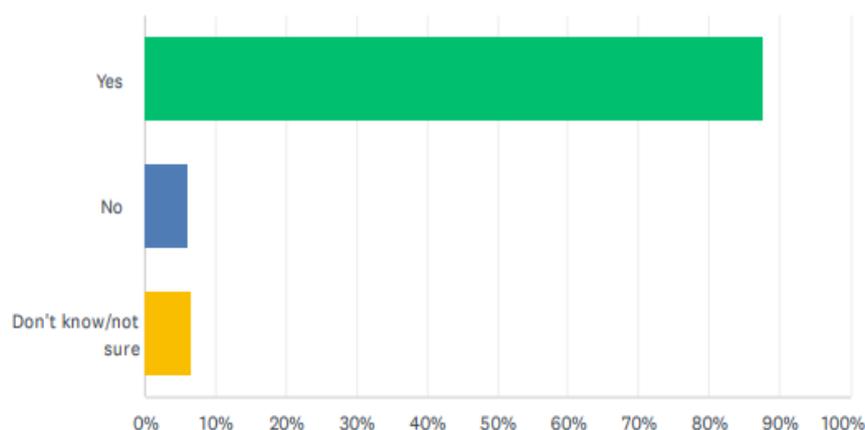
24. 471 respondents answered on the Priority. 474 on the Ambitions. 39.92% agreed with the Priority. 40.55% strongly agreed. 7.43% disagreed. 11.89% were neutral. 0.21% were not sure. 87.55% respondents supported the proposed Ambitions. 5.91% did not. 6.54% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

Q8 To what extent do you agree or disagree with this priority?



Q9 Do you support these ambitions?

Answered: 474 Skipped: 113



25. Positive Sentiment:

- Recognition of the importance of biodiversity.
- Support for tree planting initiatives.
- Acknowledgment of the need for better recycling provision.
- Appreciation for Ambitions related to net-zero and environmental sustainability.
- Support for sustainable housing and renewable energy initiatives.

26. Negative Sentiment:

- Concerns about the effectiveness of waste and recycling services.
- Frustration with the complexity of waste disposal procedures.
- Criticism of certain policies, such as charging for garden waste disposal.
- Scepticism about the achievability and impact of net-zero goals.
- Discontent with housing developments encroaching on green spaces.

27. Neutral Sentiment:

- Request for more specific details and evidence regarding environmental initiatives.
- Concerns about safety and law enforcement in certain areas.
- Emphasis on the need for concrete actions rather than just planning.
- Scepticism about the effectiveness of certain green projects.
- Requests for more information on how specific goals will be achieved.

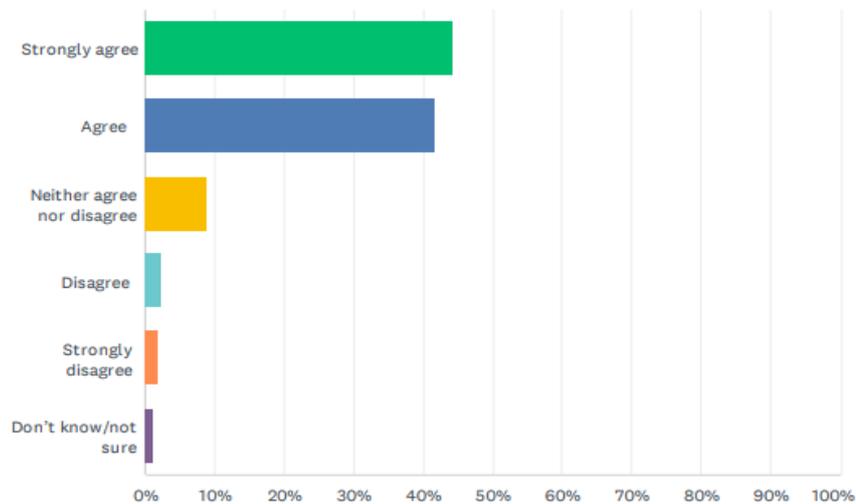
28. Questions 11 to 13 focused on **Priority 3 – Enabling Economic Opportunity**. The survey asked to what extent the respondent agreed with the proposed Priority and Ambitions.

29. 468 respondents answered on the Priority. 467 on the Ambitions. 41.67% agreed with the Priority. 44.23% strongly agreed. 4.06% disagreed. 8.97% were neutral. 1.07% were not sure. 88.22% respondents supported the proposed Ambitions. 4.50% did not. 7.28% were neutral.

The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

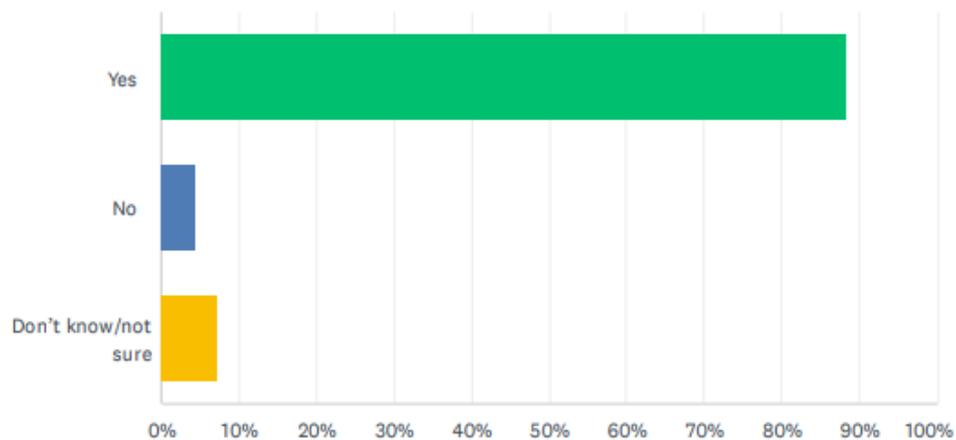
Q11 To what extent do you agree or disagree with this priority?

Answered: 468 Skipped: 119



Q12 Do you support these ambitions?

Answered: 467 Skipped: 120



30. Positive Sentiments:

- Support for the development of a green economy.
- Encouragement for the promotion of local businesses.
- Recognition of the importance of cultural offerings and events.
- Desire for attracting diverse, niche businesses to enhance the town's uniqueness.
- Acknowledgment of the importance of education and training opportunities.

31. Negative Sentiments:

- Concerns about the current state of the town, with mentions of impoverished looks despite initiatives.
- Scepticism about the effectiveness of the proposed plans without transparent reporting.
- Frustration about the lack of infrastructure and public services, especially healthcare and education.
- Opposition to further expansion, with a focus on protecting existing landscapes and countryside.
- Critique of the effectiveness of the local council in achieving goals.

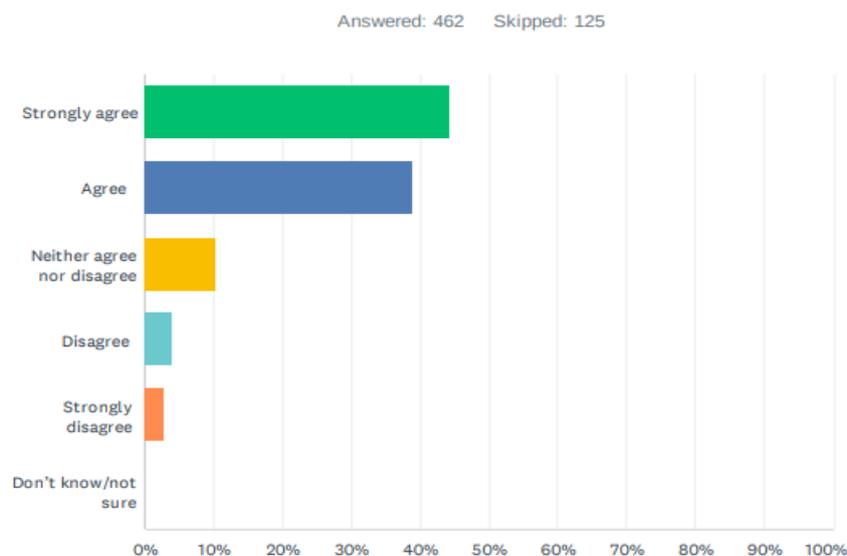
32. Neutral Sentiments:

- Calls for more specific targets and measurable outcomes.
- Suggestions for better connectivity and public facilities.
- Questions about the practicality of protecting existing jobs in an evolving technological society.
- Emphasis on the need for careful planning and infrastructure development alongside growth.

33. Questions 14 to 16 focused on **Priority 4– Housing**. The survey asked to what extent the respondent agreed with the proposed Priority and Ambitions.

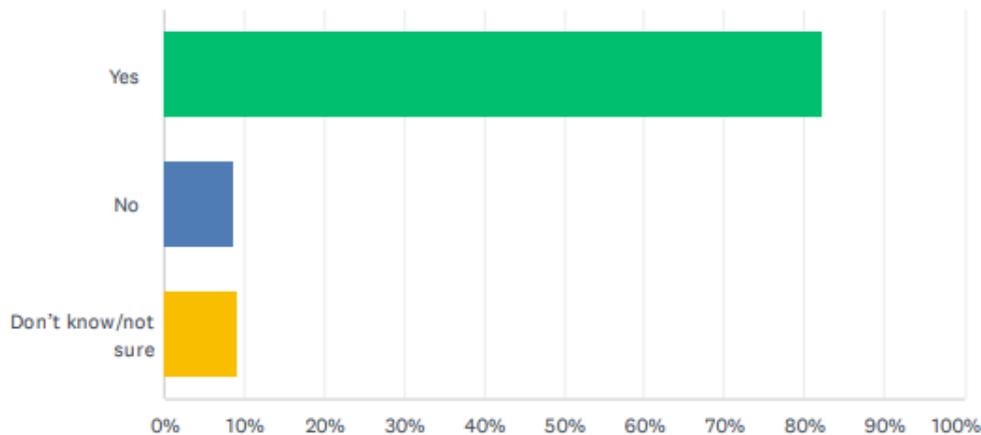
34. 462 respondents answered on the Priority. 459 on the Ambitions. 38.74% agreed with the Priority. 44.37% strongly agreed. 6.71% disagreed. 10.17% were neutral. 0% were not sure. 82.35% respondents supported the proposed Ambitions. 8.50% did not. 9.15% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

Q14 To what extent do you agree or disagree with this priority?



Q15 Do you support these ambitions?

Answered: 459 Skipped: 128



35. Positive Sentiment:

- Some comments express support for the idea of providing more affordable housing.
- Recognition of the need for energy-efficient and environmentally friendly housing.
- Agreement with the goal of addressing homelessness and improving living conditions.

36. Negative Sentiment:

- Concerns about the impact of new housing on existing infrastructure, including roads, schools, and healthcare services.
- Scepticism about the effectiveness of certain policies or past practices.
- Frustration with the perceived failure of the council to fulfil promises or address issues in a timely manner.
- Opposition to overdevelopment and loss of green spaces.
- Disapproval of the handling of specific housing-related situations, such as the purchase of properties through the Local Authority Housing Fund (LAHF)

37. Neutral Sentiment:

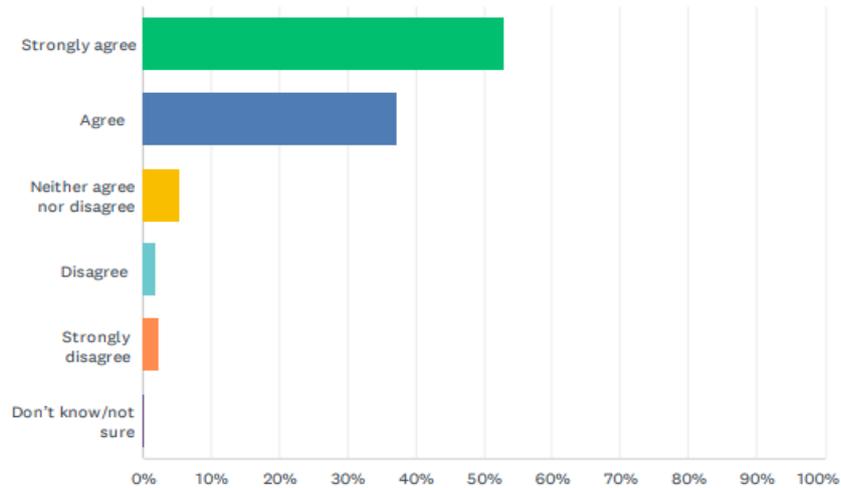
- Requests for more information, details, or clarity on specific plans.

38. Questions 17 to 19 focused on **Priority 5– Effective Council**. The survey asked to what extent the respondent agreed with the proposed Priority and Ambitions.

39. 458 respondents answered on the Priority. 457 on the Ambitions. 37.34% agreed with the Priority. 52.84% strongly agreed. 4.37% disagreed. 5.24% were neutral. 0.22% were not sure. 88.18% respondents supported the proposed Ambitions. 3.94% did not. 7.88% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

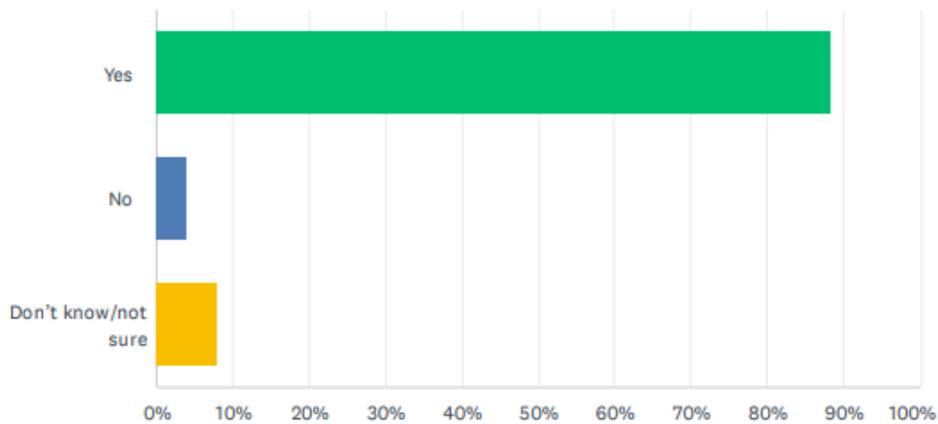
Q17 To what extent do you agree or disagree with this priority?

Answered: 458 Skipped: 129



Q18 Do you support these ambitions?

Answered: 457 Skipped: 130



40. Positive Sentiment:

- Support for the council's Ambitions and objectives.
- Recognition of challenges and the acknowledgment that it is a tough job.
- Appreciation for the effort in articulating lofty ideals.
- Some positive remarks about specific council members.
- Agreement with the need for effective public services.

41. Negative Sentiment:

- Scepticism and doubts about the council's ability to achieve goals.
- Lack of trust in the council's transparency and decision-making.

- Frustration with the council's past performance and track record.
- Complaints about slow response times and difficulty in accessing council members.
- Concerns about financial mismanagement, wasteful spending, and lack of accountability.
- Criticisms of the council's handling of specific issues, such as land development.
- Negative comments about the council's engagement with the community and responsiveness to concerns.

42. Neutral Sentiments:

- Requests for more details, information, or clarification on certain points.
- Suggestions for improvements without explicitly expressing a positive or negative stance.
- Neutral remarks regarding the need for change, fresh blood, or a different approach.

43. Question 20 asked respondents to state which statement they most agreed with on their view of the Priorities and Ambitions as a whole. 440 respondents answered.

- View 1 - I think the Priorities, Ambitions and outcomes that have been identified are an accurate reflection of South Kesteven and will provide a strong foundation for the Council's Corporate Plan – (10.23%)
- View 2 - I think the Priorities, Ambitions and outcomes that have been identified are challenging but believe they can still provide a strong foundation for the Council's Corporate Plan – (41.14%)
- View 3 - I agree with most of the Priorities, Ambitions and outcomes that have been identified, but think there are a few areas where changes are needed. I would like to see these changes made prior to the production of the Council's Corporate Plan – (38.86%)
- View 4 - I don't agree with a lot of the Priorities, Ambitions and outcomes that have been identified, and think there are several areas where changes are required. For this reason, I don't think they provide a strong foundation for the Council's Corporate Plan and should be re-drafted immediately – (9.77%)

44. Question 21 invited respondents to share views on the proposed Plan as a whole. Overall the sentiment of the responses was mixed, leaning towards scepticism, frustration, and concerns about transparency and practicality.

45. Positive Sentiment:

- Recognition of the district's potential and the desire for success in meeting goals.
- Acknowledgment of the district's attractiveness and community spirit.

46. Negative Sentiment:

- Scepticism and doubt regarding the realism and achievability of the presented plan.

- Erosion of trust in politicians and concerns about biased allocation of funds.
- Criticisms of existing traffic systems, road layouts, and public services.
- Frustration with the lack of specifics, measurable targets, and transparency in the plan.
- Complaints about the accessibility of the survey format and the colour scheme.
- Concerns about potential environmental degradation, neglect of certain towns, and poor council performance.

47. Mixed Sentiment:

- Requests for clearer communication, less corporate language, and practical details.
- Questions about the funding sources and practicalities of the presented plan.
- Suggestions for improving public services, infrastructure, and community facilities.
- Calls for community involvement, accountability, and transparency in decision-making.
- Concerns about the lack of face-to-face interviews in the consultation process.
- Requests for economic consultation and engagement with businesses for high economic growth.
- Calls for better communication between the council and the community.

Demographics

48. To see how representative those who responded to this consultation were of the stakeholders asked to participate in this consultation, respondents were asked to supply some demographic information. 436 respondents confirmed they were residents. 0 confirmed they were not residents of South Kesteven. 151 did not respond to this question.
49. 419 respondents confirmed their gender. Of these 239 or 57% were male. 180 or 43% were female. 168 did not respond to this question or preferred not to answer.
50. 415 respondents confirmed their age. 97% of these respondents were aged over 35. 54% of respondents were over 65. 172 did not respond to this question or preferred not to answer.

Conclusions

51. The feedback from this consultation has been extremely constructive. The majority of respondents supported the Priorities and Ambitions in the abstract. This was complicated by mixed public commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favouritism of certain geographies over others. The consultation was clear that the Plan will require concrete action plans for delivery, robust, transparent and accountable performance management to ensure public confidence.

52. Negative sentiment was focused on the lack of detail, specific actions and performance measures. This is an unsurprising response. The consultation survey focused on the high-level Priorities and Ambitions, rather than specific actions. This was done for brevity, accessibility and to maintain focus on the strategic over operational matters. The consequence of this approach, however, was a prudent scepticism by the consultation respondents on being surveyed regarding a series of strategic Ambitions. The requested Actions and Performance mechanisms are components of the final Corporate Plan. An action plan developed in response to the feedback raised by this consultation can be found in the appendix to this report.

Appendix - Corporate Plan 2024-27: Action Plan in Response to Public Consultation December 2023

A four-week public consultation on the draft Vision, Mission Statement, Priorities and Ambitions was undertaken 22 November to 19 December 2023. There was a total of 587 responses. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. Support for the Priorities and Ambitions in the abstract was complicated by mixed public commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favoritism of certain geographies over others. The consultation was clear that the Plan will require concrete action plans for delivery, and robust, transparent and accountable performance management to ensure public confidence.

The below table sets out how the Council plans to respond to and incorporate the key feedback from the consultation.

Action Plan in Response to Public Consultation on the draft Corporate Plan 2024-27		
Key Theme	Consultation Feedback	SKDC Response and Action
Clarity and Measurability	Expressing scepticism about vague promises and a desire for more concrete actions	The consultation was focused on the high-level Priorities and Ambitions. Officers have developed a series of Actions: specific pieces of work that will be undertaken over the next four years. These will be in the final Plan and assessed by a suite of Key Performance Indicators (KPIs). These KPIs will be presented to the Overview & Scrutiny Committees quarterly. Progress towards the Plan's Vision will be monitored by the Strategic Socio-Economic Indicators (SSEIs). These will be reported in the annual State of the District report.
	Emphasize the need for measurable goals and targets.	
Economic Development Focus	Propose a more focused approach on economic development as a key priority	The final plan will include a series of specific actions that officers will undertake to deliver on the Economic Priority. A new Economic Development Strategy & Action Plan is in development. This strategy will be the services response to the Ambitions of the Corporate Plan and will be presented to the Members for scrutiny in February 2024.
	Request clear measures of success and publicly available targets to enhance accountability in economic development initiatives.	

Key Theme	Consultation Feedback	SKDC Response and Action
Environmental Sustainability	Clearly communicate plans to fulfil the commitment to environmental sustainability.	The final plan will include a series of specific actions that officers will undertake to deliver on the Environment Priority. The Climate Change Action Strategy was adopted in 2023. An action plan to deliver on the contents of that document and the Ambitions of the Corporate Plan will be brought forward in 2024.
Equitable Resource Distribution	Suggestions to explicitly state that services and benefits are intended for all residents, irrespective of geographic location.	Corporate Policy Officer to review the language and content of the draft Plan to ensure that it is explicitly stated that this is a Plan for all residents.
Transparency and Accountability	Advocate for transparent systems for measuring and reporting progress on outlined priorities and ambitions.	<p>Key Performance Indicators (KPIs) will monitor the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the Overview & Scrutiny Committees (OSCs) to which quarterly reports will be presented. The OSCs are open to the public and can be viewed live or rewatched on the Councils website.</p> <p>The Strategic Socio-Economic Indicators (SSEIs) will monitor the progress towards the fulfilment of the Council's Vision, 2034 Outcomes, and the overall performance of the district. This is reported in the annual State of the District report, a public facing document.</p> <p>Corporate Policy Officer to include a Performance Management section in the Corporate Plan.</p>

Key Theme	Consultation Feedback	SKDC Response and Action
Council Communication Improvement	Advocate for simpler and more accessible communication from the council, avoiding unnecessary jargon.	Corporate Policy Officer to review the language of draft Plan for tone. Overly corporate language to be rephrased and jargon removed.
Sustainability and Growth Alignment	Assess whether the growth plans align with existing infrastructure and are sustainable.	Corporate Policy Officer to be clear in the Plan that growth will be sustainable and align with needs and character of the district. A review of the Local Plan is underway and will be included as an action in the final Plan.
Financial Transparency	Advocate for clearer communication of the financial plans for achieving the outlined priorities.	Corporate Policy Officer to include a Finance section of the Corporate Plan. The Corporate Plan has been developed concurrently with the Budget proposals for 2024/25 and the Medium-Term Financial Plan.
	Provide practical explanations of how the council intends to fund and execute proposed initiatives.	
Revisiting Priorities	Clarify the perceived importance of each priority.	The priorities are numbered for ease of reference. The ordering does not denote an internal hierarchy of importance. Successful delivery of all five Priorities is essential to the achieving the Vision of the Plan.
Action-Oriented Language	Recommendations to use action-oriented language, such as "aims to be" instead of "is."	Corporate Policy Officer to review the wording of the Mission Statement and the draft Plan as a whole and modify as necessary in accordance with consultation feedback.

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Corporate Plan 2024-27
2. Summary of aims and objectives of the policy/funding activity/event	<p>The Corporate Plan is the Council's headline strategy. It establishes the Council's vision, purpose and strategic priorities for the next four years. Through the Golden Thread, all other strategies, policies and projects will be in service ultimately to delivering the contents of the Corporate Plan.</p> <p>The Plan is a response to main challenges facing the district, ensuring that the Council, either directly or in partnership with others, uses its resources to define and deliver the priorities and services needed by the communities of South Kesteven to enhance the wellbeing of our residents, deliver good governance enable the district to flourish.</p>
3. Who is affected by the policy/funding activity/event?	The Corporate Plan is a plan for the whole district, rather than a specific group. All residents will be affected.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	<p>The Vision, Mission Statement, Priorities and Ambitions of the Corporate Plan were developed in close collaboration with the Corporate Management Team (CMT) and Cabinet. A Cabinet/CMT away day in September 2023 produced the first draft of the emerging key elements of the Plan.</p> <p>Three all Member workshops took place in October 2023. A SWOT analysis was shared for the Members to input on to the developing Vision, Mission Statement, Priorities and Ambitions of the Plan. The elements were refined in accordance with Member feedback.</p> <p>The resulting draft Vision, Mission Statement, Priorities and Ambitions were the subject of a weeklong Member consultation from 10/11/2023 – 17/11/2023. The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%.</p> <p>A subsequent four-week public consultation on the draft Vision, Mission Statement, Priorities and Ambitions was undertaken 22/11/2023 – 19/12/2023. There was a total of 587 responses. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. Support for the Priorities and Ambitions in the abstract was complicated by mixed public</p>



	<p>commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favouritism of certain geographies over others.. The consultation was clear that the Plan will require concrete action plans for delivery, and robust, transparent and accountable performance management to ensure public confidence. These elements are in place.</p> <p>The Corporate Plan proposals were presented to Youth Council on 14/11/2023. The Youth councillors were invited to participate in the public consultation. The response from the Youth representatives was supportive of the Corporate Plan.</p> <p>The proposed Vision, Mission Statement, Priorities and Ambitions were presented to and discussed by People Panel on 11/12/2023 to obtain the views of SKDC Staff. All proposals were universally supported by the Panel.</p>
<p>5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</p>	<p>There are two suites of performance indicators to support the Corporate Plan.</p> <p>The Key Performance Indicators (KPIs) will track the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the scrutiny committees to which quarterly reports will be presented. The selected metrics will be wholly within the Council's control and will offer accountability and stimulate continuous improvement. The suite will be reviewed annually.</p> <p>The Strategic Socio-Economic Indicators (SSEIs) will track the progress towards the fulfilment of the Council's Vision, 2034 Outcomes, and the overall performance of the district. Each SSEI is benchmarkable against other local authorities and will be reported in the annual State of the District (SOTD). The SSEIs provide the evidence base of the Corporate Plan, underpinning the district SWOT analysis which has informed the Council's Priorities and Ambitions. The Council has only very limited influence over the SSEIs. Reporting will evidence whether the district is on the right trajectory and provide insight into the Council's operating environment, enable</p>



	the identification of challenges and shape the service response.
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Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <i>(The Action Log below should be completed to provide further detail)</i>
Age	Potential Positive Impacts	<p>The Corporate Plan is a strategic level document that sets the overall direction for the Council, it does not of itself provide specific services or projects but exists for the benefit of all residents within South Kesteven. As such it does not create any barriers to any of the groups listed and accordingly a single response is provided.</p> <p>The Mission Statement is clear that the purpose of the Council is to deliver 'effective, efficient and equitable public services' for the benefit of all communities. The Plan is grounded in three Foundations: Financial Sustainability, Performance Management and Values & Equalities. The latter being the ethos that will inform delivery.</p> <p>The Council's five priorities and the underpinning ambitions, all seek to promote equality and opportunity for all residents. Key Priorities are:</p> <ul style="list-style-type: none"> • Connecting Communities - To enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to. • Sustainable South Kesteven - To meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations. • Enabling Economic Opportunity - To enable and support a dynamic, resilient, and growing local economy, which benefits all our communities. • Housing - To ensure that all residents can access housing that is safe, good quality, sustainable and suitable for their needs. 	N/A
Disability			
Gender Reassignment			
Marriage and Civil Partnership			
Pregnancy and Maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Other Factors requiring consideration			
Socio-Economic Impacts			
Carers (those who provide unpaid care to a family member, friend or partner)			



	<ul style="list-style-type: none"> Effective Council - To deliver trusted, high quality and value-for-money services that fulfil the needs and expectations of all our residents. <p>Working to deliver these priorities will improve the lives of all residents. As a Plan for the whole district, this document has been pitched at the level of all residents to ensure strategic focus. It is recognized that there is great diversity and multiplicity in the District. Differing communities have different needs and there is no 'one size fits all' policy programme. The needs of different groups will be considered and met in the programme of policies, strategies, action plans and projects that sit below the Corporate Plan. Each of these documents is subject to the EIA process and will, therefore, be put through individual assessment where applicable.</p> <p>The Corporate Plan is fully grounded in evidence. The priorities were developed from a thorough review of all available evidence. Sources include the State of the District 2023: a comprehensive description of the society and economic performance of the district of South Kesteven, and the Strategic Socio-Economic Indicators (SSEIs) suite. The SSEIs include demographics, affluence & deprivation, health & wellbeing, crime, economic outcomes, housing, the environment and finance. Each indicator is benchmarked against local authorities in England. These indicators informed the District SWOT which shaped the development of the Priorities and Ambitions.</p>	
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Consultation

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.		
Zero potential negative impacts have been identified as outlined in the above section.		
Group/Organisation	Date	Response
N/A	N/A	N/A
N/A	N/A	N/A



Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.				
Negative Impact	Action	Timeline	Outcome	Status
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.		
Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	<p>The Corporate Plan is a strategic level document that sets the overall direction for the Council, it does not of itself provide specific services or projects.</p> <p>Projects, policy and functions that emerge to deliver the Priorities and Ambitions of the Corporate Plan will be assessed on an individual basis.</p>	
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	X	<p>The Corporate Plan is a strategic level document that sets the overall direction for the Council, it does not of itself provide specific services or projects.</p> <p>Projects, policy and functions that emerge to deliver the Priorities and Ambitions of the Corporate Plan will be assessed on an individual basis.</p>
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice		



knowing that it may favour some people less than others, providing justification for this decision		
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Did you consult with an Equality Ally prior to carrying out this assessment? Yes

Sign off

Name and job title of person completing this EIA	Charles James, Corporate Policy Officer
Officer Responsible for implementing the policy/function etc	The Corporate Plan is a strategic level document that sets the overall direction for the Council. Through the Golden Thread, all officers are responsible for working towards the Vision, Priorities and 2034 Outcomes of the Plan.
Date Completed	20/12/2023
Line Manager	Debbie Roberts, Head of Service (Corporate Projects, Performance and Climate Change)
Date Agreed <i>(by line manager)</i>	21/12/23
Date of Review <i>(if required)</i>	2027

Completed EIAs should be included as an appendix to the relevant report going to a Cabinet, Committee or Council meeting and a copy sent to equalities@southkesteven.gov.uk.

Completed EIAs will be published along with the relevant report through Modern.Gov before any decision is made and also on the Council’s website.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

25 January 2024

Karen Bradford, Chief Executive

Appointments to Outside Bodies and Committees

Report Author

James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

 james.welbourn@southkesteven.gov.uk

Purpose of Report

To provide Full Council with an opportunity to appoint to an Outside Body (Grantham Transport Strategy Group).

The report also provides the South Kesteven Coalition Group with an opportunity to appoint Members to vacancies on Committees and enables the Council to appoint a Chairman of the Finance and Economic Overview and Scrutiny Committee.

This item also enables Group Leaders to propose changes to the membership of other Outside Bodies or Committees.

Recommendations

That Council:

- 1. Approves the appointment of one elected representative to sit on the Grantham Transport Strategy Group outside body.**
- 2. Approves any appointments or changes to the membership of other Outside Bodies**
- 3. Approves the appointment of the nominations from the South Kesteven Coalition Group for one seat on each of the following committees:**
 - **Environment Overview & Scrutiny Committee**
 - **Finance and Economic Overview & Scrutiny Committee**
 - **Planning Committee**
 - **Standards Committee**

4. **Appoints a Chairman to the Finance and Economic Overview & Scrutiny Committee.**
5. **Approves any other nominations from Political Groups to make appointments or changes to the membership of Committees.**

Decision Information	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 A Special Responsibility Allowance of £6,366 is available to be claimed by the Chairman of an Overview & Scrutiny Committee. With the post currently vacant this is not being claimed.

There are no other financial implications arising from this report.

Reviewed by: Alison Hall-Wright, Deputy Director of Finance and ICT and Deputy S151 Officer

Legal and Governance

- 1.2 It is understood that the Grantham Transport Strategy Board does not have any requirement for the Council's appointment to reflect its political balance, and therefore any member of the Council would be eligible for appointment.

Recent reduction in numbers of the South Kesteven Coalition Group has no impact on political proportionality or allocation of committee seats.

Reviewed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

2. Background to the Report

Grantham Transport Strategy

- 2.1 Democratic Services was contacted on 20 December 2023 to ask for the name of an elected representative to attend the Grantham Transport Strategy Board, which is supported by Lincolnshire County Council, and reports into the Lincolnshire County Council Highways and Transport Scrutiny Committee.
- 2.2 Former District Councillor Adam Stokes served on this Board as a member of both Lincolnshire County Council and South Kesteven District Council, but he lost his district seat in May 2023.
- 2.3 The Grantham Transport Strategy has been developed by Lincolnshire County Council and aims to provide a vision for the future of transport and travel in and around Grantham. Further information is contained within the Grantham Transport Strategy, which can be found online:

<https://www.lincolnshire.gov.uk/directory-record/61682/grantham-transport-strategy>,

and also on the web library at

<https://moderngov.southkesteven.gov.uk/ecSDDisplay.aspx?NAME=Grantham%20Transport%20Strategy&ID=438&RPID=12855508>.

Vacant committee seats

- 2.4 Councillor Mark Whittington ceased to be a member of the South Kesteven Coalition Group on 24 November 2023, and now sits on the Council as an 'Independent – Unaligned' member.
- 2.5 As Councillor Whittington is no longer a member of a political group on the Council this left vacancies on the four committees listed in the report, as well as leaving a Chairman vacancy on the Finance and Economic Overview & Scrutiny Committee.
- 2.6 Both Councillor Barry Dobson and Councillor Rosemary Trollope-Bellew left the South Kesteven Coalition Group on 12 January 2024 – this and the change of political status of Councillor Mark Whittington does not impact on political balance and they all now sit as 'Independent – Unaligned' members. Councillors Barry Dobson and Rosemary Trollope-Bellew were not members of any committees other than Full Council.

3. Key Considerations

- 3.1 One representative from Full Council is required to serve on the Grantham Transport Strategy Board.
- 3.2 The South Kesteven Coalition Group is invited to propose a Member to each of the following:
- Environment Overview & Scrutiny Committee,
 - Finance and Economic Overview & Scrutiny Committee,
 - Planning Committee,
 - Standards Committee.
- 3.3 A Chairman for the Finance and Economic Overview & Scrutiny Committee is requested.

4. Other Options Considered

- 4.1 To propose other nominations for appointments to Outside Bodies.
- 4.2 To make any other changes to the membership of Committees.

5. Reasons for the Recommendations

- 5.1 To ensure that the Council has sufficient representation on Committees and Outside Bodies and in other roles deemed necessary or appropriate.



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Council

25th January 2024

Report of Councillor Ashley Baxter
Deputy Leader of the Council

Fees and Charges Proposals 2024/25

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

 Richard.wyles@southkesteven.gov.uk

Purpose of Report

To set out the proposed fees and charges to be introduced for the financial year 2024/25.

Recommendations

Council is asked to:

1. **Approve the following fees and charges proposals for the financial year 2024/25:**
 - a) **Green waste bin annual collection charges:**
 - increase of £2 on the first bin to £51
 - increase of £15 on all subsequent bins to £42
 - b) **Increase of discretionary fees and charges as set out in Table 2.**

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Growth and our economy Housing that meets the needs of all residents Healthy and strong communities Clean and sustainable environment High performing Council
Which wards are impacted?	All Wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The financial implications of the proposals set out in the report are incorporated into the draft budget for 2024/25. Any changes to the proposed fees and charges as set out in the report will have an impact on the proposed Budget Framework which is scheduled to be presented to Council on 29th February 2024.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 Any legal implications associated with this report are referenced in the body of the report.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

2. Background

FEES AND CHARGES

2.1 Fees and charges are a key element of the Council funding which raise approximately £8m 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 has been approved by Council. The policy introduces a set of principles which have been applied to fees and charges setting.

2.2 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.
- **Discretionary Charges** – By definition, these are charges for which local authorities can make independent decisions about tariffs. When setting these fees and charges, the Council’s approach should be clear and in line with the corporate priorities.

Green Waste Annual Collection Charges

2.3 The Council provides a discretionary green waste garden collection service. The current charges and proposed increased charges to take effect from 1 April are shown in Table 1:

Table 1 – Green Waste Charges

Description of Charge	2023/23 Charge	2024/25 Proposed Charge from 1 April 2024
Delivery of Green Bin (or bins to same address)	£10	£12
Provision of Green Bin (all new or additional bins)	£26	£28
Annual Collection Charge (first bin)	£49	£51
Annual Collection Charge (each subsequent bin)	£27	£42

This is in response to ongoing service cost increases relating to vehicle, operational and staffing costs in providing this discretionary service. However the charge still remains low when compared to neighbouring authorities.

The majority of the discretionary fee increases are in line with the directly related costs associated with delivering the service and therefore increases have been applied as shown in the table below. However it is noted that there is no proposed increase to the market service in order to encourage trader numbers to increase particularly at Grantham and Bourne.

Table 2 – All Other Fees and Charges

QUADRANT (as per the Policy)	HEADING	PROPOSAL FOR 2024/25	INCORPORATION OF POLICY PRINCIPLES
Discretionary	Arts centres	5% (rounded up to £1)	Subsidised
	Bus stations	3% (rounded up to 10p)	Subsidised
	Markets	0%	Subsidised
	Outdoor recreation	Up to 10%	Subsidised
	Planning, pre-planning and street naming and numbering charges set locally	Up to 11%	Cost Recovery
	Provision of new or replacement bins	8%	Cost Recovery
	Bingo premises, betting premises etc	Up to 7%	Cost Recovery
	Building Control charges	Up to 14%	Cost Recovery
	Cemetery charges	6.7%	Cost Recovery
	Fees for scrap metal dealers, tattooing, acupuncture, control of dogs, caravan parks etc	Cost recovery analysis undertaken	Cost Recovery
	Hackney Carriage, Animal licenses and sex establishments etc	Cost recovery analysis undertaken	Cost Recovery
	Houses of Multiple occupancy, Immigration inspections, contaminated land enquiries & Sampling of water supplies	Cost recovery analysis undertaken	Cost Recovery
	Planning fees set by Government (from 6 December 2023)	25-30%	Cost Recovery
Specialism	Community rooms & guest rooms	6.7%	Cost Recovery
	Domestic refuse collection e.g. bulky waste	Up to 23%	Cost Recovery
	Hygiene food safety, packs and energy efficiency standards	Cost recovery analysis undertaken	Cost Recovery

Details of the proposed fees and charges for 2024/25 are shown in Appendix A.

3. Reasons for the Recommendations

- 3.1 Fees and charges are an integral part of the budget setting process and are reviewed on an annual basis.

4. Appendices

- 4.1 Appendix A – Fees and Charges

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Appendix A

PROPOSED FEES & CHARGES 2024/25

	Detail	Effective Date	2023/24 £	2024/25 £	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	01/04/2024	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/2024	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/2024	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/2024	360.00	380.00	Exempt
	Ongoing performances	01/04/2024	330.00	340.00	Exempt
	Dress or technical rehearsals	01/04/2024	250.00	260.00	Exempt
	Rehearsals/get in	01/04/2024	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2024	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2024	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2024	160.00	180.00	Exempt
2	Stamford Arts Centre				
	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/2024	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/2024	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/2024	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/2024	360.00	380.00	Exempt
	Ongoing performances	01/04/2023	340.00	340.00	Exempt
	Dress or technical rehearsals	01/04/2024	250.00	260.00	Exempt
	Rehearsals/get in	01/04/2024	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2024	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2024	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2024	160.00	180.00	Exempt
	Film Hire	01/04/2024	250.00	280.00	exempt
3	Bourne Corn Exchange				
	<u>Theatre Hire - Main Hall</u>				
	Performances - Commercial, if tickets sold by venue*	01/04/2024	175.00	240.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/2024	200.00	280.00	Exempt
	Performances - Non Profit making	01/04/2024	150.00	220.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/2024	N/A	210.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/2024	130.00	160.00	Exempt
	Rehearsals (max 8 hours)	01/04/2024	95.00	140.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2024	150.00	170.00	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.				
	* Commission is applicable				

	Detail	Effective Date	2023/24 £	2024/25 £	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 Casually let rooms (per hour)				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/2024	42.00	45.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/2024	N/A	325.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/2024	N/A	170.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & wc	01/04/2024	45.00	48.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/2024	380.00	400.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/2024	290.00	310.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/2024	550.00	600.00	Exempt
	Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/2023	890.00	N/A	Exempt
	Use of ballroom kitchen per day	01/04/2024	80.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/2024	33.00	36.00	Exempt
	Newton Room Half Day Rate (9am-1pm/1pm-5pm)	01/04/2024	118.00	135.00	Exempt
	Newton Room Full Day Rate (9am-5pm)	01/04/2024	224.00	260.00	Exempt
	Studio 4	01/04/2024	18.00	20.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/2024	N/A	145.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	75.00	Exempt
	Studio 1	01/04/2024	25.00	26.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/2024	N/A	190.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	100.00	Exempt
	Studio 2	01/04/2024	13.00	14.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/2024	N/A	100.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	51.00	Exempt
5	Bourne Corn Exchange <u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2024	42.00	45.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/2024	N/A	325.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/2024	N/A	170.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6p	01/04/2024	315.00	330.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/2024	525.00	550.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2024	80.00	90.00	Exempt
	Kitchen hire (full use of kitchen and equipment including c	01/04/2024	150.00	160.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2024	45.00	50.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2024	60.00	70.00	Exempt
	Bar Area	01/04/2024	18.00	20.00	Exempt
6	Stamford Arts Centre <u>Casually let rooms</u>				
	Ballroom				
	Ballroom - hourly day rate up to 5pm	01/04/2024	42.00	45.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/2024	N/A	325.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/2024	N/A	170.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/2024	45.00	50.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2024	520.00	550.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2024	400.00	430.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-	01/04/2024	975.00	1000.00	Exempt
	Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/2023	1,450.00	N/A	Exempt
	<u>Meeting rooms - per hour</u>				
	Blue Room per hour	01/04/2024	23.00	25.00	Exempt
	Blue Room day offer(9am-5pm)	01/04/2024	N/A	175.00	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	N/A	90.00	Exempt
	Rehearsal Room per hour	01/04/2024	20.00	22.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/2024	N/A	175.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	N/A	90.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/2024	16.00	18.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/2024	N/A	125.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/	01/04/2024	N/A	68.00	Exempt
	Additional cleaning for social functions	01/04/2023	85.00	N/A	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				

	Full Plans Applications							Building Notice Charge		
	Plan Charge			Inspection Charge			Total Plan and Inspection Charge	Charge	VAT	Total
	Charge	VAT	Total	Charge	VAT	Total				
1 Dwelling	£210	£42	£252	£360	£72	£432	£684	£654	£131	£785
Extension <10m2	£180	£36	£216	£180	£36	£216	£432	£402	£80	£482
Extension 10-30m2	£180	£36	£216	£240	£48	£288	£504	£486	£97	£583
Extension >30m2	£180	£36	£216	£270	£54	£324	£540	£528	£106	£634
Multiple Extensions/Catagories	£180	£36	£216	£300	£60	£360	£576	£570	£114	£684
Domestic Garage	£120	£24	£144	£150	£30	£180	£324	£300	£60	£360
Garage Conversion	£120	£24	£144	£180	£36	£216	£360	£342	£68	£410
Replacement/Renovation of a Thermal Element	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
New Structural Opening	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
Replacement Windows/Doors	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
Wood Burning Stove	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223

For Internal Use only

Cost of Work £0-£2000	£120	£24	£144	£60	£12	£72	£216	£174	£35	£209
Cost of Work £2000-£10000	£120	£24	£144	£150	£30	£180	£324	£300	£60	£360
Cost of Work £10000-£25000	£150	£30	£180	£210	£42	£252	£432	£414	£83	£497
Cost of Work £25000-£50000	£180	£36	£216	£270	£54	£324	£540	£498	£100	£598
Cost of Work £50000-£100000	£210	£42	£252	£330	£66	£396	£648	£582	£116	£698

Any other work not coming in the above categories, please call for a bespoke price

POA

The above charges can be varied up to +/- 20% within year, in agreement with the Strategic Director - Growth & Culture, to reflect the commercial market within which Building Control operates. 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.

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	BUILDING CONTROL CHARGES				
1	<u>Administration Charges</u>				
	Enquiries & searching of historic records (response to be provided within 20 working days)	01/04/2024	75.00	80.00	O/Scope
	Enquiries & searching of historic records (response to be provided within 48 hours)	01/04/2024	110.00	115.00	O/Scope
	Copy of completion certificate - (response to be provided within 20 working days)	01/04/2024	35.00	40.00	O/Scope
	Copy of completion certificate - (response to be provided within 1 working day)	01/04/2024	70.00	75.00	O/Scope
	Copy of notice of decision - (response to be provided within 20 working days)	01/04/2024	35.00	40.00	O/Scope
	Copy of notice of decision - (response to be provided within 1 working day)	01/04/2024	70.00	75.00	O/Scope
	Exemption Confirmation Letter	01/04/2024	60.00	65.00	O/Scope
	Responses to Professional Letters for Commercial Purposes	01/04/2024	90.00	95.00	O/Scope
	Reopening archived records - please contact us for a quotation. Fees will be based on the officer hourly rates based on the work involved.				
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	20% of original charge	Included
3	<u>Other Charges</u>				
	Pre-application advice - 1st hour free, thereafter, hourly rate applies	01/04/2023	60.00	65.00	Included
	Domestic structural design	01/04/2023	245.00	260.00	Included
	Administration charge for dangerous structures, withdrawn applications, historic buildings etc. (per hour)	01/04/2023	90.00	95.00	Included
	Fire Risk Assessments	01/02/2017	POA	POA	Included
	Demolition Notice	01/04/2023	145.00	155.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	BUS STATION - GRANTHAM				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included
2	BUS STATION - STAMFORD				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included
3	BUS STATION - BOURNE				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
	TATTOOING, PIERCING AND ELECTROLYSIS				
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2024	166.25	199.00	O/Scope
	Tattooing	01/04/2024	166.25	199.00	O/Scope
	Electrolysis	01/04/2024	166.25	199.00	O/Scope
	Cosmetic piercing	01/04/2024	166.25	199.00	O/Scope
	Semi permanent skin colouring	01/04/2024	166.25	199.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2024	90.50	108.50	O/Scope
	Amendment or replacement certificate	01/04/2024	31.00	38.00	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2024	84.50	102.50	O/Scope
	Tattooing	01/04/2024	84.50	102.50	O/Scope
	Electrolysis	01/04/2024	84.50	102.50	O/Scope
	Cosmetic piercing	01/04/2024	84.50	102.50	O/Scope
	Semi permanent skin colouring	01/04/2024	84.50	102.50	O/Scope
	Amendment or replacement certificate	01/04/2024	31.00	38.00	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2024	89.00	127.20	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2024	188.00	268.20	Included
	Certification only	01/04/2024	60.00	86.40	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2024	216.50	303.60	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	01/04/2024	45.50	52.00	O/Scope
	Kennelling per day or part of	01/04/2024	22.75	35.00	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2024	296.00	298.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2024	398.50	399.00	O/Scope
	Dealer licence renewal - Part A	01/04/2024	242.50	243.50	O/Scope
	Dealer licence renewal - Part B	01/04/2024	39.00	399.00	O/Scope
	Collector new - Part A	01/04/2024	165.50	167.50	O/Scope
	Collector new - Part B	01/04/2024	40.50	41.50	O/Scope
	Collector renewal - Part A	01/04/2024	105.00	106.00	O/Scope
	Collector renewal - Part B	01/04/2024	40.50	41.50	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/2024	28.50	31.00	O/Scope
	Minor variation	01/04/2024	38.50	40.50	O/Scope
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	502.00	545.00	O/Scope
	Application for site licence - Part B	01/04/2024	41.00	44.00	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2024	203.00	219.00	O/Scope
	Significant amendments involving a site visit	01/04/2024	329.00	355.00	O/Scope
	Annual Fee	01/04/2024	81.00	88.00	O/Scope
	Additional annual fee per plot	01/04/2024	5.50	6.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2024	87.50	95.00	O/Scope
	Replacement licence certificate	01/04/2024	30.00	44.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Residential Site Fit and Proper Person Test	01/04/2024	277.00	299.00	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	2023/24 £	2024/25 £	VAT
ENVIRONMENTAL HEALTH					
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND Enquiries	01/04/2023	145.00	145.00	O/Scope
10	PRIVATE SECTOR HOUSING CHARGES Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice	01/04/2024	Hourly Rate	513.00	O/Scope
	Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/2024	Hourly Rate	197.50	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/2018	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/2024	219.50	266.50	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	01/04/2024	465.00	570.50	O/Scope
	New Licence - Part B	01/04/2024	125.50	152.75	O/Scope
	Renewal of licence (before expiry, no changes) Part A	01/04/2024	273.50	335.75	O/Scope
	Renewal of licence (before expiry, no changes) Part B	01/04/2024	124.50	152.75	O/Scope
	Replacement licence certificate	01/04/2024	31.00	32.00	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
19	ELECTRICAL SAFETY REGULATIONS CIVIL PENALTIES Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/2024		30,000.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
20	HYGIENE & FOOD SAFETY				
	New Business Advice Consultation	01/04/2024	231.00	291.60	Included
	Food Hygiene Checkup	01/04/2024	180.00	255.00	Included
	Food Safety Organiser	01/04/2024	35.00	43.20	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/2024	128.00	291.60	Included
21	SAFER FOOD BETTER BUSINESS				
	Catering pack	01/04/2024	22.00	27.60	Included
	Retail pack	01/04/2024	21.00	26.40	Included
	Childminder pack	01/04/2024	13.50	17.40	Included
	Residential care home supplement	01/04/2024	7.50	10.20	Included
	6 month diary refill	01/04/2024	11.50	15.00	Included
	12 month diary refill	01/04/2024	13.50	17.40	Included
22	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	2023/24	2023/24	2024/25	2024/25	VAT
LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities							
Application Fees							
1	Standard Process (includes solvent emission activities)	01/04/2017	1,650.00		1,650.00		O/Scope
	Standard Processes additional fee for operating without a permit	01/04/2017	1,188.00		1,188.00		O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/2017	155.00		155.00		O/Scope
	PVR I & II combined	01/04/2017	257.00		257.00		O/Scope
	Vehicle refinishers (VRs) and other reduced fees activities	01/04/2017	362.00		362.00		O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/2017	99.00		99.00		
	Mobile Plant (not using simplified permits)	01/04/2017	1,650.00		1,650.00		O/Scope
	- for the third to seventh application	01/04/2017	985.00		985.00		O/Scope
	- for the eighth and subsequent applications	01/04/2017	498.00		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		1,050.00		O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/2017	1,650.00		1,650.00		O/Scope
	Reduced Fee Activities	01/04/2017	102.00		102.00		O/Scope
3	Transfer and Surrender						
	Transfer of a permit - Standard Process	01/04/2017	169.00		169.00		O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/2017	78.00		78.00		O/Scope
	Partial transfer of a standard permit	01/04/2017	497.00		497.00		O/Scope
	Reduced Fee Activities: Partial Transfer	01/04/2017	47.00		47.00		O/Scope
4	Temporary transfer for mobiles						
	First transfer	01/04/2017	53.00		53.00		O/Scope
	Repeat following enforcement or warning	01/04/2017	53.00		53.00		O/Scope
5	Annual Subsistence Charge						
	Standard Process - LOW	01/04/2017	772.00	(+103)*	772.00	(+103)*	O/Scope
	Standard Process - MEDIUM	01/04/2017	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
	Standard Process - HIGH	01/04/2017	1,747.00	(+207)*	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		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 viewed on their website

www.gov.uk

	Detail	Effective Date	2024/25 £	2024/25 £	2024/25 £	2024/25 £	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	2023/24 £	2024/25 £	VAT
	LICENCES				
1	<u>Hackney Carriage and Private Hire *</u>				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2024	281.50	310.25	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical conditic	01/04/2024	113.00	125.00	O/Scope
	Change to dual licence (mid year)	01/04/2024	43.50	48.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/2024	25.75	29.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/2024	25.75	35.75	O/Scope
	Replacement vehicle plate	01/04/2024	58.75	69.30	Included
	Replacement licence certificate	01/04/2024	20.25	23.00	O/Scope
	Replacement vehicle bracket	01/04/2024	16.75	16.80	Included
	Replacement internal vehicle plate (sent by royal mail)	01/04/2024	26.75	30.50	O/Scope
	Replacement internal vehicle plates (collected from Customer Service	01/04/2024	26.75	37.25	O/Scope
	Transfer of vehicle ownership	01/04/2024	42.50	47.00	O/Scope
	Local Knowledge Test- Hackney Carriage Only (initial and retest)	01/04/2024	71.00	78.25	O/Scope
	English Language Skills Test (initial and retest)	01/04/2024	46.50	46.50	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2024	173.50	191.00	O/Scope
	Change of registration number ie cherished number plates	01/04/2024	88.75	106.00	O/Scope
	Enhanced DBS disclosure fee	01/04/2024	40.00	38.00	O/Scope
	Enhanced DBS Admin fee (new application - 3yr licence)	01/04/2024	N/A	35.00	O/Scope
	Enhanced DBS Admin fee (2nd application during 3yr licence)	01/04/2024	N/A	45.00	O/Scope
	Delivery fee to Bourne area office	01/04/2023	10.00	10.00	O/Scope
2	<u>Annual vehicle licence</u>				
	Private Hire	01/04/2024	241.00	272.00	O/Scope
	Hackney Carriage	01/04/2024	262.50	298.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2024	192.75	217.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2024	210.00	238.75	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2024	120.50	136.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2024	131.25	149.25	O/Scope
	Exemption from displaying Private Hire plate	01/04/2024	92.50	102.00	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2024	57.00	64.00	O/Scope
3	<u>Credit for unexpired days due to change of vehicle</u>				
	Private Hire	01/04/2024	0.66	0.75	O/Scope
	Hackney Carriage	01/04/2024	0.72	0.82	O/Scope
	Activites involving Animals - Additional vets fees may apply to these licences				
4	<u>Animal Licences</u>				
	Pre application/Re-inspections (where applicable)	01/04/2024	210.00	230.75	O/Scope
	Dog Boarding - Part A	01/04/2024	225.00	247.50	O/Scope
	Dog Boarding - Part B	01/04/2024	128.50	141.50	O/Scope
	Cat Boarding - Part A	01/04/2024	225.00	247.50	O/Scope
	Cat Boarding - Part B	01/04/2024	128.50	141.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2024	270.50	297.75	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2024	152.00	167.50	O/Scope
	Dog Day Care - Part A	01/04/2024	225.00	247.50	O/Scope
	Dog Day Care - Part B	01/04/2024	128.50	141.50	O/Scope
	Home Boarding - Part A	01/04/2024	152.00	167.50	O/Scope
	Home Boarding - Part B	01/04/2024	105.00	115.25	O/Scope
	Arrangers/Franchisers	01/04/2024	105.00	115.25	O/Scope
	Dog Breeding Establishments Part A	01/04/2024	260.00	286.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2024	199.50	219.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2024	225.00	247.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2024	128.50	141.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2024	260.00	286.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2024	199.50	219.50	O/Scope
	Dangerous Wild Animals Part A	01/04/2024	213.00	234.50	O/Scope
	Dangerous Wild Animals Part B	01/04/2024	45.00	49.75	O/Scope
	Transfer of licence	01/04/2024	115.00	126.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2024	152.00	167.50	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2024	105.00	115.25	O/Scope
	Variation (with inspection)	01/04/2024	210.00	230.75	O/Scope
	Variation (no inspection)	01/04/2024	57.50	63.25	O/Scope
5	<u>Zoo Licences</u>				
	New Application (4 year) Part A	01/04/2024	466.50	513.50	O/Scope
	New Application (4 year) Part B	01/04/2024	209.50	230.75	O/Scope
	Renewal (6 year) Part A	01/04/2024	395.50	435.50	O/Scope
	Renewal (6 year) Part B	01/04/2024	399.00	439.00	O/Scope
	Transfer of Licence	01/04/2024	115.00	126.50	O/Scope
6	<u>Sex Establishments</u>				
	New Application/Renewal/Transfer/Variation- Part A	01/04/2024	1,731.00	1884.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2024	143.00	155.50	O/Scope
7	<u>Street Trading</u>				
	Stamford Pedestrian Precinct Per Day	01/04/2024	26.00	26.00	O/Scope
	Other Locations per day from	01/04/2024	21.00	21.00	O/Scope
	Private land per day	01/04/2024	11.25	11.25	O/Scope
	Mobile Trader Consent (12 months)	01/04/2024	347.00	347.00	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				
*	Subject to approval				

	Detail	Effective Date	2023/24 £	2024/25 £	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	2023/24 £	2024/25 £	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	2023/24 £	2024/25 £	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 premises	01/04/2020	23.00	23.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GAMBLING LICENSING				
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	779.25	833.75	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	621.50	665.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	822.25	879.75	O/Scope
	Annual Fee	01/04/2024	548.50	587.00	O/Scope
	Variation of Licence	01/04/2024	749.25	801.75	O/Scope
	Transfer Fee	01/04/2024	626.50	670.25	O/Scope
	Application for Reinstatement of Licence	01/04/2024	626.50	670.25	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of licence	01/04/2024	560.50	599.75	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of licence	01/04/2024	560.50	599.75	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
	Maximum fees are set in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GAMBLING LICENSING				
7	<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
8	<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
9	<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
10	<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	2023/24 £	2024/25 £	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 Reduced for repayment within 14 days	01/04/2024 01/04/2024	150.00 N/A	500.00 250.00	O/Scope O/Scope
7	Fixed Penalty Notice - Fly Tipping Reduced for repayment within 14 days	01/04/2024 01/04/2024	400.00 N/A	1,000.00 500.00	O/Scope O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti Reduced for repayment within 14 days	01/04/2024 01/04/2024	100.00 N/A	500.00 250.00	O/Scope O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care* Reduced for repayment within 14 days	01/04/2024 01/04/2024	200.00 N/A	600.00 300.00	O/Scope O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2020	75.00	75.00	O/Scope
14	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	2023/24 £	2024/25 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
15	<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
16	<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
17	<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
18	<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
19	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
20	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	2023/24 £	2024/25 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/2023	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2023	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	23.80	23.80	Exempt
	Hot food & drinks units	01/04/2023	27.10	27.10	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.30	11.30	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/2023	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2023	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	28.10	28.10	Exempt
	Hot food & drinks units	01/04/2023	31.40	31.40	Exempt
6	Craft fair - Table	01/04/2023	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/2023	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/2023	21.60	21.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	23.80	23.80	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2023	18.40	18.40	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	18.90	18.90	Exempt
	Hot food & drinks units	01/04/2023	23.80	23.80	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	8.10	8.10	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
12	Hire of stall for private function (collection only)*	01/04/2023	12.40	12.40	Exempt
13	FOR ALL MARKETS				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2023	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/2023	6.00	6.00	Included

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

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	LOCAL LAND CHARGE FEES				
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2023	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2023	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2023	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2023	5.00	5.00	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	01/04/2023	207.60	207.60	Included
	- each additional parcel of land	01/04/2023	30.60	30.60	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2023	21.30	21.30	Included
	- question 22	01/04/2023	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/2023	27.60	27.60	Included
7	Commercial*				
	- Please contact for a quotation on landcharges@southkesteven.gov.uk	01/04/2020	Variable		Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2023	43.75	43.75	O/Scope
9	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2023	7.80	7.80	Included
	Roads Q2.1	01/04/2023	7.80	7.80	Included
	PROWS Q2.2	01/04/2023	7.80	7.80	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2023	7.80	7.80	Included
	Roadworks Q3.2	01/04/2023	7.80	7.80	Included
	Drainage Q3.3	01/04/2023	7.80	7.80	Included
	Road Schemes Q3.4	01/04/2023	7.80	7.80	Included
	Nearby Railway Schemes Q3.5	01/04/2023	7.80	7.80	Included
	Traffic Schemes Q3.6	01/04/2023	7.80	7.80	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2023	7.80	7.80	Included
	Notices Q3.7 E & G	01/04/2023	7.80	7.80	Included
	Contravention of Building Regulations Q3.8	01/04/2023	7.80	7.80	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2023	7.80	7.80	Included
	Community Infrastructure Levy Q3.10	01/04/2023	7.80	7.80	Included
	Conservation Area Q3.11	01/04/2023	7.80	7.80	Included
	Compulsory Purchase Q3.12	01/04/2023	7.80	7.80	Included
	Contaminated Land Q3.13	01/04/2023	7.80	7.80	Included
	Radon Q3.14	01/04/2023	7.80	7.80	Included
	Assets of Community Value Q3.15	01/04/2023	7.80	7.80	Included
	*The charges quoted will incur a charge based on an hourly rate of £54.90 (incl VAT)				

A. OUTLINE APPLICATIONS		
£578 per 0.1 hectare for site up to and including 0.5 hectares	Not more than 0.5 hectares	£578 per 0.1 hectare
£624 per 0.1 hectare for sites between 0.5 hectares and 2.5 hectares	Not more than 2.5 hectares	£624 per 0.1 hectare
£15,433 + £1,186 for each 0.1 in excess of 2.5 hectares to a maximum of £202,500	More than 2.5 hectares	£15,433 + £186 for each additional 0.1 hectare in excess of 2.5 hectares (Maximum fee of £202,500)
B. HOUSEHOLDER APPLICATIONS		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£258
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)	£509
New dwellinghouses (Not more than 10 dwellinghouses)	New dwellinghouses (not more than 10)	£578 per dwellinghouse
New dwellinghouses (between 10 and 50)	New dwellinghouses (between 10 and 50)	£624 per dwellinghouse
New dwellinghouses (for more than 50) £30,860 + £186 per additional dwellinghouse in excess of 50 up to a maximum fee of £405,500	New dwellinghouses (more than 50)	£30,860 + £186 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	£293
Gross floor space to be created by the development	More than 40 sq m but no more than 1,000 sq m	£578 per each 75 sq. m.
Gross floor space to be created by the development	More than 1,000 sq m but no more than 3,750 sq m	£578 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£30,680 + £186 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £405,000
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	£120
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£578
Gross floor space to be created by the development	More than 540 sq m but not more than 1,000 sq m	£578 for first 540 sq m + £578 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	Between 1,000 sq. m and 4,215 sq. m.	£624 for first 1,000 sq. m and £624 for each additional 75 sq. metres (or part thereof) in excess of 1,000 sq. m
Gross floor space to be created by the development	More than 4,215 sq m	£30,860 + £186 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £405,000
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	£120
Gross floor space to be created by the development	More than 465 sq m but not more than 1,000 sq. m	£3,225
Gross floor space to be created by the development	More than 1,000 sq. m	£3,483
* The fees above are set by Government		

Erection/alterations/replacement of plant and machinery		
Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
Site area	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£30,860 + additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £405,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£293
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£51,395 + additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £405,000
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£347 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (not coming within any of the above categories)		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
E. LAWFUL DEVELOPMENT CERTIFICATE		
Existing use or operation		Same as Full
Existing use or operation - lawful not to comply with any condition or limitation		£293
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	£120
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578
Proposed Change of Use to State Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£120
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	£120
Proposed Change of Use of a building from Commercial / Business / Service (Use Class E) Use to a use falling within Use Class C3 (Dwellinghouse)	£125 per dwellinghouse
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£120
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£258
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)	£120
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	£258
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120
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	£120
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	£120
<i>* The fees above are set by Government</i>	

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 cases		
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		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£503 for each 0.1 hectare (or part thereof)
* The fees above are set by Government		

M. CONCESSIONS
Exemptions from payment
<u>For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person</u> 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
Listed Building Consent
<u>Planning permission for relevant demolition in a Conservation Area</u>
<u>Works to Trees covered by a Tree Preservation Order or in a Conservation Area</u>
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
*In all cases where the 12 month period started no later than 5 December 2023
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 £578
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 £578
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. <i>* The fees above are set by Government</i>

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	PLANNING CHARGES				
1	<u>Charges in connection with land/property transactions</u>				
	Detailed queries on consents involving search for relevant information*	01/04/2024	40.70	43.20	Included
	Check involving site inspection**	01/04/2024	33.00	35.10	Included
2	Self Build Register - Joining fee	01/04/2023	50.00	50.00	Included
	*stated charge plus relevant copying charges				
	**stated charge plus mileage plus officer hourly rates				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	PRE-PLANNING CHARGES				
1	<u>Householders</u>				
	Charge for any pre-planning advice undertaken	01/04/2024	85.00	90.00	Included
	"Do I require planning permission?"/Permitted Development Query	01/04/2024	70.00	75.00	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)	01/04/2024	265.00	282.00	Included
	of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2024	530.00	564.00	Included
3	<u>Development of dwellings</u>				
	1-9 dwellings including changes of use to residential, for 1st dwelling	01/04/2024	350.00	375.00	Included
	for each additional dwelling	01/04/2024	185.00	201.00	Included
	10-49 dwellings including changes of use to residential, for the 10th dwelling (includes Design PAD)	01/04/2024	1,850.00	1,965.00	Included
	meeting for each additional dwelling	01/04/2024	105.00	111.00	Included
	50 plus dwellings, including changes of use to residential (includes Design one PAD meeting)	01/04/2024	6,550.00	6,960.00	Included
	Residential development where number of dwellings unknown - per 0.1 hectare (includes one Design PAD meeting)	01/04/2024	280.00	300.00	Included
4	<u>Non-residential development</u>				
	Where no floor space is created	01/04/2024	150.00	162.00	Included
	Up to 499 sqm floor area or 0.5 ha site area	01/04/2024	265.00	282.00	Included
	between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha	01/04/2024	450.00	480.00	Included
	between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes one Design PAD meeting)	01/04/2024	950.00	1,020.00	Included
	between 5,000 sqm or more or 2.1 ha or more* (includes one Design PAD meeting)	01/04/2024	1,850.00	1,965.00	Included
	*minimum fee for specified service and hourly rate thereafter				
5	<u>Others</u>				
	Follow on advice - please contact us for a quotation. Fees will be based on the officer hourly rates.	01/04/2023	Variable	Variable	Included
	History Search	01/04/2024	75.00	81.00	Included
	Variation or modification of a completed planning obligation (as a standalone request) (Additional fees will be required to cover the Council's legal costs should your request be acceptable)	01/04/2024	150.00	162.00	Included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (desk based)	01/04/2024	N/A	81.00	included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (site visit required)	01/04/2024	N/A	141.00	included
	Advertising	01/04/2024	130.00	141.00	Included
	Development that would involve relevant demolition works	01/04/2024	90.00	96.00	Included
	Non-householder works or alterations to a listed building	01/04/2024	150.00	162.00	Included
	Hazardous substances	01/04/2024	175.00	186.00	Included
	Changes of use not falling within any of the above categories	01/04/2024	250.00	267.00	Included
	Additional Design PAD Review (meetings and response)	01/04/2024	1,360.00	1,455.00	Included
	Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk	01/04/2020	Variable	Variable	Included
	Fees will be based on the officer hourly rates published				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	STREET NAMING & NUMBERING				
1	Individual house re-name or re-number	01/04/2024	45.00	50.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2024	45.00	50.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2024	45.00	50.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2024	45.00	50.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2024 01/04/2024	270.00 45.00	275.00 50.00	Exempt Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2024	45.00	50.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/2024	45.00	50.00	Exempt
8	Naming of new streets Per Street	01/04/2024	105.00	110.00	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	Officer Hourly Rates				
1	Assistant Director	01/04/2024	125.00	135.00	Included
	Development Management and Enforcement Manager	01/04/2024	N/A	117.00	Included
	Planning Policy Manager	01/04/2024	N/A	117.00	Included
	Principal Planning Officer	01/04/2024	100.00	105.00	Included
	Senior Planning Officer	01/04/2024	90.00	96.00	Included
	Planning/Asst Planning Officer	01/04/2024	80.00	87.00	Included
	Urban Design	01/04/2024	90.00	96.00	Included
	Conservation Officer	01/04/2024	90.00	96.00	Included
	Other specialist advice from other areas of the Council	01/04/2024	90.00	96.00	Included
	Project Management/Administration	01/04/2024	75.00	81.00	Included
2	Other Fees and Charges				
	High Hedges complaint	01/04/2024	360.00	381.00	included
	Applications to divert or stop up a public right of way				
	Administration costs	01/04/2024	250.00	510.00	included
	Minimum initial charge to cover costs of statutory adverts (subject to change depending on actual advert costs involved)	01/04/2023	645.00	645.00	included
	<i>The council will also require an undertaking to cover any legal costs associated with the process</i>				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	<u>BOURNE LEISURE CENTRE</u>				
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/2024	1.60	1.75	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	75.00	82.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2024	14.00	15.40	Exempt
	Table tennis - full rate per hour	01/04/2024	9.00	9.90	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2024	9.00	9.90	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2024	40.00	44.00	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt
5	<u>Membership</u>				
	Adult member	01/04/2024	24.99	34.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	19.99	29.99	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	2023/24 £	2024/25 £	VAT
	<u>THE GRANTHAM MERES LEISURE CENTRE</u>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/2024	1.60	1.75	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	95.00	104.50	Exempt
	Commercial	01/04/2024	130.00	143.00	Exempt
	Badminton - full rate	01/04/2024	14.00	15.40	Exempt
	Table tennis centre hall	01/04/2024	75.00	82.50	Exempt
	Table tennis - full rate per hour	01/04/2024	9.00	9.90	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	45.00	49.50	Exempt
	Commercial	01/04/2024	45.00	49.50	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2024	10.00	11.00	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2024	21.00	23.10	Exempt
	Activity Room - full rate	01/04/2024	21.00	23.10	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	<u>THE GRANTHAM MERES LEISURE CENTRE</u>				
6	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2024	95.00	104.50	Exempt
	Quarter pitch (5v5)	01/04/2024	32.00	35.20	Exempt
	Half pitch (9v9)	01/04/2024	57.50	63.25	Exempt
7	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2024	11.20	12.30	Exempt
	Netball - full rate	01/04/2024	24.00	26.40	Exempt
8	<u>Membership</u>				
	Adult member	01/04/2024	27.99	37.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	25.99	29.99	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	2023/24 £	2024/25 £	VAT
	<u>SOUTH KESTEVEN SPORTS STADIUM</u>				
1	<u>Track Hire</u>				
	Adult	01/04/2024	60.00	66.00	Exempt
	Concession	01/04/2024	38.00	41.80	Exempt
	Floodlights	01/04/2024	55.00	60.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2024	65.00	71.50	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2024	5.00	5.50	Exempt
	Concession	01/04/2024	3.50	3.85	Exempt
	Spectator (per individual)	01/04/2024	1.50	1.65	Exempt
	Hire of equipment (per booking)	01/04/2024	29.00	31.90	Exempt
	Setting up time	01/04/2024	29.00	31.90	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2024	165.00	181.50	Exempt
	Concession	01/04/2024	110.00	121.00	Exempt
	Floodlights (per match)	01/04/2024	55.00	60.50	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2024	18.00	19.80	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	2023/24 £	2024/25 £	VAT
	<u>STAMFORD LEISURE CENTRE</u>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC schools (per individual)	01/04/2024	1.60	1.75	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2024	21.99	34.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	19.99	29.99	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	2023/24 £	2024/25 £	VAT
	OUTDOOR RECREATION				
1	<u>Pitches - Football/Rugby</u> Senior pitch letting (2 hrs), marking out and changing accommodation included				
	Full rate	01/04/2024	59.00	63.00	Included
	Concessions	01/04/2024	35.00	38.00	Included
2	<u>Junior pitch (ages 11-16) letting (2 hrs) and marking out</u>				
	Full rate	01/04/2024	26.00	28.00	Included
3	<u>Mini pitch letting (ages 8-11) (1 hr) and marking out</u>				
	Full rate	01/04/2024	16.00	18.00	Included
4	<u>Cricket</u>				
	Per Match	01/04/2024	56.00	60.00	Included
5	<u>Wyndham Park Visitor Centre</u>				
	Room hire per hour*	01/04/2024	21.00	23.00	Included
	*Guide price - please call the Visitor Centre for a specific hire quotation				
	* Additional staffing cost on top per hour for out of normal hours				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GRANTHAM CEMETERY				
	TRADITIONAL BURIAL GROUND				
1	<u>Exclusive Right of Burial</u> (Not exceeding 50 years)				
	Standard grave space - Parishioners	01/04/2024	668.00	713.00	Exempt
2	<u>Interment</u>				
	Person aged 16 years or over - single depth	01/04/2024	691.00	738.00	Exempt
	Person aged 16 years or over - double depth	01/04/2024	770.00	822.00	Exempt
	Child below 16 years	01/04/2024	295.00	315.00	Exempt
	Each additional coffin space	01/04/2024	238.00	254.00	Exempt
3	<u>Licence for the Erection of Memorials</u>				
	Headstone (not exceeding 3 feet in height)	01/04/2024	170.00	182.00	Exempt
	Headstone (each additional 6 inches)	01/04/2024	170.00	182.00	Exempt
	Metal faced tablet	01/04/2024	113.00	121.00	Exempt
	Additional inscription	01/04/2024	68.00	73.00	Exempt
	Kerbed memorial	01/04/2024	181.00	194.00	Exempt
4	<u>Mausoleum *</u>				
	Single vault mausoleum plot	01/04/2024	861.00	919.00	Exempt
5	<u>Re-Open Graves</u>				
	Interment Fee - single depth	01/04/2024	589.00	629.00	Exempt
	Interment Fee - double depth	01/04/2024	770.00	822.00	Exempt
	Interment ashed into grave	01/04/2024	204.00	218.00	Exempt
6	<u>Woodland Burial Ground</u>				
	All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2024	1,650.00	1,761.00	Exempt
7	<u>Transfer of Grave Ownership</u>				
	Administration charge	01/04/2024	N/A	153.00	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				
	* Muslims burials are not available at weekends or bank holidays				

	Detail		Effective Date	2023/24 £	2024/25 £	VAT
	GRANTHAM CEMETERY					
	MUSLIM INTERMENTS					
1	Monday - Friday 1 April - 30 September 08:00 - 17:00	Interments	01/04/2024	1,054.00	1,125.00	Exempt
		Infants Under 2 yrs	01/04/2024	521.00	556.00	Exempt
2	Monday - Friday 1 October until 31 March 08:30 - 15:30	Interments	01/04/2024	1,054.00	1,125.00	Exempt
		Infants Under 2 yrs	01/04/2024	521.00	556.00	Exempt
	* Muslims burials are not available at weekends or on bank holidays					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2024	10.00	12.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2024	26.00	28.00	O/Scope
	Annual collection charge (first bin)	01/04/2024	49.00	51.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/2024	27.00	42.00	O/Scope
	10% discount on Compost Bin				
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2024	1.75	1.95	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2024	26.00	28.00	O/Scope
	Replacement of damaged 140 ltr wheelie bins*	01/04/2016	15.00	N/A	O/Scope
	Replacement of damaged 180 ltr wheelie bins*	01/04/2016	17.00	N/A	O/Scope
	Replacement of damaged wheels and axles*	01/04/2010	20.00	N/A	O/Scope
	Replacement of bin lid pegs*	01/04/2010	5.00	N/A	O/Scope
3	<u>Additional bins for Landlords (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	240 ltr bin	01/04/2024	26.00	28.00	O/Scope
	360 ltr bin	01/04/2024	49.00	53.00	O/Scope
	660 ltr bin	01/04/2016	price on application		O/Scope
	1100 ltr bin	01/04/2016	price on application		O/Scope
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	360 ltr bin	01/04/2024	49.00	53.00	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2024	52.00	54.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2024	18.00	21.00	O/Scope
	- each additional item	01/04/2024	9.00	11.00	O/Scope
	Piano collection	01/04/2024	50.00	60.00	O/Scope
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	<u>Private street cleansing</u>	01/04/2010	Based on cost recovery	Based on cost recovery	Included
8	<u>Private grounds maintenance</u>	01/04/2024	N/A	Based on cost recovery	Included
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			
	*Where bins have been damaged by the resident				

	Detail	Effective Date	2023/24 £	2024/25 £	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
	NB				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES				
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2024	7.80	8.40	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2024	25.90	27.70	Exempt
	- more than 3 hours/all day	01/04/2024	39.10	41.80	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2024	6.60	7.10	Exempt
	- more than 3 hours/all day	01/04/2024	12.60	13.50	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2024	9.00	9.70	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2024	25.90	27.70	Included
	Single Room - per night *	01/04/2024	19.20	20.50	Included
	Folding bed - per night *	01/04/2024	6.50	7.00	Included
	* 50% discount for persons over 60.				

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

25th January 2024

Report of Councillor Ashley Baxter,
Deputy Leader of the Council

Budget Framework Amendments 2023/2024

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

 Richard.wyles@southkesteven.gov.uk

Purpose of Report

This report seeks approval for in-year amendments to the Budget Framework for the financial year 2023/2024.

Recommendations

Council is asked to approve the following budget amendments to the 2023/24 Budget Framework:

- a. **Subject to a successful outcome of the Phase 3c Public Sector Decarbonisation Scheme, increase the Capital General Fund Decarbonisation Scheme contribution to £492,500.**
- b. **To delegate authority to the Deputy Chief Executive in consultation with the Deputy Leader of the Council to accept the Phase 3c Public Sector Decarbonisation Scheme funding if the grant application is successful.**
- c. **Provide an additional management fee of £123,000 to LeisureSK Limited for the current financial year 2023/24 only.**

Decision Information

Is this a Key Decision?	Council decision
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Growth and our economy Housing that meets the needs of all residents Healthy and strong communities Clean and sustainable environment High performing Council
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The additional budget requests for this financial year as detailed in the report are not currently included in the 2023/24 approved Budget Framework. Should these proposals be supported then the additional funding for the Decarbonisation Fund contribution will be funded from the Local Priorities Reserve. In respect of the additional leisure management fee then the funding can be financed from the Budget Stabilisation Reserve or from the recently received Swimming Pool Support Fund.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 Any amendments to the Council's budget as recommended in this report requires the approval of Full Council.

Completed by: Mandy Braithwaite, Legal Executive

Climate Change

- 1.3 The allocation of funding to the decarbonisation scheme for Grantham Meres Leisure Centre would allow the Council to significantly reduce the energy consumption and carbon emissions from the site if the bid is successful.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2 Background to the Report

Decarbonisation Fund

- 2.1 South Kesteven District Council conducted an analysis of the Council's carbon emissions in 2020, including the operation of the leisure centres within the district. The carbon emissions arising from the centres were found to account for 41% of the Council's operational carbon emissions, representing the single largest area. This is principally a result of energy used for heating and hot water, as well as electricity to power the centres.
- 2.2 Grantham Meres Leisure Centre, as the largest centre in the district, has a number of facilities including a 25m pool, learner pool and two leisure pools, alongside a gym facility, exercise studios, sports hall and outdoor facilities including 3G football pitch and outdoor running track.
- 2.3 The Centre also has significant utility costs as a result of energy used on site. Under current tariff rates for gas and electricity, an annual cost of over £500k is anticipated for the main Centre for the 2023/2024 financial year.
- 2.4 A detailed energy review of the Council's leisure facilities was undertaken by LeisureSK Ltd in July 2023, providing an analysis of on-site energy consumption for each of the three centres operations and recommendations for various energy conservation measures and decarbonisation of heating systems.
- 2.5 To achieve a significant reduction in a centre's carbon emissions, all gas consumption for heating systems will need to be replaced. The predominant technology to facilitate this is heat pumps. The high efficiencies of electric heat pumps enable a net reduction in energy consumption and carbon emissions. Nevertheless, as the technology is electrically powered and electricity remains around four times more expensive (per kWh) than gas, efforts need to be made to design a new system optimally to reduce running costs.
- 2.6 Phase 3 of the Public Sector Decarbonisation Scheme (PSDS), worth £1.425bn, was launched by Salix on behalf of the Department for Energy Security and Net Zero in 2021. Phase 3c has up to £230m available for 2024/2025.
- 2.7 Leisure Energy were commissioned to support the Council in developing a detailed application into PSDS, targeting the Grantham Meres Leisure Centre as the site with highest energy consumption. The focus of the bid is on complete removal of the existing gas boilers and Combined Heat and Power (CHP) units,

and installation of a new Air Source Heat Pump (ASHP) system with supporting design, infrastructure and project management.

- 2.8 Applicants are expected to provide a minimum co-funding contribution of at least 12% or equivalent to the cost of installing a new fossil fuel based heating system. The application developed includes only the measure of the new air source heat pump system and no other energy efficiency upgrades for the site.

Total grant funding request	£3,587,500
Applicant funding contribution	£492,500
TOTAL project value	£4,080,000

- 2.9 An application to phase 3C of PSDS was made in November 2023 for a total project value of £4,080,000. Applicants were advised to expect an announcement of the outcomes of bids in late January or February 2024, following technical review of all applications submitted. The increase in the allocation will only be implemented should the grant application be successful.

- 2.10 An existing provision to support a decarbonisation scheme has been made for the 2023/24 budget. In order to support a successful application to phase 3C of PSDS, an additional contribution is required:

2023/24 decarbonisation scheme budget	£261,000
Total PSDS applicant contribution for successful bid	£492,500
Required increase to existing decarbonisation scheme	£231,500

LeisureSK Ltd

- 2.11 In the latter months of 2022, the Board of Directors of LeisureSK Ltd made the Council aware of the difficult trading conditions and the financial challenges being experienced. These were predominantly related to increased utility costs and staffing costs. Following consideration and recommendation by the Council's (then) Companies Committee on 1 December 2022, on 7 February 2023 Cabinet agreed to financially support LeisureSK Ltd by circa £500,000, all of which related to the forecast increase in utility costs which could not be offset by income generation (see **Background Papers**).
- 2.12 Leisure SK Limited presented a report to the Culture and Leisure Overview and Scrutiny Committee (OSC) on 30th November which confirmed there was a management fee requirement of £738,942 ([LeisureSK Ltd Management Fee Request 2024 2025 Report.pdf \(southkesteven.gov.uk\)](#)) for the current financial year (which is partly offset by the approved £500k fee). This projected deficit has since increased to £772,949 and was included in the latest report to the OSC presented on 9 January 2024. This deficit is primarily due to the impact of utility costs, the amount of irrecoverable VAT, software and professional fees and minimum wage increases. This has led to LeisureSK Ltd requesting an additional management fee of £273k.

- 2.13 Although the request for 2023/24 has increased, the request from LeisureSK Ltd for 2024/25 is set at £447k (and therefore lower than the current financial year) due to the following assumptions: an additional £238k of income expected from fitness and swimming activities and a projected utility cost decrease of £136k. Once these are accounted for, along with an expected staff costs increase of £129k, the result is a reduced overall deficit of £245k when compared to 2023/24.

3. Key Considerations

- 3.1 Leisure SK Ltd was established to secure the ongoing provision of leisure centres across the District. Without the requested increase to the management fee, LeisureSK Ltd will suffer severe cashflow problems and may need to cease trading, which could result in the loss of leisure provision across South Kesteven. This may also have implications on funding awarded by the Swimming Pool Support Fund of £344k, with a consequent risk of the Council having to return the funding.

4. Other Options Considered

- 4.2 The current contract with LeisureSK Ltd is nearing its end. A thorough options appraisal will be undertaken to establish the most appropriate delivery model.

5. Reasons for the Recommendations

- 5.1 The creation of a budget of £492,500 of matched funding for the Decarbonisation Fund will ensure that the Council is able to accept the funding if the bid is successful.
- 5.2 The allocation of an additional management fee to LeisureSK Ltd will ensure leisure centres can continue to operate.

6. Background Papers

- 6.1 *Swimming Pool Support Fund (Phase One – Revenue)* – Report to Cabinet, published 7 November 2023, available online at:
<https://moderngov.southkesteven.gov.uk/documents/s39436/SPSF.pdf>
- 6.2 *Budget Proposals for 2023/24 and indicative budgets for 2024/2025 and 2025/26* – Report to Cabinet, published 7 December 2023 and available online at:
<https://moderngov.southkesteven.gov.uk/documents/s36830/Cabinet%20Budget%20Report%202324.pdf>

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

25 January 2024

Report of Councillor Ashley Baxter,
Deputy Leader of the Council

Local Council Tax Support Scheme 2024/25

Report Author

Claire Moses, Head of Service (Revenues, Benefits, Customer and Community)

 claire.moses@southkesteven.gov.uk

Purpose of Report

This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2024/25 and recommends Council approves a Scheme for 2024/25.

Recommendations

Council is asked to:

- 1. Approve the Local Council Tax Support Scheme for 2024/25 based on the same overarching criteria as the existing scheme and including the following:**
 - a. Continuation of the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support with effect from 1 April 2024 (as detailed in paragraph 3.3).**
 - b. The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values with effect from 1 April 2024 (as detailed in paragraph 3.4).**
 - c. The introduction of a second home premium of 100% with effect from 1 April 2025, following the required 12 months' notice to those ratepayers impacted by this change (as detailed in paragraph 3.5).**

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Healthy and strong communities High performing Council
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The actual cost of the Council Tax Support Scheme for working age and pension age residents 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.
- 1.2 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 considered when future years surpluses or deficits are declared.
- 1.3 Should the Council wish to approve the continuation of core elements of the current scheme, plus approval of public consultation options, the financial impact of this would be:
 - Continuation of the Care Leavers Exemption: This will be a cost of circa £13,000 (based on 15 eligible awards for 2023/24). This cost is shared between SKDC and the preceptors; and
 - Continuation of the Council Tax Discount for Police Special Constables, this will be a direct cost to the General Fund of circa £10,000 for awards relating to 2023/24 (if all eligible Special Constables applied for the discount).

- Continuation of the Discretionary Council Tax Payment policy, this will be a direct cost to the General Fund of £30,000 for awards relating to 2024/25.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.4 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.
- 1.5 The regulations for the scheme proposed to be adopted are to be collated and made available for Council in January 2024.

Completed by: Graham Watts, Assistant Director (Governance Public Protection) and Monitoring Officer

Risk and Mitigation

- 1.6 The Council, and other preceptors, bear the risk of the cost of the Council Tax Support scheme if an increase in caseload causes costs to increase beyond predictions.
- 1.7 Any revisions to the scheme must be approved by 31 January 2024.
- 1.8 The scheme cannot be changed mid-year and therefore it is vital the correct scheme is in place.

Completed by: Tracey Elliott, Governance and Risk Officer

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2020-2023 to healthy and strong communities and being a high performing council. This report, and the support provided through the councils Localised Council Tax Support Scheme, is aimed at delivering these priorities.
- 2.2 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 after due consultation with precepting authorities, key stakeholders, and residents.

2.3 There are currently 7,137 residents in receipt of Council Tax Support in South Kesteven. Of these, 4,020 people of working age and 3,117 of pension age are protected under the legislation and receive Council Tax support as prescribed by the Government (broadly similar to the level of Council Tax Benefit).

2.4 A breakdown of caseload is shown in the table below:

1st of month	Working age	Pension age	Total
March 2022	4,388	3,164	7,552
June 2022	4,356	3,162	7,518
September 2022	4,209	3,157	7,366
December 2022	4,114	3,150	7,264
March 2023	4,094	3,141	7,235
June 2023	4,113	3,133	7,246
October 2023	4,023	3,129	7,152
November 2023*	4,020	3,117	7,137

*Data as of 10 November 2023

2.5 The Council agreed to a LCTSS, which came into effect on 1 April 2013. The core scheme currently provides:

- 80% support for working age claimants
- 100% support for pension age claimants

2.6 The Local Government Finance Act 2012 requires any proposed scheme to go through certain steps before it can be adopted by the Council as a Billing Authority:-

Before making a scheme, the authority must (in the following order): -

- (a) consult any major precepting authority which has power to issue a precept to it;*
- (b) publish a draft scheme in such a manner as it thinks fit; and*
- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme*

2.7 There is uncertainty regarding the impact of remaining legacy benefit claimants moving to Universal Credit by the end of 2026, which resumed in May 2022. The transition date from Housing Benefit to Universal Credit has been pushed back on many occasions (nationally). In July 2023, a report to this committee advised the transfer date would be completed by 2024; this has since been postponed to 2026.

- 2.8 The restart follows a pause during the Covid pandemic when Department for Work and Pension (DWP) staff were focussed on supporting a surge of new claimants to Universal Credit.
- 2.9 The six benefits being replaced all have complex eligibility criteria and Universal Credit is designed to provide each claimant with individually tailored support to help them into employment. The rollout will be carefully managed by the DWP, and claimants will be asked to move to Universal Credit.
- 2.10 It is not yet known how many of the legacy customers will be moved over during the remaining months of 2023/24 and throughout 2024/25 and whether or not their entitlement to Council Tax Support will change.
- 2.11 Given the current operating context, it will be problematic to fundamentally re-assess any Council Tax scheme due to the volatility that is impacting on a number of the objectives listed above.

Financial cost of the current Council Tax Support Scheme (2023/24)

- 2.12 Despite the scheme being a 'local' CTS scheme, due to the nature of protection provided to pensioners and vulnerable working age customers, the Council will always incur some costs over which it has no influence.
- 2.13 The current caseload can be broken down as follows and shows any changes implemented will only apply to 16.07% of the caseload (working age), as pensioners and vulnerable working age are protected. This is a reduction from the previous year of 4.72% (working age caseload was 20.79%):

Caseload breakdown	Caseload	% of caseload
Total caseload	7,137	100%
Pensioner (protected)	3,117	43.67%
Working age vulnerable (protected)	2,873	40.25%
Working age (local discretion)	1,147	16.07%

- 2.14 Based on caseload on 10 November 2023, the current cost of the scheme is £7,236,262 (increased by £179,289 from £7,056,973 at the same point in 2022) with South Kesteven's share being £651,264 (9%) increased by £16,136 from the previous year.
- 2.15 Due to the protections from changes (referenced in paragraph 2.13) to pensioners and vulnerable working age customers, any reduction in cost to the proposed scheme can only be applied to the 1,147 working customers, or 16.07% of the caseload. This means out of the Council's current share of the cost of £651,264, only £104,658 (16.07%) can be influenced by changes to the current scheme.

Current Local Council Tax Support Scheme – 2023/24

- 2.16 The Council's local scheme has been subject to amendments since the introduction in April 2013 to maintain the link with Housing Benefit and the previous Council Tax Benefit scheme.
- 2.17 The current scheme has the following restrictions for working age customers:-
- Maximum entitlement capped to 80%.
- 2.18 The current scheme also has the following amendments to Council Tax technical restrictions for all Council Taxpayers: -
- Introduction of additional premiums to properties empty over 2 years, plus the original charge: -
 - 200% premium – empty between 2 and 5 years.
 - 300% premium – empty between 5 and 10 years.
 - 400% premium – empty over 10 years.
 - Unoccupied discount of 100% for the first month.
 - Care leavers' council tax exemption – 100% for those aged between 18 and 25; and
 - Reduction for Special Constables who live in the district – 25% for each special constable resident in the household (up to 2 resident, equalling 50% reduction).

Council Tax Exemption for care leavers – 2023/24

- 2.19 In 2019/20, a scheme was approved for a local discretionary Council Tax exemption of up to 100% for care leavers aged 18 to 21 years, with the exemption ending on each individual's 22nd birthday.
- 2.20 The scheme was amended for 2021/22 and the age limit was increased to 24 years of age, with the discount ending on each individual's 25th birthday.

Special Constabulary Council Tax Discount Scheme – 2023/24

- 2.21 This scheme was first introduced on 1 April 2022. The award of the discount is retrospective; therefore the discount was awarded for the financial year 2021/22.
- 2.22 In the financial year (2022/23), the discount has been awarded to only one Special Constable. The scheme has now closed for the financial year (2022/23).
- 2.23 If the scheme continues, the Police and Crime Commissioner (PCC) will write to all eligible Special Constables who live in South Kesteven, by 30 April 2024, to confirm they have met the hours worked criteria, and will provide a link to the Council's website.

- 2.24 Each Special Constable wishing to take advantage of the discount scheme will be required to complete an online application form and upload the letter from the PCC.
- 2.25 The award of the discount will be referenced to service during 2023/24. As a result, the eligibility for the discount will be considered, and an award made no later than the 31 May 2024. This will be applied to the Council tax account for 2023/24.
- 2.26 In the response to the public consultation (Appendix Three), the PCC are supportive of the continuation of support for Special Constables but raised concerns regarding the extension of the scheme to police volunteers.

Discretionary Council Tax Payments – 2023/24

- 2.27 A Discretionary Council Tax Payment (DCTP) is available to anyone in receipt of Council Tax Support and have a shortfall between the weekly amount awarded and their Council Tax liability.
- 2.28 Discretionary Payments can be applied for independently but are often considered as part of the application process for Discretionary Housing Payments (support for shortfall between Housing Benefit / Universal Credit award and eligible rent). Officers are aware of the DP and actively encourage customers to apply where eligibility criteria are met.

Consultation and communication – proposed 2024/25 scheme

- 2.29 On 18 July 2023, Finance and Economy Overview and Scrutiny committee considered a number of options for public consultation and potential changes to the scheme from 1 April 2024. Details of these options are shown in Appendix One.
- 2.30 The recommendation of the Committee was to undertake consultation for the 2024/25 Localised Council Tax support scheme and to consider the outcome of the consultation findings prior to making a recommendation to Cabinet, who would make a final recommendation to Council in January 2024.
- 2.31 The public consultation took place between 1 September and 13 October 2023. Consultation was undertaken with major precepting authorities, stakeholders, and residents through a variety of methods, as follows:
- Letters were issued to all 7,133 Council Tax Support recipients.
 - An online survey (paper surveys were issued upon request);
 - Members of the District Council (information by e-mail)
 - Parish Clerks (information by e-mail);
 - Partner organisations, including Citizens' Advice Bureau were advised of the proposed scheme
 - Police and Crime Commissioner (PCC) via e-mail; and

➤ Lincolnshire County Council (LCC) via e-mail.

- 2.32 Of the 7,133 letters issued, a total of 370 responses were received – this is equivalent to 5.20% of the current recipients.
- 2.33 The key findings of the consultation are detailed within Appendix One and a summary of the responses is detailed below:

	Agreed		Disagreed		Didn't Know	
	No.	%	No.	%	No.	%
Agreed with the principles of the current scheme	302	81.6%	46	12.4%	22	6.0%
Thought the principles should continue for 2024/25	318	86.2%	32	8.4%	20	5.4%
Thought the Discretionary Council Tax Payment scheme should continue for 2024/25	340	91.9%	21	5.7%	9	2.4%
Thought the exemption for young people leaving the care system should continue	288	77.8%	52	14.1%	30	8.1%
Thought the Special Constable Discount scheme should continue	203	54.9%	121	32.7%	46	12.4%
Option 1: No change to current scheme	302	81.6%	46	12.4%	22	6.0%
Option 2: Continue with War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support	272	73.5%	65	17.6%	33	8.9%
Option 3: Regularity of changes to income to be reviewed	240	64.9%	38	10.2%	92	24.9%
Option 4 – Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values	231	62.4%	53	14.3%	86	23.3%
Option 5 – Introduction of a Second Home premium of 100%	318	85.9%	20	5.4%	32	8.7%
Option 6 – Introduction of a Volunteer Council Tax Discount Scheme	217	58.6%	115	31.1%	38	10.3%
Option 7 – Introduction of a Veterans' Council Tax Discount Scheme	260	70.3%	65	17.5%	45	12.2%

- 2.34 The Lincolnshire County Council (LCC) response to the consultation is detailed in Appendix Two. Their response is specifically focussed on Option 7 – the proposal to introduce a Veterans' Council Tax Discount Scheme. LCC has acknowledged there would be a significant increase in cost to the scheme which would reduce the council tax base and the amount of council tax collected locally. LCC have

advised they would bear the vast majority of this cost, which could equate to several million pounds. The response goes on to state:

This would reduce the level of resource available for Lincolnshire County Council and other preceptors, at a time when inflation and demand pressures has caused and continues to cause significant increases to the cost base. The proposal has the potential to adversely impact significantly more residents than the 8,500 the proposed change could potentially financially benefit, including vulnerable residents throughout Lincolnshire.

In addition, the proposal has the potential to mean that war veterans are treated significantly differently in South Kesteven in comparison to all other Lincolnshire districts. There are other relevant factors to consider, including:

- *The term veteran could potentially apply after one day of service*
- *The existing scheme already provides targeted support to those most in need*
- *Being a veteran does not necessarily equate to financial hardship, which is a key value for money consideration*

It must also be noted that financial modelling has not been made available, to demonstrate the potential financial impact of the changes proposed. This impacts the extent to which all stakeholders can understand the impact of the proposal and respond accordingly.

Taking all factors into account, the Council is not supportive of changing the council tax support scheme to incorporate an additional discount for war veterans.

- 2.35 The Police and Crime Commissioners' (PCC) response to the consultation is detailed in Appendix Three. The PCC response focused on the Special Constable discount, as referenced in paragraph 2.21 to 2.26 of this report.
- 2.36 The impact of all options is detailed in Appendix One. This appendix provides a background of the option, impact of change if approved, including financial and impact or actions required if it is not approved.

3. Key Considerations

- 3.1 Council is asked to consider the proposed scheme in advance of the 2024/25 financial year. The options were presented to Cabinet on 5 December 2023 where four recommendations to Council were approved. These recommendations are detailed in paragraph 3.2 to 3.5 as follows.
- 3.2 To continue with the Local Council Tax Support Scheme for 2024/25 based on the same overarching criteria as the existing scheme

- 3.3 Continuation of the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support with effect from 1 April 2024. This is at no additional cost to the current scheme as this would be a continuation of the existing scheme.
- 3.4 The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values with effect from 1 April 2024 – these being a capital tariff of £1 for every £500, and a disregard of £10,000. There would be an increased cost to implement this scheme of £2,323.
- 3.5 The introduction of a second home premium of 100% with effect from 1 April 2025, following the required 12 months' notice to those ratepayers impacted by this change. The current discount of 10% is a total cost of £56,453. If the introduction of the premium is approved, the 10% discount will be removed and an additional 100% charge will be applied. This is a measure which is included in the Levelling Up & Regeneration Bill to allow councils the ability to charge a council tax premium of up to 100% for any property left empty for more than 72 days a year. The bill received Royal Assent on 26 October 2023, and was incorporated within the Levelling-up and Regeneration Act 2023: [Levelling-up and Regeneration Act 2023 Stages - Parliamentary Bills - UK Parliament](#). The Council must give residents one year's notice of our intention to charge the 100% premium; therefore, if this were to be effective from 1 April 2025, notice would need to be given prior to 1 April 2024.

4. Other Options Considered

- 4.1 The detailed options which were subject to consultation are detailed in **Appendix One** of this report. The current scheme information is detailed in paragraph 2.16 and 2.28 of this report.

5. Reasons for the Recommendations

- 5.1 These are set out in the report.

6. Consultation

- 6.1 Cabinet was presented with the scheme options at its meeting on 5 December 2023 and recommended that the current scheme should continue for 2024/25 with the inclusion of the changes as detailed in paragraphs 3.3 to 3.5 of this report.
- 6.2 The scheme options were also presented to the Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on 28 November 2023 and no changes were proposed.
- 6.3 The Local Government Finance Act 2012 requires a full review of the scheme by the Billing Authority. South Kesteven District Council will need to approve the scheme by 31 January 2024.

7. Background Papers

- 7.1 A full report was presented to Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on 19 July 2022 (item 8) agreeing to recommendations for consultation. The report can be located here: [Agenda for Finance and Economic Overview and Scrutiny Committee on Tuesday, 18th July, 2023, 10.30 am | South Kesteven District Council](#)
- 7.2 A full report was presented to Finance and Economic Overview and Scrutiny Committee on 28 November 2023 (item 11) agreeing to recommendations one and two as detailed within the report. The report can be located here: [Agenda for Finance and Economic Overview and Scrutiny Committee on Tuesday, 28th November, 2023, 2.00 pm | South Kesteven District Council](#)
- 7.3 A full report was presented to Cabinet on 5 December 2023 (item 5) agreeing to all recommendations as detailed within the report. The report can be located here: [Agenda for Cabinet on Tuesday, 5th December, 2023, 2.00 pm | South Kesteven District Council](#)

8. Appendices

- 8.1 There are three appendices included within this report:
- Appendix 1: Analysis of public consultation and Council Tax Support Scheme Options for public consultation
 - Appendix 2: Lincolnshire County Council consultation response
 - Appendix 3: Police and Crime Commissioner consultation response

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Council Tax Support Consultation – 2024/25 Scheme Results

370 individuals responded to the annual Council Tax Support consultation.

The Council Tax Support Scheme:

Central to SKDC's Council Tax Support Scheme are two principles. These are:

- A cap of 80% on entitlement for all applicants of working age. This means anyone of working age eligible for help paying their Council Tax will be entitled to claim for help with **up to but no more than** 80% of their bill.
- Pensioners and vulnerable persons eligible for help paying their Council Tax are protected by legislation.

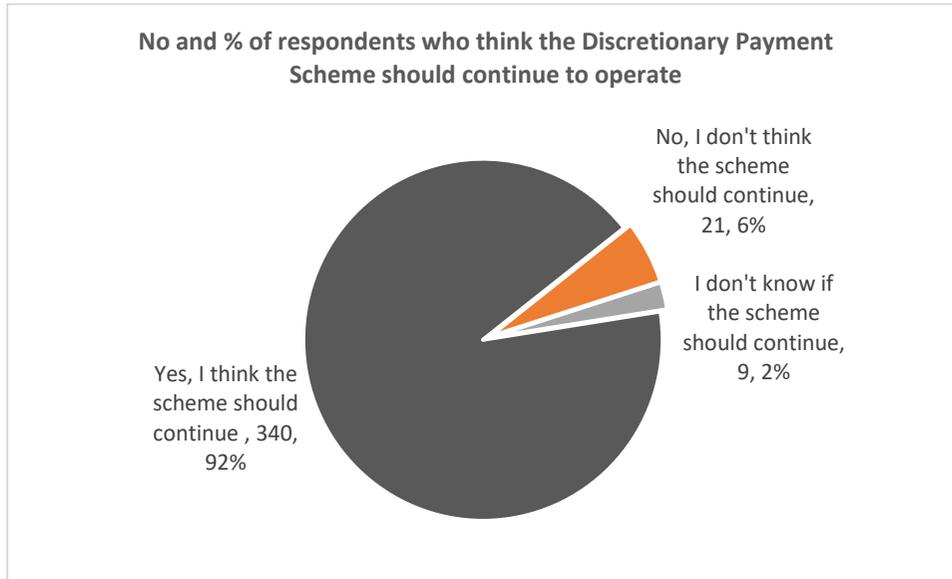
The Discretionary Payment Scheme:

South Kesteven District Council also operates a Discretionary Payment Scheme. This scheme has been designed to offer additional support to those struggling to pay their Council Tax and offers limited short-term assistance to those in receipt of Council Tax Support who need further help.

The Council is proposing that this scheme should continue to operate.

Question. Respondents were asked if they thought the Discretionary Payment Scheme should continue to operate in 2024/25. The majority of respondents thought that it should, as shown here:

	No	%
Yes, I think the scheme should continue	340	91.9
No, I don't think the scheme should continue	21	5.7
I don't know if the scheme should continue	9	2.4
	370	100.0



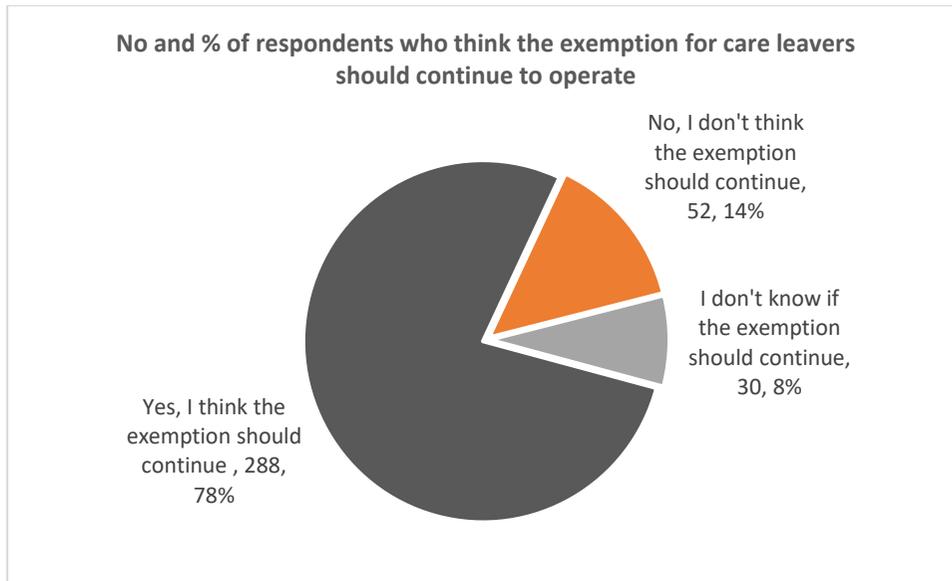
Exemption for young people leaving the care system:

In South Kesteven all young people leaving the care system are currently exempt from paying Council Tax in properties they rent or own, until they are 25.

The Council is proposing to continue to apply this exemption.

Question. Respondents were asked if they thought all young people leaving the care system should continue to be exempt from paying Council Tax for owned or rented properties, until they are 25. Over three quarters of respondents thought this exemption should continue, as illustrated in the table below and pie chart overleaf:

	No	%
Yes, I think the exemption should continue	288	77.8
No, I don't think the exemption should continue	52	14.1
I don't know if the exemption should continue	30	8.1
	370	100.0

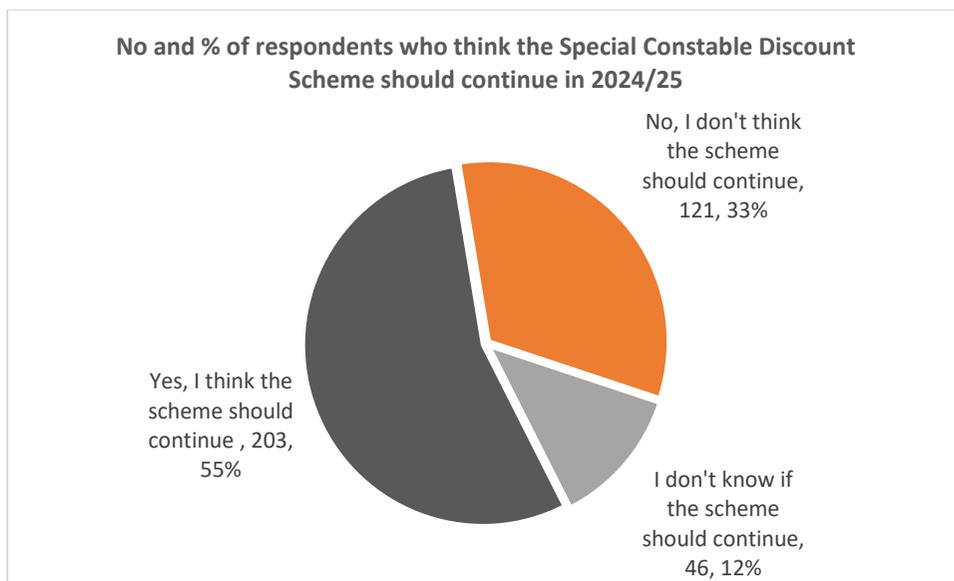


Special Constable Discount Scheme:

In South Kesteven, Special Constables can make an application for a 25% Council Tax discount.

Question. Respondents were asked if they thought the Special Constable Discount Scheme should continue to operate in 2024/25. Just over half of those responding thought it should, as illustrated below:

	No	%
Yes, I think the scheme should continue	203	54.9
No, I don't think the scheme should continue	121	32.7
I don't know if the scheme should continue	46	12.4
	370	100.0



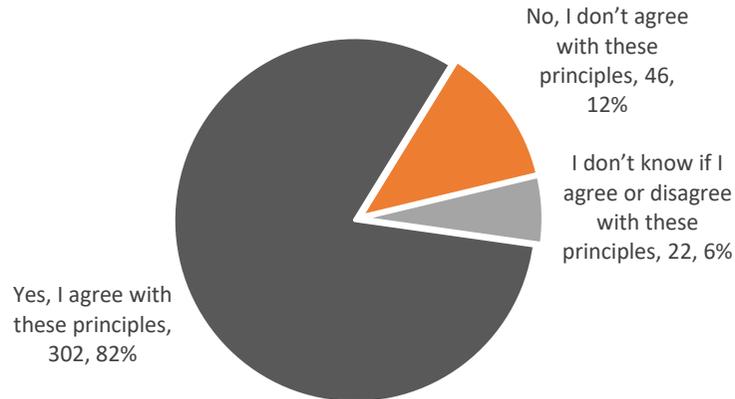
Option 1: No change to current scheme

Background	Background to the LCTS scheme is included in the main body of the report.
Proposal for consultation	Current 2023/24 scheme to be retained with no changes made.
Consultation undertaken	Yes – there is a statutory requirement to consult on the 2024/25 scheme, even where no changes are proposed.

Outcome of public consultation **Question:** Respondents were asked if they agreed with these principles. There was strong support for these principles, as illustrated in the table and pie chart below:

	No	%
Yes, I agree with these principles	302	81.6
No, I don't agree with these principles	46	12.4
I don't know if I agree or disagree with these principles	22	6.0
	370	100.0

No and % of respondents who agree with the principles



Option 1: No change to current scheme

Option 1: Impact of change if this is approved

Number of CTS recipients impacted	All recipients would be impacted = 7,152
Administrative	No administrative changes needed to LCTS scheme regulations.
Financial value	<ul style="list-style-type: none">• A static position• The only impact would be the increase in Council tax once this has been set. This is the same impact as in all previous years of this scheme.
Effect on applicants / claim groups	Consistency as to how the scheme is applied and awards made, particularly where an award spans more than one financial year.

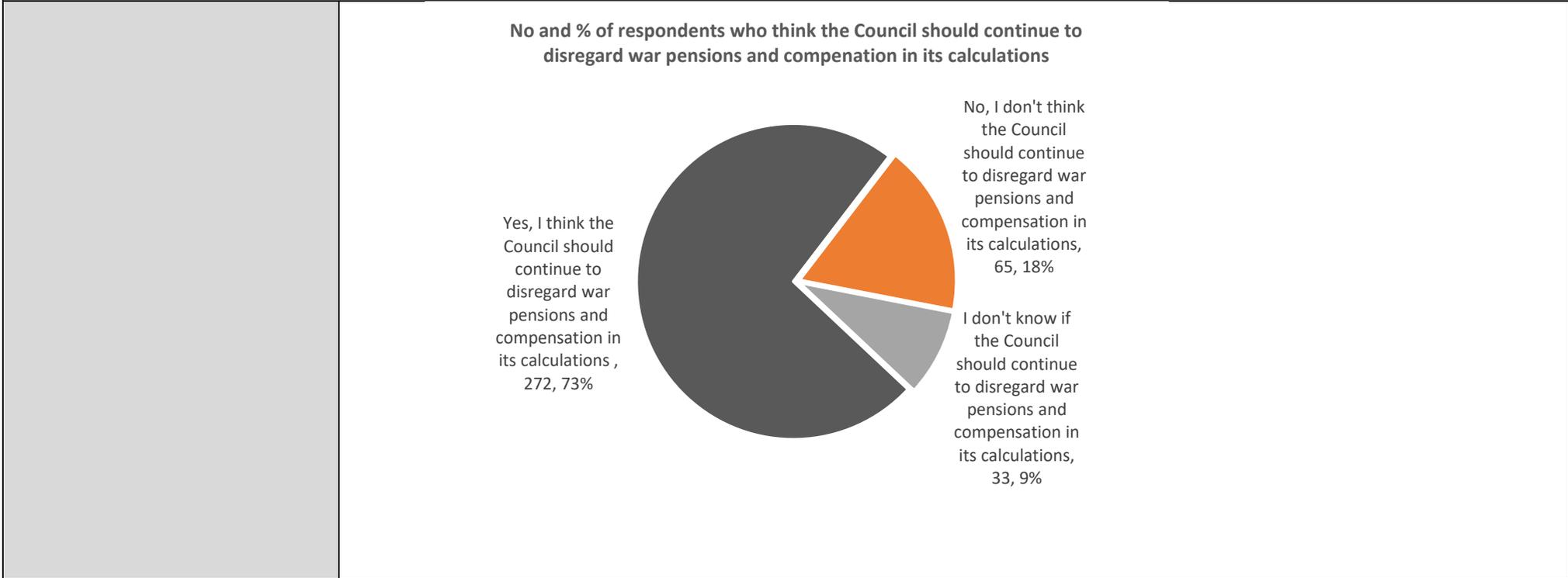
Option 1: Impact or actions required if this is not approved

Administrative	<ul style="list-style-type: none">• Changes needed to LCTS scheme regulations.• Increase in administrative activities – the impact of this is dependent on the level of changes• Potential changes to the scheme are detailed in options 2 to 7
Financial value	<ul style="list-style-type: none">• Not fully known• These are detailed individually in options 2 to 7
Effect on applicants / claim groups	<ul style="list-style-type: none">• Inconsistency as to how the scheme is applied and awards made, particularly where an award spans more than one financial year.• Lack of understanding of changes by claimants.

Option 2: Continue with War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support

<p>Background</p>	<ul style="list-style-type: none"> • Section 134 8(a) of the Social Security Administration Act 1992, allows local authorities to modify any part of the Housing Benefit scheme to provide for the disregarding of prescribed war disablement pensions or war widow’s pensions. • South Kesteven District Council has applied a disregard of 100% through Officer Delegated Decision. • As a result of the 2021/22 Housing Benefit audit, a recommendation was taken forward for the Council Tax Support and Housing Benefit War Pension and Armed Forces Compensation Disregard to be included as part of this consultation and decision making process. • The current scheme provides financial assistance for low-income households in the district and targets a group of individuals who are potentially vulnerable. • Amending the percentage of the disregard to anything less than 100% would create a lack of consistency between the administration of Housing Benefit and Local Council Tax Reduction Scheme (LCTRS). 															
<p>Proposal for consultation</p>	<p>To continue to disregard 100% of war disablement and war widow’s pension.</p>															
<p>Consultation undertaken</p>	<p>Yes.</p>															
<p>Outcome of public consultation</p>	<p>Question: Respondents were asked if they thought the Council should continue to disregard War Pension and Armed Forces Compensation for both Housing Benefit and Council Tax Support calculations. Just under three quarters thought that they should, as illustrated below:</p> <table border="1" data-bbox="622 911 1697 1106"> <thead> <tr> <th></th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Yes, I think the scheme should continue</td> <td>272</td> <td>73.5</td> </tr> <tr> <td>No, I don’t think the scheme should continue</td> <td>65</td> <td>17.6</td> </tr> <tr> <td>I don’t know if the scheme should continue</td> <td>33</td> <td>8.9</td> </tr> <tr> <td></td> <td>370</td> <td>100.0</td> </tr> </tbody> </table>		No	%	Yes, I think the scheme should continue	272	73.5	No, I don’t think the scheme should continue	65	17.6	I don’t know if the scheme should continue	33	8.9		370	100.0
	No	%														
Yes, I think the scheme should continue	272	73.5														
No, I don’t think the scheme should continue	65	17.6														
I don’t know if the scheme should continue	33	8.9														
	370	100.0														

Option 2: Continue with War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support



Option 2: Impact of change if this is approved

Number of CTS recipients impacted	<ul style="list-style-type: none"> There are currently 13 recipients of Council Tax Support in receipt of this disregard
Administrative	<ul style="list-style-type: none"> LCTS Scheme Regulations would be updated. Formalises the decision making process.
Financial (value)	<ul style="list-style-type: none"> None - this is already in place.
Effect on applicants / claim groups	<ul style="list-style-type: none"> Formalises the decision making process. Due to the nature of such payments, these are attributed to pension age recipients. Any working age recipients will have the war pension disregarded as part of their Universal Credit calculation and is therefore not included as part of the income for their claim for Council Tax Support.

Option 2: Continue with War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support

Option 2: Impact if this is not approved

Administrative	None – this is already in place.
Financial	None.
Effect on applicants / claim groups	Consistency as to how the scheme is applied and awards made, particularly where an award spans more than one financial year.

Option 3: Regularity of changes to income to be reviewed

Background

- Large volumes of changes in Universal Credit are received on a daily basis via the Department of Work and Pensions data hub.
- Upon analysis, the number of changes received ranges from **12** changes per annum per customer to **28** changes per annum per customer. Often, not all changes are correct or must be actioned, but in all cases, the information must be considered by a Benefits Officer to establish whether action should be taken to align the information within the Council Tax Support assessment with the Universal Credit information.
- The sheer volume of changes means that approximately 40% of all Universal Credit customers require an amendment to their Council Tax Support assessment, which in turn, amends their Council Tax instalment. This could result in a Universal Credit recipient receiving an amended Council Tax bill every month.
- This is leading to confusion, lack of payments, an increase in administration costs and a reduction in collection.

Proposal for consultation

To consider applying one for the following:

- Set an "assessment period" during which, any changes to Universal Credit entitlement will not be actioned. The authority will need to decide what changes or exceptions (if any) would trigger a change, and also the period for this this would last.
- A tolerance to avoid multiple changes – such as a re-assessment is not undertaken if the change is within a certain financial limit.

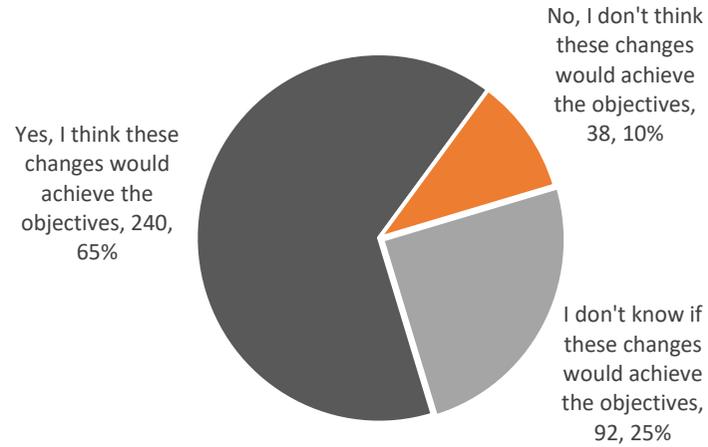
Consultation undertaken Yes.

Outcome of public consultation **Question:** Respondents were asked if changing the scheme in this way would achieve the objectives listed above. Just under two thirds of respondents thought these changes would achieve the objective of fewer council tax bills being issued.

	No	%
Yes, I think these changes would achieve the objectives	240	64.9
No, I don't think these changes would achieve the objectives	38	10.2
I don't know if these changes would achieve the objectives	92	24.9
	370	100.0

Option 3: Regularity of changes to income to be reviewed

No and % of respondents who think changes would achieve objectives

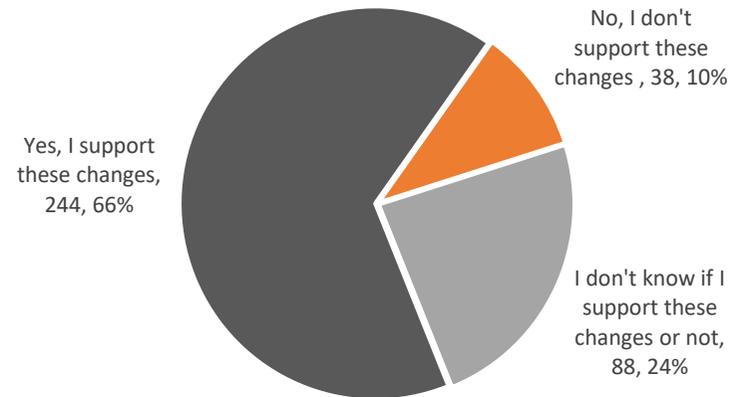


Question: They were then asked if they supported this proposed change to the scheme for 2024/25. Two thirds of respondents supported the changes to the scheme as illustrated in the table below and chart overleaf

	No	%
Yes, I support these changes to the scheme	244	65.9
No, I don't support these changes to the scheme	38	10.3
I don't know if I support these changes or not	88	23.8
	370	100.0

Option 3: Regularity of changes to income to be reviewed

No and % of respondents who support these changes to the scheme



Option 3: Impact of change if this is approved

Number of CTS recipients impacted

- Currently unknown – additional modelling is required

Administrative

- Since July 2023, officers have reviewed the activities needed to implement this change and have determined that there is a significant piece of work needed prior to implementation. This involves the automation of processing the information received from the Department for Work and Pensions (DWP). Automation of this workload is common place amongst many councils and is encouraged by the DWP. Automation reduces processing times and potential human error.
- Once automation is in place, Officers will be able to model the impact of various tolerance levels for changes to income, which will provide a clearer understanding of the financial impact of the Council Tax Support Scheme

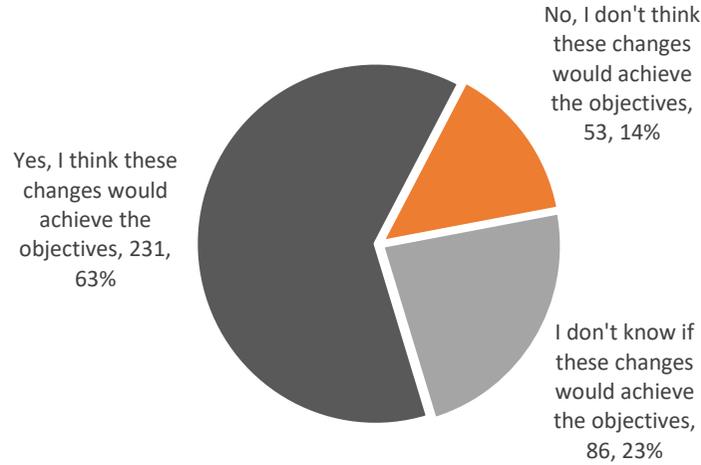
<u>Option 3: Regularity of changes to income to be reviewed</u>	
	<ul style="list-style-type: none"> • Due to the complex nature of this work, any change to the scheme could not be implemented any earlier than 1 April 2025 and would therefore need to be considered for 2025/26 • LCTS Scheme Regulations would be updated.
Financial (value)	<ul style="list-style-type: none"> • Not yet known
Financial comments	<ul style="list-style-type: none"> • The administration of fixed assessment periods can be complex. • This will be taken into consideration as part of scheme modelling once automation is in place.
Effect on applicants / claim groups	<p>Reduction in:</p> <ul style="list-style-type: none"> • Re-assessment process. • Issuing of amended bills, reminders, and summons for non-payment. • Customer contact and confusion. <p>There will be a positive effect on applicants where: -</p> <ul style="list-style-type: none"> • A fixed assessment period is introduced, and the Universal credit income has increased (no reduction in CTS). • An increase in income occurs and is within the tolerance limit, there will be no change to the CTS award. • This will enable customers to set a budget and take advantage of an increase in income without an immediate change to Council Tax instalments.
<u>Option 3: Impact if this is not approved</u>	
Administrative	The current position will remain.
Financial	The current position will remain.
Effect on applicants / claim groups	<ul style="list-style-type: none"> • The current position will remain. • The regularity of changes to LCTS awards does cause confusion for customers and can have a negative impact on customers budget.

Option 4 – Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values

<p>Background</p>	<ul style="list-style-type: none"> • Currently, working age customers with capital over £6,000, have £1 of “tariff income” added for every £250.00 of capital they have. This increases the income used within a Council Tax Support scheme assessment by £1 per week. • This could mean that someone with capital up to £16,000 would have the income level within their assessment increased by £40 per week (£16,000 less £6,000 = £10,000 / £250 = £40). • It is proposed to bring this in line with the capital disregard and tariff limit for pensioners, which is £10,000 and £500 respectively. This would result in the income increasing by £12 per week (£16,000 less £10,000 = £6,000 / £500). 															
<p>Proposal for consultation</p>	<p>To bring in line working age capital limit and tariff income with that for pensioners, which is £10,000 and £500.</p>															
<p>Consultation undertaken</p>	<p>Yes.</p>															
<p>Outcome of public consultation</p>	<p>Question: When asked if they thought changing the scheme in this way would achieve the objectives of</p> <ul style="list-style-type: none"> • Equality across both working age and pensionable age applicants • Not penalising those applicants with a higher level of capital (as this would increase from £6,000 to £10,000 and from £250 to £500 respectively) just over three fifths of respondents agreed, as illustrated below: <table border="1" data-bbox="622 874 1697 1177"> <thead> <tr> <th></th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Yes, I think these changes would achieve the objectives</td> <td align="center">231</td> <td align="center">62.4</td> </tr> <tr> <td>No, I don't think these changes would achieve the objectives</td> <td align="center">53</td> <td align="center">14.3</td> </tr> <tr> <td>I don't know if these changes would achieve the objectives</td> <td align="center">86</td> <td align="center">23.3</td> </tr> <tr> <td></td> <td align="center">370</td> <td align="center">100.0</td> </tr> </tbody> </table>		No	%	Yes, I think these changes would achieve the objectives	231	62.4	No, I don't think these changes would achieve the objectives	53	14.3	I don't know if these changes would achieve the objectives	86	23.3		370	100.0
	No	%														
Yes, I think these changes would achieve the objectives	231	62.4														
No, I don't think these changes would achieve the objectives	53	14.3														
I don't know if these changes would achieve the objectives	86	23.3														
	370	100.0														

Option 4 – Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values

No and % of respondents who think changes would achieve objectives

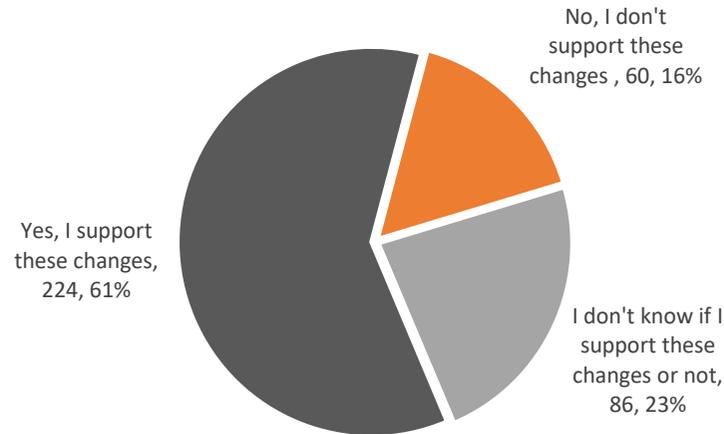


Question: They were then asked if they supported this proposed change to the scheme for 2024/25. Two thirds of respondents supported the changes to the scheme as illustrated in the table and chart here:

	No	%
Yes, I support these changes to the scheme	224	60.5
No, I don't support these changes to the scheme	60	16.2
I don't know if I support these changes or not	86	23.3
	370	100.0

Option 4 – Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values

No and % of respondents who support these changes



176

Option 4: Impact of change if this is approved

Number of CTS recipients impacted	82
Administrative	LCTS Scheme Regulations would be updated.
Financial (value)	An increase in the cost of the scheme of £2,323
Effect on applicants / claim groups	<ul style="list-style-type: none"> Changing the scheme in this way would ensure equality across both pension and working age applicants. Additionally, the scheme would not penalise those working age applicants with a higher level of capital. Any claimants impacted would be re-assessed as part of the annual billing process in March 2024. Positive impact – reduction in tariff income within assessment will result in increased LCTS award.
Option 4: Impact if this is not approved	
Administrative	The current position will remain.
Financial	The current position will remain.

Option 4 – Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values

**Effect on applicants /
claim groups**

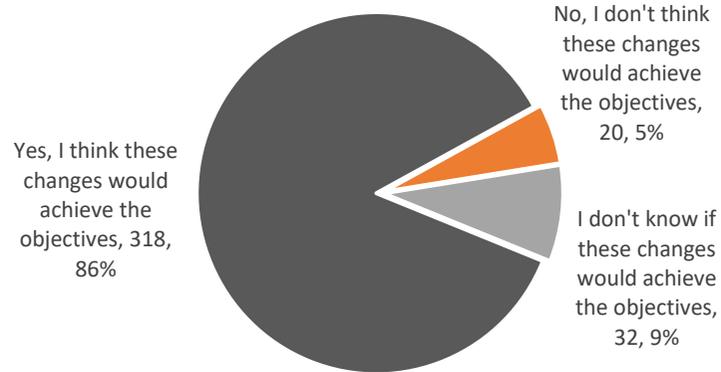
- The current position will remain.
- Other support would still be available for these residents – Cost of Living, Household Support Fund, and advice from support organisations such as Citizens Advice, Money and Pension Service etc

Option 5 – Introduction of a Second Home premium of 100%

<p>Background</p>	<ul style="list-style-type: none"> • This is a measure which is included in the Levelling Up & Regeneration Bill to allow councils the ability to charge a council tax premium of up to 100% for any property left empty for more than 72 days a year. • The bill received Royal Assent on 26 October 2023, and was incorporated within the Levelling-up and Regeneration Act 2023: Levelling-up and Regeneration Act 2023 Stages - Parliamentary Bills - UK Parliament • The Council must give residents one year’s notice of its intention to charge the 100% premium, therefore, if this were to be effective from 1 April 2025, notice would need to be given prior to 1 April 2024. • If approved, the Council must give residents one year’s notice of our intention to charge the 100% premium, therefore, this would be affective from 1 April 2025. 															
<p>Proposal for consultation</p>	<p>To introduce a second home premium of 100% from 1 April 2025</p>															
<p>Consultation undertaken</p>	<p>Yes</p>															
<p>Outcome of public consultation</p>	<p>Question: When asked if they thought it would achieve the following objectives</p> <ul style="list-style-type: none"> • Bring long term empty homes back into use • Increase the supply of affordable housing <p>The majority of respondents thought it would, as shown here:</p> <table border="1" data-bbox="645 874 1715 1182"> <thead> <tr> <th></th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Yes, I think these changes would achieve the objectives</td> <td>318</td> <td>85.9</td> </tr> <tr> <td>No, I don’t think these changes would achieve the objectives</td> <td>20</td> <td>5.4</td> </tr> <tr> <td>I don’t know if these changes would achieve the objectives</td> <td>32</td> <td>8.7</td> </tr> <tr> <td></td> <td>370</td> <td>100.0</td> </tr> </tbody> </table>		No	%	Yes, I think these changes would achieve the objectives	318	85.9	No, I don’t think these changes would achieve the objectives	20	5.4	I don’t know if these changes would achieve the objectives	32	8.7		370	100.0
	No	%														
Yes, I think these changes would achieve the objectives	318	85.9														
No, I don’t think these changes would achieve the objectives	20	5.4														
I don’t know if these changes would achieve the objectives	32	8.7														
	370	100.0														

Option 5 – Introduction of a Second Home premium of 100%

No and % of respondents who think changes would achieve objectives

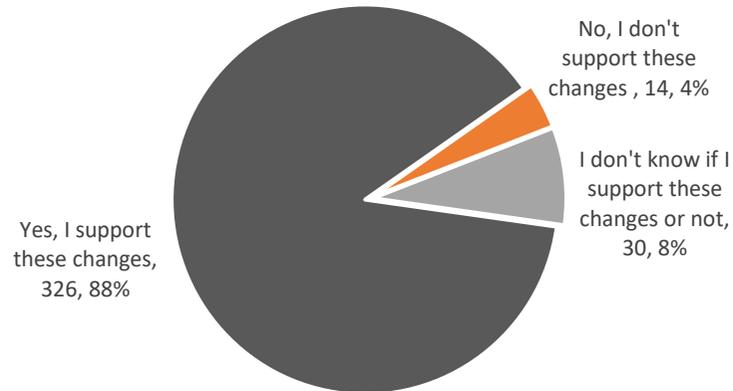


Question: They were then asked if they supported this proposed change to the scheme for 2024/25. Just under 90% of respondents supported the changes to the scheme as illustrated in the table and chart below:

	No	%
Yes, I support these changes to the scheme	326	88.1
No, I don't support these changes to the scheme	14	3.8
I don't know if I support these changes or not	30	8.1
	370	100.0

Option 5 – Introduction of a Second Home premium of 100%

No and % of respondents who support changes



Option 5: Impact of change if this is approved

Number of Council Tax properties impacted

- 353 Council Tax properties currently have a 10% second home discount

Administrative

- Provision can be made as part of the consultation and committee process to ensure that once the bill becomes law, it can be implemented (if approved by Council in January 2024).
- If approved by Council, and becomes law by 31 March 2024, the Council must give residents one year's notice of our intention to charge the 100% premium, therefore, this would be affective from 1 April 2025.
- Any liable person impacted would receive an adjusted Council Tax Bill as part of the annual billing process in March 2025.

Financial (value)

- A premium would increase the Council tax charge by £631,915 per year.
- South Kesteven's share of this additional charge would be £56,872 (9%).

Option 5 – Introduction of a Second Home premium of 100%

Financial	<ul style="list-style-type: none"> • Increase in income as a result of an increase in Council Tax charge (premium) • Currently South Kesteven have 353 properties with a second home 10% discount. • The current discount of 10% is at a cost of £56,453 (as of 10 November 2023) • If the introduction of the premium is approved, the 10% discount will be removed and an additional 100% charge of £631,915 will be applied to the 353 accounts.
Effect on applicants / claim groups	Potential hardship as a result of the council tax increase. However, the liable person would be given 12 months' notice of the change
Option 5: Impact if this is not approved	
Administrative	Potential complaints
Financial	Potential non-payment, of premium and original charge resulting in additional recovery activity
Effect on applicants / claim groups	Currently, SKDC have 353 second homes which are furnished, and receive a 10% discount

Option 6 – Introduction of a Volunteer Council Tax Discount Scheme

Background

- Submission to the Finance, Economic Development and Corporate Services Overview and Scrutiny Committee meeting on Tuesday 22 November 2022 made by Councillor Richard Cleaver under paragraph 6.5 of the Overview and Scrutiny Procedure Rules set out in part 4 of the Council’s Constitution.
- In relation to Agenda Item 7 on page 20, would the committee please consider recommending that the Special Constabulary Council Tax Discount Scheme be extended to include volunteer (i.e. unpaid) PCSOs in anticipation of Lincolnshire Police possibly changing its current policy and recruiting such staff in future.

Proposal for consultation

To consider the introduction of a volunteer council tax discount scheme.

Consultation undertaken

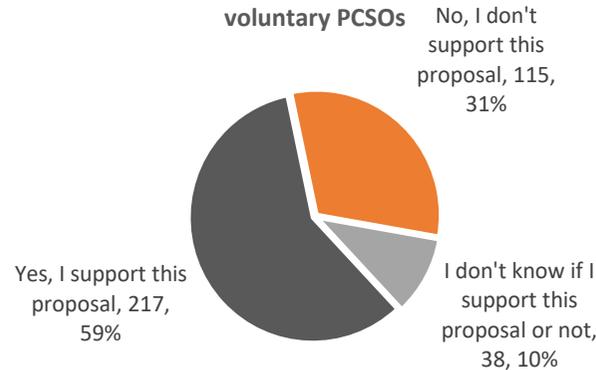
Yes

Outcome of public consultation

Question: When asked if they supported this proposal, just over half agreed as illustrated below:

	No	%
Yes, I support this proposal	217	58.6
No, I don’t support this proposal	115	31.1
I don’t know if I support this proposal or not	38	10.3
	370	100.0

No and % of respondents who support proposal to include voluntary PCSOs

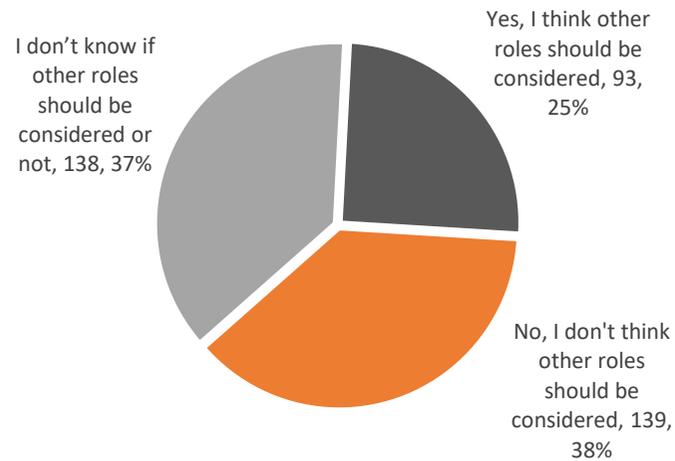


Option 6 – Introduction of a Volunteer Council Tax Discount Scheme

Question: When asked if they thought any other roles should be considered as being eligible for a discount on their Council Tax, around a quarter of respondents thought that there were. This is shown in the table and chart below:

	No	%
Yes, I think other roles should be considered	93	25.1
No, I don't think other roles should be considered	139	37.6
I don't know if other roles should be considered or not	138	37.3
	370	100.0

No and % of respondents who think other roles should be considered for discount on Council Tax



Option 6 – Introduction of a Volunteer Council Tax Discount Scheme

Other roles suggested by respondents included:

- Armed Forces Reservists
- Carers
- Those working for the Emergency Services
- Those working in the Voluntary Sector

Option 6: Impact of change if this is approved

Number of households impacted

Currently unknown – additional modelling is required

Administrative

Rationale for support:

- Evidence of need would be required to be provided.
- Further clarification and understanding would be required as to why this group of volunteers has been chosen.
- It should not be assumed that volunteers have low income.

Equality Impact Assessment

- A full and detailed equality impact analysis needs to be completed and considered – as this proposal could open up challenge from volunteer groups who are not considered for this discount.

Recognising eligible persons

- The number of active volunteers within the District is not known (nor within which Wards the volunteers are resident) and as such, any discount offered could have a significant impact on the Council's finances, parish precepts and preceptors as a result of the reduced Council Tax liability.
- Clarification would need to be sought as to the Council's definition of a volunteer and the number of volunteering hours, for the purpose of this scheme.
- A decision would need to be taken as to whether receipt of any other discounts, exemptions and benefits would deem a person ineligible for this support.

Option 6 – Introduction of a Volunteer Council Tax Discount Scheme

Eligibility Criteria

- This would need to be determined – taking into account outcomes of the above activities.

Value of award

- The level of discount to be awarded would need to be modelled in line with the eligible persons and eligibility

Application for the discount

- The application process would need to be clearly set out and defined
- This would need to include a bespoke online application form, with inclusion of all the above criteria and be able to capture supporting documentation (should that be required)

Administration of the scheme

- A decision would be needed as to the level of evidence to be provided (this would vary depending on where such volunteering would be taking place).
- Consideration would need to be given as to any appeal or complaint process and handling of such activities.

Policy approval

- A clear policy (separate to the LCTS Scheme) would need to be produced and approved through the Committee process, setting out all the above.
- The policy would need to be approved **prior** to the consultation of the scheme
- The policy, along with the equality impact assessment would need to be reviewed on an annual basis.

Consultation of the scheme

- Once all the above information is known, the options can be included within consultation for consideration of a future scheme.
- This cannot be included within the 2024/25 scheme as consultation has already taken place.

Financial (value)

This cannot be modelled as eligibility of the proposed scheme is unknown

Financial

Unknown information

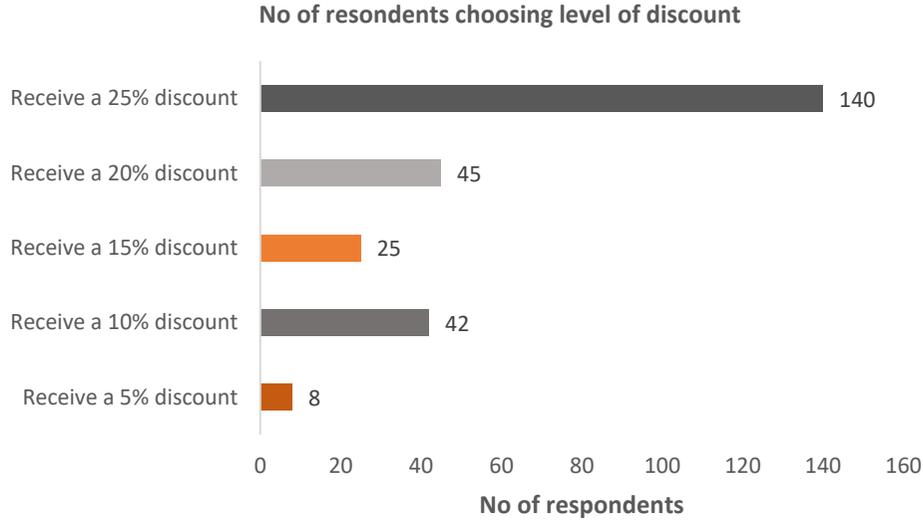
Option 6 – Introduction of a Volunteer Council Tax Discount Scheme

	<ul style="list-style-type: none"> • Currently this is unknown as the eligibility and cohort have not yet been determined, making modelling of any such scheme impossible • The number of active volunteers within the District is unknown and as such, any discount offered could have a significant impact on the Council's finances as a result of the reduced Council Tax liability. <p>Administrative resource (Revenues Council Tax Billing Team)</p> <ul style="list-style-type: none"> • There would be the need to consider administrative resource • The cost of this would be dependent on the number of applications made (how many different volunteer types are eligible) and how complex the scheme is • Awards would need to be reviewed on an annual basis <p>Impact on other Council Tax payers</p> <ul style="list-style-type: none"> • There could be an adverse impact on remaining council tax payers (current total households is 66,800) as they could see an increase in their council tax charge to compensate for the loss of income. • Those remaining and impacted would include vulnerable households. • The scheme could be perceived negatively by those who are not eligible – impacting on payment of their own council tax. This would result in additional recovery action, further impact on resource within the Revenues Enforcement Team
Effect on applicants / claim groups	This is unknown at this time
Option 6: Impact if this is not approved	
Administrative	The current position would remain.
Financial	The current position would remain.
Effect on applicants / claim groups	<ul style="list-style-type: none"> • The current position will remain. • Other support would still be available for these residents – Cost of Living, Household Support Fund and advice from support organisations such as Citizens Advice, Money and Pension Service etc

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme

Background	<ul style="list-style-type: none"> • South Kesteven is home to almost 8,700 military Veterans’ (2021 Census), which makes up 7.37 per cent of the districts population. • During the Finance Overview and Scrutiny Committee meeting on Tuesday 18 July 2023, a motion was put forward and carried, for South Kesteven District Council to consider a Veterans’ Council Tax Discount. 																																				
Proposal for consultation	To consider the introduction of a Veterans’ council tax discount scheme and to consider the % of council tax discount to be awarded.																																				
Consultation undertaken	Yes																																				
Outcome of public consultation	<p>Question: When asked if they would support the introduction of a Council Tax discount for Veterans’, most respondents said that they did. This is illustrated in the table and chart below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">No</th> <th style="text-align: center;">%</th> </tr> </thead> <tbody> <tr> <td>Yes, I support this proposal</td> <td style="text-align: center;">260</td> <td style="text-align: center;">70.3</td> </tr> <tr> <td>No, I don’t support this proposal</td> <td style="text-align: center;">65</td> <td style="text-align: center;">17.5</td> </tr> <tr> <td>I don’t know if I support this proposal or not</td> <td style="text-align: center;">45</td> <td style="text-align: center;">12.2</td> </tr> <tr> <td></td> <td style="text-align: center;">370</td> <td style="text-align: center;">100.0</td> </tr> </tbody> </table> <p>Question: Respondents were then asked what level of discount they thought Veterans’ should be entitled to. The most popular choice was to receive a discount of 25%, as illustrated here:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">No</th> <th style="text-align: center;">%</th> </tr> </thead> <tbody> <tr> <td>Receive a 5% discount</td> <td style="text-align: center;">8</td> <td style="text-align: center;">3.1</td> </tr> <tr> <td>Receive a 10% discount</td> <td style="text-align: center;">42</td> <td style="text-align: center;">16.2</td> </tr> <tr> <td>Receive a 15% discount</td> <td style="text-align: center;">25</td> <td style="text-align: center;">9.6</td> </tr> <tr> <td>Receive a 20% discount</td> <td style="text-align: center;">45</td> <td style="text-align: center;">17.3</td> </tr> <tr> <td>Receive a 25% discount</td> <td style="text-align: center;">140</td> <td style="text-align: center;">53.8</td> </tr> <tr> <td></td> <td style="text-align: center;">260</td> <td style="text-align: center;">100.0</td> </tr> </tbody> </table>		No	%	Yes, I support this proposal	260	70.3	No, I don’t support this proposal	65	17.5	I don’t know if I support this proposal or not	45	12.2		370	100.0		No	%	Receive a 5% discount	8	3.1	Receive a 10% discount	42	16.2	Receive a 15% discount	25	9.6	Receive a 20% discount	45	17.3	Receive a 25% discount	140	53.8		260	100.0
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	260	100.0																																			

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme



Option 7: Impact of change if this is approved

Number of households impacted

Currently unknown – additional modelling is required

Administrative

Rationale for support:

- Evidence of need would be required to be provided.
- Further clarification and understanding would be required as to why this group has been chosen.
- It should not be assumed that a Veteran has a low income.

Equality Impact Assessment

- A full and detailed equality impact analysis needs to be completed and considered. Whilst the status of Veteran is not a protected characteristic under the Equality Act, this proposal could open up challenge from other individuals who are not considered for a discount who must not be discriminated against under the law.

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme

Recognising eligible persons

- Currently, the number of Veterans’ within South Kesteven are 8,693, according to the 2021 Census.
- Clarification would need to be sought as to the Council’s definition of a Veteran, for the purpose of this scheme.
- The Office for Veterans’ Affairs defines a Veteran as “anyone who has served for at least one day in His Majesty’s Armed Forces (Regular or Reserve) or Merchant Mariners who have seen duty on legally defined military operations.
- Whilst the number of Veterans’ is known across the District is not known Wards the eligible Veterans’ are resident) and as such, any discount offered could have a significant impact on the Council’s finances, parish precepts and preceptors as a result of the reduced Council Tax liability.
- A decision would need to be taken as to whether receipt of any other discounts, exemptions and benefits would deem a person ineligible for this support.

Eligibility Criteria

- This would need to be determined – taking into account outcomes of the above activities.
- If the decision is based on income, then it may be considered that any scheme is means tested. However, devising a complex scheme will result in additional administrative resource requirements.

Value of award

- The level of discount to be awarded would need to be modelled in line with the eligible persons and eligibility

Application for the discount

- The application process would need to be clearly set out and defined
- This would need to include a bespoke online application form, with inclusion of all the above criteria and be able to capture supporting documentation (should that be required)

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme

Administration of the scheme

- A decision would be needed as to the level of evidence to be provided (this would be determined by the eligibility criteria). This would be inline with all other means tested benefits (Council Tax Support, Housing Benefit, Universal Credit etc), along with all current Council Tax Discounts and Exemptions.
- Consideration would need to be given as to any appeal or complaint process and handling of such activities.

Policy approval

- A clear policy (separate to the LCTS Scheme) would need to be produced and approved through the Committee process, setting out all the above.
- The policy would need to be approved **prior** to the consultation of the scheme
- The policy, along with the equality impact assessment would need to be reviewed on an annual basis.

Consultation of the scheme

- Once all the above information is known, the options can be included within consultation for consideration of a future scheme.
- This cannot be included within the 2024/25 scheme as consultation has already taken place.

Financial (value)

- The financial impact has been modelled based on all circa 8,700 Veterans’ being fully eligible for the scheme as eligibility criteria has not been agreed, nor do we have the data available.
- Modelling is based on the percentage of discount included within the public consultation – this being 5%, 10%,15%, 20% and 25% of a Band D (£1,961.46) for all 8,700 Veterans’

		Cost of proposed scheme				
		5%	10%	15%	20%	25%
Band D	£1,961.46	£98	£196	£294	£392	£490
No. Veterans’	8,700	£853,235	£1,706,470	£2,559,705	£3,412,940	£4,266,176
Town & parish	1%	£8,532	£17,065	£25,597	£34,129	£42,662
SKDC	9%	£76,791	£153,582	£230,373	£307,165	£383,956

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme

PCC	15%	£127,985	£255,971	£383,9656	£511,941	£639,926
LCC	75%	£639,926	£1,279,853	£1,919,779	£2,559,705	£3,199,632

- It is not possible to model this along the taxbase i.e. break down into Council Tax Bands, as the identity and location of the Veterans’ is unknown

Financial (comments)

Unknown information

- Currently this is unknown as the eligibility and cohort have not yet been determined, making modelling of any such scheme impossible
- The number of eligible Veterans’ within the District is unknown and as such, any discount offered could have a significant impact on the Council’s finances as a result of the reduced Council Tax liability.

Administrative resource (Revenues Council Tax Billing Team)

- There would be the need to consider administrative resource
- The cost of this would be dependent on the number of applications made and how complex the scheme is. The more complex the scheme, the more resource would b needed. However, the less complex the scheme, the higher the cost.
- Awards would need to be reviewed on an annual basis

Impact on other Council Tax payers

- There could be an adverse impact on remaining council tax payers of circa 58,200 – if all Veterans’ were to be supported (current total households is 66,800) as they could see an increase in their council tax charge to compensate for the loss of income.
- Those 58,200 households impacted would include vulnerable households.
- South Kesteven and precepting authorities may need to consider a reduction other services, should there be a significant financial impact
- The scheme could be perceived negatively by those who are not eligible – impacting on payment of their own council tax. This would result in additional recovery action, further impact on resource within the Revenues Enforcement Team

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme

	<p>Impact on other services</p> <ul style="list-style-type: none"> • South Kesteven and precepting authorities may need to consider a reduction in other services, should there be a significant financial impact. • It is likely wider consultation would be needed for any such consideration. Given South Kesteven and precepting authorities are already in the process of budget setting for 2024/25, this would not be able to be considered until 2025/26 budget setting, at the earliest.
<p>Effect on applicants / claim groups</p>	<ul style="list-style-type: none"> • Some Veterans’ are less likely to identify themselves as such. This is particularly true for those who may have had a negative experience of service. • Female Veterans’ may have had differing experiences during service and transition, so may be less likely to identify themselves. Veterans’ from the LGBTQ+ community may also find engaging with services a challenge due to the historic ban around serving in the armed forces and its implications. • The Office for Veterans’ Affairs suggested that policy-makers and service providers should consider capturing data on previous military experience alongside other demographic data. Additionally, there should be consideration of potentially differing experiences of female and LGBTQ+ Veterans’, and ensure services are prepared to meet any arising needs. • If personal information is required such as household details, income, capital etc Veterans’ may be discouraged from providing their information to support with any future modelling, in advance of any scheme being agreed.
<p align="center">Option 7: Impact if this is not approved</p>	
<p>Administrative</p>	<p>The current position would remain.</p>
<p>Financial</p>	<p>The current position would remain.</p>
<p>Effect on applicants / claim groups</p>	<ul style="list-style-type: none"> • South Kesteven District Council has signed the Armed Forces Covenant and is a Gold Award holder under the Defence Employer Recognition Scheme. As a result, we support the Armed Forces community. • The Armed Forces Act ensures that members of the Armed Forces community are not disadvantaged as a result of their service when accessing government and commercial services. Special consideration is also appropriate in some cases, especially for those who have given most, such as the injured and bereaved.

Option 7 – Introduction of a Veterans’ Council Tax Discount Scheme

- As South Kesteven District Council has signed the Covenant, we have a legal duty to ensure that Veterans’ and their families are treated fairly. Demonstration of this would be Veterans’ and their families would be eligible to apply for the same existing support as other residents within the District – such as Single Person Discount, Council Tax Support, Universal Credit etc.
- South Kesteven District Council’s Community Engagement Team will be producing an Armed Forces Report and Action Plan, which will be presented to Rural and Communities Overview and Scrutiny Committee on 14 December 2023. The action plan will detail all activities being undertaken by the Armed Forces Officer, as well as the support available for Veterans’ across the District.
- Other support would still be available for these residents – Cost of Living, Household Support Fund, and advice from support organisations such as Citizens Advice, Money and Pension Service etc
- The Council also have departmental Veterans’ champions who are able to support with any enquiries relating to Benefits, Housing and Revenues (Business Rates, Council Tax & Rent) relating to liabilities, arrears, eligibility to benefits and discounts and the impact of absence from the household the Veteran and / or their families.

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Claire Moses (IRRV)
Head of Revenues, Benefits and Customer
Service Interim Management - Community
Engagement
South Kesteven District Council
Council Offices
The Picture House
St Catherines Road
Grantham
Lincolnshire
NG31 6TT

Andrew Crookham
Deputy Chief Executive &
Executive Director of Resources
Lincolnshire County Council
County Offices
Newland
Lincoln LN1 1YL

Email: [REDACTED] [@lincolnshire.gov.uk](mailto:[REDACTED]@lincolnshire.gov.uk)

Ref: AC/AH

3 October 2023

Dear Claire

South Kesteven DC: Council Tax Support Scheme 2024/25 - Consultation (LCC)

Thank you for your email, received on the 1 September 2023, inviting Lincolnshire County Council to take part in the consultation of the proposed Council Tax Support Scheme changes for 2024/25.

The response from Lincolnshire County Council is specifically focused on the proposal to include all war veterans to the scheme of council tax support (option 7).

In respect of council tax income, Lincolnshire County Council is a major precepting authority which receives approximately 74.6% of council tax raised in South Kesteven (based on published 2023/24 data). The proposal to amend the council tax support scheme, which could make an additional 8,500 war veterans eligible for support, has the potential to significantly increase the cost of the scheme. This would reduce the council tax base and the amount of council tax collected locally. Lincolnshire County Council would bear the vast majority of this cost, which could equate to several million pounds.

This would reduce the level of resource available for Lincolnshire County Council and other preceptors, at a time when inflation and demand pressures has caused and continues to cause significant increases to the cost base. The proposal has the potential to adversely impact significantly more residents than the 8,500 the proposed change could potentially financially benefit, including vulnerable residents throughout Lincolnshire.

In addition, the proposal has the potential to mean that war veterans are treated significantly differently in South Kesteven in comparison to all other Lincolnshire districts. There are other relevant factors to consider, including:

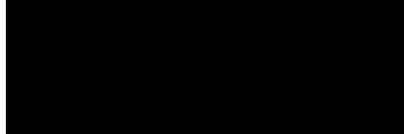
- The term veteran could potentially apply after one day of service
- The existing scheme already provides targeted support to those most in need
- Being a veteran does not necessarily equate to financial hardship, which is a key value for money consideration

It must also be noted that financial modelling has not been made available, to demonstrate the potential financial impact of the changes proposed. This impacts the extent to which all stakeholders can understand the impact of the proposal and respond accordingly.

Taking all factors into account, the Council is not supportive of changing the council tax support scheme to incorporate an additional discount for war veterans.

Once again, thank you for inviting the Council to take part in the overall consultation. Should you require any further information or wish to discuss the contents of this letter further, please feel free to contact me.

Yours sincerely

|


Andrew Crookham
Deputy Chief Executive & Executive Director of Resources



Lincolnshire POLICE & CRIME COMMISSIONER

SAFER TOGETHER

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

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

Date: 13th October 2023
Our Ref: JF/ch/2023-1374

Mr Richard Wyles
Chief Finance Officer & Interim Deputy Chief Executive
South Kesteven District Council
Council Offices
The Picture House
St Catherine's Road
GRANTHAM
Lincolnshire
NG31 6TT

By email only to: richard.wyles@southkesteven.gov.uk

Dear Richard

Council Tax Support Scheme 2024/25

Thank you for your letter of 1st September 2023 in which you invite comment on South Kesteven District Council's proposed Council Tax Support Scheme for 2024/25.

The Police & Crime Commissioner is supportive of proposals that ensure consistency of the approach both within the Local Council Tax Support Scheme (LCTSS) and between the LCTSS and the Housing Benefit Scheme. Consistency of approach is beneficial to the recipients of LCTS and is also more efficient. For similar reasons, the proposal to limit the regularity of reviews as a result of income changes is supported.

The Special Constabulary Council Tax Discount Scheme was created to recognise the unique role of Special Constable in carrying the warranted powers that place them in harms way in servicing our communities. Whilst not unsupportive of the Council wishing similarly to recognise VPCSOs, who provide a valuable service to our communities, this was not in the original scope of the Special Constabulary Council Tax Discount Scheme. As such, extension of the Scheme may raise concerns for other Councils regarding 'mission creep' and therefore discourage adoption of the Scheme for Specials.

Yours sincerely

Julie Flint
Chief Finance Officer

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SOUTH
KESTEVEN
DISTRICT
COUNCIL



Council

25th January 2024

Councillor Richard Cleaver, Leader of
the Council

St Martin's Park Redevelopment Project, Stamford

Report Author

Debbie Roberts, Head of Corporate Projects, Performance and Climate Change

 Debbie.roberts@southkesteven.gov.uk

Purpose of Report

To provide an update regarding the St Martin's Park, Stamford redevelopment project, and the preferred option recommended by the members of the Finance and Economic Overview and Scrutiny Committee on 15 January 2024 for the next steps with the project.

Recommendations

That Council:

1. Notes the progress made regarding the delivery of the St Martins Park, Stamford redevelopment.
2. Notes that there were a range of options that were available for the next phase of the project discussed at Finance and Economic Overview and Scrutiny Committee on 15 January 2024, attached at Exempt Appendix 1.
3. Approves the preferred option which has been recommended by the Finance and Economic Overview and Scrutiny Committee, attached as exempt Appendix 2.
4. Delegates to the Chief Executive in consultation with the Leader of the Council to enact the recommendations and provide a further update to the

Finance and Economic Scrutiny Committee regarding progress at its next meeting.

Decision Information

Does the report contain any exempt or confidential information not for publication?	Yes, appendices 1 and 2 contain exempt information under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (commercially sensitive information).
What are the relevant corporate priorities?	Growth and our economy High performing Council
Which wards are impacted?	Stamford St. Marys

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 This project has significant financial implications in terms of the costs incurred to date, the projected receipts from future sales and the potential financial outcome as set out in the various options. There are currently holding costs with this development which includes £14k per month for the electricity standing costs and an annual MRP (Minimum Revenue Provision) of £160k and therefore there is a compelling financial need to progress this project to a conclusion at the earliest opportunity. All the specific financial information regarding the project were considered by the Finance and Economic Scrutiny Committee on the 15th January 2024 with a preferred option before Council. The recommendation includes a range of actions that, if supported, will seek to mitigate any detrimental financial impact.

Completed by: Richard Wyles, Deputy Chief Executive and s151 officer.

Legal and Governance

- 1.2 The report includes links to previous Committees back to 2018 where decision making has taken place on the site at St. Martin's Park, Stamford.
- 1.3 From purchasing the site Pinsent Mason LLP were appointed to undertake all of the legal activities related to this project.

- 1.4 All of the exempt appendices from the Finance and Economic Scrutiny meeting held on the 15 January 2024, including financial and legal information are available for members to review within the documents for that meeting within their modern.gov app, as well as using the following (moderngov password protected) link below:

<https://moderngovextranet.southkesteven.gov.uk/ielogon.aspx?lp=1&RPID=12855472&HPID=12855472&Forms=1&NOBDR=1&xnetbdr=1>

- 1.5 The Committee held on 15 January 2024 scrutinised the report and supporting papers and recommended to Council a preferred option for approval.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

2. Background to the Report

2.1 Background – Site Purchase

- 2.2 South Kesteven District Council (SKDC) acquired in March 2019 land and buildings of the former ‘Cummins’ factory site which has previously provided employment for up to 500 people on Barnack Rd, Stamford.

- 2.3 The site is positioned on the edge of Stamford, to the southeast of the town centre. To the west of the site, Barnack Road is largely dominated by housing, interspersed with commercial buildings. To the east is open countryside and to the south Burghley House. The site immediately adjoining the property to the east has existing planning consent for employment uses and is owned by Burghley Estate.



Map 1 Location of the Site

- 2.4 The Council secured a 3-month period of exclusivity with the vendor to discuss the detail of a proposed purchase of the land with heads of terms being agreed on the 31st July 2018. As part of the negotiations the vendor insisted on very tight timelines for purchaser governance to be obtained, with exchange of unconditional contracts due by the end of September 2018. The vendor made it very clear that if

the Council did not adhere to the Heads of Terms that they would take the site to the open market.

- 2.5 The Council originally sought to purchase the site for growth and regeneration benefits for the District having identified it as a key employment site in Stamford. At the time the Council was concerned that should the site be purchased by a company in the private sector that it would solely have residential housing proposals brought forward for the site.
- 2.6 Lambert Smith Hampton (LSH) undertook development appraisals to identify the sites potential and value. A Red Book Valuation (professional valuation standards setting out mandatory requirements that all valuers must adhere to) was prepared by LSH to give the Council formal Best Value valuation advice to support the agreed purchase price. This gave a formal current use value, based on the existing land and buildings being used for office, industrial and car parking, and essentially provided the sites value in the market, excluding any element of potential hope value in the site for residential development. The assessed Best Value calculation was **£6.2M**. The social and economic benefits in terms of employment and business that the Council's aspirational mixed-use development would bring to the town was valued at an addition to the Best Value at a rate of 20% (£1,300,000) to bring the purchase price up to **£7.5m**.
- 2.7 The Cabinet considered this acquisition on the 6th September 2018 (link to papers below)
[Agenda for Cabinet on Thursday, 6th September, 2018, 2.00 pm | South Kesteven District Council](#)
- 2.8 Council approved the purchase of the site on the 27th September 2018 and a budget allocated of £8m.
[Agenda for Council on Thursday, 27th September, 2018, 2.00 pm | South Kesteven District Council](#)
- 2.9 The legal contracts to acquire the site were exchanged following the Council approval with an update being provided to Cabinet on the 7th February 2019.
[Agenda for Cabinet on Thursday, 7th February, 2019, 2.00 pm | South Kesteven District Council](#)
- 2.10 The site acquisition was completed in March 2019 and an update was provided to Council on the 23rd May 2019.
[Agenda for Council on Thursday, 23rd May, 2019, 2.00 pm | South Kesteven District Council](#)
- 2.11 This report sets out the various components of the original business case and the approach taken in respect of each of areas. Members are also given references to all the reports that have been provided throughout the duration of this project for them to be able to review the various stages.

This report will cover the following areas: -

- Combined Land Ownership (2.13)
- Collaboration Agreement (2.16)
- Masterplan Outline Planning Consent (2.29)
- Marketing Strategy 2019/2020 (2.34)
- Demolition (2.42)
- 1904 Building (2.50)
- Remediation and Earthworks (2.52)
- Joint Infrastructure Works (2.58)
- Financial Overview (2.62)
- Next Steps – Options Appraisal (2.67)

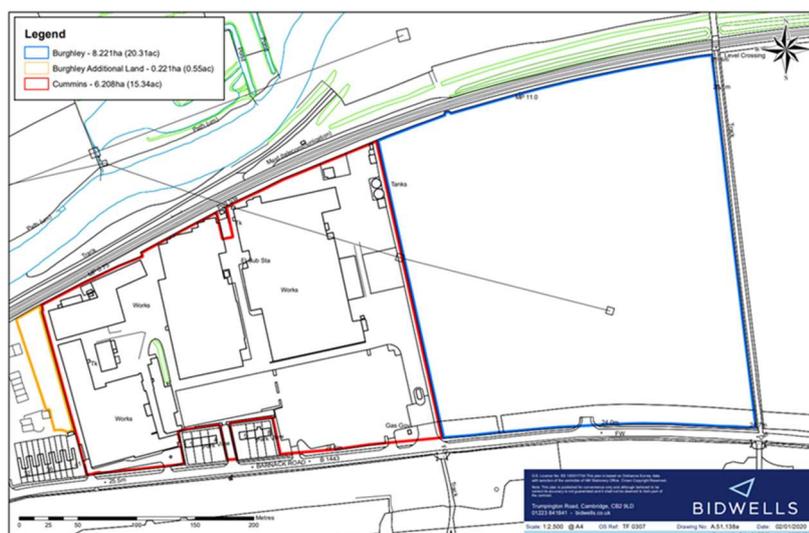
2.12 At the time of acquisition, the Council were considering using a delivery vehicle 'DeliverSK Ltd' to bring forward the site, a report regarding this was considered by Companies Committee on the 19th November 2019 but this was later discounted as an option.

[Agenda for Companies Committee on Tuesday, 19th November, 2019, 2.00 pm | South Kesteven District Council](#)

2.13 Combined Land Ownership

2.14 Burghley House Preservation Trust (BHPT) own land adjacent to the former Cummins site which has an existing consent for employment uses. BHPT as a charity have transferred the land to Burghley Land Limited (BLL) a wholly owned subsidiary of BHPT for the development to proceed.

2.15 These adjacent land holdings as shown edged red and blue on the attached plan extends to approximately 14.65 hectares (36.2 acres) in total. SKDC own the land edged red which is 15.3 acres, BLL own the land edged blue and yellow which is total is approximately 20.8 acres.



Map 2 - Land Ownership

2.16 Collaboration Agreement

- 2.17 Bidwells and Lambert Smith Hampton (LSH) were jointly appointed by BHPT and SKDC to advise on the sale and marketing of the overall site including the marketing procedure and negotiations with interested parties.
- 2.18 Bidwells and LSH were individually instructed to advise their respective clients (BHPT and SKDC) on a potential joint approach for the delivery of a comprehensive redevelopment of the two sites.
- 2.19 The purpose of the Collaboration Agreement was to bring forward the redevelopment of each landowner's respective site on a joint and equal basis. In agreeing the detailed terms for the Collaboration Agreement, the parties agreed that there were a number of key principles that would be fundamental to both parties in preparing and submitting a joint planning application and in selecting the eventual developers that would be responsible for building out the scheme in accordance with the outline planning permission that the collaborative partners would apply for. These included:
- Creation of jobs (both during the construction period and after)
 - Design, character and placemaking
 - Sustainability and Environmental criteria
 - Deliverability
 - Legacy and long-term stewardship of the completed development
- 2.20 SKDC and Burghley agreed to enter into a Collaboration Agreement in order to set the parameters for how the development would be promoted through the planning process and how the site would be marketed and eventually sold to developers.

Key points of the Collaboration Agreement are as follows:

- The Landowners agree to fund the master planning costs 50/50
- The Landowners agree that the proceeds of disposal will be settled 50/50
- Any clean-up costs associated with any contamination on respective landownerships will be **borne solely by that owner**.
- Burghley to contribute (to a maximum) £250,000 towards the demolition works required on the Council land (50% of the estimated costs at that time)

2.21 Distribution of Net Sales Proceeds

- 2.22 The Landowners shall jointly appoint a solicitor (the 'Lead Solicitor') to act on behalf of the Landowners in connection with the disposal of the Property benefitting from a Satisfactory Planning Permission and the Landowners shall authorise the solicitor on receipt of Gross Sales Proceeds following a sale to:
- 2.23 Pay the Landowners' Agents and sales solicitor their respective fees in connection with the sale.
- 2.24 **Pay the balance of the Net Sales Proceeds to the Landowners on a 50/50 basis.**

- 2.25 The decision to enter into the Collaboration Agreement with Burghley was a key decision of Cabinet on the 21st January 2020.

[Agenda for Cabinet on Tuesday, 21st January, 2020, 2.00 pm | South Kesteven District Council](#)

- 2.26 Companies Committee were asked to scrutinise the decision of Cabinet at their meeting on the 4th February 2020

[Agenda for Companies Committee on Tuesday, 4th February, 2020, 2.00 pm | South Kesteven District Council](#)

- 2.27 Companies Committee received a further update on the project on the 30th June 2020.

[Agenda for Companies Committee on Tuesday, 30th June, 2020, 2.00 pm | South Kesteven District Council](#)

- 2.28 The Collaboration Agreement was formally entered into on the 4th December 2020.

2.29 Masterplan Outline Planning Consent

- 2.30 As part of this Collaboration Agreement SKDC and Burghley appointed a planning consultant (Insight Town Planning Ltd) and a master planner (Adam Architecture) along with a team of other professional consultants to prepare a planning application for the proposed redevelopment of the St Martin's Park site. The masterplan for the site is as follows: -



Masterplan of the Development

- 2.31 Following a lengthy period Outline Planning Permission was granted on 28th February 2022 (**Planning reference on the SKDC planning portal S20/2056**) for:-

Demolition of existing factory premises (excluding original factory building at south western edge of site). Erection of a high-quality mixed-use development comprising; Class E development of offices and workshops (10,000m² (GIA)), local food store and café; c190 dwellings including 30% affordable housing (Class C3); a retirement village including ancillary facilities (Class C2); public open space including strategic landscaping at the eastern end of the site; and all associated infrastructure. Means of access provided off Barnack Road through adaptation of existing vehicular access points as necessary. Secondary pedestrian and cycle access via Edgar Gardens.

- 2.32 As part of the Planning Permission, it is a requirement that the former Cummins factory which is located on land owned by SKDC was demolished and the land remediated in order to bring forward the proposed development. It is also a requirement of the Planning Permission that the overhead power cables affecting parts of the site are relocated (not at Landowners cost) and the Landowners are jointly working with professional advisors to secure this relocation (forms part of the Vendors Works).
- 2.33 The Council is currently paying a standing charge of £14,000 per month to retain the power supply to the Cummins side of the site (11kv) as this would generate enough electricity for any future development on the Council side of the site thus securing our position. If the Council terminated this power this capacity goes back to National Grid who would allocate it to the next scheme that applies for it. Any future development scheme on our site would then need to apply to National Grid for a new connection. There is limited electrical capacity at the Cherryholt station in Stamford and any new developments would likely incur huge charges for connecting a new supply as a new substation would be required. This is why it is key that the site remains 'serviced' by utilities as this would impact on the price for the land as any reconnection would be deducted from the Councils receipt.

2.34 Marketing Strategy 2019/20

- 2.35 In agreeing a marketing strategy for the St Martin's Park site, it was decided that a full marketing campaign should be adopted in order to ensure fairness and participation from a wide audience of potentially interested parties across the proposed mix of uses. It was, therefore, agreed this process would consist of the following stages: -
- Initial Expression of Interest
 - Formal interviews based on Expressions of Interest Submissions
 - Agree shortlist of interested parties for each element of the site to go through to Informal Tender stage
 - Informal Tender
 - Clarification of Informal Tender bid submissions
 - Best and Final bids submissions
 - Bid evaluation, analysis and reporting

An Expressions of Interest brochure was prepared, and the marketing campaign was officially launched on 24th February 2020 and concluded on 20th March 2020.

2.36 Marketing Campaign

A comprehensive approach was undertaken with regards marketing of the opportunity:

- (i) A national advertising and local press campaign
- (ii) Mailshots & Direct Marketing
- (iii) Website: The website - <https://www.stmartinspark-stamford.co.uk/>
- (iv) Direct Developer Contact:
- (v) Site Viewings

2.37 In summary, a total of eight Expressions of Interest submissions were received for the residential element of the site (six expressing interest in the whole residential element and two for part); a total of four submissions were received with regards the retirement part of the site; two submissions were received for both the employment and mixed-use parts of the site and one submission was received for the employment land only. In addition, one submission was received for the 1904 building only and one submission was received expressing an interest in acquiring the whole site with this party taking on the role of master developer.

2.38 The Bidding Guidelines were sent to all shortlisted parties on 28th May 2020 and an Informal Tender date of 8th July 2020 was set.

2.39 After submissions were received and detailed evaluation took place, the outcomes were reported to the Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on the 22nd September 2020.

[Agenda for Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on Tuesday, 22nd September, 2020, 10.30 am | South Kesteven District Council](#)

2.40 It was noted in the minutes of that scrutiny committee that:-

- The Committee received a report on St Martin's Park, Stamford Project Update, on the financial submissions.
- The report detailed work that had been undertaken since a report was received by the Companies Committee on 30 June 2020. Members noted the robust processes that were in place and provided detailed feedback to Cabinet on the report.

2.41 Cabinet received an update on the financial outcomes of the bidding process and also supported the recommendations to progress to Heads of Terms with the 3 proposed developer parties and dispose of the site to the three preferred bidders. That was considered and approved on the 13th October 2020.

[Agenda for Cabinet on Tuesday, 13th October, 2020, 2.00 pm | South Kesteven District Council](#)

2.42 Demolition

2.43 As part of the planning consent and the vendors works, the Council was responsible for the factory buildings be demolished, the site cleared with certain materials being retained in stockpiles on site and any contamination identified on the site being fully remediated. Part of the premises, identified as the 1904 Building, was to be originally retained and was excluded from the outline planning permission as it was proposed to be converted to provide employment space.

2.44 The Council procured G F Tomlinson via the Scape Framework to undertake the work at a cost of £1.3m. Council approved the budget on 27th January 2022.

[Agenda for Council on Thursday, 27th January, 2022, 1.00 pm | South Kesteven District Council](#)

2.45 Demolition works started in April 2022 and were completed in December 2022 except for the demolition of the 1904 Building (and adjoining supporting structures) together with various underground utility structures that remain in situ.

2.46 An update during the demolition contract was received by the Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on the 27th September 2022 including every monthly site report on progress during the works.

[Agenda for Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on Tuesday, 27th September, 2022, 2.00 pm | South Kesteven District Council](#)

2.47 At that time there was an overspend expected on the contract due to additional asbestos being found on site and there was no contingency in the contract sum therefore a report to Cabinet on the 18th October 2022 was required to seek approval for an additional £192k to pay the final account with G F Tomlinson. This was approved and Cabinet received the update regarding the next stage of the project which would be to investigate the remediation works required to clear the contamination on site.

[Agenda for Cabinet on Tuesday, 18th October, 2022, 2.00 pm | South Kesteven District Council](#)

2.48 This budget amendment was included in the report to Council on the 24th November 2022.

[Agenda for Council on Thursday, 24th November, 2022, 1.00 pm | South Kesteven District Council](#)

2.49 Currently the site has been left with three large stockpiles of crushed material that is intended for future use in the development.



One of the Three Stockpiles left on site

2.50 The 1904 Building

2.51 Due to the extremely fragile condition of the 1904 building (post the demolition works) a Demolition Consent has been obtained by SKDC to allow for the demolition of the 1904 Building. This cost was not included in the contract with G F Tomlinson therefore the cost of demolishing the 1904 building and the associated structures that remain around it will now form part of the works that developers will undertake in order to prepare this part of the site for commencement of development.

2.52 Remediation and Earthworks

- 2.53 When the former Cummins site was acquired by SKDC in 2019 it was agreed, as part of the purchasing obligations, that the seller would not be liable for any contamination that may or may not be present on the site. Initial high-level checks were carried out by SKDC prior to purchase of the Cummins site, as there had been a diesel spillage on the site which had required works to clean up the site however, in order to identify the full nature and extent of contamination on the site, further investigations were required following demolition of the buildings.
- 2.54 The Remediation Strategy has been completed by Delta Simons on behalf of the Council, submitted and approved by the Local Authority in October 2023 (including review and acceptance by the Environment Agency). This was a pre-commencement condition of the outline planning application.
- 2.55 The works have been approached in two main phases, the first being demolition and removal of obstructions (allowing further investigation to be completed), the second being remediation and earthworks. It is proposed that SKDC will not undertake the remaining demolition and remediation works (due to the substantial costs) and instead the Developers will complete these works. These costs will need to be deducted from the Councils receipt for the site as these works are wholly on the Cummins factory site and as per the Collaboration Agreement, it is for each landowner to cover clean-up costs associated with each parcel of land.
- 2.56 Initially, the Developers expectation was that these additional costs could amount to a figure in the region of £4.6m but to obtain more accurate costs more surveys

and testing was required on the site. Therefore, the Developers proposed to enter into an Exclusivity Agreement with the Landowners to allow them to undertake further site inspections and investigations (at their cost and risk) to understand the actual position of how much additional clearance work is required as well as fully ascertaining the extent of the contamination across the Cummins site. This was agreed by both Landowners and was from April 2023 to November 2023.

- 2.57 This period has meant that developers have provided more accurate costs of completing the remaining demolition and remediation works. It is important to note again that the costs for the Developers completing the outstanding Vendors Works (i.e. the remaining demolition and the remediation and ground engineering works) will need to be deducted from the SKDC share of the combined net land value for the whole site once this has been apportioned between the Landowners.

2.58 Joint Infrastructure Works (JIW)

- 2.59 As part of the terms negotiated and the Planning Permission agreed, the Developers have agreed to enter into a formal Developer's Collaboration Agreement to provide for the Joint Infrastructure Works (JIW) which are required to deliver the primary infrastructure and services for each developers proposed development parcel.

In principle these works include for the delivery of: -

- The main spine road and footpaths within the site.
 - Mains sewers and drainage outfalls (including swales and pond features).
 - A new pumping station on the eastern part of the site together with a rising main to allow foul water to be pumped back into the existing Anglian Water pumping station located on the Cummins site.
 - The access road to the parcel to the north of the 8 cottages on Barnack Road (Parkview) is included as the Developers have to divert and connect the drainage for these plots into the scheme's Foul Water drainage via this road.
 - Diversion of the Edgar Close foul sewers into the sites drainage system.
- 2.60 The costs of the JIW were not reflected in the original bids that were submitted by each Developer, only high-level assumptions made as part of the original bidding process during the summer of 2020. These have now largely been superseded as more detailed knowledge has been gained about the site following the granting of the outline planning permission and further due diligence investigations into the delivery and servicing of the site. This has resulted in a different approach being adopted by the Developers to how the site will be serviced and has led them to undertaking some of these works jointly (i.e. the JIW) as this is the most cost effective way to deliver these works. This has resulted in some of the costs relating to the above-mentioned works no longer forming part of the individual Developers site works and as such these costs have no longer been included within their development appraisals.
- 2.61 Instead, the Developers are seeking to ascertain an accurate cost for the JIW which will then be apportioned between the Developers (on a basis still to be agreed). However, the individual costs of the JIW will still need to be deducted

from the gross revised bids that the Developers have submitted which are outlined in appendix 1 (Costs) which includes abnormal costs.

2.62 Financial Overview

- 2.63 The Council has committed to date £10.5m into this development, £8m for the site acquisition, £1.5m demolition costs, £500,000 master planning costs and £500,000 on premises maintenance.
- 2.64 The Council has received the best and final bids from the potential developers in November 2023 and as such sought some independent advice on a number of areas. Appended to the report considered by the Finance and Economic Scrutiny Committee was the legal advice, delivery advice, agents report, costs and options (link in the legal and governance section above).
- 2.65 The options considered are in Appendix 1 to the Council report to inform members of those options discussed by the scrutiny committee.
- 2.66 Appendix 2 is the preferred option for Council to approve from the Finance and Economic Scrutiny Committee.

2.67 Next Steps – Options Appraisal

- 2.68 The senior management team involved in the original purchase of the Cummins site in March 2019 were Aidan Rave, Paul Thomas, Debbie Muddimer and Jane McDaid. All of these officers have since left the Council and as such a new senior management team established. It was agreed that due to the scope and costs having significantly changed from the original bids, an independent options appraisal be conducted by Cushman & Wakefield. The scope of their works was as follows: -
- An evaluation of a critical path of the project to the current point
 - Context analysis – market scoping and high-level development appraisals
 - Recommendations –
 - exit strategy/delivery mechanisms for SKDC.
 - Best value for SKDC and viability/market testing
 - Forward strategy for SKDC
- 2.69 Representatives from Cushman and Wakefield were present at the Finance and Economic Scrutiny meeting on the 15th January 2024 to present their report and to answer clarification questions.
- 2.70 The options in Appendix 1 outlined all the options considered by scrutiny and the implications of each of them and the preferred option in Appendix 2.

3. Key Considerations

- 3.1 Members of the Finance and Economic Scrutiny Committee considered the costs that the Council has sunk into the scheme to date (£10.5m) and agreed to recommend to Council for consideration an option.

4. Reasons for the Recommendations

- 4.1 To endorse the recommendation before Council today and provide a way forward for the site.

5. Consultation

- 5.1 An all member briefing session was held on the afternoon of 5 December 2023 and it was agreed that a full report should be considered by the scrutiny committee which took place on the 15th January 2024.

6. Background Papers

- 6.1 Links to all reports are included in the document. The agenda for the Finance and Economic Scrutiny Committee held on 15 January 2024 is included below, exempt papers are available for members through the Extranet and modern.gov app, as outlined in the legal and governance section.

[Agenda for Finance and Economic Overview and Scrutiny Committee on Monday, 15th January, 2024, 10.00 am | South Kesteven District Council](#)

7. Appendices (All Exempt)

- 7.1 Appendix 1 – Options considered at Finance and Economic Scrutiny Committee
Appendix 2 – Preferred recommendation by Finance and Economic Scrutiny Committee

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of the Local Government Act 1972.

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SOUTH
KESTEVEN
DISTRICT
COUNCIL



Council

25th January 2024

Councillor Rhys Baker, Joint Cabinet
Member for Waste and Environment

Climate and Ecology Bill

Report Author

Serena Brown, Sustainability and Climate Change Officer

 Serena.brown@southkesteven.gov.uk

Purpose of Report

Following introduction at Full Council on 23 November 2023, Environment Overview and Scrutiny Committee considered the motion on 12 December 2023 to support the Climate and Ecology Bill.

Recommendations

That Council:

1. **Support the Climate and Ecology Bill and write to all MPs who have constituencies within the District of South Kesteven.**

Or

2. **Do not support the Climate and Ecology Bill.**

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Clean and sustainable environment
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There are no direct financial implications surrounding the decision to support the Climate and Ecology Bill. The Council has a specific work programme for projects addressing climate change.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 There are no direct governance implications from choosing to support, or not to support, the Climate and Ecology Bill. Councillors have received updates on the implications of the current Environment Act 2021 on the work of the Council, principally at Environment Overview and Scrutiny Committee. If the Climate Change and Ecology Bill becomes law, it may place requirements on the Council through the Government's subsequent climate change strategy.

Completed by: Mandy Braithwaite, Legal Executive

Climate Change

- 1.3 South Kesteven District Council have recently published a Climate Action Strategy which sets out the Council's ambitions for addressing climate change mitigation and adaptation within the district. Support for the Climate and Ecology bill would not have an impact on the work of the Council regarding climate change, but could signal support for strengthening national targets and aspirations.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2. Background to the Report

- 2.1 The Climate & Ecology Bill, a private member's bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.
- 2.2 Based on the latest science, the CE Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the Kunming-Montreal Framework (22 December 2022); and reduce greenhouse gas emissions in line with the UK's fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the Paris Agreement (12 December 2015).
- 2.3 The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:
 1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;
 2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;
 3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
 4. Taking responsibility for our overseas footprint, both emissions and ecological;
 5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
 6. Providing for re-training for those people currently working in fossil fuel industries; and
 7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative Climate & Nature Assembly, as part of creating consensus and ensuring that no one and no community is left behind.
- 2.4 The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. It is backed by 180 cross-party MPs as well as 237 local authorities. These authorities can be seen on the webpages of Zero Hour, the organisers of the cross-party campaign, at: [Supporting Councils \(zerohour.org.uk\)](https://www.zerohour.org.uk)
- 2.5 South Kesteven District Council was one of the many councils to recognise the magnitude of the issue of climate change through declaring a climate emergency in 2019. The Council has also developed a finalised Climate Action Strategy for the district, reviewed by Cabinet in late 2023.
- 2.6 Councillor Vanessa Smith introduced the motion to Council on [23rd November 2023](#), where it was agreed to refer the motion to the relevant Overview and Scrutiny Committee.

- 2.7 The motion was added to the agenda for Environment Overview and Scrutiny Committee on 12th December 2023. Following discussion on the Bill and implications for South Kesteven District Council, a majority of committee members agreed to recommend to full Council to support the Climate and Ecology bill and write to all MPs who have constituencies within the district of South Kesteven.
- 2.8 If Council are minded to support the Climate and Ecology bill, it will undertake to inform local residents and press of that decision, to write to all MPs who have constituencies within South Kesteven to urge them to support the Climate and Ecology Bill, and write to Zero Hour, the organisers of the cross-party campaign for the Bill formally expressing South Kesteven District Council's support.

3. Reasons for the Recommendations

- 3.1 Council is requested either to support the Climate and Ecology Bill and write to MPs to express that support, or not to support the Climate and Ecology Bill.