



# Uttlesford District Council

Chief Executive: John Mitchell

## Cabinet

**Date:** Thursday, 19 March 2015  
**Time:** 19:00  
**Venue:** Council Chamber  
**Address:** Council Offices, London Road, Saffron Walden, CB11 4ER

**Members:** Councillors H Rolfe (Leader and Chairman), S Barker, R Chambers, J Cheetham, V Ranger, J Redfern and A Walters

**Other attendees:** Councillors S Harris, E Oliver, J Rich, J Salmon, L Wells (designated deputies), Councillors A Dean, R Lemon, K Mackman (Opposition Group Leaders), Councillor E Godwin (Chairman of Scrutiny Committee) and Councillor S Howell (Chairman of Performance and Audit Committee)

### Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days' prior notice.

## AGENDA PART 1

### Open to Public and Press

- 1 Apologies for absence and declarations of interest.**  
To receive any apologies and declarations of interest
  
- 2 Minutes of previous meeting** 5 - 16  
To consider the minutes of the meeting held on 17 February 2015
  
- 3 Matters arising.**  
To consider matters arising from the minutes

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| <b>4</b>  | <b>Questions or statements from non executive members of the council</b><br>To receive questions or statements from non-executive members on matters included on the agenda   |           |
| <b>5</b>  | <b>Matters referred to the Executive (standing item)</b><br>To consider matters referred to the Executive in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules |           |
| <b>6</b>  | <b>Reports from Performance and Audit and Scrutiny Committees (standing item)</b><br>To consider any reports from Performance and Audit and Scrutiny Committee  |           |
| <b>7</b>  | <b>Petition - Lower Street Car Park Stansted</b><br>To receive a petition in relation to commuter parking at Lower Street Car Park, Stansted  | 17 - 18   |
| <b>8</b>  | <b>Asset Management Plan</b><br>To consider and approve the Asset Management Plan   | 19 - 104  |
| <b>9</b>  | <b>Pay Policy 2015-16</b><br>To approval the Pay Policy for recommendation to Full Council  | 105 - 122 |
| <b>10</b> | <b>Discretionary Rate Relief Policy</b><br>To approve the amendments to the Discretionary Rate Relief Policy  | 123 - 130 |
| <b>11</b> | <b>Local Council Tax Support Scheme</b><br>To approve the amendments to the Local Council Tax Support Scheme  | 131 - 276 |
| <b>12</b> | <b>Rent and Service Charge setting policy</b><br>To agree the Rent and Service Charge policy  | 277 - 298 |
| <b>13</b> | <b>New Homes Bonus Members' spend update</b><br>To note the spend on the Members' New Homes Bonus Scheme  | 299 - 306 |

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| <b>14</b> | <b>Strategic Initiatives Fund</b><br>To agree three proposals for use of the Strategic Initiatives Fund                                | 307 - 308 |
| <b>15</b> | <b>Climate Change Local Commitment</b><br>To agree to sign up to the Climate Local Commitment and endorse the Strategy and Action Plan | 309 - 328 |
| <b>16</b> | <b>Stansted Community Pot</b><br>To agree to the allocation of funds from the S106 Stansted Community Pot                              | 329 - 332 |
| <b>17</b> | <b>Meeting Broadcasting</b><br>To agree to the future use of meetings broadcasting   | 333 - 336 |
| <b>18</b> | <b>Chairman's urgent items</b><br><br>To consider any items that the Chairman considers to be urgent                                   |           |

## **PART 2**

### **Exclusion of the Public and Press**

Consideration of an item containing exempt information within the meaning of para 3 of schedule 12A of the Local Government Act 1972

- 19**    **Material Recovery Facility contract**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

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The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN on 17 February 2015 at 7.00pm**

Present: Councillor H Rolfe – Leader (Leader)  
Councillor S Barker – Deputy Leader and Executive Member for  
Environmental Services  
Councillor R Chambers – Executive Member for Finance  
Councillor J Cheetham – Executive Member for Aviation  
Councillor J Redfern – Executive Member for Housing  
Councillor A Walters – Executive Member for Community Safety

Also present: Councillors A Dean, E Godwin, J Ketteridge and J Salmon.

Officers in attendance: J Mitchell (Chief Executive), D Barden  
(Communications Manager), R Dobson (Principal Democratic  
Services Officer), R Harborough (Director of Public Services), A  
Knight (Assistant Director – Finance), R Millership (Assistant  
Director – Housing and Environmental Services), M Perry  
(Assistant Chief Executive - Legal), and A Webb (Director of  
Finance and Corporate Services).

**CA81 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Howell, Mackman and Ranger.

**CA82 MINUTES OF THE MEETING HELD ON 15 JANUARY 2015**

The minutes of the meeting held on 15 January 2015 were received and signed by the Leader as a correct record.

**CA83 MATTERS ARISING**

**i) Minute CA76 – Saffron Walden Park and Ride Scheme**

Councillor S Barker asked how many people were using the park and ride facility provided at Saffron Walden County High School.

Councillor Rolfe said numbers the previous weekend had grown to 20 people per week, and he anticipated use would continue to increase with new publicity and better weather.

Councillor Cheetham asked for thanks to be recorded to officers who were staffing the car park. She said she had been made aware of a problem with the bus waiting to pick up passengers in Hill Street, due to parked cars opposite the bus stop. Councillor S Barker said this was

due to parking by holders of blue badges, which unfortunately had the potential to obstruct the flow of traffic.

ii) **Minute CA77 – Extra care scheme**

Councillor Redfern said planning permission had now been given for the extra care scheme at Radwinter Road, Saffron Walden.

iii) **Minute CA80 – Developer contributions guidance**

Councillor Cheetham said some authorities were challenging this guidance in the High Court. She asked for an update.

Councillor Rolfe said he would be attending a meeting on 4 March with the MP and the Minister, Brandon Lewis, at which he would raise this matter. The Director of Public Services said an update could be provided after the meeting.

CA84

**QUESTIONS OR STATEMENTS FROM NON-EXECUTIVE MEMBERS OF THE COUNCIL**

Councillor Dean said the comments he wished to make related mainly to the budget items which were to be considered by Council and about which he would be putting a motion. He first wished to say he was pleased about the signing of the lease for the health centre at Lower Street in Stansted, and that progress was being made on associated parking.

Regarding the budget items, Councillor Dean referred to the Council's reserves and the strategic initiatives fund. He said there was no indication after next year of any initiatives for which these reserves would be used. He asked if there was any possibility of implementing a revitalisation initiative on Cambridge Road in Stansted.

Councillor Rolfe said the Strategic Initiatives Fund gave scope for longer term schemes, and this project remained a possibility.

CA85

**REPORT FROM SCRUTINY COMMITTEE: BUDGET**

Councillor Godwin presented a report from the Scrutiny Committee which had at its meeting on 10 February 2015 considered all the budget papers now before Cabinet. Councillors Chambers, Redfern and Rolfe had attended and contributed to the discussions. Comprehensive discussion had taken place on each of the budget reports, and all recommendations in those reports had been endorsed. Councillor Godwin said the Committee was particularly pleased to see that the recommendation from the Day Centre review for a fixed term part-time post to assist day centre management committees had been included in the budget. She thanked those officers from the finance team for their assistance to members in understanding the budget process.

CA86

## **CORPORATE PLAN 2015-20 AND CORPORATE RISK REGISTER**

Councillor Rolfe presented a report setting out the Council's priorities for the next five years set out in the Corporate Plan. He summarised the key themes of High Quality, Low Tax, Responsibility and Thriving Communities. The plan was accompanied by a corporate risk register, and both these documents were included in the report for Cabinet's approval.

Councillor Dean said he wished to suggest additional wording to the corporate plan and risk register in relation to the references to the Local Plan, to refer to a "vision and planning framework" and a mechanism to allow alternative sites to be suggested in response to those identified.

Councillor Rolfe said this suggestion would reduce transparency and objectivity. He understood the point Councillor Dean had made, but it was important that all sites which were identified were assessed against agreed criteria. To include suggestions of alternative sites would detract from objective assessment.

The Chief Executive said he too understood the point being made, but the Local Plan was the backdrop to delivery of housing: the risk focused on that delivery. The risks set out in this document would be reviewed quarterly through the next council year by the Performance and Audit Committee.

Councillor Dean said that risk and others relevant to the Local Plan could be reviewed with the benefit of advice from the Planning Advisory Service.

Councillor Chambers said the Corporate Plan was an excellent document which linked with the budget.

### **RESOLVED**

The draft Corporate Plan for 2015-20 and Corporate Risk Register be approved for submission to Full Council on 26 February 2015

CA87

## **2015/16 BUDGET**

Councillor Chambers presented the Council's budget and council tax recommendations, for consideration by Full Council on 26 February 2015. He summarised each of the reports, and thanked officers for their hard work and excellent assistance. All the reports had been scrutinised by the Scrutiny Committee, which had endorsed the recommendations. There were no inequalities identified in the equalities impact assessment of the budget.

Councillor Chambers drew members' attention to main points in the reports. In the report on robustness of estimates and adequacy of reserves, he highlighted the fact that some level of risk and variability was inevitable. The only new risk which was highlighted this year related to Universal Credit and

the risk to the working balance amount should the project be delayed. The highest risk was again the volatility of costs and income in the Council's waste and recycling services. A high risk of business rates income being more than the budgeted level was also mentioned. The Council would maintain its working balance at the current level of £1.2 million.

Councillor Chambers referred to the report on temporary accommodation. The recommended measure was to transfer from the Housing Revenue Account (HRA) to the General Fund the temporary accommodation service. This measure had been subject to Secretary of State approval, which he was pleased to be able to tell members had now been obtained. The transfer of the temporary accommodation service from the Housing Revenue Account to the General Fund account at full market value would provide the HRA with a capital receipt. As the General Fund could not lend money to the HRA, the recommended proposal would help to achieve these aims without breaching the debt cap imposed three years ago when the Council had taken on the £88.4 million debt.

The Medium Term Financial Strategy (MTFS) confirmed that budget surpluses were expected for at least the next two years. From 2017 this stable position would continue, if the new homes bonus funding continued. However, there was no certainty that it would do so. Following the general election, reform of some kind should therefore be anticipated. The key point in the strategy was that once an indication was available from the new government regarding new homes bonus, the Council would have to be able to react if necessary to reduce the extent to which its revenue budget was funded from this source. The report set out how the Council planned to do so, including where appropriate, growing its income from other sources such as Business Rates. The Council's reserves strategy indicated a healthy level of reserves of approximately £5.5 million.

The Treasury Management Strategy for 2015/16 set out how risk was to be minimised, whilst ensuring prudent borrowing and investment. The strategy had been endorsed by independent advisers. Councillor Chambers summarised the main points, including the fact that housing debt repayment would start in 2018, and the Council would keep under review opportunities to commence repayment earlier if appropriate. Investments would be diversified to reduce risk, and the strategy therefore proposed limits as set out in the report for how much would be invested according to banks' ratings.

The Capital Programme for the next five years set out a programme for £3.9 million of expenditure on General Fund schemes and £9.8 million expenditure on housing schemes. Councillor Chambers detailed the main projects.

The Housing Revenue Account budget for 2015/16 and five year business plan strategy had been endorsed by the Tenants' Forum, Housing Board and Scrutiny Committee. This would be the fourth year of the 30 year business plan. Councillor Chambers summarised the main recommendations which were for an average rent increase of 2.2%, calculated in line with government guidelines of using the Consumer Price Index plus 1%. This was a change from the previous guidance which had required working towards rent

convergence. Councillor Chambers outlined the way in which the £5.6 million of investment in the HRA was made, and what it would be used for. He said that in 2018 repayments would start on the HRA debt, at the rate of £2 million per year in 2017/18 and 2018/19.

Cabinet had in December 2014 agreed a budget strategy, which informed the General Fund and Council Tax 2015/16 report. Councillor Chambers referred to key elements of the budget, including investment in Day Centres and £1 million to the Strategic Initiatives Fund for projects which would benefit the local economy. The ward member New Homes Bonus scheme would increase from £2,000 to £3,000 per member. There would be a 3% cut in the District Council Tax, maintaining the Council's position as having the lowest council tax in Essex.

Councillor Chambers informed Members there were two changes to this report in respect of Fees and Charges, one of which related to pest control, as the charge for rat control was agreed at £45 two years ago; the second related to pre application planning fees which had been reworked since publication of the report, and an amended schedule had been tabled. Subject to Cabinet approval, the report would be amended before going to Council.

Councillor Chambers proposed the recommendations in the financial reports as set out in this summary report, subject to the above amendment.

Councillor Redfern referred to the transfer to the General Fund of the temporary accommodation budget, which she said would enable housing to continue its plan and made financial sense. The budget for the HRA had been approved by the Tenants' Forum, Housing Board and Scrutiny Committee, and she hoped Cabinet would support these items and recommend them to Full Council.

Councillor S Barker said she welcomed the reserve strategy and would like to see this as a regular element of the reporting. She asked whether the reserves information could include section 106 balances.

Councillor Dean said he would table amendments at Full Council but that tonight's meeting was an appropriate place at which to mention them in advance. He was pleased Councillor Chambers had included the report on reserves, as it was important to be rigorous about their purpose. He supported the transfer to the General Fund of the temporary accommodation service. He queried a reference to the economic development budget which indicated zero.

Councillor Chambers replied to Councillor S Barker's question regarding section 106 funding, stating this information could be included with the budgetary information. In reply to Councillor Dean, he said the reserves strategy would evolve over time. Regarding the budget for economic development, the Council aimed to help businesses through support from the Strategic Initiatives Fund. It would be important for local authorities not to rely on the New Homes Bonus and to try to increase income from other sources such as business rates.

The Director of Finance and Corporate Services said the reserves included £50,000 which was the final part of the discretionary rate relief. Section 106 funds were not part of the budget process but an annual summary could be reported to members.

Councillor Rolfe said the report included at appendix B, which was the community partnerships and engagement portfolio, the budget for economic development. He agreed that economic development was important, and an officer was now in post to support this work.

Councillor Dean said the Local Plan was important in bringing into the district new houses and jobs. He considered the proposal to reduce Council Tax by 3% risky, as it would reduce the income base in the context of possible future financial constraints for local government. He would be proposing a refund to every household of £4.25, which he considered would be more equitable.

Councillor Dean said he would also propose that from reserves and underspent funds £400,000 should be put towards photo voltaic panels for buildings such as leisure centres in the district. He would also propose a Capital Initiatives Fund which would enable “pump priming” of initiatives to tie in with the Local Plan to address infrastructure needs and encourage private development. He was concerned about the planning reserve of £1 million, so he would propose the Planning Policy Working Group should agree studies to be undertaken, as any use of this pot of money should be transparent. A further proposal would relate to improving recycling rates and reducing contamination of recycling, as this issue had been identified by the Performance and Audit Committee. He would therefore be proposing a sum of £60,000 per annum over three years be used to employ staff to promote recycling and to monitor recycling for contamination.

Councillor Rolfe noted these proposals would be brought before Council. Regarding Councillor Dean’s comments about the planning reserve and any question of its transparency, he said it was not right to state that this was a pot of money that officers could “dip into”, and he referred Councillor Dean to the information which was published on the transparency section of the Council’s website.

Councillor Rolfe read out all recommendations in the budget reports, which were voted upon and carried, as minuted below, and thanked officers for the significant work involved in preparing the budget reports.

CA88

## **ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES**

### **RESOLVED**

To approve, for recommendation to Full Council:

- a) That the Council takes account of the advice in the report when determining the 2015/16 General Fund budget and Council Tax.

- b) That the Council approves the risk assessment relating to the robustness of estimates as detailed in the report
- c) That the Council sets the minimum safe contingency level for 2015/16 at £1.214 million.
- d) That the Cabinet recommends to Full Council that it adopts the attached Reserves Strategy.
- e) That the Council agrees that no transfers to or from the Working Balance should be built into the 2015/16 budget

**CA89      TEMPORARY ACCOMMODATION**

RESOLVED to recommend to Full Council that it approves the transfer of the eight designated temporary accommodation units from the HRA to the General Fund at the estimated market value cost of £1,047,000 in accordance with Secretary of State Approval.

**CA90      MEDIUM TERM FINANCIAL STRATEGY**

RESOLVED to approve, for recommendation to Full Council, the Medium Term Financial Strategy.

**CA91      TREASURY MANAGEMENT STRATEGY 2015-16**

RESOLVED to approve, for recommendation to Full Council on 26 February, the following items:

- (1) Treasury Management Strategy 2015/16, Appendix A
- (2) Prudential Indicators, Appendix A1
- (3) Minimum Revenue Provision (MRP) Statement, Appendix A2
- (4) Economic Forecast, Appendix A3.

**CA92      CAPITAL PROGRAMME 2015/16**

RESOLVED to approve, for recommendation to Full Council, the Capital Programme and associated financing of the programme as set out in the report.

**CA93      HOUSING REVENUE ACCOUNT 2015/16 AND FIVE YEAR BUSINESS PLAN STRATEGY**

RESOLVED to approve, for recommendation to Full Council, the HRA Revenue Budget and Five Year Financial Strategy.

CA94

## **GENERAL FUND BUDGET AND COUNCIL TAX 2015/16**

RESOLVED to recommend that Full Council approves

1. The General Fund Council Tax requirement of £4,653,312 summarised in paragraph 24.
2. The schedule of fees and charges in Appendix E, subject to two amendments as shown in the amended schedule (appended).
3. Approve the new criteria with regards to Members Allowances (New Homes Bonus) paragraph 30.

CA95

## **2014/15 BUDGET MONITORING**

Councillor Chambers presented a report detailing financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. He drew members' attention to the main points of note and variances as set out in the report. The General Fund was forecast a £24,000 net favourable variance; the HRA was forecast a £268,000 surplus; the Capital Programme was forecast to underspend by £2,221,000 and Treasury Management activity was routine and in accordance with policy.

RESOLVED to note and approve the report.

CA96

## **LOCAL DEVELOPMENT SCHEME**

Councillor S Barker presented a report on the Local Development Scheme. This was the project plan for the Uttlesford Local Plan. Following the closure of the Local Plan Examination and the conclusions of the Inspector, a new Local Development Scheme was needed to reflect the next steps in the work programme. The report had been approved by the Planning Policy Working Group.

RESOLVED to approve the new Local Development Scheme.

CA97

## **LOWER STREET CAR PARK, STANSTED**

Councillor S Barker introducing a report on parking for the new health centre at Lower Street, Stansted, said parking was an issue across the District, and that the Council had commissioned a study into parking. This followed a review by the Scrutiny Committee. Parking reviews were being carried out by Dunmow Town Council and Stansted Mountfitchet Parish Council. As the Council's representative of the North Essex Parking Partnership she was aware of the problem of displacement which changes to existing parking provision could cause, so she hoped the issue could be looked at holistically.

Members considered the report which recommended the transfer of land at the Lower Street car park, Stansted Mountfitchet. The purpose of the transfer



was to enable the utility provider to provide an electricity substation in connection with the development of the new health centre for which planning permission had been granted.

#### RESOLVED

- 1 The transfer be approved subject to the council being compensated for the value of the site and the wayleaves.
- 2 The Director of Public Services be authorised, in consultation with the relevant portfolio holders, to deal with any further detailed asset issues arising in relation to
  - a. the implementation of the development and
  - b. the development agreement between Hilton Developments and council which deals with the extension of the council's car park.

#### CA98 **TRANSFER OF LAND AT WOODLANDS PARK, GREAT DUNMOW**

Councillor Chambers presented a report on the transfer of land at Woodlands Park to Great Dunmow Town Council. The transfer would devolve this public amenity to the local community.

Councillor Chambers said the recommendation in the report was now amended to include additional wording, to provide that the land would be retained in perpetuity as open space to promote the economic, social and environmental wellbeing of the area.

RESOLVED land as detailed in the report be transferred to Great Dunmow Town Council, together with a payment of £46,935, subject to no objections being received following the public notice of the proposed disposal of the land, and that the Council ensures the land in question remains as amenity land for the benefit of the residents of Great Dunmow in perpetuity by means of a legal agreement.

#### CA99 **UTTLESFORD CYCLE STRATEGY**

Councillor Walters presented a report on the cycle strategy developed by Essex Highways after having been commissioned by the Council. He said this was an excellent study, which took a comprehensive approach to the interconnection of villages in the district through improved cycling infrastructure. Government funding was yet to be decided, but it was hoped this funding would be forthcoming, with some of the money to come from section 106 funds.

Councillor Cheetham said she would like there to be a cycle route from Takeley into Stansted Airport as the road across the main roundabout at the Airport was dangerous for cyclists to negotiate. Discussions about this possibility had taken place with the Airport's owners, MAG and she hoped

Councillor Walters would have an opportunity to continue those discussions via the Stansted Airport Advisory Panel.

**RESOLVED**

- 1 The Cabinet adopt and publish the Uttlesford Cycle Strategy.
- 2 The strategy should be used as a Material Planning consideration when assessing planning applications.

**CA100 STANSTED COMMUNITY POT**

Councillor S Barker presented a report on the allocation of section 106 funding arising from developers' contributions from residential development at Rochford Nurseries and Forest Hall Road in Stansted. The uses for which this money was intended included leisure, recreational, and/or community facilities in the District as arose out of or were reasonably related to the needs of persons occupying or to occupy dwellings within the development. A proposal for funding of the skateboard park rebuild project in Stansted had been submitted, which would benefit the community at these developments. The recommendation in the report was to allocate a maximum of £52,290 to the Stansted Skateboard redevelopment fund. Since the report had been finalised, Stansted Mountfitchet Parish Council had confirmed it had received £30,000 from Essex County Council as part of the funding for this project, therefore the allocation from the section 106 money which was now recommended was £20,290.

**RESOLVED**

- 1 A maximum of £20,290 be allocated to the Stansted skateboard redevelopment fund, subject to agreement with the developer(s) as required.
- 2 The allocation will be reduced to take account any grant also awarded by Viridor to whom an application for funding this project had been made by Stansted Mountfitchet Parish Council.

**CA101 FARNHAM PARISH PLAN**

Members considered a report setting out the findings and action plan of the Farnham Parish Plan.

**RESOLVED** The Parish Plan be adopted as Council Approved Guidance in determining planning applications in the Parish and as background evidence in the preparation of the Local Plan.

**CA102 COMPLIANCE WITH WASTE REGULATIONS**

Members considered a report on compliance with the Waste Regulations in relation to separate collections of dry recyclables. Councillor S Barker, introducing the report, said there was a current publicity campaign by Essex

County Council regarding wayside waste. A community clear up day was planned for 21 March 2015, which would enable communities to participate.

Councillor Barker said the report related to the Council's compliance with the Waste Regulations, which required that all waste collection authorities collect materials such as glass, metal, paper and plastics for recycling separately. However these items could be collected on a different basis where it was not technically, economically or environmentally practicable to make separate collections. The Council collected dry recyclables on a co-mingled basis. The report before Cabinet asked that members consider an assessment which concluded that the Council's current system had been chosen because it was seen as more technically practicable, environmentally and economically beneficial than collecting the four materials separately.

Councillor Rolfe said the analysis in the report was clear, and supported the Council's key aim of increasing recycling. He fully endorsed the community clear up event which the County Council were promoting.

Councillor Cheetham asked when a further recycling booklet would be distributed to households.

Councillor Barker said a booklet would be sent out in May after the commencement of a new recycling contract.

RESOLVED to approve the Uttlesford technical, economical, or environmental practicability assessment.

The meeting ended at 8.30pm.



**Committee: Cabinet**

**Agenda Item**

**Date: 19 March 2015**

**7**

**Title: Petition, Lower Street Car Park, Stansted**

**Author: John Mitchell**

Key decision: No

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### Summary

1. A petition signed by 414 people has been received. It reads as follows:
2. *"We, the undersigned, who are business owners, traders and residents of Stansted, are concerned that the Lower Street Car Park (run by Uttlesford District Council as a facility for residents and shoppers to Stansted Lower Street) is now 90% full of railway commuters. As rate-payers to your council we would like to know what you are going to do about this situation which is denying our customers any car parking and therefore seriously effecting (sic) trade in the area"*

### Recommendations

3. That the actions set out in this report are noted and Cabinet consider any further actions.

### Financial Implications

4. Any alteration to the parking tariff that may be needed to address long term commuter parking could have implications but these are not known at this stage.

### Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

### Impact

- 6.

Communication/Consultation	There was extensive consultation over the remodelling of the Lower Street Car Park in association with the new retail, residential and medical facility
Community Safety	Safety issues have been considered in the design

Equalities	None
Health and Safety	Safety issues have been considered in the design
Human Rights/Legal Implications	None
Sustainability	Members have previously expressed encouragement of travel by means other than the private car where possible
Ward-specific impacts	Stansted North and Stansted South
Workforce/Workplace	None

### **Situation**

7. Members will be aware that the Castle Lotus site in Stansted Mountfitchet is currently being redeveloped for a medical centre, shops and homes. Part of the car park is being used as a compound associated with these works.
8. Before the builder's compound was created, additional car parking spaces were provided towards the end of the car park through remodelling the coach park. This ensures that there is no reduction in the number of spaces available for use. As a result there is no loss of revenue to the District Council.
9. At the end of the build the car park will be re-laid out providing an increased capacity of car parking. The final provision will include car parking for coaches, long stay, short stay, as well as parking for the new uses. The car park has always been available for long stay car parking for rail users and there has been no change in the Council's policy to this type of user. Officers have no evidence that 90% of the car park is occupied by commuters, but if Members were to consider that commuter parking should be discouraged then a new tariff would need to be imposed which limits long stay parking.
10. A review of all car parking charges is planned as part of a C comprehensive review when the District-wide Car Parking Review is brought forward. This will be reported to Cabinet in due course.

### **Risk Analysis**

11. There are no risks associated with this report.

**Committee: Cabinet**

**Agenda Item**

**Date: 19 March 2015**

**8**

**Title: Asset Management Plan**

**Portfolio Holder: Councillor Robert Chambers**

**Key decision: No**

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## **Summary**

1. The Council's Asset Management Plan is refreshed every year and the proposed strategy for 2015/16 is presented with this report.
2. The Plan includes a complete list of the Council's non-housing assets and sets out strategic objectives and guiding principles for their use. Detailed priorities for 2015/16 are set out.
3. One of the key reasons for updating the Asset Management Plan is to provide ongoing assurance to the external auditor that the Council has a sound approach. This is taken into account as part of the external auditor's statutory 'value for money' opinion.

## **Recommendations**

4. The Cabinet is recommended to approve the Asset Management Plan as attached to this report.

## **Financial Implications**

5. There are no direct financial implications arising from the recommendation. The financial implications of specific projects will be reported to Members at the time they are progressed.

## **Background Papers**

None.

## **Impact**

Communication/Consultation	None
Community Safety	No specific implications
Equalities	An EQIA is appended, there are no issues arising
Health and Safety	No specific implications

Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actions in the Asset Management Plan are not implemented	2 (the Council has the capacity to take these issues forward)	3 (the Council will be unable to demonstrate progress)	The actions have been built into workplans

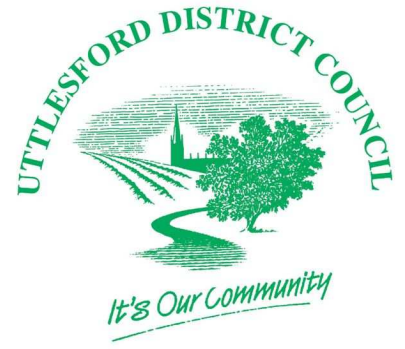
1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.





# Asset Management Plan 2015/16

# Asset Management Governance

The Asset Management Plan is owned by the Cabinet under the lead responsibility of the Portfolio Holder for Finance & Administration. The Asset Management Plan will be refreshed annually.

Other Portfolio Holders are involved as necessary e.g. the Portfolio Holder for Environment will be involved with the establishment of ongoing waste vehicle depot provision.

At Corporate Management Team (CMT) level the Director of Finance and Corporate Services is responsible for preparing and maintaining the Asset Management Plan. Different CMT members are responsible for taking forward individual action plan items.

The Council has retained the services of professional valuers.

## Asset Management – Strategic Objectives

The Council will:

- Use its land and buildings to contribute to the achievement of Corporate Plan priorities
- Ensure that the assets held meet the strategic objectives of the Council. Those assets that do not will be disposed of as opportunities arise.
- Ensure that its assets meet the needs of those who use them, are safe and comply with the law
- Devolve responsibility for owning and operating assets to local people, where appropriate
- Reduce asset running costs, for example by sharing facilities with other organisations, or investing in energy conservation measures.
- Participate in strategic initiatives involving the examination of public sector property base.

# Summary of asset portfolio

A detailed schedule of all non-Housing Council owned and/or operated property is attached to this Plan. In summary, the Council owns and/or operates the following:

- 17 Pieces of Amenity Land\*
- 11 Car parks
- 10 Community facilities\*
- 8 Non-Statutory Allotment sites
- 5 Sports & Leisure facilities
- 3 Office buildings\*
- 2 Depots
- 1 Public Toilet
- 1 Cemetery
- 8 Miscellaneous assets

\*includes items which the Council leases in, so, under accounting rules, the Council is deemed to own the asset

In addition, as at 1 April 2014 the Council owns 2,843 council dwellings, 545 garages and various pieces of housing land. These are all earmarked for social housing purposes and are governed by the HRA Business Plan. They fall outside the scope of this Asset Management Plan. (Allotments are technically housing assets but are not covered by the HRA Business Plan, so are included in this Asset Management Plan.)

# Review of Asset Management Plan 2014/15

## The Council has achieved the following during 2014/15:

1. Completed the build of the new museum storage facility.
2. Completed the sale of the Curator's House.
3. Sold a small strip of land at Debden Road, Saffron Walden to one of the neighbouring households.
4. Volunteer Centre Uttlesford moved in to part of the top floor offices at London Road. This will leave one room (10 person) vacant for future allocation.
5. Taken an active part in the Essex Property Asset Management (EPAM) project
6. Published on the Council's transparency page an interactive map of all non-housing council land and property holdings  
<https://cms.esriuk.com/uttlesford/Sites/asset/>
7. Completed the redesign of Newport Depot. 14 members of staff relocated from London Road to Newport so as to house the repairs service in a single location
8. Undertook significant work in stabilising the Castle
9. Commenced a number of projects at London Road to address issues identified in the condition survey.
10. Commenced the refurbishment project for the Saffron Walden Hill Street toilets.
11. Commenced the transformation of the Thaxted Community Information Centre to enable the co-location of the Library service.
12. Undertook a future car parking requirements study.

# Asset Management – Items carried forward from 2014/15

**The following 2014/15 Action Plan items whilst started, remain outstanding at the year end and will be addressed in 2015/16:**

1. Complete the London Road condition survey projects
2. Complete the refurbishment of the Hill Street toilet and the transfer of the facility to Saffron Walden Town Council.
3. Complete the Thaxted Community Information Centre transformation and collocate the Library service.
4. Further explore options for use of the School Room at the Museum.
5. Continue to discuss options for the transfer of Flitch Green Community Centre and play areas to Flitch Green Parish Council.
6. Finalise the way forward for Great Dunmow depot – Current options for alternate site are being explored.
7. Continue the restoration work on the Castle.
8. Continue to work with Waitrose to protect the council asset (car park) during the store extension work.
9. Continue to undertake a strategic review of all assets in the assets plan to ensure they add value to the council.
10. Review the future use of the asset at De Vigier Avenue, Saffron Walden (Asset No. 24).
11. Introduced a permit parking scheme on Council land in Debden Road, Saffron Walden.

# Asset Management – Items for 2015/16

## The following are the priorities for 2015/16:

1. Discuss with Saffron Walden Town Council the cancelling of the lease for the maintenance of the skatepark and surrounding green space.
2. Explore possible use for final room (10 person) on the top floor of the London Road building.
3. Explore options for maximising use of other parts of the London Road offices.
4. Explore options for the extension of the Museum with the aid of a Heritage Lottery Fund Bid
5. Explore future funding options for the planned Museum extension.
6. Review options for the use of the building at the front of the Garden Rooms (formerly Saffron Walden Day centre).
7. Explore the option of putting PV panels on the vehicle workshop and museum store at Shire Hill.

# Asset management policies

Within our overall aim of seeking to improve service delivery and at the same time reduce our costs, we have adopted the following guiding principles to ensure that the Council's assets are fit for purpose. These are:

## 1. Assets must meet the needs of those that use them.

- This includes staff, members, visitors, customers and general public, people with disabilities or special needs and other minority groups. For example, remodelling the public toilets within the reception area in the London Road Council offices.
- Property facilities should be appropriate to delivery of the Council's Services. For example, the waste and street cleansing vehicle workshop and depot facilities at Shire Hill.
- Compliance with statutory obligations in asbestos, electrical testing, access/DDA, legionella, emissions, etc.

## 2. Assets must be affordable.

- This means keeping running costs down, prioritising capital spending, full option appraisals incorporating whole life costing (where appropriate) and assessing opportunity costs.
- It also means making sure that any borrowing for capital works follows a robust business case and can be afforded and that any capital tied up in property, which is not required to meet the Council's objectives is released as soon as possible.
- Working with Partners to deliver Services more effectively and efficiently. For example the satellite office in Thaxted which is shared with the Parish Council, Citizen Advice Bureau and voluntary tourism organisation and will soon house the Library.
- To ensure optimum utilisation of property resources. For example, the top floor of the Council Offices in Saffron Walden has been refurbished and is used by Essex County Council staff.
- Opportunities to generate additional income from existing assets with spare capacity needs to be pursued (rental income or capital receipts).

## 3. Assets must be safe and comply with the law.

- This means ensuring regular surveys and inspections for asbestos, legionella, fire, health & safety etc., as well as physical condition surveys and Disability Discrimination Act (DDA) audits are undertaken.
- Need to ensure condition surveys are annually updated to provide the basis for setting the repairs and renewals budget.
- Dispose of assets that are not fit for purpose or surplus to requirements.

#### **4. Assets must contribute to our Corporate Plan.**

- Ensuring that our property decisions are linked to decisions on other Council resources (staff, IT, finance) and that asset management contributes to our corporate goals and vision.
- The Council will work in collaboration with partner organisations, including other public bodies and voluntary and community groups, to achieve a strategic approach to asset management across the district.

#### **5. Assets must be sustainable.**

- Monitoring and reducing energy consumption and CO<sub>2</sub> emissions, ensuring that asset decisions take into account environmental considerations.
- Identify potential energy saving projects. For example, the new boiler installed at the Council offices is expected to be 30-60% more efficient.

#### **6. Adoption of Assets through S106 Obligations**

- Where the asset would primarily be for the benefit of the community, the Council will seek to ensure that the asset is either transferred directly from the developer to the parish/town council, a body established for the purpose of holding and managing the asset for the benefit of the community or other appropriate party. In all cases an on-going maintenance sum will be requested from the developer prior to any transfer of ownership.



# Uttlesford District Council owned/operated property

PROPERTY TYPE	ASSET NUMBER	DESCRIPTION	PAGE
Amenity Land	1	Open Space Barnard Close/Bullfields/Cherry Garden Lane, Newport	13
Amenity Land	2	Open Space Woodlands Park, Great Dunmow	14
Amenity Land	3	Open Space Nursery Rise, Great Dunmow	15
Amenity Land	4	Open Space Elizabeth Way Saffron Walden	16
Amenity Land	5	Open Space Limefields Little Walden Road, Saffron Walden	17
Amenity Land	6	Play Area Flitch Green	18
Amenity Land	7	Open Space Willow Road, Great Dunmow	19
Amenity Land	8	Open Space The Downs, Stebbing	20
Amenity Land	41	Open Space Causeway End Road, Felsted	52
Amenity Land	42	Open Space adjoining cemetery Saffron Walden	53
Amenity Land	44	Greenways, Saffron Walden	55
Amenity Land	55	Buffer strip, Hornbeams, Priors Green	66

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Amenity Land	62	Peaslands Road, Saffron Walden	<b>73</b>
Amenity Land	63	Garden Land Adjacent to 21 Church Field Saffron Walden	<b>74</b>
Amenity Land	64	Land at Oakwood Park Saines Road Flitch Green	<b>75</b>
Amenity Land	65	Land at Fitzwalter Road Little Dunmow	<b>76</b>
Area Office	9	Council Offices London Road Saffron Walden	<b>21</b>
Area Office	10	Lodge House London Road Saffron Walden	<b>22</b>
Area Office	11	Ground floor premises, 7 Town Street, Thaxted	<b>23</b>
Car Park	12	Lower Street, Stansted Mountfitchet	<b>24</b>
Car Park	13	Swan Meadow, Saffron Walden (includes adjoining land, Freshwell Street)	<b>25</b>
Car Park	14	Fairycroft Road, Saffron Walden	<b>26</b>
Car Park	15	Debden Road, Saffron Walden	<b>27</b>
Car Park	16	Chequers Lane, Great Dunmow	<b>28</b>
Car Park	17	Angel Lane, Great Dunmow	<b>29</b>
Car Park	18	White Street, Great Dunmow	<b>30</b>
Car Park	19	Rose & Crown Walk, Common Hill, Saffron Walden	<b>31</b>

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Car Park	20	The Common, Saffron Walden	<b>32</b>
Car Park	56	New Street Great Dunmow	<b>67</b>
Car Park	33	Catons Lane, Saffron Walden	<b>44</b>
Car Park	40	Crafton Green, Stansted	<b>51</b>
Cemetery	21	Cemetery land north of Church Street, Church End, Great Dunmow	<b>33</b>
Community Facility	22	Day Centre Chequers Lane, Great Dunmow	<b>34</b>
Community Facility	23	Day Centre Vicarage Mead, Thaxted	<b>35</b>
Community Facility	25	Day Centre South Road, Takeley	<b>37</b>
Community Facility	26	Day Centre Hill Street, Saffron Walden	<b>38</b>
Community Facility	27	Community Hall Flich Green	<b>39</b>
Community Facility	28	Museum, Museum Street Saffron Walden	<b>40</b>
Community Facility	30	Castle grounds & ruins, Saffron Walden	<b>41</b>
Community Facility	53	The Guildhall, Thaxted	<b>64</b>
Depot	31	New Street, Great Dunmow	<b>42</b>
Depot	32	Shire Hill, Saffron Walden	<b>43</b>
Leisure Facility	61	Lord Butler Leisure Centre, Saffron Walden Page 31	<b>72</b>

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Leisure Facility	34	Turpins Bowls Hall, Lord Butler Leisure Centre, Saffron Walden	<b>45</b>
Leisure Facility	35	Skateboard park, Lord Butler Leisure Centre, Saffron Walden	<b>46</b>
Leisure Facility	57	Stansted Sports Centre, Stansted	<b>68</b>
Leisure Facility	58	Dunmow Sports Centre, Great Dunmow	<b>69</b>
Miscellaneous	24	Land at De Vigier Avenue Saffron Walden	<b>36</b>
Miscellaneous	36	Ransom Strip Harris Yard Saffron Walden	<b>47</b>
Miscellaneous	37	Ransom Strip Harris Yard Saffron Walden	<b>48</b>
Miscellaneous	38	Claypits Plantation, Debden Road Saffron Walden	<b>49</b>
Miscellaneous	43	Sewage Works Bardfield End Villas Thaxted	<b>54</b>
Miscellaneous	45	Verge at Lower Street Car Park Stansted	<b>56</b>
Miscellaneous	59	Land at Thaxted Road, Saffron Walden	<b>70</b>
Miscellaneous	54	Land North of Gaces Acre, Newport	<b>65</b>
Public Toilets	39	Hill Street, Saffron Walden	<b>50</b>
Allotments	46	Magdalen Green, Thaxted	<b>57</b>
Allotments	47	Birdbush Avenue (North), Saffron Walden	<b>58</b>
Allotments	48	Birdbush Avenue (South), Saffron Walden	<b>59</b>
		Page 32	

<b>PROPERTY TYPE</b>	<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Allotments	49	Laws Close, Saffron Walden	<b>60</b>
Allotments	50	Peaslands Road, Saffron Walden	<b>61</b>
Allotments	51	Petlands, Little Walden	<b>62</b>
Allotments	60	Radwinter Road, Saffron Walden	<b>71</b>
Allotments	52	Rowntree Way, Saffron Walden	<b>63</b>

# Asset No.1 Barnard Close & Cherry Garden Lane Newport



Date: 26/11/2013

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1:1,750



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.113	1,123	3
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
551857	233850	010090835089	CB11 3QA	Owned
<b>DESCRIPTION</b>				
<b>6 areas of open space land in Barnard Close, Cherry Garden Lane and Bullfields in Newport.</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.2 Woodlands Park, Great Dunmow



Date: 25/11/2013

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1:6,250



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	8.318	83,178	160
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
561452	222377	010090835054	CM6 1WN	Owned
<b>DESCRIPTION</b>				
13 areas of open space land				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team		Page 35		



## Asset No.3 Nursery Rise, Great Dunmow



Date: 25/11/2013

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1:3,032



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>0.702</b>	<b>7,025</b>	<b>18</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>561457</b>	<b>222105</b>	<b>010090835104</b>	<b>CM6 1WN</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>6 areas of open space land</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



### Asset No.4 Elizabeth Way, Saffron Walden



1:1,500



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>1.261</b>	<b>5,586</b>	<b>14</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>554929</b>	<b>238647</b>	<b>010090835071</b>	<b>CB10 2NN</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>2 areas of open space land</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

### Asset No.5 Limefields, Saffron Walden



1:1,000



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.15	1,502	4
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554105	239560	010090835053	CB10 2GF	Owned
<b>DESCRIPTION</b>				
single area of open space land				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

### Asset No.6 Flich Green, Little Dunmow



Date: 25/11/2013

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1:1,250

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>0.124</b>	<b>1,238</b>	<b>3</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>566314</b>	<b>220967</b>	<b>010090835073</b>	<b>CM6 3FF</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Play Area</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



### Asset No.7 Willow Road, Great Dunmow



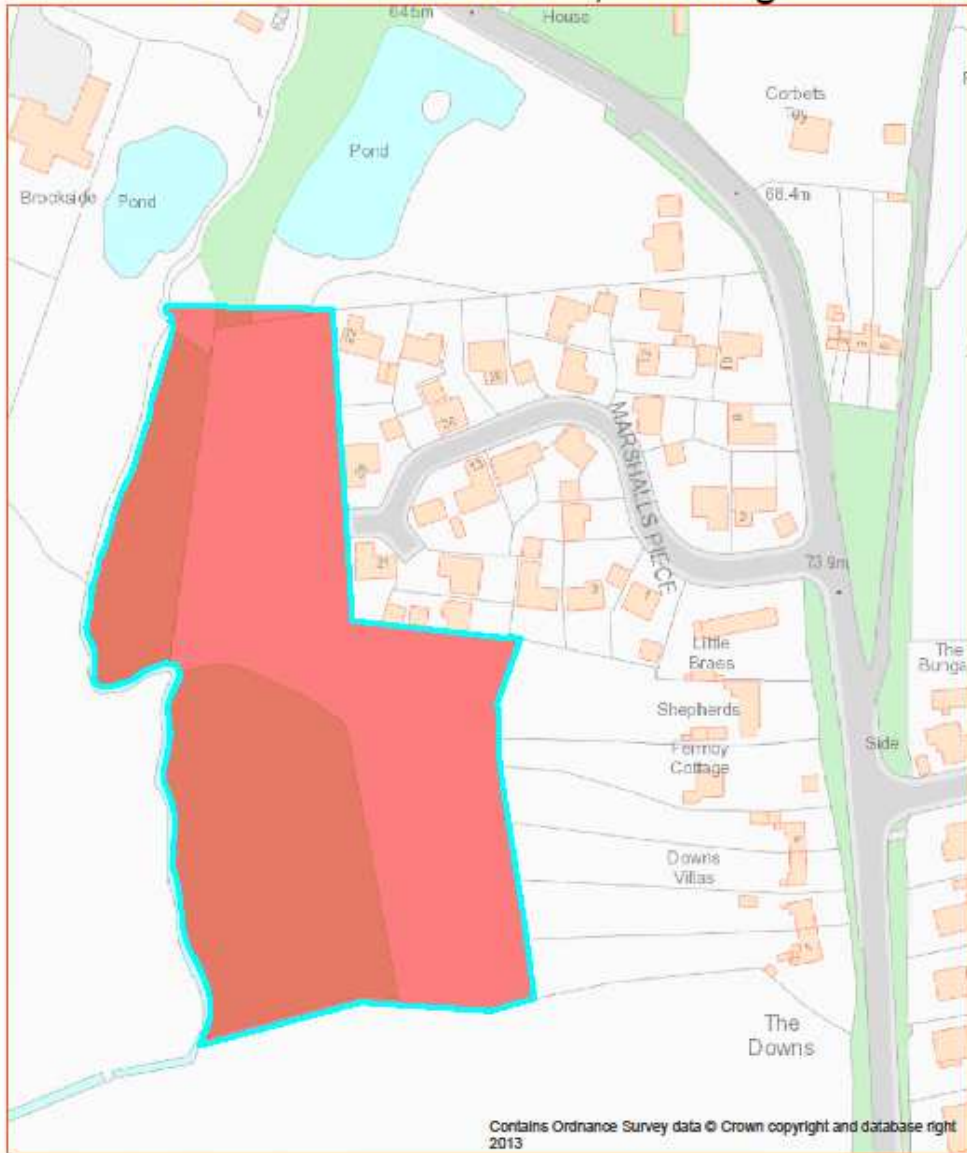
Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.031	308	1
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
562344	222362	010090835079	CM6 1WD	Owned
<b>DESCRIPTION</b>				
2 areas of open space land				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

### Asset No.8 The Downs, Stebbing



Date: 25/11/2013

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1:1,500



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	1.621	16,200	41
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
565693	224772	010090835107	CM6 3RZ	Leased
<b>DESCRIPTION</b>				
Single area of open space land				
<b>ADDITIONAL INFORMATION</b>				

### Asset No.9 Council Offices, Saffron Walden



Date: 25/11/2013

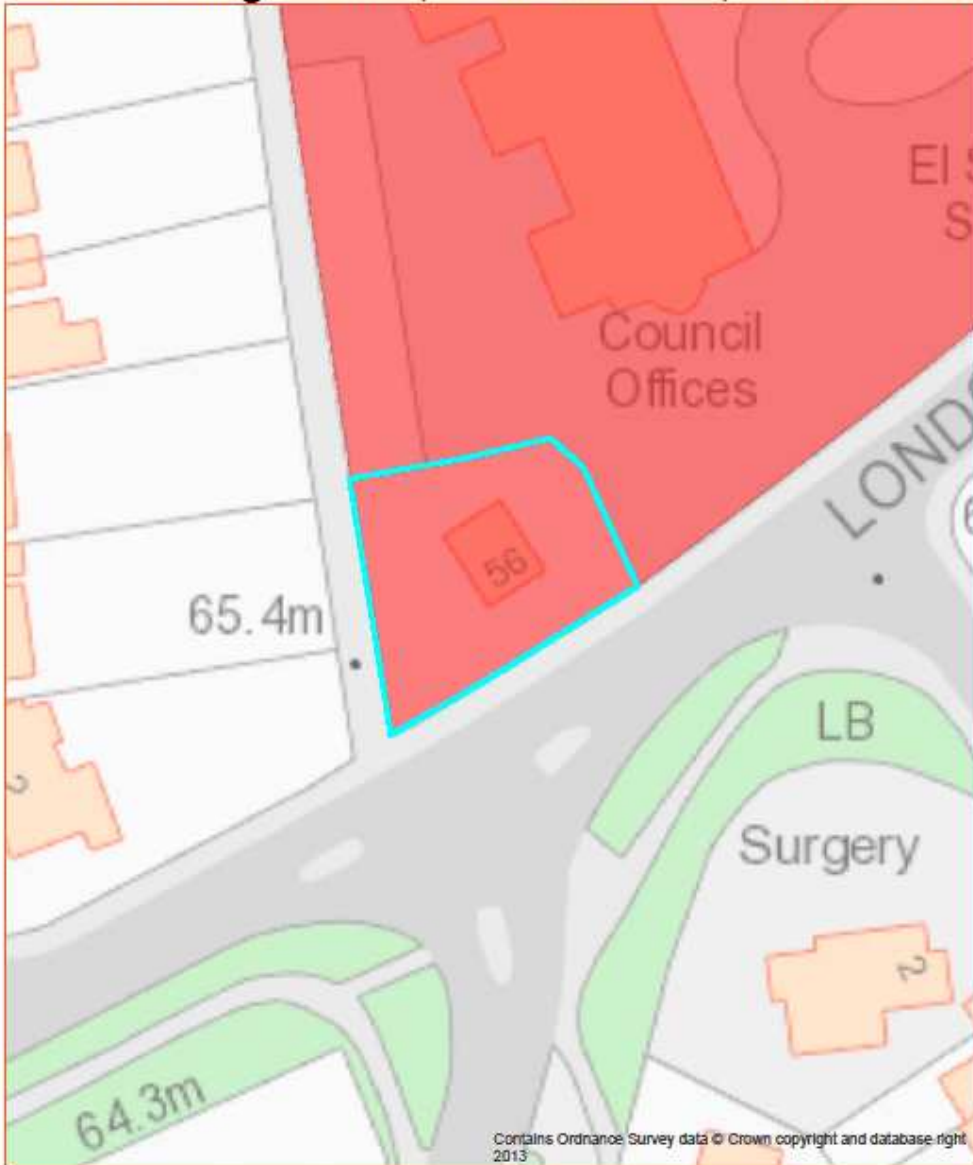
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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Area Office	Delivery of Council Services	0.886	Building 3,116 Site 8,862	2,797
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553595	237980	20004267308	CB11 4ER	Owned
<b>DESCRIPTION</b>				
Main Council Office				
<b>ADDITIONAL INFORMATION</b>				
Stock condition survey used to highlight maintenance requirements				



### Asset No.10 Lodge House, Council Offices, Saffron Walden



Date: 25/11/2013

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1:500



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Area Office	Delivery of Council Services	0.046	Building 61 Site 459	74
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553565	237915	100090652567	CB11 4ER	Owned
<b>DESCRIPTION</b>				
House in main council office grounds				
<b>ADDITIONAL INFORMATION</b>				
Stock condition survey used to highlight maintenance requirements				

Asset No.11 Ground Floor, 7 Town Street, Thaxted



Date: 25/11/2013

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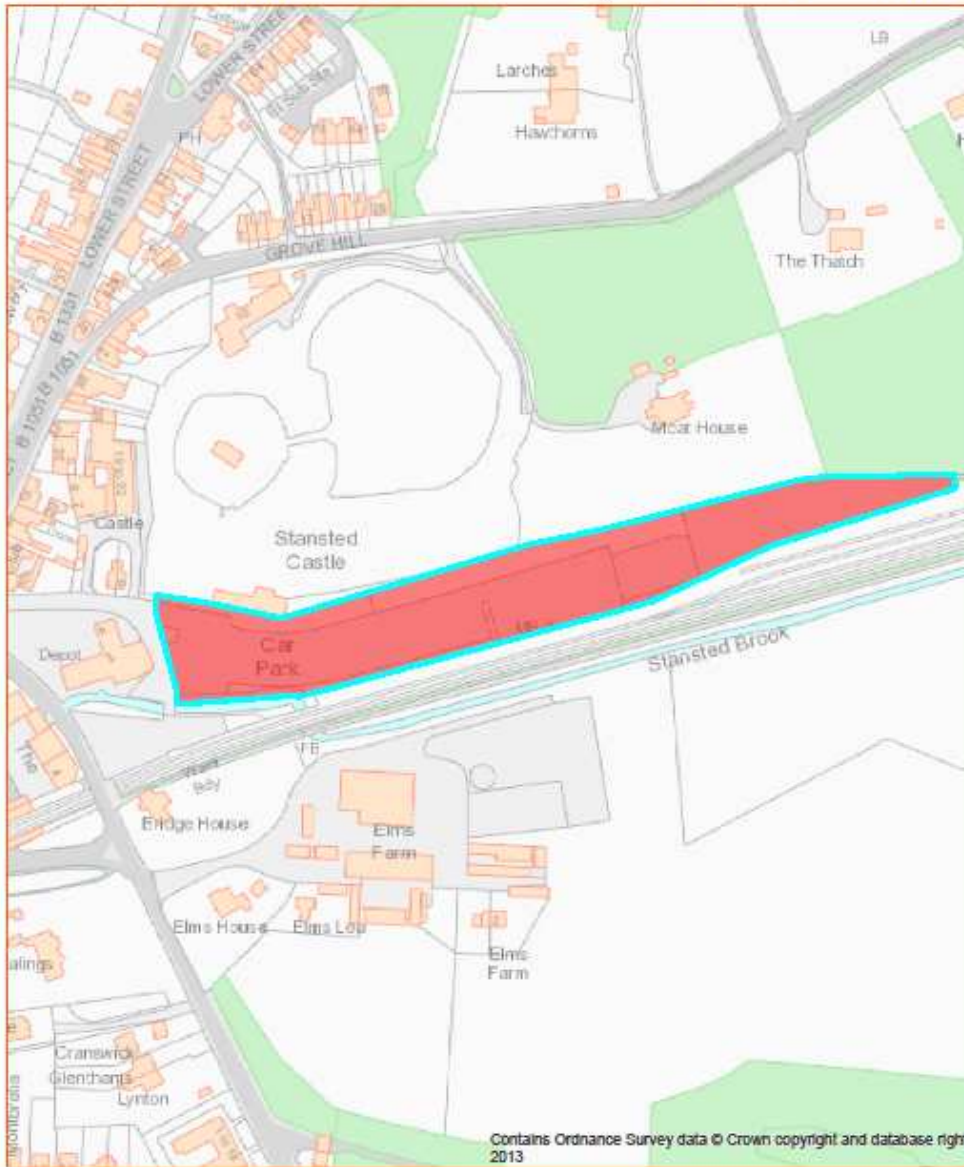


1:500

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Area Office	Delivery of Council Services	0.012	124	N/A
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
561200	230891	010002183293	CM6 2LD	Leased In
<b>DESCRIPTION</b>				
Customer Information Centre				
<b>ADDITIONAL INFORMATION</b>				
From April 2015 will also house the library				



## Asset No.12 Lower Street Car Park, Stansted Mountfitchet



Date: 25/11/2013

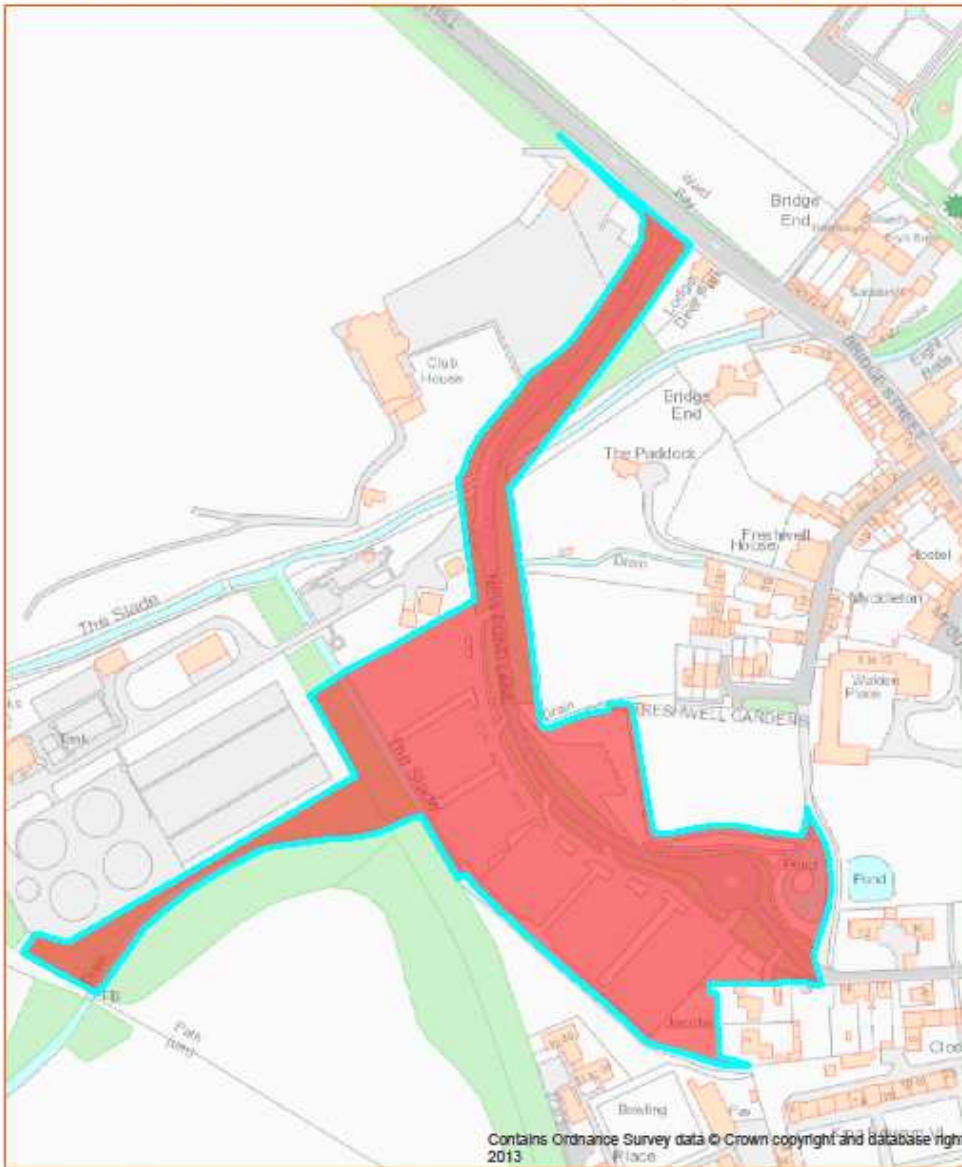
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1:2,250



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>1.022</b>	<b>10,224</b>	<b>185</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>551638</b>	<b>224920</b>	<b>010090833989</b>	<b>CM24 8SP</b>	<b>Owned</b>
DESCRIPTION				
<b>Car Park</b>				
ADDITIONAL INFORMATION				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.13 Swan Meadow Car Park, Saffron Walden



Date: 25/11/2013

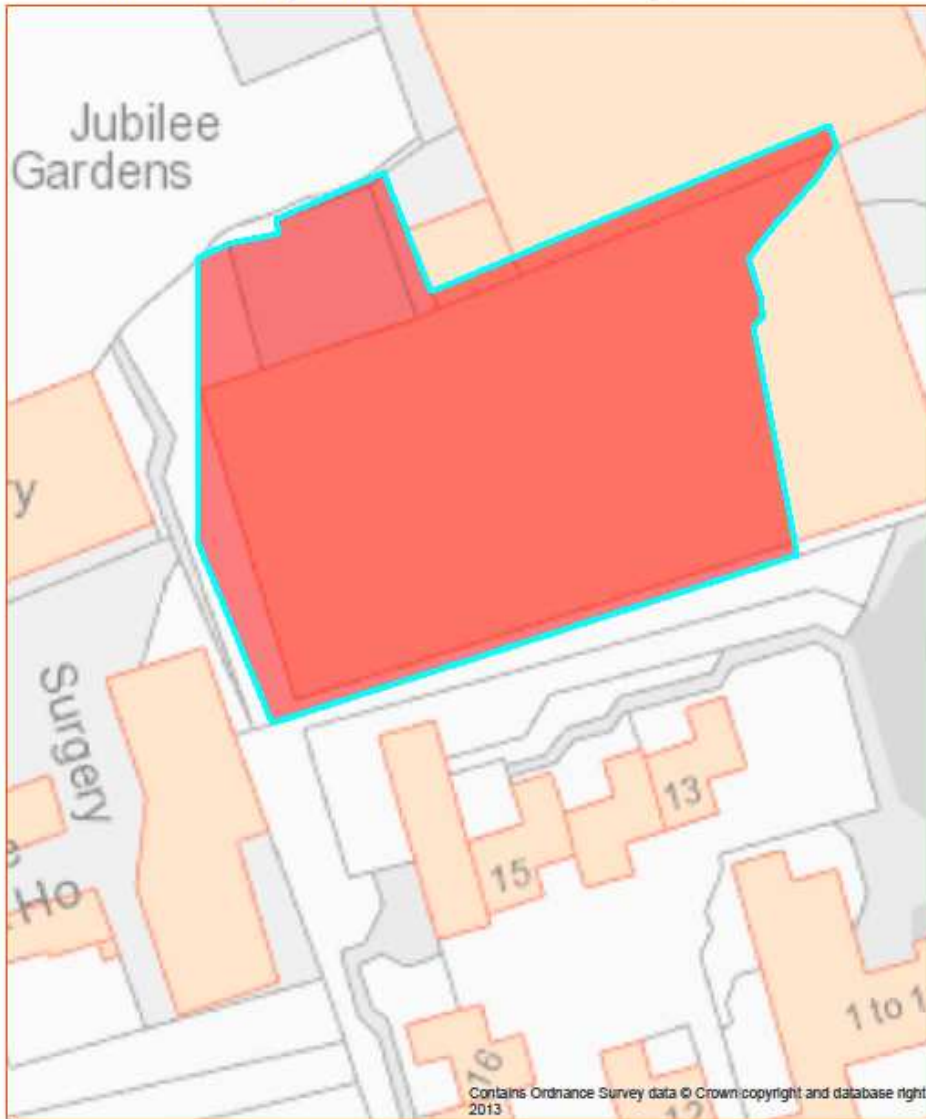
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1:2,500



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>3.034</b>	<b>30,337</b>	<b>630</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>553376</b>	<b>238508</b>	<b>200004267682</b>	<b>CB10 1DH</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

Asset No.14 Fairycroft Road Car Park, Saffron Walden



Date: 25/11/2013

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1:500



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Car Park	Car Park Provision	0.229	5,000	1,350
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553376	238508	200004267682	CB10 1DH	Owned
DESCRIPTION				
Car Park				
ADDITIONAL INFORMATION				
Maintained by Grounds Maintenance team				



## Asset No.15 Debden Road Car Parks, Saffron Walden



Date: 11/03/2014

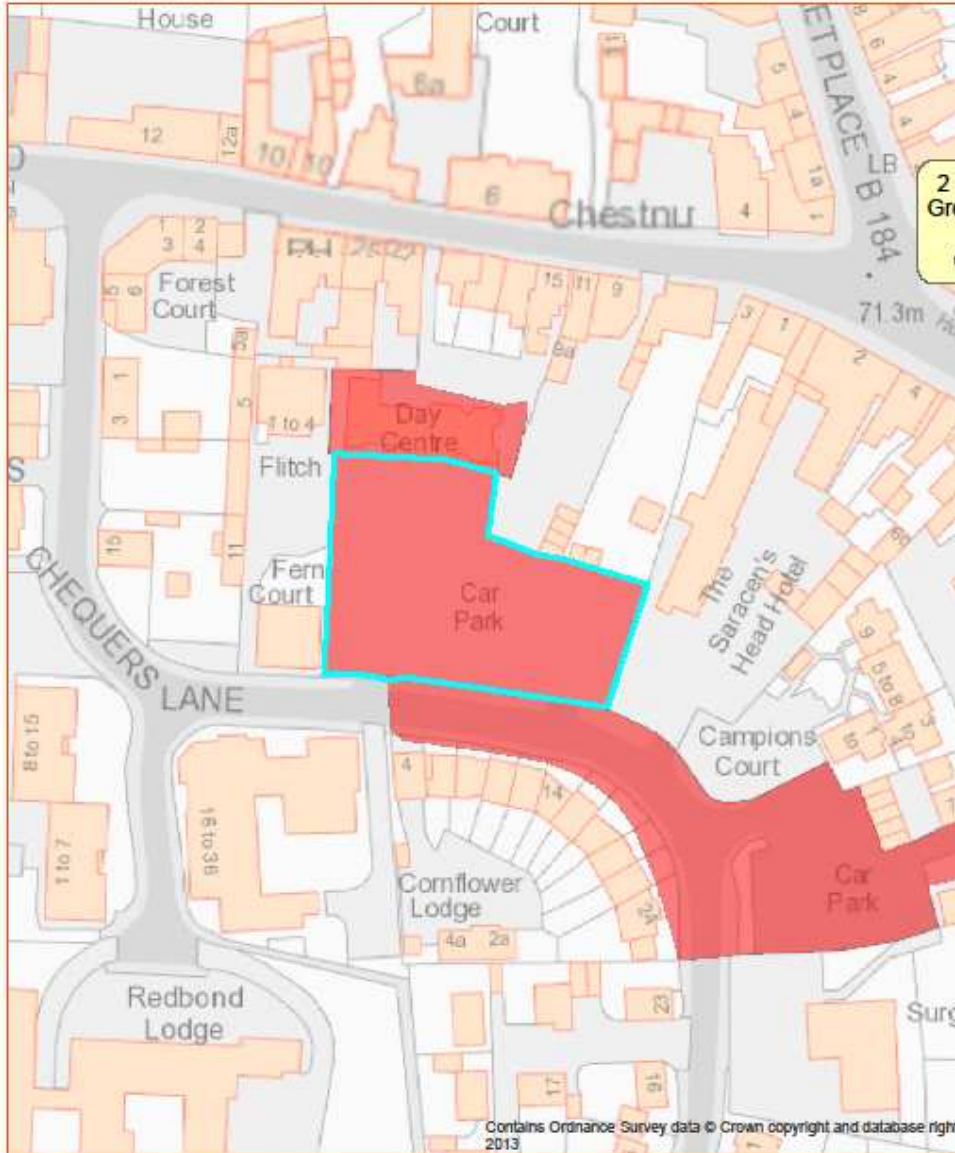
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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>0.042</b>	<b>441</b>	<b>17</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>553766</b>	<b>238034</b>	<b>010090834317</b>	<b>CB11 4AB</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.16 Chequers Lane Car Park, Great Dunmow



Date: 11/03/2014

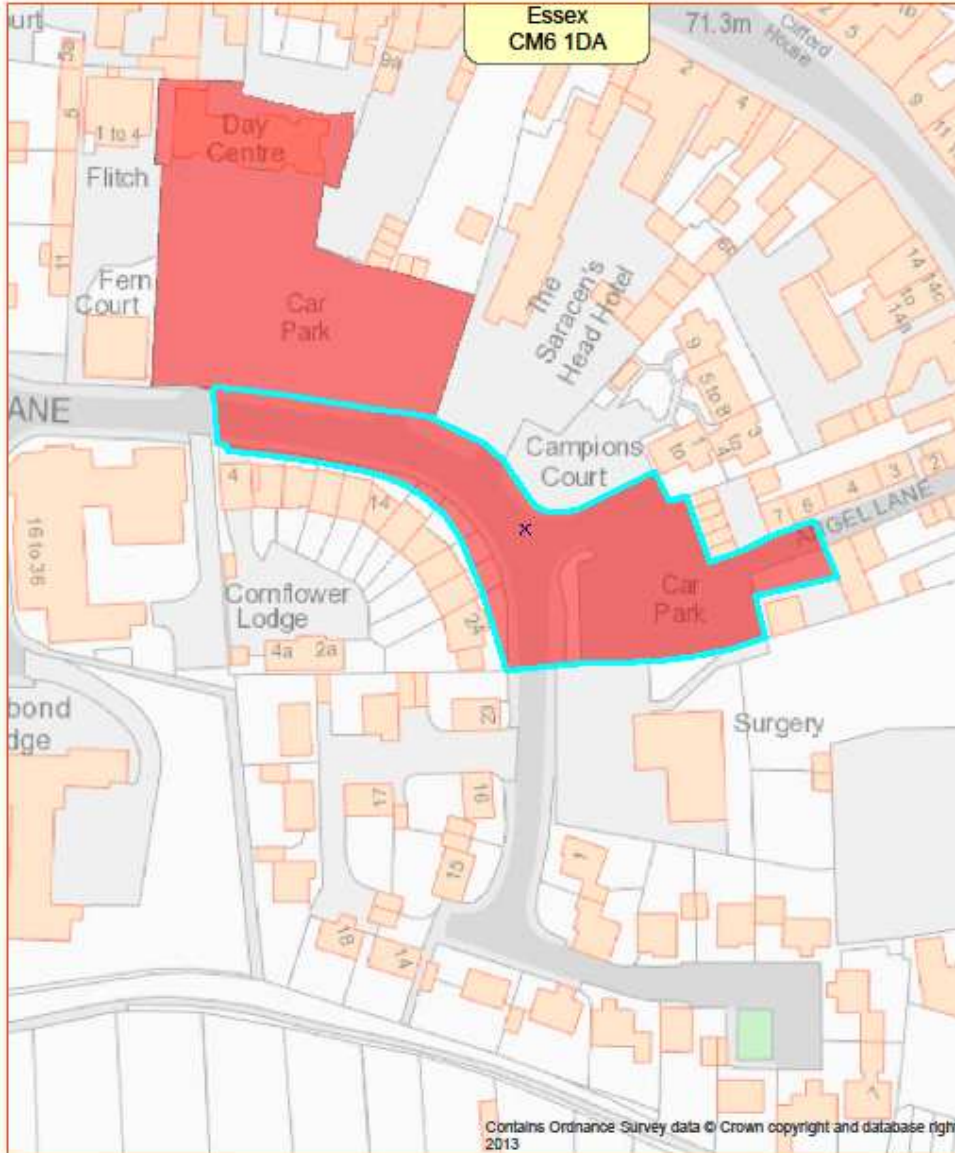
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1:1,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>0.193</b>	<b>1.927</b>	<b>143</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>562640</b>	<b>221939</b>	<b>010090834905</b>	<b>CM6 1ZQ</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

## Asset No.17 Angel Lane Car Park, Great Dunmow



Date: 24/01/2014

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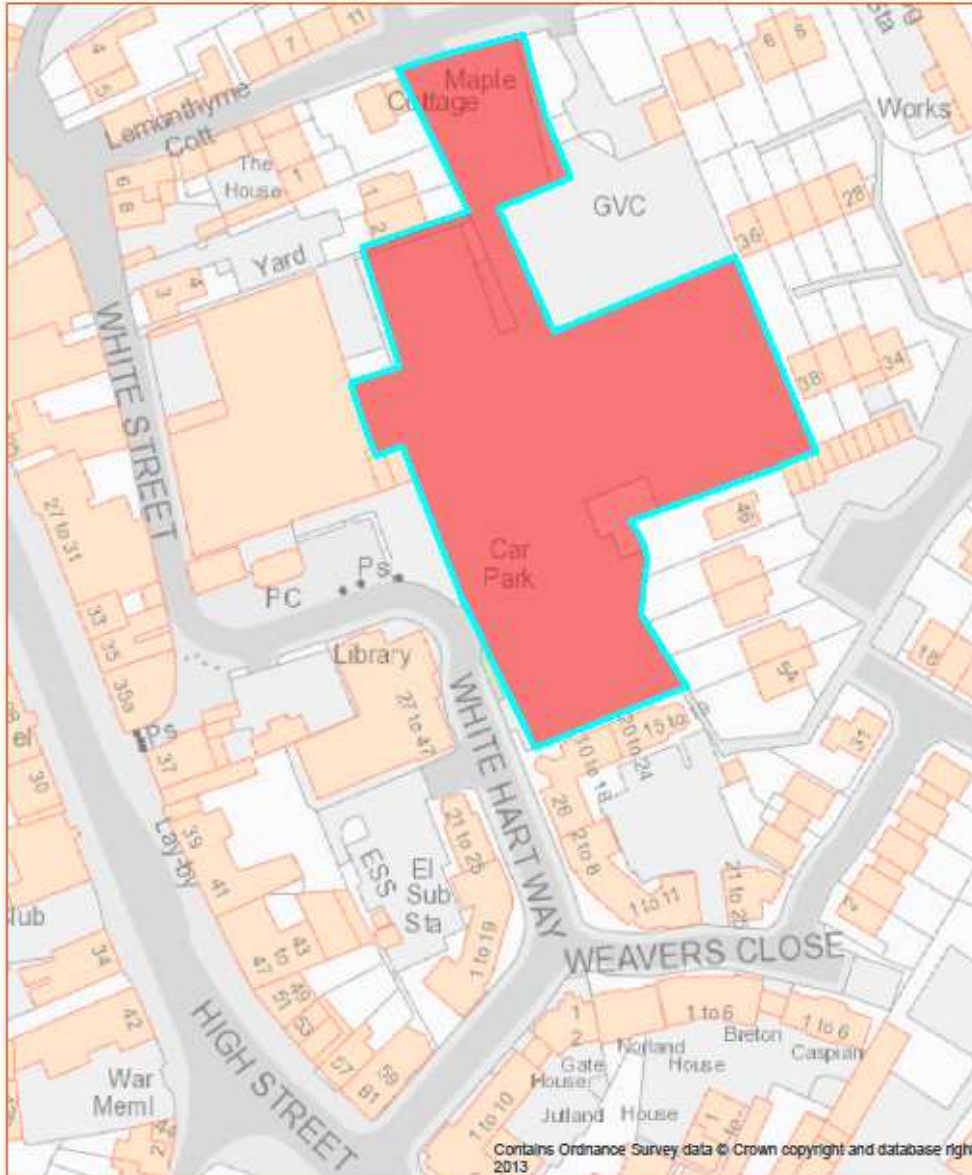
1:1,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>0.23</b>	<b>1,144</b>	<b>114</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>562688</b>	<b>221894</b>	<b>010090833571</b>	<b>CM6 1AQ</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				



## Asset No.18 White Street Car Park, Great Dunmow



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Car Park	Car Park Provision	0.507	5,075	506
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
562886	221937	100091628700	CM6 1HN	Owned
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team		Page 51		

## Asset No.19 Rose and Crown Car Park, Saffron Walden



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Car Park	Car Park Provision	0.09	896	N/A
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553973	238525	010090833407	CB10 1JH	Leased
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				



### Asset No.20 The Common Car Park, Saffron Walden



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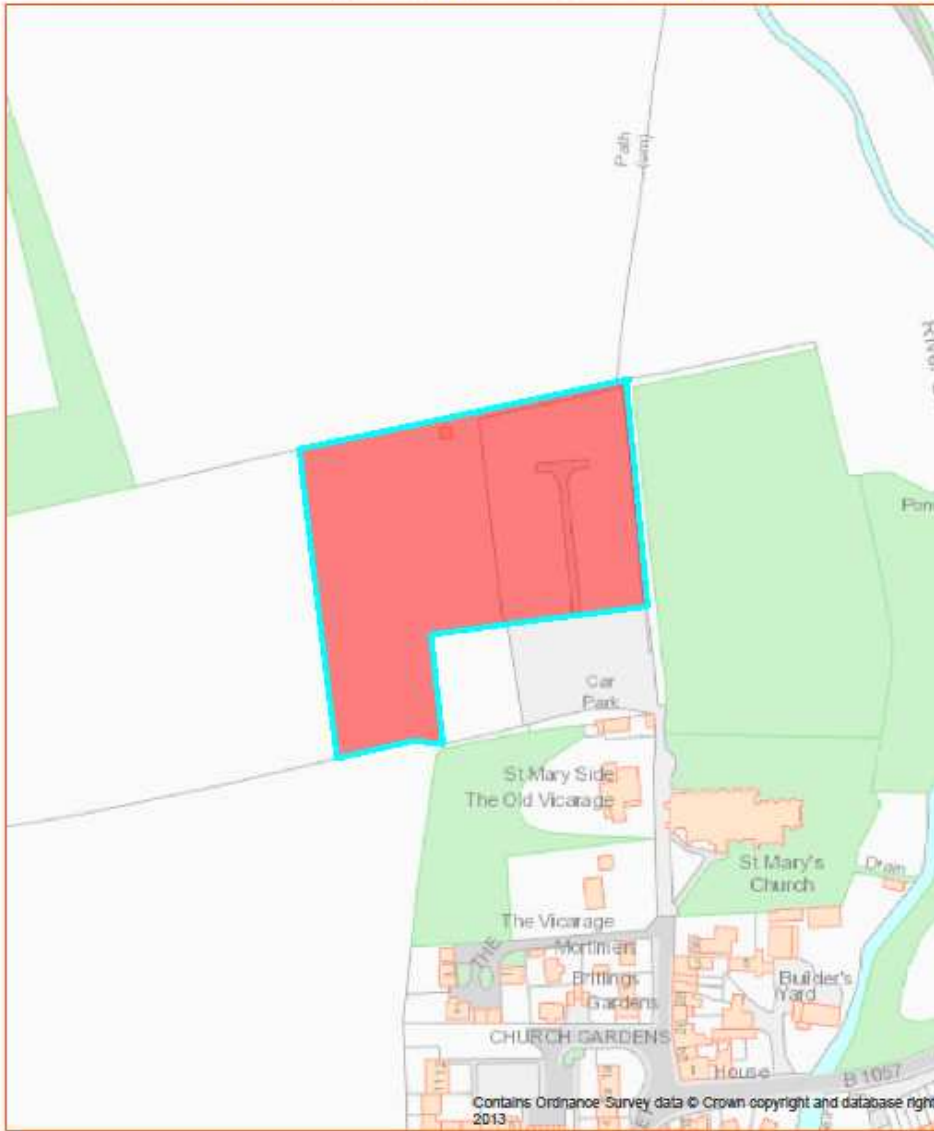
Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>0.283</b>	<b>2,799</b>	<b>441</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>554040</b>	<b>238542</b>	<b>200004267249</b>	<b>CB10 1LS</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Car Park</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

### Asset No.21 Cemetery Land, Church End, Great Dunmow



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Cemetery Land</b>	<b>Cemetery Provision</b>	<b>1.201</b>	<b>10,810</b>	<b>40</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>562851</b>	<b>223068</b>	<b>010090835062</b>	<b>CM6 2AE</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>North Of Church Street, Church End, Great Dunmow</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Leased to Great Dunmow Town Council</b>				

### Asset No.22 Day Centre, Chequers Lane, Great Dunmow



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Date: 25/11/2013

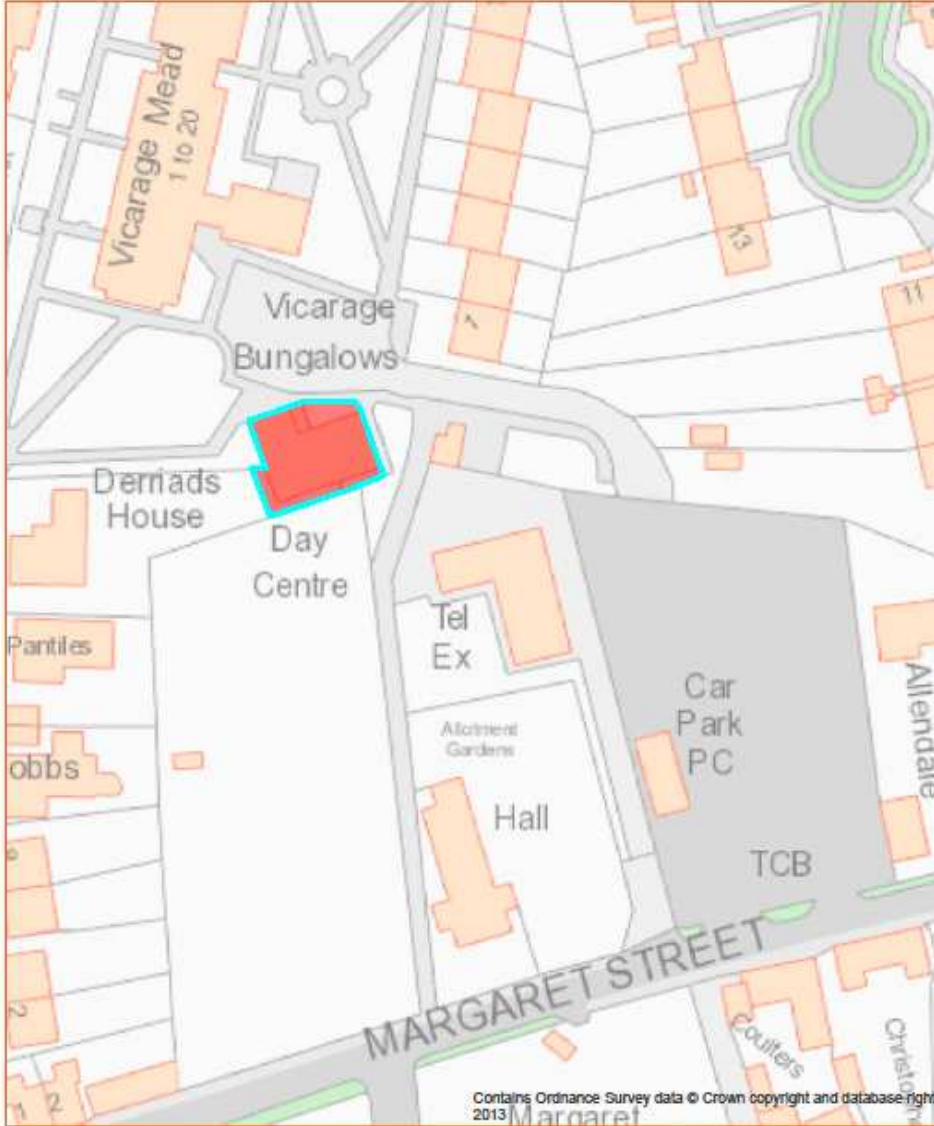
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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Day Centre	Community Facility	0.053	Building 245 Site 525	365
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
562632	221970	100091449086	CM6 1EQ	Owned
<b>DESCRIPTION</b>				
Day Centre				
<b>ADDITIONAL INFORMATION</b>				

### Asset No.23 Day Centre, Vicarage Mead, Thaxted



1:750

Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Day Centre	Community Facility	0.022	Building 102 Site 222	190
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
561061	231192	010023914816	CM6 2RL	Owned
<b>DESCRIPTION</b>				
Day Centre				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.24 Land at De Vigier Avenue, Saffron Walden



Date: 11/03/2014

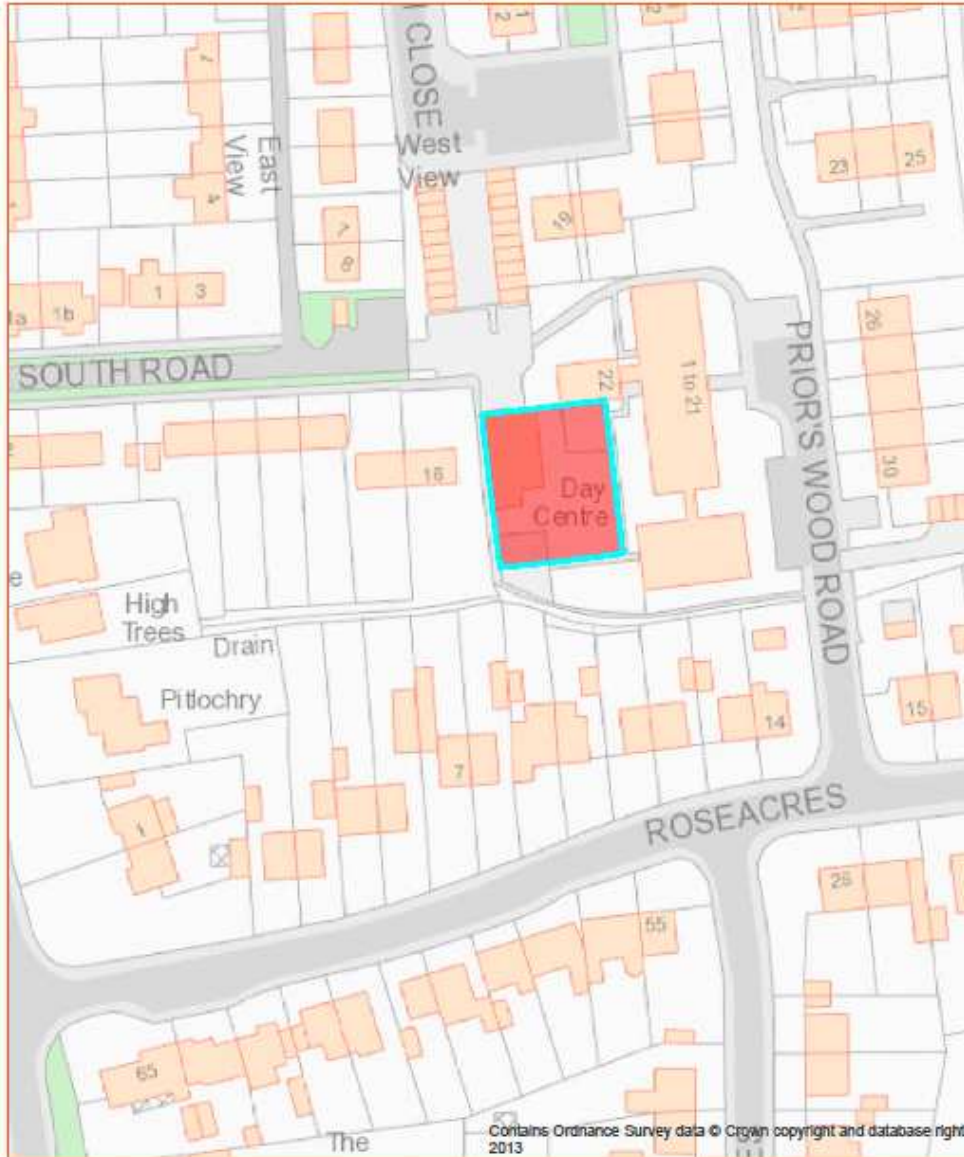
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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Open Space	0.53	5,300	13
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
555114	239126	010090833549	CB10 2BN	Owned
<b>DESCRIPTION</b>				
Overgrown area beside Ashdon Road Commercial Centre				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.25 Day Centre, Takeley



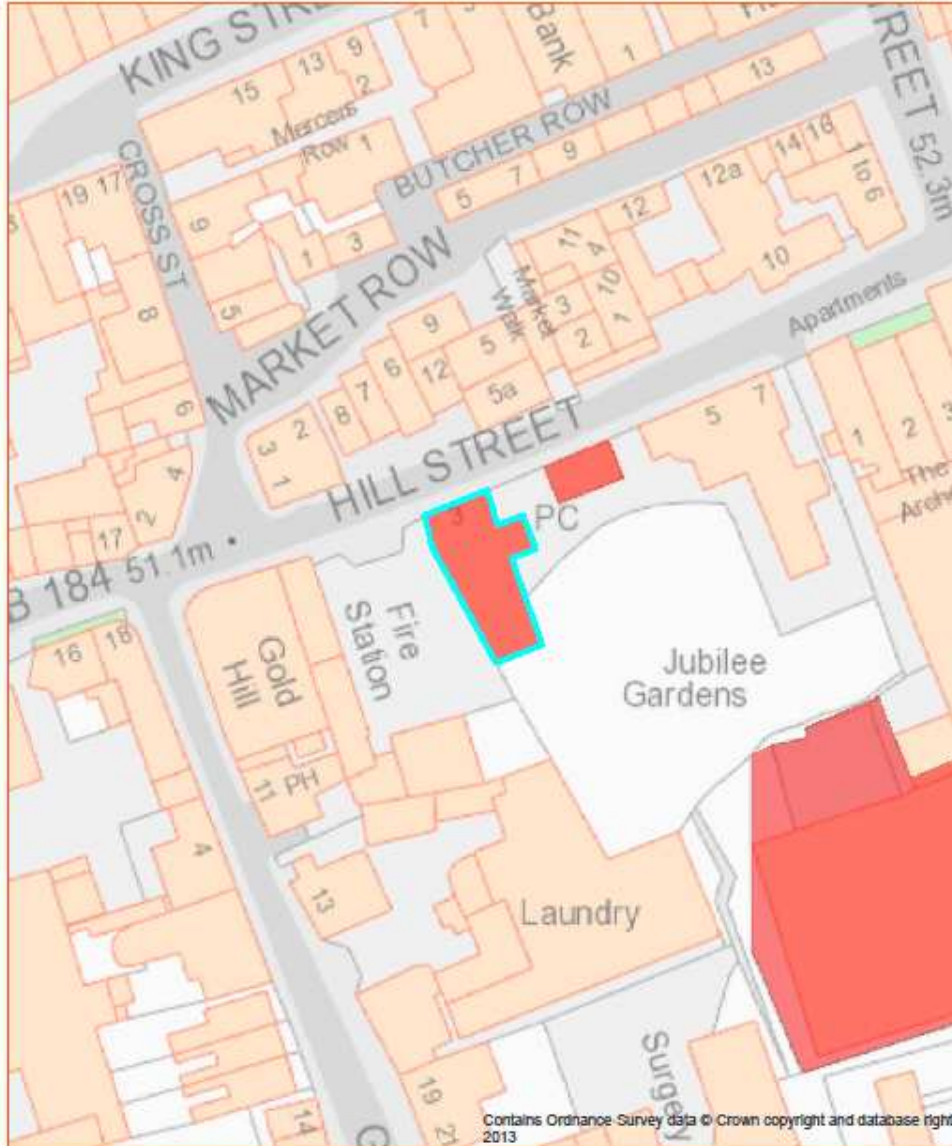
Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Day Centre	Community Facility	0.066	126	165
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
556229	221497	010090835103	CM22 6RP	Owned
DESCRIPTION				
Day Centre				
ADDITIONAL INFORMATION				

## Asset No.26 Garden Rooms, Saffron Walden



Date: 11/03/2014

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1:750



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Day Centre	Community Facility		221	291
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553846	238407	100091411679	CB10 1EH	Owned
<b>DESCRIPTION</b>				
Day Centre				
<b>ADDITIONAL INFORMATION</b>				
Formerly known as Saffron Walden Day Centre				

### Asset No.27 Community Hall, Flich Green



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Community Hall</b>	<b>Community Facility</b>	<b>0.053</b>	<b>2,886</b>	<b>1,117</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>566597</b>	<b>220550</b>	<b>010023915524</b>	<b>CM6 3GG</b>	<b>Owned</b>
DESCRIPTION				
<b>Community Centre</b>				
ADDITIONAL INFORMATION				



## Asset No.28 Museum, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Museum	Heritage Asset	0.271	2,710	427
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553831	238705	200004262672	CB10 1BN	Leased
<b>DESCRIPTION</b>				
Museum and grounds including School Room				
<b>ADDITIONAL INFORMATION</b>				
Leased from Saffron Walden Museum Society		Page 61		

## Asset No.30 Castle Grounds and Ruin, Saffron Walden



Date: 11/03/2014

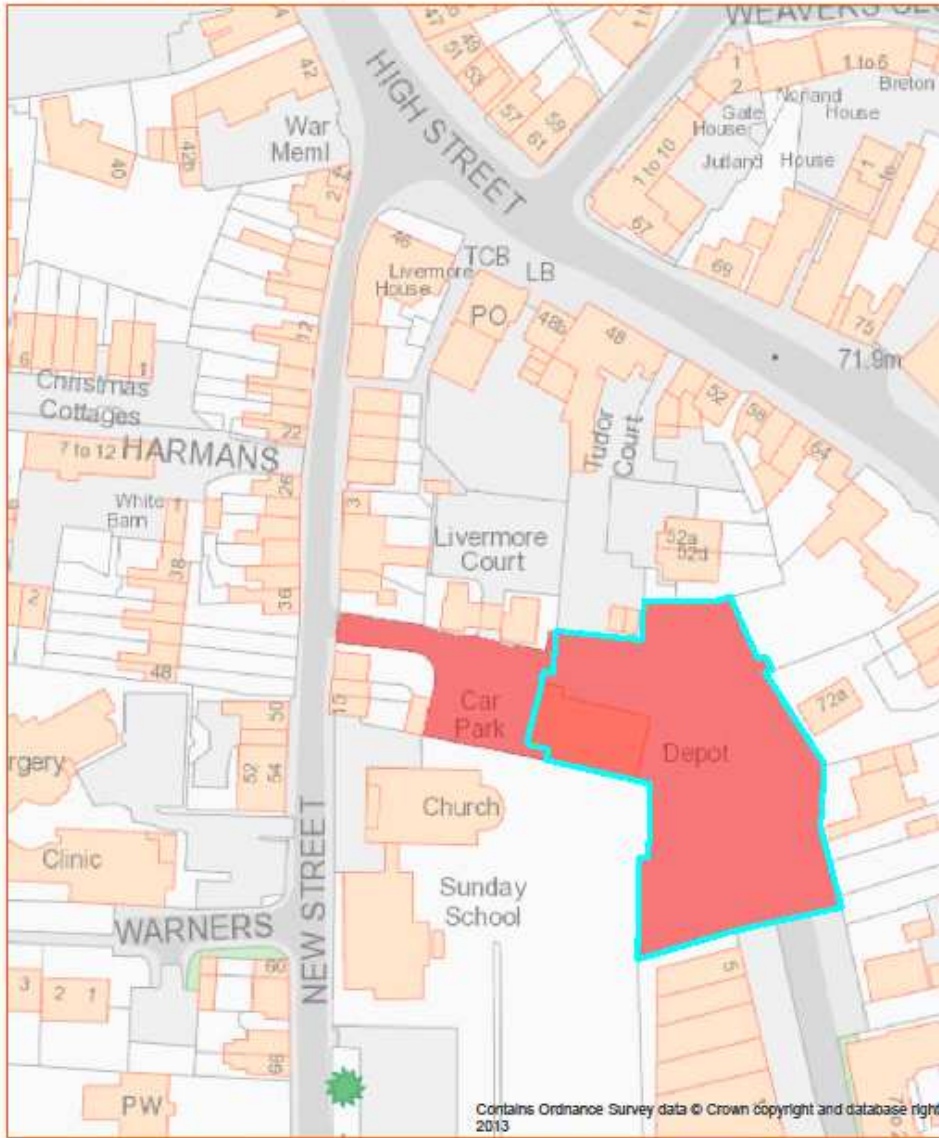
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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Community Facility	Heritage and Tourism Asset	0.653	6,543	123
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553904	238695	010090836212	CB10 1JQ	Owned
DESCRIPTION				
Castle and grounds				
ADDITIONAL INFORMATION				

### Asset No.31 Depot, New Street, Great Dunmow



Date: 26/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Depot</b>	<b>Delivery of Council Services</b>	<b>0.239</b>	<b>2,404</b>	<b>226</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>562882</b>	<b>221692</b>	<b>010090835052</b>	<b>CM6 1AP</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Depot</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Alternative sites being explored along with future options for this site</b>				



## Asset No.32 Depot, Shire Hill, Saffron Walden



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Depot</b>	<b>Delivery of Council Services</b>	<b>0.393</b>	<b>3,927</b>	<b>295</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>554740</b>	<b>237951</b>	<b>010090835096</b>	<b>CB11 3AZ</b>	<b>Owned</b>
DESCRIPTION				
<b>Depot</b>				
ADDITIONAL INFORMATION				
<b>Includes New Museum Store</b>				

## Asset No.33 Catons Lane Car Park, Saffron Walden



Date: 11/03/2014

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1:1,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Car Park	Car Park Provision	0.124	1,243	N/A
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553844	238897	100091628837	CB10 2DU	Leased
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

## Asset No.34 Turpins Bowls Hall, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Leisure	Leisure Provision		1,913	245
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554695	237497	100091413039	CB11 3EG	Owned
<b>DESCRIPTION</b>				
<b>Bowls Hall</b>				
<b>ADDITIONAL INFORMATION</b>				



## Asset No.35 Skateboard Park, Saffron Walden



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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Leisure	Leisure Provision	0.15	1,496	51
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554734	237463	010090835086	CB11 3EG	Owned
DESCRIPTION				
Skate Park				
ADDITIONAL INFORMATION				

### Asset No.36 Ransom Strip, Harris Yard, Saffron Walden



Date: 26/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Ransom Strip	0.001	7	0
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554548	238257	010090835087	CB11 3AA	Owned
DESCRIPTION				
Ransom Strip				
ADDITIONAL INFORMATION				



### Asset No.37 Ransom Strip, Harris Yard, Saffron Walden



Date: 26/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Ransom Strip	0.004	37	0
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554470	238405	010090835097	CB11 3AR	Owned
DESCRIPTION				
Ransom Strip				
ADDITIONAL INFORMATION				

### Asset No.38 Claypits Plantation, Saffron Walden



1:1,750



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Community Facility	1.118	11,182	N/A
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554094	236760	010090835085	CB11 4DT	Leased
<b>DESCRIPTION</b>				
Nature conservation and BMX track				
<b>ADDITIONAL INFORMATION</b>				
Leased from Audley End Estate				

### Asset No.39 Public Toilets, Hill Street, Saffron Walden



Date: 25/11/2013

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1:500



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Public Toilets	Community Facility		57	137
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553860	238421	200004267296	CB10 1EH	Owned
<b>DESCRIPTION</b>				
Public Toilets				
<b>ADDITIONAL INFORMATION</b>				



### Asset No.40 Crafton Green Car Park, Stansted Mountfitchet



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Car Park	Car Park Provision	0.124	3,927	N/A
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
551092	225121	100091629066	CM24 8AQ	Leased
<b>DESCRIPTION</b>				
Car Park				
<b>ADDITIONAL INFORMATION</b>				
Agreement with Stansted Mountfitchet Parish Council				

## Asset No.41 Causeway End Road, Felsted



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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.099	991	2
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
568177	219517	010090835070	CM6 3LU	Owned
<b>DESCRIPTION</b>				
Open Space				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

### Asset No.42 Land Adjacent Cemetery, Saffron Walden



Date: 25/11/2013

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1:1,250



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.068	681	2
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554552	238430	010090835067	CB11 3JB	Owned
DESCRIPTION				
Open Space				
ADDITIONAL INFORMATION				
Maintained by Grounds Maintenance team				



## Asset No.43 Sewage Works, Bardfield End Villas, Thaxted



Date: 25/11/2013

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Sewage Works	Community Facility	0.011	110	0
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
562399	230901	010090835076	CM6 3PU	Owned
<b>DESCRIPTION</b>				
Sewage Works				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				

## Asset No.44 Greenways, Saffron Walden



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>0.326</b>	<b>3,262</b>	<b>8</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>554151</b>	<b>237345</b>	<b>100090651719</b>	<b>CB11 3EZ</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Open Space</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance team</b>				

### Asset No.45 Verge at Lower Street Car Park, Stansted



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Verge	0.015	148	0
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
551446	224914	010002184329	CM24 8LP	Owned
<b>DESCRIPTION</b>				
Verge				
<b>ADDITIONAL INFORMATION</b>				
Maintained by Grounds Maintenance team				



## Asset No.46 Allotments, Magdalen Green, Thaxted



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.18	1,796	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
561524	231009	010090835051	CM6 2LG	Owned
DESCRIPTION				
Allotment				
ADDITIONAL INFORMATION				

## Asset No.47 Allotments, Birdbush Ave Nth, Saffron Walden



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.066	662	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553756	237461	010090835094	CB11 4DJ	Owned
DESCRIPTION				
Allotment				
ADDITIONAL INFORMATION				

### Asset No.48 Allotments, Birdbush Ave Sth, Saffron Walden



Date: 25/11/2013

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 Uttlesford District Council 100018688 (2012)



1:700

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.116	1,160	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553800	237364	010090835095	CB11 4DH	Owned
DESCRIPTION				
Allotment				
ADDITIONAL INFORMATION				



### Asset No.49 Allotments, Laws Close, Saffron Walden



Date: 25/11/2013

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1:750

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.121	1,212	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553832	237281	010090835065	CB11 4DH	Owned
DESCRIPTION				
Allotment				
ADDITIONAL INFORMATION				

# Asset No.50 Allotments, Peaslands Road, Saffron Walden



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Date: 25/11/2013

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1:1,250

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.366	3,661	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554602	237710	010090835093	CB11 3ED	Owned
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.51 Allotments, Petlands, Little Walden



Date: 25/11/2013

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1:1,250

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.088	883	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554619	241701	010090835060	CB10 1XF	Owned
DESCRIPTION				
Allotment				
ADDITIONAL INFORMATION				



## Asset No.52 Allotments, Rowntree Way, Saffron Walden



Date: 25/11/2013

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1:1,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.062	624	35
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
553709	237298	010090835106	CB11 4BY	Owned
<b>DESCRIPTION</b>				
Allotment				
<b>ADDITIONAL INFORMATION</b>				
Balance sheet value is for all allotments not just this one				

## Asset No.53 The Guildhall, Thaxted



Date: 11/03/2014

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1:600



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Guildhall</b>	<b>Community Facility</b>	<b>0.01</b>	<b>95</b>	<b>23</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>561139</b>	<b>230953</b>	<b>200004266702</b>	<b>CM6 2PF</b>	<b>Leased</b>
<b>DESCRIPTION</b>				
<b>Guildhall</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Leased from Essex County Council</b>				



## Asset No.54, Land North of Gaces Acre, Newport



Date: 11/03/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Community Asset	0.229	2,289	N/A
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
552002	234323	010090835099	CB11 3RE	Leased
DESCRIPTION				
ADDITIONAL INFORMATION				
Leased to Trustees of Joyce Frankland Academy Newport				

## Asset No.55 Buffer Strip, Hornbeams, Priors Green



Date: 25/11/2013

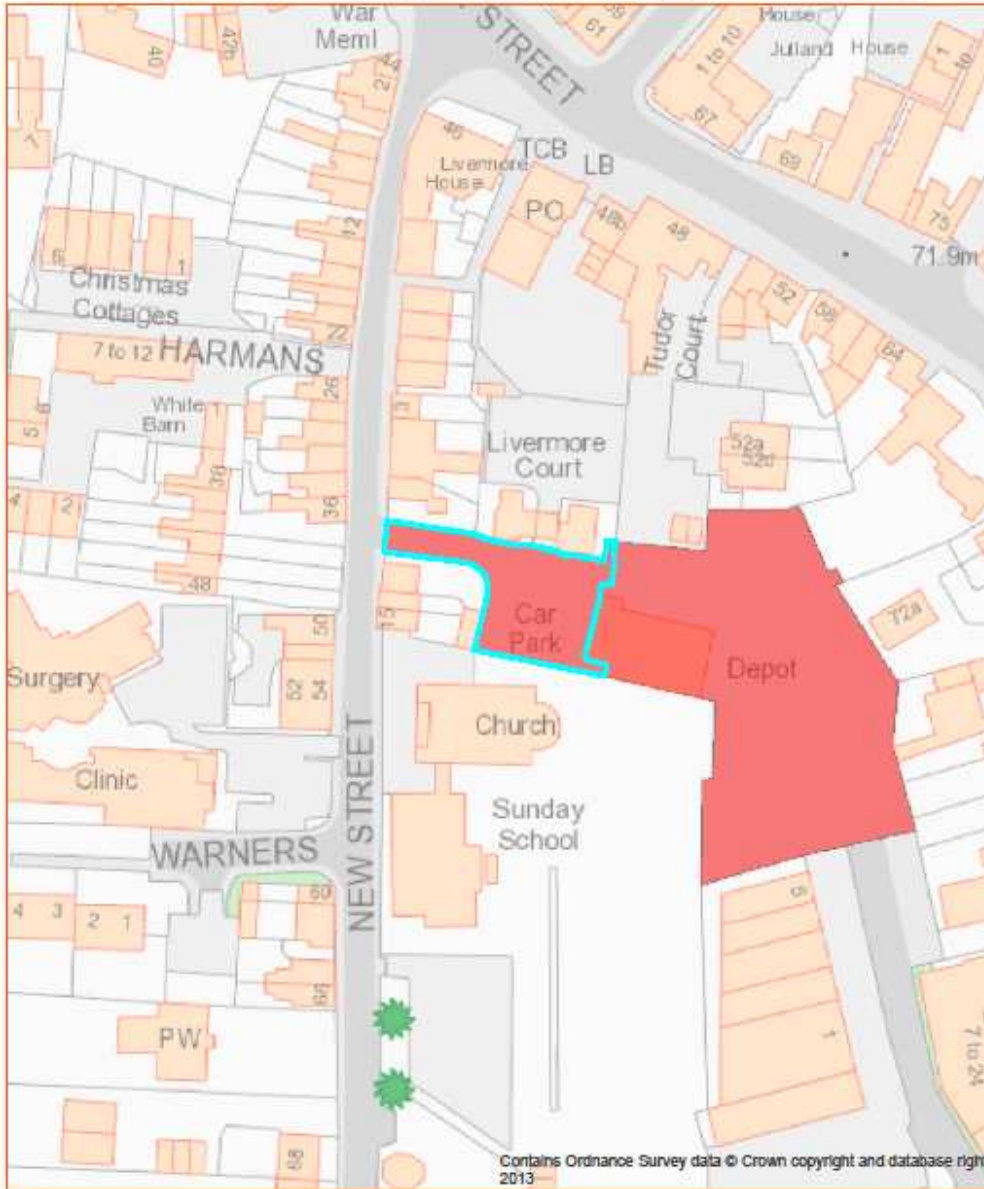
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Uttlesford District Council 100018688 (2012)

1:1,500



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>0.247</b>	<b>2,471</b>	<b>6</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>556781</b>	<b>221304</b>	<b>010090835084</b>	<b>CM6 1FN</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Buffer Strip</b>				
<b>ADDITIONAL INFORMATION</b>				

## Asset No.56 Car Park, New Street, Great Dunmow



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Date: 26/11/2013

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1:1,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Car Park</b>	<b>Car Park Provision</b>	<b>0.054</b>	<b>542</b>	<b>22</b>
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>562838</b>	<b>221709</b>	<b>010090836468</b>	<b>CM6 1YG</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Maintained by Grounds Maintenance Team</b>		<b>Page 88</b>		



### Asset No.57 Leisure Centre, Stansted Mountfitchet



Date: 27/11/2013

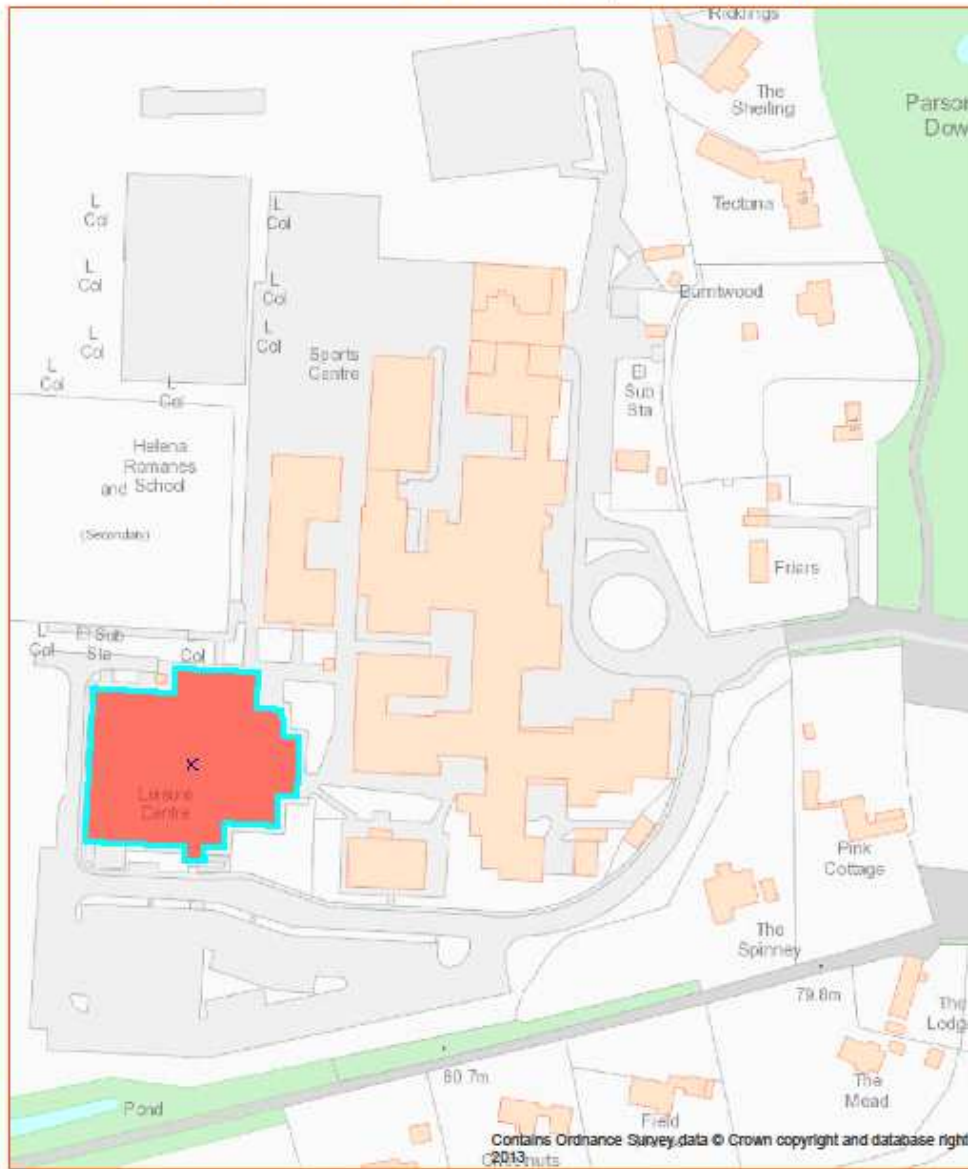
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1:1,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Leisure Facility	Leisure Provision	0.115	1,149	1,588
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
551908	223917	010002181172	CM24 8TZ	Owned
<b>DESCRIPTION</b>				
Leisure Centre				
<b>ADDITIONAL INFORMATION</b>				
PFI				

## Asset No.58 Leisure Centre, Great Dunmow



Date: 27/11/2013  
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 Uttlesford District Council 100018688 (2012)



1:1,500

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Leisure Facility	Leisure Provision	0.239	2,395	4,175
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
562052	222959	100091449298	CM6 2AT	Owned
<b>DESCRIPTION</b>				
Leisure Centre				
<b>ADDITIONAL INFORMATION</b>				
PFI				



## Asset No.59 Land at Thaxted Road, Saffron Walden



Date: 27/11/2013

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 Uttlesford District Council 100018688 (2012)



1:1,000

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Miscellaneous	Development land	0.255	2,553	56
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554977	237356	010090835108	CB10 2UQ	Owned
DESCRIPTION				
Derelict Land				
ADDITIONAL INFORMATION				

### Asset No.60 Allotments, Radwinter Road, Saffron Walden



Date: 27/11/2013

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 Uttlesford District Council 100018688 (2012)



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Allotments	Allotment Land	0.292	3,047	See note on page 63
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554756	238457	010090836218	CB11 3JB	Owned
DESCRIPTION				
Allotment				
ADDITIONAL INFORMATION				

## Asset No. 61 Leisure Centre, Saffron Walden



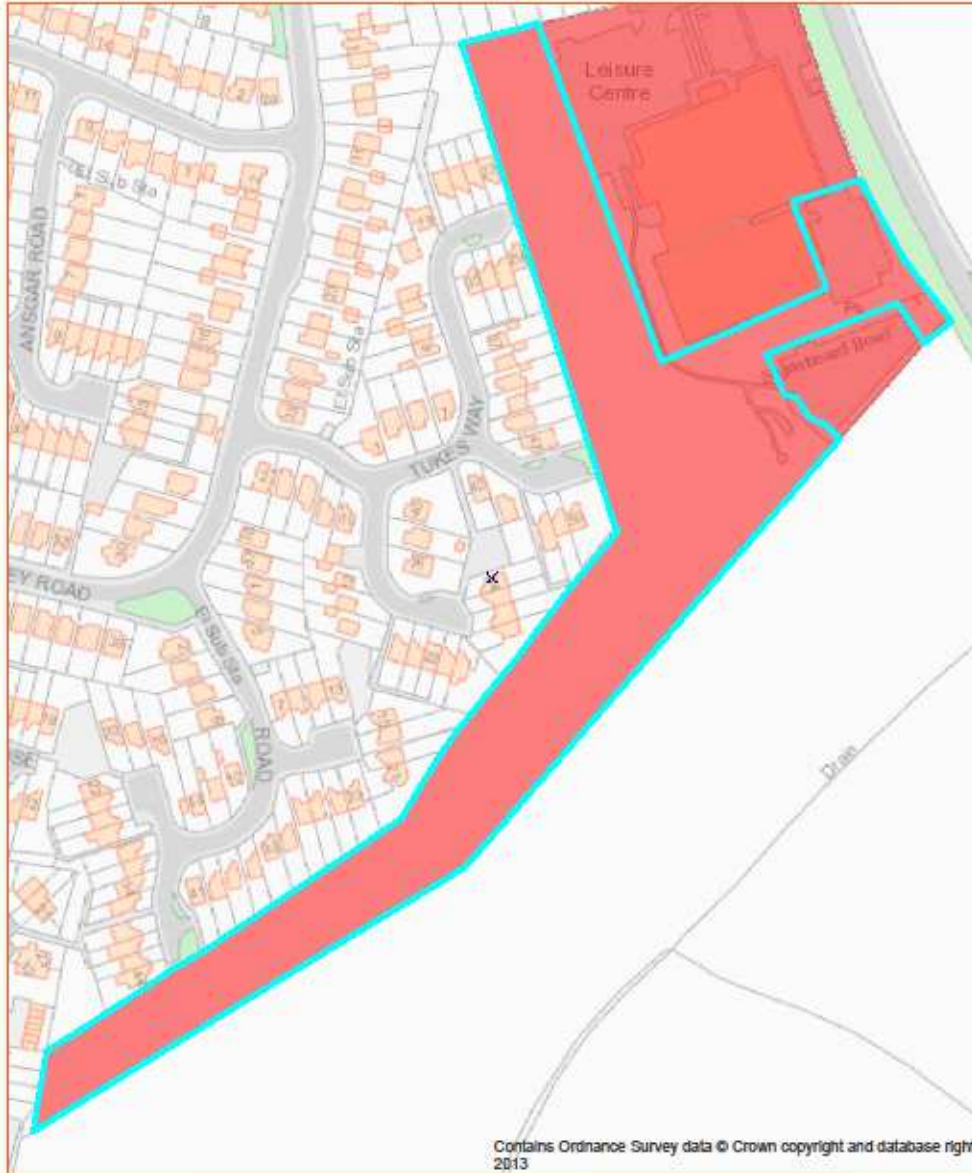
Date: 24/01/2014

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PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Leisure Facility</b>	<b>Leisure Provision</b>	<b>1.15</b>	<b>11,495</b>	<b>4,881</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>554677</b>	<b>237571</b>	<b>100091412641</b>	<b>CB11 3EG</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Leisure Centre</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>PFI</b>				

## Asset No. 62 Land at Peaslands Road, Saffron Walden



Date: 24/01/2014

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 Uttlesford District Council 100018688 (2012)

1:2,000



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>2.068</b>	<b>35,678</b>	<b>63</b>
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
<b>554628</b>	<b>237398</b>	<b>100091413039</b>	<b>CB11 3ES</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Land to the West of Lord Butler Leisure Centre</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Leased to Saffron Walden Town Council</b>				



Asset No.63 Land adj to 21 Churchfield, Saffron Walden



Date: 12/03/2015

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 Uttlesford District Council 100018688 (2012)



1:500

PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.013	130	9
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
554450	237262	100090650251	CB11 3ET	Owned
DESCRIPTION				
Garden Land				
ADDITIONAL INFORMATION				



### Asset No.64 Land at Oakwod Park, Fitch Green



Date: 12/03/2015

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1:750



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
Amenity Land	Open Space	0.055		
EASTING	NORTHING	UPRN	POSTCODE	UDC OWNED OR LEASED
566236	220629	010002185780	CM6 3GE	Owned
DESCRIPTION				
Open Space				
ADDITIONAL INFORMATION				
Acquired as part of S106 Agreement during 2014/15 will be valued as at 31/3/15				

## Asset No.65 Land at Fitzwalter Road, Little Dunmow



Date: 12/03/2015

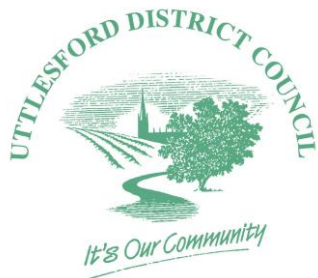
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1:1,050



PROPERTY TYPE	REASON ASSET HELD	AREA HECTARES	AREA M <sup>2</sup>	BALANCE SHEET VALUE AS AT 31.3.2014 £'000
<b>Amenity Land</b>	<b>Open Space</b>	<b>0.166</b>		
<b>EASTING</b>	<b>NORTHING</b>	<b>UPRN</b>	<b>POSTCODE</b>	<b>UDC OWNED OR LEASED</b>
<b>566305</b>	<b>221120</b>	<b>010002185629</b>	<b>CM6 3FH</b>	<b>Owned</b>
<b>DESCRIPTION</b>				
<b>Open Space</b>				
<b>ADDITIONAL INFORMATION</b>				
<b>Acquired as part of S106 Agreement during 2014/15 will be valued as at 31/3/15</b>				





# Uttlesford District Council

## Fast-track equality impact assessment (EqIA) tool

### What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

### What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

### How do I use the tool?


This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.



*If there is insufficient space to answer a question, please use a separate sheet.*



General information		
1	Name of strategy, policy, project, contract or decision.	Asset Management Plan 2015/16
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set out the ambitions and goals for the Council's asset management
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Service users
4	Responsible department and Head of Division.	Department: Corporate Services Head of Division: Adrian Webb
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (please state): All departments
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input type="checkbox"/> Y Performance indicators or targets <input type="checkbox"/> N User satisfaction <input type="checkbox"/> N Uptake <input type="checkbox"/> N Consultation or involvement <input type="checkbox"/> N Workforce monitoring data <input type="checkbox"/> N Complaints <input type="checkbox"/> N External verification <input type="checkbox"/> N Eligibility criteria <input type="checkbox"/> N Other (please state): <input type="checkbox"/> None 
---	---	---

**Analysing performance data**

8	Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?	<input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Y Not applicable  <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>
---	---	---

9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;"><input type="checkbox"/></td> <td>Yes *</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>No*</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td style="text-align: center;"><input type="checkbox" value="Y"/></td> <td>Not applicable </td> </tr> </table> <p style="margin-top: 20px;"><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>	<input type="checkbox"/>	Yes *	<input type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient	<input type="checkbox" value="Y"/>	Not applicable
<input type="checkbox"/>	Yes *									
<input type="checkbox"/>	No*									
<input type="checkbox"/>	Insufficient									
<input type="checkbox" value="Y"/>	Not applicable									


**Checking delivery arrangements**

10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p> <table style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No </th> <th style="width: 10%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td>The <a href="#">premises</a> for delivery are accessible to all.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox" value="Y"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><a href="#">Consultation</a> mechanisms are inclusive of all.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox" value="Y"/></td> </tr> <tr> <td><a href="#">Participation</a> mechanisms are inclusive of all.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox" value="Y"/></td> </tr> </tbody> </table> <p style="margin-top: 20px;">If you answered 'No' to any of the questions above please explain why giving details of any legal justification.</p> <p style="margin-top: 20px;">Some council sites are not intended to be accessible by the general public e.g. depot sites, workshops.</p>		Yes	No	N/A	The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox" value="Y"/>	<input type="checkbox"/>	<a href="#">Consultation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>	<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
	Yes	No	N/A														
The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox" value="Y"/>	<input type="checkbox"/>														
<a href="#">Consultation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>														
<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>														

**Checking information and communication arrangements**

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

*If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.*

	Yes	No 	N/A
<a href="#">Customer contact</a> mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
Electronic, web-based and paper information is accessible to all.	<input type="checkbox" value="Y"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>


If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.


**Future Impact**

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

No


Yes \* 

Insufficient evidence 




\*Please state any potential issues Identified.

**OVERVIEW**  
**70,000 residents**  
**Demographic make up according to diverse groups.**



Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No* </p> <p><input type="checkbox"/> Y Not applicable</p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>

**Making a judgement – conclusions and next steps**

14	<p>Following this fast-track assessment, please confirm the following:</p> <p><input checked="" type="checkbox"/> Y There are no inequalities identified that cannot be easily addressed or legally justified  No further action required. Complete this form and implement any actions you identified in Q13 above</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below).</p>
15	<p>If you have any additional comments to make, please include here.</p> <p><input type="checkbox"/> None</p>

**Completion**

16	Name and job title (Assessment lead officer)	Adrian Webb Director of Finance and Corporate Services
	<p>Name/s of any assisting officers and people consulted during assessment:</p> <p>Date: 11/03/2015</p> <p>Date of next review: 10/03/2016</p> <p><i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>	

**Committee:** Cabinet  
**Date:** 19 March 2015  
**Title:** Pay Policy  
**Portfolio Holder:** Cllr Chambers

**Agenda Item**

**9**

Item for decision

---

### Summary

1. There is a requirement under the Localism Act 2011 for authorities to publish a pay policy and to review it annually. The policy sets out the pay and remuneration schemes in place and sets the criteria for the forthcoming year.

### Recommendations

2. The Cabinet is requested to approve, for recommendation to Full Council, the Pay Policy as set out in Appendix One.

### Financial Implications

3. There are no implications for the council's budget beyond those approved as part of the 2015/16 budget setting process.

### Background Papers

4. None

### Impact

Communication/Consultation	Staff have been made aware of the requirement to publish this information. Unison have been provided with a copy of the document
Community Safety	No specific implications
Equalities	No change from 2014/15
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications as the policy only combines in to one document polices already in place

## Background

5. The Localism Act 2011 put in place a requirement for councils to approve a Pay Policy before the start of each financial year. The policy will be used for the forthcoming year to determine recruitment, retention and reward for both existing and new staff.
6. All relevant government directives and guidance notes have been used to compile this policy.
7. It is possible to amend the policy during the year but any amendments must be approved by Full Council.
8. In accordance with the councils wish to demonstrate transparency, and to comply with the requirements of the Act, the policy and associated documents will be published on the internet.
9. An Equalities Impact Assessment has been completed and is attached as Appendix Two.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The policy is not approved by 31 March	1 The report is being presented at Cabinet in advance of the deadline	2 Failure to comply with the Localism Act	Policy is before Members in advance of the deadline
The policy hinders recruitment during the forthcoming year	1 The policy reflects the current employment criteria	2 The council may lose suitable staff	It is possible to amend the policy subject to Full Council approval.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

# Pay Policy

## Contents

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8. Pension	9
9. Severance	10

## The aims of this policy

Uttlesford District Council (UDC) is committed to providing clear guidance on matters of policy all our employees, promoting a culture of fair treatment, respect and dignity, irrespective of individual differences.

This policy aims to provide managers and employees with clear guidance on how these policies will be managed and maintained in the workplace. It also meets the statutory requirements of the Localism Act 2011 with regard to the transparency of our pay and remuneration policies and the way we implement these throughout the authority.

Due to the nature of its content, it is intended that this policy will be used in conjunction with a number of existing policies within the organisation. Where relevant these documents will be referenced accordingly.

All relevant government directives and guidance notes have been used to compile this policy.

The contents of the policy and the application of them will be reviewed and approved on an annual basis by Full Council to ensure a consistent and fair approach to the remuneration of staff at all levels. Staff will only be paid in accordance with the conditions outlined in this document.

In managing the application of this policy, consideration should be given to the individual's requirements and circumstances in relation to the protected characteristics as detailed under the Equality Act 2010.

From January 2015 UDC is now an accredited Living Wage employer.

This policy applies to all UDC employees.

*Any employee who requires this policy in an alternative format or language should contact HR Admin.*

### Associated Documents:

HRP 6	Secondment Policy
HRP 7	Job Evaluation Scheme
HRP 8	Essential User Policy
HRP 9	Excess Travelling Time and Expenses Policy
HRP 12	U-Perform Appraisal Process
HRP 13	Acting-Up Payments
HRP 15	Standby and Recall to Work Payment Policy
HRP 24	Organisational Change Policy
HRP 33	Standard Conditions of Service
HRP 47	General Allowances and Subsistence Rates
HRP 48	Long Service Award Policy



## Introduction

UDC recognises that to attract, retain and motivate quality staff, fair and equitable pay and reward processes need to be adopted and managed. These processes should be based on the current and future requirements of the organisation. They should also recognise that changes in both employee expectations and motivational needs, along with influential external factors such as labour market conditions, need to be continually considered and managed through these policies.

Robust pay and reward processes provide clarification and understanding of what contributions and responsibilities are required of employees at all levels and how their input is recognised and rewarded. It also supports the identification of the required values, behaviours and performance levels of the organisation in order for it to meet its key corporate and operational goals.

All of the policies referred to in this document have been formulated in accordance with local and national pay and reward standards and guidance. UDC works in partnership with Essex County Council's Human Resources (HR Partnership) therefore all policies will be implemented and managed with direct support from this group.

## Policy Framework

### 1. Definitions

For the purpose of this policy only the term 'Chief Officer' is defined as follows:

- Any member of the Corporate Management Team (CMT)
- Any senior role evaluated between the pay Bands 1 – 4 (see section 3 below)

The term 'lowest paid staff' is defined as follows:

- Those staff members whose role is evaluated between Scale 2 – 3 on the NJC pay scale chart (see section 2 below)

### 2. Job Evaluation

UDC adopts job evaluation processes that aim to maintain fairness and equity in the grading of posts throughout the authority (see HRP 7). Jobs are only subject to evaluation if they are new posts or where a current post has significantly changed in relation to responsibilities and/or reporting lines.

UDC has two formal review processes that it applies dependant upon the expected outcome of the role being evaluated:

- UDC Job Evaluation Scheme                      From Scale 2 to PO 16
- Hay System of Job Evaluation                      From Scale SM2 upwards

#### UDC Job Evaluation Scheme

The scheme focuses on the content and responsibilities of the role and not the person

doing the job. It compares elements of the job against pre-determined factors ensuring that jobs are measured logically and fairly. Job Evaluation Panels are held on a frequent basis at the Authority and organized by the UDC HR team. This process is actioned by a core team of trained officers from within the authority. One member of each evaluation panel must be a representative of the union. Also a representative from the HR Partnership will be present at each panel and chair the proceedings, making notes of the decisions and helping with the decision-making process. Following CMT approval, Managers must submit a job profile along with a supporting questionnaire and structure chart which is then evaluated by the team where points are allocated against a number of factors.

### Hay System of Job Evaluation

Where a role is anticipated to be graded above PO 16, it will be submitted to the HR Partnership for evaluation through the Hay System. This process is adopted for senior roles within the authority as it allows for greater emphasis on key management factors. It uses a points allocation system.

### Job Evaluation and Salary

The salary of any given UDC role is determined by an evaluation process. Salary bands are identified against the level of points awarded to a role. UDC policy is that there is no restriction upon the position in a salary band at which new recruits can be appointed. Appointing managers or members may use any point within the evaluated salary scale to recognise a successful applicant's experience, qualification, technical knowledge, technical skills and market value.

## 3. Pay

### Salary Bands

UDC adopts the recognised National Joint Council (NJC) salary bands for its lower paid roles as detailed in the 'Green Book' (see HRP 33). These are developed through negotiations with Local Government employers and trade unions and are updated and applied in line with national circumstances. These pay bands are structured through a series of Spinal Column Points (SCP).

Roles that are evaluated at a Chief Officer level have an independent salary band scheme applied to them. The scheme and associated bands are approved by Full Council.

The salary bands are as follows:

Role	Band	Minimum	Maximum
Chief Executive	<b>BAND 1</b>	£ 100,000	£ 110,000
Directors	<b>BAND 2</b>	£ 75,062	£ 83,403
Statutory Officers	<b>BAND 3</b>	£ 67,389	£ 75,061
Assistant Directors	<b>BAND 4</b>	£ 48,436	£ 67,388
Director Reports ( <i>capped at £57,911</i> )			

For all Chief Officers, with the exception of the Chief Executive, there is an annual 'cost of living' rise which, when known, will be added to the Band 2, 3 and 4 ranges.

Information on actual sums paid to Chief Officers is contained within the annual accounts which are published on the council website each June. A link to the relevant page is below

<http://www.uttlesford.gov.uk/finance>

### **Average Salaries**

At the time of issue of this policy, the approximate average salary for all 'Green Book' salaried employees is £24,268 and the median salary is £20,253.

Due to the introduction of the Living Wage we have no one employed by the authority on the Scale 1 'Green Book'. All of our employees start on Scale 2, which is currently £15,523 FTE.

The current average salary for Chief Officers is £67,298 and median is £55,625.

### **Salary Ranges**

It is the council's policy that the salary range for the role of Chief Executive will normally be no greater than eight times the average salary of a Scale 1 'Green Book' employee.

It is the council's policy that the salary range for the role of Director will normally be no greater than six times the average salary of a Scale 1 'Green Book' employee.

It is the council's policy that the salary range for the role of Statutory Officer will normally be no greater than five and a half times the average salary of a Scale 1 'Green Book' employee.

It is the council's policy that the salary range for the role of Assistant Director will normally be no greater than five times the average salary of a Scale 1 'Green Book' employee.

As a Living Wage employer all starting salaries are no lower than Scale 2 so all requirements are met.

All annual salaries are paid pro rata to part time working officers based on the number of hours they are contracted to work.

### **Increments in Pay**

For 'Green Book' roles, increments in pay normally occur on an annual basis, subject to satisfactory performance within the role. The increment reflects a move to the next level SCP within a band. Once a role has reached the highest SCP within a band there will be no further incremental pay awards.

Increments in pay for Chief Officers will only be awarded through the Chief Officer Performance and Reward Scheme (see section 6 below).

Annual 'cost of living' award may also be awarded to all officers, with the exception of

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the Chief Executive, as a result of negotiations between the Local Government Employers and trade unions.

### **Pay Protection**

UDC operates a pay protection policy which provides a mechanism to assist employees to adjust to a reduction in pay arising from organisational change, job evaluation or redeployment. Pay protection will apply to permanent employees from the effective date of the change of grade for a period of two years as follows:

Where the alternative suitable employment within UDC is at a lower grade, pay protection will be up to a maximum of one grade only from the highest SCP of that lower graded post regardless of the employee's grade in their previous role for the first year following redeployment. Pay protection for the second year will reduce to 50% of the amount paid in the first year.

### **Living Wage**

In January 2015, The Living Wage Foundation accredited Uttlesford District Council as a Living Wage Employer. The Living Wage commitment will see that everyone working at UDC, regardless of whether they are permanent employees or third-party contractors and suppliers; receive a minimum hourly wage of £7.85 (significantly higher than the national minimum wage of £6.50).

The Living Wage is an hourly rate set independently and updated annually. The Living Wage is calculated according to the basic cost of living using the "Minimum Income Standard" for the UK.

## **4. Additional Payments**

### **Returning Officer Payment**

The Council has a duty to appoint a Returning Officer for all elections that it runs. For District and Parish elections, the Returning Officer fee is met by the District Council. This fee, and the fees of all other people employed by the Returning Officer, is paid in accordance with the Council's agreed scale of fees and expenses for elections.

### **Acting up payments**

Acting up payments are awarded where officers temporarily undertake duties at a higher grade (see HRP 13). Payment is usually made where an officer is covering over 20% of the duties of the higher-grade post. The amount payable is calculated by assessing the percentage of the higher-level post covered and the difference between the officer's current salary and the salary band minimum of the grade of the post covered.

### **Secondments**

The authority provides the opportunity for officers to undertake roles on a secondment basis (see HRP 6). In most cases the secondee will be paid at the same level as their substantive post however, where the secondment post is of a higher pay band than their current role, a higher salary may be applied for the secondment period. This salary will be agreed by all relevant managers and HR representatives.

### **Essential User Car Allowance and Mileage Rates**

The authority pays an Essential User Car Allowance to roles that meet the specified criteria. Where officers require the use of a vehicle to complete their day-to-day responsibilities, business mileage can be claimed (see HRP 8 & 47). Essential user allowance is only available to those qualifying people on salary grades up to and including PO13-16

Any such allowances and mileage payments are calculated and applied in accordance with HM Revenue & Customs rates.

### **Lease Car Scheme**

UDC has previously offered those officers that qualified for Essential User status the opportunity to lease a car through an approved scheme. Following a corporate review of allowances and benefits in March 2011 the scheme has now been closed and has not been available to any Essential Users. For those officers that currently lease a car through the scheme, once their three year lease period expires (the remainder of leases will expire before the end of the 2015/16 financial year), they will no longer be eligible for any further lease vehicles.

### **UDC Allowance**

The authority has previously paid a local UDC allowance to all staff, on Scale 6 or below, after one years' continuous service. The allowance of £561 is paid in addition to an annual salary payment. Following a corporate review of allowances in 2011, this allowance is no longer paid to any staff commencing employment within the authority after 1<sup>st</sup> April 2011.

If an employee moves from one role to another within the council the employee will cease to be entitled to the UDC Allowance. The only exception to this is where the move is part of a section reorganisation with an associated consultation process. In this case where the employee is required to move role the allowance will continue to be paid providing the original scheme criteria remain i.e. the new role is evaluated at Scale 6 or below.

### **Excess Travel Allowance**

Additional travelling expenses can be claimed by employees when their work base is changed by circumstances beyond their control or they are transferred to a new work base (see HRP 9). The Officer is paid an allowance equal to the difference between the cost of travelling from their home to their new work place and from their home to their original workplace. The allowance is paid for a maximum period of three years from the date of transfer.

The UDC Excess Travelling Expenses Scheme is agreed within the scope of 'Green Book' conditions.

### **Meeting Allowances**

Officers graded at 'Green Book' Senior Officer 1 (SO1) to Principal Officer (PO16) can claim an allowance for attendance at evening and out of hours meetings relating to council business.



**Standby and Recall to Work Payments**

Officers are eligible for these payments if in respect of their contracted duties they are required, or volunteer, to be on a call out rota or list, or respond to calls outside of normal working hours. Eligibility for standby and recall to work payments will be confirmed in the terms and conditions of the officer's contract of employment.

**Market Supplements**

Following the corporate review of allowances in 2011 the authority does not apply market supplement payments to any role. If however, the employment market dictates the need to apply a supplement to particular roles, these will be applied in accordance with relevant protocol.

**Long Service Awards**

The authority acknowledges the importance of employees who are committed to their work and wishes to reward the loyalty of those officers who have Long Service with UDC. Long Service Awards are given upon the successful completion of 20, 30 and 40 continuous service at UDC or one of its predecessor authorities.

Awards are made as follows:

20 years service	Vouchers to the value of £250
30 years service	Vouchers to the value of £500
40 years service	Vouchers to the value of £750

**Staff Suggestion Scheme**

The authority has since 2007 run a staff suggestion scheme, U-Suggest where members of staff are invited to come up with good ideas for improving the way the authority works. Where suggestions are innovative, cash prizes may be linked to the amount of any savings the council makes as a result of putting them into practice. Suggestions can receive awards of between £10 and £250. There may also be encouragement awards given of up to £25 for ideas which show merit or special effort. To date a total award of £1,160 has been paid to officers through the scheme.

**5. Recruitment**

All officers recruited by UDC will be given a formal written contract detailing the particulars of their employment and the compensation they will receive in exchange for the work they perform. These contracts will reflect the status of the employee's employment i.e. permanent, temporary, casual etc.

The specific terms of the contracts are detailed in a Written Statement of Particulars for Local Government Employees (Scale 1 – P016) which will accompany the contract.

The Statement of Written Particulars for staff on SM2 and Chief Officer Grades will reflect the different terms and conditions that apply to those roles.

Chief Officers will normally be appointed at the bottom of the appropriate pay scale. However the Chief Executive has the authority to appoint above the bottom of the appropriate pay scale should the need arise.

Any changes to terms and conditions of employment will follow consultation and, where necessary, negotiation with individuals and recognised trade unions.

## 6. Reward & Recognition

To monitor the performance of all 'Green Book' officers, the authority adopts a local appraisal process, U-Perform (see HRP12). Performance will be reviewed and graded against the achievement of a number of key objectives and the demonstration of relevant values and behaviours. There are no additional monetary rewards other than incremental progression within the officer's pay band for acceptable performance within this scheme. Alternative rewards such as additional leave and recognition letters may be awarded for 'very good' or 'exceptional' performance.

For all Chief Officers, with the exception of the Chief Executive, a local Performance and Reward scheme was proposed in 2007 but has not been implemented. Chief Officers only receive the salary as set out in section 3 above, they do not receive performance related pay nor do they receive bonuses.

Increments in pay for the Chief Executive may be awarded by the Leader of the Council following scheduled performance reviews.

## 7. Career Progression Schemes

In some areas of the authority officers are offered progression in their roles through a career progression scheme. Within such schemes, progression is usually awarded after successful completion of particular qualifications or work experience. Details of the scheme and how it will be applied to an individual will be documented in their contract of employment.

The authority also offers opportunities for apprenticeships and other national schemes such as school work experience placements. Apprenticeships have their own national pay scheme and are therefore outside of this policy.

## 8. Pension

The Local Government Pension Scheme (LGPS) is open to all new and existing employees of the authority.

The government has introduced new overriding pension legislation to make it easier for people to save for their retirement.

It requires all employers to Auto Enroll all eligible jobholders into a workplace pension scheme who are:

- not already in a workplace pension scheme and or previously opted out;
- earning over £10,000 gross per year (or £192 per week or £833 per month) - These figures relate to Tax year 2015/16 and are reviewed on an annual basis each April
- aged 22 or over;
- and under State Pension Age.

An employee may decide at any time to opt out of membership of the LGPS but will be automatically be re-enrolled into the scheme on what is called the "re-enrolment date"

if, on that date, an employee is aged at least 22, under State Pension Age and earning more than £10,000 (current figure), or pro-rata per pay period, exception to this is if an employee has opted out within 12 months prior to the "re-enrolment date". At that point an employee will not be re enrolled until the next "re enrolment date"

The workplace pension scheme provided is the Local Government Pension Scheme (LGPS) which is a qualifying pension scheme, which means it meets or exceeds the government's standards.

## 9. Severance

On cessation of employment from the authority, officers including Chief Officers will only receive compensation:

- (a) in circumstances that are relevant e.g. redundancy
- (b) in the application of any employer discretions provided by the LGPS and/or
- (c) that complies with the specific term(s) of a Settlement Agreement.

The authority adopts an early retirement policy (see HRP 25)

### **Settlement Agreements (previously known as Compromise Agreements)**

In exceptional circumstances to avoid or settle a claim or potential dispute, the authority may agree payment of a settlement sum through the issue of a Settlement Agreement. All cases will be overseen by the Legal Department in conjunction with the relevant line manager to ensure all legal, financial and contractual responsibilities have been met.

## More information and help

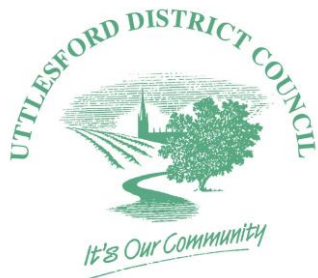
### Associated documents

All associated documents listed in this policy are available on request

### Contact for more information

HR: Tel: 01799 510424

Email: [humanresources@uttlesford.gov.uk](mailto:humanresources@uttlesford.gov.uk)



# Uttlesford District Council

## Fast-track equality impact assessment (EqIA) tool

### What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

### What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

### How do I use the tool?


This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.



*If there is insufficient space to answer a question, please use a separate sheet.*



General information		
1	Name of strategy, policy, project, contract or decision.	Pay Policy
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To allocate financial resources to UDC services enabling corporate priorities, statutory requirements and policy objectives to be met
3	Who may be affected by the strategy, policy, project, contract or decision?	<input type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input type="checkbox"/> UDC service users
4	Responsible department and Head of Division.	Adrian Webb, Director of Corporate Services on behalf of CMT
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – all departments.
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Rural Isolation






7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input checked="" type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other: Budget monitoring process; internal audit, external audit <input type="checkbox"/> None 
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**Analysing performance data**

8	Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?	<input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>
---	---	--

		No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group.
9	Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u> ?	<input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the documents and none of the information within the documents will have a differential impact on any group.</p>

**Checking delivery arrangements**


10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p> <table data-bbox="1169 1470 1445 1848"> <thead> <tr> <th></th> <th>Yes</th> <th>No </th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>The <a href="#">premises</a> for delivery are accessible to all.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Consultation</a> mechanisms are inclusive of all.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><a href="#">Participation</a> mechanisms are inclusive of all.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Yes	No 	N/A	The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Consultation</a> mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No 	N/A														
The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>														
<a href="#">Consultation</a> mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>														

If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

### Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

*If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.*



	Yes	No 	N/A
<a href="#">Customer contact</a> mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.





### Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No
- Yes \* 
- Insufficient evidence 

\*Please state any potential issues identified.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No* </p> <p><input checked="" type="checkbox"/> Not applicable</p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>
Making a judgement – conclusions and next steps	
14	<p>Following this fast-track assessment, please confirm the following:</p> <p><input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  No further action required. Complete this form and implement any actions you identified in Q13 above</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below).</p>
15	<p>If you have any additional comments to make, please include here.</p> <p><input type="checkbox"/> None</p>
Completion	
16	<p>Name and job title (Assessment lead officer)</p> <p>Adrian Webb Director of Finance and Corporate Services</p> <p>Name/s of any assisting officers and people consulted during assessment:</p> <p>CMT</p> <p>Date: Date of next review:</p> <p>19 Marrch 2015 February 2016</p> <p><i>For <b>new</b> strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>

**Committee: Cabinet**

**Agenda Item**

**Date: 19 March 2015**

**10**

**Title: Discretionary Rate Relief**

**Portfolio Holder: Councillor Robert Chambers**

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### Summary

1. The current Discretionary Rate Relief Policy was approved at Cabinet in June 2014. As part of the Governments Autumn Statement an increase in the amount of transitional rate relief is to be increased from £1,000 to £1,500 and this relief to be extended for a further 2 years until 31<sup>st</sup> March 2017. Central Government is requesting that Local Authorities use their discretionary powers to implement these changes rather than through an Act of Parliament.
2. The full Discretionary Rate Relief Policy can be seen in Appendix A, which includes the amended relief of £1,500.

### Recommendations

3. That the Cabinet is requested to approve the Discretionary Rate Relief with the following amendments:
  - a. The scheme is extended to 31<sup>st</sup> March 2017
  - b. The increase of transitional rate relief from £1,000 to £1,500

### Financial Implications

4. This will affect 17 properties and the cost is approximately £19,488, of which the council will receive 100% reimbursement via the Section 31 grant.

### Background Papers

5. Autumn Statement

### Impact

Communication/Consultation	All businesses notified when this relief was included into policy
Community Safety	None
Equalities	Eligibility criteria applies
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	100% reimbursed via grant funding
None Ward-specific impacts	Relates to all wards
Workforce/Workplace	None



## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That we do not receive any grant funding	1 – unlikely as the grant is built into the governments autumn	2 – the council would have to fund the relief out of current resources	All documents/notifications read to clarify that we are entitled and this gives assurance that we meet all criteria

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

**BUSINESS RATES - DISCRETIONARY RATE RELIEF POLICY**

**EFFECTIVE 1<sup>ST</sup> JULY 2014**

**UPDATED 19<sup>TH</sup> MARCH 2015**

**Policy objectives**

1. To support the local economy by providing incentives for occupation of empty premises, encourage business start-up and business expansion within Uttlesford.
2. To support rural communities by providing assistance to businesses operating in rural locations.
3. To contribute to maximising the Council's financial position under the business rates retention scheme by encouraging longer term rateable value growth.

**Administration**

4. The policy will be administered by the Council's Revenues service, who will determine the relief application process.
5. The Revenues service will determine applications for relief, using the criteria set out in this policy. Applications for the Business Development category of relief will be assessed by the Council's Economic Development Officer who will notify the Revenues service of decisions made. The Council will have discretion to backdate awards of relief to the beginning of the current billing period.
6. Eligibility for relief will typically be based upon objective criteria such as the rateable value, location and nature of an organisation's business. A business's profitability will not ordinarily be a relevant factor for determining eligibility. The intention is for a streamlined process that is simple to administer for both applicants and the Council. The Council shall have the right to request any additional information it considers necessary to determine an application.
7. The over-riding consideration in the determination of any application is that the granting of relief must be judged to be in the wider interests of the Uttlesford community and its council tax payers.
8. Appeals against unsuccessful applications for relief will be determined by the Section 151 Officer, whose decision shall be final. There shall be no further right of appeal.
9. The granting of discretionary relief will typically be on a rolling one-year basis so that the Council has the agility to adjust the policy to reflect changing needs and circumstances.
10. The policy will be subject to annual review and approval by the Cabinet.

**State Aid Limitations**

11. All granting of discretionary rate relief is subject to limitations under applicable State Aid legislation and associated De Minimis Regulations.
12. The Regulations currently allow a business to receive up to 200,000 Euros of state aid over a rolling three year period.
13. In practice, this means that smaller, independent businesses are more likely to be eligible for relief and larger, national businesses (e.g. chain stores) less likely.

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
<b>Rural Rate Relief</b>	Within a rural settlement with a population below 3,000, a sole general store, post office, food shop, public house or petrol station	<p>Within a rural settlement with a population below 3,000, the following will receive 50% mandatory rate relief:</p> <ul style="list-style-type: none"> <li>• A sole general store, post office or food shop with a RV of less £8,500</li> <li>• A sole public house or petrol station with a RV of less than £12,500</li> </ul>	<p>Within a rural settlement with a population below 3,000:</p> <ul style="list-style-type: none"> <li>• A sole general store, post office or food shop with a RV of less £8,500, and a sole public house or petrol station with a RV of less than £12,500, may be considered for discretionary rate relief of up to 50%.</li> <li>• A sole general store, post office, food shop, public house or petrol station with an RV exceeding the stated thresholds, but with an RV of up to £16,500, may be considered for up to 100% discretionary rate relief.</li> <li>• <b>NEW FOR 2014/15:</b> A sole general store, post office, food shop, public house or petrol station with an RV of between £16,501 and £25,000 may be considered for 100% discretionary rate relief up to the value of the £16,500 RV level. For example, a qualifying business with an RV of £18,500 would receive 100% relief up to £16,500 RV and have to pay rates on the remaining £2,000 RV.</li> </ul>
<b>Charitable relief</b>	<p>Registered charities</p> <p>Registered Community Amateur Sports Clubs</p> <p>Community Interest Companies</p>	<p>Charities and Registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the Charity or Club and is wholly or mainly used for charitable purposes or as a Registered Community Amateur Sports Club.</p>	<p>Charities and Registered Community Amateur Sports Clubs may be considered for up to 20% discretionary rate relief.</p> <p><b>NEW FOR 2014/15:</b> Community Interest Companies that have charitable aims (and use profits for charitable purposes) may be considered for up to 100% discretionary rate relief.</p>

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
<b>Business Development relief</b>	<p>New non-retail SME businesses starting up, operating from new premises or premises that have been unoccupied for 12 months*</p> <p>Expanding non-retail SME businesses who enlarge their existing premises, or occupy an additional premises that is new or has been unoccupied for 12 months*</p> <p>*including the conversion of former agricultural buildings</p>	Not applicable	<p><b>NEW FOR 2014/15:</b> Qualifying businesses can be considered for discretionary rate relief of 50% for the first year and 25% for the second year. In the case of enlarged premises, the relief would be on the difference between the rates payable on the original premises and the rates payable on the extended premises.</p> <p>This is subject to demonstrating that:</p> <ul style="list-style-type: none"> <li>• A minimum three year lease / occupancy commitment exists*</li> <li>• The business will endeavour to ensure that at least 50% of the business's employees are Uttlesford residents</li> <li>• The business will endeavour to ensure that at least 25% of the business's supplies and services expenditure is with Uttlesford businesses.</li> </ul> <p>*In the event of the business vacating the premises within the first three years, the Council reserves the right to clawback the rate relief granted.</p>
<b>Retail Rate Relief</b>	<p>Occupied retail premises with a RV of £50,000 or less.</p> <p>Businesses that move into retail premises that have been empty for a year or more.</p>	Not applicable	<p><b>NEW FOR 2014/15:</b> Occupied retail premises with a RV of £50,000 or less will receive £1,000 of discretionary rate relief for the 2014/15 (approved by Full Council 27 February 2014), and £1,500 for the 2015/16 financial years.</p> <p><b>NEW FOR 2014/15:</b> Businesses moving into a retail premises that has been empty for a year or more will be given a 50% discount for 18 months. This is available for businesses that move into empty premises between 1 April 2014 and 31 March 2016. (approved by Full Council 27 February 2014)</p>

<b>CATEGORY OF RELIEF</b>	<b>ELIGIBLE ORGANISATIONS</b>	<b>MANDATORY RELIEF</b>	<b>DISCRETIONARY RELIEF</b>
<b>Small Business Rate Relief</b>	Businesses with a rateable value of up to £17,999	<p>RV up to £5,999 – 50% relief (temporarily increased to 100% until 31 March 2015)</p> <p>RV £6,000 to £11,999 – 50% relief decreases on a sliding scale by 1% for every £120 of RV between £6,000 and £11,999. E.g. RV of £7,200 = 40% relief. (temporarily doubled to 100% relief with a 2% taper until 31 March 2015, e.g. RV of £7,200 = 80% relief)</p> <p>RV £12,000 to £17,999 – no relief is allowed but the bill is calculated using the small business multiplier</p>	None
<b>Flooding Rate Relief</b>	Businesses whose premises were flooded due to bad weather between 1 December 2013 and 31 March 2014	Not applicable	100% rate relief for three months from the date of the first flooding. (approved by Full Council 27 February 2014)
<b>Unoccupied property rating</b>	Any business	<p>Business rates are not payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties.</p> <p>Certain definitions and exemptions apply – please see the website.</p>	None
<b>Hardship Relief</b>	Businesses who are suffering financial hardship because of a one-off event demonstrably beyond their control.	Not applicable	Discretionary rate relief of up to 100% for a limited period depending on circumstances. Consideration would also be giving to deferring payment due dates.



CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
<p><b>Localised Transitional Relief</b></p>	<p>Those business with a rateable value of up to and including £50,000, who would have received transitional relief in 2015/2016 or 2016/2017 had the existing transitional relief scheme continued in its current format.</p> <p>In line with the existing thresholds in the transitional relief scheme, the £50,000 rateable value threshold should be based on the rateable value shown for 1/4/10 or the substituted day in the cases of splits and mergers. This policy applies to transitional relief only (i.e. those moving to higher bills).</p>	<p>Not applicable</p>	<p>Discretionary rate relief under S47 equivalent to the entitlement under the old transitional relief scheme had that scheme not ended on the 31<sup>st</sup> March 2015, and will be calculated after other reliefs have been granted. Exceptions are that,</p> <ul style="list-style-type: none"> <li>• the cap on increases for small properties (with a rateable value of less than £18,000) in both 2015/16 &amp; 2016/17 should be assumed to be 15% (before the increase for the change in the multiplier), and</li> <li>• The cap on increases for other properties (up to and including £50,000 rateable value) in both 2015/16 and 2016/17 should be assumed to be 25% (before the increase for the change in the multiplier).</li> </ul> <p>Properties whose rateable value is £50,000 or less on the 1<sup>st</sup> April 2010 (or day of merger) but increase above £50,000 from a later date will still be eligible for relief.</p> <p>The relief will be calculated on a daily basis</p> <p>It is a condition of this award that the relief will be recalculated in the event of a change to the rating list for the property concerned (retrospective or otherwise)</p>



**Committee: Cabinet**

**Agenda Item**

**Date: 19 March 2015**

**11**

**Title: Local Council Tax Support Scheme Policy**

**Portfolio Holder: Councillor Robert Chambers**

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### **Summary**

1. The Local Council Tax Support Scheme Policy was approved when the LCTS scheme was introduced in April 2013. The standard policy was written by ACS, (external Consultancy Company) for all Local Authorities and individualised for local schemes. This was funded through the Pan Essex group of which UDC participates in.
2. The policy has been updated to take account of legislative changes relating to Persons from Abroad eligibility and the introduction of Universal Credit.
3. The policy has been updated with the annual premiums uprating.
4. There are no policy changes for Uttlesford's local scheme.

### **Recommendations**

5. The Cabinet is requested to approve the amendments to the Local Council Tax Support Scheme policy as detailed in Appendix A
  - a. Legislative changes relating to Persons from Abroad and the introduction of Universal Credit.
  - b. Annual uprating of the specified premiums.

### **Financial Implications**

6. The financial impact of the premiums uprating is minimal to the Council with the current caseload.

### **Background Papers**

7. Guidance from the Pan Essex Group.
8. Section 13A of the Local Government Finance Act 1992.

### **Local Council Tax Support Scheme Policy**

9. The key changes are shown in Appendix A, which is a tracked changes document of the original policy. This shows all changes which include grammatical changes, the key items to be noted are:
  - a. Premiums uprating on pages 109-111
  - b. Persons from Abroad eligibility on pages 28-29
  - c. Universal Credit legislative amendments have been reflected throughout the policy for each of the schemes.

## Impact

Communication/Consultation	Not applicable as amendments are minor and does not relate to changes in the scheme
Community Safety	None
Equalities	All groups are covered in the policy
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
None Ward-specific impacts	None
Workforce/Workplace	None

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Increased Caseload	2 – the current trend is that LCTS cases are reducing, but with the fluctuating economy there is a possibility this will increase again	2 – there would be a financial implication relating to our own scheme where we subsidise Parishes for any loss on their tax base due to LCTS	Monitoring of caseload, to enable planning of increased cost of the scheme to UDC

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

**Uttlesford District Council**  
**Local Council Tax Support Scheme**  
S13A and Schedule 1a of the Local Government Finance Act 1992



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**1.0 Introduction to the Council Tax Reduction Scheme**

1.1 The following has been decided by the Council and details the Council Tax Reduction scheme adopted by the authority for the period 1<sup>st</sup> April ~~2015~~ until 31<sup>st</sup> March ~~2016~~.

1.2 This document details how the scheme will operate for both pension credit age and working age applicants and in accordance with Section 13A of the Local Government Finance Act 1992 specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1<sup>st</sup> April ~~2015~~ for a period of one financial year.

- 1.3 The scheme in respect of pension age applicants is defined by Central Government within the following:
- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012;
  - Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012;
  - Council Tax Reduction Schemes (Transitional Provision) (England) Regulations 2013;
  - Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013;
  - [Council Tax Reduction Schemes \(Prescribed Requirements\) \(England\) \(Amendment\) Regulations 2013](#);
  - [The Council Tax Reduction Schemes \(Prescribed Requirements\) \(England\) \(Amendment\) \(No. 2\) Regulations 2014 and](#)
  - Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

The Council has **no** discretion in relation to the calculation of Council Tax Reduction in respect of the pension age scheme.

**The scheme for pension age applicants – Central Government’s scheme as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 as amended.**

- 1.4 There are three main classes under the prescribed pension credit age scheme, for each of which there are a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction, such as a person subject to immigration control with limited leave to remain. The definition of a pension credit age person is a person who;
- a. has attained the qualifying age for state pension credit; and
  - b. is not, or, if he has a partner, his partner is not;
    - i. a person on income support, on an income-based jobseeker’s allowance or on an income-related employment and support allowance; or
    - ii. a person with an award of universal credit

The three prescribed classes are as follows;

**Class A: pensioners whose income is less than the applicable amount.**

- On any day Class A consists of any person who is a pensioner:
- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
  - b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
  - c. who does not fall within a class of persons prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority’s scheme;
  - d. whose income (if any) for the relevant week does not exceed his applicable amount calculated in accordance with paragraph 9 and Schedule 2 of the Local Government Finance Act 1992;

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- e. not have capital savings above £16,000; and
- f. who has made an application for a reduction under the authority's scheme.

**Class B: pensioners whose income is greater than the applicable amount.**

On any day class B consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- d. whose income for the relevant week is greater than his applicable amount calculated in accordance with paragraph 9 and Schedule 2 to the Local Government Finance Act 1992;
- e. in respect of whom amount A exceeds amount B where;
  - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
  - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount;
- g. not have capital savings above £16,000; and
- h. who has made an application for a reduction under the authority's scheme.

**Class C: alternative maximum Council Tax Reduction**

On any day class C consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day;
- c. in respect of whom a maximum Council Tax Reduction amount can be calculated;
- d. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the 1992 Act and excluded from the authority's scheme;
- e. who has made an application for a reduction under the authority's scheme; and
- f. in relation to whom the condition below is met.

The condition referred to in sub-paragraph f. is that no other resident of the dwelling is liable to pay rent to the applicant in respect of the dwelling and there is an alternative maximum Council Tax Reduction in respect of the day in the case of that person which is derived from the income, or aggregate income, of one or more residents to whom this sub-paragraph applies.

The above applies to any other resident of the dwelling who:

- a. is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount;
- b. is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
- c. is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant is a member of that couple or of that marriage and—
  - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; or
  - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;
- d. is not a person who, jointly with the applicant, falls within the same paragraph of section 6(2)(a) to (e)



- e. of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
- e. is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

#### **Disregard of certain incomes**

- 1.5 For those who have reached the qualifying age for state pension credit, the Council has resolved to enhance the government scheme (as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 to disregard in full the following:
- a. a war disablement pension;
  - b. a war widow's pension or war widower's pension;
  - c. a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
  - d. a guaranteed income payment;
  - e. a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
  - f. a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
  - g. pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

**The provisions outlined above, enhance the Central Government's scheme.**

#### **THE SCHEME FOR WORKING AGE APPLICANTS – THE COUNCIL'S LOCAL SCHEME**

- 1.6 The adopted scheme for working age applicants is a means test, which compares income against an assessment of *applicable amounts* (unless otherwise stated). Full details of the working age scheme of the authority are contained within this document from section 2 onwards. The authority is required to specify a scheme for working age and therefore this scheme only applies to a person who;
- a. has not attained the qualifying age for state pension credit; or
  - b. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance, on an income-related employment and support allowance or on universal credit.
- 1.7 The Council has resolved that there will be two classes of persons who will receive a reduction in line with adopted scheme. There will be two main classes prescribed for, for each of which there will be a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within this scheme.

#### **Class D**

To obtain reduction the individual (or partner) must:

- a. have not attained the qualifying age for state pension credit; or
- b. he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- c. be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- d. is not deemed to be absent from the dwelling;
- e. not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- f. be somebody in respect of whom a maximum Council Tax Reduction amount can be calculated;
- g. not have capital savings above £16,000;
- h. be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week

- in respect of which the person's *income* is **less** than their *applicable amount* or the applicant or partner is in receipt of income support, jobseekers allowance (income based) or employment and support allowance (income related); and
- i. has made a valid application for reduction.

**Class E**

To obtain reduction the individual (or partner) must:

- a. have not attained the qualifying age for state pension credit; or
- b. he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- c. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance or in receipt of an award Universal Credit;
- d. be liable to pay council tax in respect of a dwelling in which they are solely or mainly resident;
- e. is not deemed to be absent from the dwelling;
- f. not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- g. be somebody in respect of whom a maximum Council Tax Reduction amount can be calculated;
- h. not have capital savings above £16,000;
- i. be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income* is **more** than their *applicable amount*;
- j. have made a valid application for reduction;
- k. be a person in respect of whom amount A exceeds amount B where:
  - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
  - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount.

## Council Tax Reduction Scheme

Details of reduction to be given for **working age applicants** for the financial year [2015/16](#)

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## 2.0 Interpretation

(1) In this scheme—

**‘the Act’** means the Social Security Contributions and Benefits Act 1992;

**‘the Administration Act’** means the Social Security Administration Act 1992;

**‘the 1973 Act’** means the Employment and Training Act 1973;

**‘the 1992 Act’** means the Local Government Finance Act 1992;

**‘the 2000 Act’** means the Electronic Communications Act 2000;

**‘Abbeyfield Home’** means an establishment run by the Abbeyfield Society including all bodies corporate or incorporate which are affiliated to that Society;

**‘adoption leave’** means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996;

**‘an AFIP’** means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004

**‘applicable amount’** means the amount determined in accordance with schedule 3 of this scheme;

**‘applicant’** means a person who the authority designates as able to claim Council Tax Reduction – for the purposes of this scheme all references are in the masculine gender but apply equally to male and female;

**‘application’** means an application for a reduction under this scheme;

**‘appropriate DWP office’** means an office of the Department for Work and Pensions dealing with state pension credit or office which is normally open to the public for the receipt of claims for income support, a jobseeker’s allowance or an employment and support allowance;

**‘assessment period’** means such period as is prescribed in this scheme over which income falls to be calculated;

**‘attendance allowance’** means—

- a. an attendance allowance under Part 3 of the Act;
- b. an increase of disablement pension under section 104 or 105 of the Act;
- c. a payment under regulations made in exercise of the power conferred by paragraph 7(2)(b) of Part 2 of Schedule 8 to the Act;
- d. an increase of an allowance which is payable in respect of constant attendance under paragraph 4 of Part 1 of Schedule 8 to the Act;
- e. a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or
- f. any payment based on need for attendance which is paid as part of a war disablement pension;

**‘the authority’** means a billing authority in relation to whose area this scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

**‘Back to Work scheme(s)’** means any scheme defined within the Jobseekers (Back to Work Schemes) Act 2013 or Jobseeker’s Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;

**‘basic rate’**, where it relates to the rate of tax, has the same meaning as in the Income Tax Act 2007 (see section 989 of that Act).

**‘the benefit Acts’** means the Act (SSBA) and the Jobseekers Act 1995 and the Welfare Reform Act 2007;

**‘board and lodging accommodation’** means accommodation provided to a family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

**‘care home’** has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home within the meaning of Article 11 of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 or a residential care home within the meaning of Article 10 of that Order;

**‘the Caxton Foundation’** means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

**‘child’** means a person under the age of 16;

**'child benefit'** has the meaning given by section 141 of the SSCBA [as amended by The Child Benefit \(General\) and Child Tax Credit \(Amendment\) Regulations 2014](#);

**'the Children Order'** means the Children (Northern Ireland) Order 1995;

**'child tax credit'** means a child tax credit under section 8 of the Tax Credits Act 2002;

**'claim'** means a claim for Council Tax Reduction;

**'close relative'** means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

**'concessionary payment'** means a payment made under arrangements made by the Secretary of State with the consent of the Treasury which is charged either to the National Insurance Fund or to a Departmental Expenditure Vote to which payments of benefit or tax credits under the benefit Acts or the Tax Credits Act are charged;

**'the Consequential Provisions Regulations'** means the Housing Benefit and Council Tax Reduction (Consequential Provisions) Regulations 2006;

**'contributory employment and support allowance'** means [an allowance under Part 1 of the Welfare Reform Act 2007 as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act 2012 that remove references to an income-related allowance and a contributory allowance under Part 1 of the Welfare Reform Act 2007 as that Part has effect apart from those provisions](#);

**'converted employment and support allowance'** means an employment and support allowance which is not income-related and to which a person is entitled as a result of a conversion decision within the meaning of the Employment and Support Allowance (Existing Awards) Regulations 2008;

**'council tax benefit'** means council tax benefit under Part 7 of the SSCBA;

**'Council Tax Reduction scheme'** has the same meaning as **'Council Tax Reduction or reduction'**

**'Council Tax Reduction'** means Council Tax Reduction as defined by S13A Local Government Finance Act 1992 (as amended);

**'couple'** means:

- a man and a woman who are married to each other and are members of the same household;
- a man and a woman who are not married to each other but are living together as husband and wife;
- two people of the same sex who are civil partners of each other and are members of the same household; or
- two people of the same sex who are not civil partners of each other but are living together as if they were civil partners.

Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes. The above includes the Marriage (Same Sex Couples) Act 2013;

**'date of claim'** means the date on which the application or claim is made, or treated as made, for the purposes of this scheme

**'designated authority'** means any of the following:

- the local authority; or
- a person providing services to, or authorised to exercise any function of, any such authority.

**'designated office'** means the office designated by the authority for the receipt of claims for Council Tax Reduction;

- by notice upon or with a form approved by it for the purpose of claiming Council Tax Reduction; or
- by reference upon or with such a form to some other document available from it and sent by electronic means or otherwise on application; or
- by any combination of the provisions set out in sub-paragraphs (a) and (b) above;

**'disability living allowance'** means a disability living allowance under section 71 of the Act;

**'dwelling'** has the same meaning in section 3 or 72 of the 1992 Act;

**'earnings'** has the meaning prescribed in section 51 or, as the case may be, 53;

**'the Eileen Trust'** means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

**'electronic communication'** has the same meaning as in section 15(1) of the Electronic Communications Act 2000 ;

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**‘employed earner’** is to be construed in accordance with section 2(1)(a) of the Act and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

**‘Employment and Support Allowance Regulations’** means the Employment and Support Allowance Regulations 2008 and the Employment and Support Regulations 2013 as appropriate;

**‘Employment and Support Allowance (Existing Awards) Regulations’** means the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) Regulations 2010;

**‘the Employment, Skills and Enterprise Scheme’** means a scheme under section 17A (schemes for assisting persons to obtain employment; ‘work for your benefit’ schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to assist applicants to obtain employment, including self-employment, and which may include for any individual work-related activity (including work experience or job search). This also includes schemes covered by The Jobseekers Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011 as amended by the Jobseekers (Back to Work Schemes) Act 2013 – see **‘Back to Work Schemes’**;

**‘employment zone’** means an area within Great Britain designated for the purposes of section 60 of the Welfare Reform and Pensions Act 1999 [and 2014](#) and an **‘employment zone programme’** means a programme established for such an area or areas designed to assist applicants for a jobseeker’s allowance to obtain sustainable employment;

**‘employment zone contractor’** means a person who is undertaking the provision of facilities in respect of an employment zone programme on behalf of the Secretary of State for Work and Pensions;

**‘enactment’** includes an enactment comprised in, or in an instrument made under, an Act of the Scottish Parliament;

**‘extended reduction’** means a payment of Council Tax Reduction payable pursuant to paragraph 94;

**‘extended reduction period’** means the period for which an extended reduction is payable in accordance with section 60A or 61A of this scheme;

**‘extended reduction (qualifying contributory benefits)’** means a payment of Council Tax Reduction payable pursuant to paragraph 100;

**‘family’** has the meaning assigned to it by section 137(1) of the Act and Section 9 of this scheme;

**‘the Fund’** means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by him on 24th April 1992 or, in Scotland, on 10th April 1992;

**‘a guaranteed income payment’** means a payment made under article 15(1)(c) (injury benefits) or 29(1)(a) (death benefits) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011;

**‘he, him, his’** also refers to the feminine within this scheme

**‘housing benefit’** means housing benefit under Part 7 of the Act; ‘the Housing Benefit Regulations’ means the Housing Benefit Regulations 2006;

**‘Immigration and Asylum Act’** means the Immigration and Asylum Act 1999;

**‘an income-based jobseeker’s allowance’** and **‘a joint-claim jobseeker’s allowance’** have the meanings given by section 1(4) of the Jobseekers Act 1995;

**‘income-related employment and support allowance’** means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

**‘Income Support Regulations’** means the Income Support (General) Regulations 1987;

**‘independent hospital’**–

- (a) in England, means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;
- (b) in Wales, has the meaning assigned to it by section 2 of the Care Standards Act 2000; and
- (c) in Scotland means an independent health care service as defined by section 10F of the National Health Service (Scotland) Act 1978;

**‘the Independent Living Fund (2006)’** means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

**‘invalid carriage or other vehicle’** means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

**‘Jobseekers Act’** means the Jobseekers Act 1995; ‘Jobseeker’s Allowance Regulations’ means the Jobseeker’s Allowance Regulations 1996 and Jobseeker’s Allowance Regulations 2013 as appropriate;

**‘limited capability for work’** has the meaning given in section 1(4) of the Welfare Reform Act;



**‘limited capability for work-related activity’** has the meaning given in section 2(5) of the Welfare Reform Act 2007;

**‘the London Bombing Relief Charitable Fund’** means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

**‘lone parent’** means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

**‘the Macfarlane (Special Payments) Trust’** means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

**‘the Macfarlane (Special Payments) (No.2) Trust’** means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

**‘the Macfarlane Trust’** means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;

**‘main phase employment and support allowance’** means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007 except in Part 1 of Schedule 1;

**‘the Mandatory Work Activity Scheme’** means a scheme within section 17A (schemes for assisting persons to obtain employment; ‘work for your benefit’ schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to provide work or work related activity for up to 30 hours per week over a period of four consecutive weeks with a view to assisting applicants to improve their prospect of obtaining employment;

**‘maternity leave’** means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

**‘member of a couple’** means a member of a married or unmarried couple;

**‘MFET Limited’** means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by the NHS with blood or blood products;

**‘mobility supplement’** means a supplement to which Schedule 6 refers;

**‘mover’** means a applicant who changes the dwelling in which the applicant is resident and in respect of which the applicant liable to pay council tax from a dwelling in the area of the appropriate authority to a dwelling in the area of the second authority;

**‘net earnings’** means such earnings as are calculated in accordance with paragraph 52;

**‘net profit’** means such profit as is calculated in accordance with paragraph 53;

**‘the New Deal options’** means the employment programmes specified in regulation 75(1)(a)(ii) of the Jobseeker’s Allowance Regulations 1996 and the training scheme specified in regulation 75(1)(b)(ii) of those Regulations;

**‘new dwelling’** means, for the purposes of the definition of ‘second authority’ and paragraph 98, the dwelling to which a applicant has moved, or is about to move, in which the applicant is or will be resident;

**‘non-dependant’** has the meaning prescribed in paragraph 9;

**‘non-dependant deduction’** means a deduction that is to be made under paragraph 30;

**‘occasional assistance’** means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of:

- a. meeting, or helping to meet an immediate short-term need;
  - (i) arising out of an exceptional event or exceptional circumstances, or
  - (ii) that needs to be met to avoid a risk to the well-being of an individual, and
- b. enabling qualifying individuals to establish or maintain a settled home, and—
  - (i) ‘local authority’ has the meaning given by section 270(1) of the Local Government Act 1972 ;and
  - (ii) ‘qualifying individuals’ means individuals who have been, or without the assistance might otherwise be:

(aa) in prison, hospital, an establishment providing residential care or other institution, or  
(bb) homeless or otherwise living an unsettled way of life; and 'local authority' means a local authority in England within the meaning of the Local Government Act 1972;

**'occupational pension'** means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

**'occupational pension scheme'** has the same meaning as in section 1 of the Pension Schemes Act 1993 as amended by the Public Service Pension Act 2013;

**'ordinary clothing or footwear'** means clothing or footwear for normal daily use, but does not include school uniforms, or clothing or footwear used solely for sporting activities;

**'partner'** in relation to a person, means

- a. where that person is a member of a couple, the other member of that couple;
- b. subject to paragraph (c), where that person is polygamously married to two or more members of his household, any such member to whom he is married; or
- c. where that person is polygamously married and has an award of universal credit with the other party to the earliest marriage that still subsists, that other party to the earliest marriage;

**'paternity leave'** means a period of absence from work on leave by virtue of section 80A or 80B of the Employment Rights Act 1996;

**'payment'** includes part of a payment;

**'pensionable age'** has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995 as amended by the Public Services Pension Act 2013 [and Pensions Act 2014](#);

**'pension fund holder'** means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers or scheme administrators, as the case may be, of the scheme concerned;

**'pensioner'** a person who has attained the age at which pension credit can be claimed;

**'person affected'** shall be construed as a person to whom the authority decides is affected by any decision made by the council;

**'person on income support'** means a person in receipt of income support;

**'personal independence payment'** has the meaning given by Part 4 of the Welfare Reform Act 2012 and the Social Security (Personal Independence Payments) 2013;

**'person treated as not being in Great Britain'** has the meaning given by paragraph 7;

**'personal pension scheme'** means—

- a. a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993 as amended by the Public Service Pension Act 2013;
- b. an annuity contractor trust scheme approved under section 620 or 621 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) or that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 of the Finance Act 2004;
- c. a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;

**'policy of life insurance'** means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums for a term dependent on human life;

**'polygamous marriage'** means a marriage to which section 133(1) of the Act refers namely;

- a. a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and
- b. either party to the marriage has for the time being any spouse additional to the other party.

**'public authority'** includes any person certain of whose functions are functions of a public nature;

**'qualifying age for state pension credit'** means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002)—

- a. in the case of a woman, pensionable age; or
- b. in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

**'qualifying contributory benefit'** means;

- severe disablement allowance;
- incapacity benefit;
- contributory employment and support allowance;

**'qualifying course'** means a qualifying course as defined for the purposes of Parts 2 and 4 of the Job Seeker's Allowance Regulations 1996

**'qualifying income-related benefit'** means

- income support;
- income-based jobseeker's allowance;
- income-related employment and support allowance;

**'qualifying person'** means a person in respect of whom payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;

**'reduction week'** means a period of seven consecutive days beginning with a Monday and ending with a Sunday;

**'relative'** means a close relative, grandparent, grandchild, uncle, aunt, nephew or niece;

**'relevant authority'** means an authority administering Council Tax Reduction;

**'relevant week'** In relation to any particular day, means the week within which the day in question falls;

**'remunerative work'** has the meaning prescribed in paragraph 10;

**'rent'** means 'eligible rent' to which regulation 12 of the Housing Benefit Regulations refers less any deductions in respect of non-dependants which fall to be made under regulation 74 (non-dependant deductions) of those Regulations;

**'resident'** has the meaning it has in Part 1 or 2 of the 1992 Act;

**'second authority'** means the authority to which a mover is liable to make payments for the new dwelling;

**'self-employed earner'** is to be construed in accordance with section 2(1)(b) of the Act;

**'self-employment route'** means assistance in pursuing self-employed earner's employment whilst participating in—

- an employment zone programme;
- a programme provided or other arrangements made pursuant to section 2 of the 1973 Act (functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.);
- the Employment, Skills and Enterprise Scheme;
- a scheme prescribed in regulation 3 of the Jobseeker's Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;
- Back to Work scheme.

**'Service User'** references in this scheme to an applicant participating as a service user are to

- a person who is being consulted by or on behalf of—
  - a body which has a statutory duty to provide services in the field of health, social care or social housing; or
  - a body which conducts research or undertakes monitoring for the purpose of planning or improving such services, in their capacity as a user, potential user, carer of a user or person otherwise affected by the provision of those services; or
- the carer of a person consulted as described in sub-paragraph (a) where the carer is not being consulted as described in that sub-paragraph;

**'single applicant'** means an applicant who neither has a partner nor is a lone parent;

**'the Skipton Fund'** means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme's provisions.

**'special account'** means an account as defined for the purposes of Chapter 4A of Part 8 of the Jobseeker's Allowance Regulations or Chapter 5 of Part 10 of the Employment and Support Allowance Regulations;

**'sports award'** means an award made by one of the Sports Councils named in section 23(2) of the National Lottery etc Act 1993 out of sums allocated to it for distribution under that section;

**'the SSCBA'** means the Social Security Contributions and Benefits Act 1992

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**Deleted:** 'service user group' means a group of individuals that is

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**Deleted:** ;

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**Deleted:** a Health Board, Special Health Board or the Agency in consequence of

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**Deleted:** function under section 2B of the National Health Service (Scotland) Act 1978, - ... [1]

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**Deleted:** or a relevant Welsh body in consequence of a function under section 242 of the National Health Service Act 2006, - ... [2]

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**Deleted:** affects or may affect persons in the group, or of monitoring or advising on

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**Deleted:** provided by that body or authority which are used (or may potentially be used) by those persons;

**'State Pension Credit Act'** means the State Pension Credit Act 2002;

**'student'** has the meaning prescribed in paragraph 43;

**'subsistence allowance'** means an allowance which an employment zone contractor has agreed to pay to a person who is participating in an employment zone programme;

**'reduction week'** means a period of 7 consecutive days commencing upon a Monday and ending on a Sunday;

**'the Tax Credits Act'** means the Tax Credits Act 2002;

**'tax year'** means a period beginning with 6th April in one year and ending with 5th April in the next;

**'training allowance'** means an allowance (whether by way of periodical grants or otherwise) payable—

- out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise, the Young People's Learning Agency for England, the Chief Executive of Skills Funding or Welsh Ministers;
- to a person for his maintenance or in respect of a member of his family; and
- for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, the department or approved by the department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers.

It does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the 1973 Act or is training as a teacher;

**'the Trusts'** means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane

**'Universal Credit'** means any payment of Universal Credit payable under the Welfare Reform Act 2012, the Universal Credit Regulations 2013, The Universal Credit (Consequential, Supplementary, Incidental and Miscellaneous Provisions) Regulations 2013, Universal Credit (Miscellaneous Amendments) Regulations 2013 and the Universal Credit (Transitional Provisions) Regulations 2014;

**'Uprating Act'** means the Welfare Benefit Up-rating Act 2013 and The Welfare Benefits Up-rating Order 2014;

**'voluntary organisation'** means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

**'war disablement pension'** means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

**'war pension'** means a war disablement pension, a war widow's pension or a war widower's pension;

**'war widow's pension'** means any pension or allowance payable to a woman as a widow under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

**'war widower's pension'** means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

**'water charges'** means;

- as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,
- as respects Scotland, any water and sewerage charges established by Scottish Water under a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002, in so far as such charges are in respect of the dwelling which a person occupies as his home;

**'week'** means a period of seven days beginning with a Monday;

**'Working Tax Credit Regulations'** means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended<sup>1</sup>; and

**'young person'** has the meaning prescribed in section 9(1) and in section 142 of the SSCBA.

(2) In this scheme, where an amount is to be rounded to the nearest penny, a fraction of a penny must be disregarded if it is less than half a penny and must otherwise be treated as a whole penny.

(3) For the purpose of this scheme, a person is on an income-based jobseeker's allowance on any day

<sup>1</sup> The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2013

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in respect of which an income-based jobseeker's allowance is payable to him and on any day:

- (a) in respect of which he satisfies the conditions for entitlement to an income-based jobseeker's allowance but where the allowance is not paid because of a reduction in accordance with section 19 or 19A or regulations made under section 17A or 19B of the Jobseekers Act 1995 (circumstances in which a jobseeker's allowance is not payable);
- (b) which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income-based jobseeker's allowance is payable to him or would be payable to him but for section 19 or 19A or regulations made under section 17A or 19B of that Act; or
- (c) in respect of which an income-based jobseeker's allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or 9 of the Social Security Fraud Act 2001 (loss of benefit provisions).

(4) For the purposes of this scheme, a person is on an income-related employment and support allowance on any day in respect of which an income-related employment and support allowance is payable to him and on any day:

- (a) in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act 2007 (disqualification); or
- (b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act (employment and support allowance: supplementary provisions) and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.

(5) For the purposes of this scheme, two persons must be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.

(6) In this scheme, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

### **3.0 Application of scheme**

(1) This scheme applies to persons who are not pensioners who fall within any of classes D to F.

(2) In this scheme a person is a "person who is not a pensioner" if—

- (i) he has not attained the qualifying age for state pension credit; or
- (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is—
  - (aa) a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance, or
  - (bb) a person with an award of universal credit.

### **4.0 Meaning of "couple"**

(1) In this scheme "couple" means:

- (a) a man and woman who are married to each other and are members of the same household;
- (b) a man and woman who are not married to each other but are living together as husband and wife;
- (c) two people of the same sex who are civil partners of each other and are members of the same household; or
- (d) two people of the same sex who are not civil partners of each other but are living together as if they were civil partners.

(2) Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes.

#### 5.0 Polygamous marriages

- (1) This paragraph applies to any case where—
  - (a) a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and
  - (b) either party to the marriage has for the time being any spouse additional to the other party.
- (2) For the purposes of paragraph 4 (meaning of “couple”) neither party to the marriage is to be taken to be a member of a couple.

#### 6.0 Meaning of “family”

- (1) In this scheme “family” means
  - (a) a couple;
  - (b) a couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person; or
  - (c) a person who is not a member of a couple and a member of the same household for whom that person is responsible and who is a child or a young person.
- (2) The references to a child or young person in sub-paragraph (1)(b) and (c) include a child or young person in respect of whom section 145A of the SSCBA applies for the purposes of entitlement to child benefit, but only for the period prescribed under section 145A(1).
- (3) The references to a young person in sub-paragraph (1)(b) and (c) do not include a young person who is—
  - (a) on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, or has an award of universal credit; or
  - (b) a person to whom section 6 of the Children (Leaving Care) Act 2000 (exclusion from benefits) applies.

#### 7.0 Circumstances in which a person is to be treated as responsible or not responsible for another

- (1) A person is to be treated as responsible for a child or young person who is normally living with him, including a child or young person to whom paragraph 6(2) applies.
- (2) Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person must be treated for the purposes of sub-paragraph (1) as normally living with—
  - (a) the person who is receiving child benefit in respect of that child or young person, or
  - (b) if there is no such person—
    - (i) where only one claim for child benefit has been made in respect of him, the person who made that claim, or
    - (ii) in any other case the person who has the primary responsibility for him.
- (3) For the purposes of this scheme a child or young person is the responsibility of only one person in any reduction week and any person other than the one treated as responsible for the child or young person under this paragraph is to be treated as not so responsible.

#### 8.0 Households

- (1) Subject to sub-paragraphs (2) and (3), an applicant and any partner and, where the applicant or his partner is treated (by virtue of paragraph 7) as responsible for a child or young person, that child or young person and any child of that child or young person, are to be treated as members of the



same household notwithstanding that any of them is temporarily absent from that household.

- (2) A child or young person is not be treated as a member of the applicant's household where he is—
- (a) placed with the applicant or his partner by a local authority under section 22C or 23(2)(a) of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out with the applicant or his partner under a relevant enactment; or
  - (b) placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
  - (c) placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009 or the Adoption (Northern Ireland) Order 1987.
- (3) Subject to sub-paragraph (4), sub-paragraph (1) does not apply to a child or young person who is not living with the applicant and who—
- (a) is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
  - (b) has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
  - (c) has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009.
- (4) The authority must treat a child or young person to whom sub-paragraph (3)(a) applies as being a member of the applicant's household in any reduction week where—
- (a) that child or young person lives with the applicant for part or all of that reduction week; and
  - (b) the authority considers that it is reasonable to do so taking into account the nature and frequency of that child's or young person's visits.
- (5) In this paragraph "relevant enactment" means:
- (a) the Army Act 1955;
  - (b) the Air Force Act 1955;
  - (c) the Naval Discipline Act 1957;
  - (d) the Matrimonial Proceedings (Children) Act 1958;
  - (e) the Social Work (Scotland) Act 1968;
  - (f) the Family Law Reform Act 1969;
  - (g) the Children and Young Persons Act 1969;
  - (h) the Matrimonial Causes Act 1973;
  - (i) the Children Act 1975;
  - (j) the Domestic Proceedings and Magistrates' Courts Act 1978;
  - (k) the Adoption and Children (Scotland) Act 2007;
  - (l) the Family Law Act 1986;
  - (m) the Children Act 1989;
  - (n) the Children (Scotland) Act 1995; and
  - (o) the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

#### **9.0 Non-dependants**

- (1) In this scheme, "non-dependant" means any person, except someone to whom sub-paragraph (2) applies, who normally resides with an applicant or with whom an applicant normally resides.
- (2) This paragraph applies to—
- (a) any member of the applicant's family;
  - (b) if the applicant is polygamously married—
    - (i) where the applicant has (alone or jointly with his partner) an award of universal credit, any:
      - (aa) party to such a marriage other than the applicant's partner; and
      - (bb) any child or young person who is a member of his household and for whom he or his partner or another party to the polygamous marriage is responsible; or
    - (ii) in any other case, any partner of his and any child or young person who is a member of

- his household and for whom he or one of his partners is responsible;
- (c) a child or young person who is living with the applicant but who is not a member of his household by virtue of paragraph 8 (households);
- (d) subject to sub-paragraph (3), any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under section 6 or 7 of the 1992 Act (persons liable to pay council tax);
- (e) subject to sub-paragraph (3), any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling;
- (f) a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.

(3) Excepting persons to whom sub-paragraph (2)(a) to (c) and (f) refer, a person to whom any of the following paragraphs applies is a non-dependant:

- (a) a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either—
  - (i) that person is a close relative of his or his partner; or
  - (ii) the tenancy or other agreement between them is other than on a commercial basis;
- (b) a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of a council tax reduction scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;
- (c) a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the change giving rise to the new liability was not made to take advantage of a council tax reduction scheme.

#### **10.0 Remunerative work**

- (1) Subject to the following provisions of this paragraph, a person must be treated for the purposes of this scheme as engaged in remunerative work if he is engaged, or, where his hours of work fluctuate, he is engaged on average, for not less than 16 hours a week, in work for which payment is made or which is done in expectation of payment.
- (2) Subject to sub-paragraph (3), in determining the number of hours for which a person is engaged in work where his hours of work fluctuate, regard must be had to the average of hours worked over
  - (a) if there is a recognisable cycle of work, the period of one complete cycle (including, where the cycle involves periods in which the person does no work, those periods but disregarding any other absences);
  - (b) in any other case, the period of 5 weeks immediately prior to the date of application, or such other length of time as may, in the particular case, enable the person's weekly average hours of work to be determined more accurately.
- (3) Where, for the purposes of sub-paragraph (2)(a), a person's recognisable cycle of work at a school, other educational establishment or other place of employment is one year and includes periods of school holidays or similar vacations during which he does not work, those periods and any other periods not forming part of such holidays or vacations during which he is not required to work must be disregarded in establishing the average hours for which he is engaged in work.
- (4) Where no recognisable cycle has been established in respect of a person's work, regard must be had to the number of hours or, where those hours will fluctuate, the average of the hours, which he is expected to work in a week.

(5) A person must be treated as engaged in remunerative work during any period for which he is absent from work referred to in sub-paragraph (1) if the absence is either without good cause or by reason of a recognised, customary or other holiday.

(6) A person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance for more than 3 days in any reduction week is to be treated as not being in remunerative work in that week.

(7) A person must not be treated as engaged in remunerative work on any day on which the person is on maternity leave, paternity leave or adoption leave, or is absent from work because he is ill.

(8) A person must not be treated as engaged in remunerative work on any day on which he is engaged in an activity in respect of which—  
(a) a sports award has been made, or is to be made, to him; and  
(b) no other payment is made or is expected to be made to him.

#### **11.0 Procedure for reduction applications and appeals against reduction decisions**

Schedule 1 contains provisions about the procedure

- (a) by which a person may apply for a reduction under this scheme;
- (b) by which a person may make an appeal against certain decisions of the authority;
- (c) by which a person can apply to the authority for a reduction under section 13A(1)(c) of the 1992 Act. (Discretionary Awards)

**CLASSES OF WORKING AGE PERSONS ENTITLED TO A REDUCTION UNDER THIS SCHEME**

## **12.0 Classes of person entitled to a reduction under this scheme**

- (1) The classes of person described in paragraphs 13 to 18 are entitled to a reduction under this scheme.
- (2) In those paragraphs, references to the applicant's income or capital include, in a case where that income or capital cannot accurately be determined, references to the applicant's estimated income or capital.

### **13.0 Class D: persons who are not pensioners whose income is less than the applicable amount**

On any day class D consists of any person who is not a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income (if any) for the relevant week is less than his applicable amount, and
- (f) who has made an application.

### **14.0 Class E: persons who are not pensioners whose income is greater than the applicable amount**

On any day class E consists of any person who is not a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income for the relevant week is greater than his applicable amount;
- (f) in respect of whom amount A exceeds amount B where—
  - (i) amount A is the maximum council tax reduction in his case; and
  - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount, and
- (g) who has made an application.

### **15.0 Not Used**

### **16.0 Periods for which the above classes will exist**

- (1) The Council has decided that the above classes will be appropriate for one year commencing on 1<sup>st</sup> April 2014

### **17.0 Entitlement to reduction within classes**

- (1) Depending on the circumstances of the applicant, any entitlement to reduction will be calculated in line with the rules for each particular class

### **18.0 Changes in classes**

- (1) Where circumstances change in accordance with paragraph 17, the applicant may change classes as appropriate and be dealt with by the authority accordingly.

### **19.0 Periods of absence from a dwelling**

- (1) A person is not absent from a dwelling in relation to any day which falls within a period of temporary absence from that dwelling.
- (2) In sub-paragraph (1), a "period of temporary absence" means
  - (a) a period of absence not exceeding 13 weeks, beginning with the first whole day on which a

- person resides in residential accommodation where and for so long as—
- (i) the person resides in that accommodation;
  - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
  - (iii) that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks,
- where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;
- (b) a period of absence not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as:
    - (i) the person intends to return to the dwelling;
    - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
    - (iii) that period is unlikely to exceed 13 weeks; and
  - (c) a period of absence not exceeding 52 weeks, beginning with the first whole day of that absence, where and for so long as:
    - (i) the person intends to return to the dwelling;
    - (ii) the part of the dwelling in which he usually resided is not let or sub-let;
    - (iii) the person is a person to whom sub-paragraph (3) applies; and
    - (iv) the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period.
- (3) This sub-paragraph applies to a person who—
- (a) is detained in custody on remand pending trial or required, as a condition of bail, to reside—
    - (i) in a dwelling, other than the dwelling referred to in sub-paragraph (1), or
    - (ii) in premises approved under section 13 of the Offender Management Act 2007, or is detained in custody pending sentence upon conviction;
  - (b) is resident in a hospital or similar institution as a patient;
  - (c) is undergoing, or whose partner or dependent child is undergoing, in the United Kingdom or elsewhere, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
  - (d) is following, in the United Kingdom or elsewhere, a training course;
  - (e) is undertaking medically approved care of a person residing in the United Kingdom or elsewhere;
  - (f) is undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care or medical treatment;
  - (g) is, in the United Kingdom or elsewhere, receiving medically approved care provided in accommodation other than residential accommodation;
  - (h) is a student;
  - (i) is receiving care provided in residential accommodation and is not a person to whom sub-paragraph (2)(a) applies; or
  - (j) has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.
- (4) This sub-paragraph applies to a person who is
- (a) detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983 (as amended by the Mental Health (Discrimination) Act 2013), or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995 or, in Northern Ireland, under Article 4 or 12 of the Mental Health (Northern Ireland) Order 1986); and
  - (b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989.
- (5) Where sub-paragraph (4) applies to a person, then, for any day when he is on temporary release—
- (a) if such temporary release was immediately preceded by a period of temporary absence under sub-paragraph (2)(b) or (c), he must be treated, for the purposes of sub-paragraph (1), as if he continues to be absent from the dwelling, despite any return to the dwelling;



- (b) for the purposes of sub-paragraph (3)(a), he must be treated as if he remains in detention;
- (c) if he does not fall within paragraph (a), he is not to be considered to be a person who is liable to pay council tax in respect of a dwelling of which he is a resident.

(6) In this paragraph—

“medically approved” means certified by a medical practitioner;

“patient” means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution;

“residential accommodation” means accommodation which is provided in

(a) a care home;

(b) an independent hospital;

(c) an Abbeyfield Home; or

(d) an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;

“training course” means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

**CLASSES OF PERSON EXCLUDED FROM THIS SCHEME**

## 20.0 Classes of person excluded from this scheme

The classes of person described in paragraphs 21 to 24 are not entitled to a reduction under this scheme.

### 21.0 Class of person excluded from this scheme: persons treated as not being in Great Britain

- (1) The class of person described in this paragraph consists of any person treated as not being in Great Britain.
- (2) Except where a person falls within sub-paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.
- (3) A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places.
- (4) For the purposes of paragraph (3), a right to reside does not include a right, which exists by virtue of, or in accordance with—
  - (a) regulation 13 of the EEA Regulations or Article 6 of Council Directive 2004/38/EC;
  - (aa) ~~regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is—~~
    - (i) ~~a jobseeker for the purpose of the definition of “qualified person” in regulation 6(1) of those Regulations, or~~
    - (ii) ~~a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;~~
  - (ab) ~~Article 45 of the Treaty on the functioning of the European Union (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland); or~~
  - (b) regulation 15A(1) of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (4A) of that regulation or Article 20 of the Treaty on the Functioning of the European Union (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).
- (5) A person falls within this paragraph if the person is—
  - (a) a qualified person for the purposes of regulation 6 of the EEA Regulations as a worker or a self-employed person;
  - (b) a family member of a person referred to in sub-paragraph (a) within the meaning of regulation 7(1)(a), (b) or (c) of the EEA Regulations;
  - (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
  - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;
  - (e) a person ~~who has been granted, or who is deemed to have been granted, leave~~ outside the rules made under section 3(2) of the Immigration Act 1971 ~~where that leave is—~~
    - (i) ~~discretionary leave to enter or remain in the United Kingdom,~~
    - (ii) ~~leave to remain under the Destitution Domestic Violence concession which came into effect on 1st April 2012, or~~
    - (iii) ~~leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005.~~
  - (f) a person who has humanitarian protection granted under those rules;
  - (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result

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of his deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom;

- (h) in receipt of income support, or on an income-related employment and support allowance;
- (ha) in receipt of an income-based jobseeker's allowance and has a right to reside other than a right to reside falling within paragraph (4) or

- (i) a person who is treated as a worker for the purpose of the definition of "qualified person" in regulation 6(1) of the EEA Regulations pursuant to regulation 5 of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 (right of residence of a Croatian who is an "accession State national subject to worker authorisation").

**Transitional provision**

The above does not apply to a person who, on 31st March 2015—

- (a) is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority's scheme established under section 13A(2) of the Act; and
- (b) is entitled to an income-based jobseeker's allowance, until the first of the events in the paragraph below occurs.

The events are—

- (a) the person makes a new application for a reduction under an authority's scheme established under section 13A(2) of the Act; or
- (b) the person ceases to be entitled to an income-based jobseeker's allowance.

In this section "the Act" means the Local Government Finance Act 1992.

(6) A person falls within this sub-paragraph if the person is a Crown servant or member of Her Majesty's forces posted overseas.

(7) A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of Her Majesty's forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.

(8) In this paragraph—

"claim for asylum" has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;

"Crown servant" means a person holding an office or employment under the Crown;

"EEA Regulations" means the Immigration (European Economic Area) Regulations 2006; and the Im-

migration (European Economic Area) (Amendment) (No. 2) Regulations 2014; and

"Her Majesty's forces" has the same meaning as in the Armed Forces Act 2006.

**22.0 Class of person excluded from this scheme: persons subject to immigration control**

(1) Persons subject to immigration control are not entitled to a reduction under this scheme.

(2) "Person subject to immigration control" has the meaning given in section 115(9) of the Immigration and Asylum Act 1999.

**23.0 Class of person excluded from this scheme: capital limit**

(1) The class of person described in this paragraph consists of any person whose capital exceeds £16,000.

(2) Capital for the purposes of sub-paragraph (1) is to be calculated in accordance with this scheme.

**24.0 Class of person excluded from this scheme: students**

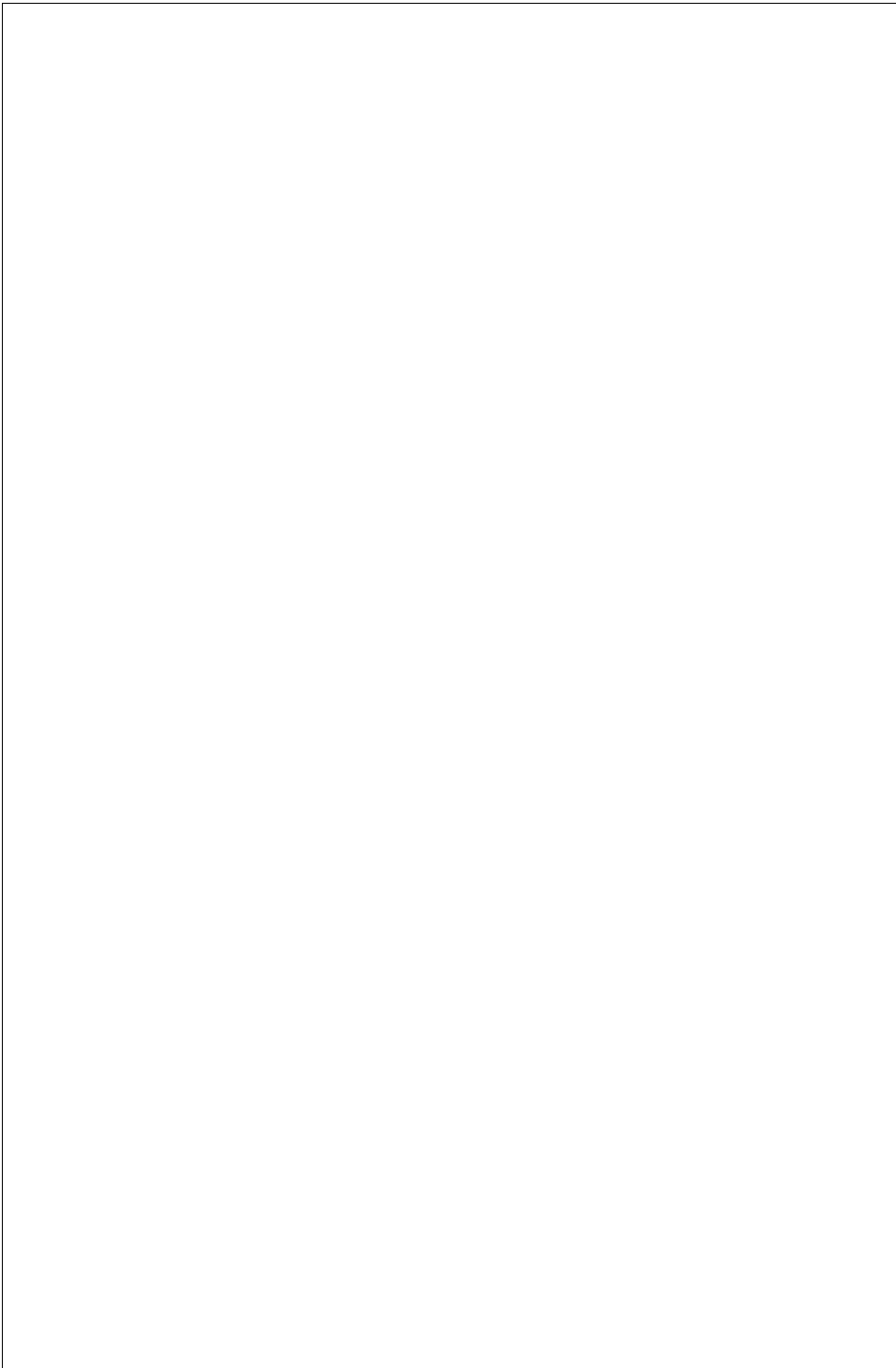
The class of person described in this paragraph consists of any student to whom paragraph 75(1) applies (except to the extent that a student may be entitled to an alternative maximum council tax reduction by virtue of paragraph 15).

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**APPLICABLE AMOUNTS**



### 25.0 The use of Applicable Amounts

- (1) The authority has determined that any entitlement to reduction shall be by a means test where the applicant's income and capital (as defined within this scheme) is compared with the *applicable amounts* (living allowances) as defined within Schedule 3 of this scheme

### 26.0 Applicable amounts

- (1) Subject to paragraphs 27 and 28, the applicable amount for a week for a person who is not a pensioner is the aggregate of such of the following amounts as may apply in his case—
- (a) an amount in respect of himself or, if he is a member of a couple, an amount in respect of both of them, determined in accordance with paragraph 1 of Schedule 3;
  - (b) an amount in respect of any child or young person who is a member of his family, determined in accordance with paragraph 3 of that Schedule;
  - (c) if he is a member of a family of which at least one member is a child or young person, an amount determined in accordance with that Schedule (family premium);
  - (d) the amount of any premiums which may be applicable to him, determined in accordance with that Schedule (premiums);
  - (e) the amount of either the—
    - (i) work-related activity component; or
    - (ii) support component,which may be applicable to him in accordance with that Schedule (the components);
  - (f) the amount of any transitional addition which may be applicable to him in accordance with that Schedule (transitional addition).
- (2) In Schedule 3—
- “additional spouse”** means a spouse by the party to the marriage who is additional to the party to the marriage;
- “converted employment and support allowance”** means an employment and support allowance which is not income-related and to which a person is entitled as a result of a conversion decision within the meaning of the Employment and Support Allowance (Existing Awards) Regulations 2008;
- “patient”** means a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of regulation 2(4) and (5) of the Social Security (Hospital In-Patients) Regulations 2005.

### 27.0 Polygamous marriages:

- (1) This paragraph applies where an applicant is a member of a polygamous marriage and does not have (alone or jointly with a party to a marriage), an award of universal credit.
- (2) The applicable amount for a week of an applicant where this paragraph applies is the aggregate of such of the following amounts as may apply in his case:
- (a) the amount applicable to him and one of his partners determined in accordance with paragraph 1(3) of Schedule 3 as if he and that partner were a couple;
  - (b) an amount equal to the difference between the amounts specified in sub-paragraphs (3) and (1)(b) of paragraph 1 of that Schedule in respect of each of his other partners;
  - (c) an amount determined in accordance with paragraph 2 of that Schedule (main phase employment and support allowance) in respect of any child or young person for whom he or a partner of his is responsible and who is a member of the same household;
  - (d) if he or another partner of the polygamous marriage is responsible for a child or young person who is a member of the same household, the amount specified in that Schedule (family premium);
  - (e) the amount of any premiums which may be applicable to him determined in accordance with that Schedule (premiums);
  - (f) the amount of either the—
    - (i) work-related activity component; or
    - (ii) support component,

which may be applicable to him in accordance with that Schedule (the components);  
(g) the amount of any transitional addition which may be applicable to him in accordance with that Schedule (transitional addition).

**28.0 Applicable amount: persons who have an award of universal credit**

- (1) Subject to sub-paragraph (2), in determining the applicable amount for a week of an applicant :
- (a) who has, or
  - (b) who (jointly with his partner) has,

an award of universal credit, the authority must use the calculation or estimate of the maximum amount of the applicant, or the applicant and his partner jointly (as the case may be), subject to the adjustment described in sub-paragraph (3).

- (2) In determining the applicable amount for a week of an applicant who is a member of a polygamous marriage, the fact that two people are husband and wife is to be disregarded if:

- (a) one of them is a party to an earlier marriage that still subsists; and
- (b) the other party to that earlier marriage is living in the same household.

- (3) The adjustment referred to in sub-paragraph (1) is to multiply the maximum amount by 12 and divide the product by 52.

- (4) In this paragraph “maximum amount” means the maximum amount calculated by the Secretary of State in accordance with section 8(2) of the Welfare Reform Act 2012 and as defined by the Universal Credit Regulations 2013 as amended.

**MAXIMUM COUNCIL TAX REDUCTION FOR THE PURPOSES OF CALCULATING ELIGIBILITY FOR A REDUCTION  
UNDER THIS SCHEME AND AMOUNT OF REDUCTION**

## 29.0 Maximum council tax reduction amount under this scheme

- (1) Subject to sub-paragraphs (2) to (4), where a person is not a pensioner and is not protected within 29.1A that person's maximum council tax reduction amount in respect of a day is 87.5 per cent of the amount A/B where:
- (a) A is the amount set by the authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
  - (b) B is the number of days in that financial year, less any deductions in respect of non-dependants which fall to be made under paragraph 30 (non-dependant deductions).
- (2) In calculating a person's maximum council tax reduction under this scheme any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act (other than a reduction under this scheme), is to be taken into account.
- (3) Subject to sub-paragraph (4), where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons, in determining the maximum council tax reduction in his case in accordance with sub-paragraph (1), the amount A is to be divided by the number of persons who are jointly and severally liable for that tax.
- (4) Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, sub-paragraph (3) does not apply in his case.
- (5) The reference in sub-paragraph (3) to a person with whom an applicant is jointly and severally liable for council tax, where the applicant is a person, does not include a student to whom paragraph 75(1) (entitlement of students to a reduction under this scheme) applies.
- (6) In this paragraph "relevant financial year" means, in relation to any particular day, the financial year within which the day in question falls.

### 29A.0 Protections

- (1) Where either the applicant, his partner or any dependant child or young person (who normally resides with him) is in receipt of either;
- a. Carer's Allowance; or
  - b. Disability Living Allowance; or
  - c. Personal Independence Payment; or
  - d. Is registered or certified blind; or where
  - e. A reduction is given under the Council Tax (Reductions for Disabilities) Regulations 1992, the amount specified within paragraph 29(1) shall be 100%.

### 30.0 Non-dependant deductions

- (1) Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in paragraph 29 are—
- (a) in respect of a non-dependant aged 18 or over in remunerative work, £11.36 x 1/7;
  - (b) in respect of a non-dependant aged 18 or over to whom paragraph (a) does not apply, £3.74 x 1/7.
- (2) In the case of a non-dependant aged 18 or over to whom sub-paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is—
- (a) less than £189.00, the deduction to be made under this paragraph is that specified in sub-paragraph (1)(b);
  - (b) not less than £189.00 but less than £328.00, the deduction to be made under this paragraph is £7.52;
  - (c) not less than £328.00 but less than £408.00, the deduction to be made under this paragraph is £9.49

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- (3) Only one deduction is to be made under this paragraph in respect of a couple or, as the case may be, members of a polygamous marriage (other than where there is an award of universal credit) and, where, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other, member, the higher amount is to be deducted.
- (4) In applying the provisions of sub-paragraph (2) in the case of a couple or, as the case may be, a polygamous marriage, regard must be had, for the purpose of that sub-paragraph, to the couple's or, as the case may be, all members of the polygamous marriage's joint weekly gross income.
- (5) Where in respect of a day—
- (a) a person is a resident in a dwelling but is not himself liable for council tax in respect of that dwelling and that day;
  - (b) other residents in that dwelling (the liable persons) have joint and several liability for council tax in respect of that dwelling and that day otherwise than by virtue of section 9 of the 1992 Act (liability of spouses and civil partners); and
  - (c) the person to whom paragraph (a) refers is a non-dependant of two or more of the liable persons, the deduction in respect of that non-dependant must be apportioned equally between those liable persons.
- (6) No deduction is to be made in respect of any non-dependants occupying an applicant's dwelling if the applicant or his partner is—
- (a) blind or treated as blind by virtue of paragraph 10 of Schedule 3 (additional condition for the disability premium); or
  - (b) receiving in respect of himself—
    - (i) attendance allowance, or would be receiving that allowance but for—
      - (aa) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
      - (bb) an abatement as a result of hospitalisation; or
    - (ii) the care component of the disability living allowance, or would be receiving that component but for—
      - (aa) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
      - (bb) an abatement as a result of hospitalisation; or
    - (iii) the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients); or
    - (iv) an AFIP, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution.
- (7) No deduction is to be made in respect of a non-dependant if:
- (a) although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
  - (b) he is in receipt of a training allowance paid in connection with youth training established under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or
  - (c) he is a full-time student; or
  - (d) he is not residing with the applicant because he has been a patient for a period in excess of 52 weeks, and for these purposes—
    - (i) "patient" has the meaning given in paragraph 19(6), and
    - (ii) where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he is to be treated as having been a patient continuously for a period equal in duration to the total of those distinct

periods;  
(e) he is not residing with the claimant because he is a member of the armed forces away on operations

(8) No deduction is to be made in respect of a non-dependant:

(a) who is on income support, state pension credit, an income-based jobseeker's allowance or an income-related employment and support allowance; or

(b) to whom Schedule 1 to the 1992 Act applies (persons disregarded for purposes of discount) but this paragraph does not apply to a non-dependant who is a student to whom paragraph 4 of that Schedule refers;

(c) who is entitled to an award of universal credit where the award is calculated on the basis that the person does not have any earned income.;

For the purposes of sub-paragraph (c), "earned income" has the meaning given in regulation 52 of the Universal Credit Regulations 2013

(9) In the application of sub-paragraph (2) there is to be disregarded from the non-dependant's weekly gross income:

(a) any attendance allowance, disability living allowance, personal independence payment or an AFIP received by him;

(b) any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006) which, had his income fallen to be calculated under paragraph 54 (calculation of income other than earnings), would have been disregarded under paragraph 28 of Schedule 6 (income in kind); and

(c) any payment which, had his income fallen to be calculated under paragraph 54, would have been disregarded under paragraph 41 of Schedule 6 (payments made under certain trusts and certain other payments).

### 31.0 Minimum Maximum council tax reduction amount under this scheme

In calculating a person's entitlement to council tax reduction under this scheme, any amount of less than £2.00 per reduction

### 31A.0 Non Dependants who are in the Armed Forces

31A.1 Where a non dependant is temporarily not occupying the premises with the applicant because he is a member of the armed forces away on operations, no non dependant deduction shall be payable.

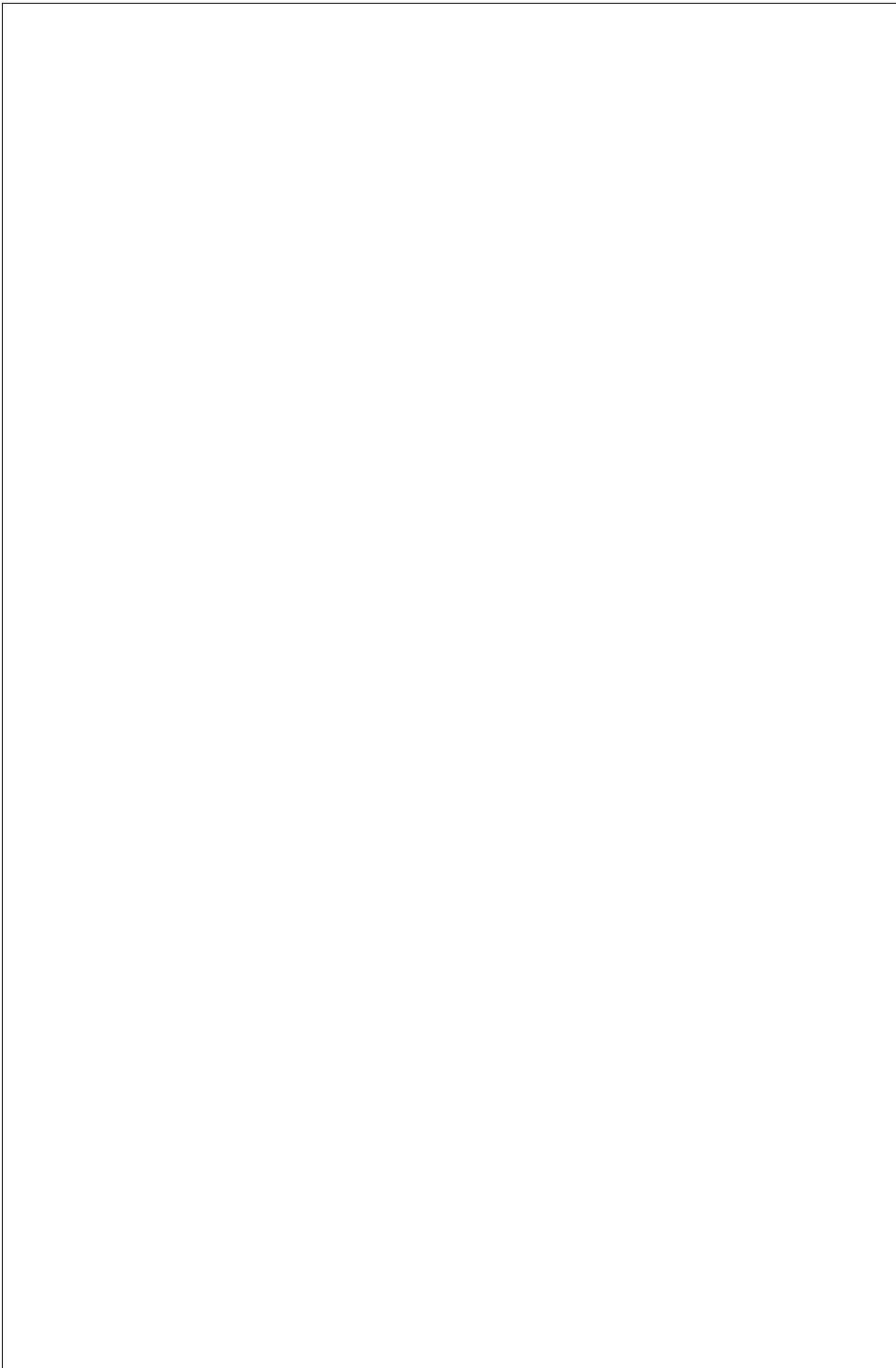
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**AMOUNT OF REDUCTION UNDER THIS SCHEME**

**32.0— Amount of reduction under this scheme: Classes D and E**

- (1) Where a person is entitled to a reduction under this scheme in respect of a day, the amount of the reduction to which he is entitled is as follows.
- (2) Where the person is within class D, that amount is the amount which is the maximum council tax reduction in respect of the day in the applicant's case.
- (3) Where the person is within class E, that amount is the amount found by deducting amount B from amount A, where "amount A" and "amount B" have the meanings given in paragraph 14(f) or 17(f), as the case may be.

**INCOME AND CAPITAL FOR THE PURPOSES OF CALCULATING ELIGIBILITY FOR A REDUCTION UNDER THIS SCHEME**

**33.0 Calculation of income and capital: applicant's family and polygamous marriages**

- (1) The income and capital of—
  - (a) an applicant; and
  - (b) any partner of that applicant,is to be calculated in accordance with the provisions of this Part.
- (2) The income and capital of any partner of the applicant is to be treated as income and capital of the applicant, and in this scheme any reference to the applicant applies equally to any partner of that applicant.
- (3) Except where paragraph 37 applies, where an applicant or the partner of an applicant is married polygamously to two or more members of his household—
  - (a) the applicant must be treated as possessing capital and income belonging to each such member; and
  - (b) the income and capital of that member is to be calculated in accordance with the following provisions of this scheme in like manner as for the applicant.

**34.0 Circumstances in which income and capital of non-dependant is to be treated as applicant's**

- (1) Sub-paragraph (2) applies where it appears to the authority that a non-dependant and an applicant have entered into arrangements in order to take advantage of this scheme and the non-dependant has more income and capital than the applicant.
- (2) Except where—
  - (a) the applicant is a pensioner and is on a guarantee credit, or
  - (b) the applicant is not a pensioner and is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance,the authority must treat the applicant as possessing income and capital belonging to that non-dependant and, in such a case, any income and capital which the applicant does possess is to be disregarded.
- (3) Where an applicant is treated as possessing income and capital belonging to a non-dependant under sub-paragraph (2) the income and capital of that non-dependant must be calculated in accordance with the following provisions of this scheme in like manner as for the applicant and, except where the context otherwise requires, any reference to the "applicant" is to be construed for the purposes of this scheme as if it were a reference to that non-dependant.

**35.0 - 36.0**

**37.0 Calculation of income and capital: persons who have an award of universal credit**

- (1) In determining the income of an applicant:
  - (a) who has, or
  - (b) who (jointly with his partner) has,an award of universal credit the authority must, subject to the following provisions of this paragraph, use the calculation or estimate of the amount of the income of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.
- (2) The authority must adjust the amount of the income referred to in sub-paragraph (1) by multiplying the amount by 12 and dividing the product by 52.
- (3) The authority may only adjust the amount of the income as adjusted in accordance with sub-paragraph (2) so far as necessary to take into account—
  - (a) the amount of the award of universal credit, determined in accordance with sub-paragraph (3);

- (b) paragraph 34 (circumstances in which income and capital of non-dependant is to be treated as applicant's), if the authority determines that the provision applies in the applicant's case;
- (c) such further reduction (if any) as the authority thinks fit under section 13A(1)(c) of the 1992 Act (power of billing authority to reduce amount of council tax payable).

(4) The amount for the award of universal credit to be taken into account for the purposes of subparagraph (3)(a) is to be determined by multiplying the amount of the award of universal credit by 12 and dividing the product by 52.

(5) Paragraph 34 (income and capital of non-dependant to be treated as applicant's) applies for the purpose of determining any adjustments which fall to be made to the figure for income under subparagraph (3).

(6) In determining the capital of an applicant—

(a) who has, or

(b) who (jointly with his partner) has,

an award of universal credit, the authority must use the calculation or estimate of the capital of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.

### **38.0 - 46.0**

#### **47.0 Average weekly earnings of employed earners**

(1) Where the income of an applicant consists of earnings from employment as an employed earner his average weekly earnings must be estimated by reference to his earnings from that employment—

(a) over a period immediately preceding the reduction week in which the application is made or treated as made and being a period of—

(i) 5 weeks, if he is paid weekly; or

(ii) 2 months, if he is paid monthly; or

(b) whether or not paragraph (a)(i) or (ii) applies, where an applicant's earnings fluctuate, over such other period preceding the reduction week in which the application is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.

(2) Where the applicant has been in his employment for less than the period specified in subparagraph (1)(a)(i) or (ii)—

(a) if he has received any earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings must be estimated by reference to those earnings;

(b) in any other case, the authority must estimate the applicant's average weekly earnings.

(3) Where the amount of an applicant's earnings changes the authority must estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period must not in any case exceed 52 weeks.

(4) For the purposes of this paragraph the applicant's earnings are to be calculated in accordance with paragraphs 51 and 52 (earnings of employed earners).

#### **48.0 Average weekly earnings of self-employed earners**

(1) Where the income of an applicant consists of earnings from employment as a self-employed earner his average weekly earnings must be estimated by reference to his earnings from that employment over such period as is appropriate in order that his average weekly earnings may be



estimated accurately but the length of the period must not in any case exceed a year.

- (2) For the purposes of this paragraph the applicant's earnings must be calculated in accordance with paragraphs 53, 61 and 62 (earnings, and net profit, of self-employed earners).

#### **49.0 Average weekly income other than earnings**

- (1) The income of an applicant which does not consist of earnings must, except where sub-paragraph (2) applies, be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately but the length of the period must not in any case exceed 52 weeks; and nothing in this paragraph authorises an authority to disregard any such income other than that specified in Schedule 6 (sums disregarded in the calculation of income other than earnings).
- (2) The period over which any benefit under the benefit Acts is to be taken into account is to be the period in respect of which that benefit is payable.
- (3) For the purposes of this paragraph income other than earnings is to be calculated in accordance with paragraph 54 (calculation of income other than earnings).

#### **50.0 Calculation of weekly income of employed earners**

- (1) For the purposes of paragraphs 47 (average weekly earnings of employed earners), 49 (average weekly income other than earnings) and 59 (calculation of average weekly income from tax credits), where the period in respect of which a payment is made—
- (a) does not exceed a week, the weekly amount is to be the amount of that payment;
- (b) exceeds a week, the weekly amount is to be determined—
- (i) in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
- (ii) in any other case, by dividing the amount of the payment by the number equal to the number of days in the period to which it relates and multiplying the product by 7.
- (2) For the purposes of paragraph 48 (average weekly earnings of self-employed earners) the weekly amount of earnings of an applicant is to be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the product by 7.

#### **51.0 Earnings of employed earners**

- (1) Subject to sub-paragraph (2), "earnings", in the case of employment as an employed earner of a person, means any remuneration or profit derived from that employment and includes:
- (a) any bonus or commission;
- (b) any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
- (c) any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment but only in so far as it represents loss of income;
- (d) any holiday pay except any payable more than 4 weeks after termination or interruption of the employment;
- (e) any payment by way of a retainer;
- (f) any payment made by the applicant's employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant's employer in respect of—
- (i) travelling expenses incurred by the applicant between his home and place of employment;
- (ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant's absence from home;

- (g) any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
- (h) any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
- (i) any such sum as is referred to in section 112 of the SSCBA (certain sums to be earnings for social security purposes);
- (j) any statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
- (k) any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave or adoption leave or is absent from work because he is ill;
- (l) the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001.

(2) Earnings does not include—

- (a) subject to sub-paragraph (3), any payment in kind;
- (b) any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment;
- (c) any occupational pension;
- (d) any payment in respect of expenses arising out of [an applicant participating as a service user](#).

(3) Sub-paragraph (2)(a) does not apply in respect of any non-cash voucher referred to in sub-paragraph (1)(l).

### 52.0 Calculation of net earnings of employed earners

- (1) For the purposes of paragraph 47 (average weekly earnings of employed earners), the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account must, subject to sub-paragraph (2), be his net earnings.
- (2) There is to be disregarded from an applicant's net earnings, any sum, where applicable, specified in paragraphs 1 to 16 of Schedule 5 (sums disregarded in the calculation of earnings).
- (3) For the purposes of sub-paragraph (1) net earnings must, except where sub-paragraph (6) applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less—
  - (a) any amount deducted from those earnings by way of—
    - (i) income tax;
    - (ii) primary Class 1 contributions under the SSCBA;
  - (b) one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
  - (c) one-half of the amount calculated in accordance with sub-paragraph (5) in respect of any qualifying contribution payable by the applicant; and
  - (d) where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, any amount deducted from those earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the SSCBA.
- (4) In this paragraph “qualifying contribution” means any sum which is payable periodically as a contribution towards a personal pension scheme.
- (5) The amount in respect of any qualifying contribution is to be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the

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assessment period; and for the purposes of this paragraph the daily amount of the qualifying contribution is to be determined—

- (a) where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365;
- (b) in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.

(6) Where the earnings of an applicant are estimated under paragraph 47(2)(b) (average weekly earnings of employed earners), his net earnings is to be calculated by taking into account those earnings over the assessment period, less:

- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph is to be calculated on a pro rata basis;
- (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and
- (c) one-half of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

### 53.0 Earnings of self-employed earners

(1) Subject to sub-paragraph (2), “earnings”, in the case of employment as a self-employed earner of a person, means the gross income of the employment.

(2) “Earnings” does not include any payment to which paragraph 31 or 32 of Schedule 6 refers (payments in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant's care) nor does it include any sports award.

(3) This paragraph applies to:

- (a) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
- (b) any payment in respect of any—
  - (i) book registered under the Public Lending Right Scheme 1982; or
  - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982,

where the applicant is the first owner of the copyright, design, patent or trade mark, or an original contributor to the book or work concerned.

(4) Where the applicant's earnings consist of any items to which sub-paragraph (3) applies, those earnings must be taken into account over a period equal to such number of weeks as is equal to the number obtained (and any fraction is to be treated as a corresponding fraction of a week) by dividing the earnings by:

- (a) the amount of reduction under this scheme to which the applicant would have been entitled had the payment not been made, plus
- (b) an amount equal to the total of the sums which would fall to be disregarded from the payment under Schedule 5 (sums disregarded in the calculation of earnings) as appropriate in the applicant's case.

#### 54.0 Calculation of income other than earnings

- (1) For the purposes of paragraph 49 (average weekly income other than earnings), the income of an applicant which does not consist of earnings to be taken into account must, subject to sub-paragraphs (2) to (8), be his gross income and any capital treated as income under paragraph 55 (capital treated as income).
- (2) There is to be disregarded from the calculation of an applicant's gross income under sub-paragraph (1), any sum, where applicable, specified in Schedule 6.
- (3) Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account under sub-paragraph (1) must be the gross amount payable.
- (4) Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations 2008, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- (5) Where an award of any working tax credit or child tax credit under the Tax Credits Act 2002 is subject to a deduction by way of recovery of an overpayment of working tax credit or child tax credit which arose in a previous tax year the amount to be taken into account under sub-paragraph (1) is to be the amount of working tax credit or child tax credit awarded less the amount of that deduction.
- (6) Sub-paragraphs (7) and (8) apply where—
- (a) a relevant payment has been made to a person in an academic year; and
  - (b) that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.
- (7) Where a relevant payment is made quarterly, the amount of a relevant payment to be taken into account for the assessment period for the purposes of sub-paragraph (1) in respect of a person to whom sub-paragraph (7) applies, is to be calculated by applying the formula—
- $$\frac{A - (B \times C)}{D}$$
- Where
- (a) A = the total amount of the relevant payment which that person would have received had he remained a student until the last day of the academic term in which he abandoned, or was dismissed from, his course, less any deduction under paragraph 81(5) (costs of travel, books and equipment);
  - (b) B = the number of reduction weeks from the reduction week immediately following that which includes the first day of that academic year to the reduction week which includes the day on which the person abandoned, or was dismissed from, his course;
  - (c) C = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income under paragraph 81(2) (treatment of student loans) had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to a reduction under this scheme immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;
  - (d) D = the number of reduction weeks in the assessment period.
- (8) Where a relevant payment is made by two or more instalments in a quarter, the amount of a relevant payment to be taken into account for the assessment period for the purposes of sub-paragraph (1) in respect of a person to whom sub-paragraph (7) applies, is to be calculated by applying the formula in sub-paragraph (8) but as if—
- A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course, or was

dismissed from it, less any deduction under paragraph 81(5).

(9) In this paragraph—  
“academic year” and “student loan” have the same meanings as defined within this scheme (see ‘Students’;

“assessment period” means

(a) in a case where a relevant payment is made quarterly, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes the last day of the last quarter for which an instalment of the relevant payment was payable to that person;

(b) in a case where the relevant payment is made by two or more instalments in a quarter, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes—

(i) the day immediately before the day on which the next instalment of the relevant payment would have been due had the payments continued; or

(ii) the last day of the last quarter for which an instalment of the relevant payment was payable to that person,

whichever of those dates is earlier;

“quarter” in relation to an assessment period means a period in that year beginning on—

(c) 1st January and ending on 31st March;

(d) 1st April and ending on 30th June;

(e) 1st July and ending on 31st August; or

(f) 1st September and ending on 31st December;

“relevant payment” means either a student loan or an amount intended for the maintenance of dependants referred to in paragraph 76(7) or both.

(10) For the avoidance of doubt there must be included as income to be taken into account under sub-paragraph (1)—

(a) any payment to which paragraph 51(2) (payments not earnings) applies; or

(b) in the case of an applicant who is receiving support under section 95 or 98 of the Immigration and Asylum Act 1999 including support provided by virtue of regulations made under Schedule 9 to that Act, the amount of such support provided in respect of essential living needs of the applicant and his dependants (if any) as is specified in regulations made under paragraph 3 of Schedule 8 to the Immigration and Asylum Act 1999.

#### **55.0 Capital treated as income**

(1) Any capital payable by instalments which are outstanding at the date on which the application is made or treated as made, or, at the date of any subsequent revision or supersession, must, if the aggregate of the instalments outstanding and the amount of the applicant's capital otherwise calculated in accordance with this scheme exceeds £16,000, be treated as income.

(2) Any payment received under an annuity is to be treated as income.

(3) Any earnings to the extent that they are not a payment of income is to be treated as income.

(4) Any Career Development Loan paid pursuant to section 2 of the Employment and Training Act 1973 is to be treated as income.

(5) Where an agreement or court order provides that payments must be made to the applicant in consequence of any personal injury to the applicant and that such payments are to be made, wholly or partly, by way of periodic payments, any such periodic payments received by the applicant (but not a payment which is treated as capital by virtue of this Part), is to be treated as income.

## 56.0 Notional income

- (1) An applicant is to be treated as possessing income of which he has deprived himself for the purpose of securing entitlement to a reduction under a council tax reduction scheme or increasing the amount of the reduction.
- (2) Except in the case of—
  - (a) a discretionary trust;
  - (b) a trust derived from a payment made in consequence of a personal injury;
  - (c) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
  - (d) any sum to which paragraph 50(2)(a) of Schedule 7 (capital disregards) applies which is administered in the way referred to in paragraph 50(1)(a);
  - (e) any sum to which paragraph 51(a) of Schedule 7 refers;
  - (f) rehabilitation allowance made under section 2 of the Employment and Training Act 1973;
  - (g) child tax credit;
  - (h) working tax credit, or
  - (i) any sum to which sub-paragraph (11) applies,  
any income which would become available to the applicant upon application being made, but which has not been acquired by him, is to be treated as possessed by the applicant but only from the date on which it could be expected to be acquired were an application made.
- (3) Any payment of income, other than a payment of income specified in sub-paragraph (4), made—
  - (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) must, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
  - (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) must, where it is not a payment referred to in paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
  - (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) must be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.
- (4) Sub-paragraph (3) does not apply in respect of a payment of income made—
  - (a) under or by the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006);
  - (b) pursuant to section 19(1)(a) of the Coal Industry Act 1994 (concessionary coal);
  - (c) pursuant to section 2 of the Employment and Training Act 1973 in respect of a person's participation—
    - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996;
    - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
    - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
    - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
    - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
  - (d) in respect of a person's participation in the Work for Your Benefit Pilot Scheme;
  - (e) in respect of a person's participation in the Mandatory Work Activity Scheme;
  - (f) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme or

- back to work scheme;
- (g) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
- (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
  - (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
  - (iii) the person referred to in sub-paragraph (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.
- (5) Where an applicant is in receipt of any benefit under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority must treat the applicant as possessing such benefit at the altered rate from either 1st April or the first Monday in April in that year, whichever date the authority selects, to the date on which the altered rate is to take effect.
- (6) Subject to sub-paragraph (7), where—
- (a) an applicant performs a service for another person; and
  - (b) that person makes no payment of earnings or pays less than that paid for a comparable employment in the area,
- the authority must treat the applicant as possessing such earnings (if any) as is reasonable for that employment unless the applicant satisfies the authority that the means of that person are insufficient for him to pay or to pay more for the service.
- (7) Sub-paragraph (6) does not apply—
- (a) to an applicant who is engaged by a charitable or voluntary organisation or who is a volunteer if the authority is satisfied in any of those cases that it is reasonable for him to provide those services free of charge; or
  - (b) in a case where the service is performed in connection with—
    - (i) the applicant's participation in an employment or training programme in accordance with regulation 19(1)(q) of the Jobseeker's Allowance Regulations 1996, other than where the service is performed in connection with the applicant's participation in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations; or
    - (ii) the applicant's or the applicant's partner's participation in an employment or training programme as defined in regulation 19(3) of those Regulations for which a training allowance is not payable or, where such an allowance is payable, it is payable for the sole purpose of reimbursement of travelling or meal expenses to the person participating in that programme; or
  - (c) to an applicant who is participating in a work placement approved by the Secretary of State (or a person providing services to the Secretary of State) before the placement starts.
- (8) In sub-paragraph (7)(c) "work placement" means practical work experience which is not undertaken in expectation of payment.
- (9) Where an applicant is treated as possessing any income under any of sub-paragraphs (1) to (8), the foregoing provisions of this scheme apply for the purposes of calculating the amount of that income as if a payment had actually been made and as if it were actual income which he does possess.
- (10) Where an applicant is treated as possessing any earnings under sub-paragraph (6) the foregoing provisions of this scheme apply for the purposes of calculating the amount of those earnings as if a payment had actually been made and as if they were actual earnings which he does possess except that paragraph 52(3) (calculation of net earnings of employed earners) do not apply and his net



earnings are to be calculated by taking into account those earnings which he is treated as possessing, less—

- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph is to be calculated on a pro rata basis;
- (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and
- (c) one-half of any sum payable by the applicant by way of a contribution towards an occupational or personal pension scheme.

(11) Sub-paragraphs (1), (2), (3) and (6) do not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of [an applicant participating as a service user](#).

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#### 57.0 Calculation of income on a weekly basis

(1) Subject to paragraph 60 (disregard of changes in tax, etc.), the income of an applicant is to be calculated on a weekly basis—

- (a) by estimating the amount which is likely to be his average weekly income in accordance with this Part;
- (b) by adding to that amount the weekly income calculated under paragraph 72 (tariff income); and
- (c) deducting from the sum of paragraphs (a) and (b) any relevant child care charges to which paragraph 58 (treatment of child care charges) applies from any earnings which form part of the average weekly income or, in a case where the conditions in sub-paragraph (2) are met, from those earnings plus whichever credit specified in paragraph (b) of that sub-paragraph is appropriate, up to a maximum deduction in respect of the applicant's family of whichever of the sums specified in sub-paragraph (3) applies in his case.

(2) The conditions of this paragraph are that—

- (a) the applicant's earnings which form part of his average weekly income are less than the lower of either his relevant child care charges or whichever of the deductions specified in sub-paragraph (3) otherwise applies in his case; and
- (b) that applicant or, if he is a member of a couple either the applicant or his partner, is in receipt of either working tax credit or child tax credit.

(3) The maximum deduction to which sub-paragraph (1)(c) above refers is to be—

- (a) where the applicant's family includes only one child in respect of whom relevant child care charges are paid, £175.00 per week;
- (b) where the applicant's family includes more than one child in respect of whom relevant child care charges are paid, £300 per week.

#### 58.0 Treatment of child care charges

(1) This paragraph applies where an applicant (within the meaning in this paragraph) is incurring relevant child care charges and—

- (a) is a lone parent and is engaged in remunerative work;
- (b) is a member of a couple both of whom are engaged in remunerative work; or
- (c) is a member of a couple where one member is engaged in remunerative work and the other—

- (i) is incapacitated;
- (ii) is an in-patient in hospital; or
- (iii) is in prison (whether serving a custodial sentence or remanded in custody awaiting trial or sentence).

- (2) For the purposes of sub-paragraph (1) and subject to sub-paragraph (4), a person to whom sub-paragraph (3) applies must be treated as engaged in remunerative work for a period not exceeding 28 weeks during which he—
- (a) is paid statutory sick pay;
  - (b) is paid short-term incapacity benefit at the lower rate under sections 30A to 30E of the SSCBA;
  - (c) is paid an employment and support allowance;
  - (d) is paid income support on the grounds of incapacity for work under regulation 4ZA of, and paragraph 7 or 14 of Schedule 1B to, the Income Support (General) Regulations 1987; or
  - (e) is credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.
- (3) This sub-paragraph applies to a person who was engaged in remunerative work immediately before—
- (a) the first day of the period in respect of which he was first paid statutory sick pay, short-term incapacity benefit, an employment and support allowance or income support on the grounds of incapacity for work; or
  - (b) the first day of the period in respect of which earnings are credited, as the case may be.
- (4) In a case to which sub-paragraph (2)(d) or (e) applies, the period of 28 weeks begins on the day on which the person is first paid income support or on the first day of the period in respect of which earnings are credited, as the case may be.
- (5) Relevant child care charges are those charges for care to which sub-paragraphs (6) and (7) apply, and are to be calculated on a weekly basis in accordance with sub-paragraph (10).
- (6) The charges are paid by the applicant for care which is provided—
- (a) in the case of any child of the applicant's family who is not disabled, in respect of the period beginning on that child's date of birth and ending on the day preceding the first Monday in September following that child's fifteenth birthday; or
  - (b) in the case of any child of the applicant's family who is disabled, in respect of the period beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday.
- (7) The charges are paid for care which is provided by one or more of the care providers listed in sub-paragraph (8) and are not paid—
- (a) in respect of the child's compulsory education;
  - (b) by an applicant to a partner or by a partner to an applicant in respect of any child for whom either or any of them is responsible in accordance with paragraph 7 (circumstances in which a person is treated as responsible or not responsible for another); or
  - (c) in respect of care provided by a relative of the child wholly or mainly in the child's home.
- (8) The care to which sub-paragraph (7) refers may be provided—
- (a) out of school hours, by a school on school premises or by a local authority—
    - (i) for children who are not disabled in respect of the period beginning on their eighth birthday and ending on the day preceding the first Monday in September following their fifteenth birthday; or
    - (ii) for children who are disabled in respect of the period beginning on their eighth birthday and ending on the day preceding the first Monday in September following their sixteenth birthday; or
  - (b) by a child care provider approved in accordance with the Tax Credit (New Category of Child

- Care Provider) Regulations 1999; or
- (c) by persons registered under Part 2 of the Children and Families (Wales) Measure 2010; or
- (d) by a person who is exempted from registration under Part 2 of the Children and Families (Wales) Measure 2010 because the child care that person provides is in a school or establishment referred to in article 11, 12 or 14 of the Child Minding and Day Care Exceptions (Wales) Order 2010; or
- (e) by—
  - (i) persons registered under section 59(1) of the Public Services Reform (Scotland) Act 2010; or
  - (ii) local authorities registered under section 83(1) of that Act,
 where the care provided is child minding or day care of children within the meaning of that Act; or
- (f) by a person prescribed in regulations made pursuant to section 12(4) of the Tax Credits Act 2002; or
- (g) by a person who is registered under Chapter 2 or 3 of Part 3 of the Childcare Act 2006; or
- (h) by any of the schools mentioned in section 34(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 2 of Part 3 of that Act does not apply by virtue of section 34(2) of that Act; or
- (i) by any of the schools mentioned in section 53(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 3 of Part 3 of that Act does not apply by virtue of section 53(2) of that Act; or
- (j) by any of the establishments mentioned in section 18(5) of the Childcare Act 2006 in circumstances where the care is not included in the meaning of “childcare” for the purposes of Part 1 and Part 3 of that Act by virtue of that subsection; or
- (k) by a foster parent or kinship carer under the Fostering Services Regulations 2011, the Fostering Services (Wales) Regulations 2003 or the Looked After Children (Scotland) Regulations 2009 in relation to a child other than one whom the foster parent is fostering or kinship carer is looking after; or
- (l) by a provider of personal care within the meaning of paragraph 1 of Schedule 1 to the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and being a regulated activity prescribed by those Regulations; or
- (m) by a person who is not a relative of the child wholly or mainly in the child's home.

(9) In sub-paragraphs (6) and (8)(a), “the first Monday in September” means the Monday which first occurs in the month of September in any year.

(10) Relevant child care charges must be estimated over such period, not exceeding a year, as is appropriate in order that the average weekly charge may be estimated accurately having regard to information as to the amount of that charge provided by the child minder or person providing the care.

- (11) For the purposes of sub-paragraph (1)(c) the other member of a couple is incapacitated where—
- (a) the applicant is a pensioner and the other member of the couple is aged not less than 80;
  - (b) the applicant is a pensioner and the other member of the couple is aged less than 80, and—
    - (i) the additional condition specified in paragraph 10 of Schedule 3 (additional condition for the disability premium) to this scheme is treated as applying in his case; and
    - (ii) he satisfies that conditions or would satisfy it but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
  - (c) the applicant is not a pensioner, the applicant's applicable amount includes a disability premium on account of the other member's incapacity or the support component or the work-related activity component on account of his having limited capability for work;
  - (d) the applicant is not a pensioner, the applicant's applicable amount would include a disability premium on account of the other member's incapacity but for that other member being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
  - (e) the applicant's applicable amount would include the support component or the work-related

activity component on account of the other member having limited capability for work but for that other member being treated as not having limited capability for work by virtue of a determination made in accordance with the Employment and Support Allowance Regulations 2008;

- (f) he is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days must be treated as one continuous period;
- (g) he is, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 2008 for a continuous period of not less than 196 days and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- (h) there is payable in respect of him one or more of the following pensions or allowances—
  - (i) long-term incapacity benefit or short-term incapacity benefit at the higher rate under Schedule 4 to the SSCBA;
  - (ii) attendance allowance under section 64 of the SSCBA;
  - (iii) severe disablement allowance under section 68 of the SSCBA;
  - (iv) disability living allowance under section 71 of the SSCBA;
  - (v) personal independence payment;
  - (vi) an AFIP;
  - (vii) increase of disablement pension under section 104 of the SSCBA;
  - (viii) a pension increase paid as part of a war disablement pension or under an industrial injuries scheme which is analogous to an allowance or increase of disablement pension under sub-paragraph (ii), (iv), (v) or (vii) above;
  - (ix) main phase employment and support allowance;
- (i) a pension or allowance to which sub-paragraph (vii) or (viii) of paragraph (h) above refers was payable on account of his incapacity but has ceased to be payable in consequence of his becoming a patient, which in this paragraph means a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of regulation 2(4) and (5) of the Social Security (Hospital In-Patients) Regulations 2005;
- (j) an attendance allowance under section 64 of the SSCBA or disability living allowance would be payable to that person but for—
  - (i) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
  - (ii) an abatement as a consequence of hospitalisation;
- (k) the daily living component of personal independence payment would be payable to that person but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- (l) an AFIP would be payable to that person but for any suspension of payment in accordance with any terms of the armed and reserve forces compensation scheme which allow for a suspension because a person is undergoing medical treatment in a hospital or similar institution;
- (m) paragraph (h), (i), (j) or (k) would apply to him if the legislative provisions referred to in those paragraphs were provisions under any corresponding enactment having effect in Northern Ireland; or
- (n) he has an invalid carriage or other vehicle provided to him by the Secretary of State or a clinical commissioning group under paragraph 9 of Schedule 1 to the National Health Service Act 2006 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972.

(12) For the purposes of sub-paragraph (11), once sub-paragraph (11)(f) applies to the person, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that sub-paragraph is, on his again becoming so incapable, or so treated as incapable, of work at

the end of that period, immediately thereafter to apply to him for so long as he remains incapable, or is treated as remaining incapable, of work.

(13) For the purposes of sub-paragraph (11), once sub-paragraph (11)(g) applies to the person, if he then ceases, for a period of 84 days or less, to have, or to be treated as having, limited capability for work, that paragraph is, on his again having, or being treated as having, limited capability for work at the end of that period, immediately thereafter to apply to him for so long as he has, or is treated as having, limited capability for work.

(14) For the purposes of sub-paragraphs (6) and (8)(a), a person is disabled if he is a person—

- (a) to whom an attendance allowance or the care component of disability allowance is payable or would be payable but for—
  - (i) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
  - (ii) an abatement as a consequence of hospitalisation;
- (b) to whom the daily living component of personal independence payment is payable or would be payable but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- (c) who is registered as blind in a register compiled under section 29 of the National Assistance Act 1948 (welfare services) or, in Scotland, has been certified as blind and in consequence he is registered as blind in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994; or
- (d) who ceased to be registered as blind in such a register within the period beginning 28 weeks before the first Monday in September following that person's fifteenth birthday and ending on the day preceding that person's sixteenth birthday.

(15) For the purposes of sub-paragraph (1) a person on maternity leave, paternity leave or adoption leave is to be treated as if he is engaged in remunerative work for the period specified in sub-paragraph (16) (“the relevant period”) provided that—

- (a) in the week before the period of maternity leave, paternity leave or adoption leave began he was in remunerative work;
- (b) the applicant is incurring relevant child care charges within the meaning of sub-paragraph (5); and
- (c) he is entitled to either statutory maternity pay under section 164 of the SSCBA, ordinary statutory paternity pay by virtue of section 171ZA or 171ZB of that Act, additional statutory paternity pay by virtue of section 171ZEA or 171ZEB of that Act, statutory adoption pay by of section 171ZL of that Act, maternity allowance under section 35 of that Act or qualifying support.

(16) For the purposes of sub-paragraph (15) the relevant period begins on the day on which the person's maternity, paternity leave or adoption leave commences and ends on—

- (a) the date that leave ends;
- (b) if no child care element of working tax credit is in payment on the date that entitlement to maternity allowance, qualifying support, statutory maternity pay, ordinary or additional statutory paternity pay or statutory adoption pay ends, the date that entitlement ends; or
- (c) if a child care element of working tax credit is in payment on the date that entitlement to maternity allowance or qualifying support, statutory maternity pay, ordinary or additional statutory paternity pay or statutory adoption pay ends, the date that entitlement to that award of the child care element of the working tax credit ends, whichever occurs first.

(17) In sub-paragraphs (15) and (16)—

- (a) “qualifying support” means income support to which that person is entitled by virtue of paragraph 14B of Schedule 1B to the Income Support (General) Regulations 1987; and
- (b) “child care element” of working tax credit means the element of working tax credit prescribed under section 12 of the Tax Credits Act 2002 (child care element).

- (18) In this paragraph “applicant” does not include an applicant
- (a) who has, or
  - (b) who (jointly with his partner) has, an award of universal credit.

**59.0 Calculation of average weekly income from tax credits**

- (1) This paragraph applies where an applicant receives a tax credit.
- (2) Where this paragraph applies, the period over which a tax credit is to be taken into account is the period set out in sub-paragraph (3).
- (3) Where the instalment in respect of which payment of a tax credit is made is—
- (a) a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;
  - (b) a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;
  - (c) a two weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;
  - (d) a four weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.
- (4) For the purposes of this paragraph “tax credit” means child tax credit or working tax credit.

**60. Disregard of changes in tax, contributions etc.**

- In calculating the applicant's income the authority may disregard any legislative change—
- (a) in the basic or other rates of income tax;
  - (b) in the amount of any personal tax relief;
  - (c) in the rates of [national insurance](#) contributions payable under the SSCBA or in the lower earnings limit or upper earnings limit for Class 1 contributions under that Act, the lower or upper limits applicable to Class 4 contributions under that Act or the amount specified in section 11(4) of that Act (small earnings exception in relation to Class 2 contributions);
  - (d) in the amount of tax payable as a result of an increase in the weekly rate of Category A, B, C or D retirement pension or any addition thereto or any graduated pension payable under the SSCBA;
  - (e) in the maximum rate of child tax credit or working tax credit, for a period not exceeding 30 reduction weeks beginning with the reduction week immediately following the date from which the change is effective.

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**61.0 Calculation of net profit of self-employed earners**

- (1) For the purposes of paragraphs 48 (average weekly earnings of self-employed earners: [persons who are not pensioners](#)) and 57 (calculation of income on a weekly basis) the earnings of an applicant to be taken into account must be—
- (a) in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
  - (b) in the case of a self-employed earner who is a pensioner whose employment is carried on in partnership, his share of the net profit derived from that employment, less—
    - (i) an amount in respect of income tax and of [national insurance](#) contributions payable under the SSCBA calculated in accordance with paragraph 62 (deduction of tax and contributions of self-employed earners); and
    - (ii) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium;
  - (c) in the case of a self-employed earner [who is not a pensioner](#) whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security

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(Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less—

(i) an amount in respect of income tax and of [national insurance](#) contributions payable under the SSCBA calculated in accordance with paragraph 62 (deduction of tax and contributions for self-employed earners); and

(ii) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.

(2) There must be disregarded from the net profit of an applicant [who is not a pensioner](#), any sum, where applicable, specified in paragraphs 1 to 16 of Schedule [7](#) (sums disregarded in the calculation of earnings: [persons who are not pensioners](#)).

(3) For the purposes of sub-paragraph (1)(a) the net profit of the employment must, except where sub-paragraph (9) applies, be calculated by taking into account the earnings of the employment over the assessment period less—

(a) subject to sub-paragraphs (5) to (8), any expenses wholly and exclusively incurred in that period for the purposes of that employment;

(b) an amount in respect of—

(i) income tax; and

(ii) [national insurance](#) contributions payable under the SSCBA, calculated in accordance with paragraph 62 (deduction of tax and contributions for self-employed earners); and

(c) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.

(4) For the purposes of sub-paragraph (1)(b) the net profit of the employment is to be calculated by taking into account the earnings of the employment over the assessment period less, subject to sub-paragraphs (5) to (8), any expenses wholly and exclusively incurred in that period for the purposes of the employment.

(5) Subject to sub-paragraph (6), no deduction is to be made under sub-paragraph (3)(a) or (4), in respect of—

(a) any capital expenditure;

(b) the depreciation of any capital asset;

(c) any sum employed or intended to be employed in the setting up or expansion of the employment;

(d) any loss incurred before the beginning of the assessment period;

(e) the repayment of capital on any loan taken out for the purposes of the employment;

(f) any expenses incurred in providing business entertainment; and

(g) in the case of an applicant, any debts, except bad debts proved to be such, but this paragraph does not apply to any expenses incurred in the recovery of a debt.

(6) A deduction is to be made under sub-paragraph (3)(a) or (4) in respect of the repayment of capital on any loan used for—

(a) the replacement in the course of business of equipment or machinery; or

(b) the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.

(7) The authority must refuse to make a deduction in respect of any expenses under sub-paragraph (3)(a) or (4) where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.

(8) For the avoidance of doubt—

(a) a deduction must not be made under sub-paragraph (3)(a) or (4) in respect of any sum unless it has been expended for the purposes of the business;

(b) a deduction must be made thereunder in respect of—

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- (i) the excess of any value added tax paid over value added tax received in the assessment period;
- (ii) any income expended in the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair;
- (iii) any payment of interest on a loan taken out for the purposes of the employment.

(9) Where an applicant is engaged in employment as a child minder the net profit of the employment is to be one-third of the earnings of that employment, less—

- (a) an amount in respect of—
  - (i) income tax; and
  - (ii) [national insurance](#) contributions payable under the SSCBA, calculated in accordance with paragraph 62 (deduction of tax and contributions for self-employed earners); and
- (b) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.

(10) For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in any one of his employments must not be offset against his earnings in any other of his employments.

(11) The amount in respect of any qualifying premium is to be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this paragraph the daily amount of the qualifying premium must be determined—

- (a) where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and dividing the product by 365;
- (b) in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.

(12) In this paragraph, “qualifying premium” means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of application.

#### 62.0 Calculation of deduction of tax and contributions of self-employed earners

(1) The amount to be deducted in respect of income tax under paragraph 61(1)(b)(i), (3)(b)(i) or (9)(a)(i) (calculation of net profit of self-employed earners) must be calculated—

- (a) on the basis of the amount of chargeable income, and
- (b) as if that income were assessable to income tax at the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances.

(2) But, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal reliefs deductible under this paragraph must be calculated on a pro rata basis.

(3) The amount to be deducted in respect of [national insurance](#) contributions under paragraph 60(1)(b)(i), (3)(b)(ii) or (9)(a)(ii) is the total of—

- (a) the amount of Class 2 contributions payable under section 11(1) or, as the case may be, 11(3) of the SSCBA at the rate applicable to the assessment period except where the applicant's chargeable income is less than the amount specified in section 11(4) of that Act (small earnings exception) for the tax year applicable to the assessment period; but if the assessment period is less than a year, the amount specified for that tax year must be reduced pro rata; and
- (b) the amount of Class 4 contributions (if any) which would be payable under section 15 of the SSCBA (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate

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applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits must be reduced pro rata.

(4) In this paragraph "chargeable income" means

- (a) except where paragraph (b) applies, the earnings derived from the employment less any expenses deducted under sub-paragraph (3)(a) or, as the case may be, (5) of paragraph 61;
- (b) in the case of employment as a child minder, one-third of the earnings of that employment.

#### **63.0 Calculation of capital**

- (1) The capital of an applicant to be taken into account must be, subject to sub-paragraph (2), the whole of his capital calculated in accordance with this scheme and any income treated as capital under paragraph 64 (income treated as capital).
- (2) There must be disregarded from the calculation of an applicant's capital under sub-paragraph (1), any capital, where applicable, specified in Schedule 7.
- (3) The capital of a child or young person who is a member of the family of an applicant must not be treated as capital of the applicant.

#### **64.0 Income treated as capital**

- (1) This paragraph applies in relation to working age applicants under this scheme.
- (2) Any bounty derived from employment to which paragraph 9 of Schedule 5 (sums disregarded in the calculation of earnings) applies and paid at intervals of at least one year is to be treated as capital.
- (3) Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E is to be treated as capital.
- (4) Any holiday pay which is not earnings under paragraph 41(1)(d) or 51(1)(d) (earnings of employed earners) is to be treated as capital.
- (5) Except any income derived from capital disregarded under paragraphs 4, 5, 7, 11, 17, 30 to 33, 50 or 51 of Schedule 7 (capital disregards), any income derived from capital is to be treated as capital but only from the date it is normally due to be credited to the applicant's account.
- (6) In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer is to be treated as capital.
- (7) Any charitable or voluntary payment which is not made or due to be made at regular intervals, other than a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Independent Living Fund (2006) or the London Bombings Charitable Relief Fund, is to be treated as capital.
- (8) There is to be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under the self-employment route, but only in so far as those receipts were payable into a special account during the period in which that person was receiving such assistance.
- (9) Any arrears of subsistence allowance which are paid to an applicant as a lump sum must be treated as capital.
- (10) Any arrears of working tax credit or child tax credit must be treated as capital.

### **65.0 Calculation of capital in the United Kingdom**

Capital which an applicant possesses in the United Kingdom is to be calculated at its current market or surrender value less—

- (a) where there would be expenses attributable to the sale, 10 per cent; and
- (b) the amount of any encumbrance secured on it.

### **66.0 Calculation of capital outside the United Kingdom**

Capital which an applicant possesses in a country outside the United Kingdom must be calculated—

- (a) in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value;
- (b) in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer, less, where there would be expenses attributable to sale, 10 per cent and the amount of any encumbrances secured on it.

### **67.0 Notional capital**

- (1) An applicant is to be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to a reduction or increasing the amount of that reduction except to the extent that that capital is reduced in accordance with paragraph 68 (diminishing notional capital rule).
- (2) A person who is a pensioner who disposes of capital for the purpose of—
  - (a) reducing or paying a debt owed by the applicant; or
  - (b) purchasing goods or services if the expenditure was reasonable in the circumstances of the applicant's case,is to be regarded as not depriving himself of it.
- (3) Sub-paragraphs (4) to (6) apply in relation to applicants who are not pensioners.
- (4) Except in the case of—
  - (a) a discretionary trust; or
  - (b) a trust derived from a payment made in consequence of a personal injury; or
  - (c) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
  - (d) any sum to which paragraph 50(2)(a) of Schedule 7 (capital disregards) applies which is administered in the way referred to in paragraph 50(1)(a); or
  - (e) any sum to which paragraph 51(a) of Schedule 7 refers; or
  - (g) child tax credit; or
  - (h) working tax credit,any capital which would become available to the applicant upon application being made, but which has not been acquired by him, is to be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.
- (5) Any payment of capital, other than a payment of capital specified in sub-paragraph (6), made—
  - (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) must, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
  - (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) must, where it is not a payment referred to in paragraph (a), be treated as possessed by that single applicant or by that member to the

extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;

(c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of the family) must be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

(6) Sub-paragraph (5) does not apply in respect of a payment of capital made—

(a) under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, or the London Bombings Relief Charitable Fund;

(b) pursuant to section 2 of the Employment and Training Act 1973 in respect of a person's participation

(i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996;

(ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;

(iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;

(iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or

(v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;

(c) in respect of a person's participation in the Work for Your Benefit Pilot Scheme;

(d) in respect of a person's participation in the Mandatory Work Activity Scheme;

(e) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;

(f) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—

(i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;

(ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and

(iii) the person referred to in sub-paragraph (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

(7) Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case—

(a) the value of his holding in that company must, notwithstanding paragraph 63 (calculation of capital) be disregarded; and

(b) he must, subject to sub-paragraph (8), be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this scheme apply for the purposes of calculating that amount as if it were actual capital which he does possess.

(8) For so long as the applicant undertakes activities in the course of the business of the company, the amount which he is treated as possessing under sub-paragraph (7) is to be disregarded.

(9) Where an applicant is treated as possessing capital under any of sub-paragraphs (1), (4) or (5) the foregoing provisions of this scheme apply for the purposes of calculating its amount as if it were actual capital which he does possess.

#### **68.0 Diminishing notional capital rule - General**

The Council has determined that calculations shall be made in accordance with the following

provisions of the scheme, where the applicant is treated as possessing notional capital as defined within paragraph 67.

**69.0 Diminishing notional capital rule.**

- (1) Where an applicant is treated as possessing capital under paragraph 67(1) (notional capital), the amount which he is treated as possessing—
  - (a) in the case of a week that is subsequent to—
    - (i) the relevant week in respect of which the conditions set out in sub-paragraph (2) are satisfied; or
    - (ii) a week which follows that relevant week and which satisfies those conditions, is to be reduced by an amount determined under sub-paragraph (3);
  - (b) in the case of a week in respect of which sub-paragraph (1)(a) does not apply but where—
    - (i) that week is a week subsequent to the relevant week; and
    - (ii) that relevant week is a week in which the condition in sub-paragraph (4) is satisfied, is to be reduced by the amount determined under sub-paragraph (5).
- (2) This sub-paragraph applies to a reduction week where the applicant satisfies the conditions that—
  - (a) he is in receipt of a reduction in council tax under this scheme; and
  - (b) but for paragraph 67(1), he would have received a greater reduction in council tax under this scheme in that week.
- (3) In a case to which sub-paragraph (2) applies, the amount of the reduction in the amount of capital he is treated as possessing for the purposes of sub-paragraph (1)(a) is equal to the aggregate of—
  - (a) an amount equal to the additional amount of the reduction in council tax to which sub-paragraph (2)(b) refers;
  - (b) where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of that benefit to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 49(1) of the Housing Benefit Regulations 2006 (notional capital);
  - (c) where the applicant has also claimed income support, the amount of income support to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 51(1) of the Income Support (General) Regulations 1987 (notional capital);
  - (d) where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations 1996 (notional capital); and
  - (e) where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 115 of the Employment and Support Allowance Regulations 2008 (notional capital).
- (4) Subject to sub-paragraph (7), for the purposes of sub-paragraph (1)(b) the condition is that the applicant is not a pensioner and would have been entitled to a reduction in council tax in the relevant week but for paragraph 67(1).
- (5) In such a case the amount of the reduction in the amount of capital he is treated as possessing must be equal to the aggregate of—
  - (a) the amount of council tax benefit to which the applicant would have been entitled in the relevant week but for paragraph 67(1);
  - (b) if the applicant would, but for regulation 49(1) of the Housing Benefit Regulations 2006, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the benefit week which includes the last day of the relevant week, the amount which is equal to—

- (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
  - (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled;
  - (c) if the applicant would, but for regulation 51(1) of the Income Support (General) Regulations 1987, have been entitled to income support in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled;
  - (d) if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations 1996, have been entitled to an income-based jobseeker's allowance in respect of the benefit week, within the meaning of regulation 1(3) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled; and
  - (e) if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations 2008, have been entitled to an income-related employment and support allowance in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled.
- (6) But if the amount mentioned in paragraph (a), (b), (c), (d) or (e) of sub-paragraph (5) ("the relevant amount") is in respect of a part-week, the amount that is to be taken into account under that paragraph is to be determined by—
- (a) dividing the relevant amount by the number equal to the number of days in that part-week, and
  - (b) multiplying the result of that calculation by 7.
- (7) The amount determined under sub-paragraph (5) is to be re-determined under the appropriate sub-paragraph if the applicant makes a further application and the conditions in sub-paragraph (8) are satisfied, and in such a case—
- (a) paragraphs (a) to (e) of sub-paragraph (5) apply as if for the words "relevant week" there were substituted the words "relevant subsequent week"; and
  - (b) subject to sub-paragraph (9), the amount as re-determined has effect from the first week following the relevant subsequent week in question.
- (8) The conditions are that—
- (a) a further application is made 26 or more weeks after—
    - (i) the date on which the applicant made an application for a reduction under this scheme in respect of which he was first treated as possessing the capital in question under paragraph 67(1);
    - (ii) in a case where there has been at least one re-determination in accordance with sub-paragraph (7), the date on which he last made an application under this scheme which resulted in the weekly amount being re-determined, or
    - (iii) the date on which he last ceased to be entitled to a reduction under this scheme, whichever last occurred; and
  - (b) the applicant would have been entitled to a reduction under this scheme but for paragraph 67(1).
- (9) The amount as re-determined pursuant to sub-paragraph (6) must not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount must continue to have effect.
- (10) For the purposes of this paragraph—
- "part-week"
  - (a) in relation to an amount mentioned in sub-paragraph (5)(a), means a period of less than a week for which a reduction under this scheme is allowed;
  - (b) in relation to an amount mentioned in sub-paragraph (5)(b), means a period of less than a week for which housing benefit is payable;
  - (c) in relation to an amount mentioned in sub-paragraph (5)(c), (d) or (e), means—

- (i) a period of less than a week which is the whole period for which income support, an income-related employment and support allowance or, as the case may be, an income-based jobseeker's allowance is payable; and
- (ii) any other period of less than a week for which it is payable;

"relevant week" means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of paragraph 67(1)—(a) was first taken into account for the purpose of determining his entitlement to a reduction; or

- (b) was taken into account on a subsequent occasion for the purpose of determining or re-determining his entitlement to a reduction on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, a reduction,

and where more than one reduction week is identified by reference to paragraphs (a) and (b) of this definition, the later or latest such reduction week or, as the case may be, the later or latest such part-week is the relevant week;

"relevant subsequent week" means the reduction week or part-week which includes the day on which the further application or, if more than one further application has been made, the last such application was made.

#### **70.0 Capital jointly held**

Except where an applicant possesses capital which is disregarded under paragraph 67(7) (notional capital), where an applicant and one or more persons are beneficially entitled in possession to any capital asset they must be treated, in the absence of evidence to the contrary, as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this Chapter apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess.

#### **71.0 Calculation of tariff income from capital – General**

The Council has resolved to calculate an assumed income (tariff) from capital in line with the existing provisions within the Housing Benefit Regulations 2006

#### **72.0 Calculation of tariff income from capital.**

The capital of an applicant, calculated in accordance with this Part, is to be treated as if it were a weekly income of—

- (a) £1 for each £250 in excess of £6,000 but not exceeding £16,000;
- (b) £1 for any excess which is not a complete £250.



**STUDENTS**

### 73.0 Interpretation

(1) In this Part—

**“academic year”** means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course is to be considered to begin in the autumn rather than the summer;

**“access funds”** means

- (a) grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
- (b) grants made under sections 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
- (c) grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;
- (d) discretionary payments, known as “learner support funds”, which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding under sections 100 and 101 of the Apprenticeships, Skills, Children and Learning Act 2009; or
- (e) Financial Contingency Funds made available by the Welsh Ministers;

**“college of further education”** means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

**“contribution”** means

- (a) any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student's grant or student loan; or
- (b) any sums, which in determining the amount of a student's allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority considers that it is reasonable for the following persons to contribute towards the holder's expenses—
  - (i) the holder of the allowance or bursary;
  - (ii) the holder's parents;
  - (iii) the holder's parent's spouse, civil partner or a person ordinarily living with the holder's parent as if he or she were the spouse or civil partner of that parent; or
  - (iv) the holder's spouse or civil partner;

**“course of study”** means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

**“covenant income”** means the gross income payable to a full-time student under a Deed of Covenant by his parent;

**“education authority”** means a government department, a local authority as defined in section 579 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973, an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body, of the Channel Islands, Isle of Man or any other country outside Great Britain;

**“full-time course of study”** means a full-time course of study which

- (a) is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers or a full-time course of study which is not funded in whole or in part by the Scottish Ministers at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers;
- (b) is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out—

- (i) in the case of a course funded by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding, in the student's learning agreement signed on behalf of the establishment which is funded by either of those persons for the delivery of that course; or
  - (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or
- (c) is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves—
- (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
  - (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

**“full-time student”** means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

**“grant”** (except in the definition of “access funds”) means any kind of educational grant or award and includes any scholarship, studentship, exhibition, allowance or bursary but does not include a payment from access funds or any payment to which Schedule 6 applies;

**“grant income”** means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

**“higher education”** means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992;

**“last day of the course”** means

- (a) in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- (b) in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

**“period of study”** means

- (a) in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- (b) in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, that year's start and ending with either—
  - (i) the day before the start of the next year of the course in a case where the student's grant or loan is assessed at a rate appropriate to his studying throughout the year or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
  - (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;
- (c) in the final year of a course of study of more than one year, the period beginning with that year's start and ending with the last day of the course;

**“periods of experience”** means periods of work experience which form part of a sandwich course;

**“qualifying course”** means a qualifying course as defined for the purposes of Parts 2 and 4 of the Jobseeker's Allowance Regulations 1996;

**“sandwich course”** has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans) (Scotland) Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

**“standard maintenance grant”** means

- (a) except where paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an establishment within the area comprising

the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 ("the 2003 Regulations") for such a student;

- (b) except where paragraph (c) applies, in the case of a student residing at his parent's home, the amount specified in paragraph 3 thereof;
- (c) in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as "standard maintenance allowance" for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the Student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;
- (d) in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

**"student"** means a person, other than a person in receipt of a training allowance, who is attending or undertaking

- (a) a course of study at an educational establishment; or
- (b) a qualifying course;

**"student loan"** means a loan towards a student's maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and includes, in Scotland, a young student's bursary paid under regulation 4(1)(c) of the Students' Allowances (Scotland) Regulations 2007.

(2) For the purposes of the definition of **"full-time student"** in sub-paragraph (1), a person must be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course—

- (a) subject to sub-paragraph (3), in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending—
  - (i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or
  - (ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;
- (b) in any other case, throughout the period beginning on the date on which he starts attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.

(3) For the purposes of paragraph (a) of sub-paragraph (2), the period referred to in that paragraph includes—

- (a) where a person has failed examinations or has failed successfully to complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;
- (b) any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.

(4) In sub-paragraph (2), "modular course" means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

#### **74.0 Treatment of students**

This scheme has effect in relation to students subject to the following provisions of this scheme.

#### **75.0 Students who are excluded from entitlement to a reduction under this scheme**

- (1) The students who are excluded from entitlement to a reduction under this scheme are, subject to

sub-paragraphs (2) and (7)—

- (a) full-time students, and
- (b) students who are persons treated as not being in Great Britain.

(2) Sub-paragraph (1)(b) does not apply to a student—

- (a) who is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance;
- (b) who is a lone parent;
- (c) whose applicable amount would, but for this paragraph, include the disability premium or severe disability premium;
- (d) whose applicable amount would include the disability premium but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
- (e) who is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days must be treated as one continuous period;
- (f) who has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 2008 for a continuous period of not less than 196 days, and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- (g) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;
- (h) who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989 or, in Scotland, boarded out within the meaning of the Social Work (Scotland) Act 1968;
- (i) who is—
  - (i) aged under 21 and whose course of study is not a course of higher education,
  - (ii) aged 21 and attained that age during a course of study which is not a course of higher education, or
  - (iii) a qualifying young person or child within the meaning of section 142 of the SSCBA (child and qualifying young person);
- (j) in respect of whom—
  - (i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;
  - (ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) of regulation 4 of the Students' Allowances (Scotland) Regulations 1999 or, as the case may be, under paragraph (1)(d) of regulation 4 of the Education Authority (Bursaries) (Scotland) Regulations 1995, in respect of expenses incurred;
  - (iii) a payment has been made under or by virtue of regulations made under the Teaching and Higher Education Act 1998;
  - (iv) a grant has been made under regulation 13 of the Education (Student Support) Regulations 2005 or under regulation 13 of the Education (Student Support) Regulations (Northern Ireland) 2000; or
  - (v) a supplementary requirement has been determined under paragraph 9 of Schedule 6 to the Students Awards Regulations (Northern Ireland) 1999 or a payment has been made under Article 50(3) of the Education and Libraries (Northern Ireland) Order 1986, on account of his disability by reason of deafness.

(3) Sub-paragraph (2)(i)(ii) only applies to an applicant until the end of the course during which the applicant attained the age of 21.

(4) For the purposes of sub-paragraph (2), once sub-paragraph (2)(e) applies to a full-time student, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of

work, that sub-paragraph must, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable or is treated as remaining incapable, of work.

- (5) In sub-paragraph (2)(i) the reference to a course of higher education is a reference to a course of any description mentioned in Schedule 6 to the Education Reform Act 1988.
- (6) A full-time student to whom sub-paragraph (2)(i) applies must be treated as satisfying that sub-paragraph from the date on which he made a request for the supplementary requirement, allowance, bursary or payment as the case may be.
- (7) Sub-paragraph (1)(b) does not apply to a full-time student for the period specified in sub-paragraph (8) if—
  - (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is—
    - (i) engaged in caring for another person; or
    - (ii) ill;
  - (b) he has subsequently ceased to be engaged in caring for that person or, as the case may be, he has subsequently recovered from that illness; and
  - (c) he is not eligible for a grant or a student loan in respect of the period specified in sub-paragraph (8).
- (8) The period specified for the purposes of sub-paragraph (7) is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before—
  - (a) the day on which he resumes attending or undertaking the course; or
  - (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course, whichever first occurs.

#### **76.0 Calculation of grant income**

- (1) The amount of a student's grant income to be taken into account in assessing his income must, subject to sub-paragraphs (2) and (3), be the whole of his grant income.
- (2) There must be excluded from a student's grant income any payment—
  - (a) intended to meet tuition fees or examination fees;
  - (b) in respect of the student's disability;
  - (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
  - (d) on account of the student maintaining a home at a place other than that at which he resides during his course;
  - (e) on account of any other person but only if that person is residing outside the United Kingdom and there is no applicable amount in respect of him;
  - (f) intended to meet the cost of books and equipment;
  - (g) intended to meet travel expenses incurred as a result of his attendance on the course;
  - (h) intended for the child care costs of a child dependant;
  - (i) of higher education bursary for care leavers made under Part 3 of the Children Act 1989.
- (3) Where a student does not have a student loan and is not treated as possessing such a loan, there must be excluded from the student's grant income—
  - (a) the sum of £303 per academic year in respect of travel costs; and
  - (b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.
- (4) There must also be excluded from a student's grant income the grant for dependants known as the parents' learning allowance paid pursuant to regulations made under Article 3 of the Education

(Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.

- (5) Subject to sub-paragraphs (6) and (7), a student's grant income must be apportioned—
- (a) subject to sub-paragraph (8), in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
  - (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.
- (6) Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 must be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.
- (7) In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants to which neither sub-paragraph (6) nor paragraph 80(2) (other amounts to be disregarded) applies, must be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.
- (8) In the case of a student on a sandwich course, any periods of experience within the period of study must be excluded and the student's grant income must be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study.

#### **77.0 Calculation of covenant income where a contribution is assessed**

- (1) Where a student is in receipt of income by way of a grant during a period of study and a contribution has been assessed, the amount of his covenant income to be taken into account for that period and any summer vacation immediately following must be the whole amount of the covenant income less, subject to sub-paragraph (3), the amount of the contribution.
- (2) The weekly amount of the student's covenant must be determined—
- (a) by dividing the amount of income which falls to be taken into account under sub-paragraph (1) by 52 or 53, whichever is reasonable in the circumstances; and
  - (b) by disregarding £5 from the resulting amount.
- (3) For the purposes of sub-paragraph (1), the contribution must be treated as increased by the amount (if any) by which the amount excluded under paragraph 76(2)(g) falls short of the amount specified in paragraph 7(2) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (travel expenditure).

#### **78.0 Covenant income where no grant income or no contribution is assessed**

- (1) Where a student is not in receipt of income by way of a grant the amount of his covenant income must be calculated as follows—
- (a) any sums intended for any expenditure specified in paragraph 76(2)(a) to (e) necessary as a result of his attendance on the course must be disregarded;
  - (b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, must be apportioned equally between the weeks of the period of study;



- (c) there must be disregarded from the amount so apportioned the amount which would have been disregarded under paragraph 76(2)(f) and (3) had the student been in receipt of the standard maintenance grant; and
- (d) the balance, if any, must be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 must be disregarded.

(2) Where a student is in receipt of income by way of a grant and no contribution has been assessed, the amount of his covenanted income must be calculated in accordance with paragraphs (a) to (d) of sub-paragraph (1), except that—

- (a) the value of the standard maintenance grant must be abated by the amount of such grant income less an amount equal to the amount of any sums disregarded under paragraph 76(2)(a) to (e); and
- (b) the amount to be disregarded under sub-paragraph (1)(c) must be abated by an amount equal to the amount of any sums disregarded under paragraph 76(2)(f) and (g) and (3).

#### **79.0 Relationship with amounts to be disregarded under Schedule 6**

No part of a student's covenant income or grant income is to be disregarded under paragraph 19 of Schedule 6 (disregard of certain charitable and voluntary, etc., payments).

#### **80.0 Other amounts to be disregarded**

(1) For the purposes of ascertaining income other than grant income, covenant income and loans treated as income in accordance with paragraph 81 (treatment of student loans), any amounts intended for any expenditure specified in paragraph 76(2) (calculation of grant income), necessary as a result of his attendance on the course must be disregarded.

(2) But sub-paragraph (1) applies only if, and to the extent that, the necessary expenditure exceeds or is likely to exceed the amount of the sums disregarded under paragraph 76(2) or (3), 77(3), 78(1)(a) or (c) or 81(5) (calculation of grant income, covenant income and treatment of student loans) on like expenditure.

#### **81.0 Treatment of student loans**

(1) A student loan is to be treated as income.

(2) In calculating the weekly amount of the loan to be taken into account as income—

(a) in respect of a course that is of a single academic year's duration or less, a loan which is payable in respect of that period is to be apportioned equally between the weeks in the period beginning with—

- (i) except in a case where sub-paragraph (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of the single academic year;
- (ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

(b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year is to be apportioned equally between the weeks in the period—

- (i) beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year, and
- (ii) ending with the reduction week, the last day of which coincides with or immediately precedes, the last day of that academic year,

but excluding any reduction weeks falling entirely within the quarter during which, in the opinion of the authority, the longest of any vacation is taken and for the purposes of this paragraph, "quarter" has the same meaning as for the purposes of the Education (Student

Support) Regulations 2005;

(c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year is to be apportioned equally between the weeks in the period beginning with—

(i) except in a case where sub-paragraph (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of that academic year;

(ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincides with, or immediately follows, the earlier of 1st September or the first day of the autumn term,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

(d) in any other case, the loan is to be apportioned equally between the weeks in the period beginning with the earlier of—

(i) the first day of the first reduction week in September; or

(ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term,

and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of June,

and, in all cases, from the weekly amount so apportioned £10 is to be disregarded.

(3) A student is to be treated as possessing a student loan in respect of an academic year where—

(a) a student loan has been made to him in respect of that year; or

(b) he could acquire such a loan in respect of that year by taking reasonable steps to do so.

(4) Where a student is treated as possessing a student loan under sub-paragraph (3), the amount of the student loan to be taken into account as income must be, subject to sub-paragraph (5)—

(a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to—

(i) the maximum student loan he is able to acquire in respect of that year by taking reasonable steps to do so; and

(ii) any contribution whether or not it has been paid to him;

(b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if—

(i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and

(ii) no deduction in that loan was made by virtue of the application of a means test.

(5) There must be deducted from the amount of income taken into account under sub-paragraph (4)—

(a) the sum of £303 per academic year in respect of travel costs; and

(b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.

(6) A loan for fees, known as a fee loan or a fee contribution loan, made pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, section 22 of the Teaching and Higher Education Act 1998 or section 73(f) of the Education (Scotland) Act 1980, shall be disregarded as income.

#### **82.0 Treatment of payments from access funds**

(1) This paragraph applies to payments from access funds that are not payments to which paragraph 85(2) or (3) (income treated as capital) applies.

(2) A payment from access funds, other than a payment to which sub-paragraph (3) applies, must be disregarded as income.

- (3) Subject to sub-paragraph (4) of this paragraph and paragraph 40 of Schedule 6 (disregards in the calculation of income other than earnings)—
- (a) any payments from access funds which are intended and used for an item of food, ordinary clothing or footwear, household fuel, or rent of a single applicant or, as the case may be, of the applicant or any other member of his family, and
  - (b) any payments from access funds which are used for any council tax or water charges for which that applicant or member is liable, must be disregarded as income to the extent of £20 per week.
- (4) Where a payment from access funds is made—
- (a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or
  - (b) before the first day of the course to a person in anticipation of that person becoming a student, that payment must be disregarded as income.

#### **83.0 Disregard of contribution**

Where the applicant or his partner is a student and, for the purposes of assessing a contribution to the student's grant or student loan, the other partner's income has been taken into account, an amount equal to that contribution must be disregarded for the purposes of assessing that other partner's income.

#### **84.0 Further disregard of student's income**

Where any part of a student's income has already been taken into account for the purposes of assessing his entitlement to a grant or student loan, the amount taken into account must be disregarded in assessing that student's income.

#### **85.0 Income treated as capital**

- (1) Any amount by way of a refund of tax deducted from a student's covenant income must be treated as capital.
- (2) An amount paid from access funds as a single lump sum must be treated as capital.
- (3) An amount paid from access funds as a single lump sum which is intended and used for an item other than food, ordinary clothing or footwear, household fuel or rent, or which is used for an item other than any council tax or water charges for which that applicant or member is liable, must be disregarded as capital but only for a period of 52 weeks from the date of the payment.

#### **86.0 Disregard of changes occurring during summer vacation**

In calculating a student's income the authority must disregard any change in the standard maintenance grant, occurring in the recognised summer vacation appropriate to the student's course, if that vacation does not form part of his period of study from the date on which the change occurred to the end of that vacation.

**EXTENDED REDUCTIONS**

**87.0 – 92.0 Extended reductions:**

- (1) The Council has resolved to adopt a system of extended reductions, where conditions are satisfied, to incentivise applicants to either take up employment or where currently in employment to increase the number of hours worked.
- (2) In addition provisions are made where a working age applicant become pension credit age and treated a pensioners under the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended

**93.0 Continuing reductions where state pension credit claimed**

- (1) This paragraph applies where—
  - (a) the applicant is entitled to a reduction under this scheme;
  - (b) sub-paragraph (2) is satisfied; and
  - (c) either—
    - (i) the applicant has attained the qualifying age for state pension credit or, if his entitlement to income-based jobseeker's allowance or income-related employment and support allowance continued beyond that age, has attained the age of 65; or
    - (ii) the applicant's partner has actually claimed state pension credit.
- (2) This sub-paragraph is only satisfied if the Secretary of State has certified to the authority that the applicant's partner has actually claimed state pension credit or that—
  - (a) the applicant's award of—
    - (i) income support has terminated because the applicant has attained the qualifying age for state pension credit; or
    - (ii) income-based jobseeker's allowance or income-related employment and support allowance has terminated because the applicant has attained the qualifying age for state pension credit or the age of 65; and
  - (b) the applicant has claimed or is treated as having claimed or is required to make a claim for state pension credit.
- (3) Subject to sub-paragraph (4), in a case to which this paragraph applies, a person continues to be entitled to a reduction under this scheme for the period of 4 weeks beginning on the day following the day the applicant's entitlement to income support or, as the case may be, income-based jobseeker's allowance, income-related employment and support allowance, ceased, if and for so long as the applicant otherwise satisfies the conditions for entitlement to a reduction under this scheme.
- (4) Where a reduction under this scheme is awarded for the period of 4 weeks in accordance with sub-paragraph (3) above, and the last day of that period falls on a day other than the last day of a reduction week, then a reduction under this scheme must continue to be awarded until the end of the reduction week in which the last day of that period falls.
- (5) Throughout the period of 4 weeks specified in sub-paragraph (3) and any further period specified in sub-paragraph (4)—
  - (a) the whole of the income and capital of the applicant is to be disregarded;
  - (b) the maximum council tax reduction amount of the applicant is to be that which was applicable in his case immediately before that period commenced.
- (6) The maximum reduction is to be calculated in accordance with paragraph 29(1) if, since the date it was last calculated—
  - (a) the applicant's council tax liability has increased; or
  - (b) a change in the deduction under paragraph 30 falls to be made.

#### **94.0 Extended reductions**

Paragraphs 95 to 104 apply in relation to applicants who are entitled to a reduction under this scheme.

#### **95.0 Extended reductions**

- (1) An applicant who is entitled to a reduction under this scheme by virtue of falling within any of classes D to F is entitled to an extended reduction where—
  - (a) the applicant or the applicant's partner was entitled to a qualifying income-related benefit;
  - (b) entitlement to a qualifying income-related benefit ceased because the applicant or the applicant's partner—
    - (i) commenced employment as an employed or self-employed earner;
    - (ii) increased their earnings from such employment; or
    - (iii) increased the number of hours worked in such employment, and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more; and
  - (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying income-related benefit, jobseeker's allowance or a combination of those benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying income-related benefit ceased.
- (2) For the purpose of sub-paragraph (1)(c), an applicant or an applicant's partner is to be treated as having been entitled to and in receipt of a qualifying income-related benefit or jobseeker's allowance during any period of less than five weeks in respect of which the applicant or the applicant's partner was not entitled to any of those benefits because the applicant or the applicant's partner was engaged in remunerative work as a consequence of their participation in an employment zone programme.
- (3) For the purpose of this paragraph, where an applicant or an applicant's partner is entitled to and in receipt of joint-claim jobseeker's allowance they must be treated as being entitled to and in receipt of jobseeker's allowance.
- (4) An applicant must be treated as entitled to a reduction under this scheme by virtue of falling within any of classes D to F where—
  - (a) the applicant ceased to be entitled to a reduction under this scheme because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying income-related benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying income-related benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).
- (5) This paragraph does not apply where, on the day before an applicant's entitlement to income support ceased, regulation 6(5) of the Income Support (General) Regulations 1987 (remunerative work: housing costs) applied to that applicant.

#### **96.0 Duration of extended reduction period.**

- (1) Where an applicant is entitled to an extended reduction, the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying income-related benefit.
- (2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying income-related benefit on the day immediately following the last day of entitlement to that benefit.
- (3) The extended reduction period ends—

- (a) at the end of a period of four weeks; or
- (b) on the date on which the applicant to whom the extended reduction is payable has no liability for council tax, if that occurs first.

**97.0 Amount of extended reduction.**

- (1) For any week during the extended reduction period the amount of the extended reduction to which an applicant is entitled is to be the higher of—
  - (a) the amount of the reduction under this scheme to which the applicant was entitled by virtue of falling within any of classes D to F in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying income-related benefit;
  - (b) the amount of reduction under this scheme to which the applicant would be entitled by virtue of falling within any of classes D to F for any reduction week during the extended reduction period, if paragraph 95 (extended reductions) did not apply to the applicant; or
  - (c) the amount of reduction under this scheme to which the applicant's partner would be entitled by virtue of falling within any of classes D to F, if paragraph 95 did not apply to the applicant.
- (2) Sub-paragraph (1) does not apply in the case of a mover.
- (3) Where an applicant is in receipt of an extended reduction under this paragraph and the applicant's partner makes an application for a reduction under this scheme, no amount of reduction under this scheme is to be awarded by the authority during the extended reduction period.

**98.0 Extended reductions—movers.**

- (1) This paragraph applies—
  - (a) to a mover; and
  - (b) from the Monday following the day of the move.
- (2) The amount of the extended reduction awarded from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this scheme to which the mover would have been entitled had they, or their partner, not ceased to be entitled to a qualifying income-related benefit.
- (3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from this authority to—
  - (a) the second authority; or
  - (b) the mover directly.

**99.0 Relationship between extended reduction and entitlement to a reduction by virtue of classes D and E**

- (1) Where an applicant's entitlement to a reduction under this scheme would have ended when the applicant ceased to be entitled to a qualifying income-related benefit in the circumstances listed in paragraph 95(1)(b), that entitlement does not cease until the end of the extended reduction period.
- (2) Paragraphs 106 and 107 do not apply to any extended reduction payable in accordance with paragraph 95(1)(a) or 98(2) (amount of extended reduction—movers).

**100.0 Extended reductions (qualifying contributory benefits).**

- (1) An applicant who is entitled to a reduction under this scheme by virtue of falling within any of classes D to F is entitled to an extended reduction (qualifying contributory benefits) where—
  - (a) the applicant or the applicant's partner was entitled to a qualifying contributory benefit;



- (b) entitlement to a qualifying contributory benefit ceased because the applicant or the applicant's partner—
  - (i) commenced employment as an employed or self-employed earner;
  - (ii) increased their earnings from such employment; or
  - (iii) increased the number of hours worked in such employment, and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more;
- (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying contributory benefit or a combination of qualifying contributory benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying contributory benefit ceased; and
- (d) the applicant or the applicant's partner was not entitled to and not in receipt of a qualifying income-related benefit in the last reduction week in which the applicant, or the applicant's partner, was entitled to a qualifying contributory benefit.

- (2) An applicant must be treated as entitled to a reduction under this scheme by virtue of falling within any of classes D to F where—
  - (a) the applicant ceased to be entitled to a reduction under this scheme because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying contributory benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying contributory benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).

**101.0 Duration of extended reduction period (qualifying contributory benefits)**

- (1) Where an applicant is entitled to an extended reduction (qualifying contributory benefits), the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying contributory benefit.
- (2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying contributory benefit on the day immediately following the last day of entitlement to that benefit.
- (3) The extended reduction period ends—
  - (a) at the end of a period of four weeks; or
  - (b) on the date on which the applicant entitled to the extended reduction (qualifying contributory benefits) has no liability for council tax, if that occurs first.

**102.0 Amount of extended reduction (qualifying contributory benefits).**

- (1) For any week during the extended reduction period the amount of the extended reduction (qualifying contributory benefits) payable to an applicant is to be the greater of—
  - (a) the amount of reduction under this scheme to which the applicant was entitled by virtue of falling within any of classes D to F in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying contributory benefit;
  - (b) the amount of reduction under this scheme to which the applicant would be entitled by virtue of falling within any of classes D to F for any reduction week during the extended reduction period, if paragraph 100 (extended reductions (qualifying contributory benefits)) did not apply to the applicant; or
  - (c) the amount of reduction under this scheme to which the applicant's partner would be entitled by virtue of falling within any of classes D to F, if paragraph 100 did not apply to the applicant.
- (2) Sub-paragraph (1) does not apply in the case of a mover.

- (3) Where an applicant is in receipt of an extended reduction (qualifying contributory benefits) under this paragraph and the applicant's partner makes an application for a reduction under this scheme, no amount of reduction may be allowed by the appropriate authority during the extended reduction period.

**103.0 Extended reductions (qualifying contributory benefits)—movers**

- (1) This paragraph applies—
- (a) to a mover; and
  - (b) from the Monday following the day of the move.
- (2) The amount of the extended reduction (qualifying contributory benefit) payable from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this scheme which was awarded to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit.
- (3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from this authority to—
- (a) the second authority; or
  - (b) the mover directly.

**104.0 Relationship between extended reduction (qualifying contributory benefits) and entitlement to reduction by virtue of classes D to E**

- (1) Where an applicant's reduction under this scheme would have ended when the applicant ceased to be entitled to a qualifying contributory benefit in the circumstances listed in paragraph 100(1)(b), that reduction does not cease until the end of the extended reduction period.
- (2) Paragraphs 106 and 107 (dates on which entitlement begins and change of circumstances take effect) do not apply to any extended reduction (qualifying contributory benefits) payable in accordance with paragraph 102(1)(a) or 103(2) (amount of extended reduction—movers)

**105.0 Extended reductions: applicant moving into the authority's area**

- Where—
- (a) an application is made to the authority ("the current authority") for a reduction under this scheme, and
  - (b) the applicant, or the partner of the applicant, is in receipt of an extended reduction from—
    - (i) another billing authority in England; or
    - (ii) a billing authority in Wales,the current authority must reduce any reduction to which the applicant is entitled under this scheme by the amount of that extended reduction.

**DATES OF ENTITLEMENT AND CHANGES IN CIRCUMSTANCES**

#### **106.0 Date on which entitlement begins**

- (1) Subject to sub-paragraph (2), any person by whom or in respect of whom an application for a reduction under this scheme is made and who is otherwise entitled to that reduction is so entitled from the reduction week following the date on which that application is made or is treated as made.
- (2) Where a person is otherwise entitled to a reduction under this scheme and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his application is made or is treated as made, he is so entitled from that reduction week.

#### **107.0 Date on which change of circumstances is to take effect**

- (1) Except in cases where paragraph 60 (disregard of changes in tax, contributions, etc.) applies and subject to the following provisions of this paragraph and (in the case of applicants who are pensioners) paragraph 108 (change of circumstance where state pension credit in payment), a change of circumstances which affects entitlement to, or the amount of, a reduction under this scheme ("change of circumstances"), takes effect from the first day of the reduction week following the date on which the change actually occurs.
- (2) Where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs is the day immediately following the last day of entitlement to that benefit.
- (3) Subject to sub-paragraph (4), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.
- (4) Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under section 11 or 11A of that Act (discounts), it takes effect from the day on which the change in amount has effect.
- (5) Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.
- (6) Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.
- (7) If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with sub-paragraphs (1) to (6) they take effect from the day to which the appropriate sub-paragraph from (3) to (6) above refers, or, where more than one day is concerned, from the earlier day.
- (8) Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the SSCBA, is paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances takes effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.
- (9) Without prejudice to sub-paragraph (8), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

**APPLICATIONS, INFORMATION AND EVIDENCE**

## 108.0 Applications - General

The Council has determined that the following provisions will apply to the application for a reduction under this scheme. The provisions exceed those required for Working Age applicants under the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

## 109.0 Making an application

- (1) In the case of—
  - (a) a couple or (subject to paragraph (b)) members of a polygamous marriage an application is to be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines; or
  - (b) in the case of members of a polygamous marriage to whom paragraph 37 (income and capital: award of universal credit) applies, an application is to be made by whichever one of the parties to the earliest marriage that still subsists they agree should so apply or, in default of agreement, by such one of them as the authority determines.
- (2) Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and—
  - (a) a deputy has been appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
  - (b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on his behalf; or
  - (c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,

that deputy, judicial factor, guardian or attorney, as the case may be, may make an application on behalf of that person.
- (3) Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and sub-paragraph (2) does not apply to him, the authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under this scheme and to receive and deal on his behalf with any sums payable to him.
- (4) Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under sub-paragraph (3).
- (5) Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (4)—
  - (a) it may at any time revoke the appointment;
  - (b) the person appointed may resign his office after having given 4 weeks notice in writing to the authority of his intention to do so;
  - (c) any such appointment must terminate when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).
- (6) Anything required by this scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned in sub-paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.
- (7) The authority must—

- (a) inform any person making an application of the duty imposed by paragraph 115(1)(a);
- (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
- (c) set out the circumstances a change in which might affect entitlement to the reduction or its amount.

**110.0 Date on which an application is made**

- (1) Subject to sub-paragraph (7), the date on which an application is made is—
- (a) in a case where—
    - (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and
    - (ii) the application is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received, the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;
  - (b) in a case where—
    - (i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,
    - (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and
    - (iii) the application to the authority is received at the designated office within one month of the date of the change, the date on which the change takes place;
  - (c) in a case where—
    - (i) the applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under this scheme, and
    - (ii) where the applicant makes an application for a reduction under this scheme within one month of the date of the death or the separation, the date of the death or separation;
  - (d) except where paragraph (a) and (b) is satisfied, in a case where a properly completed application is received within one month (or such longer period as the authority considers reasonable) of the date on which an application form was issued to the applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;
  - (e) in any other case, the date on which the application is received at the designated office.
- (2) For the purposes only of sub-paragraph (1)(a) a person who has been awarded an income-based jobseeker's allowance or an income-related employment and support allowance is to be treated as entitled to that allowance for any days which immediately precede the first day in that award and on which he would, but for regulations made under—
- (a) in the case of income-based jobseeker's allowance, paragraph 4 of Schedule 1 to the Jobseekers Act 1995 (waiting days); or
  - (b) in the case of income-related employment and support allowance, paragraph 2 of Schedule 2 to the Welfare Reform Act 2007 (waiting days),
- have been entitled to that allowance.
- (3) Where the defect referred to in paragraph 7 of Schedule 1 to this scheme (application by telephone)—
- (a) is corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance;
  - (b) is not corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the

application as if it had been duly made in the first instance where it considers it has sufficient information to decide on the application.

- (4) The authority is to treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (5)(a), (b) or (c) are satisfied.
- (5) The conditions are that—
- (a) where paragraph 4(a) of Schedule 1 (incomplete form) applies, the authority receives at its designated office the properly completed application or the information requested to complete it or the evidence within one month of the request, or such longer period as the authority may consider reasonable; or
  - (b) where paragraph 4(b) of Schedule 1 (application not on approved form or further information requested by authority) applies—
    - (i) the approved form sent to the applicant is received at the designated office properly completed within one month of it having been sent to him; or, as the case may be,
    - (ii) the applicant supplies whatever information or evidence was requested under paragraph 4 of that Schedule within one month of the request,or, in either case, within such longer period as the authority may consider reasonable; or
  - (c) where the authority has requested further information, the authority receives at its designated office the properly completed application or the information requested to complete it within one month of the request or within such longer period as the authority considers reasonable.
- (6) Except in the case of an application made by a person treated as not being in Great Britain, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under this scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority is to treat the application as having been made on the day on which the liability for the tax arises.
- (7) Except in the case of an application made by a person treated as not being in Great Britain, where the applicant is not entitled to a reduction under this scheme in the reduction week immediately following the date of his application but the authority is of the opinion that unless there is a change of circumstances he will be entitled to a reduction under this scheme for a period beginning not later than—
- (a) in the case of an application made by—
    - (i) a person who has attained, or whose partner has attained, the age which is 17 weeks younger than the qualifying age for state pension credit, the seventeenth reduction week following the date on which the application is made, or
    - (ii) a person, the thirteenth reduction week following the date on which the application is made,the authority may treat the application as made on a date in the reduction week immediately preceding the first reduction week of that period of entitlement and award a reduction accordingly.
- (8) In this paragraph “appropriate DWP office” means an office of the Department for Work and Pensions dealing with state pension credit or an office which is normally open to the public for the receipt of claims for income support, a jobseeker's allowance or an employment and support allowance.

#### **111.0 Back-dating of applications**

The Council has resolved to allow applications to be backdated prior to the normal date that an application is deemed to have been received. The following outlines the provisions to be applied.



**112.0 Back-dating of applications.**

- (1) Where an applicant who is a person —
  - (a) makes an application under this scheme which includes (or which he subsequently requests should include) a period before the application is made; and
  - (b) from a day in that period, up to the date he made the application (or subsequently requested that the application should include a past period), the applicant had continuous good cause for failing to make an application (or request that the application should include that period), the application is to be treated as made on the date determined in accordance with sub-paragraph (2).
- (2) That date is the latest of—
  - (a) the first day from which the applicant had continuous good cause;
  - (b) the day 6 months before the date the application was made;
  - (c) the day 6 months before the date when the applicant requested that the application should include a past period.

**113.0 Information and evidence**

- (1) Subject to sub-paragraph (3), a person who makes an application for a reduction under this scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.
- (2) This sub-paragraph is satisfied in relation to a person if—
  - (a) the application is accompanied by—
    - (i) a statement of the person's national insurance number and information or evidence establishing that that number has been allocated to the person; or
    - (ii) information or evidence enabling the authority to ascertain the national insurance number that has been allocated to the person; or
  - (b) the person has made an application for a national insurance number to be allocated to him and the application for the reduction is accompanied by—
    - (i) evidence of the application for a national insurance number to be so allocated; and
    - (ii) the information or evidence enabling it to be so allocated.
- (3) Sub-paragraph (2) does not apply—
  - (a) in the case of a child or young person in respect of whom an application for a reduction is made;
  - (b) to a person who—
    - (i) is a person treated as not being in Great Britain for the purposes of this scheme;
    - (ii) is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act 1999; and
    - (iii) has not previously been allocated a national insurance number.
- (4) Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under this scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by the authority in order to determine that person's entitlement to, or continuing entitlement to a reduction under this scheme and must do so within one month of the authority requiring him to do so or such longer period as the authority may consider reasonable.
- (5) Nothing in this paragraph requires a person to furnish any certificates, documents, information or evidence relating to a payment to which sub-paragraph (7) applies.
- (6) Where a request is made under sub-paragraph (4), the authority must—

- (a) inform the applicant or the person to whom a reduction under this scheme has been awarded of his duty under paragraph 115 (duty to notify change of circumstances) to notify the authority of any change of circumstances; and
- (b) without prejudice to the extent of the duty owed under paragraph 115, indicate to him either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which is to be notified.

(7) This sub-paragraph applies to any of the following payments—

- (a) a payment which is—
  - (i) disregarded under paragraph 28 of Schedule 6 (sums disregarded in the calculation of income other than earnings) or paragraph 38 of Schedule 7 (capital disregards); or
  - (ii) made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;
- (b) a payment which is disregarded under paragraph 30(9)(b) or (c) (payment made under certain trusts etc.)

#### **114.0 Amendment and withdrawal of application**

- (1) A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the designated office.
- (2) Where the application was made by telephone in accordance with Schedule 1, the amendment may also be made by telephone.
- (3) Any application amended in accordance with sub-paragraph (1) or (2) is to be treated as if it had been amended in the first instance.
- (4) A person who has made an application may withdraw it by notice to the designated office at any time before a decision has been made on it.
- (5) Where the application was made by telephone in accordance with Schedule 1, the withdrawal may also be made by telephone.
- (6) Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- (7) Where a person, by telephone, amends or withdraws an application the person must (if required to do so by the authority) confirm the amendment or withdrawal by a notice in writing delivered or sent to the designated office.

**DUTY TO NOTIFY CHANGES IN CIRCUMSTANCES**

### 115.0 Duty to notify changes of circumstances

- (1) Subject to sub-paragraphs (3), (6) and (7), the applicant (or any person acting on his behalf) must comply with sub-paragraph (2) if there is a relevant change of circumstances at any time—
  - (a) between the making of an application and a decision being made on it, or
  - (b) after the decision is made (where the decision is that the applicant is entitled to a reduction under this scheme) including at any time while the applicant is in receipt of such a reduction.
- (2) The applicant (or any person acting on his behalf) must notify any change of circumstances which the applicant (or that person) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under this scheme (a “relevant change of circumstances”) by giving notice to the authority—
  - (a) in writing; or
  - (b) by telephone—
    - (i) where the authority has published a telephone number for that purpose or for the purposes of Schedule 1 unless the authority determines that in any particular case or class of case notification may not be given by telephone; or
    - (ii) in any case or class of case where the authority determines that notice may be given by telephone; or
  - (c) by any other means which the authority agrees to accept in any particular case, within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later.
- (3) The duty imposed on a person by sub-paragraph (1) does not extend to notifying—
  - (a) changes in the amount of council tax payable to the authority;
  - (b) changes in the age of the applicant or that of any member of his family;
  - (c) in the case of an applicant in receipt of a relevant benefit, changes in circumstances which affect the amount of the benefit but not the amount of the reduction under this scheme to which he is entitled, other than the cessation of that entitlement to the benefit.
- (4) For the purposes of sub-paragraph (3)(c) “relevant benefit” means income support, an income-based jobseeker’s allowance or an income-related employment and support allowance or universal credit.
- (5) Notwithstanding sub-paragraph (3)(b) or (c) an applicant is required by sub-paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he has ceased to be a child or young person.
- (6) The duty imposed on a person by sub-paragraph (1) includes in the case of a person falling within class F (alternative maximum council tax reduction) giving written notice to the authority of changes which occur in the number of adults in the dwelling or in their total gross incomes and, where any such adult ceases to be in receipt of income support, an income-based jobseeker’s allowance or an income-related employment and support allowance, the date when this occurs.

**DECISIONS, NOTIFICATIONS AND PAYMENT**

#### **116.0 Decision by authority**

The authority must make a decision on an application for a reduction under this scheme within 14 days of paragraphs 110 and 113 and Schedule 1 being satisfied, or as soon as reasonably practicable thereafter.

#### **117.0 Notification of decision**

- (1) The authority must notify in writing any person affected by a decision made by it under this scheme—
  - (a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;
  - (b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.
- (2) Where the decision is to award a reduction the notification under sub-paragraph (1) must include a statement—
  - (a) informing the person affected of the duty imposed by paragraph 115(1)(b);
  - (b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and
  - (c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.
- (3) Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement as to how that entitlement is to be discharged.
- (4) In any case, the notification under sub-paragraph (1) must inform the person affected of the procedure by which an appeal may be made and must refer the person to the provisions in this scheme relating to the procedure for making an appeal.
- (5) A person affected to whom the authority sends or delivers a notification of decision may, within one month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.
- (6) The written statement referred to in sub-paragraph (5) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.
- (7) For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under this scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (8).
- (8) This sub-paragraph applies to—
  - (a) the applicant;
  - (b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act—
    - (i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
    - (ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on the person's behalf; or
    - (iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,
  - (c) a person appointed by the authority under paragraph 109(3).

**118.0 Payment where there is joint and several liability**

(1) Where—

- (a) a person is entitled to a reduction under this scheme in respect of his liability for the authority's council tax as it has effect in respect of a financial year;
  - (b) the person entitled to the reduction is jointly and severally liable for the council tax; and
  - (c) the authority determines that discharging his entitlement by reducing the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers would be inappropriate,
- it may make a payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.

(2) Subject to sub-paragraph (3), any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.

(3) Where a person other than the person who is entitled to the reduction under this scheme made the application for the reduction and that first person is a person acting pursuant to an appointment under paragraph 109(3) (persons appointed to act for a person unable to act) or is treated as having been so appointed by virtue of paragraph 109(5), the amount of the reduction may be paid to that person.

**SCHEDULES**



**Schedule 1**  
**Procedural matters**

**Procedure by which a person may apply for a reduction under this scheme**

1. Paragraphs 2 to 7 apply to an application for a reduction under this scheme.

2.

An application may be made—

- (a) in writing,
- (b) by means of an electronic communication in accordance with this Schedule, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

3.

- (1) An application which is made in writing must be made to the designated office on a properly completed form.
- (2) The form must be provided free of charge by the authority for the purpose.

4.

- (1) Where an application made in writing is defective because—
  - (a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or
  - (b) it was made in writing but not on the form supplied for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,the authority may, in a case to which sub-paragraph (a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (b) applies, supply the applicant with the approved form or request further information and evidence.
- (2) An application made on a form provided by the authority is properly completed if completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

5.

- (1) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.
- (2) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

6.

In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

7.

- (1) If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect.
- (2) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

**Procedure by which a person may make an appeal against certain decisions of the authority**

8.

A person who is aggrieved by a decision of the authority which affects—

- (a) the person's entitlement to a reduction under this scheme, or
  - (b) the amount of any reduction under this scheme,
- may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.

9.

The authority must—

- (a) consider the matter to which the notice relates;
- (b) notify the aggrieved person in writing—

- (i) that the ground is not well founded, giving reasons for that belief; or
- (ii) that steps have been taken to deal with the grievance, stating the steps taken.

**10.**

Where, following notification under paragraph 9(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with paragraph 9(b) within two months of the service of his notice, he may appeal to a valuation tribunal under section 16 of the 1992 Act.

**Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act**

**11.**

(1) An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made

- (a) in writing;
- (b) by means of an electronic communication in accordance with this Schedule; or
- (c) where the authority has published a telephone number for the purposes of receiving such applications, by telephone.

(2) Where—

- (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
- (b) a person in that class would otherwise be entitled to a reduction under this scheme, that person's application for a reduction under this scheme may also be treated as an application for a reduction under section 13A(1)(c).

**Electronic communication**

**12. Interpretation**

In this Part—

“**information**” includes an application, certificate, notice or other evidence;

“**official computer system**” means a computer system maintained by or on behalf of the authority for the sending, receiving, processing or storing of any information.

**13. Conditions for the use of electronic communication**

(1) The authority may use an electronic communication in connection with applications for, and awards of, reductions under this scheme.

(2) A person other than the authority may use an electronic communication in connection with the matters referred to in sub-paragraph (1) if the conditions specified in sub-paragraphs (3) to (6) are satisfied.

(3) The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.

(4) The second condition is that the person uses an approved method of—

- (a) authenticating the identity of the sender of the communication;
- (b) electronic communication;
- (c) authenticating any application or notice delivered by means of an electronic communication; and
- (d) subject to sub-paragraph (7), submitting to the authority any information.

(5) The third condition is that any information sent by means of an electronic communication is in a form supplied for the purposes of this Schedule.

(6) The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.

(7) Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.

(8) In this paragraph “approved” means approved by means of a direction given by the Chief Executive of the authority for the purposes of this Schedule.

**14. Use of intermediaries**

The authority may use intermediaries in connection with—

- (a) the delivery of any information by means of an electronic communication; and
  - (b) the authentication or security of anything transmitted by such means,
- and may require other persons to use intermediaries in connection with those matters.

**15.— Effect of delivering information by means of electronic communication**

(1) Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of this scheme, on the day the conditions imposed—

- (a) by this Part; and
  - (b) by or under an enactment,
- are satisfied.

(2) The authority may determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).

(3) Information must not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.

**16. Proof of identity of sender or recipient of information**

If it is necessary to prove, for the purpose of any legal proceedings, the identity of—

- (a) the sender of any information delivered by means of an electronic communication to an official computer system; or
  - (b) the recipient of any such information delivered by means of an electronic communication from an official computer system,
- the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

**17.— Proof of delivery of information**

(1) If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this must be presumed to have been the case where—

- (a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
- (b) any such information has been delivered by the relevant authority, if the delivery of that information has been recorded on an official computer system.

(2) If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information, this must be presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.

(3) If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt must be presumed to be that recorded on an official computer system.

**18. Proof of content of information**

If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content must be presumed to be that recorded on an official computer system.

**Schedule 2  
Counter Fraud and Compliance**

**1**

In order to protect the finances of the authority and also in the interests of all council taxpayers, the authority will undertake such actions as allowed by law to:

- a. Prevent and detect fraudulent claims and actions in respect of Council Tax Reduction;
- b. Carry out investigations fairly, professionally and in accordance with the law; and
- c. Ensure that sanctions are applied in appropriate cases

**2**

The authority believes that it is important to minimise the opportunity for fraud and;

- a. will implement rigorous procedures for the verification of claims for Council Tax Reduction;
- b. will employ sufficient Officers to fulfil the authority's commitment to combat fraud;
- c. will actively tackle fraud where it occurs in accordance with this scheme;
- d. will co-operate with the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and take part in joint working including prosecutions; and
- e. will in all cases seek to recover all outstanding council tax.

**3**

The authority shall put into place such administrative policies, procedures and processes as are necessary to ensure that the actions outlined within paragraph 1 and 2 can be carried out successfully. In particular the authority shall undertake actions provided by the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

**Schedule 3**  
**Applicable amounts**

**Personal allowances**

**1.**

The amounts specified in column (2) below in respect of each person or couple specified in column (1) are the amounts specified for the purposes of paragraphs 26(1)(a) and 27(1)(a) and (b)—

Column (1)	Column (2)
Person or couple	Amount
(1) A single applicant who— (a) is entitled to main phase employment and support allowance; (b) is aged not less than 25; (c) is aged not less than 18 but less than 25.	(1) (a) £73.10 (b) £73.10 (c) £57.90
(2) Lone parent.	(2) £73.10
(3) Couple.	(3) £114.85
(4) Polygamous Addition	(4) £41.75

**2.**

For the purposes of paragraph 1 an applicant is entitled to main phase employment and support allowance if—

- (a) paragraph 18 is satisfied in relation to the applicant; or
- (b) the applicant is entitled to a converted employment and support allowance.

**3.**

(1) The amounts specified in column (2) below in respect of each person specified in column (1) are, for the relevant period specified in column (1), the amounts specified for the purposes of paragraphs 26(1)(b) and 27(1)(c)—

Column (1)	Column (2)
Child or Young person	Amount
Person in respect of the period— (a) beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday; (b) beginning on the first Monday in September following that person's sixteenth birthday and ending on the day preceding that person's twentieth birthday.	£66.90 £66.90

(2) In column (1) of the table in sub-paragraph (1), "the first Monday in September" means the Monday which first occurs in the month of September in any year.

**Family premium**

**4.**

(1) The amount for the purposes of paragraphs 26(1)(c) and 27(1)(d) in respect of a family of which at least one member is a child or young person is—

- (a) where the applicant is a lone parent to whom sub-paragraph (2) applies, £22.20
- (b) in any other case, £17.45

(2) The amount in sub-paragraph (1)(a) is applicable to a lone parent—

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- (a) who was entitled to council tax benefit on 5th April 1998 and whose applicable amount on that date included the amount applicable under paragraph 3(1)(a) of Schedule 1 to the Council Tax Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 as in force on that date; or
  - (b) on becoming entitled to council tax benefit where that lone parent—
    - (i) had been treated as entitled to that benefit in accordance with sub-paragraph (3) as at the day before the date of claim for that benefit; and
    - (ii) was entitled to housing benefit as at the date of claim for council tax benefit or would have been entitled to housing benefit as at that date had that day not fallen during a rent free period as defined in regulation 81 of the Housing Benefit Regulations 2006, and in respect of whom, all of the conditions specified in sub-paragraph (3) have continued to apply.
- (3) The conditions specified for the purposes of sub-paragraph (2) are that, in respect of the period commencing on 6th April 1998—
- (a) the applicant has not ceased to be entitled, or has not ceased to be treated as entitled, to
    - (i) council tax benefit (in relation to the period prior to 1st April 2013), and
    - (ii) a reduction under this scheme (in relation to the period commencing on 1st April 2013);
  - (b) the applicant has not ceased to be a lone parent;
  - (c) where the applicant was entitled to income support or to an income-based jobseeker's allowance on 5th April 1998, he has continuously, since that date, been entitled to income support, an income-based jobseeker's allowance or income-related employment and support allowance or a combination of those benefits;
  - (d) where the applicant was not entitled to income support or to an income-based jobseeker's allowance on 5th April 1998, he has not become entitled to income support, an income-based jobseeker's allowance or an income-related employment and support allowance; and
  - (e) a premium under paragraph 9 or a component under paragraph 21 or 22 has not become applicable to the applicant.
- (4) For the purposes of sub-paragraphs (2)(b)(i) and (3)(a), an applicant is to be treated as entitled to council tax benefit during any period where he was not, or had ceased to be, so entitled and—
- (a) throughout that period, he had been awarded housing benefit and his applicable amount included the amount applicable under paragraph 3(1)(a) of Schedule 3 to the Housing Benefit Regulations 2006 (lone parent rate of family premium); or
  - (b) he would have been awarded housing benefit during that period had that period not been a rent free period as defined in regulation 81 of the Housing Benefit Regulations 2006 and his applicable amount throughout that period would have included the amount applicable under paragraph 3(1)(a) of Schedule 3 to those Regulations.

**Premiums**

5. Except as provided in paragraph 6, the premiums specified in this scheme are, for the purposes of paragraphs 26(1)(d) and 27(1)(e) (premiums), applicable to an applicant who satisfies the condition specified in paragraphs 9 to 14 in respect of that premium.
6. Subject to paragraph 7, where an applicant satisfies the conditions in respect of more than one premium in this Schedule, only one premium is applicable to him and, if they are different amounts, the higher or highest amount applies.
7. The following premiums, namely—
- (a) a severe disability premium to which paragraph 11 applies;
  - (b) an enhanced disability premium to which paragraph 12 applies;
  - (c) a disabled child premium to which paragraph 13 applies; and

(d) a carer premium to which paragraph 14 applies, may be applicable in addition to any other premium which may apply under this Schedule.

**8.**

(1) Subject to sub-paragraph (2), for the purposes of this Schedule, once a premium is applicable to an applicant under this Part, a person is to be treated as being in receipt of any benefit for—

(a) in the case of a benefit to which the Social Security (Overlapping Benefits) Regulations 1979 applies, any period during which, apart from the provisions of those Regulations, he would be in receipt of that benefit; and

(b) any period spent by a person in undertaking a course of training or instruction provided or approved by the Secretary of State under section 2 of the Employment and Training Act 1973 or by Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise under section 2 of the Enterprise and New Towns (Scotland) Act 1990 for any period during which he is in receipt of a training allowance.

(2) For the purposes of the carer premium under paragraph 14, a person is to be treated as being in receipt of carer's allowance by virtue of sub-paragraph (1)(a) only if and for so long as the person in respect of whose care the allowance has been claimed remains in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable under Part 4 of the Welfare Reform Act 2012.

**9. Disability premium**

The condition is that—

(a) where the applicant is a single applicant or a lone parent, he has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 10 is satisfied; or

(b) where the applicant has a partner, either—

(i) the applicant has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 10(1)(a) or (b) is satisfied by him; or

(ii) his partner has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 10(1)(a) is satisfied by his partner.

**10. Additional condition for the disability premium**

(1) Subject to sub-paragraph (2) and paragraph 8, the additional condition referred to in paragraph 9 is that either—

(a) the applicant or, as the case may be, his partner—

(i) is in receipt of one or more of the following benefits: attendance allowance, disability living allowance, personal independence payment, an AFIP, the disability element or the severe disability element of working tax credit as specified in regulation 20(1)(b) and (f) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended, mobility supplement, long-term incapacity benefit under Part 2 of the SSCBA or severe disablement allowance under Part 3 of that Act but, in the case of long-term incapacity benefit or severe disablement allowance, only where it is paid in respect of him; or

(ii) was in receipt of long-term incapacity benefit under Part 2 of the SSCBA when entitlement to that benefit ceased on account of the payment of a retirement pension under that Act and the applicant remained continuously entitled to—

(aa) council tax benefit (in relation to the period prior to 1st April 2013, and

(bb) a reduction under this scheme (in relation to the period commencing on 1st April 2013), and

if the long-term incapacity benefit was payable to his partner, the partner is still a member of the family; or

(iii) was in receipt of attendance allowance or disability living allowance but payment of

benefit has been suspended in accordance with regulations made under section 113(2) of the SSCBA or otherwise abated as a consequence of the applicant or his partner becoming a patient within the meaning of paragraph 58(11)(i) (treatment of child care charges); or

(iv) was in receipt of personal independence payment, but payment of that benefit has been suspended in accordance with section 86 of the Welfare Reform Act 2012 as a consequence of the applicant becoming a patient within the meaning of paragraph 58(11)(i) (treatment of child care charges); or

(v) was in receipt of an AFIP, but payment has been suspended in accordance with any terms of the armed and reserve forces compensation scheme which allow for suspension because a person is undergoing medical treatment in a hospital or similar institution; or

(vi) he has an invalid carriage or other vehicle provided to him by the Secretary of State or a clinical commissioning group under paragraph 9 of Schedule 1 to the National Health Service Act 2006 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972; or

(vii) is blind and in consequence registered in a register compiled by a local authority under section 29 of the National Assistance Act 1948 (welfare services) or, in Scotland, has been certified as blind and in consequence he is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994; or

(b) the applicant—

(i) is, or is treated as, incapable of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work); and

(ii) has been incapable, or has been treated as incapable, of work for a continuous period of not less than—

(aa) in the case of an applicant who is terminally ill within the meaning of section 30B(4) of the SSCBA, 196 days;

(bb) in any other case, 364 days.

(2) For the purposes of sub-paragraph (1)(a)(vii), a person who has ceased to be registered as blind on regaining his eyesight is nevertheless to be treated as blind and as satisfying the additional condition set out in that sub-paragraph for a period of 28 weeks following the date on which he ceased to be so registered.

(3) For the purposes of sub-paragraph (1)(b), once the disability premium is applicable to an applicant by virtue of his satisfying the additional condition specified in that provision, if he then ceases, for a period of 8 weeks or less, to be treated as incapable of work or to be incapable of work he is, on again becoming so incapable of work, immediately thereafter to be treated as satisfying the condition in sub-paragraph (1)(b).

(4) For the purposes of sub-paragraph (1)(b), once the disability premium is applicable to an applicant by virtue of his satisfying the additional condition specified in that provision, he is to continue to be treated as satisfying that condition for any period spent by him in undertaking a course of training provided under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990 or for any period during which he is in receipt of a training allowance.

(5) For the purposes of sub-paragraph (1)(b), where any two or more periods of incapacity are

separated by a break of not more than 56 days, those periods are to be treated as one continuous period.

(6) For the purposes of this paragraph, a reference to a person who is or was in receipt of long-term incapacity benefit includes a person who is or was in receipt of short-term incapacity benefit at a rate equal to the long-term rate by virtue of section 30B(4)(a) of the Act (short-term incapacity benefit for a person who is terminally ill), or who would be or would have been in receipt of short-term incapacity benefit at such a rate but for the fact that the rate of short-term incapacity benefit already payable to him is or was equal to or greater than the long-term rate.

(7) In the case of an applicant who is a welfare to work beneficiary (a person to whom regulation 13A(1) of the Social Security (Incapacity for Work) (General) Regulations 1995 applies, and who again becomes incapable of work for the purposes of Part 12A of the SSCBA)—

(a) the reference to a period of 8 weeks in sub-paragraph (3); and

(b) the reference to a period of 56 days in sub-paragraph (5),

in each case is to be treated as a reference to a period of 104 weeks.

(8) The applicant is not entitled to the disability premium if he has, or is treated as having, limited capability for work.

#### **11. Severe disability premium**

(1) The condition is that the applicant is a severely disabled person.

(2) For the purposes of sub-paragraph (1), an applicant is to be treated as being a severely disabled person if, and only if—

(a) in the case of a single applicant, a lone parent or an applicant who is treated as having no partner in consequence of sub-paragraph (3)—

(i) he is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an AFIP; and

(ii) subject to sub-paragraph (4), he has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing; and

(iii) no person is entitled to, and in receipt of, a carer's allowance under section 70 of the SSCBA in respect of caring for him;

(b) in the case of an applicant who has a partner—

(i) the applicant is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an AFIP; and

(ii) his partner is also in receipt of such an allowance or, if he is a member of a polygamous marriage, all the partners of that marriage are in receipt of such an allowance; and

(iii) subject to sub-paragraph (4), the applicant has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing,

and either a person is entitled to and in receipt of a carer's allowance in respect of caring for only one of a couple or, in the case of a polygamous marriage, for one or more but not all the partners of the marriage, or as the case may be, no person is entitled to and in receipt of such an allowance in respect of caring for either member of a couple or any partner of a polygamous marriage.

- (3) Where an applicant has a partner who does not satisfy the condition in sub-paragraph (2)(b)(ii), and that partner is blind or is treated as blind within the meaning of paragraph 10(1)(a)(v) and (2), that partner is to be treated for the purposes of sub-paragraph (2)(b)(ii) as if he were not a partner of the applicant.
- (4) For the purposes of sub-paragraph (2)(a)(ii) and (2)(b)(iii) no account is to be taken of—
- (a) a person receiving attendance allowance, or disability living allowance by virtue of the care component at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment payable at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012; or
  - (b) a person who is blind or is treated as blind within the meaning of paragraph 10(1)(a)(v) and (2).
- (5) For the purposes of sub-paragraph (2)(b) a person is to be treated—
- (a) as being in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an AFIP if he would, but for his being a patient for a period exceeding 28 days, be so in receipt;
  - (b) as being entitled to and in receipt of a carer's allowance if he would, but for the person for whom he was caring being a patient in hospital for a period exceeding 28 days, be so entitled and in receipt.
- (6) For the purposes of sub-paragraph (2)(a)(iii) and (2)(b), no account is to be taken of an award of carer's allowance to the extent that payment of such an award is back-dated for a period before the date on which the award is first paid.
- (7) In sub-paragraph (2)(a)(iii) and (b), references to a person being in receipt of a carer's allowance include references to a person who would have been in receipt of that allowance but for the application of a restriction under section 6B or 7 of the Social Security Fraud Act 2001 (loss of benefit provisions).

#### **12. Enhanced disability premium**

- (1) Subject to sub-paragraph (2), the condition is that—
- (a) the Secretary of State has decided that the applicant has, or is to be treated as having, limited capability for work-related activity; or
  - (b) the care component of disability living allowance is, or would be payable at the highest rate prescribed under section 72(3) of the SSCBA, but for a suspension of benefit in accordance with regulations made under section 113(2) of the SSCBA or but for an abatement as a consequence of hospitalisation be payable at the highest rate prescribed under section 72(3) of the SSCBA in respect of—
    - (i) the applicant; or
    - (ii) a member of the applicant's family,
 who has not attained the qualifying age for state pension credit; or
  - (c) the daily living component of personal independence payment is, or would be payable at either rate under Part 4 of the Welfare Reform Act 2012, but for a suspension of benefit in accordance with section 86 of the Welfare Reform Act 2012 in respect of—
    - (i) the applicant; or
    - (ii) a member of the applicant's family,
 who has not attained the qualifying age for state pension credit.
- (2) Where the condition in sub-paragraph (1) ceases to be satisfied because of the death of a child or

young person, the condition is that the applicant or partner is entitled to child benefit in respect of that person under section 145A of the SSCBA (entitlement after death of child or qualifying young person).

- (3) The condition is not satisfied if the person to whom sub-paragraph (1) refers is—
- (a) an applicant who—
    - (i) is not a member of a couple or a polygamous marriage; and
    - (ii) is a patient within the meaning of paragraph 58(11)(i) (treatment of child care charges) and has been for a period of more than 52 weeks; or
  - (b) a member of a couple or a polygamous marriage where each member is a patient within the meaning of paragraph 58(11)(i) and has been for a period of more than 52 weeks.

### **13. Disabled child premium**

The condition is that a child or young person for whom the applicant or a partner of his is responsible and who is a member of the applicant's household—

- (a) is in receipt of disability living allowance or personal independence payment or is no longer in receipt of such allowance because he is a patient, provided that the child or young person continues to be a member of the family; or
- (b) is blind or treated as blind within the meaning of paragraph 10; or
- (c) is a child or young person in respect of whom section 145A of the SSCBA (entitlement after death of child or qualifying young person) applies for the purposes of entitlement to child benefit but only for the period prescribed under that section, and in respect of whom a disabled child premium was included in the applicant's applicable amount immediately before the death of that child or young person, or ceased to be included in the applicant's applicable amount because of that child or young person's death.

### **14. Carer premium**

- (1) The condition is that the applicant or his partner is, or both of them are, entitled to a carer's allowance under section 70 of the SSCBA.

(2) Where a carer premium is awarded but—

- (a) the person in respect of whose care the carer's allowance has been awarded dies; or
- (b) in any other case the person in respect of whom a carer premium has been awarded ceases to be entitled to a carer's allowance,

the condition for the award of the premium is to be treated as satisfied for a period of eight weeks from the relevant date specified in sub-paragraph (3).

(3) The relevant date for the purposes of sub-paragraph (2) is—

- (a) where sub-paragraph (2)(a) applies, the Sunday following the death of the person in respect of whose care a carer's allowance has been awarded or the date of death if the death occurred on a Sunday;
- (b) in any other case, the date on which the person who has been entitled to a carer's allowance ceases to be entitled to that allowance.

(4) Where a person who has been entitled to a carer's allowance ceases to be entitled to that allowance and makes an application for a reduction, the condition for the award of the carer premium is to be treated as satisfied for a period of eight weeks from the date on which—

- (a) the person in respect of whose care the carer's allowance has been awarded dies; or
- (b) in any other case, the person who has been entitled to a carer's allowance ceased to be entitled to that allowance.

### **15. Persons in receipt of concessionary payments**

For the purpose of determining whether a premium is applicable to a person under paragraphs 10 to

14, any concessionary payment made to compensate that person for the non-payment of any benefit mentioned in those paragraphs is to be treated as if it were a payment of that benefit.

**16. Persons in receipt of benefit for another**

For the purposes of this Schedule, a person is to be regarded as being in receipt of any benefit if, and only if, it is paid in respect of him and is to be so regarded only for any period in respect of which that benefit is paid.

**17. Amounts of Premiums Specified**

(1) Disability Premium—

<i>Premium</i>	<i>Amount</i>
(a) where the applicant satisfies the condition in paragraph 9(a); (b) where the applicant satisfies the condition in paragraph 9(b).	(a) £ <del>32.25</del> (b) £ <del>45.95</del>
(2) Severe Disability Premium—	(2)
(a) where the applicant satisfies the condition in paragraph 11(2)(a); (b) where the applicant satisfies the condition in paragraph 11(2)(b)— (i) in a case where there is someone in receipt of a carer's allowance or if he or any partner satisfies that condition only by virtue of paragraph 11(5); (ii) in a case where there is no-one in receipt of such an allowance.	(a) £ <del>61.85</del> (b)(i) £ <del>61.85</del> (b)(ii) £ <del>123.70</del>
(3) Disabled Child Premium.	(3) £ <del>60.06</del> in respect of each child or young person in respect of whom the condition specified in paragraph 13 is satisfied.
(4) Carer Premium.	(4) £ <del>34.60</del> in respect of each person who satisfies the condition specified in paragraph 14.

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Premium	Amount
(5) Enhanced disability premium	<p>(5)</p> <p>(a) £24,43 in respect of each child or young person in respect of whom the conditions specified in paragraph 12 are satisfied;</p> <p>(b) £15,75 in respect of each person who is neither—</p> <p>(i) a child or young person; nor</p> <p>(ii) a member of a couple or a polygamous marriage,</p> <p>in respect of whom the conditions specified in paragraph 12 are satisfied;</p> <p>(c) £22,60 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 12 are satisfied in respect of a member of that couple or polygamous marriage.</p>

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#### 18. The components

Subject to paragraph 20 the applicant is entitled to one, but not both, of the components in paragraph 21 or 22 if—

- (a) the applicant or the applicant's partner has made a claim for employment and support allowance;
- (b) the Secretary of State has decided that the applicant or the applicant's partner has, or is to be treated as having, limited capability for work or limited capability for work-related activity; and
- (c) either—
  - (i) the assessment phase as defined in section 24(2) of the Welfare Reform Act has ended; or
  - (ii) regulation 7 of the Employment and Support Allowance Regulations 2008 [or 2013 as appropriate](#) (circumstances where the condition that the assessment phase has ended before entitlement to the support component or the work related activity component arises does not apply) applies.

#### 19.

Subject to paragraph 20, the applicant is entitled to one, but not both, of the components in paragraphs 21 and 22 if the applicant or his partner is entitled to a converted employment and support allowance.

#### 20.

- (1) The applicant has no entitlement under paragraph 21 or 22 if the applicant is entitled to the disability premium under paragraphs 9 and 10.
- (2) Where the applicant and the applicant's partner each satisfies paragraph 21 or 22, the component to be included in the applicant's applicable amount is that which relates to the applicant.

#### 21. The work-related activity component

The applicant is entitled to the work-related activity component if the Secretary of State has decided that the applicant or the applicant's partner has, or is to be treated as having, limited capability for



work.

**22. The support component**

The applicant is entitled to the support component if the Secretary of State has decided that the applicant or the applicant's partner has, or is to be treated as having, limited capability for work-related activity.

**23. Amount of Components**

The amount of the work-related activity component is ~~£29.05~~

**24.**

The amount of the support component is ~~£36.20~~

**25. Transitional Addition**

(1) The applicant is entitled to the transitional addition calculated in accordance with paragraph 28 where the applicant or the applicant's partner ("the relevant person")—

- (a) is entitled to a converted employment and support allowance; or
- (b) is appealing a conversion decision as described in regulation 5(2)(b) of the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) (No. 2) Regulations 2008 and—
  - (i) is treated as having limited capability for work by virtue of regulation 30 of the Employment and Support Allowance Regulations 2008 or 2013 as appropriate as modified by the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) (No. 2) Regulations 2008; and
  - (ii) is not in receipt of an income-related employment and support allowance, unless the amount of the transitional addition calculated in accordance with paragraph 28 would be nil.

(2) The applicant's entitlement to a transitional addition by virtue of this paragraph ends on any of the following—

- (a) the reduction of the transitional addition to nil in accordance with paragraph 29;
- (b) the termination of the applicant's award of reduction under this scheme;
- (c) the relevant person ceasing to meet the requirements of sub-paragraph (1)(a) or (b), as the case may be;
- (d) the applicant or the applicant's partner becoming entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support;
- (e) 5th April 2020.

**26.**

(1) This paragraph applies where—

- (a) the applicant's entitlement to a transitional addition ends, by virtue of the termination of the applicant's award of reduction, under—
  - (i) paragraph 25(2)(b);
  - (ii) sub-paragraph (3)(b); or
  - (iii) paragraph 27(3)(b);
- (b) within 12 weeks of that termination but before 5th April 2020 the applicant again becomes entitled to a reduction under this scheme;
- (c) in the reduction week in which the applicant again becomes entitled to a reduction under this scheme the relevant person is entitled to an employment and support allowance which is not income-related; and
- (d) at the date on which the applicant again becomes entitled to a reduction under this scheme, neither the applicant nor the applicant's partner is entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support.

(2) Where this paragraph applies, the applicant is entitled, with effect from the day on which the applicant again becomes entitled to a reduction under this scheme, to a transitional addition of the

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amount of the transitional addition that would have applied had the applicant's entitlement to a transitional addition not ended (but taking account of the effect which any intervening change of circumstances would have had by virtue of paragraph 29), unless the amount of the transitional addition would be nil.

- (3) The applicant's entitlement to a transitional addition by virtue of this paragraph ends on any of the following—
- (a) the reduction of the transitional addition to nil in accordance with paragraph 29;
  - (b) the termination of the applicant's award of a reduction under this scheme;
  - (c) the relevant person no longer being entitled to the employment and support allowance referred to in sub-paragraph (1)(c);
  - (d) the applicant or the applicant's partner becoming entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support;
  - (e) 5th April 2020.

#### **27.**

(1) This paragraph applies where—

- (a) the applicant's entitlement to a transitional addition ends, by virtue of the relevant person ceasing to be entitled to an employment and support allowance, under—
  - (i) paragraph 25(2)(c);
  - (ii) paragraph 26(3)(c); or
  - (iii) sub-paragraph (3)(c);
- (b) before 5th April 2020 the relevant person again becomes entitled to an employment and support allowance which is not income-related;
- (c) at the date on which the relevant person again becomes entitled to an employment support allowance which is not income-related regulation 145(1) of the Employment and Support Allowance Regulations 2008 [or 2013 as appropriate](#) applies to the relevant person; and
- (d) at the date on which the relevant person again becomes entitled to an employment support allowance which is not income-related, neither the applicant nor the applicant's partner is entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support.

(2) Where this paragraph applies, the applicant is entitled, with effect from the day that the relevant person's entitlement to employment and support allowance takes effect for the purposes of a reduction under this scheme, to a transitional addition of the amount of the transitional addition that would have applied had the applicant's entitlement to a transitional addition not ended (but taking account of the effect which any intervening change of circumstances would have had by virtue of paragraph 29), unless the amount of the transitional addition would be nil.

- (3) The applicant's entitlement to a transitional addition by virtue of this paragraph ends on any of the following—
- (a) the reduction of the transitional addition to nil in accordance with paragraph 29;
  - (b) the termination of the applicant's award of a reduction under this scheme;
  - (c) the relevant person no longer being entitled to the employment and support allowance referred to in sub-paragraph (1)(b);
  - (d) the applicant or the applicant's partner becoming entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support;
  - (e) 5th April 2020.

#### **28. Amount of Transitional Addition**

- (1) Subject to paragraph 29, the amount of the transitional addition is the amount by which Amount A exceeds Amount B.
- (2) Where a conversion decision as described in regulation 5(2)(a) of the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) (No. 2) Regulations 2010 ("the 2010 Regulations") is made in respect of the relevant person—
- (a) Amount A is the basic amount that would have applied on the day that decision took effect

- had that decision not been made; and
- (b) Amount B is the basic amount that applied on that day as a result of that decision.
- (3) Where the relevant person is appealing a conversion decision as described in regulation 5(2)(b) of the 2010 Regulations and is treated as having limited capability for work by virtue of regulation 30 of the Employment and Support Allowance Regulations 2008 [or 2013 as appropriate](#) as modified by the 2010 Regulations—
- (a) Amount A is the basic amount that would have applied on the day the relevant person was first treated as having limited capability for work if the relevant person had not been so treated; and
- (b) Amount B is the basic amount that applied on that day as a result of the relevant person being so treated.
- (4) In this paragraph and paragraph 29, “basic amount” means the aggregate of such amounts as may apply in the applicant's case in accordance with paragraph 26(1)(a) to (e) or paragraph 27(1)(a) to (f) (applicable amounts).

**29.**

- (1) Subject to sub-paragraph (2), where there is a change of circumstances which leads to an increase in the applicant's basic amount, the transitional addition that applies immediately before the change of circumstances must be reduced by the amount by which Amount C exceeds Amount D.
- (2) If Amount C exceeds Amount D by more than the amount of the transitional addition that applies immediately before the change of circumstances, that transitional addition must be reduced to nil.
- (3) Amount C is the basic amount that applies as a result of the increase.
- (4) Amount D is the basic amount that applied immediately before the increase.

**Schedule 4  
Not Used**

**Schedule 5**  
**Sums disregarded in the calculation of earnings**

**1.**

In the case of an applicant who has been engaged in remunerative work as an employed earner or, had the employment been in Great Britain, would have been so engaged—

(a) where—

- (i) the employment has been terminated because of retirement; and
- (ii) on retirement he is entitled to a retirement pension under the Act, or is not so entitled solely because of his failure to satisfy the contribution conditions, any earnings paid or due to be paid in respect of that employment, but only for a period commencing on the day immediately after the date on which the employment was terminated;

(b) where before the first day of entitlement to a reduction under this scheme the employment has been terminated otherwise than because of retirement, any earnings paid or due to be paid in respect of that employment except—

(i) any payment of the nature described in—

- (aa) paragraph 51(1)(e) (retainer), or
- (bb) section 28, 64 or 68 of the Employment Rights Act 1996 (guarantee payments, suspension from work on medical or maternity grounds); and

(ii) any award, sum or payment of the nature described in—

- (aa) paragraph 51(1)(g) or (i) (compensation etc. relating to employment), or
- (bb) section 34 or 70 of the Employment Rights Act 1996 (guarantee payments and suspension from work: complaints to employment tribunals),

including any payment made following the settlement of a complaint to an employment tribunal or of court proceedings;

(c) where before the first day of entitlement to a reduction under this scheme—

- (i) the employment has not been terminated, but
- (ii) the applicant is not engaged in remunerative work, any earnings paid or due to be paid in respect of that employment except any payment or remuneration of the nature described in paragraph (b)(i) or (ii)(bb) or paragraph 51(1)(j) (statutory sick pay etc.).

**2.**

In the case of an applicant who, before the first day of entitlement to a reduction under this scheme—

(a) has been engaged in part-time employment as an employed earner or, where the employment has been outside Great Britain, would have been so engaged had the employment been in Great Britain; and

(b) has ceased to be engaged in that employment, whether or not that employment has been terminated,

any earnings paid or due to be paid in respect of that employment except—

(i) where that employment has been terminated, any payment of the nature described in paragraph 1(b)(i) or (ii)(bb);

(ii) where that employment has not been terminated, any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii)(bb) or paragraph 51(1)(j) (statutory sick pay etc.).

**3.**

In the case of an applicant who has been engaged in remunerative work or part-time employment as a self-employed earner or, had the employment been in Great Britain, would have been so engaged and who has ceased to be so employed, from the date of the cessation of his employment, any earnings derived from that employment except earnings to which paragraph 53(3) and (4) (earnings of self-employed earners) apply.

**4.**

(1) In a case to which this paragraph applies and paragraph 5 does not apply, £25;

(2) This paragraph applies where the applicant's applicable amount includes an amount by way of the disability premium, severe disability premium, work-related activity component or support component under Schedule 3 (applicable amounts).

(3) This paragraph applies where—

- (a) the applicant is a member of a couple and his applicable amount includes an amount by way of the disability premium under Schedule 3; and
- (b) he or his partner has not attained the qualifying age for state pension credit and at least one is engaged in employment.

5.

In a case where the applicant is a lone parent, £25.

6.

(1) In a case to which neither paragraph 4 nor paragraph 5 applies to the applicant and, subject to sub-paragraph (2), where the applicant's applicable amount includes an amount by way of the carer premium under Schedule 3 (applicable amounts), £25 of the earnings of the person who is, or at any time in the preceding eight weeks was, in receipt of carer's allowance or treated in accordance with paragraph 14(2) of that Schedule as being in receipt of carer's allowance.

(2) Where the carer premium is awarded in respect of the applicant and of any partner of his, their earnings must for the purposes of this paragraph be aggregated, but the amount to be disregarded in accordance with sub-paragraph (1) must not exceed £25 of the aggregated amount.

7.

Where the carer premium is awarded in respect of an applicant who is a member of a couple and whose earnings are less than £25, but is not awarded in respect of the other member of the couple, and that other member is engaged in an employment—

- (a) specified in paragraph 9(1), so much of the other member's earnings as would not when aggregated with the amount disregarded under paragraph 6 exceed £25;
- (b) other than one specified in paragraph 9(1), so much of the other member's earnings from such other employment up to £25 as would not when aggregated with the amount disregarded under paragraph 5 exceed £25.

8.

In a case where paragraphs 4, 6, 7 and 9 do not apply to the applicant and he is one of a couple and a member of that couple is in employment, £25; but, notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it must not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £25.

9.

(1) In a case where paragraphs 4, 6, 7 and 9 do not apply to the applicant, £25 of earnings derived from one or more employments as—

- (a) a part-time fire-fighter employed by a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;
- (b) a part-time fire-fighter employed by a fire and rescue authority (as defined in section 1 of the Fire (Scotland) Act 2005) or a joint fire and rescue board constituted by an amalgamation scheme made under section 2(1) of that Act;
- (c) an auxiliary coastguard in respect of coast rescue activities;
- (d) a person engaged part-time in the manning or launching of a life boat;
- (e) a member of any territorial or reserve force prescribed in Part 1 of Schedule 6 to the Social Security (Contributions) Regulations 2001;

but, notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it must not apply to his partner except to the extent specified in sub-paragraph (2).

- (2) If the applicant's partner is engaged in employment—
- (a) specified in sub-paragraph (1), so much of his earnings as would not in aggregate with the amount of the applicant's earnings disregarded under this paragraph exceed £25;
  - (b) other than one specified in sub-paragraph (1), so much of his earnings from that employment up to £10 as would not in aggregate with the applicant's earnings disregarded under this paragraph exceed £25.

**10.**

Where the applicant is engaged in one or more employments specified in paragraph 9(1), but his earnings derived from such employments are less than £25 in any week and he is also engaged in any other employment, so much of his earnings from that other employment, up to £25 if he is a single applicant, or up to £10 if he has a partner, as would not in aggregate with the amount of his earnings disregarded under paragraph 9 exceed £25.

**11.**

In a case to which none of the paragraphs 4 to 10 applies, £25.

**12.**

(1) Where—

- (a) the applicant (or if the applicant is a member of a couple, at least one member of that couple) is a person to whom sub-paragraph (5) applies;
- (b) the Secretary of State is satisfied that that person is undertaking exempt work as defined in sub-paragraph (6); and
- (c) paragraph 14 does not apply,

the amount specified in sub-paragraph (7) ("the specified amount").

(2) Where this paragraph applies, paragraphs 4 to 11 do not apply; but in any case where the applicant is a lone parent, and the specified amount would be less than the amount specified in paragraph 5, then paragraph 5 applies instead of this paragraph.

(3) Notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if sub-paragraph (1) applies to one member of a couple ("A") it does not apply to the other member of that couple ("B") except to the extent provided in sub-paragraph (4).

(4) Where A's earnings are less than the specified amount, there must also be disregarded so much of B's earnings as would not when aggregated with A's earnings exceed the specified amount; but the amount of B's earnings which may be disregarded under this sub-paragraph is limited to a maximum of £20 unless the Secretary of State is satisfied that B is also undertaking exempt work.

(5) This sub-paragraph applies to a person who is—

- (a) in receipt of a contributory employment and support allowance;
- (b) in receipt of incapacity benefit;
- (c) in receipt of severe disablement allowance; or
- (d) being credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.

(6) "Exempt work" means work of the kind described in

- (a) regulation 45(2), (3) or (4) of the Employment and Support Allowance Regulations 2008; or (as the case may be)
- (b) regulation 17(2), (3) or (4) of the Social Security (Incapacity for Work) (General) Regulations 1995,

and, in determining for the purposes of this paragraph whether an applicant or a member of a couple is undertaking any type of exempt work, it is immaterial whether that person or their partner is also undertaking other work.



(7) The specified amount is the amount of money from time to time mentioned in any provision referred to in sub-paragraph (6) by virtue of which the work referred to in sub-paragraph (1) is exempt (or, where more than one such provision is relevant and those provisions mention different amounts of money, the highest of those amounts).

**13.**

Any amount or the balance of any amount which would fall to be disregarded under paragraph 23 or 24 of Schedule 6 had the applicant's income which does not consist of earnings been sufficient to entitle him to the full disregard thereunder.

**14.**

Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, his earnings.

**15.**

Any earnings derived from employment which are payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of those earnings.

**16.**

Where a payment of earnings is made in a currency other than Sterling, any banking charge or commission payable in converting that payment into Sterling.

**17.**

Any earnings of a child or young person.

**18.**

(1) In a case where the applicant is a person who satisfies at least one of the conditions set out in sub-paragraph (2), and his net earnings equal or exceed the total of the amounts set out in sub-paragraph (3), the amount of his earnings that falls to be disregarded under paragraphs 4 to 12 must be increased by £17.10.

(2) The conditions of this sub-paragraph are that—

(a) the applicant, or if he is a member of a couple, either the applicant or his partner, is a person to whom regulation 20(1)(c) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 applies; or

(b) the applicant—

(i) is, or if he is a member of a couple, at least one member of that couple is aged at least 25 and is engaged in remunerative work for on average not less than 30 hours per week; or

(ii) is a member of a couple and—

(aa) at least one member of that couple, is engaged in remunerative work for on average not less than 16 hours per week; and

(bb) his applicable amount includes a family premium under paragraph 4 of Schedule 3; or

(iii) is a lone parent who is engaged in remunerative work for on average not less than 16 hours per week; or

(iv) is, or if he is a member of a couple, at least one member of that couple is engaged in remunerative work for on average not less than 16 hours per week; and—

(aa) the applicant's applicable amount includes a disability premium under paragraph 9, the work-related activity component under paragraph 21 or the support component under paragraph 22 of Schedule 3 respectively;

(bb) where he is a member of a couple, at least one member of that couple satisfies the qualifying conditions for the disability premium or either of the components referred to in paragraph (aa) above and is engaged in remunerative work for on average not less than 16 hours per week; or

(c) the applicant is, or if he has a partner, one of them is, a person to whom regulation 18(3) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 (eligibility for 50 plus element) applies, or would apply if an application for working tax credit were to be made in his

case.

- (3) The following are the amounts referred to in sub-paragraph (1) —
- (a) the amount calculated as disregardable from the applicant's earnings under paragraphs 4 to 12;
  - (b) the amount of child care charges calculated as deductible under paragraph 57(1)(c); and
  - (c) £17.10.
- (4) The provisions of paragraph 10 (remunerative work) apply in determining whether or not a person works for on average not less than 30 hours per week, but as if the reference to 16 hours in sub-paragraph (1) of that paragraph were a reference to 30 hours.
- 19.**  
In this Schedule “part-time employment” means employment in which the person is engaged on average for less than 16 hours a week.

**Schedule 6**  
**Sums disregarded in the calculation of income other than earnings**

1. Any payment made to the applicant in respect of any child care, travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Work for Your Benefit Pilot Scheme.
2. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme.
3. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme.
4. Any amount paid by way of tax on income which is to be taken into account under regulation 30 (calculation of income other than earnings).
5. Any payment in respect of any expenses incurred or to be incurred by an applicant who is—
  - (a) engaged by a charitable or voluntary organisation, or
  - (b) a volunteer,
 if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under paragraph 56(5) (notional income).
6. Any payment in respect of expenses arising out of an applicant participating as a service user,
7. In the case of employment as an employed earner, any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment.
8. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his income.
9. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act and his partner is on an income-based jobseeker's allowance, the whole of the applicant's income.
10. Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker's allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.
11. Any disability living allowance, personal independence payment or an AFIP.
12. Any concessionary payment made to compensate for the non-payment of—
  - (a) any payment specified in paragraph 11 or 14;
  - (b) income support;
  - (c) an income-based jobseeker's allowance;
  - (d) an income-related employment and support allowance.
13. Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
14. Any attendance allowance.
15. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous

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**16.**

(1) Any payment

- (a) by way of an education maintenance allowance made pursuant to—
  - (i) regulations made under section 518 of the Education Act 1996 (payment of school expenses; grant of scholarships etc.);
  - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980 (power to assist persons to take advantage of educational facilities);
  - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
- (b) corresponding to such an education maintenance allowance, made pursuant to—
  - (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and the Welsh Ministers to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
  - (ii) regulations made under section 181 of that Act; or
- (c) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

(2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to—

- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992,

in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

**17.**

Any payment made to the applicant by way of a repayment under regulation 11(2) of the Education (Teacher Student Loans) (Repayment etc.) Regulations 2002.

**18.**

(1) Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 except a payment—

- (a) made as a substitute for income support, a jobseeker's allowance, incapacity benefit, severe disablement allowance or an employment and support allowance;
- (b) of an allowance referred to in section 2(3) of the Employment and Training Act 1973 or section 2(5) of the Enterprise and New Towns (Scotland) Act 1990; or
- (c) intended to meet the cost of living expenses which relate to any one or more of the items specified in sub-paragraph (2) whilst an applicant is participating in an education, training or other scheme to help him enhance his employment prospects unless the payment is a Career Development Loan paid pursuant to section 2 of the 1973 Act and the period of education or training or the scheme, which is supported by that loan, has been completed.

(2) The items specified in this sub-paragraph for the purposes of sub-paragraph (1)(c) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

**19.**

(1) Subject to sub-paragraph (2), any of the following payments—

- (a) a charitable payment;
- (b) a voluntary payment;
- (c) a payment (not falling within paragraph (a) or (b) above) from a trust whose funds are derived from a payment made in consequence of any personal injury to the applicant;
- (d) a payment under an annuity purchased—

(i) pursuant to any agreement or court order to make payments to the applicant; or  
(ii) from funds derived from a payment made,  
in consequence of any personal injury to the applicant; or

(e) a payment (not falling within paragraphs (a) to (d)) received by virtue of any agreement or court order to make payments to the applicant in consequence of any personal injury to the applicant.

(2) Sub-paragraph (1) does not apply to a payment which is made or due to be made by—

- (a) a former partner of the applicant, or a former partner of any member of the applicant's family; or
- (b) the parent of a child or young person where that child or young person is a member of the applicant's family.

**20.**

100% of any of the following, namely

- (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 13 or 14 );
- (b) a war widow's pension or war widower's pension;
- (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
- (d) a guaranteed income payment and, if the amount of that payment has been abated to less than £10 by a pension or payment falling within article 31(1)(a) or (b) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2005, so much of that pension or payment as would not, in aggregate with the amount of any guaranteed income payment disregarded, exceed £10;
- (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
- (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in paragraphs (a) to (d) above;
- (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

**21.**

Subject to paragraph 40, £15 of any

- (a) widowed mother's allowance paid pursuant to section 37 of the SSCBA;
- (b) widowed parent's allowance paid pursuant to section 39A of the SSCBA.

**22.**

(1) Any income derived from capital to which the applicant is or is treated under paragraph 70 (capital jointly held) as beneficially entitled but, subject to sub-paragraph (2), not income derived from capital disregarded under paragraphs 4, 5, 7, 11, 17 or 30 to 33 of Schedule 7.

(2) Income derived from capital disregarded under paragraphs 5, 7 or 30 to 33 of Schedule 7 but only to the extent of—

- (a) any mortgage repayments made in respect of the dwelling or premises in the period during which that income accrued; or
- (b) any council tax or water charges which the applicant is liable to pay in respect of the dwelling or premises and which are paid in the period during which that income accrued.

(3) The definition of "water charges" in paragraph 2(1) (interpretation) applies to sub-paragraph (2) of this paragraph with the omission of the words "in so far as such charges are in respect of the dwelling which a person occupies as his home".

**23.**

Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating—

- (a) under, or pursuant to regulations made under powers conferred by, section 22 of the Teaching and Higher Education Act 1998, that student's award;
  - (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student's bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
  - (c) the student's student loan,
- an amount equal to the weekly amount of that parental contribution, but only in respect of the period for which that contribution is assessed as being payable.

**24.**

- (1) Where the applicant is the parent of a student aged under 25 in advanced education who either—
- (a) is not in receipt of any award, grant or student loan in respect of that education; or
  - (b) is in receipt of an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980,

and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution falling within paragraph 23, an amount specified in sub-paragraph (2) in respect of each week during the student's term.

- (2) For the purposes of sub-paragraph (1), the amount must be equal to—

- (a) the weekly amount of the payments; or
  - (b) the amount by way of a personal allowance for a single applicant under 25 less the weekly amount of any award, bursary, scholarship, allowance or payment referred to in sub-paragraph (1)(b),
- whichever is less.

**25.**

Any payment made to the applicant by a child or young person or a non-dependant.

**26.**

Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person other than one to whom paragraph 25 or 27 refers and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family—

- (a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or
- (b) where the aggregate of any such payments is £20 or more per week, £20.

**27.**

Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for which such accommodation is provided for the whole or any part of a week, equal to—

- (a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20, 100 per cent of such payments;
- (b) where the aggregate of any such payments exceeds £20, £20 and 50 per cent of the excess over £20.

**28.**

- (1) Any income in kind, except where paragraph 54(10)(b) (provision of support under section 95 or 98

- of the Immigration and Asylum Act 1999 in the calculation of income other than earnings) applies.
- (2) The reference in sub-paragraph (1) to “income in kind” does not include a payment to a third party made in respect of the applicant which is used by the third party to provide benefits in kind to the applicant.

**29.**

Any income which is payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.

**30.**

- (1) Any payment made to the applicant in respect of a person who is a member of his family—
- (a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978 (schemes for payments of allowances to adopters) or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes);
  - (b) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child's maintenance where the child is living with a person as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);
  - (c) which is a payment made by an authority, as defined in Article 2 of the Children (Northern Ireland) Order 1995, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child's maintenance);
  - (d) in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services);
- (2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

**31.**

Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made—

- (a) by a local authority under—
- (i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),
  - (ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or
  - (iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or
- (b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).

**32.**

Any payment made to the applicant or his partner for a person (“the person concerned”), who is not normally a member of the applicant's household but is temporarily in his care, by—

- (a) a health authority;
- (b) a local authority but excluding payments of housing benefit made in respect of the person concerned;
- (c) a voluntary organisation;
- (d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;
- (e) a primary care trust established under section 16A of the National Health Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or
- (f) a Local Health Board established under section 11 of the National Health Service (Wales) Act 2006.

**33.**



Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).

**34.**

(1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ("A") which A passes on to the applicant.

(2) Sub-paragraph (1) applies only where A—  
(a) was formerly in the applicant's care, and  
(b) is aged 18 or over, and  
(c) continues to live with the applicant.

**35.**

(1) Subject to sub-paragraph (2), any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments—  
(a) on a loan which is secured on the dwelling which the applicant occupies as his home; or  
(b) under a regulated agreement as defined for the purposes of the Consumer Credit Act 1974 or under a hire-purchase agreement or a conditional sale agreement as defined for the purposes of Part 3 of the Hire-Purchase Act 1964.

(2) A payment referred to in sub-paragraph (1) is only to be disregarded to the extent that the payment received under that policy does not exceed the amounts, calculated on a weekly basis, which are used to—  
(a) maintain the repayments referred to in sub-paragraph (1)(a) or, as the case may be, (1)(b); and  
(b) meet any amount due by way of premiums on—  
(i) that policy; or  
(ii) in a case to which sub-paragraph (1)(a) applies, an insurance policy taken out to insure against loss or damage to any building or part of a building which is occupied by the applicant as his home and which is required as a condition of the loan referred to in sub-paragraph (1)(a).

**36.**

Any payment of income which by virtue of paragraph 64 (income treated as capital) is to be treated as capital.

**37.**

Any  
(a) social fund payment made pursuant to Part 8 of the SSCBA (the social fund); or  
(b) occasional assistance.

**38.**

Any payment under Part 10 of the SSCBA (Christmas bonus for pensioners).

**39.**

Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.

**40.**

The total of an applicant's income or, if he is a member of a family, the family's income and the income of any person which he is treated as possessing under paragraph 33(3) (calculation of income and capital of members of applicant's family and of a polygamous marriage) to be disregarded under paragraph 77(2)(b) and paragraph 78(1)(d) (calculation of covenant income where a contribution

assessed, covenant income where no grant income or no contribution is assessed), paragraph 81(2) (treatment of student loans), paragraph 82(3) (treatment of payments from access funds) and paragraphs 20 and 21 must in no case exceed £20 per week.

**41.**

- (1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
  - (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
  - (a) the person who is suffering from haemophilia or who is a qualifying person;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
  - (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent, or
    - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his education and has no parent or step-parent, to his guardian, but only for a period from the date of the payment until the end of two years from that person's death.
- (5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
  - (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent, or
    - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts is to be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation and the London Bombings Relief Charitable Fund.

**42.**  
Any housing benefit.

**43.**  
Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

**44.**  
Any payment to a juror or witness in respect of attendance at a court other than compensation for loss of earnings or for the loss of a benefit payable under the benefit Acts.

**45.**  
Any payment in consequence of a reduction of council tax under section 13 of the 1992 Act (reduction of liability for council tax).

**46.**  
(1) Any payment or repayment made—  
(a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);  
(b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);  
(c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies).

(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers which is analogous to a payment or repayment mentioned in sub-paragraph (1).

**47.**  
Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins).

**48.**  
Any payment made by either the Secretary of State for Justice or by the Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody.

**49.**  
(1) Where an applicant's applicable amount includes an amount by way of family premium, £15 of any payment of maintenance, other than child maintenance, whether under a court order or not, which is made or due to be made by the applicant's former partner, or the applicant's partner's former partner.

(2) For the purpose of sub-paragraph (1) where more than one maintenance payment falls to be taken into account in any week, all such payments must be aggregated and treated as if they were a

single payment.

- (3) A payment made by the Secretary of State in lieu of maintenance must, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).

**50.**

- (1) Any payment of child maintenance made or derived from a liable relative where the child or young person in respect of whom the payment is made is a member of the applicant's family, except where the person making the payment is the applicant or the applicant's partner.

- (2) In sub-paragraph (1) —

“child maintenance” means any payment towards the maintenance of a child or young person, including any payment made voluntarily and payments made under

- (a) the Child Support Act 1991;
- (b) the Child Support (Northern Ireland) Order 1991;
- (c) a court order;
- (d) a consent order;
- (e) a maintenance agreement registered for execution in the Books of Council and Session or the sheriff court books;

“liable relative” means a person listed in regulation 54 (interpretation) of the Income Support (General) Regulations 1987, other than a person falling within sub-paragraph (d) of that definition.

**51.**

Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.

**52.**

Any guardian's allowance.

**53.**

- (1) If the applicant is in receipt of any benefit under Part 2, 3 or 5 of the SSCBA, any increase in the rate of that benefit arising under this scheme (increases for dependants) or section 106(a) (unemployability supplement) of that Act, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.

- (2) If the applicant is in receipt of any pension or allowance under scheme 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006, any increase in the rate of that pension or allowance under that Order, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.

**54.**

Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.

**55.**

In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983 (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.

**56.**

- (1) Any payment which is—

- (a) made under any of the Dispensing Instruments to a widow, widower or surviving civil partner of a person—

- (i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and
- (ii) whose service in such capacity terminated before 31st March 1973; and
- (b) equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.

(2) In this paragraph “the Dispensing Instruments” means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).

**57.**

Any council tax benefit to which the applicant is entitled.

**58.**

Except in a case which falls under sub-paragraph (1) of paragraph 18 of Schedule 7, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10.

**59.**

Any payment made under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care) or under regulations made under section 57 of the Health and Social Care Act 2001 (direct payments).

**60.**

- (1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person—
  - (a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;
  - (b) which is used or intended to be used to maintain repayments on a loan taken out by that person for the purpose of establishing or carrying on the commercial activity, in respect of which such assistance is or was received.

(2) Sub-paragraph (1) applies only in respect of payments which are paid to that person from the special account.

**61.**

(1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) “food” does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

**62.**

Where the amount of subsistence allowance paid to a person in a reduction week exceeds the amount of income-based jobseeker's allowance that person would have received in that reduction week had it been payable to him, less 50p, that excess amount.

**63.**

In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise.

**64.**

Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001 as amended by the Welfare Reform Act 2012 (Consequential Amendments) Regulations 2013.

**65.**

(1) Any payment made by a local authority or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) “local authority” includes, in England, a county council.

**66.**

Any payment of child benefit.

**67**

[Any payments to a claimant made under section 49 of the Children and Families Act 2014 \(personal budgets and direct payments\)](#)

**Schedule 7  
Capital disregards**

- 1.** Any payment made to the applicant in respect of any child care, travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Work for Your Benefit Scheme but only for 52 weeks beginning with the date of receipt of the payment.
- 2.** Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme but only for 52 weeks beginning with the date of receipt of the payment.
- 3.** Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme but only for 52 weeks beginning with the date of receipt of the payment.
- 4.** The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately, but, notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), only one dwelling is to be disregarded under this paragraph.
- 5.** Any premises acquired for occupation by the applicant which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.
- 6.** Any sum directly attributable to the proceeds of sale of any premises formerly occupied by the applicant as his home which is to be used for the purchase of other premises intended for such occupation within 26 weeks of the date of sale or such longer period as is reasonable in the circumstances to enable the applicant to complete the purchase.
- 7.** Any premises occupied in whole or in part
  - (a) by a partner or relative of a single applicant or any member of the family as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
  - (b) by the former partner of the applicant as his home; but this provision does not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.
- 8.** Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his capital.
- 9.** Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act 1995 and his partner is on income-based jobseeker's allowance, the whole of the applicant's capital.
- 10.** Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub-leases or sub-tenancies.



**11.**

(1) The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

(2) The assets of any business owned in whole or in part by the applicant where—

- (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
- (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business,

for a period of 26 weeks from the date on which the application for a reduction under this scheme is made, or is treated as made, or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

(3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.

(4) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

**12.**

(1) Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of—

- (a) any payment specified in paragraphs 11, 13 or 14 of Schedule 6;
- (b) an income-related benefit under Part 7 of the SSCBA;
- (c) an income-based jobseeker's allowance;
- (d) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
- (e) working tax credit and child tax credit;
- (f) an income-related employment and support allowance,

but only for a period of 52 weeks from the date of the receipt of arrears or of the concessionary payment.

(2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as "the relevant sum") and is—

- (a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001; and
  - (b) received by the applicant in full on or after 14th October 2001,
- sub-paragraph (1) has effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the period of an award of a reduction under this scheme, for the remainder of that period if that is a longer period.

(3) For the purposes of sub-paragraph (2), "the period of an award of a reduction under this scheme" means

- (a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and
- (b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that

- further award the applicant—
- (i) is the person who received the relevant sum; or
  - (ii) is the partner of the person who received the relevant sum, or was that person's partner at the date of his death.

**13.**

Any sum

- (a) paid to the applicant in consequence of damage to, or loss of the home or any personal possession and intended for its repair or replacement; or
- (b) acquired by the applicant (whether as a loan or otherwise) on the express condition that it is to be used for effecting essential repairs or improvement to the home,

which is to be used for the intended purpose, for a period of 26 weeks from the date on which it was so paid or acquired or such longer period as is reasonable in the circumstances to effect the repairs, replacement or improvement.

**14.**

Any sum

- (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 as a condition of occupying the home;
- (b) which was so deposited and which is to be used for the purchase of another home, for the period of 26 weeks or such longer period as may be reasonable in the circumstances to enable the applicant to complete the purchase.

**15.**

Any personal possessions except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to a reduction under this scheme or to increase the amount of that reduction.

**16.**

The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.

**17.**

Where the funds of a trust are derived from a payment made in consequence of any personal injury to the applicant or applicant's partner, the value of the trust fund and the value of the right to receive any payment under that trust.

**18.**

(1) Any payment made to the applicant or the applicant's partner in consequence of any personal injury to the applicant or, as the case may be, the applicant's partner.

(2) But sub-paragraph (1)—

- (a) applies only for the period of 52 weeks beginning with the day on which the applicant first receives any payment in consequence of that personal injury;
- (b) does not apply to any subsequent payment made to him in consequence of that injury (whether it is made by the same person or another);
- (c) ceases to apply to the payment or any part of the payment from the day on which the applicant no longer possesses it;
- (d) does not apply to any payment from a trust where the funds of the trust are derived from a payment made in consequence of any personal injury to the applicant.

(3) For the purposes of sub-paragraph (2)(c), the circumstances in which an applicant no longer possesses a payment or a part of it include where the applicant has used a payment or part of it to purchase an asset.

(4) References in sub-paragraphs (2) and (3) to the applicant are to be construed as including references to his partner (where applicable).

- 19.**  
The value of the right to receive any income under a life interest or from a life rent.
- 20.**  
The value of the right to receive any income which is disregarded under paragraph 15 of Schedule 7 or paragraph 29 of Schedule 6.
- 21.**  
The surrender value of any policy of life insurance.
- 22.**  
Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
- 23.**  
Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 24.**  
(1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ("A") which A passes on to the applicant.
- (2) Sub-paragraph (1) applies only where A—  
(a) was formerly in the applicant's care, and  
(b) is aged 18 or over, and  
(c) continues to live with the applicant.
- 25.**  
Any  
(a) social fund payment made pursuant to Part 8 of the SSCBA (the social fund); or  
(b) occasional assistance.
- 26.**  
Any refund of tax which falls to be deducted under section 369 of the Income and Corporation Taxes Act 1988 (deduction of tax from certain loan interest) on a payment of relevant loan interest for the purpose of acquiring an interest in the home or carrying out repairs or improvements to the home.
- 27.**  
Any capital which by virtue of paragraph 55 or 81 (capital treated as income, treatment of student loans) is to be treated as income.
- 28.**  
Where any payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 29.**  
(1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund.
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the

Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
- (a) the person who is suffering from haemophilia or who is a qualifying person;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (4) Sub-paragraph (3) does not apply if—
- (a) the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced, or
  - (b) where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death.
- (5) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent; or
    - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,but only for a period from the date of the payment until the end of two years from that person's death.
- (6) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent; or
    - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,but only for a period of two years from the relevant date.
- (7) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.

(8) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts is to be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

**30.**

(1) Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from, or dissolution of his civil partnership with, his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.

(2) In this paragraph “dwelling” includes any garage, garden and outbuildings, which were formerly occupied by the applicant as his home and any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated.

**31.**

Any premises where the applicant is taking reasonable steps to dispose of those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.

**32.**

Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.

**33.**

Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.

**34.**

Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

**35.**

The value of the right to receive an occupational or personal pension.

**36.**

The value of any funds held under a personal pension scheme.

**37.**

The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.

**38.**

Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).

**39.**

Any payment made pursuant to section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990, but only for the period of 52 weeks beginning on the date of receipt of the payment.

**40.**

Any payment in consequence of a reduction of council tax under section 13 of the 1992 Act (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.

**41.**

Any grant made in accordance with a scheme made under section 129 of the Housing Act 1988 or section 66 of the Housing (Scotland) Act 1988 (schemes for payments to assist local housing authority and local authority tenants to obtain other accommodation) which is to be used—

- (a) to purchase premises intended for occupation as his home; or
- (b) to carry out repairs or alterations which are required to render premises fit for occupation as his home,

for a period of 26 weeks from the date on which he received such a grant or such longer period as is reasonable in the circumstances to enable the purchase, repairs or alterations to be completed and the applicant to commence occupation of those premises as his home.

**42.**

Any arrears of supplementary pension which is disregarded under paragraph 54 of Schedule 6 (sums to be disregarded in the calculation of income other than earnings) or of any amount which is disregarded under paragraph 55 or 56 of that Schedule, but only for a period of 52 weeks from the date of receipt of the arrears.

**43.**

(1) Any payment or repayment made—

- (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
- (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
- (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies),

but only for a period of 52 weeks from the date of receipt of the payment or repayment.

(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers which is analogous to a payment or repayment mentioned in sub-paragraph (1), but only for a period of 52 weeks from the date of receipt of the payment or repayment.

**44.**

Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins), but only for a period of 52 weeks from the date of receipt of the payment.

**45.**

Any payment made under Part 8A of the SSCBA (entitlement to health in pregnancy grant).

**46.**

Any payment made either by the Secretary of State for Justice or by Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody, but only for a period of 52 weeks from the date of the receipt of the payment.

**47.**

Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.

**48.**

Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958. to homeworkers assisted under the Blind Homeworkers' Scheme.

**49.**

(1) Subject to sub-paragraph (2), where an applicant falls within class F (alternative maximum council reduction), the whole of his capital.

(2) Sub-paragraph (1) does not apply where an applicant falls within class E and class F.

**50.**

(1) Any sum of capital to which sub-paragraph (2) applies and—

- (a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 (as amended by the Civil Procedure (Amendment No. 7) Rule 2013) or by the Court of Protection;
- (b) which can only be disposed of by order or direction of any such court; or
- (c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.

(2) This sub-paragraph applies to a sum of capital which is derived from—

- (a) an award of damages for a personal injury to that person; or
- (b) compensation for the death of one or both parents where the person concerned is under the age of 18.

**51.**

Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from—

- (a) award of damages for a personal injury to that person; or
- (b) compensation for the death of one or both parents where the person concerned is under the age of 18.

**52.**

Any payment to the applicant as holder of the Victoria Cross or George Cross.

**53.**

In the case of a person who is receiving, or who has received, assistance under the self-employment route, any sum of capital which is acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is or was received but only for a period of 52 weeks from the date on which that sum was acquired.

**54.**

(1) Any payment of a sports award for a period of 26 weeks from the date of receipt of that payment except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) "food" does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

**55.**

(1) Any payment—

- (a) by way of an education maintenance allowance made pursuant to—
  - (i) regulations made under section 518 of the Education Act 1996;
  - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980;
  - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
- (b) corresponding to such an education maintenance allowance, made pursuant to—
  - (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and the Welsh Ministers to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
  - (ii) regulations made under section 181 of that Act; or
- (c) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

(2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to—

- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992,

in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

**56.**

In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise, but only for the period of 52 weeks from the date of receipt of the payment.

**57.**

Any arrears of subsistence allowance paid as a lump sum but only for the period of 52 weeks from the date of receipt of the payment.

**58.**

Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or internment of—

- (a) the applicant;
- (b) the applicant's partner;
- (c) the applicant's deceased spouse or deceased civil partner; or
- (d) the applicant's partner's deceased spouse or deceased civil partner,

by the Japanese during the Second World War, £10,000.

**59.**

(1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is—

- (a) a diagnosed person;
- (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (d) a member of the diagnosed person's family (other than his partner) or a person who was a



member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.

(2) Where a trust payment is made to—

- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
- (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending two years after that date;
- (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending—
  - (i) two years after that date; or
  - (ii) on the day before the day on which that person—
    - (aa) ceases receiving full-time education; or
    - (bb) attains the age of 20,

whichever is the latest.

(3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is—

- (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death,

but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.

(4) Where a payment as referred to in sub-paragraph (3) is made to—

- (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
- (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending two years after that date; or
- (c) person referred to in sub-paragraph (3)(c), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending—
  - (i) two years after that date; or
  - (ii) on the day before the day on which that person—
    - (aa) ceases receiving full-time education; or
    - (bb) attains the age of 20,

whichever is the latest.

(5) In this paragraph, a reference to a person—

- (a) being the diagnosed person's partner;
- (b) being a member of a diagnosed person's family;
- (c) acting in place of the diagnosed person's parents,

at the date of the diagnosed person's death includes a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home or an independent hospital on that date.

(6) In this paragraph—

“diagnosed person” means a person who has been diagnosed as suffering from, or who, after his

death, has been diagnosed as having suffered from, variant Creutzfeld-Jakob disease;  
“relevant trust” means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions;  
“trust payment” means a payment under a relevant trust.

**60.**

The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner—

- (a) was a slave labourer or a forced labourer;
- (b) had suffered property loss or had suffered personal injury; or
- (c) was a parent of a child who had died, during the Second World War.

**61.**

(1) Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) “local authority” includes in England a county council.

**62.**

Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care).

**63.**

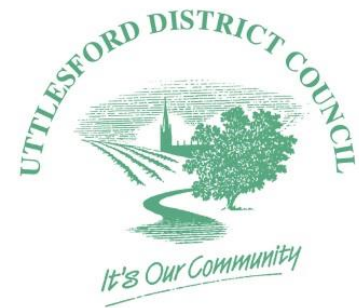
Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

**64.**

Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).

**65**

[Any payments to a claimant made under section 49 of the Children and Families Act 2014 \(personal budgets and direct payments\)](#)



**UTTLESFORD DISTRICT COUNCIL**

**RENT AND SERVICE CHARGE  
SETTING POLICY**

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# Uttlesford District Council – Rent and Service Charge Setting Policy

## 1. Purpose

- 1.1 The purpose of this policy is to establish the principles and approach by which Uttlesford District Council will set rent levels and service charges for its housing stock and ensure it meets current government guidance.

## 2. Policy Statement

- 2.1 This policy aims to provide a fair and affordable method of calculating rents and service charges within a viable and sustainable Housing Revenue Account (HRA) that enables the Council to deliver effective services, invest in its properties to ensure homes are of a modern standard and to provide new social housing to rent.

The Council will set rents following consideration of the Government's 'Guidance on Rents for Social Housing'.

## 3. Policy Objectives

- 3.1 The objectives of the Rent and Service Charge Setting Policy are to:
- i. ensure the viability of the Council's 30 year HRA Business Plan
  - ii. identify how Uttlesford District Council will set rents and service charges
  - iii. provide for rents at an affordable level for Uttlesford District Council tenants
  - iv. detail the process for providing statutory notice to tenants of proposed changes in rent levels
  - v. ensure transparency and value for money when setting and reviewing service charges for both tenants and leaseholders
  - vi. ensure rents do not exceed Government set limits in terms of Rent Rebate Subsidy Limitation

## 4. Background

- 4.1 As of March 2015 the council owns and manages 2831 rented properties and 129 properties subject to long leases.

- 4.2 Rents have historically been set in accordance with Government guidance following publication of the Government's Housing Green Paper, *Quality and Choice: A decent home for all*, (April 2000). This focused on the need to develop a fairer system of affordable rents in the social housing sector.
- 4.3 Rent restructuring has been in place since 2002 with the initial aim being to achieve the alignment of social sector rents by 2012. Rents have been calculated using a government formula on the basis that:
- i. 70% of a property's rent should be based on relative local earnings
  - ii. A "bedroom weighting" factor is applied to the above so that, other things being equal, smaller properties have lower rents
  - iii. 30% of a property's rent should be based on relative property values, the property value is based on social housing use and that value is fixed at January 1999 valuation levels
- 4.4 Changes to local authority housing finance came into place in April 2012 with the introduction of 'self-financing' as part of the changes brought about by the Localism Act which came into being in November 2011.
- 4.5 Under HRA self-financing the level of debt assigned to the Council was calculated assuming rents would increase in line with the Government's rent convergence formula.
- 4.6 The affordability of the Council's HRA Business Plan is based on increasing rents in line with Government guidance.

## 5. Principles of the Policy

- 5.1 The Council's Rent and Service Charge Setting Policy focuses on the following principles:
- i. the method used to set rents will remain in force for the duration of this policy
  - ii. rents will be set at a level that ensures that the Council's business plan remains viable
  - iii. service charges will be set annually and aim to recover the costs incurred in providing the services
  - iv. the Council will provide tenants and leaseholders with clear information which explains how rents and service charges are set

- v. where possible guidance will be given to those tenants who have difficulty in managing their finances, ensuring income is maximised, debts are kept to a minimum and the cost of default for the HRA is kept to a minimum

## **6. Affordability**

- 6.1 When calculating rents and service charges account will be taken of the need to balance any increase in rent charged with the potential financial impact on tenants and leaseholders.

## **7. Annual Rent Increases**

- 7.1 The Council will levy an annual rent increase using Government guidelines
- 7.2 This will mean that rents will be calculated using CPI (September figure) + 1%
- 7.3 The annual RPI figure is based on that published for September preceding the April increase for each year.
- 7.4 Rent increases will be effective from the first Monday in April each year, for all tenants
- 7.5 Projected target convergence rents will be applied immediately with new lettings

## **8. New Homes**

- 8.1 To ensure their financial viability 'affordable rents' will be set for new homes built by the Council where external support or use of surplus right to buy receipts are used. The method for setting such rents will be in line with the guidance published by the Homes and Communities Agency (HCA) in their Affordable Homes Programme Framework (February 2011) and in accordance with Regulatory Framework for Social Housing in England (March 2012).
- 8.2 Affordable rents will be increased in accordance with any current regulatory guidance.

## **9. Notification of a Rent Increase**

- 9.1 The Council will give at least one month's notice of any increase in the rent it charges. Rent increases will be applied in line with Section 13(2)

of the Housing Act 1988, and use the form prescribed for this purpose as it applies at the time of the increase and following any amendment to this.

## **10 Service Charges**

- 10.1 The overall aim of the policy is to ensure that service charges are set based on the actual costs of the services provided and that the method of calculation is transparent and can be easily understood.
- 10.2 The service charges will be reviewed on an annual basis to ensure that the charges collected relate directly to actual costs incurred. Service charges will be based on the actual costs incurred in the prior year.
- 10.3 The Council will also provide details of actual costs incurred to ensure that service charges can be scrutinised by tenants if required.
- 10.4 For leaseholders the Council will comply with the terms of Section 153 of the Commonhold and Leasehold Reform Act 2002, providing clear and transparent information to leaseholders regarding service charges and management fees.
- 10.5 Support charges are detailed separately and are determined by the Supporting People rules.

## **11. Responsibility**

- 11.1 The Cabinet is responsible for setting the level of annual rent increases and ensuring tenants are given the statutory period of notice of any subsequent rent increases.
- 11.2 The Assistant Director of Housing and Environmental Services is responsible for arranging rent assessment of all new properties.

## **12. Consultation**

- 12.1 The Council will consult with involved tenants using existing consultation mechanisms.
- 12.2 The Council will also consult with involved tenants and leasehold with regard to the provision of services and the charges made for these services, to ensure these are effective and provide value for money.



### 13. Review

- 13.1 The Rent and Service Charge Setting Policy will become effective from 1 April 2015.
- 13.2 Following this it is the intention to maintain a 5 year cycle of review of the Policy.



**Committee:** Cabinet

**Agenda Item**

**Date:** 19 March 2015

**12**

**Title:** Revision to the Rent and Service Charge Setting Policy

**Portfolio Holder** Councillor Julie Redfern

Key Decision: no

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### **Summary**

1. Following government consultation on the future rent policy for local authority landlords in late 2013, the government issued revised 'Guidance on Rents for Social Housing' in May 2014.
2. This report highlights the changes in rent setting guidance compared with previous government guidance and proposes the revisions to the council's Rent and Service Charge Setting Policy which determines the levels by which housing rents and service charges will be increased on an annual basis

### **Recommendations**

3. That members of the Cabinet note the new government guidance and approve the revised Rent and Service Charge Setting Policy

### **Financial Implications**

4. The Council took on £88.4m in debt following the introduction of self-financing of the Housing Revenue Account. In agreeing a revised rent and service charge setting policy, the council will need to take account of the requirement to meet the debt repayments, which are fixed and are first call on the HRA finances prior to service provision or investment in its homes. In addition to the above, there has to be due regard paid to the ability of tenants to pay their rent and therefore rent levels need to be maintained at affordable levels.
5. The financial implications of the revised Rent and Service Charge Setting Policy have been incorporated into the financial assumptions made as part of the 2015/16 HRA budget setting.

### **Background Papers**

6. None

### **Published Papers**

7. Localism Act 2011

Department for Communities and Local Government – Implementing Self Financing for Council Housing  
 Department for Communities and Local Government - Guidance on Rents for Social Housing  
 Department for Communities and Local Government - Rents for Social Housing from 2015/16  
 Uttlesford District Council HRA Business Plan 2012 – 2042 – updated November 2014

**Impact**  
8.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	An Equality Impact assessment of the policy has been undertaken
Health and Safety	N/A
Human Rights/Legal Implications	There are no legal implications associated with the report's recommendations.
Sustainability	N/A
Ward-specific impacts	Tenants in all wards affected
Workforce/Workplace	Continuity in the delivery of services is an important factor when considering rent and service charge increase. As the repayment of HRA debt has first call on available funds, services would need to be reduced in order to limit or reduce revenue expenditure if the rent policy is not followed

**Situation**

9. As part of the Comprehensive Spending Review in 2013 the government announced plans for future rent policy for social housing. The proposals were subject to consultation, with the outcome of this published in May 2014.
10. There are a number of key changes introduced from April 2015 as part of the outcome to the Rent Policy Consultation, summarised in a document called 'Rents for Social Housing from 2015/16' with associated CLG Guidance issued alongside. The key changes are:
  - a. A change in the inflationary rate used as part of the rent review each year, with a move for both actual and target rents from the historic inflationary rate of RPI (Retail Price Index) plus 0.5% to the use of CPI (Consumer Price Index) plus 1%, for the 10 year period from 2015/16 to 2024/25

- b. Cessation of the rent convergence policy for existing tenants from 2015/16
  - c. Assumption that authorities will move the rent levels for all properties directly to target rent when a property becomes void, thus still achieving rent convergence, but over a longer time frame
  - d. Assumption that new homes will be let at the higher 'Affordable Rents' of up to 80% market rent levels (inclusive of service charge), if the authority has a Framework Development Agreement in place, or has entered into a Retention Agreement for the ability to retain right to buy receipts
  - e. Assumption that the rent for properties where the household income exceeds £60,000 per annum should be set at full market rent levels
11. Prior to the government's new guidance local authorities were expected to increase social housing rents annually by inflation, using the measure of the retail price index (RPI) at the preceding September, plus 0.5%, plus up to an additional £2.00 per week, until target rents were achieved across the entire housing stock. The current Rent and Service Charge Setting Policy assumes that rents will increase using this formula.
12. The Tenant Forum and Housing Board have recommended that the new government guidance is used for rent setting and the HRA budgets have been based on rents increasing at the new inflationary measure of CPI plus 1% from April 2015.
13. Further to these recommendations the Rent and Service Charge Setting Policy has been reviewed and where necessary amended to reflect the key changes in the new guidance as follows:
- 14.
- a) Inflation factor of CPI plus 1%** - the policy has been changed to reflect this.
  - b) Cessation of formula rents** – the policy has been changed to reflect this.
  - c) Transition of void properties to target rent at re-let** - The existing policy already allows for the rent in void properties to be moved directly to formula rent levels at re-let.
  - d) Rents for new homes at up to 80% of market rent** - The existing policy already allows for affordable rents to be charged on new build properties. Rent levels for new build housing schemes need to be driven by the financial viability of the scheme, recognising the impact upon viability of a number of different funding streams, including borrowing, right to buy receipts, other

capital receipts and application of HRA revenue surpluses as direct revenue funding of capital.

**e) Market rents for households with incomes of at least £60,000** -The consultation indicated that government would expect the process for identification of those households meeting this criterion to be self-disclosure in the first instance with earnings in the previous financial year dictating rent levels for the coming financial year. For existing tenants, there are currently no legal grounds under which the local authority can demand this level of financial information. Recognising that self-disclosure by tenants is likely to be ineffective it is proposed not to incorporate the ability to charge market rent levels for households with an income of £60,000. This will be reviewed should any legislative changes occur to facilitate collection of the necessary financial information.

15. The authority is not statutorily obliged to follow government guidance in setting rent levels, but to date the national policy has been adhered to locally. This was historically due to the penalties that used to exist in the HRA subsidy system for deviating from the policy and more recently was due to the level of debt that the authority was required to take on when the subsidy system was abolished.
16. When the government proposals were consulted on there was a strong suggestion that if local authorities decided not to follow the guidelines the government may in future take action to regulate rents.
17. The change in how rents are calculated will result in a smaller increase in rents which will lessen financial burden on tenants at a time when welfare reform continues to impact on families, in many instances significantly.
18. Despite the changes the council will continue to have a viable HRA, with sufficient balances to ensure loans can be repaid and sufficient funds to carry out actions identified in the HRA business plan.

## Risk Analysis

19.

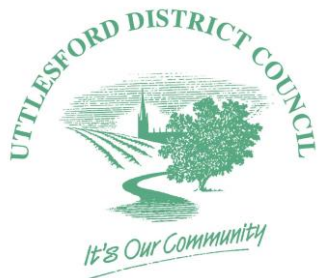
Risk	Likelihood	Impact	Mitigating actions
There is some risk to the viability of the Housing Revenue Account Business Plan if rent levels do not increase in line with original estimations	3 – new guidance recommends the cessation of the rent convergence policy for existing tenants from 2015/16	3 – some programmes of work may need to be delayed or re-profiled	Work with the tenant forum and the housing board to identify what programmes of work can be re-profiled

1 = Little or no risk or impact

- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.







# Uttlesford District Council

## Fast-track equality impact assessment (EqIA) tool

### What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

### What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.


### How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.



The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

*If there is insufficient space to answer a question, please use a separate sheet.*

General information												
1	Name of strategy, policy, project, contract or decision.	Rent and Service Charge Policy (rev 2)										
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To establish how the council will set rent and service charge levels										
3	Who may be affected by the strategy, policy, project, contract or decision?  All tenants in council owned properties	<input checked="" type="checkbox"/> Residents  <input type="checkbox"/> Staff  <input type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)										
4	Responsible department and Head of Division.	Department: <b>Housing and Environmental Services</b>  Head of Division: <b>Roz Millership</b>										
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes (please state):										
Gathering performance data												
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?  UDC send out a tenant satisfaction survey which includes questions on equality to ensure that the needs of all service users are being met.	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Age</td> <td><input checked="" type="checkbox"/> Disability</td> </tr> <tr> <td><input checked="" type="checkbox"/> Sex</td> <td><input checked="" type="checkbox"/> Race</td> </tr> <tr> <td><input checked="" type="checkbox"/> Gender Reassignment</td> <td><input checked="" type="checkbox"/> Sexual Orientation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Religion &amp; Belief</td> <td><input type="checkbox"/> Pregnancy and Maternity</td> </tr> <tr> <td><input checked="" type="checkbox"/> Marriage and Civil Partnerships</td> <td><input checked="" type="checkbox"/> Rural Isolation</td> </tr> </table>	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Gender Reassignment	<input checked="" type="checkbox"/> Sexual Orientation	<input checked="" type="checkbox"/> Religion & Belief	<input type="checkbox"/> Pregnancy and Maternity	<input checked="" type="checkbox"/> Marriage and Civil Partnerships	<input checked="" type="checkbox"/> Rural Isolation
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<input checked="" type="checkbox"/> Religion & Belief	<input type="checkbox"/> Pregnancy and Maternity											
<input checked="" type="checkbox"/> Marriage and Civil Partnerships	<input checked="" type="checkbox"/> Rural Isolation											

7	<p>How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?</p> <p>The tenant satisfaction survey sent to all tenants gives the opportunity to express if tenants feel that they get value for money. People are free to make their comments and concerns known by returning the survey. The council consults with tenants including through the tenants forum and gives notice on rent and service charge increases.</p>	<p><input type="checkbox"/> Performance indicators or targets</p> <p><input checked="" type="checkbox"/> User satisfaction</p> <p><input type="checkbox"/> Uptake</p> <p><input checked="" type="checkbox"/> Consultation or involvement</p> <p><input type="checkbox"/> Workforce monitoring data</p> <p><input checked="" type="checkbox"/> Complaints</p> <p><input type="checkbox"/> External verification</p> <p><input type="checkbox"/> Eligibility criteria</p> <p><input type="checkbox"/> Other (please state):</p> <p><input type="checkbox"/> None </p>
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**Analysing performance data**

8	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p> <p>Council tenants pay rents and service charge based on the type of property and the services required to maintain common areas. Leaseholders will also pay the same amount in service charges as tenants.</p>	<p><input checked="" type="checkbox"/> Yes *</p> <p><input type="checkbox"/> No*</p> <p><input type="checkbox"/> Insufficient </p> <p><input type="checkbox"/> Not applicable </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>
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9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p> <p style="color: red;">The policy does not represent any specific diverse groups. It ensures that council tenants and leaseholders are treated equally.</p> <p style="color: red;">Guidance and support will be given to those tenants who have problems managing their finances.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;"><input type="checkbox"/></td> <td>Yes *</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>No*</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Not applicable </td> </tr> </table> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>	<input type="checkbox"/>	Yes *	<input checked="" type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient	<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	Yes *									
<input checked="" type="checkbox"/>	No*									
<input type="checkbox"/>	Insufficient									
<input type="checkbox"/>	Not applicable									

**Checking delivery arrangements**

10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No </th> <th style="width: 20%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td>The <a href="#">premises</a> for delivery are accessible to all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><a href="#">Consultation</a> mechanisms are inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><a href="#">Participation</a> mechanisms are inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>If you answered 'No' to any of the questions above please explain why giving details of any legal justification.</p>		Yes	No	N/A	The <a href="#">premises</a> for delivery are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Consultation</a> mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Participation</a> mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A															
The <a href="#">premises</a> for delivery are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
<a href="#">Consultation</a> mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
<a href="#">Participation</a> mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															

**Checking information and communication arrangements**

11	<p>You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p>	
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	Yes	No 	N/A
<a href="#">Customer contact</a> mechanisms are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

**Future Impact**

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?


No  
 Yes \*   
 Insufficient evidence 

**OVERVIEW**  
**70,000 residents**  
**Demographic make up according to diverse groups.**

\*Please state any potential issues Identified.

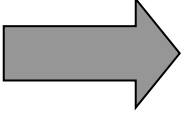
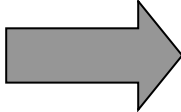
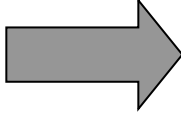
**Improvement actions**

13 If your assessment has highlighted any potential issues or red flags, can these be easily addressed?

Yes  
 No\*   
 Not applicable

		<p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>
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**Making a judgement – conclusions and next steps**

14	<p>Following this fast-track assessment, please confirm the following:</p> <p><input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.</p>	  	<p>No further action required. Complete this form and implement any actions you identified in Q13 above</p> <p>Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p>Action planning required (go to Q18 on Page 8 below).</p>
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15	<p>If you have any additional comments to make, please include here.</p>	<p><input type="checkbox"/> None</p>
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**Completion**

16	<p>Name and job title (Assessment lead officer)</p>	<p>Roz Millership</p>
	<p>Name/s of any assisting officers and people consulted during assessment:</p> <p>Date:</p> <p>Date of next review:</p> <p><i>For <b>new</b> strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>	<p>Robert Patterson-Smith</p> <p>11 March 2015</p> <p>1 April 2020</p>

**When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision’s file for audit purposes and in case it is requested under the Freedom of Information Act.**

**Additional evidence gathering and action planning**

17	<p>If your fast-track assessment indicated that <b>complex issues</b> or <b>inequalities</b> were identified which could not be easily addressed, or you had <b>insufficient evidence</b> to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:</p> <p>(a) Gather and analyse relevant additional evidence (which may include engagement</p>
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with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:

#### **Data gathering**

- Demographic profiles of Uttlesford
- Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces
- Results of local needs analysis
- Results of staff surveys
- Research reports on the needs/experience of diverse groups
- National best practice/guidance
- Benchmarking with other organisations

#### **Consultation and involvement**

- Existing consultation findings that may provide insight into the issues
- New, specially commissioned engagement with diverse groups
- Expert views of stakeholders/employers organisations representing diverse groups
- Advice from experts or national organisations
- Specialist staff/in-house expertise.

- (b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.
- (c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.
- (d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.
- (e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.
- (f) Having gathered evidence re-evaluate this assessment.
- (g) Following completion of the above, please confirm the following:

18

#### **The conclusions and agreed proposals:**

**A review of the policy will take place in 2020/2021. After this the policy will be reviewed in 5 year cycles.**

<p><b>Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):</b>  <b>Consultation with tenant forum</b></p>	
<p><b>Date proposals to be implemented and lead officer:</b>  <b>The proposal is that the policy will become effective from April 2015</b></p>	
<p><b>Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:</b>  <b>N/A</b></p>	
<p><b>Monitor arrangements (please include full details for audit purposes):</b>  <b>The equality impact assessment will be reviewed if any inequalities are identified</b></p>	
<p><b>Additional Comments</b></p>	
19	<p><b>If you have any additional comments to make, please include here:</b></p> <p><input checked="" type="checkbox"/> None</p>
<p><b>Completion</b></p>	
20	<p><b>Name and job title (Lead Officer):</b> Roz Millership</p> <p><b>Name/s of other assisting officers:</b> Robert Patterson-Smith</p> <p><b>Date:</b> 11 March 2015</p> <p><b>Date of next review (if any):</b> 1 April 2020</p>
<p>When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.</p>	



**Committee: Cabinet**

**Agenda Item**

**Date: 19 March 2015**

**13**

**Title: Members New Homes Bonus Scheme – progress update**

**Portfolio Holder: Councillor Robert Chambers**

Item for information

## Summary

1. This report sets out the 2014/15 Member spend on the New Homes Bonus Ward Scheme.

## Recommendations

2. To note the report.

## Financial Implications

3. There are no implications for the District Council's budget. Monies unallocated by the 27 March 2015 will be returned to the council budget and will no longer be available for allocation.

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

- None

## Impact

Communication/Consultation	Funding bids are made in consultation with the relevant communities
Community Safety	Some of the bids have community safety benefits
Equalities	No specific implications
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

## Background

5. In April 2011 the Council introduced the Members New Homes Bonus Scheme whereby each year each Member received a sum of money to be spent in their Ward.
6. In 2011/12 the amount given to each Member was £1,000, since then the amount has been £2,000 per annum.
7. In terms of governance, the way in which the scheme works is that the Leader delegates to each Ward Member power to undertake executive functions within their Ward which they can fund from their New Homes Bonus allocation.
8. The Leader has decided to rescind this delegation once the Pre-Election Period (formerly known as “Purdah”) commences (27 March). This means that the last date on which the allocation can be committed is 26 March 2015. Any money unallocated after that date will be returned to the central budget and will no longer be available to be spent in the Ward.
9. Total spend as at 11 March 2015 is £71,825.20 and set out in Appendix A is a summary of the amount spent by Member.
10. A full list of projects funded is attached at Appendix B.
11. A verbal update will be given at the meeting should any Member commit further sums.
12. As part of the budget setting for 2015/16 Members agreed to increase the scheme to £3,000 per Member with the following new set of criteria being applied:
  - To be spent in the Member’s Ward
  - To be spent in year of allocation and any underspends will not be carried forward into future years
  - For the good of the community
  - Not to commit to future years
  - To be mindful of the financial status of the recipients
  - No personal interest in the organisation receiving the award
  - In election year the money only becomes available from 1 June (i.e. to the newly elected Member)

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Funds are not used	3 (previous experience is that not all Members spend their allocation)	1 (if not spent the money returns to the general council funds)	Members are regularly reminded of the scheme and the amount they have remaining.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

## APPENDIX A

<b>Member</b>	<b>Amount</b>
Cllr Artus	£2,000.00
Cllr Asker	
Cllr G Barker	£850.00
Cllr S Barker	£1,995.00
Cllr Cant	£2,000.00
Cllr Chambers	£2,000.00
Cllr Cheetham	£2,000.00
Cllr Davey	£2,000.00
Cllr Davies	£850.00
Cllr Dean	£2,000.00
Cllr Eastham	£2,000.00
Cllr Eden	£1,500.00
Cllr Evans	£1,500.00
Cllr Felton	£1,989.00
Cllr Foley	£2,000.00
Cllr Freeman	£2,000.00
Cllr Godwin	£2,000.00
Cllr Harris	
Cllr Hicks	£1,541.20
Cllr Howell	£2,000.00
Cllr Jones	£2,000.00
Cllr A Ketteridge	

<b>Member</b>	<b>Amount</b>
Cllr J Ketteridge	£2,000.00
Cllr Knight	£2,000.00
Cllr Lemon	£2,000.00
Cllr Loughlin	£2,000.00
Cllr Mackman	£2,000.00
Cllr Menell	£2,000.00
Cllr Morson	£2,000.00
Cllr Oliver	£2,000.00
Cllr Parr	£850.000
Cllr Parry	£2,000.00
Cllr Perry	£2,000.00
Cllr Ranger	£1,750.00
Cllr Redfern	£2,000.00
Cllr Rich	
Cllr Rolfe	£2,000.00
Cllr Rose	£2,000.00
Cllr Sadler	£2,000.00
Cllr Salmon	£2,000.00
Cllr Smith	£2,000.00
Cllr Walters	£2,000.00
Cllr Watson	£1,000.00
Cllr Wells	
<b>TOTAL</b>	<b>£71,825.20</b>

## APPENDIX B

### WARD MEMBERS – 2014/15 PAYMENTS MADE UP TO 11 MARCH 2015

Member	Recipient	Amount	Purpose
Cllr Artus	Hatfield Broad Oak Village Green Co.	£2,000.00	Goal posts for junior football team
Cllr Asker			
Cllr G Barker	Dunmow Flitch Trials	£850.00	Towards deposit for marquees for event
Cllr S Barker	High Roding Cricket Club	£345.00	Shed, equipment and wheels for sight screen
Cllr S Barker	High Roding Allotment Association	£500.00	Purchase of Bee Keeping equipment
Cllr S Barker	Rodings Friendship Club	£1,150.00	Trips and talks
Cllr Cant	Lindsell Village Hall	£400.00	New village sign
Cllr Cant	Lindsell News	£50.00	Towards running costs of the magazine
Cllr Cant	Stebbing over 60's	£200.00	Costs towards members outings
Cllr Cant	Stebbing Community Shop.	£200.00	Towards electrical works in the shop
Cllr Cant	Stebbing Village Hall	£250.00	Purchase new china
Cllr Cant	Stebbing Scene	£100.00	Assistance towards running costs of the magazine
Cllr Cant	Old Friends Meeting House	£250.00	Assistance towards updating heating system
Cllr Cant	St Mary's Church	£250.00	Drainage works in churchyard
Cllr Cant	Stebbing Guides	£100.00	Towards activities
Cllr Cant	Stebbing History Society	£100.00	Towards digital projector
Cllr Cant	Stebbing Cubs, Beavers and Scouts	£100.00	Towards activities
Cllr Chambers	Elmdon & Wenden Lofts Parish Council	£500.00	Church Wall Restoration
Cllr Chambers	Chrishall Parish Council	£1,000.00	Modernisation of pavilion
Cllr Chambers	Duddenhoe End Village Hall	£500.00	Hall costs
Cllr Cheetham	Great Canfield Community Trust	£500.00	Towards new kitchen
Cllr Cheetham	Takeley Cricket Club	£1,000.00	Purchase new scarifier
Cllr Cheetham	Little Canfield Village Hall	£500.00	Towards equipment store
Cllr Davey	Dunmow Day Centre	£2,000.00	Towards replacing kitchen equipment
Cllr Davies	Dunmow United Football Club	£450.00	Kit and equipment
Cllr Davies	Dunmow Cricket Club	£400.00	Repair bowling machine, purchase bats and balls for junior players
Cllr Dean	Stansted Mountfitchet Day and Community Centre	£200.00	Dyson vacuum cleaner
Cllr Dean	Stansted Parish Council	£300.00	Goal posts
Cllr Dean	Stansted Free Church	£100.00	Towards food bank and fuel

<b>Member</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose</b>
Cllr Dean	Stansted Parish Council	£805.00	Support work of parish council programme to create a Neighbourhood Plan for Stansted, targeted at a master plan for Cambridge Road area
Cllr Dean	Residents of Churchfields	£595.00	Installation of bench and table for residents of Stansted
Cllr Eastham	Essex County Council	£2,000.00	Highways study for Ashdon Road
Cllr Eden	Saffron Walden Town Council	£1,000.00	St John's Ambulance – Mayor's appeal
Cllr Eden	Saffron Screen	£500.00	Equipment for pop-up Saffron Screen
Cllr Evans	Stansted Parish Council	£1,000.00	Marketing and publicity for Christmas Fayre
Cllr Evans	Stansted Parish Council	£500.00	Contribution towards new goal posts and reinforcing ground
Cllr Felton	Felsted Parish Council	£250.00	War memorial works
Cllr Felton	Felsted Parish Council	£300.00	Church clock face repairs
Cllr Felton	Felsted Parish Council	£50.00	Felsted Brownies
Cllr Felton	Little Dunmow Parish Council	£750.00	Magna Carta project
Cllr Felton	Felsted Friendship Club	£450.00	Hire of coach for outings
Cllr Felton	Fritch Green Youth Club	£189.00	Television
Cllr Foley	Thaxted Society	£1,000.00	Towards publication and printing of Thaxted Bulletin
Cllr Foley	Thaxted Centre for the Disabled	£350.00	Running costs
Cllr Foley	Great Easton Parish Council	£350.00	Towards Youth Summer Olympics in Duton Hill
Cllr Foley	Thaxted Youth Club	£300.00	Replacement pool table
Cllr Freeman	The Thaxted Society	£600.00	New computer
Cllr Freeman	Uttlesford CAB	£400.00	Towards outreach service in Thaxted
Cllr Freeman	Friends of Thaxted Primary School	£450.00	Planter and garden renovation
Cllr Freeman	Thaxted Parish Council	£200.00	Alterations to handwashing facilities in Bolford Street Hall for Windmill Playgroup
Cllr Freeman	Thaxted Parish Council	£200.00	Painting sails of Thaxted Windmill
Cllr Freeman	Thaxted Cricket Club	£150.00	Purchase of mobile cricket nets
Cllr Godwin	Birchanger Bowls Club	£2,000.00	Towards new pavilion
Cllr Harris			
Cllr Hicks	Barnston Parish Council	£1,000.00	Installation of accessible swing
Cllr Hicks	High Easter Parish Council	£541.20	Goalposts and nets
Cllr Howell	Sampfords Village Hall	£666.66	Refurbishment
Cllr Howell	Hempstead Parish Council	£666.66	Duck pond restoration
Cllr Howell	Radwinter Parochial Church Council	£666.66	Repair of church clock
Cllr Jones	Takeley Cricket Club	£500.00	Purchase new scarifier
Cllr Jones	Takeley Primary School	£1,000.00	Towards bee Keeping project

<b>Member</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose</b>
Cllr Jones	Great Canfield Parish Council	£500.00	Towards installation of information boards
Cllr A Ketteridge			
Cllr J Ketteridge		£2,000.00	Clear-up and maintenance of The Plantation (Hilly Bumps)
Cllr Knight	Tang Ting Twinning Association	£500.00	Towards costs
Cllr Knight	Debden Local History Group	£300.00	Towards costs
Cllr Knight	Wimbish Village Choir	£100.00	Towards costs
Cllr Knight	Debden Village Shop	£400.00	Towards costs
Cllr Knight	Wimbish Military Wives Choir	£300.00	Towards costs
Cllr Knight	Wimbish Parish Council	£200.00	Box for defibrillator
Cllr Knight	Uttlesford Community Travel	£200.00	Towards trip for Debden and Wimbish community group
Cllr Lemon	Buffy Bus	£500.00	Towards running costs
Cllr Lemon	Hatfield Heath United Reformed Church	£650.00	Church organ repairs
Cllr Lemon	Hatfield Heath School	£650.00	To create an outdoor learning area
Cllr Lemon	Hatfield Heath Leisure Hour	£200.00	Payment for meetings and booking guest speakers
Cllr Loughlin	Manuden Parish Council	£666.66	Notice board
Cllr Loughlin	Farnham Parish Council	£666.66	
Cllr Loughlin	Berden Parish Council	£666.66	
Cllr Mackman	Uttlesford Villager	£500.00	Publication costs
Cllr Mackman	Uttlesford Community Travel	£500.00	Running costs
Cllr Mackman	Great Dunmow Town Council	£500.00	Towards skatepark costs
Cllr Mackman	The Dunmow Society	£500.00	Costs
Cllr Menell	Wendens Ambo Parish Council	£200.00	Equipment for maintenance of church yard
Cllr Menell	Friends of Stretthall Church	£200.00	Toward community events
Cllr Menell	Home-Start Uttlesford	£200.00	Training volunteers living in Littlebury
Cllr Menell	St Peter's Church	£200.00	Furniture for community events
Cllr Menell	Littlebury Parish Council	£200.00	To treat wood and iron work of the bell cote and to re-glide the weather vane
Cllr Menell	Wendens Ambo Parish Council	£200.00	Defibrillator
Cllr Menell	Arkesden Parish Council	£200.00	Defibrillator
Cllr Menell	Little Berries play group	£200.00	Equipment and toys
Cllr Menell	Littlebury Village Hall	£100.00	Elderly residents Christmas lunch
Cllr Menell	Littlebury Parish Council	£100.00	Catmere End fireworks display
Cllr Menell	Littlebury Parish Council	£200.00	Installation of new Balance Beam
Cllr Morson	Henham Village Shop	£2,000.00	Towards running costs
Cllr Oliver	Clavering & District Over 60's Club	£350.00	Coach hire for club outings

<b>Member</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose</b>
Cllr Oliver	Clavering Jubilee Field	£280.00	Works to playground
Cllr Oliver	1 <sup>st</sup> Clavering Brownies	£150.00	Transport costs to Brownies 100 <sup>th</sup> birthday celebrations
Cllr Oliver	Wicken Bonhunt Parish Council	£500.00	Indoor carpet bowls set for community centre
Cllr Oliver	Clavering Care	£220.00	Cost of DBS checks for drivers
Cllr Oliver	Clavering Baby and Toddler Group	£500.00	Sensory equipment and modular balance kit for children with disabilities
Cllr Parr	Elsenham Community Association	£850.00	Hire of marquee for village fete
Cllr Parry	Friends of Newport Primary School	£250.00	PTA funds
Cllr Parry	Newport Parish Council	£500.00	War memorial
Cllr Parry	Newport Youth Club	£800.00	Towards funds
Cllr Parry	Hedgehogs Playgroup Widdington	£100.00	Towards equipment
Cllr Parry	Friends of Rickling School	£250.00	PTA funds
Cllr Parry	Newport Mother and Toddlers Group	£100.00	Playgroup funds
Cllr Perry	Stanley Wilson Lodge	£500.00	Summer event for all residents
Cllr Perry	Saffron Walden Town Council	£500.00	Sandbags
Cllr Perry	Saffron Walden Town Council	£500.00	Installation of post at Parkside and Hanover Place
Cllr Perry	Saffron Walden First Responders	£500.00	Update equipment and expand service
Cllr Ranger	Dunmow Rifle and Pistol Club	£300.00	Towards junior members and equipment
Cllr Ranger	Dunmow Pantomime Group	£500.00	Scenery and props for Beauty and the Beast
Cllr Ranger	Wren Pre-School	£450.00	Printers, computer and copiers
Cllr Ranger	Dunmow Wind band	£500.00	Music stands
Cllr Redfern	Great Chesterford Parish Council	£100.00	Youth Club
Cllr Redfern	Great Chesterford Parish Council	£100.00	Chesterfords Pre-School
Cllr Redfern	Great Chesterford Parish Council	£100.00	Chesterford School Orchestra
Cllr Redfern	Great Chesterford Parish Council	£100.00	Chesterfords Youth Football Club
Cllr Redfern	Great Chesterford Parish Council	£100.00	Chestertots Toddler Group
Cllr Redfern	Great Chesterford Parish Council	£300.00	Chesterford Bowls Club Mower Appeal
Cllr Redfern	Great Chesterford Parish Council	£400.00	Chesterford WI 'Picnic in the Park'
Cllr Redfern	Great Chesterford Parish Council	£100.00	Year 6 Leavers Event
Cllr Redfern	Great Chesterford Parish Council	£90.00	Over 60's Christmas Lunch Turkey
Cllr Redfern	Great Chesterford Parish Council	£300.00	Church Clock Appeal
Cllr Redfern	Great Chesterford Parish Council	£310.00	To be allocated
Cllr Rich			
Cllr Rolfe		£2,000.00	Clear-up and maintenance of The Plantation (Hilly Bumps)
Cllr Rose	Widdington Parish Council	£500.00	Defibrillator

<b>Member</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose</b>
Cllr Rose	Lettice Martin Charity	£1,000.00	Assistance with helping elderly people in Newport
Cllr Rose	Newport Village Tennis Club	£500.00	Towards benches, noticeboard, site repairs and maintenance
Cllr Sadler	Essex County Council	£2,000.00	Highways study for Ashdon Road
Cllr Salmon	Stansted Parish Council	£885.00	IT equipment for the Day Centre
Cllr Salmon	Stansted Parish Council	£1,115.00	Goal posts and Christmas lights
Cllr Smith	Great Easton Playground	£320.00	Community event for children in Great Easton
Cllr Smith	Little Easton Parish Council	£560.00	
Cllr Smith	Broxted Parish Council	£560.00	
Cllr Smith	Great Easton Parish Council	£560.00	
Cllr Walters	Saffron Walden Town Council	£500.00	Installation of post at Parkside and Hanover Place
Cllr Walters	Accuro	£1,500.00	Gardening project and a further project TBC
Cllr Watson	Saffron Walden Town Council	£500.00	Heritage Lottery Fund - towards Town Hall
Cllr Watson	Saffron Walden Town Council	£500.00	Bridge End Garden Education and Visitor Centre Appeal
Cllr Wells			
	<b>TOTAL</b>	<b>£71,825.20</b>	



**Committee:** Cabinet

**Agenda Item**

**Date:** 19 March 2015

**14**

**Title:** Strategic Initiatives Fund

**Portfolio Holder:** Councillor Robert Chambers

Item for decision

### Summary

1. This report sets out three proposals for use of the Strategic Initiatives Fund.

### Recommendations

2. The Cabinet is recommended to agree the allocation of:
  - i. £50,000 for the Cycle Strategy as asset out in paragraph.
  - ii. £100,000 towards the cost of Neighbourhood Plans.
  - iii. £150,000 for the installation of photovoltaic panels on the two buildings at the Shire Hill depot.

### Financial Implications

3. There is sufficient money available within the Strategic Initiatives Fund.

### Background Papers

None

### Impact

Communication/Consultation	No specific implications
Community Safety	No specific implications
Equalities	No specific implications
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

### Summary

4. This report sets out three new schemes to be funded from the Strategic Initiatives Fund.

### **Cycle Strategy**

5. In February 2015 Cabinet approved the new Uttlesford Cycle Strategy. This underlines the importance the Council attributes to both recreational and commuting cycling. It is therefore proposed to set up a fund of £50,000 to be managed through the Planning and Housing Policy Team to support the delivery of cycling infrastructure in accordance with the Cycle Strategy. This will focus on the replacement and provision of cycle stands, signage and small scale works.

### **Neighbourhood Plans**

6. The production of Neighbourhood Development Plans and Parish Plans is an important tool in allowing local communities to bring forward ideas and plans for their area to develop over future years. This community empowerment is an important part of the Localism Act and fits in with the Councils desire to support communities. It is therefore proposed to set up a fund of £100,000 to be managed through the Planning and Housing Policy Team to support the development of Neighbourhood and Community Planning within Uttlesford. A paper on how this fund will operate will be prepared and presented to the Uttlesford Planning Policy Working Group on 30 March 2015.

### **Photovoltaic Panels (PV)**

7. The Council has previously looked at installing PV panels however it was discounted due to the feed-in tariff changing and making the scheme unviable. The situation in the market place has now changed and PV panels are once again viable.
8. The proposal is, subject to survey and cost of strengthening work, to install PV panels on the vehicle workshop and museum store at Shire Hill depot in Saffron Walden.
9. The sum of £150,000 would include the anticipated cost of roof strengthening should the survey identify that as being necessary.
10. This would provide 'free' electricity to the two stores and would give a small income to the council from the feed-in tariff. The anticipated payback period for this type of building is in the region of 8 years.

### **Risk Analysis**

Risk	Likelihood	Impact	Mitigating actions
Projects do not proceed	1 (initial studies indicate these are all viable projects)	1 (if not spent the money returns to the Strategic Initiative Fund)	

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

**Committee:** Cabinet

**Agenda Item**

**Date:** 19 March 2015

**15**

**Title:** Climate Local Commitment

**Portfolio Holder:** Cllr Susan Barker

Key decision: **No**

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## Summary

1. This report provides information on the Climate Local initiative developed by the Local Government Association (LGA), and the rationale for signing up to this commitment and producing an Uttlesford District Council Climate Local Strategy and Action Plan. The report sets out our progress to date and the issues and concerns that face the Council and district in relation to fuel poverty and health, carbon reduction and climate change adaptation.
2. The LGA initiative has been developed in response to the Government's assessment of the role of local authorities in addressing climate change. The government have identified a clear local role for local authorities to tackle climate change impacts and carbon reduction. The LGA initiative therefore provides a framework for local authorities to deliver this role. In addition, it assists local authorities in reporting on HECA, the Home Energy Conservation Act that requires statutory reporting by local authorities on plans to address carbon reduction and fuel poverty and set out how progress will be monitored.
3. The Climate Local initiative comprises two elements. Firstly, a Climate Local Commitment (Contained in the Strategy and Action Plan as appendix to this report) for councils to sign demonstrates their commitment to addressing climate change and associated issues and to challenge themselves to build on their existing achievements.
4. The commitment also provides the opportunity to work with the LGA, other local authorities and partners, eg Environment Agency, and be involved in emerging initiatives, including those from central government, as well as the ongoing development of Climate Local through participation in the Climate Local Network.

## Recommendations

- A. That Uttlesford Council sign up to the Climate Local Commitment (set out in Appendix 1) to this report.
- B. That the Council endorses the Climate Local Strategy and Action Plan for Uttlesford District Council

## Financial Implications

5. *None:*

## Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

## Impact

- 7.

Communication/Consultation	Both internal and external consultation will take place
Community Safety	Actions to raise profile of climate risks within communities
Equalities	A provisional Equalities Impact Assessment will be drafted.
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	The action plan will reducing energy consumption, carbon emissions and protect the environment
Ward-specific impacts	District wide
Workforce/Workplace	Actions to raise profile of climate risks

## Situation

8. The Climate Local Commitment is an LGA initiative established to drive and support local authority action on an increasingly changing climate. It has evolved in response to the cessation of the National Indicator set, so now rather than national targets it enables setting locally owned and determined targets. It is set up to support councils' efforts to both reduce their own carbon emissions and district wide emissions and to improve authority and community resilience to the effects of the changing climate and extreme weather. It has clear links to the key strategic priority of health and wellbeing and the socio-economic agenda in tackling the social issues surrounding fuel poverty.
9. Uttlesford District Council signed the local authority Nottingham Declaration on Climate Change back in 2006 and its commitments need updating to respond to the latest climate data and legislation changes. Our Natural Resources Management Strategy is due for review and our Local Authority

Carbon Management programme came to a close in 2013. This initiative offers a timely opportunity to build on the work that has been done to date.

What have we achieved since 2006

10. Since signing the Nottingham Declaration the Council has successfully implemented measures to reduce CO2 emissions internally by over 1162 tonnes some 31% from its 2006 baseline across our estate and operations.
11. Uttlesford joined an energy saving campaign together with 15 other local authorities. Called the Herts and Essex Energy Partnership (HEEP), the scheme offered residents discounted and free energy saving measures, including cavity and solid wall insulation, loft insulation, replacement heating systems and renewable energy technologies. Up to 50% loans for high cost energy saving measures and renewables were also available. The scheme supported both “able to pay” residents and also the “priority group”. The scheme ran from June 2009 to June 2011. During that time a total of 931 insulation measures were carried out, 37 heating measures and 18 renewable energy technologies were installed saving a total of 21,855 tonnes of carbon over the lifetime of the measures.
12. Through a planning policy on home extensions introduced in November 2005, the Council requires cost-effective energy efficiency improvements like loft and cavity wall insulation to be carried out on existing dwellings when they are extended. In this way, the extra energy that is used and CO2 that is produced by the extension is compensated for by improvements elsewhere. The policy has been successfully implemented by planning and building surveying officers since April 2006. Uttlesford were the first local authority in the UK to introduce a requirement like this and it has been held up as good practice by:
  - National Energy Efficiency Awards 2006 (Highly Commended)
  - Federation of Master Builders (2007)
  - Local Government Association (2007)
  - Parliamentary Select Committee for Communities and Local Government (2008)
  - Audit Commission (2009)
13. We have distributed energy saving lightbulbs and other energy saving devices through schemes, provided advice on saving energy to residents, all of which has contributed to reducing domestic energy costs and CO2 emissions.
14. The Council has increased its recycling rate to 54% in 2012, compared to 42% in 2006, which substantially reduces the amount of waste going to landfill and the carbon that is emitted.
15. Since 2006 Uttlesford District Council planning policy has required new homes to reach the Code for Sustainable Homes level 3 energy efficiency standard. Affordable housing has been built to the Code for Sustainable

Homes level 4 energy efficiency standard. The result of which has reduced energy consumption and water consumption for new properties in the district.

16. The Council carried out an internal climate impact risk assessment for its organisation based on 2009 UK Climate Projection data. We identified risks, which are being built into business plans and the corporate risk register, to enable the authority to build resilience in its estate and in the delivery of its services and operations to extreme climatic conditions.

#### Transport

17. Transport related emissions account for a substantial proportion of emissions both within the Council and across the district.
18. Internally we have introduced a fuel efficient waste fleet, staff have been trained with green driving techniques to reduce fuel use, cycle facilities have been provided for / staff public.
19. The Council applies planning policies to new development that discourages car ownership/use in town centre residential developments and facilities access to public transport.

#### Fuel Poverty

20. Energy efficiency measures have wider health and wellbeing implications, reducing domestic energy consumption is directly linked to tackling fuel poverty. While we have been very proactive, we urgently need to build on this energy efficiency work as we have 2012 fuel poverty figures of 9.4%, some 7849 households in our district. The Government have predicted the national figure will rise from currently 4.5m households to 8.5m by 2020. With oil, gas and electricity prices rising at over 7% a year, pushing increasing number of households into fuel poverty, coupled with the financial changes affecting low income households under the new Welfare Reform and universal credit, we recognise there is still much work to do.
21. The Council has installed Air Source Heat Pumps in 90 of its housing stock since 2006, replacing oil boilers with a cost effective heating system to reduce energy costs and carbon emission. A project is underway to install external wall insulation on the Council's solid wall houses.
22. Looking forward: Develop a new climate change strategy and action plan, coupled with a Green Deal/ECO delivery programme to target energy inefficient properties and deliver better health outcomes for residents in the district, essential to reduce cold weather related illness and winter mortality.
23. Forge stronger relationships with key partners (including NHS, public health authority, CCG, CAB, Age UK, RCCE, Parish Councils) to enable information

to be shared where vulnerable residents are identified to ensure they are able to benefit from grants and support available.

24. Work with housing providers to ensure that new affordable housing is built to the highest possible energy efficiency standard to minimise heating costs for residents, especially the vulnerable and those on low incomes.

#### Home Energy Conservation Act

25. All local authorities have a newly imposed statutory requirement starting in 2013, reporting progress on local authority internal and district wide carbon reduction measures. It also requires local authorities to set out its programme on the Green Deal and how it will tackle fuel poverty with progress to be monitored and reported to Government in future years.
26. Looking forward: A new climate local strategy and action plan coupled with the Council's delivery of the Green Deal/ECO will provide the basis for delivering the local authority requirements of HECA and provide a structure for statutory annual reporting on HECA (Home Energy Conservation Act).

#### Green Deal/Energy Company Obligation (ECO)

27. Uttlesford is working with local Green Deal/ECO delivery partners to secure funding and deliver energy efficiency measures across all tenures.
28. The outcome of this work will support local strategic priorities, including better health outcomes, carbon reduction and improving the energy efficiency of both private and public sector stock. Underpinning this is the use local contractors and installers wherever possible, creating new employment opportunities within Essex.

#### Carbon emissions

29. In May 2012 the Government department DECC commissioned a report by the Committee on Climate Change: 'How local authorities can reduce emissions and manage climate risk'. It identified that local authorities have a crucial role in contributing to carbon emissions reductions and helping the Government meet its UK carbon budgets (milestone targets for reducing carbon emissions up to 2050).
30. Looking forward: Identify further internal CO2 reduction opportunities within our estate, services and operations. Develop actions and business cases for their implementation. Identify carbon reduction opportunities in the built and natural environment that can be achieved in the district. Develop actions to implement these measures across the district.

#### Climate change impacts (floods/droughts extreme weather events)

31. The 2012 DECC report recognised that building resilience to the impacts of climate change (flooding, heatwaves, extreme weather events) must be

addressed at a local level. Local authorities have a crucial role in increasing the resilience of buildings and infrastructure in their localities, managing and extending natural resources to promote biodiversity and reduce the risk of flooding, as well as protecting their populations from the health impacts of a changing climate. The Climate Local initiative focuses councils efforts to reduce flood risks, heat stress, managing the impacts of extreme weather, manage water supply risk and protect our natural environment.

32. Looking forward: As an authority we need to build on the climate risks and adaptation measures identified for our own organisation, update these in light of more recent modelling data, share this data and identified risks with our local communities and businesses and provide support in applying adaptation measures and build resilience throughout our district.

#### Benefits of Climate Local

33. Climate Local provides a strong response to the climate change agenda, it supports economic growth by encouraging local employment in the green sector and investment in green businesses. A positive consequence of this activity is attracting firms keen to locate and operate in a sustainably responsible environment. By focusing on energy consumption and potential impacts of climate change, local businesses can reduce utility billfails and manage and plan for climate change impacts both locally as well as within their supply/delivery chains.
34. This Climate Local Commitment provides an opportunity to build on existing achievements and renew our commitment to addressing the issues surrounding climate change. This national commitment allows Uttlesford to align itself with its peers and authorities across the UK, presenting a united approach to addressing climate change. Since its launch last summer, 50 authorities have signed up to the commitment, each producing their action plan tailored to local issues and needs.
35. Key to the success of Climate Local is partnership working, both through the network of local authority partners and support of relevant organisations. The Environment Agency's enhanced role as the delivery body for climate change adaptation in England will directly support local authorities build their capacity to manage climate risks, establish business cases for action, providing evidence of local climate impacts and provide them with practical advice and guidance.

#### Drivers

36. There are a number of drivers for engaging the Climate Local initiative including:
  - 12 of the last 14 years have been the warmest globally since records began;
  - 4 of the 5 UK's wettest years on record have been since 2000;
  - Statutory local authority reporting on HECA;
  - Changes in legislation and climate data;
  - Need to build resilience from increasing changes in weather patterns;



- Urgent need to reduce carbon emissions;
- Government identification of local authority role;
- National carbon budgets, but no local targets in place;
- The Council's Natural Resources Management Strategy is due for review;
- Local Authority Carbon Management Programme ends
- Progressing the Health and Wellbeing agenda;
- Progressing the Economic Growth agenda.

#### Policy Justification and Previous Decisions

37. On 27th January 2006 the Chief Executive and Leader of the Council signed the Nottingham Declaration making a public declaration of its commitment to reduce its impact on climate change. This provided the overarching commitment across the Council to address climate change.
38. In 2007 the Council launched the Local authority Carbon Management Programme (LACM) to run for 5 years to reduce carbon emissions.
39. A new commitment and Climate Change Strategy will make a strong contribution to the achievements of the Council's Corporate Plan. This report and Strategy sets out a commitment to maintain Uttlesford's leading role in local efforts to reduce the impacts of climate change.

#### Risk Analysis

40.

Risk	Likelihood	Impact	Mitigating actions
Failure to deliver actions	Little risk as part of role and items within budget	Council reputation	Monitor actions to ensure delivery. Actions are part of staff role and items are budgeted.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



UTTLESFORD DISTRICT COUNCIL

# CLIMATE LOCAL STRATEGY AND ACTION PLAN 2015-2018



## Foreword from Councillor Susan Barker

Uttlesford District Council has been actively progressing the climate change agenda for many years. In 2006 the Council signed the Nottingham Declaration on Climate Change, in 2007 we were one of the first authorities to take part in the Carbon Trust's Local Authority Carbon Management Programme and in 2007 produced our first Climate Change Strategy followed by our Natural Resource Management Strategy.

This Climate Local Strategy replaces the former Natural Resource Strategy 2010-2013. The new strategy will cover the period 2015 - 2018, setting out our objectives and a framework for local action on climate change and energy over the next four years. We intend to lead by example, as an organisation the Council will continue to review and reduce the impact it has on the environment and that of the services it delivers in the district. We will support our residents, communities and businesses in building climate resilience to the impacts of climate change, reducing carbon emissions and costs from energy use. We will address the associated issues of fuel poverty and health and wellbeing and economic resilience. The Council will continue to work in partnership with local groups, organisations and businesses to deliver action and help the district mitigate and adapt to climate change.

Increasingly extreme weather events, both locally and globally, reinforce the case for action. The climate both locally and globally is fundamental to almost all aspects of our lives: it directly affects our ecosystems, food, water, health and wellbeing, homes, leisure, economy and trade, infrastructure and services.

The UN's Intergovernmental Panel on Climate Change (IPCC) published 2014 report on climate impact states "increasing magnitudes of warming increase the likelihood of severe, pervasive and irreversible impacts". The IPCC chairman Rajendra Pachauri commented "Nobody on this planet is going to be untouched by the impacts of climate change,"

Cllr Susan Barker  
Cabinet Member for Environment at Uttlesford District Council



# Climate Local Uttlesford District Council

Our commitment to taking action in a changing climate


We recognise that our council has an important role to help our residents and businesses to capture the opportunities and benefits of action on climate change. These include saving money on energy bills, generating income from renewable energy, attracting new jobs and investment in 'green' industries, supporting new sources of energy, managing local flood-risk and water scarcity and protecting our natural environment.

We will progressively address the risks and pursue the opportunities presented by a changing climate, in line with local priorities, through our role as:

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

In signing this commitment, we will:

- Set locally-owned and determined commitments and actions to reduce carbon emissions and to manage climate impacts. These will be specific, measurable and challenging;
- Publish our commitments, actions and progress, enabling local communities to hold us to account;
- Share the learning from our experiences and achievements with other councils; and
- Regularly refresh our commitments and actions to ensure they are current and continue to reflect local priorities.



Cllr Howard Rolfe Leader of Uttlesford District Council  
Uttlesford District Council

## 1. Introduction

The Council is committed to taking action on the issues that surround climate change. Since signing the Nottingham Declaration in 2006 we have worked on energy saving and carbon reduction both within our own organisation and across the district to tackle fuel poverty. We have worked to ensure development in the district is sustainable and building resilience to climate change impacts. Climate Local is an opportunity to build on the work that has been done to date and to put together a new plan of action to map out our future activities.

Uttlesford District Council is a predominantly rural district area with 2 market towns and a number of villages and hamlets. The towns have a number of industrial and commercial areas. The district also contains the busy international Stansted airport. The district has two key road transport routes, the M11 and the A120 and contains 6 train stations on the West Anglian main line.

Climate Local is a Local Government Association (LGA) initiative. It is a framework for local authorities to drive and support local authority efforts to both reduce their own carbon emissions and district wide emissions and to improve both authority and community resilience to the effects of the changing climate and extreme weather. It has direct links to health and wellbeing and the socio-economic agenda in tackling the social issues surrounding fuel poverty and food poverty. It also prioritises protecting local businesses and supporting the local economy.

## 2. Background

In January 2012, the UK Government published the UK Climate Change Risk Assessment (CCRA) to provide further information to policy makers on the risks and opportunities from climate change and the vulnerability of the UK. In its summary it states the following:

*"We know that the world's climate and weather is continually changing, resulting in both long and short term variability – and that these natural variations often have significant effects on our lives. We also know that over the past century there has been a trend towards increasing global average temperatures. Global temperatures are projected to continue rising, which is very likely to cause continued changes in weather patterns, rising sea levels and increased frequency and intensity of extreme weather events.*

*Evidence collated by the Intergovernmental Panel on Climate Change shows that the recent observed increases are very likely (over 90%) due to rising concentrations of greenhouse gases in the atmosphere caused by human activities. In central England, temperatures have risen by about a degree Celsius since the 1970s, with 2006, then more recently 2012 being the warmest year on record.*

*In the UK, we currently expect a shift towards increased storm events and generally wetter winters, and a greater proportion of precipitation to fall as heavy events, such as the winter 2013/14 prolonged precipitation. The UK Climate Projections published in 2009 (UKCP09) suggest that there is a greater likelihood that summers will be drier, but these projections cover a range of outcomes including wetter summers and drier winters."*



Lower Street, Stansted Mountfitchet  
(Dunmow Broadcast Feb 2014)



Elizabeth Way, Saffron Walden  
(Saffron Walden Reporter 7th Feb 14)

## A Summary of Climate Change

Sustainability East and ClimateUK have produced the document 'A Summary of the Climate Change Risks for the East of England', to coincide with the publication of the UK Climate Change Risk Assessment (CCRA) 2012.

The document identifies a number of local threats:

- Increased temperatures may lead to increased levels of mortality and morbidity due to heat exposure as the East of England is in the warmer part of the UK and so will be more affected.
- Changes in water availability, particularly reductions in the summer, may lead to increased water shortages affecting the supply for the public, businesses and industry.
- This is a significant issue for the East of England as one of the most vulnerable regions, with limited aquifers.
- Increased frequency of flooding is expected to lead to increased number of deaths, injuries, damage to buildings and infrastructure and loss of business continuity.

## Drivers

There are numerous drivers behind the Council's need to develop the strategy and implement its actions:

- 12 of the last 14 years have been the warmest globally since records began;
- 4 of the 5 UK's wettest years on record have been since 2000;
- Prolonged precipitation storms and floods of summer 2012, 2013 and 2014;
- Statutory local authority reporting on Home Energy Conservation Act;
- Potential for energy shortages from 2015 onwards;
- Progressing the Health and Wellbeing agenda;
- Supporting the local economy, local businesses and employment;
- Meeting Corporate priorities;
- Changes in legislation and updated climate data;

- Need to build resilience from increasing changes in weather patterns;
- Need to reduce carbon emissions;
- Government identification of local authority role in tackling climate change and
- National carbon budgets, but no local targets in place.

Changes to our climate will affect parts of our community and economy in different ways. For example, there may be direct local agricultural economic impacts on food yields or crop choice in our district which is predominantly rural. Beneficially, hotter summers are expected to increase visitors to the district and revenue from outdoor tourism. There may also be less obvious and indirect effects. Power outages from increased storms could affect businesses, households and public services alike, causing disruption.

Reacting to current climate or extreme weather events is expensive. As an illustration of how costly this can be, the UK floods in 2007 were estimated to have cost businesses £740 million. This is on average around £100,000 per affected business, taking on average 27 weeks to return to normal operating capacity. Some did not survive at all. (Defra, 2012 CCRA, Evidence report)

The floods of winter 2013/2014 have had a significant financial impact on the insurance industry. According to the figures from the Association of British Insurers (ABI) in March 2014 "Winter floods to cost UK insurance industry £1.1bn".



St Johns Road, Stansted  
(Herts and Essex Observer 28th Oct 2013)



## Our objectives

The Council has a number of existing and emerging priorities where climate change and energy have a direct impact. These include: Protecting our environment; Improving the health and wellbeing of residents; Supporting local businesses and the local economy and ensuring that development is sustainable.

In order to address these priorities and the issues surrounding climate change, set out below are our key objectives:

- **Reduce Council carbon emissions and energy/fuel use and costs across our estate:** reduce energy costs and improve fuel security;
- **Adapting the Council to Climate Change Impacts:** Build climate resilience in our organisation, across our estate, operations and services;
- **Reduce district-wide energy consumption and carbon emissions:** Reduce energy consumption, energy costs and carbon emissions across the district for residents, communities and businesses and tackle fuel poverty to improve health and wellbeing of our residents; and
- **District wide adaptation to Climate Change Impacts:** Support our residents, communities and businesses in building resilience to changing weather

Many of the Council's current policies, strategies and plans include actions that directly or indirectly reduce the impacts of climate change, such as our Procurement Strategy, Asset Management Strategy or Local Plan. These will be supported by direct actions on the key areas identified in the objectives above. The issues and areas of action surrounding these objectives are detailed below.

1. **Reduce Council carbon emissions and energy/fuel use and costs across our estate:** reduce energy costs and improve fuel security;

There is a need to reduce energy use and carbon emissions to reduce costs and support the wider issues of CO2 related climate impacts and improving fuel security. Since signing the Nottingham Declaration the Council has successfully implemented measures to reduce its own CO2 emissions by over 1162 tonnes, some 31% from its 2006 baseline. This was achieved through a combination of energy saving measures across the estate, operations and services with the Carbon Trust's Local Authority Carbon Management Programme.

As part of DECC's (Department of Environment and Climate Change) annual reporting requirements for local authorities under the Sharing Information on Greenhouse Gas Emissions from Local Authorities' Own Estate and Operations, Uttlesford District Council collates and submits its energy use and carbon emissions setting out progress. The results are published each year on both DECC's website and the Council's website.

The Council strives to lead by example and we will continue to progress this work through introducing new measures to reduce our energy and fuel consumption, coupled with increasing green energy generation across the Council's estate.

2. **Adapting the Council to Climate Change Impacts:** Build climate resilience in our organisation, across our estate, operations and services

The Council like any organisation is subject to the effects of climate change, whether it is the direct impacts of extreme weather on the delivery of services and operations or wider impacts when procuring goods and products and long term concerns.

The Council carried out an internal climate impact risk assessment for its organisation based on 2009 UK Climate Projection data. We identified risks, which are being built into business plans and the corporate risk register. This will enable the authority to build resilience in its estate and in the delivery of its services and operations to extreme climatic conditions.

The risk register will be updated looking at recently identified impacts and reflecting any changes to services to ensure that the Council has robust measures in place to protect its assets and can continue to deliver its services for the public without interruption.

3. **Reduce district-wide energy consumption and carbon emissions:** Reduce energy consumption, energy costs and carbon emissions across the district for residents, communities and businesses and tackle fuel poverty to improve the health and wellbeing of our residents;

Energy consumption, energy costs and carbon emissions across the district for residents, communities and businesses and tackle fuel poverty to improve health and wellbeing of our residents.

Data from DECC's official statistics estimate that CO2 emissions in 2012 for tonnes CO2 per capita in Uttlesford District stood at 7.6t CO2, a reduction on previous years due to an extensive variety of factors. We are addressing this and the associated issues across a number of sectors.

Fuel poverty data in 2012 compiled by DECC using their revised methodology indicates that in Uttlesford District there are 7,849 or 9.4% of households in fuel poverty. This is the highest figure in Essex, however it is below the national average of 10.4%. Across the district we have implemented energy and carbon reduction measures in homes. Under the Council's HEEP (Heart Essex Energy Partnership) scheme over 900 energy efficiency measures were applied to residents homes, saving 7,697 tonnes carbon.

In order to continue to support residents we are rolling out the government Green Deal/ ECO (Energy Company Obligation) delivery programme to target energy inefficient properties and deliver better health outcomes for residents in the district, essential to reduce cold weather related illness and winter mortality. Residents are now offered the opportunity to reduce utility bills by switching energy provider through the Council run Essex Energy Switching scheme.

In addition to the above programme we are forging stronger relationships with key partner organisations (including NHS, public health authority, Clinical Commissioning Group, Citizens Advice Bureau, AgeUK, Rural Community Council for Essex, Local Councils) to enable information to be shared where vulnerable residents are identified to ensure they are able to benefit from grants and support available.

The Council requires the development of new build properties to meet high sustainable standards. We work with housing providers to ensure that new affordable housing is built to high energy efficiency standards to minimise heating costs for residents, especially the vulnerable and those on low incomes.

We will support the local economy by working with local businesses to reduce energy consumption and utility costs. We will encourage the growing green business sector and the creation of local skills and jobs in this industry.

We will work with external organisations, local communities and businesses to identify and develop actions and implement carbon reduction measures and renewable energy generation opportunities across the district. We will encourage businesses to take up green travel plans for their staff and fleet vehicles.

The Council has increased its recycling rate to 54% in 2014, compared to 46% in 2006. A total of 16,516 tonnes of waste was taken to landfill in 2006, in 2013 the total was reduced to 12,900 tonnes, substantially reducing the amount of waste going to landfill. We will continually strive to reduce this level.

The council has introduced split body refuse vehicles to collect different types of waste in one visit. This has the benefit of reducing vehicle mileage and carbon emissions.

4. **District wide adaptation to Climate Change Impacts:** Support our residents, communities and businesses in building resilience to changing weather;

In recent years we have experienced extreme variations in weather, extended dry spells and heavy continuous rainfall. To protect our district the Council will continue to work with the Environment Agency and local councils to prepare their communities for climate change impacts, providing advice and support.

Changing weather patterns, more frequent extreme weather and rising temperatures have direct implications on our health, and also pose challenges to the way in which the NHS, public health and social care system operates. The Council will raise awareness with residents to improving health, wellbeing and resilience in a changing climate.

The Council will be promoting and offering advice to ensure business resilience to climate change impacts. We will support local businesses in using the online Business Resilience Health Check tool providing both an audit of the business and the identification of measures to adapt to climate change impacts to ensure business continuity.

The Council will refuse unacceptable development in flood plains to avoid increasing future flooding.

### Action Plan

The action plan sets locally determined actions with comprehensive measures to deliver the objectives both within the organisation and across the district. The actions are measurable with challenging targets that hold the Council and its partners to account.



## Uttlesford District Council Climate Local Action Plan 2015-18

The Council's Carbon Emissions and Energy Reduction					
Aim	Actions	Measure	Target	Timescale	Resources
Reduce the Council's energy use and carbon emissions	engage staff to reduce carbon emissions	DECC greenhouse gas emissions data analysis collection and reporting	no increase in carbon emissions	Ongoing	staff time
	Produce statutory Display Energy Certificates (DEC's)	Measure and publish public building emissions	2 DEC's produced	October (annually)	Staff time, revenue cost for independent verification
Sustainable Transport	Continue with measures in our Green Travel Plan	Level of award (bronze-platinum)	Gold Level (Silver achieved in 204)	On-going	Staff time, other revenue funding including ECC financial support
	Continue with promotion of Cycle Scheme and implementation of the cycle strategy	Number of participants	2 per year	On-going	Staff time
Water efficiency	Identify actions to reduce water use across the estate	Actions implemented	5% reduction by 2018	On-going	Staff time



## Adapting the Council to Climate Change Impacts

Aim	Actions	Measure	Target	Timescale	Resources
Protecting the Council's estate	Investigate flood risk issue for Council estate to inform future capital investment in mitigation measures	identification of issues	produce advisory report	April 2016	Staff time
Building resilience into services and operations	Update Council's climate impact risk assessment and integrate risk mitigation into business plans	No. of business plans with measures included Update Corporate Risk Register	Business plans to include risk mitigation where appropriate	Sept 2015	Staff time

## District-wide energy reduction and carbon emissions

Aim	Actions	Measure	Target	Timescale	Resources	
Reduce energy use to address fuel poverty and health related issues and improve health and well being	Promote Essex Energy Switching Scheme	Number of participants	200 per year	January 2016	Staff time	
	Maintain Green Deal ECO scheme to improve energy efficiency in existing housing	Number of measures installed/ homes improved	100 per year	On-going	Staff time, energy company funding	
	Provide advice, support and hold events with partner organisations eg Citizens Advice Bureau, voluntary groups etc	Number of contacts made, events held etc	1,000 residents contacted	On-going	Staff time, partner organisation staff time	
	Promotion of oil clubs across the district	Number of members	15	On-going	Staff time	
	Improve the energy efficiency of the Council's housing stock	Install external wall insulation	Install external wall insulation	50 properties per year	On going	Capital investment included in HRA Capital Programme for 2015-17
		Replace oil boilers with A rated oil boilers or ASHP's (Airsource Heat Pumps)	Replace oil boilers with A rated oil boilers or ASHP's (Airsource Heat Pumps)	40 per year	On going	Capital investment Included in HRA Capital Programme for 2015-17
		Upgrade cavity wall insulation	Upgrade cavity wall insulation	40 per year	On going	Capital investment Included in HRA Capital Programme for 2015-17

Aim	Actions	Measure	Target	Timescale	Resources
	Home Energy Conservation Act (HECA) reporting	Produce report	Submit report	Annual March submission	Staff time
	Work with landlords to improve domestic energy efficiency	Number of landlord forums held	2 per year	On-going	Staff time
	Sign Council services up to Frontline referral scheme	Council is receiving and making referrals	Active participant	March 2016	Staff time
Reduce carbon emissions	Produce local authority services and support information	Level of distribution	3000 per year	On-going	Staff time, publication costs
	Distribute literature on energy and carbon reduction	Number of contacts made	3000 per year	On-going	Staff time, publication/website update costs
	Development to comply with Building Regulations	Number of low carbon properties in the district (compliance with building regulations)	All new build	On-going	Staff time
	Encourage schools to join the Eco Schools campaign	Number of schools supported	2 per year	On-going	Staff time

Sustainable Transport	Provision and promotion of electric car charging points	Number of points installed	1 per year	March 2018	Staff time, external funding
	Deliver town centre cycle rack programme	No of Installed cycle racks	5 per year	On-going	External funding
	Encourage businesses to implement their own Green Travel Plans	Number of green travel plans produced	3 per year	On-going	Staff time
Water efficiency	Work with water companies to raise awareness and benefits of installing water saving devices and adopting more efficient use of water	Number of water saving devices/water meters distributed/installed	200 by 2018	On-going	Staff time, water company funding

Aim	Actions	Measure	Target	Timescale	Resources
Economic Development (supporting the local economy)	Increase commercial installation of renewable energy in district by promoting the renewable energy technologies, assist with planning constraints, advise on funding/revenue streams available	Number of businesses supported	5 per year	On-going	Staff time
	Develop Energy Switching Scheme to help SME's reduce energy costs	Number of participants	10 per year	Ongoing	Staff time
Reduce waste/increase recycling	Maintain level of recycling and improve quality of material collected	Raise public awareness	Tonnage of waste diverted from landfill	Ongoing	Staff time and existing waste budget

District wide adaptation to Climate Change Impacts					
Aim	Actions	Measure	Target	Timescale	Resources
Mitigate against climate change impacts (flooding, extreme weather events, storms, high winds and heat waves)	Support local community resilience plans	Maintain local community resilience plans – No. of parishes with plans in place	Annual updates completed	Ongoing	Staff time, local Councils
	Implement countywide community resilience workshop training	Number of plans produced and parish council/town councils trained/supported	Train all councils	Annual programme	Staff time
	Maintain district and community risk register	Mitigation of risks within district	To make sure district and parishes have identified risks	Annual update	Staff time

Community resilience to climate impacts- health and well being	Work with local communities to raise awareness and build resilience to climate change impacts	Number of communities supported	2 per year	On-going	Staff time
	Share data between agencies, both public and private and also voluntary sectors to identify and monitor local vulnerable residents – ie property flood/storm victims	Number of residents supported during/after events	Residents supported where necessary	On-going	Staff time, partner organisation staff time
	NHS England (and Met Office) Heatwave Plan and Cold weather plan - as partner organisation promote plans across district	Promotion of plans across district	Annual update	On going	Staff time
	Work with partner organisations to ensure resilience of services to extreme weather and disruption – sharing best practice	Number of response and recovery plans produced	Plans in place	By 2018	Staff time
Natural resources	Maintain and increase tree canopy cover across Saffron Walden and Dunmow centres providing shade to mitigate urban heat island effect	Growth in tree canopy cover	3% per year	On-going	Staff time, capital investment, grant funding, land

Business resilience (protecting the local economy)	Hold events / sharing knowledge and best practices	Number of events/ campaigns	5 per year	On going	Staff time
	Support local businesses by raising awareness to build resilience to climate change impacts and utilise business climate resilience tools	Number of businesses supported	5 per year	On going	Staff time





**Committee:** Cabinet

**Agenda Item**

**Date:** 19 March 2015

**16**

**Title:** S106 Community Pot Stansted

**Portfolio Holder:** Cllr Barker

Key decision: No

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## Summary

1. The Council has approved the residential development of land at Rochford Nurseries/Forest Hall Road Stansted. As part of this approval a number of S106 legal agreements were entered into by the developers. These have provided, amongst other things, financial contributions which are intended to be used for "such leisure recreational and/or community facilities in the District of Uttlesford as arise out of or are reasonably related to the needs of persons occupying or to occupy the dwellings within the Development".

## Recommendation

2. That a maximum of £2,110 be allocated to provide three picnic benches and three litter bins at Rochford Square, subject to agreement with the developer(s) as required.

## Financial Implications

3. The funding requested will be drawn from ring fenced funds available for this purpose. There are no other financial implications arising from this report.

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

## Impact

- 5.

Communication/Consultation	The projects have been developed following community consultation.
Community Safety	None
Equalities	None
Health and Safety	None

Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	Improvements to Stansted South and Stansted North wards.
Workforce/Workplace	None

### Situation

6. The Council holds substantial funds currently totalling some £796,025, out of which £594,360 is already committed, (leaving £251,665 available) which are provided by the developers to mitigate the impact of the new development and to provide the necessary leisure, recreation and community facilities within the local area to support the development.
  
7. The projects have been considered against a range of criteria devised by officers to enable a fair assessment to be made and to ensure that the funds are used to the best advantage of the community. The criteria are:
  - Demonstrable link to Forest Hall Park residents
  - Not provided for by other S106 contributions (i.e. highways, education)
  - Delivering a community benefit
  - Charity/not for profit
  - Capital rather than revenue funding
  - Provide a balanced investment for the overall fund
  - Contribution sought proportionate to use made/likely to be made by Rochford Development residents
  - Other funds held by organisation applying should be called upon first
  - Evidence of other funding sources being investigated
  - Evidence of community consultation/ engagement carried out



<b>Total amount collected from developers</b>	<b>Funding of community schemes approved by Cabinet</b>	<b>Further allocation of funds as recommended in this report</b>
£1,403,250	£1,201,585 Total	£2,110

8. The Council has received a request from Foresthall Park Residents Association and Stansted Parish Council to allocate funds to the provision of picnic benches and bins at Rochford Square.
9. The project cost is £2,110. The proposal would provide a useful addition to the square which sites within the centre of the new development.

### **Conclusion**

13. The proposal is considered to be acceptable and will help to provide a high class facility for all the residents of Forest Hall Park.

### **Risk Analysis**

- 14.

Risk	Likelihood	Impact	Mitigating actions
Design and further investigation work on projects may reveal scheme is not feasible/viable.	1 Square constructed and space is available.	2 Scope may need to be reviewed.	Project has been designed and feasibility work has been completed.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



**Committee:** Cabinet  
**Date:** 19 March 2015  
**Title:** Meeting Broadcasting  
**Portfolio Holders:** Councillor Ranger

**Agenda Item**

**17**

Item for decision

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### Summary

1. The Council has been working with a local business Audiominutes to develop a system to broadcast meetings as they happen and also to present recordings of the meetings on an easily accessible website.
2. The system development has taken place over the last 12 months and is now at a stage where it is fully operational and ready for the Council to formally adopt.

### Recommendation

3. It is recommended that the Cabinet:
  - a) Formally adopts the use of the Audiominutes broadcasting system for meetings of Full Council, Cabinet, Planning and the Uttlesford Planning Policy Working Group.
  - b) Agrees to the use of the system at other key meetings as set out in paragraph 11.
  - c) Agrees, subject to proof of concept design and testing, to the additional enhancements as set out in paragraphs 18 and 19.

### Financial Implications

4. The enhancements as set out in paragraphs 18 and 19 can be met from existing budgets.

### Background Papers

None.

### Impact

Communication/ Consultation	An announcement is made before each meeting informing of the use of the equipment. If adopted this will be built into the standard wording on the meeting agendas
Community Safety	No specific implications
Equalities	No specific implications
Health and Safety	No specific implications
Human Rights	No specific implications
Legal implications	No specific implications

Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

## Background

5. As part of the drive by the council to make meetings more accessible it was agreed to look at implementing a system of recording council meetings.
6. Officers were approached by a local business keen to develop a system that met this requirement but that also enabled the meeting to be broadcast live.
7. Over the previous 12 months the system has been developed in partnership with Audiominutes.com and is now at a stage where it is ready to be formally adopted by the council and for the Cabinet to agree the meetings that should be broadcast.
8. Audiominutes is a registered trade mark of Confabulate Ltd. The sole Director of Confabulate Ltd and 28% shareholder is married to one of the Cabinet Members. The Cabinet member has had no involvement in the development of the system and no payment has been made to either Confabulate Ltd or Audiominutes.
9. Previous meetings can be heard by going to [www.audiominutes.com/udc](http://www.audiominutes.com/udc). By clicking on the relevant meeting you are presented with a toolbar to play the meeting. It is possible to move to specific agenda items from the drop down list.
10. Live meetings are also broadcast and can be listened to from the above webpage.
11. The trials have been conducted on the following meetings and it is recommended that these are now formally adopted as meetings to be broadcast.
  - a) Full Council
  - b) Cabinet
  - c) Planning
  - d) Uttlesford Planning Policy Working Group
12. In addition it is proposed that additional key meetings are broadcast. These would include:
  - a) Performance and Audit for both the draft accounts meeting and the final accounts meeting.
  - b) Scrutiny for specific items such as the final feedback on the independent review of the Local Plan process.
13. Each meeting has a 'listened to' count. Since it was introduced the average listeners for each meeting is as follows:
  - a) Full Council 102 (4 meetings)

- b) Cabinet 62 (6 meetings)
- c) Planning 85 (7 meetings)
- d) Uttlesford Planning Policy Working Group 61 (2 meetings)

14. The system broadcasts via the in-house microphones and therefore meetings to be broadcast must use the microphones.
15. A recent Cabinet meeting was held in Great Dunmow and the meeting was successfully broadcast using the portable element of the microphone system.
16. As a contingency in case of broadband failure the meeting also records to the tablet device that operates as the console. This ensures that there will always be a copy of the meeting available.
17. The console has an easy start/stop function which ensures that in the event of a Part II discussion the broadcasting and local recording can be easily terminated.
18. The system is dynamically linked to the council committee management system (CMIS). The council is currently exploring the option of embedding the voice files directly into the CMIS product. This work would be undertaken by a third party not related to Confabulate Ltd or to any of its directors. This would have a cost in the region of £500.
19. The final enhancement that is currently being explored is linking the microphone system dynamically to the audio broadcast and recording so that prior to speaking the system will announce the name of the Member about to speak. Again this has a cost in the region of £500 and the work would be undertaken by a third party not related to Confabulate Ltd or to any of its directors.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The company ceases to exist and support is no longer available	1 (the product is already being marketed and a number of clients signed up)	3 (the system is straightforward and could be developed and supported by council ICT staff)	Confabulate Limited have agreed to place all the source code and supporting documentation in 'escrow' such that, if necessary, UDC could potentially engage with an alternative IT provider to take over the operation of the system

