

# Additional papers 1



## Overview and Scrutiny Committee

Thu 9 Jun  
2022  
6.30 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

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# Overview and Scrutiny

Thursday, 9th June, 2022

6.30 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:

Bill Hartnett (Chair)  
Joanna Kane (Vice-  
Chair)  
Salman Akbar  
Imran Altaf  
Michael Chalk

Brandon Clayton  
Sid Khan  
Timothy Pearman  
Gareth Prosser

- 7.** Council Plan (Recovery and Restoration Plan) - (Pages 1 - 58)
- 8.** Council Tax Support Scheme - Update - pre-scrutiny - (Pages 59 - 144)
- 9.** Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme - Selecting Items for Scrutiny (Pages 145 - 158)

*This Additional Papers pack contains the most recent version of the Executive Work Programme which was published on 1<sup>st</sup> June 2022*

- 14.** Learning Online- Pre-scrutiny - (Pages 159 - 178)

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**Executive**

**June 2022**

**Council Plan Addendum 2022/23  
Recovery & Restoration Plan 2020/21**

Relevant Portfolio Holder	Councillor Matt Dormer
Portfolio Holder Consulted	Yes / No
Relevant Head of Service	Kevin Dicks – Chief Executive Officer Deb Poole – Head of Transformation, OD & Digital Services
Report Author	Job Title: Head of Transformation, OD & Digital Services Contact email: d.poole@bromsgroveandredditch.gov.uk Contact Tel: 01527 881256
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	
<del>Key Decision</del> / Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

**1. RECOMMENDATIONS**

**The Executive RECOMMEND that:-**

- 1.1 The Council Plan Addendum 2022/23, as set out in Appendix 1, be approved and included alongside the current RBC Council Plan 2020/24 (Appendix 3);
- 1.2 The Recovery and Restoration Plan 2020/21, as set out in Appendix 2, be agreed and closed.

**2. BACKGROUND**

- 2.1 The Covid-19 pandemic has required an unprecedented response from the Council. Even though the requirement to respond to the pandemic is reducing in 2022, the impact of Covid will likely be felt for many years. As a consequence of this ongoing impact, a review of the Council Plan 2020/24, attached at Appendix 3, was undertaken in 2021. A workshop was held with the Corporate Management Team and the Executive to ensure the Council's strategic purposes and priorities remained relevant in a post Covid world and to consider any new areas of focus brought about by the pandemic.

The findings from the review have been used to form a Council Plan Addendum for the period 2022/23. The attached Council Plan Addendum, at Appendix 1, takes the impact of changes brought about by the pandemic into consideration and is designed to work alongside the already approved RBC Council Plan 2020/24. This report asks Members to approve the Addendum document and to agree to it being included alongside the existing Council Plan.

- 2.2 The current Council Plan 2020/24 was built around five long term strategic purposes which are underpinned by a set of key priorities. These strategic

purposes have not changed as a result of the addition of the Addendum document. The strategic purposes in the Council Plan 2020/24 are:

- Run and Grow a Successful Business
- Finding Somewhere To Live
- Aspiration, Work and Financial Independence
- Living Independent, Active and Healthy Lives
- Communities which are Safe, Well Maintained and Green

The priorities set out in the Council Plan 2020/24 are:

- Economic Development and Regeneration
- Skills
- Improved Health and Wellbeing
- Housing Growth
- Community Safety and Anti-Social Behaviour
- Financial Stability
- Sustainability
- High Quality Services

- 2.3 As the Council Plan 2020/24 was developed prior to the Covid pandemic it is appropriate to have reviewed the previous priorities to determine if any have changed as a result of the crisis. By considering what matters to our residents and the impacts of the pandemic, it became clear that the existing priorities underpinned by a set of revised focal points and milestones would continue to be fit for purpose. It is envisaged that the Addendum document will sit alongside the approved Council Plan to provide an enhanced framework for delivery. The Council Plan Addendum priorities are:

- Economic Development and Regeneration
- Housing Growth
- Work and Financial Independence
- Improved Health and Wellbeing
- Community Safety and Antisocial Behaviour
- Green Thread
- Financial Stability
- Organisational Sustainability
- High Quality Services

Whilst the majority of these priorities can already be found in the current Council Plan there is one noticeable change around the Green Thread. Whilst the Green Thread is present throughout the current Council Plan it is now more prominent with its own set of focal points. The Council Plan Addendum is designed to provide an intermediary position ahead of a full review of the Councils long term priorities in 2024.

- 2.4 The Recovery and Restoration Plan 2020/21, attached at Appendix 2, was put in place as a response to the pandemic when it began in early 2020. Over the course of the last two years the actions in the plan have been delivered and

**Executive**

**June 2022**

completed. The details of the completed actions undertaken to deliver the Recovery and Restoration Plan have been included in the attached document. However, it should be noted that the updates to the actions were completed in late 2021 and have not been updated again since. The plan, therefore, provides details of activity up to that point in time.

**3.0 FINANCIAL IMPLICATIONS**

3.1 None

**4.0 LEGAL IMPLICATIONS**

4.1 None.

**5. STRATEGIC PURPOSES - IMPLICATIONS**

**Relevant Strategic Purpose**

5.1 The Council Plan and Council Plan Addendum define the councils strategic purposes and key priorities for the years ahead. It impacts on all aspects of the business of the council and the services provided to our residents.

**Climate Change Implications**

5.2 The green thread has been highlighted as a priority in the Council Plan Addendum and is included throughout the entire Council Plan 2020/24.

**6. OTHER IMPLICATIONS**

**Equalities and Diversity Implications**

6.1 None

**Operational Implications**

6.2 Whilst the continuation of services to our community remains the focus of the councils activities, it is anticipated that service areas will begin to implement the focal points outlined in the attached Council Plan Addendum 2022/23.

**7. RISK MANAGEMENT**

7.1 None

**8. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – Council Plan Addendum 2022-2023

Appendix 2 – Completed Recovery and Restoration Plan 2020/21

Appendix 3 – RBC Council Plan 2020-2024

**Executive**

**June 2022**

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**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Cllr M. Dormer, Leader of the Council	May 2022
Lead Director / Head of Service	Kevin Dicks – Chief Executive Officer	May 2022
Financial Services	N/A	
Legal Services	N/A	
Policy Team (if equalities implications apply)	N/A	
Climate Change Officer (if climate change implications apply)	N/A	



## Redditch Borough Council Council Plan Addendum – Priorities 2022/23

### Introduction

Redditch Borough Council is committed to providing residents with efficient, high quality services that meet their needs. Since March 2020 and the onset of the Covid19 pandemic, Redditch Borough Council has worked closely with a wide network of partner agencies to help limit the impact of the virus and to support our residents in all of our communities.

The development of our Covid-19 Recovery and Restoration Plan, approved in 2020, provided a focus on actions to improve for the future beyond Covid-19. This plan outlined the major initiatives that the Council would deliver both during the crisis and after it, as our communities begin to recover.

The Covid-19 pandemic has required an unprecedented response from the Council. Even though the requirement to respond to the pandemic may well be ongoing for some time, it is important to look towards recovery and to the long term return to business as usual. Whilst the Council has an approved Council Plan in place it is worth noting that this was completed before the Covid-19 outbreak. This Council Plan addendum takes the potential shift in priorities brought about by the pandemic into consideration and sits alongside the current Council Plan

Through considering what really matters to our residents and the impacts of the pandemic, we have developed nine priorities underpinned by a set of key milestones. This document outlines the Council's plan for the next twelve months. It is designed to provide an intermediary position ahead of a full review of the Council's long term priorities next year. This document sits alongside the Redditch Borough Council Plan 2020 – 2024. The key priorities are:

1. Economic Development and Regeneration
2. Housing Growth
3. Work and Financial Independence
4. Improved Health and Wellbeing
5. Community Safety and Anti-Social Behaviour
6. Green Thread
7. Financial Stability
8. Organisational Sustainability
9. High Quality Services

This high level strategic document recognises that Redditch Borough Council cannot deliver all of these priorities on its own. It will need considerable support and input from partner organisations if these priorities are to be successfully achieved. It is for this reason that the Council has determined its role in some of these far reaching projects to be categorised as either:

- **Lead** – to be the lead organisation in the delivery of the activity/project that delivers the priority.
- **Participate** – to be involved with partner agencies who will be leading the activity/project that delivers the priority.
- **Influence** – to work collaboratively with other partner agencies to persuade them to take a particular course of action/undertake a particular project.

## **Redditch Borough Council Council Plan Addendum – Priorities 2022/23**

### **1 Economic Development and Regeneration**

During 2022/23 we will set up a catalyst for local economic growth and strengthen two critical elements of our infrastructure, Redditch Town Centre and our information networks.

#### **1.1 Supporting businesses to start and grow**

##### **Progress and learning:**

Our businesses have demonstrated resilience and flexibility during the pandemic. We have seen the importance of public/private sector interactions, resulting in success for both. As we emerge from the Covid crisis, green and digital innovations will present new opportunities.

##### **Focal point:**

We will renew our emphasis on digital access, and focus on establishing an innovation test bed, utilising funding secured for a Digital Manufacturing & Innovation Centre. We will also look to utilise the Towns Fund to deliver innovative projects that improve the town centre and enhance services for our residents e.g.: development of a community hub and library.

##### **Key milestone:**

- Undertake soft market testing for potential operators and occupiers of the Innovation Centre (Lead)

##### **Success measures:**

- Take-up of grants
- Business Rates growth

#### **1.2 Regenerating our Infrastructure**

##### **Progress and learning:**

The past two years have emphasised the economic and wellbeing importance of local (a sense of place) and connection (information networks). We have secured Town Investment Plan (TIP) funding for Redditch Town Centre.

##### **Focal points:**

The Redditch Town Centre TIP programme must be progressed with energy, vision and bravery. The Council will work with technology partners to support use of information networks and mobile infrastructure.

##### **Key milestone:**

- Develop business cases for the three Town Deal projects (lead)
- Start the delivery of the Town Deal Public Realm Project (participate)
- Apply for UK/regional funds (lead)

##### **Success measures:**

- % of empty shops.
- Level of funding secured.

## **Redditch Borough Council Council Plan Addendum – Priorities 2022/23**

### **2. Housing Growth**

During 2022/23 we will accelerate the pace of affordable housing development. We will deliver on the HRA Housing Growth programme as a priority and, where possible, enable the building of market housing on our own land and the creation of additional income for the Council.

#### **Progress and learning:**

The Covid-19 experience has shown that the Council has an important role to play in the local housing sector, but best results happen when we partner with others. It has also shown us that there are solutions for homelessness.

#### **Focal point:**

We will develop a clear partnership structure and delivery plan for creative land use and affordable housing.

#### **Key milestone:**

- Agree the options and financial model to achieve accelerated housing growth and development (lead)
- Release land for development in line with the Local Plan (lead)

#### **Success measures:**

- Number of new homes - total and affordable.
- Number of new Council houses (HRA) projected to be built during 22/23.
- Number of homeless approaches.
- Number of threatened with homelessness preventions.
- Number of homeless applicants housed.
- Local housing affordability rate.

## **Redditch Borough Council Council Plan Addendum – Priorities 2022/23**

### **3. Work and Financial Independence**

In 2022/23, we will find ways to further support, engage and empower our residents to maintain / achieve financial independence.

#### **Progress and learning:**

Our Financial Independence Team will continue to help residents to gain financial independence both through short and long-term solutions. This includes advising our residents on how to manage fuel and utility costs, maximise their income, manage their personal finances, and access other specialist agency support.

The Financial Independence Team also provides access to a range of support measures for our residents (including Housing Benefit, Council Tax Support, Discretionary Housing Payments, Council Tax Hardship Payments, the Council's Essential Living Fund and Council Tax Support Scheme).

The Council will procure an energy advice service providing residents with information and advice to support them in managing and reducing their energy costs.

Our Starting Well Service will provide parents and prospective parents with comprehensive information about childcare and early years education and support eligible parents in accessing free childcare to support school readiness and to enable parents to work or return to work.

We also work with our partners to support and increase the financial independence of our residents. We will work with Citizens Advice, ensuring that our residents are advised on how to deal with their financial and other related problems. We will work with Community Safety Partners in the provision of youth support interventions, focusing on the impact of Covid, building confidence, raising aspirations, and improving the life chances of young people at risk from crime and anti-social behaviour.

Our 'Home Finance Advisor' will provide a high-quality service that supports and meets the needs and requirements of our tenants who are vulnerable, struggling to sustain their tenancies and at high risk of tenancy failure.

#### **Focal point:**

We will provide quality services that help to empower residents through good financial advice, the effective coordination and signposting of services, and partnership working.

#### **Success measures:**

- Number of Financial Independence Team client contacts.
- Number of clients accessing Starting Well service.
- Number of young people with positive outcomes as a result of Enhanced Youth Support intervention.
- Number of eligible children accessing nursery funding across the borough.
- Number of households provided with energy advice.
- Number of energy rebate payments.

## Redditch Borough Council Council Plan Addendum – Priorities 2022/23

### 4. Improved Health and Wellbeing

In 2022/23 we will work with communities to help them identify and develop their strengths. We will look at ways to encourage physical movement into part of people's normal routines. We will also look to catalyse an integrated approach to care.

#### Progress and learning:

Covid-19 helped us see the importance of health and wellbeing on our community, of activity, and of the health and care system.

#### Focal points:

- **Community Development:** we will embed an Asset Based Community Development (ABCD) model that builds on the assets that are found in local communities and mobilises individuals, associations, and institutions to come together to realise and develop their strengths. Through grant funding, Community Builders within the voluntary sector will be working with local residents and existing organisations to uncover the key community assets and skills of local residents. They will assess how to build a more cohesive community that will lead to a less isolated, healthier, and more connected community, particularly as we move towards Covid recovery.

The Community Builders will focus primarily on Woodrow and Abbeydale, with a secondary focus on Winyates and Church Hill. In addition, a further post will provide support to Community Connectors from underrepresented minority groups to ensure full engagement and equality of access to the benefits of an ABCD approach for diverse communities. A 'Small Sparks' fund is available to facilitate the recruitment of Community Connectors, build capacity within the area identified and support local delivery in line with the project aims and objectives.

- **Active travel:** we will work with local people and experts to explore how we might establish a local transport infrastructure that encourages physical movement.
- **Integrated care:** we will work with local public service partners to establish an integrated care model, using a blend of professional and community led support to ensure those who most need support are properly cared for.
- **Leisure Strategy:** we will develop a Leisure Strategy for the borough.

#### Key milestone:

- Agree a plan with Worcestershire County Council concerning initiatives and funding streams for active travel (participate)
- Agree a model of collaborative work for the three themes for Redditch; obesity, frailty and mental health (participate)
- Implement new technology opportunities within the Lifeline service (lead)

#### Success measures:

- Number of Community Builders in post.
- Completion and implementation of the actions in the Leisure Strategy.

## **Redditch Borough Council Council Plan Addendum – Priorities 2022/23**

### **5. Community Safety and Anti-Social Behaviour**

Working with Community Safety partners we will implement crime prevention projects and promote community safety services to reduce the hazards and threats that result from the crime, violence and anti-social behaviour. We will also promote and support victim services that are in place to help and encourage recovery from the effects of crime.

#### **Progress and learning:**

We know that prevention is better than cure; that the stronger the bonds within and across communities, the lower the crime and nuisance. We also know that the more perspectives that can be brought to a difficult issue like safety the better will be the solutions.

This year will see the completion of the Home Officer Safer Streets Funding. Over £400k will have been spent on improvements to tackle neighbourhood crime in Woodrow. This included enhance door security, alley gating, CCTV upgrades and home security projects. 2022/23 will see the outcomes of the trials of CCTV redeployable cameras and the investment from the Police and Crime Commissioners office to upgrade other cameras. The redeployable cameras will be embedded into the service with the ability to respond to hot spots of concern and be a tool in reducing crime and disorder across the Borough.

Covid impacted disproportionately on adolescents. Grant funding was secured to support this cohort in the aftermath of the pandemic through the provision of youth work across the Borough Council.

#### **Focal points:**

- **Relationships:** we will work to enable stronger networks of relationships within and across communities.
- **Young people:** we will strengthen our youth offer, to prioritise outreach and mentoring approaches, targeting provision directly to young people at risk of perpetrating or becoming a victim of crime alongside supporting mental well-being and personal resilience.

#### **Key milestone:**

- Clear and agreed ABCD model (participate)
- Fully deployed youth support model (lead)

#### **Success measures:**

- Number of young people engaged through Detached/Outreach youth work.
- Levels of crime.
- Number of crime risk surveys carried out.
- Number of positive outcomes as a result of Safer Streets Woodrow project.

## **Redditch Borough Council Council Plan Addendum – Priorities 2022/23**

### **6. Green Thread**

There will be a renewed focus on innovation as we play our part in the response to climate change and biodiversity challenges. Working with partners across the region, including the LEPs and the Waste Partnership, we will explore the possibilities of bringing new technologies to bear on our fleet but also how new technology can help us deliver greener and more efficient systems internally. We also need to maintain work around waste minimisation and maximising recycling, particularly around recycling quality and the implications of the new Environment Bill.

#### **Progress and learning:**

We were able to achieve radical change in response to the pandemic; we can do the same in response to climate change and biodiversity challenges.

#### **Focal points:**

- Innovation (lower carbon solutions)
- Travel (less and sustainable)
- Reducing waste and increasing recycling.

#### **Key milestones:**

- To identify alternative fuel requirements for fleet and revise the capital replacement programme for the Council's fleet subject to any budget constraints (lead)
- Respond to Government consultation on secondary legislation on changes for Resources and Waste services (participate)
- Work with Strategic waste partnership to develop a plan to respond to the new requirements of national Resources and Waste Strategy and Environment Act (participate)
- An agreed set of focal points where the Council will act on developing the local green economy (lead)
- Commit to the development of a Climate Change Strategy (lead)

#### **Success measures:**

- Agreed a funded plan and capital replacement programme for Council's fleet subject to any budget constraints.
- Agreed plan in place to deliver new requirements of national Resources and Waste Strategy and Environment Act.
- Introduce vegetable derived diesel into the councils vehicles to reduce carbon emissions subject to any budget constraints.
- Households supported by the Council's energy advice service.

## **Redditch Borough Council Council Plan Addendum – Priorities 2022/23**

### **7. Financial Stability**

The Council's resources will continue to be constrained. In order to address this we will continue to work to ensure our people, assets and financial resources are focused on the priorities and activities that most effectively deliver wellbeing and progress for our local population.

#### **Progress and learning:**

When Covid-19 started, we moved quickly and successfully to reprioritise and redeploy in support of the crisis. We learned that we could change how we do things, and that priorities can and do change. We also learned that we can be better at understanding how we, and our partners, currently manage and exploit our assets.

#### **Focal point:**

We will work to ensure closer alignment between what we should be doing and the resources made available to do it. We will have a better sense of the assets we have and what we need, and how we can best contain unnecessary costs so that resources can be deployed where needed.

#### **Key milestones:**

- Robust Budget and Medium Term Financial Plan (lead)
- Asset Management Strategy and Plan (lead)
- Agreed HRA 30 year plan (lead)

#### **Success measures:**

- Financial performance – actuals consistent with budget.
- Increased levels of General Fund Balances over medium term.
- Towns Fund Project delivered within budget.



## Redditch Borough Council Council Plan Addendum – Priorities 2022/23

### 8. Organisational Sustainability

The Council will work to maximise the use of digital infrastructures, including cloud technologies, to enhance its support for customers. We will encourage residents and businesses to access high speed fibre and wireless technologies to deliver growth in the local economy. Ensuring the Council's infrastructure can securely process the increased demand placed on it by the expanding use of Internet of Things devices will be key to its digital success. Any new delivery models, utilising technology, must deliver improved customer service at a lower cost.

#### Progress and learning:

Covid-19 helped us to see that new delivery models are possible, delivering better customer service at lower cost.

#### Focal point:

- **Digital First:** we will ensure that all Council services are designed to exploit digital access and delivery.
- **Evidence-based design:** we will ensure all service improvement will be driven by good quality customer insight and data.
- **Hybrid working:** we will adopt a hybrid working model, to include agile working and bookable office spaces.

#### Key milestones:

- Development of corporate information management system e.g. performance dashboard (lead)
- Corporate wide use of data and information to design improved services (lead)
- Repurpose of unnecessary office space (lead)
- Increased remote/mobile working in services through utilisation of new IT (lead)

#### Success measures:

- Number of customer transactions processed online.
- Number of corporate measures accessible through the dashboard.
- % of staff able to work in an agile way.

## Redditch Borough Council Council Plan Addendum – Priorities 2022/23

### 9. High Quality Services

The Council's people are key to its long term success. We need to recruit, retain and motivate the right employees, with the right knowledge, skills and attitude to deliver excellent services and customer care.

#### **Progress and learning:**

During Covid-19, we saw how good quality, flexible and responsive people can make a real difference in both the workplace and the wider community.

We also saw how personal and community resilience, or the lack of it, can lead to an escalation of public issues.

#### **Focal point:**

- **Recruitment:** ensure that our recruitment processes enable us to attract, engage and retain a talented and motivated workforce that is responsive to change.
- **Development:** support our employees to fulfil their potential and ensure that they possess the right skills to meet future needs through access to effective learning and development.
- **Progression:** Undertake succession and workforce planning to predict potential skills gaps, develop and improve the way we work and identify the right people, at the right cost with the right skills both for now and the future. Ensuring employment and skills development opportunities are explored through the wider use of apprenticeships in service areas.
- **Prevention:** develop a proactive approach to the prevention of vulnerability in the population through improved service delivery.

#### **Key milestones:**

- Agree talent and performance plan (lead)
- Achieve minimum level of core management skills in all managers (lead)

#### **Success measures:**

- % of Personal Development Reviews undertaken each year.
- % of employees who undertake management training.
- Staff turnover rates in relation to national rates.
- Customer satisfaction with service delivery, measured through the Community Survey.

**Redditch Borough Council COVID-19 Recovery & Restoration Plan**  
**2020 – 2021**  
**Version 1.5**

## Run and Grow a Successful Business

Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner	Update
<b>Economic development &amp; regeneration</b>	Consult businesses to understand current needs, recovery and growth plans, working with partners to support business recovery and growth	North Worcestershire Business Advisor appointed by GBSLEP to engage with businesses in North Worcestershire	On-going	NWEDR	Demand for support from businesses has mainly been for Covid Business Support Grants (administered by the Business Rates Team). Businesses are beginning to focus on recovery with increasing demand for funding for skills and capital investment.
	For many strategic purposes the planning system can play a key role in contributing to recovery and restoration. For all strategic purposes, where relevant, there will be support through the timely determination of planning applications and the implementation, evidence gathering and review of the Local				
	Continue with the regeneration of the Town Centre, including the train station	Prepare a Town Centre Masterplan and Feasibility Study	Nov 2020	NWEDR	Consultants AR Urbanism completed a Town centre Masterplan in Jan 2021 focusing on several key regeneration sites. This work was incorporated into the Redditch Town Deal submission
	Ensure businesses access Government's Coronavirus Support Grants.	Ensure all appeals are responded to robustly	End Aug 2020	DR	Both completed, comms has been consistently sent out each time the scheme has changed and eligibility has changed to support and provide guidance. All appeals are responded to robustly and recorded.
	Provide businesses entering Recovery Cycle for Non-Domestic Rates with information relating to support mechanisms	Advise businesses of support available via comms Advise businesses of support available via comms	Aug – Dec 2020 Weekly / On-going	DR NWEDR	Weekly newsletter sent from NWEDR to local businesses

	Provide businesses with information on recovery support available internally and nationally. Revisions made to letters that are going out to businesses to explain debt recovery processes	<p>Work with recovery teams to ensure all businesses are provided with support and advice on debt management</p> <p>Work with other recovery officers across the Councils to ensure debt is managed holistically to provide the customer with the correct level of support</p>	<p>Aug – Dec 2020</p> <p>Ongoing</p>	<p>DR</p> <p>CFor</p>	<p>informing of support available throughout the pandemic</p> <p>Completed with advice and support provided as appropriate.</p> <p>Implementation of the Tech1 system is ongoing with bedding in. Once it is in place intend to work with Civica housing and revs and bens to pull together into dashboard</p>
	Liaise with internal partners to provide information in relation to business in arrears and delaying payments of liabilities.	Continue to circulate the weekly Business Bulletin and provide further updates from partners as appropriate.	Nov 2020	NWEDR	Weekly newsletter sent from NWEDR to local businesses informing of support available throughout the pandemic
	Look to provide incubator units or the like through the investment programme to give businesses spaces to open and operate in	Town Centre Masterplan and Feasibility study to assess the feasibility and viability of creating a Digital Innovation Centre in Redditch as part of the Enterprise & Education Quarter	Jan 2021	NWEDR	A new Digital Manufacturing and Innovation Centre was assessed through the Town centre Masterplan work by AR Urbanism, proposed on the Police Station Site which has been acquired through Town deal accelerated funding. Public consultation carried out in Nov 2020 as part of the Town Deal and the project included in the submission in Jan 2021.
	Secure a Town Deal for Redditch as part of the Towns Fund government programme	Submit a Town Investment Plan, which will form the basis of the Town Deal	Jan 2021	NWEDR	Town Investment Plan submitted Jan 2021. £15.6million awarded – June 2021

<b>Develop an economic development strategy, to include stimulating the growth of low carbon industries</b>	Develop a local economic recovery framework	Work with the Worcestershire Economic Recovery Group to ensure Redditch economic recovery needs are addressed in the county wide economic recovery plan.	Oct 2020	NWEDR	Work completed and County Wide Plan produced in September 2020
		Develop and deliver a Redditch Economic Recovery Strategy	Oct 2020 and ongoing	NWEDR	Plan produced and approved by Executive in October 2020
		There are a number of disparate programmes of support to help businesses diversify into the low carbon sector. Pull these together and promote as a cohesive whole	Oct 2020	NWEDR & Kath Manning	The ERDF funded programmes are being managed by WCC and are promoted as a suite of support
		Consider holding a local jobs fair, focusing on reskilling, including carbon friendly skills.	Dec 2020	NWEDR	NWEDR is working with Redditch Business Leaders to organise a jobs fair. Options were discussed at the 4th October meeting and a new date is to be agreed by the Business Leaders in November.
<b>Work with partners to improve digital &amp; physical connectivity (to include broadband, 5G &amp; transport infrastructure)</b>	Ensure that adequate digital infrastructure is in place to support the accelerated adoption of digital technologies by local businesses as a result of Covid-19	Work with the West Midlands 5G Company and the GBSLEP and WLEP on a 5G roll-out programme for Redditch	On-going	NWEDR	The Council has designated a Councillor as a Digital Champion to promote Redditch as a location for use of the 5G network. There is a national rollout schedule in place for 5G. The national schedule is underway with larger cities being completed first.
<b>Support local businesses to embrace new technologies in order to maximise</b>	Identify local businesses that plan an accelerated adoption of digital technologies	Work with Betaden Tech Accelerator to promote opportunities to learn about innovative technologies being developed in the county	On-going	NWEDR	Opportunities are promoted through NWEDR's business newsletter and the Growth Hubs advisors through direct

business growth, particularly in the knowledge & creative industries		Promote the new Business Recovery Grant, being administered by the Growth Hubs, which is designed to support businesses affected by Covid-19 to access new technology. Grants from £1k-£5k, available for a limited time	Due to be launched late Sept	NWEDR	engagement with local businesses.  An email / telephone campaign was undertaken to raise awareness and encourage the local businesses to apply for the grant. The fund was significantly oversubscribed.
		Promote learning and training opportunities for businesses - courses and workshops delivered by GBSLEP Growth Hub and Worcestershire Business Central	Ongoing	NWEDR	On-going – the Growth Hubs have been delivering peer 2 peer training clubs which NWEDR have promoted through usual channels and when engaging with businesses
Look to stimulate adequate supply of land & premises to enable existing & new businesses to grow	Identify brownfield sites and long term empty premises that could be redeveloped	Continue to work with the Worcestershire LEP Land supply group and private landowners and landlords to identify development opportunities in the borough.	On-going	NWEDR	Work is on-going
Strengthen the vibrancy & viability of our towns & district centres	Make the town centre a more attractive place/space to do business	Prepare a Town Centre Masterplan and Feasibility study	Nov 2020	NWEDR	Masterplan completed Jan 2021 by AR Urbanism showing the regeneration of key sites including improvements to public spaces, commercial office space, Innovation centre and Food and Beverage offer. Public Realm enhancements was a project that was prioritised within the Town Investment Plan.

	Make the town centre a more attractive place to spend free time (leisure, arts & culture, well-being)				Arts Development actively work with partners to enhance the arts and culture offer in the Town Centre e.g. Arts in Redditch Pop Up Galleries and in the summer the NHS Now We're Talking with Arts mental health and wellbeing visual arts project.
<b>Undertake a comprehensive review of Council owned assets and assess opportunities for investment privately in land and premises within the Borough with a particular focus on business centre and industrial estates</b>	Investigate alternate sources of funding to PWLB to ensure best value borrowing can be achieved to maximise the range of investment opportunities and returns to the council	Ensuring that the council is compliant with guidance when accessing these funds	Ongoing	CFor	Preliminary Investigations confirmed that (improved) PWLB terms remain best option currently.
	Identify partners to invest with	Revise the treasury management policy to enable all options to be made available to the council	Mar 2021	CFor	Treasury Management Strategy due an update in 2022/23.
		Review the property structure to enable asset reviews to be undertaken	Mar 2021	CFe	Director of Resources and the Head of Legal, Democratic and Property Services are working to determine level of resources required. External support has been sought in this.
		Develop asset management strategy	Mar 2021	CFe	Asset list being compiled with support from interim finance officer
<b>Support development at the Redditch Eastern Gateway</b>	Continue to support the development at Redditch Eastern Gateway	Work with developer / businesses / college to ensure opportunities for Redditch	Ongoing	NWEDR	Site is progressing well and highways works now complete. The first large employer on site has recently begun a recruitment drive
<b>Strengthen the vibrancy &amp; viability of our town &amp; district centres</b>	Work in partnership with the BID to ensure improvements in the Town	Support Revitalise Redditch in collection of BID Levy	Ongoing	NWEDR	Ongoing support provided to the BID in all areas including bid levy collection, communication between stakeholders and overlap on proposed projects. Regular meetings between BID



					Board Directors and NWEDR Regeneration Manager.
<b>Supporting businesses to start and grow within the Borough</b>	Consult businesses to understand current needs, recovery and growth plans, working with partners to support business recovery and growth	North Worcestershire Business Advisor appointed by GBSLEP to engage with businesses in North Worcestershire	Ongoing	NWEDR	On-going. Demand for support from businesses has mainly been for Covid Business Support Grants (administered by the Business Rates Team). Businesses are beginning to focus on recovery with increasing demand for funding for skills and capital investment.
<b>Regenerating our Town Centre</b>	Continue with the regeneration of the Town Centre, including the train station	Town Centre regeneration interventions to be included in the Town Investment Plan (Town Deal)	Ongoing	NWEDR	Town Centre regeneration, specifically the Railway Station Quarter, is progressing and was one of the prioritised projects that formed part of the Town Deal: Town Investment Plan submission.
	Consider what support could be provided to businesses to encourage them to the area	Investigate providing low cost loans to businesses to encourage growth and attract them to the area	Ongoing	CFor	Following consideration by the Exec Director of Resources, the risk profile of this policy is not considered to be acceptable for the Council currently.

## Finding Somewhere to Live

Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner	Update
<b>Rough Sleepers</b> To continue the legacy of having no rough sleepers in the Borough	To review and adapt work to the Housing First Model in partnership with the voluntary sector, the Police and mental health services.	To identify funding from MHCLG grants and completed claims for those helped.	Dec 2020	MB	Expanded Housing First model in place with St Pauls Hostel provided for through Rough Sleeper Initiative 3 funding.
	To work with WCC and other district colleagues on the submission of a County Next Accommodation Programme Bid.	To identify how needs can be best met to support Redditch rough sleepers and to deliver against the bid	Sept 2020	MB	Undertaken work with MHCLG and Homes England on proposal which was not taken further following advice from them.
	To identify suitable accommodation from within RBC's housing stock and ensure no-one helped in crisis returns to streets	Establish impact on the HRA	Mar 2021	MB HK	Those applicants homeless and at risk of rough sleeping have been provided temp accommodation and Housing Solutions Officers continue to work with them to obtain suitable housing.  We continue to accommodate all rough sleepers and there are currently none in the borough
	Capacity around support of all providers – financial health check to ensure continued support available	Write to agencies concerned and ask them to contact the Council with any issues	Sept 2020	MB AG	Discussions held in partnership meetings
<b>Supporting the delivery of appropriate housing in the Borough</b>	Deliver a Housing Strategy for the Borough to address the housing needs now and in the future giving consideration to the impact of Covid 19 and how the impact of crisis on the economy will impact on housing supply and demand	To work with new Govt guidance/legislation issued in response to Covid 19 To include the impact of Covid in the strategy and associated	Oct 2020	MB	Included in the Strategy presented to Executive.

	Use the Local Plan to drive development and use the Council's Housing Growth Programme to increase affordable housing.	<p>actions over the next 12/18 months.</p> <p>Contribute to the countywide housing delivery strategy.</p> <p>Work with development agents Bailey Garner and review and agree revised timelines.</p>	<p>Mar 2021</p> <p>Ongoing</p>	<p>MB</p> <p>MB</p>	<p>Multi-disciplinary Officer input via workshops.</p> <p>Officers regularly meet with Baily Garner to review ongoing development. Site works have started on Edgeworth Close and Loxley Close now in for planning permission. Work to bring the next package of sites forward to be undertaken</p>
	As part of the 'Change Programme' the R&M Business Support Team trial of working differently was originally planned to start in March 2020. Due to Covid 19 restrictions the trial is planned to restart in September 2020.	<p>The trial is expected to resume in Sept (Covid situation allowing)</p> <p>Deliver the Housing, Tenancy &amp; Advisory Service improvement plan including structure, approach and process to housing and neighbourhood management and housing options</p> <p>Consideration of the impact of rent arrears on the HRA due to Covid and identify actions to redress the impact.</p> <p>Development of an effective HRA 30-year financial plan for stock investment and work programme</p>	<p>6 months</p> <p>Mar 2021</p> <p>Ongoing</p> <p>Dec 2021</p>	<p>SP LP SD HM</p> <p>JW</p> <p>HK</p> <p>SP</p>	<p>Trail undertake4n and review of BSU included in wider inhouse team review that should be completed by end Jan 2022</p> <p>New structure implemented new staff recruited and service improvement plans are in development.</p> <p>Regular reporting and recruitment of a Housing Revenue Manager. Arrears levels, although increased initially have stabilised and believed to be remaining stable post Covid</p> <p>Work is ongoing with Finance to refresh the plan following receipt of the Stock Condition Survey results</p>

		that will keep all RBC properties in good condition and compliant with statutory legislation.  Ensure an active asset management regime is in place, that identifies properties which have poor social, economic or environmental performance and either improve them or replace them with properties which are fit for purpose.	2022	SP	An Asset Management Strategy is being drafted for Executive Committee in Feb 2022. This has been delayed to ensure finances can match the strategy.
<b>Support people to help prevent homelessness</b>	Look at any newly emerging homelessness prevention initiatives across West Midlands and explore new ways of working locally	Utilise new ways of working to change working practices	Oct 2020	MB	Ongoing through the work and actions of County-wide Partnership
	Develop the proactive Rent Management system.	Procure and implement the new system	Jan 2021	HK	In progress. implemented as part of the wider Housing CX system.
	Develop a cross cutting and end to end pre tenancy and tenancy sustainment service across social and private rented sectors	Review the current service	Dec 2020	HK MB	Will be delivered through a service improvement plan which is due to commence now new structure in place
	Develop strategy to prevent recourse to legal enforcement options for rent arrears except for the most serious cases where all other interventions have failed	Identify potential funding from grants	Dec 2020	MB	Strategy and actions are being developed across Worcestershire Partnership
<b>Work with tenants across sectors to understand their needs</b>	To consider the findings from the community survey	To develop actions in response to the survey results	Dec 2020	HK	Findings are being built into the housing service improvement plan and this includes a focus on future methods of tenant participation.

<b>Work with developers to deliver more homes utilising renewable technologies</b>	<p>To continue to work with developers to promote upfront investment for long term savings and acknowledging that developers may focus on must-haves and reduce spend on energy efficiency</p>	<p>Monitor post Covid 19 development proposals for new build and influence to achieve this priority</p>	Ongoing	MB	<p>Meeting to be arranged with local developers to understand issues they have with increasing energy efficiency measures.</p>
	<p>Work with the LEP and other national organisations to ensure maximum grant funding for these areas is accessed to make it more affordable for developers to do this</p>	<p>Consider and bid for new energy grant schemes as they are announced including the Green Homes Grant</p>	Ongoing	MB	<p>LADS1a currently progressing but there are issues regarding lack of materials to labour to undertake works increasing costs and effecting £10k average spend per dwelling. Application for LADS 2 funding has been submitted to carry on with this work.</p>
	<p>Government guidance on improved green credentials</p>	<p>by Building Control and advised upon wherever possible staffing resources</p>	Now	AW	<p>Building Regulations are subject to change nationally and all changes have been implemented at the local level.</p>

## Aspiration, Work and Financial Independence

Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner	Update
<b>Skills for the future</b>	Undertake a skills audit with partners & work together with them to address any gaps	Work with WCC who are leading on the “Creating our Future Workforce” campaign including the skills show and Careers & Enterprise Company	Ongoing	NWEDR and Partners	Worcestershire LEP Local Skills report published in April 2021 Link: <a href="https://www.wlep.co.uk/Worcestershire-Local-Skills-Report">Worcestershire Local Skills Report - Worcestershire LEP (wlep.co.uk)</a> In addition, WCC are in the process of commissioning a digital skills strategy for Worcestershire
		Work with partners to see what the needs are in terms of skills	End Nov 2020	NWEDR	Proposal to undertake a county wide skills audit to assess employers' needs post-pandemic (short-term and longer term) with WLEP and WCC. Decision on whether the undertake the audit on a county wide basis or North Worcestershire basis to be made in November.
<b>Supporting young people to gain the skills they need</b>	Support schools & HOW College to link students to local employers (Note a number of schemes have been launched to help address the effect of the economic downturn on Young People – apprenticeship grants, traineeship grants and kickstart (6-month placements)  Understand the partnerships that are already in place	Work to promote the availability of schemes and, in addition, continue to deliver the ‘Opening Doors to Business’ initiative alongside partners	Ongoing	NWEDR and Partners	Most of this activity was paused during the pandemic. The annual skills show was cancelled (March 2021) and whilst Opening Doors to Business is still live, schools and businesses are not undertaking visits. However, ‘virtual visits’ are now being considered as an alternative approach
		Arrange meetings with high schools and HOW to establish their current links with schools	End Nov 2020	NWEDR	

<b>Support schools &amp; HOW College to link students to local employers</b>	Support schools & HOW College to link students to local employers	Work to promote the availability of schemes and, in addition, continue to deliver the 'Opening Doors to Business' initiative alongside partners	Ongoing	NWEDR and Partners	Most of this activity was paused during the pandemic. The annual skills show was cancelled (March 2021) and whilst Opening Doors to Business is still live, schools and businesses are not undertaking visits. However, 'virtual visits' are now being considered as an alternative approach
<b>Work with businesses to utilise the apprenticeship levy &amp; increase the number of apprenticeships</b>	Ensure that the council maximises the levy by taking on the full cohort of apprentices which can be funded through the levy the council pays. In addition, review if the council wants to utilise other organisations levy payments to further increase this number	4 <sup>th</sup> tier and HOS to undertake a session to identify how training can be funded from the levy in the future	End Dec 2020	BT PS (HR)	Completed. The levy is now being used to support improving managerial skills across the organisation.
<b>Provide support to people to enable them to access employment opportunities in digital &amp; low carbon industries</b>	Promote the support available through the Worcestershire Jobs Match programme and GBSLEP Employment triage programme	Promote GBSLEP skills hub, when launched	Ongoing	NWEDR and Partners	Ongoing promotion through North Worcestershire Business Advisor
<b>Support residents to manage their finances, including working with schools on money management</b>	Development of rent management system and tenancy sustainment team to include money advice and debt relief	Procurement and implementation of the new system	Jan 2021	HK	Money advice delivered – recruited 2 officers into new structure and development of service commenced
	Promote the work that the FIT team do, as part of this create stronger partnership working with CAB	Undertake full-service review to ensure posts are in place to deliver support	Mar 2021	LD	Review completed, restructure to follow
			Ongoing	LD	Underway

	Improve website to include budgeting tips and tools. Get greater awareness to residents.	Utilise accessibility project to improve website and improve information available online			
	Work with DWP to identify support to jobseekers/ advice re benefits	Liaise with partners (eg CAB) to identify the support and signposting that they can give	Ongoing	LD	Ongoing
	Provide Taxpayers in arrears and failing to maintain CT payments with information in relation to support available.	Develop script of support advice to customer service teams	Ongoing	DR	This is done as part of the process with advice given as appropriate.
<b>Ensure people get the benefits they need</b>	Development of rent management system and tenancy sustainment team to include money advice, financial inclusion and debt relief	Procurement and implementation of the new system	Jan 2021	HK	As above
	Develop a communications plan so Council tenants are aware of what benefits and support they are entitled to.	Implement the communications plan Liaise with comms to ensure the signposting and social media is up to date	Ongoing	LD	Completed
	Be prepared for potential spike with regards to furloughed workers – unemployment, UC claims, HB/CTR claims.	Arrange quarterly meetings with DWP to understand impact of Covid on benefit take up and unemployment Restructure to be implemented to ensure staff resource is sufficient to meet demand.	Oct 2020	LD	Monitoring the situation, will respond as appropriate
	Optimise spending of DHP budgets to those in need.	Regular meetings with Housing officers to monitor level of spend/staffing.	Ongoing	LD	Ongoing



	Liaise with foodbanks on their capacities and demand, can we assist through ELF and Food Vouchers	Partnerships in place to provide food and essential items- funding to be secured from County	Ongoing	LD	Completed
	Simplify CTR scheme for 2021/22	Present revised scheme to Exec, O&S & Council .	Sep 2020	LD	Completed and the new CTR banded scheme was implemented in April 2021

## Living Independent, Active & Healthy Lives

Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner	Update
<b>Improving health &amp; well-being</b>	To promote the Lifeline well-being checks	To work with communications to promote the benefits of the Lifeline Well-Being checks	Nov 2020	RN	Social media promotion of the service which saw an initial increase in the take up this service, whilst some customers then withdrew from the service once lockdown eased.
<b>Continue to support the Redditch &amp; Bromsgrove Dementia Friendly Communities initiative</b>	Continue to support this work		Ongoing	JW	Work has been ongoing.
<b>With partners, enable targeted activities &amp; initiatives to support mental well-being</b>	Work with WCC on the legacy of Here2Help to support vulnerable residents post Covid	To promote and support local communities to access the legacy of Here2Help and link this with the work of the Redditch Partnership around the 'deal' approach.	Dec 2020	JW	Here2Help is to be retained and developed as an ongoing resource
	To identify projects to support young people during Covid 19 pandemic through the Redditch Youth Providers Forum research project (£10k funding: Lottery, Worcs CC, Worcs Community Foundation)	Discuss with Partnership officer the demand / need for activities. Liaise with Sports Development and Rubicon to enable community activities to take place	End Oct 2020	Dev Service	Targeted sessions continue with an on-going switch away from virtual sessions.
		To support the work of Support Redditch and BARN's Volunteer Bureau to increase the number of	Ongoing	JW	Public Health COMF funding will support the provision of future well-being services for those residents affected by Covid

		volunteers working with VCS mental wellbeing services.			
<b>Support improved access to services that reduce social isolation (including Lifeline)</b>	Promote the Lifeline service locally and through partner agencies including self-installation during the pandemic. Develop and promote a new range of digital equipment and sensors to enhance the service user experience, including devices that will work outside of the home, encouraging independence and peace of mind when going out.	To develop a communications/marketing plan.  Monitor conversion rates to establish how many of those, that have the service for free, choose to retain the service and pay for it ongoing.	Nov 2020  Ongoing	RN  RN	Self-installation video created and widely shared. Digital catalogue completed.  6 weeks free scheme conversion in yr 20/21 there were 84 units fitted and 80 retained.
	Continue to work with WCC and Amica24 installing complex technology enabled care solutions on their behalf in Redditch. Expand the 6-week free scheme to all health and care professionals.	Review opportunities with County and health colleagues on new tele health technologies post Covid	2021	RN	Ongoing promotion with partner organisation by attending regular meetings i.e. social prescribers, frailty, etc and other regular communications.
	To consider the impact of Covid 19 on the Dial A Ride and Shopmobility services	To review the sustainability of Redditch Dial A Ride and Shopmobility with income projections and plans to work towards self- financing/ commercially viable services being severely affected by Covid 19	Dec 2020	TD	Still in recovery however services now fully open and customer usage increasing – it was agreed we would review the services in 2022 regarding increasing income and considering alternative options for Shopmobility
<b>Develop a Parks &amp; Open Spaces Strategy (including increased physical activity &amp; cycling)</b>	Provide a clear brief on what the detail of the strategy will be.	Phased approach to the work to fine tune the technical documents that would feed into the overall strategy.  Produce financial breakdown	Mar 2021 Should this be 2022	RB IKF JC	The consultants are soon to submit interim findings.  The Strategy is progressing with key analysis of data. Consultation with various stakeholders is

					currently taking place. Completion is anticipated March 2022.
<b>Enhance sport &amp; cultural opportunities offered by the Council</b>		Discuss with Partnership officer the demand / need for activities. Liaise with Sports Development and Rubicon to enable community activities to take place	Oct 2020	JC	Creative People and Places application for £850k submitted in partnership with a consortium of local organisations. Interview (short listing) secured. Awaiting outcome,
<b>Working with partners, including Rubicon Leisure, to increase activity levels in the Borough</b>	To deliver a range of activities to target the insufficiently active : 1. High and low impact exercise and creativity sessions through <u>referral pathway</u> routes GPs, physios, health stakeholders.		Ongoing	JC	<p>Exercise classes returned in May with restrictions in place. With minimal restrictions now in place we can increase capacity again. Mixed attendance levels across the board which will take a lot of time to market in order to increase participation again.</p> <ul style="list-style-type: none"> <li>Activity Referral: 1 Altered images Bromsgrove 2 The Abbey Stadium Redditch</li> <li>Strong and Steady 5 x sessions Bromsgrove 2 x sessions Redditch</li> <li>Walking for Health</li> <li>Lickey End Rec</li> <li>The Abbey Stadium Track Also training more volunteers increase delivery on 1/9</li> <li>Weekly VIRTUAL MS exercise class</li> <li>Weekly LIVE COPD exercise class. Plus one virtual session</li> <li>Long Covid Recovery</li> </ul>

	<p>2. Funded Positive Activities projects being delivered in partnership with community organisations including Your Ideas, RYCE, YMCA, PAZ (RSA Arrowvale), What's Your Point, Redditch Self Defence, UP Foundation, Redditch Wheels Project.</p> <p>3. Short Breaks disability projects for disabilities being delivered in partnership with Your Ideas and Redditch Road &amp; Path Cycling Club.</p> <p>4. Sport England funded Active Families programme to encourage children 5-11 and their families to get active.</p> <p>5. Working with partners to run Active Kitchen to provide food and activity to reduce holiday</p>			<ul style="list-style-type: none"> <li>• Working with British lung Foundation on provision of programme to help people recover.</li> <li>• Yogi Buggi</li> <li>• R&amp;B – to increase connectivity for moms</li> <li>• Working with Public Health towards a women's exercise group to help immigrants integrate into community</li> <li>• ESCAPE-pain</li> </ul> <p>Positive Activities projects being delivered by community organisations face to face as normal under NYA guidance. Funding has been extended until March 2023. Awaiting contract variation to be sent through</p> <p>Restarted climbing project in Bromsgrove open to Bromsgrove and Redditch residents. Looking to restart further provision in spring 2022.</p> <p>Programme started in October. Your Ideas, Redditch Hockey Club and Bodyshot Boxing engaged in the process and delivering sessions.</p> <p>Active Kitchen is now widened to look at provision for a much wider catchment. Holiday Activities &amp;</p>
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	<p>hunger and tackle the drop in physical activity levels in holiday periods.</p> <p>Support targeted activities for healthy lifestyles</p>				<p>Food Programme funded by Ready Steady Worcs. Full summer programme was delivered by partners.</p> <p>October Half Term delivery was funded by “Covid 19 Half Term Grant” through RSW where £8550 supported local community groups and organisations deliver trips, events, activities and food. Successful with Winter / Christmas HAF funding application worth £77K across Bromsgrove and Redditch where local community groups, organisations and schools are providing trips, events and activities with food for free school meal children to access during December.</p>
<b>Work with partners to address smoking &amp; substance misuse levels in the Borough</b>	Work ongoing through the partnerships		Ongoing	HB	Delivery is ongoing through the WCC commission services provider Crounston.

## Communities which are Safe, Well Maintained & Green

Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By when	Owner	Update
<b>Reducing crime &amp; disorder</b>	To consider the impact on society of Covid 19 and work with partners and service areas to ensure the Community Safety Partnership action plan reflects this.	To review and update the Community Safety Partnership action plan to contribute to the recovery of consequences from Covid 19	Mar 21	BH	NW Community Safety Partnership Plan 2021-24 produced and agreed by partners on 9 <sup>th</sup> June 2021
	Support targeted initiatives to reduce anti-social behaviour and embed the corporate anti-social behaviour policy into wider service delivery utilising available ASB tools and powers	Establish a procedure to implement the new ASB Policy and to train teams accordingly	Oct 20	BH / HK	<p>Additional training and support for use of ASB Tools &amp; Powers available via an ASB consultancy network funded by Comm Safety Team. Further training and support to be provided now the new N&amp;T team are in place.</p> <p>HK: Also developed PEG process for ASB which feeds into monthly partnership meetings – ASB training and development being delivered to all officers</p>
<b>Work with partners, schools &amp; communities to reduce crime &amp; the fear of crime</b>	Env Services to support Community Safety/Housing etc in addressing issues relating to crime/disorder/ASB by managing the built environment and soft landscaping appropriately.	Review capital programme for potential future capital investment for improvements.	Ongoing	GR CW DK	<p>A £25K capital hedge and shrub removal project was undertaken earlier this year.</p> <p>ENV Services is supporting Community Safety in the delivery of the Safer Streets project which is enabled by external capital funding.</p> <p>£430k Safer Streets 2 – Community Safety funding from the Home Office will provide significant capital investment in Woodrow to</p>

	Ensure effective Parking Enforcement, via the SLA with Wychavon, covering both On and Off-Street contraventions.	Continue working with County Highways, Police & Schools.	Ongoing	GR KH	improve physical and environmental issues facilitating crime, disorder and ASB  Continue to work closely with Wychavon to ensure effective enforcement is carried out within the borough.
	Through the Community Safety Respect Schools Programme, continue to work with partners and provide additional support for young people affected by the impact of Covid 19	Identify funding opportunities to sustain and continue to deliver the Respect Programme	Jan 2021	BH	£83k Additional Containment Outbreak Management Fund (COMF) allocation secured to expand Respect programme and other enhanced youth support projects in Redditch
	Establish & maintain regular partnership meetings to discuss at risk tenants including police and mental health.	Develop an ASB case management system & improvement performance management. Deliver a structure with smaller patch sizes for Neighbourhood Officers to increase visibility and stake holder on local neighbourhoods.	Dec 2020	HK	In progress as part of the new structure and associated service improvement plans. A PEG process has been developed for ASB which feeds into monthly partnership meetings
<b>Review services to understand how we can adapt to address the implications of climate change</b>	To consider the impact of Covid 19 on this commitment	Review the priorities for Climate Change across the Borough  Review of technologies, innovation and funding	Dec 2020  Dec 2020	SH, GR JW  GR JW	Formal inclusion of aims and actions being built into the review of the Council Plan. Heads of Service working with Lead Members and Working Groups to develop priority action plans. Training and awareness raising sessions ongoing for officers and Members.



<b>Improve targeted environmental enforcement</b>	Define Council priorities regarding environmental enforcement, and then review existing arrangements and alternative models available either through partnership with adjacent LA's, or Private Sector as a commercial arrangement.	Review enforcement arrangements and impact of Covid 19, e.g. on fly tipping, and new resources/new model of working may be required. Review of council enforcement arrangements, across priority areas.	April 2021	SH	Internal review undertaken. Ongoing dialogue with Worcs Regulatory Services. Support and expertise sourced from Wyre Forest Enforcement Team.
	Identify effective responses to environmental crime activity to identify perpetrators and take appropriate enforcement action to reduce/ prevent further offences, utilising available ASB tools and powers.			GR JW	Training, support and advice around the use of the 2014 ASB Tools & Powers is available via Community Safety and their membership of a national ASB consultancy network which is open to all service area with enforcement responsibilities. Possible alternative for delivery of Env Enforcement is currently being explored with WRS
				RB	Further resource has been allocated to the Planning Services Enforcement function and WRS has been engaged to assist with monitoring as required. Although there is a heavy case load there are currently no environmental crime cases within Planning Services.
<b>Understand the different needs of our local areas in</b>	Fully utilise demand data to understand local/community needs and priorities enabling a continuous	To procure and implement new Environmental Services IT system	Sept 2021	GR CW	The new Abavus system is currently being developed with an anticipated go live date of November 2021 for Bulky

<b>order to keep them clean &amp; tidy</b>	review of resource requirements and to develop suitable work programmes.				collections, Place work will go live in Dec 21/Jan22 and Waste is planned for go live in Mar/Apr 22
	<p>Deliver a structure with smaller patch sizes for Neighbourhood Officers to increase visibility and stake holding on local neighbourhoods.</p> <p>Work with capital and programmes / environment teams to deliver a comprehensive neighbourhood management service with full regard to maintenance services and health and safety</p>	<p>Additional resources may be required to address ASB reports that do not fit into specific service areas enforcement remit.</p> <p>Implement service charging to maximise the income streams to HRA</p>	<p>Dec 2020</p> <p>Dec 2020</p>	<p>JW HK</p> <p>HK</p>	<p>In progress as part of the new structure and associated service improvement plans.</p> <p>Working with Simon Parry and our new Neighbourhood and Tenancy Manager to deliver the comprehensive neighbourhood management services and on health and safety aspect.</p>
<b>Explore the options to reduce residual waste, increase recycling &amp; maximise the efficiency of waste collection services</b>	Campaign to increase recycling quality and quantities with residents but suspended due to staffing pressures and Lockdown pressures for residents related to Coronavirus.	Restart recycling quality project from Sept 2020 with direct mail to households in targeted areas	Ongoing	MA AM	<p>Domestic recycling campaign waiting on greater security of staffing as Covid still high risk to service delivery.</p> <p>We have been actively involved with the Environment Bill consultations, which will introduce significant changes to Waste collection, and will link future education and messaging with that once the government response and regulations come out later this year.</p> <p>There will be a Countywide campaign and joint approach to this starting later this financial year</p>

## Corporate Priorities

Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By when	Owner	Update
<b>Financial Sustainability</b>	Produce & deliver sustainable financial plans	<p>Development of General Fund 4-year plan to ensure financial impact of Covid assessed.</p> <ul style="list-style-type: none"> <li>Clarify impact of Covid</li> <li>Assess prior year underspends</li> <li>Review Capital Programme</li> <li>Identify savings plans</li> <li>Review fees and charges</li> </ul> <p>Work with managers to better understand budget implications</p> <p>Recruit additional technical capacity within the finance team</p> <p>Restructure of financial services team</p>	<p>Feb 2021</p> <p>Oct 2020 Oct 2020 Jan 2021 Nov2020 Dec2020</p> <p>Sept 2020</p> <p>Aug 2020 Dec 2020</p>	CFor	<p>This was done in terms of the MTFP being set at both councils and will be updated as part of the 22/23 Budget setting.</p> <p>'Project Finance and Resources' includes plans to strengthen the Finance Team and financial management arrangements. Restructure of team completed and first phase of recruitment completed (Dec 2021).</p>
	Improved commerciality: maximising every opportunity to generate income, including review of fees & charges	Ensure that all Housing chargeable work and service charges are billed for.	Dec 2020	HK IR JS	<p>This has been delayed to 2022 – due to Civica Cx Project Plan needing to be changed in light of COVID-19 recruitment to Charging Officer post will not take place now until 2022</p> <p>A review of the Policy and processes for recharges is being undertaken. Similarly, the Leaseholder Policy has been drafted with associated processes and</p>

	Review services currently delivered to determine if they offer VFM, and if not and not legally required then consider discontinuing.	<p>Review of fees and charges</p> <p>Maximising income from more commercial services, such as Lifeline, trade waste</p> <p>Work with Members to understand priority services and assess those that are not as a priority against benchmarking to fully understand value for money and associated costs</p>	Sept 2020	<p>CFor</p> <p>CFor</p>	<p>documentation being completed</p> <p>Fees and charges reviewed each year</p> <p>Undertaken as part of MTFP setting</p>
	Undertake effective contract management	<p>Ensure that the Asprey IT asset management system, contract module is fully implemented to ensure effective contract management</p> <p>Continue to work through corporate training and development programme. Work internally to maximise efficiency and economy of scale.</p> <p>Develop comprehensive contracts register and effective contacts management through new finance system</p> <p>Targeted and bespoke departmental training and development</p>	<p>Mar 2021</p> <p>Mar 2021</p> <p>Mar 2021</p> <p>Mar 2021</p>	<p>SP</p> <p>SP</p> <p>CFe</p> <p>CFe</p>	<p>Estate pro the Stock Condition Database has been implemented. Further modules covering Asbestos Servicing and Inspection and Planned Contracts are scheduled for implementation too.</p> <p>A skills audit of posts and people has been completed to develop a training programme for the teams.</p> <p>Work continues to align contracts with new tech on system and actual spend. Final plea to HOS to ensure all spend is identified within the context of a contract and that the contracts are logged and registered with</p>

		Social responsibility policy with focus on local suppliers	Mar 2021	CFe	Carmen. Slow progress to date. We have completed the first part of this process and work closely with local suppliers to ensure that they understand the way to engage with frameworks and tendering process. Carmen working on updating the website to provide clear enabling instructions to businesses. The longer term objective to support a social responsibility policy will require investment and resources
	Manage our assets to get the best outcomes for our residents	Ensure that data validation of the stock condition survey is completed and to inform the 30-year business plan.	Mar 2021	SP	This forms part of the ongoing discussions to review the 30-year business plan.
		Determine non-performing stock which may require alternative solutions like demolition or remodelling.	Mar 2021	SP	Modelling of the effectiveness and performance of stock is ongoing
		Review use of buildings, facilities and assets	Mar 2021	CMT	
		Develop comprehensive assets management strategy and in line with the Council Plan	Mar 2021	CFe	Asset register work continues. HOS to supply list of managed assets.
		Review resource within property services to enable additional support to	Mar 2021	CFe	Interim Finance Officer working to align lists in

		be secured to develop an asset management strategy for the future			readiness for final accounting process
	Make financially viable strategic acquisitions & investments	Assess all opportunities against the financial modelling we have in place	Ongoing	CFor	Focus has shifted to delivering the circa £15m Towns Fund programme. 22/23 Capital Budget to be updated accordingly.
	Undertake a self-assessment against CIPFA's new Financial Management Code (CPC)	Undertake the self-assessment online	Feb 2021	CFor	To be completed once new team in place.
	Encourage all levels of the organisation to articulate their role clearly and succinctly in delivering financial sustainability (CPC)	Workshops and training on the new ERP system  Restructure in the financial services team	Feb 2021  Dec 2020	CFor	Workshops completed, however identified that refreshers are needed. Currently planning content.  Restructure completed.
Sustainability	Review alternative delivery models.	Will be outlined in Service Business Plans.  Assess business plans future models to enable overall council model to be established	Nov 2020	SMT CMT	Completed. Business service plans considered and endorsed for all areas by CMT including FOM proposals. Programmed review and updates quarterly to CMT. Corporate FOM debated and endorsed.
	Exploit digital technologies, enabling more automation of services through the implementation of the Digital and Customer Strategy to ensure both technology and process change. (CPC)	Develop a delivery action plan for the Digital Strategies.	Oct 2020	DP MH	The action plan has been delayed due to the work needed to implement remote working during the pandemic. The change to remote working fulfils part of the new way of working outlined in the strategy. The completion date will now be Jan 2022.

	Invest in leadership development to reinforce culture change and lay foundations for the future. ILM programme will be started later in 2020 (CPC)	Start the ILM programme later in 2020  Ensure the Apprenticeship Levy is used to cover training costs.  Ensure the first cohort focuses on 5 <sup>th</sup> tier level employees.	Oct 2020	DP BT	Completed  Completed  Completed
	Utilise external commercial expertise to ensure delivery of agreed priorities (CPC)	Ongoing support via remote working/ virtual meeting	Ongoing	GR DP	Completed
	Review key risks on the Corporate Risk Register	Regular review of the added Covid risk – financial and service	Oct 2020	CFor	Completed. Currently undertaking another review with support from Nicola Parry and Zurich.
	Review alternative delivery models	Following development of the business plans assess the new model for the council	Jan 2021	CMT	This is being considered as part of the FOM along with input from CMT.
<b>Review Resources and Services</b>	Review services to understand how we can adapt to climate change	A review of priorities and actions based on service plan proposals.	As above	As above	This is being considered as part of the FOM along with input from CMT.
	Prioritise clearly and resource accordingly (CPC)	Review post Covid	Feb 2021	SMT CMT	Executive Session undertaken and review of Council Plan in progress.
	Ensure that budget manager engagement and ownership is invested in to make self-service a success (CPC)	Workshops and training on the new ERP system Restructure in the financial services team	March 2022	CFor	Initial training delivered to budget managers. Further training required. Recruitment to finance team underway.
	Workforce planning – employee skills, gap analysis, workforce profile, succession planning etc	Create a workforce strategy in light of the ‘new normal’ after the Covid crisis. To consider the impact of remote/agile working on employee numbers/skills.	Dec 2020	DP BT	Data analysis for the current workforce profile has been completed. The skills matrix continues to be used across the organisation to identify employee skills.

		Develop improved management information for services through a renewed corporate dashboard.	July 2022	DP BG	Development is ongoing. Demo's of the beta site have been carried out to CMT. A data gathering exercise has been completed with Heads of Service to establish data needs. The new date for completion is November 2022.
	Support workforce recovery and transition to 'new normal'	<p>Determine what 'new normal' means and understand what policy changes will be needed to support new ways of working.</p> <ul style="list-style-type: none"> <li>• Deliver a remote working policy.</li> <li>• Arrange management training to develop skills for remote working and performance management.</li> <li>• Review working arrangements of whole organisation.</li> <li>• Explore flexible work arrangements.</li> </ul>	<p>Dec 2020</p> <p>May 2021</p>	<p>DP BT</p> <p>DP BT</p>	<p>Working from home surveys have been carried out with employees and managers to determine how services can work more flexibly in future.</p> <p>A first draft Agile Working Policy has been developed for consideration by CMT. A project and implementation action plan is being developed.</p>
	Capture lessons learned/details from surveys in order to assess impact of remote working.	Analyse data and pass this out to service areas.	Sept 2020	DP BT	Completed
	Review appetite for agile working post-crisis	Services to use the data to determine what their service reviews may look like. To include the future operating model, agile working etc	Feb 2021	SMT CMT	Completed
	Review HR&OD Strategy to ensure recognition and reward are encompassed within it.	Link the strategy to the business planning cycle, development of 'new normal' and workforce planning.	Dec 2020	DP BT	The strategy will be reviewed after the Agile Working Policy is in place as this will impact on the

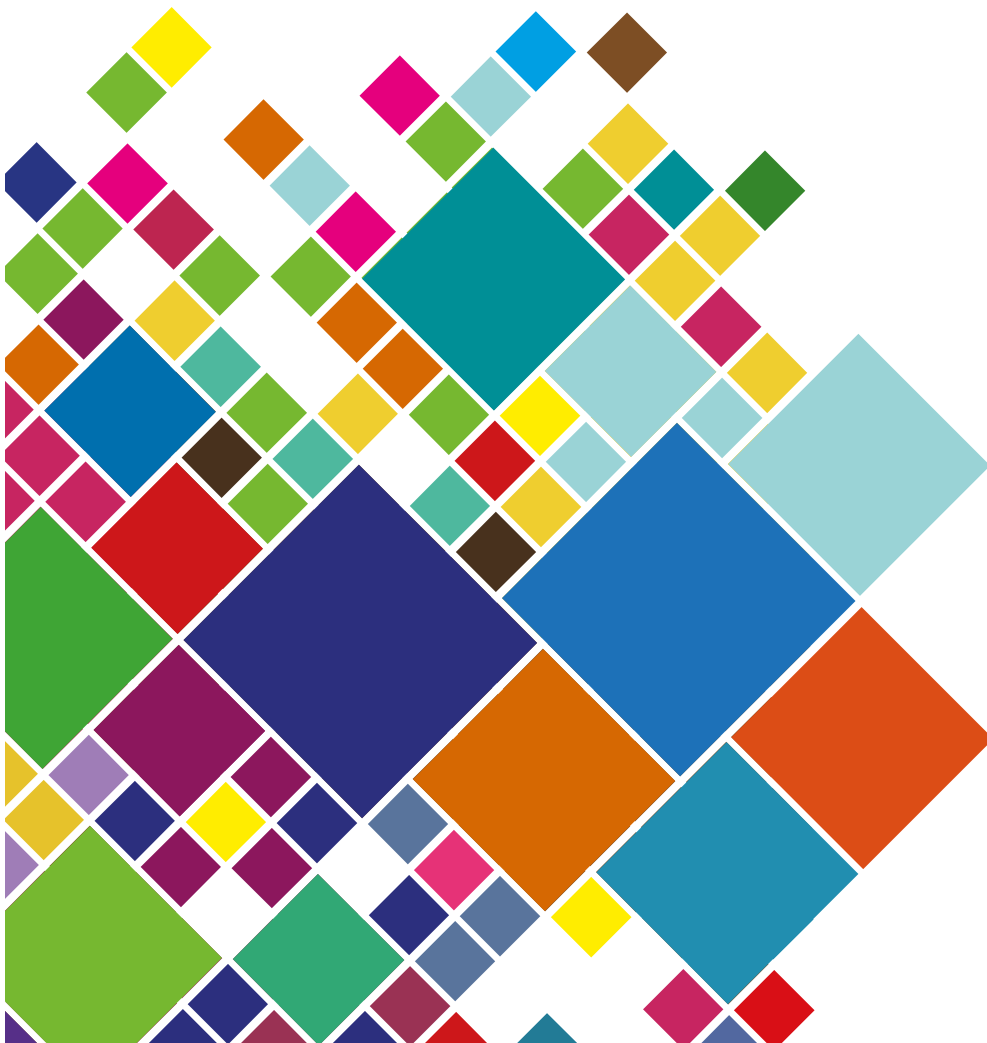


					organisations future HR needs. Jan 22
<b>Review the Council Plan</b>	Review the delivery of priorities in light of the impact of the pandemic.	Review during 2021 for the next 3 years to link in with the MTFP	April 2021	CMT	Completed Review undertaken with Executive. Council Plan review in progress.
<b>Community Leadership</b>	Explore the development of "Deal" approaches (based on the concepts / principles of the Wigan Deal).	Consider the legacy of the Covid volunteers and how they and the VCS organisations can support the "Deal" approach in terms of community assets.	Aug/ Sept 2020	HoS/ 4th Tier Managers/L SP Managers/ Policy Team	The Deal Approach has been replaced with Asset Based Community Development (ABCD) approach which will continue to help address growing health inequalities and ensure community leadership.
	Continue to work with the support networks (Support Redditch and Support Bromsgrove) and partnerships to underpin future economic and community recovery (CPC)	Undertake / co-ordinate work across Council departments and with partner organisations to create a better understanding of our most vulnerable and in need residents. Bring together data and information the Council and partners hold about vulnerable residents which can be utilised to target future resources, support, and opportunities to those most in need in our communities. This data to also be used for future planning and response in emergencies e.g. any future waves of the Covid-19 pandemic.	Sept 2020	4th Tier Managers/L SP Managers/ Policy Team	The ABCD approach has been strengthened by working with partners to: (a) appoint community builders who can in turn create and support a network of street connectors; and (b) embed the approach by supporting the delivery of ABCD training. Data relating to vulnerable people is being collated to better understand what services we offer to this group of people in our communities.
		To deliver the three consortium based projects : 1. Reimagine Redditch Consortium bid to Creative People & Places	RYPF: End Oct 20	JC	The Reimagine Redditch bid to ACE Creative People

		<p>Arts Council England fund (£1.5m) post covid recovery</p> <p>2. Redditch Youth Providers Forum projects provided through £10k covid recovery fund</p> <p>3. Delivery of consortium based approach to deliver contract with Greater Birmingham and Solihull LEP Cultural Capacity Development Fund (CCDF)</p>	<p>ACE fund tbc</p> <p>CCDF: End of March 2021</p>		<p>and Places was successful in being invited to interview with ACE in late October. We will now need to wait until December to hear if we have been successful with our bid for Redditch.</p>
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2020 - 2024

# Redditch Borough Council Plan



REDDITCH BOROUGH COUNCIL

*making  
a  
difference*

[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)



This Council Plan sets out Redditch Borough Council's priorities and actions for the next four years, guided by our five strategic purposes. It will help us to focus on the issues that are most important for the Borough and our communities.

Like many Councils, we have had financial challenges to face and going forward we will tackle these challenges head on. We are not afraid to make the difficult decisions required to provide residents with the services they need whilst focusing on robust financial planning for the future.

There is also a 'green thread' throughout this Council Plan; we are committed to addressing our environmental and climate impact and making sustainability central to how we work as a Council.

Our vision for Redditch Borough Council is to enrich the lives and aspirations of all our residents, businesses and visitors through the provision of efficiently run and high quality services, ensuring that all in need receive appropriate help, support and opportunities. We take great pride in our Borough and the communities that make it what it is. We are determined to deliver on the vision, providing services that have a positive impact for our residents and long-term benefits for the Borough.

**Cllr Matt Dormer,**  
**Leader of Redditch Borough Council**



Our vision is to enrich the lives and aspirations of our residents, businesses and visitors through the provision of efficiently run and high quality services, ensuring that all in need receive appropriate help, support and opportunities.

## Strategic Purposes

Run & grow  
a successful  
business

Finding  
somewhere  
to live

Aspiration,  
work &  
financial  
independence

Living  
independent,  
active &  
healthy lives

Communities  
which are  
safe, well  
maintained  
& green

A green thread runs throughout our purposes & priorities

## Community Priorities

### Economic Development & Regeneration

- Supporting businesses to start and grow within the Borough
- Regenerating our Town and District Centres

### Housing Growth

- Supporting the delivery of appropriate housing for the Borough

### Skills

- Supporting young people to gain the skills they need
- Working with businesses to develop skills for the future

### Improved Health & Wellbeing

- Working with partners, including Rubicon Leisure, to increase activity levels in the Borough

### Community Safety & Anti-Social Behaviour

- Working with partners to reduce crime and target the causes of anti-social behaviour across the Borough

## Organisational Priorities

### Financial Stability

- Produce & deliver sustainable financial plans
- Improved commerciality; maximising every opportunity to generate income, including review of fees & charges
- Undertake effective contract management
- Manage our assets to get the best outcomes for our residents
- Make financially viable strategic acquisitions & investments

### Sustainability

- Review alternative delivery models
- Exploit digital technologies, enabling more automation of services
- Review services to understand how we can adapt to climate change

### High Quality Services

- Enable greater digital access to our services; allowing customers to do things online when they want to, 24/7
- Conduct regular engagement with our communities
- Ensure that all in need get the appropriate help and support

# How will we deliver this plan?

## Our Purposes & Priorities

Redditch Borough Council is committed to providing residents with effective and efficient services that understand and meet their needs. Through considering what really matters to our residents we have developed six strategic purposes, underpinned by five community priorities for the next four years. Working to these purposes will help us to understand the needs of the Borough and how, together with our partners, we can improve the lives of our residents and the prospects for Redditch Borough as a whole.

## Our community priorities:

- Economic development & regeneration
- Skills
- Housing growth
- Improved health & wellbeing
- Community safety & anti-social behaviour

## Our Principles



People are the reason our organisation exists and so are at the centre of everything we do. \*People\* refers to our residents, staff, council members and partners, all of whom have importance in shaping the direction and values of our organisation.

To deliver this plan effectively we need to:

- Utilise and develop the skills of our staff
- Maintain and develop partnership working
- Understand and respond to our performance with a focus on continuous improvement

To ensure we focus on the right things for the organisation, we also have **3 organisational priorities**:

- Financial stability
- Sustainability
- High quality services

## Our Finances

The actions in this plan will inform the annual budget setting agreed by full council, ensuring that available resources (both financial and staffing) are used to deliver the council's strategic purposes and priorities. Progress reports on finance and performance will be provided quarterly to Executive.

A financial summary can be found at the end of this Council Plan.

## Our Challenges

- The financial challenge – we need to make £1.2m of savings in the next year –this will mean making some difficult decisions
- Potential further reduction in government funding
- Responding to national issues, such as the implications of Universal Credit or Brexit
- Continuing to safeguard those who are most vulnerable, and manage the increasing costs
- Managing risks
- The affordability of the local housing market
- Supporting businesses to develop and grow in the Borough
- Understanding the different community needs across the Borough
- The need for enhanced digital and physical connectivity





### Community Priority: Economic Development & Regeneration

#### • Supporting businesses to start and grow within the Borough

##### We will:

- Consult businesses to understand current needs and growth plans, working with partners to support business growth

##### How we will measure it:

- Number of businesses engaged through consultation
- Number of existing businesses supported to grow and develop

#### • Regenerating our Town Centre

##### We will:

- Continue with the regeneration of the Town Centre, including the train station

##### How we will measure it:

- Progression of key town centre development sites

We will	How we will measure progress?
Develop an economic development strategy	<ul style="list-style-type: none"> <li>• Number of VAT/PAYE registered businesses within the Borough</li> <li>• Number of new business start-ups</li> <li>• Total number of enquiries from inward investors / expanding SMEs</li> <li>• <b>Number of businesses supported to understand &amp; improve upon their environmental impact</b></li> </ul>
Undertake a comprehensive review of all Council owned assets and assess all opportunities for investment privately in land and premises within the Borough with a particular focus on business centre and industrial estates	<ul style="list-style-type: none"> <li>• % occupancy at business centres</li> <li>• Number of vacancies on existing employment sites and length of vacancy/turn around (by location/size)</li> </ul>
Support development at the Redditch Eastern Gateway	<ul style="list-style-type: none"> <li>• Map the progress of development</li> <li>• Number of businesses located on site (2021/22 onwards)</li> <li>• Number of jobs created (snapshot)</li> </ul>
Strengthen the vibrancy & viability of our town & district centres	<ul style="list-style-type: none"> <li>• Progression of district centres development sites</li> <li>• Increased engagement with arts &amp; cultural opportunities in our town &amp; district centres, including creative digital activities</li> </ul>



## Community Priority: Housing Growth

- Supporting the delivery of appropriate housing in the Borough

### We will:

- Deliver a Housing Strategy for the Borough to address the housing needs now and in the future
- Use the Local Plan to drive development
- Use the Council's Housing Growth Programme to increase affordable housing

### How we will measure it:

- Affordability ratio of cost of houses in the Borough compared to income
- Number of house commitments & completions
- Progression of strategic housing sites
- Number of affordable homes (commitments & completions)
- Number of new Council homes (commitments & completions)

We will	How we will measure progress?
Deliver the three year Housing Strategic Improvement Plan	<ul style="list-style-type: none"> <li>• Quarterly exception reporting on the actions/ measures in the improvement plan</li> </ul>
Support people to help prevent homelessness	<ul style="list-style-type: none"> <li>• Number of households accepted under the prevention duty</li> <li>• Number of households prevented from homeless through accessing the private rented sector</li> <li>• Number of households accepted under the relief duty</li> <li>• Number of homeless households accepted under the full housing duty</li> <li>• Number of households living in temporary accommodation</li> </ul>
Work with tenants across sectors to understand their needs	<ul style="list-style-type: none"> <li>• Number of people assisted by the Private Sector Housing Team</li> <li>• Number of cases assisted through formal enforcement action</li> <li>• Number of tenant involvement activities, including engagement around the tenant's handbook &amp; the recharge policy</li> </ul>
Work with developers to deliver more homes utilising renewable technologies	<ul style="list-style-type: none"> <li>• Improved energy efficiency</li> </ul>



# Aspiration, work & financial independence



## Community Priority: Skills

- Supporting young people to gain the skills they need

### We will:

- Support schools & HOW College to link students to local employers

### How we will measure it:

- Number of people who live & work in the Borough
- Wages for those who live & work in the Borough

- Working with businesses to develop skills for the future

### We will:

- Undertake a skills audit with partners & work together with them to address any gaps
- Develop a Redditch Business Leaders Group to focus on skills development

### How we will measure it:

- Number of businesses engaged through the skills audit

We will	How we will measure progress?
Work with businesses to utilise the apprenticeship levy & increase the number of apprenticeships	<ul style="list-style-type: none"> <li>• Number of apprenticeships started in the Borough</li> <li>• Number of apprenticeships completed in the Borough</li> <li>• Number of apprentices undertaking courses in the Borough</li> </ul>
Support residents to manage their finances, including working with schools on money management	<ul style="list-style-type: none"> <li>• Number of people supported by Financial Independence Team</li> <li>• Feedback on support from Financial Independence Team</li> <li>• Feedback from students in relation to money management</li> <li>• Reduction in Essential Living Fund payments</li> <li>• <b>Number of people in fuel poverty supported by the Energy Advice Service</b></li> <li>• <b>Number of Redditch Energy Efficiency grants accessed</b></li> </ul>
Ensure people get the benefits they need	<ul style="list-style-type: none"> <li>• Number of benefits claims processed &amp; accuracy</li> <li>• Number of people helped to access the right benefits by the Financial Independence Team</li> <li>• Reduction in the emergency Essential Living Fund payments</li> <li>• Reduction in the emergency Discretionary Housing payments</li> </ul>

# Living independent, active & healthy lives



## Community Priority: Improved health & wellbeing

- Working with partners, including Rubicon Leisure, to increase activity levels in the Borough

### We will:

- Support targeted activities for healthy lifestyles

### How we will measure it:

- Number of people who access targeted activities
- % of physically active adults
- Number of children & young people accessing sports development sessions

We will	How we will measure progress?
Work with partners to enable targeted activities & initiatives to support mental wellbeing	<ul style="list-style-type: none"> <li>• Number of social prescriptions for mental wellbeing support</li> <li>• Number of staff engaging with 'Time to Talk' events</li> <li>• Depression: recorded prevalence</li> </ul>
Support improved access to services that reduce social isolation (including Lifeline)	<ul style="list-style-type: none"> <li>• Number of Lifeline users</li> <li>• Number of Disabled Facilities Grants (DFGs) approved</li> <li>• Number of Dementia Dwelling Grants approved</li> <li>• <b>Number of people using Dial A Ride</b></li> </ul>
Work with partners to address smoking & substance misuse levels in the Borough	<ul style="list-style-type: none"> <li>• % of smokers in the Borough</li> <li>• Number of alcohol related hospital admissions</li> </ul>
Develop a parks & open spaces strategy (Including increased physical activity & cycling)	<ul style="list-style-type: none"> <li>• Number of activities using parks as a venue</li> <li>• Feedback from events held in parks &amp; open spaces</li> </ul>

# Communities which are safe, well maintained & green



## Community Priority: Community Safety & Anti-Social Behaviour

- Working with partners to reduce crime and target the causes of anti-social behaviour across the Borough

### We will:

- Ensure the Community Safety Partnership action plan is delivered
- Support targeted initiatives to reduce anti-social behaviour

### How we will measure it:

- Crime rate per 1000 population
- Number of anti-social behaviour reports

We will	How we will measure progress?
Work with partners to address our communities' crime and disorder concerns, ASB issues and the fear of crime	<ul style="list-style-type: none"> <li>• Number of people assisted by the Community Safety Team</li> <li>• Number of young people engaging in community safety sessions</li> <li>• Monitor use of ASB tools and powers</li> <li>• Monitor use of CCTV in the detection and prevention of crime</li> </ul>
Understand the needs of our local areas in order to keep them clean & tidy	<ul style="list-style-type: none"> <li>• Level of demand for environmental services in each area</li> <li>• Level of community participation in environmental activities (e.g. adopt an area; litter picks)</li> </ul>
Explore the options to <b>reduce residual waste, increase recycling</b> & maximise the efficiency of waste collection services	<ul style="list-style-type: none"> <li>• Total residual waste</li> <li>• <b>Total amount recycled</b></li> <li>• Number of bulky waste collections</li> </ul>

	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000
Departmental Base Budget	9,116	9,173	9,387	9,388
Incremental progression/Inflation on Utilities	132	206	281	483
Unavoidable Pressures	373	287	227	255
Revenue Bids/Revenue Impact of Capital Bids	193	173	165	165
Savings and Additional Income	- 1,127	- 841	- 846	- 816
Reserve Release	- 262	0	0	0
Efficiency Savings Rolled Forwards	1,117	1,271	1,282	1,282
<b>Net Revenue Budget Requirement</b>	<b>9,543</b>	<b>10,269</b>	<b>10,496</b>	<b>10,757</b>
<b>FINANCING</b>				
Contribution to Worcestershire County Business Rate Pool	- 2,855	- 2,899	- 2,941	- 2,986
Council Tax	- 6,241	- 6,524	- 6,857	- 7,178
New Homes Bonus	- 754	- 430	- 231	- 209
Collection Fund Surplus (Council Tax)	- 14	0	0	0
Parish Precept	8	8	8	8
Parish Precept Income	- 8	- 8	- 8	- 8
Bad Debt Provision	50	50	50	50
Investment Income	- 661	- 952	- 1,349	- 1,673
MRP (Principal)	1,004	1,159	1,249	1,610
Interest Payable	158	584	1,002	1,237
Recharge to Capital Programme	- 38	- 38	- 38	- 38
Discount on Advanced Pension Payment	- 193	- 50	- 50	- 50
<b>Funding Total</b>	<b>- 9,543</b>	<b>- 9,099</b>	<b>- 9,164</b>	<b>- 9,237</b>
<b>Current gap</b>	<b>0</b>	<b>1,170</b>	<b>1,332</b>	<b>1,521</b>

## Accessibility statement

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

**Email:** [equalities@bromsgroveandredditch.gov.uk](mailto:equalities@bromsgroveandredditch.gov.uk)  
**or phone:** 01527 548284



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**REDDITCH BOROUGH COUNCIL****Executive Committee 14<sup>th</sup> June 2022****Council Tax Reduction Scheme Update**

Relevant Portfolio Holder	Councillor Karen Ashley
Portfolio Holder Consulted	Yes
Relevant Head of Service	Peter Carpenter
Wards Affected	All Wards
Non-Key Decision	

**1. SUMMARY**

This report sets out the present scheme and the proposed consultation process for the 2023/24 Scheme.

**2. RECOMMENDATIONS****Cabinet are asked to:**

- Note the present scheme.
- Approve the proposed consultation process for the 2023/24 scheme.

**3. KEY ISSUES**

- 3.1 Council Tax Reduction (CTR) was introduced from 1 April 2013 when it replaced the central government funded Council Tax Benefit regime. From its inception, the funding available to the council from government has reduced year on year.
- 3.2 Every local authority has their own Council Tax support scheme to help residents on low incomes pay their Council Tax bill. The amount that can be claimed will depend on household income, savings, entitlement for certain benefits and who lives with in the property. If someone is eligible for CTS, the amount of support they are entitled to is used to reduce their overall Council Tax bill
- 3.3 As with the majority of authorities within England, the council has changed its scheme each year to for a number of reasons including:
  - Adjust the level of support in line with the funding available from central government; and
  - To aid administration.
- 3.4 The Council introduced a new income banded / grid scheme for working age applicants with effect from 1st April 2021 to implement a modern, future proofed scheme and reduce the administrative burden placed on the council by the introduction of Universal Credit.

**REDDITCH BOROUGH COUNCIL****Executive Committee 14<sup>th</sup> June 2022**

This scheme was presented to the Executive for approval, following consultation, on the 12<sup>th</sup> January 2021.

- 3.5 The present scheme, is set out in Appendix A. Each year the council is required to review its Council Tax Reduction Scheme in accordance with the requirements of the schedule 1A of the Local Government Finance Act 1992 and to either maintain the scheme or replace it. This scheme is in use for the 2022/23 financial year.
- 3.6 The Scheme operates for both pension credit age and working age applicants and in accordance with S13A of the Local Government Finance Act 1992 specifies the classes of person who are entitled to a reduction under the scheme and is effective from the 1<sup>st</sup> April 2021 for the period of one financial year. The guidance on the scheme runs to over 70 pages.
- 3.7 Whilst the expected costs of the scheme for 2021/22 are slightly higher, the overall level of Council Tax Reduction as a proportion to Council Tax Base has reduced significantly year on year since 2013 as shown below. The overall proposed costs level for 2021/22 is considerably lower in terms of the percentage of the taxbase than when Council Tax Reduction was introduced in 2013. The current Council Tax Reduction scheme costs was estimated to cost £5.717m in 2021/22.

Tax Year	Maximum % Reduction	Gross Council Tax £000s	Total CTR awarded £000s	CTR as % Gross CTax
2013/14	100	42,374	6,166	14.55
2014/15	80	43,571	5,272	12.10
2015/16	80	44,735	5,138	11.49
2016/17	80	46,487	5,088	10.94
2017/18	80	47,777	4,969	10.40
2018/19	80	50,312	4,913	9.77
2019/20	80	53,088	4,974	9.37
2020/21	80	55,418	5,396	9.74

- 3.8 The present number of recipients of Council Tax Support at the Council at year end was  
Pension Age - 2389  
Working Age - 3589  
The actual cost of the 2021/22 scheme was £6,119,891
- 3.9 The 2021/22 scheme had a number of features as follows:
- More support is given to those households on the lowest of incomes than in the previous scheme;
  - Changes can only be made to the working age schemes as the current schemes for pensioners is prescribed by Central Government;



**REDDITCH BOROUGH COUNCIL****Executive Committee 14<sup>th</sup> June 2022**

- The existing means - tested schemes have been replaced by a simple income grid model as shown below:

Discount Band	Discount	Single Person	Single person with one child	Single person with two or more children	Couple	Couple with one child	Couple with two or more children
<b>Income Ranges</b>							
<b>Band 1</b>	<b>100%</b>	£0 to £95.00	£0 to £150.00	£0 to £210.00	£0 to £140.00	£0 to £195.00	£0 to £255.00
<b>Band 2</b>	<b>75%</b>	£95.01 to £115.00	£150.01 to £180.00	£210.01 to £240.00	£140.01 to £160.00	£195.01 to £225.00	£255.01 to £285.00
<b>Band 3</b>	<b>50%</b>	£115.01 to £135.00	£180.01 to £210.00	£240.01 – £270.00	£160.01 to £180.00	£225.01 – £255.00	£285.01 to £315.00
<b>Band 4</b>	<b>25%</b>	£135.01 to £155.00	£210.01 to £240.00	£270.01 – £300.00	£180.01 to £200.00	£255.01 to £285.00	£315.01 to £345.00
	<b>0%</b>	Over £155.00	Over £240.00	Over £300.00	Over £200.00	Over £285.00	Over £345.00

- 3.9 The Council must now review the existing scheme, assess possible different options, and then consult on a proposed 2023/24 scheme. The review will take place over the summer with a report coming to Members in September with a number of Options which can then be approved to go out for wider consultation.

### 3.8 Consultation and Communication

As required by the legislation, the Council will consult with both major preceptors and also the public on the 2023/24 scheme.

## 4. Legal Implications

- 4.1 Schedule 1A (3) of the Local Government Finance Act 1992, states: Before making a scheme, the authority must: (a) consult any major precepting authority which has power to issue a precept to it, (b) publish a draft scheme in such manner as it thinks fit, and (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.
- 4.2 In addition, in order to set a new scheme, the Council is obliged to make a resolution by 11th March of the year prior to the scheme coming into place.
- 4.3 The purpose of this report is to set out the process for the 2023/34 scheme to be implemented with effect from 1st April 2023

**REDDITCH BOROUGH COUNCIL****Executive Committee 14<sup>th</sup> June 2022****5. Other Implications****Customer / Equalities and Diversity Implications**

- 5.1 A stage one Equality Impact Assessment will be undertaken as part of this process.

**6. RISK MANAGEMENT**

- 6.1 A full risk assessment will be undertaken of the options going out for consultation.

**7. APPENDENCES**

Appendix A – 2021 Approved Scheme

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**Redditch Borough Council  
Council Tax Reduction 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 adopted by the Council and details the Council Tax Reduction scheme for the period from 1<sup>st</sup> April 2021.

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 2021 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;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016;
- The Council Tax Reduction Schemes (England) (Amendment) Regulations 2017;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2020;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021: and
- Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

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

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;
- (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;
- (f) not have capital savings above £16,000; and
- (g) 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) 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 an income band scheme means test, which compares income against a range of discounts available. 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 **one** class of persons who will receive a reduction in line with adopted scheme. The scheme has qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within section 7 of 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 £6,000;
  - (h) not have income above the levels specified within the scheme;
  - (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 within a range of incomes specified within Schedule 1; and
  - (j) has made a valid application for reduction.

**Council Tax Reduction Scheme**

**Details of reduction to be given for working age applicants for the financial year 2021/22**

**2.0 Interpretation – an explanation of the terms used within this policy****2.1** In this policy–

‘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

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

‘application’ means an application for a reduction under this scheme:

‘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;

‘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).

‘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), Child Tax Credit (Amendment) Regulations 2014 and The Child Benefit (General) (Amendment) Regulations 2015;

‘child tax credit’ means a child tax credit under section 8 of the Tax Credits Act 2002;

‘the Children Order’ means the Children (Northern Ireland) Order 1995;

‘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;

‘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;

‘council tax reduction scheme’ has the same meaning as ‘council tax reduction or reduction’

‘council tax reduction (or reduction)’ means council tax reduction as defined by S13a Local Government Finance Act 1992 (as amended);

‘couple’ means;

(a) two people who are married to, or civil partners of, each other and are members of the same household; or

(b) a man and a woman who are not married to each other but are living together as if they were a married couple or civil partners;

‘date of claim’ means the date on which the claim is made, or treated as made, for the purposes of this policy

‘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;

(a) by notice upon or with a form approved by it for the purpose of claiming council tax reduction; or

(b) 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

(c) 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 25 or, as the case may be, 27;

‘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 2000 Act;

‘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;

‘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 14(1)(b) or article 21(1)(a) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2005(b);

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

‘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 same meaning as they have in the Jobseekers Act by virtue of section 1(4) of that Act;

‘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(a);

‘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 in section 2(5)(a) and (b) of the Regulation of Care (Scotland) Act 2001;

‘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;

‘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;

‘member of the work-related activity group’ means a claimant who has or is treated as having limited capability for work;

‘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;

‘net earnings’ means such earnings as are calculated in accordance with this scheme;

‘net profit’ means such profit as is calculated in accordance with this scheme;

‘the New Deal options’ means the employment programmes specified in regulation 75(1)(a)(ii) of the Jobseeker’s Allowance Regulations 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 sections 60C, and 61C the dwelling to which a applicant has moved, or is about to move, in which the

applicant is or will be resident;

‘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;

‘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’ means—

- (a) where an applicant is a member of a couple, the other member of that couple; or
- (b) where an applicant is polygamously married to two or more members of his household, any such member to whom he is married;

‘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;

‘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 section 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 20 or 21 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 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;

- (a) severe disablement allowance;
- (b) incapacity benefit;
- (c) 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

- (a) income support;
- (b) income-based jobseeker’s allowance;
- (c) 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;

‘resident’ has the meaning it has in Part 1 or 2 of the 1992 Act;

‘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–

- (a) an employment zone programme;
- (b) 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.);
- (c) the Employment, Skills and Enterprise Scheme;
- (d) a scheme prescribed in regulation 3 of the Jobseeker’s Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;
- (e) Back to Work scheme.

‘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

‘State Pension Credit Act’ means the State Pension Credit Act 2002;

‘student’ has the meaning prescribed in section 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–

- (a) 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;
- (b) to a person for his maintenance or in respect of a member of his family; and
- (c) 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 (Special Payments) (No. 2) Trust;

‘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;

‘Up-rating Act’ means the Welfare Benefit Up-rating Act 2013, the Welfare Benefits Up-rating Order 2014 and the Welfare Benefits Up-rating Order 2015;

‘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;

(a) as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,

(b) 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;

‘Welfare Reform Act’ means the Welfare Reform Act 2007;

‘Working Tax Credit Regulations’ means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended.

2.2 In this policy, where an amount is to be rounded to the nearest penny, a fraction of a penny shall be disregarded if it is less than half a penny and shall otherwise be treated as a whole penny.

2.3 For the purpose of this policy, a person is on an income-based jobseeker’s allowance on any day 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 in accordance with regulation 27A of the Jobseeker’s Allowance Regulations or section 19 or 20A or regulations made under section 17A of the Jobseekers Act (circumstances in which a jobseeker’s allowance is not payable); or

(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 regulation 27A of the Jobseeker’s Allowance Regulations or section 19 or 20A or regulations made under section 17A of that Act;

(c) in respect of which he is a member of a joint-claim couple for the purposes of the Jobseekers Act and no joint-claim jobseeker’s allowance is payable in respect of that couple as a consequence of either member of that couple being subject to sanctions for the purposes of section 20A of that Act;

(d) in respect of which an income-based jobseeker’s allowance or a joint-claim 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).

- 2.4 For the purposes of this policy, 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 disqualification; or
  - (b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act 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.

- 2.5 For the purposes of this policy, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.

- 2.6 In this policy, 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 Requirement to provide a National Insurance Number**

- 3.1 No person shall be entitled to reduction unless the criteria below in 3.2 is satisfied in relation both to the person making the claim and to any other person in respect of whom he is claiming reduction.

- 3.2 This subsection is satisfied in relation to a person if–
- (a) the claim for reduction 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 national insurance number that has been allocated to the person to be ascertained; or
  - (b) the person makes an application for a national insurance number to be allocated to him which is accompanied by information or evidence enabling such a number to be so allocated and the application for reduction is accompanied by evidence of the application and information to enable it to be allocated.

- 3.3 Paragraph 3.2 shall not apply–
- (a) in the case of a child or young person in respect of whom council tax reduction is claimed;
  - (b) to a person who;
    - i. is a person in respect of whom a claim for council tax reduction is made;
    - ii. is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act;
    - iii. is a person from abroad for the purposes of this scheme; and
    - iv. has not previously been allocated a national insurance number.

### **4.0 Persons who have attained the qualifying age for state pension credit**

- 4.1 This scheme applies to a person 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;
    - (a) a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or
    - (b) a person with an award of universal credit.

**5.0 Persons treated as not being in Great Britain and Persons Subject to Immigration Control****Persons treated as not being in Great Britain**

- 5.1 Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.
- 5.2 Except where a person falls within 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.
- 5.3 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.
- 5.4 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;
  - (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;
  - (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 (5) of that regulation 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).
- 5.4A For the purposes of paragraph (3), a right to reside does not include a right which exists by virtue of a person having been granted limited leave to enter, or remain in, the United Kingdom under the Immigration Act 1971 by virtue of—
- (a) (Removed by the Council Tax Reductions Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021
  - (b) Appendix EU to the immigration rules made under section 3(2) of that Act;
  - (c) being a person with a Zambrano right to reside as defined in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of that Act; or
  - (d) having arrived in the United Kingdom with an entry clearance that was granted under Appendix EU (Family Permit) to the immigration rules made under section 3(2) of that Act.
- 5.4B Paragraph (4A)(b) does not apply to a person who—
- (a) has a right to reside granted by virtue of being a family member of a relevant person of Northern Ireland; and
- would have a right to reside under the EEA Regulations if the relevant person of Northern Ireland were an EEA national, provided that the right to reside does not fall within paragraph (4)(a) or (b)
- 5.5 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);
  - (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;

- (ca) a family member of a relevant person of Northern Ireland, with a right to reside which falls within paragraph (4A)(b), provided that the relevant person of Northern Ireland falls within paragraph (5)(a), or would do so but for the fact that they are not an EEA national;
- (cb) a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020;
- (cc) a family member of a person referred to in sub-paragraph (cb), who has been granted limited leave to enter, or remain in, the United Kingdom by virtue of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971
- (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<sup>1</sup> 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 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; or
- (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).

5.6 A person falls within this paragraph if the person is a Crown servant or member of Her Majesty's forces posted overseas.

5.7 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.

5.8 In this regulation—  
 "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 Immigration (European Economic Area) (Amendment) (No. 2) Regulations 2014 and references to the EEA Regulations are to be read with Schedule 4 to the Immigration and Social Security Co-ordination (EU Withdrawal) Act 2020 (Consequential, Saving, Transitional and Transitory Provisions) Regulations 2020  
 "EEA national" has the meaning given in regulation 2(1) of the EEA Regulations;  
 "family member" has the meaning given in regulation 7(1)(a), (b) or (c) of the EEA Regulations, except that regulation 7(4) of the EEA Regulations does not apply for the purposes of paragraphs (4B) and (5)(ca);  
 "relevant person of Northern Ireland" has the meaning given in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971; and

<sup>1</sup> As amended by the Immigration Act 2014 and the Immigration Act 2014 (Commencement No. 2) Order 2014

“Her Majesty’s forces” has the same meaning as in the Armed Forces Act 2006.

**Persons subject to immigration control**

- 5.9 Persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority’s scheme.
- 5.10 A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph 5.9
- 5.11 “Person subject to immigration control” has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

**6.0 Transitional provision**

- 6.1 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 paragraph 7A.2 occurs.
- 6.2 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.
- 6.3 In this section “the Act” means the Local Government Finance Act 1992.

**7.0 Temporary Absence (period of absence)**

- 7.1 Where a person is absent from the dwelling throughout any day then no reduction shall be payable
- 7.2 A person shall not, in relation to any day, which falls within a period of temporary absence from that dwelling, be a prescribed person under paragraph 7.1.
- 7.3 In paragraph 7.2, 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 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 paragraph 7.4 applies; and
- iv. the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period.

7.4 This paragraph applies to a person who is;

- (a) 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 paragraph 7.1, or
  - ii. in premises approved under section 13 of the Offender Management Act 2007 as amended by the Offender Rehabilitation Act 2014, or, detained in custody pending sentence upon conviction;
- (b) resident in a hospital or similar institution as a patient;
- (c) undergoing, or his partner or his dependent child is undergoing, in the United Kingdom or elsewhere, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
- (d) following, in the United Kingdom or elsewhere, a training course;
- (e) undertaking medically approved care of a person residing in the United Kingdom or elsewhere;
- (f) 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 of medical treatment;
- (g) in the United Kingdom or elsewhere, receiving medically approved care provided in accommodation other than residential accommodation;
- (h) a student;
- (i) receiving care provided in residential accommodation other than a person to whom paragraph 7.3a) 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.

7.5 This 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); and
- (b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952.

7.6 Where paragraph 7.5 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 paragraph 7.3 b) or c), he shall be treated, for the purposes of paragraph 7.1, as if he continues to be absent from the dwelling, despite any return to the dwelling;
- (b) for the purposes of paragraph 7.4 a), he shall be treated as if he remains in detention;
- (c) If he does not fall within sub-paragraph a), he is not considered to be a person who is liable to pay Council Tax in respect of a dwelling of which he is resident

7.7 In this section;

- ‘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;
  - (a) in a care home;
  - (b) in an independent hospital;
  - (c) in an Abbeyfield Home; or
  - (d) in 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.

## **8.0 Membership of a family**

8.1 Within the reduction scheme adopted by the Council 'family' means;

- (a) a married or unmarried couple;
- (b) married or unmarried 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;
- (c) two people of the same sex who are civil partners of each other and are members of the same household (with or without children);
- (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 (with or without children),
- (e) and for the purposes of sub-paragraph (d) two people of the same sex are to be regarded as living together as if they were civil partners if, but only if, they would be regarded as living together as husband and wife were they instead two people of the opposite sex;
- (f) except in prescribed circumstances, a person who is not a member of a married or unmarried couple and a member of the same household for whom that person is responsible and who is a child or a young person;

For the purposes of the scheme a child is further defined as a 'child or young person'

A 'child' means a person under the age of 16 and a 'Young Person' is someone aged 16 or over but under 20 and who satisfies other conditions. These conditions are:

- they are aged 16, have left 'relevant education' or training, and 31 August following the sixteenth birthday has not yet been passed;
- they are aged 16 or 17, have left education or training, are registered for work, education or training, are not in remunerative work and are still within their 'extension period';
- they are on a course of full-time non-advanced education, or are doing 'approved training', and they began that education or training before reaching the age of 19;
- they have finished a course of full-time non-advanced education, but are enrolled on another such course (other than one provided as a result of their employment);
- they have left 'relevant education' or 'approved training' but have not yet passed their 'terminal date'.

8.2 Paragraph 8.1 the definition of child or young person shall not apply to a person who is;

- (a) on income support;
- (b) an income-based jobseeker's allowance or an income related employment and support allowance; or be entitled to an award of Universal Credit; or
- (c) a person to whom section 6 of the Children (Leaving Care) Act 2000 applies

8.3 The definition also includes a child or young person in respect of whom there is an entitlement to child benefit but only for the period that Child Benefit is payable

## **9.0 Circumstances in which a person is to be treated as responsible (or not responsible) for a child or young person.**

9.1 Subject to the following paragraphs a person shall be treated as responsible for a child or young person who is normally living with him and this includes a child or young person.

9.2 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 shall be treated for the purposes of paragraph 9.1 as normally living with;

- a. the person who is receiving child benefit in respect of him; or

	<ul style="list-style-type: none"> <li>b. if there is no such person; <ul style="list-style-type: none"> <li>i. where only one claim for child benefit has been made in respect of him, the person who made that claim; or</li> <li>ii. in any other case the person who has the primary responsibility for him.</li> </ul> </li> </ul>
9.3	For the purposes of this scheme a child or young person shall be 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 section shall be treated as not so responsible.
<b>10.0</b>	<b>Circumstances in which a child or young person is to be treated as being or not being a member of the household</b>
10.1	Subject to paragraphs 10.2 and 10.3, the applicant and any partner and, where the applicant or his partner is treated as responsible for a child or young person, that child or young person and any child of that child or young person, shall be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.
10.2	<p>A child or young person shall not be treated as a member of the applicant's household where he is;</p> <ul style="list-style-type: none"> <li>(a) placed with the applicant or his partner by a local authority under section 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</li> <li>(b) placed with the applicant or his partner prior to adoption; or</li> <li>(c) placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002.</li> </ul>
10.3	<p>Subject to paragraph (4), paragraph (1) shall not apply to a child or young person who is not living with the applicant and he—</p> <ul style="list-style-type: none"> <li>(a) is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or</li> <li>(b) has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or</li> <li>(c) has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009; or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes).</li> </ul>
10.4	<p>The authority shall treat a child or young person to whom paragraph (3a) applies as being a member of the applicant's household in any reduction week where;</p> <ul style="list-style-type: none"> <li>(a) that child or young person lives with the applicant for part or all of that reduction week; and</li> <li>(b) the authority considers that it is responsible to do so taking into account the nature and frequency of that child's or young person's visits.</li> </ul>
10.5	In this paragraph 'relevant enactment' means the Army Act 1955, the Air Force Act 1955, the Naval Discipline Act 1957, the Matrimonial Proceedings (Children) Act 1958, the Social Work (Scotland) Act 1968, the Family Law Reform Act 1969, the Children and Young Persons Act 1969, the Matrimonial Causes Act 1973, the Children Act 1975, the Domestic Proceedings and Magistrates' Courts Act 1978, the Adoption and Children (Scotland) Act 1978, the Family Law Act 1986, the Children Act 1989, the Children (Scotland) Act 1995 and the Legal Aid, Sentencing and Punishment of Offenders Act 2012 as amended.
<b>11.0</b>	<b>Calculation of income and capital of members of applicant's family and of a polygamous marriage</b>
11.1	The income and capital of an applicant's partner within this scheme and for the purposes of



claiming council tax reduction is to be treated as income and capital of the applicant and shall be calculated or estimated in accordance with the following provisions in like manner as for the applicant; and any reference to the 'applicant' shall, except where the context otherwise requires be construed for the purposes of this scheme as if it were a reference to his partner.

11.2 Where an applicant or the partner of is married polygamously to two or more members of his household–

- (a) the applicant shall be treated as possessing capital and income belonging to each such member; and
- (b) the income and capital of that member shall be calculated in accordance with the following provisions of this scheme in like manner as for the applicant.

11.3 The income and capital of a child or young person shall not be treated as the income and capital of the applicant.

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

12.1 Any universal credit data or notification received by the authority may be used as a claim for reduction or in the assessment of council tax reduction including data received from the Secretary of State where the applicant no longer qualifies for a universal credit award

12.2 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 may use the calculation or estimate 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. The authority may use any other assessment based on the information provided by the Secretary of State.

12.3 The authority may adjust the amount referred to in sub-paragraph (2) to take account of

- (a) income consisting of the award of universal credit;
- (b) any sum to be disregarded in the calculation of earnings;
- (c) any sum to be disregarded in the calculation of income other than earnings; and
- (d) any sum which may be disregarded as housing costs;

12.4 The amount for the award of universal credit is to be determined by multiplying the amount of the award by 12 and dividing the product by 52.

12.5 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 that award

#### **13.0 Calculation of income on a weekly basis**

13.1 For the purposes of this scheme the income of an applicant shall be calculated on a weekly basis by estimating the amount which is likely to be his average weekly income.

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

14.1 Where an applicant's income consists of earnings from employment as an employed earner his average weekly earnings shall be estimated by the authority by reference to his actual earnings over a period determined by the authority as reasonable.

14.2 Where the applicant is recently employed and cannot furnish the appropriate evidence, the

authority may require the applicant's employer to furnish an estimate of the applicant's likely weekly earnings over such period as the authority may require and the applicant's average weekly earnings shall be estimated by reference to that estimate.

- 14.3 Where the amount of an applicant's earnings changes during an award the authority shall 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.

**15.0 Average weekly earnings of self-employed earners**

- 15.1 Where an applicant's income consists of earnings from employment as a self-employed earner his average weekly earnings shall 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.

**16.0 Average weekly income other than earnings**

- 16.1 An applicant's income which does not consist of earnings shall be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately.

**17.0 Calculation of average weekly income from tax credits**

- 17.1 Where this section applies, the period over which a tax credit is to be taken into account shall be the period set out in paragraph (2)

- 17.2 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.

- 17.3 For the purposes of this section 'tax credit' means child tax credit or working tax credit.

**18.0 Calculation of weekly income**

- 18.1 For the purposes of this scheme where the period in respect of which a payment is made;
- (a) does not exceed a week, the weekly amount shall be the amount of that payment;
  - (b) exceeds a week, the weekly amount shall 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 quotient by 7.

- 18.2 The weekly amount of earnings of an applicant shall 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 quotient by 7.

**19.0 Earnings of employed earners**

- 19.1 Earnings means in the case of employment as an employed earner, 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—
- (g) (i) travelling expenses incurred by the applicant between his home and his 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;
- (h) 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);
- (i) 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);
- (j) any such sum as is referred to in section 112 of the Act (certain sums to be earnings for social security purposes);
- (k) 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;
- (l) 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;
- (m) 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 as amended.

**19.2 Earnings shall not include—**

- (a) any payment in kind;
- (b) any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of employment;
- (c) any occupational pension

**20.0 Calculation of net earnings of employed earners**

**20.1** For the purposes of this scheme, the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account shall be his net earnings.

**20.2** There shall be disregarded from an applicant's (or their partner's) net earnings, £25 per week. This shall apply irrespective of the applicant's household and only one disregard shall be applied per claim.

**20.3** Net earnings shall 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 National Insurance contributions
- (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 paragraph 26.5 in respect of any qualifying contribution payable by the applicant; and

20.4 In this section 'qualifying contribution' means any sum which is payable periodically as a contribution towards a personal pension scheme.

20.5 The amount in respect of any qualifying contribution shall be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying contribution shall 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.

20.6 Where the earnings of an applicant are estimated an appropriate estimate of net earnings shall be determined in line with paragraph (3) above.

#### **21.0 Earnings of self-employed earners**

21.1 'Earnings', in the case of employment as a self-employed earner, means the gross income of the employment

21.2 'Earnings' shall not include any payment 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 shall it include any sports award.

21.3 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 trademark; 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 trademark, or an original contributor to the book of work concerned.

#### **22.0 Calculation of net profit of self-employed earners**

22.1 For the purposes of this scheme the earnings of an applicant to be taken into account shall 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 whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security (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 this scheme; and
  - ii. one-half of the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.

22.2 There shall be disregarded from an applicant's (or their partner's) net earnings, £35 per week for a single applicant. £70 per week where the applicant is:

- one of a couple; or
- is responsible for a dependant child or young person; or
- is a carer; or
- is any of the following:

- (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(1) 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;

This shall apply irrespective of the applicant's household and only one disregard shall be applied per claim.

22.3 The net profit of the employment must be calculated by taking into account the earnings for the employment over the assessment period less

- (a) 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 calculated in accordance with section 22; and
  - iii. one-half of the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.

22.4 For the purposes of paragraph (1b) the net profit of the employment shall be calculated by taking into account the earnings of the employment over the assessment period less, any expenses wholly and exclusively incurred in that period for the purposes of the employment.

22.5 No deduction shall be made under 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) any debts, except bad debts proved to be such, but this sub-paragraph shall not apply to any expenses incurred in the recovery of a debt.

22.6 A deduction shall be made under 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; and
- (b) the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.

22.7 The authority shall refuse to make deduction in respect of any expenses where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.

22.8 For the avoidance of doubt–

- (a) deduction shall not be made in respect of any sum unless it has been expended for the purposes of the business;
- (b) a deduction shall be made thereunder in respect of–
  - 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

22.9 Where an applicant is engaged in employment, as a child minder the net profit of the employment shall be one-third of the earnings of that employment, less an amount in respect of

- (a) income tax; and
- (b) national insurance contributions calculated in accordance with section 22 (and
- (c) one-half of the amount any qualifying pension contribution in accordance with (11).

22.10 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 shall not be offset against his earnings in any other of his employments.

22.11 The amount in respect of any qualifying premium shall 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 section the daily amount of the qualifying premium shall be determined

- (a) where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and divided 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.

22.12 In this section, '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 claim.

### **23.0 Deduction of tax and contributions of self-employed earners**

23.1 The amount to be deducted in respect of income tax under section 28 shall be calculated on the basis of the amount of chargeable income and 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 section 257(1) of the Income and Corporation Taxes Act 1988 (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 is to be applied and the amount of the personal reliefs deductible under this paragraph shall be calculated on a pro rata basis.

23.2 The amount to be deducted in respect of national insurance contributions under section shall be the total of—

- (a) the amount of Class 2 National Insurance contributions payable 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 the Act (small profits threshold) 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 shall be reduced pro rata; and
- (b) the amount of Class 4 contributions (if any) which would be payable under section 15 of the Act (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate 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 shall be reduced pro rata.

23.3 In this section 'chargeable income' means—

- (a) the earnings derived from the employment less any expenses deducted under section 22;
- (b) in the case of employment as a child minder, one-third of the earnings of that employment.

**24.0 Calculation of income other than earnings**

- 24.1 For the purposes of this scheme, the income of an applicant which does not consist of earnings to be taken into account shall be his gross income and any capital treated as income under section 25.
- 24.2 There shall be disregarded from the calculation of an applicant's gross income any sum, where applicable, specified in Schedule 2.
- 24.3 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 shall be the gross amount payable.
- 24.4 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, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- 24.5 Where an award of any working tax credit or child tax credit under the Tax Credits Act 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 shall be the amount of working tax credit or child tax credit awarded less the amount of that deduction.
- 24.6 'Tax year' means a period beginning with 6th April in one year and ending with 5th April in the next.
- 24.7 Paragraphs (7),(8), (9) and (10) apply to any applicant who is a student. Paragraph (8) and (9) apply where a relevant payment has been made to a person in an academic year; and that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.
- 24.8 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 paragraph (1) in respect of a person to whom paragraph (7) applies, shall be calculated by applying the formula–  

$$\frac{A - (B \times C)}{D}$$
Where  
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;  
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 = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to council tax reduction immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;  
D = the number of reduction weeks in the assessment period.
- 24.9 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 paragraph (1) in respect of a person to whom paragraph (8) applies, shall be calculated by applying the formula in 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.

24.10 In this section– ‘academic year’ and ‘student loan’ shall have the same meanings as for the purposes of this scheme, ‘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 date is earlier

‘quarter’ in relation to an assessment period means a period in that year beginning on;

- (a) 1st January and ending on 31st March;
- (b) 1st April and ending on 30th June;
- (c) 1st July and ending on 31st August; or
- (d) 1st September and ending on 31st December;

‘relevant payment’ means either a student loan or an amount intended for the maintenance of dependants.

## **25.0 Capital treated as income and Notional Income**

25.1 Any payment received under an annuity shall be treated as income.

25.2 Any earnings to the extent that they are not a payment of income shall be treated as income.

25.3 Any Career Development Loan paid pursuant to section 2 of the 1973 Act shall be treated as income

25.4 Where an agreement or court order provides that payments shall 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), shall be treated as income.

25.6 An applicant shall be treated as possessing income of which he has deprived himself for the purpose of securing entitlement of reduction or increasing the amount of that reduction.

25.7 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) rehabilitation allowance made under section 2 of the 1973 Act;
- (e) child tax credit; or
- (f) working tax credit,

any income which would become available to the applicant upon application being made, but which has not been acquired by him, shall 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.

25.8 Any payment of income 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) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under or by 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) shall, where it is not a payment referred to in sub-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) shall 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.

25.9 This section shall not apply in respect of a payment of income made—

- (a) under 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 1973 Act 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;
  - (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 previous participation in the Mandatory Work Activity Scheme;
- (e) 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 (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

25.10 Where an applicant is in receipt of any benefit (other than council tax reduction) 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 shall treat the applicant as possessing such benefit at the altered rate from 1st April in that year..

25.11 Where—

- (a) 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 shall 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.

25.12 Paragraph (11) shall 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, 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.

25.13 'Work placement' means practical work experience which is not undertaken in expectation of payment.

25.14 Where an applicant is treated as possessing any income under this section, the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of that income as if a payment has actually been made and as if it were actual income which he does possess.

25.15 Where an applicant is treated as possessing any earnings under this section his net earnings shall 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 starting rate or, as the case may be, the starting rate and the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the starting rate of tax is to be applied and the amount of the personal relief deductible under this subparagraph shall be calculated on a pro rate basis;
- (b) an amount equivalent to the amount of the primary Class 1 National Insurance contributions that would be payable by him 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.

**26.0 Capital limit**

26.1 For the purposes of this scheme, the prescribed amount is £6,000 and no reduction shall be granted when the applicant has an amount greater than this level.

**27.0 Calculation of capital**

27.1 For the purposes of this scheme, the capital of an applicant to be taken into account shall, subject to paragraph (2), be the whole of his capital calculated in accordance with this scheme and any income treated as capital under this scheme

27.2 There shall be disregarded from the calculation of an applicant's capital under paragraph (1), any capital, where applicable, specified in Schedule 3.

**28.0 Disregard of capital of child and young person**

- 28.1 The capital of a child or young person who is a member of the applicant's family shall not be treated as capital of the applicant.

**29.0 Income treated as capital**

- 29.1 Any bounty derived from employment and paid at intervals of at least one year shall be treated as capital.
- 29.2 Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E shall be treated as capital.
- 29.3 Any holiday pay which is not earnings shall be treated as capital.
- 29.4 Any income derived from capital shall be treated as capital but only from the date it is normally due to be credited to the applicant's account.
- 29.5 In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer shall be treated as capital.
- 29.6 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, shall be treated as capital.
- 29.7 There shall 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.
- 29.8 Any arrears of subsistence allowance which are paid to an applicant as a lump sum shall be treated as capital.
- 29.9 Any arrears of working tax credit or child tax credit shall be treated as capital.

**30.0 Calculation of capital in the United Kingdom**

- 30.1 Capital which an applicant possesses in the United Kingdom shall 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;

**31.0 Calculation of capital outside the United Kingdom**

- 31.1 Capital which an applicant possesses in a country outside the United Kingdom shall 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.

**32.0 Notional capital**

32.1 An applicant shall be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to council tax reduction or increasing the amount of that reduction except to the extent that that capital is reduced in accordance with section 33.

32.2 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) any loan which would be obtained only if secured against capital disregarded under Schedule 3; or
- (d) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
- (e) any sum to Schedule 3 refers; or
- (f) child tax credit; or
- (g) working tax credit,

any capital which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.

32.3 Any payment of capital, other than a payment of capital specified in 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) shall, 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) shall, where it is not a payment referred to in subparagraph (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) shall 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.

32.4 Paragraph 32.3 shall 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 1973 Act 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;
  - 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 Mandatory Work Activity Scheme;
- (d) Enterprise Scheme;
- (e) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme or Back to Work 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—

- vi. 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;
- vii. the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
- viii. the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

32.5 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 shall be disregarded; and
- (b) he shall 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 Section shall apply for the purposes of calculating that amount as if it were actual capital which he does possess.

32.6 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 paragraph (5) shall be disregarded.

32.7 Where an applicant is treated as possessing capital under any of paragraphs (1) and (2) the foregoing provisions of this Section shall apply for the purposes of calculating its amount as if it were actual capital, which he does possess.

### **33.0 Diminishing notional capital rule**

33.1 Where an applicant is treated as possessing notional capital the amount which he is treated as possessing shall be reduced by the amount calculated by the authority as the weekly amount of council tax reduction lost due to the inclusion of the notional capital within the calculation.

33.1 The authority shall determine the frequency by which the notional capital is reduced.

### **34.0 Capital jointly held**

34.1 Where an applicant and one or more persons are beneficially entitled in possession to any capital asset they shall be treated 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 Section shall 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

### **35.0 Students - Student related definitions**

35.1 In this scheme the following definitions apply;

**'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 shall 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 section 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 consider that it is reasonable for the following person to contribute towards the holder’s expenses;
  - (i) the holder of the allowance or bursary;
  - (ii) the holder’s parents;
  - (iii) the holders 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 education authority as defined in section 12 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 Island, 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’** means any kind of educational grant or award and includes any scholarship, studentship, exhibition allowance or bursary;

**‘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, the 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;

**‘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.

**‘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 shall include, in Scotland, a young student’s bursary paid under regulation 4(1)(c) of the Student’s Allowances (Scotland) Regulations 2007

35.2 For the purposes of the definition of ‘full-time student’, a person shall 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) 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.

35.3 For the purposes of sub-paragraph (a) of paragraph 43.2, the period referred to in that sub-paragraph shall include;

- a. where a person has failed examinations or has failed to successfully 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.

### **36.0 Students who are excluded from entitlement to council tax reduction**

36.1 Students except those define in paragraph (3) are not able to claim Council tax reduction under Classes D of the authority’s reduction scheme.

36.2 To be eligible for reduction, the student must be liable for Council Tax under Section 6 of the Local Government Finance Act 1992 and they must not be deemed to be a full-time student or a person from abroad within the meaning of section 7 of this scheme (persons from aboard).

36.3 Paragraph 36.2 shall 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) who is in receipt of a Personal Independence Payment;
- (d) 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;
- (e) (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,
- (f) who is;
  - (i) aged under 21 and whose course of study is not a course of higher education, or



- (ii) a qualifying young person or child within the meaning of section 142 of the Act (child and qualifying young person);
- (g) 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) or 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 section 2 of the Education Act 1962 or 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.

36.4 For the purposes of paragraph (3(f)(i)) the student must have begun, or been enrolled or accepted onto the course before attaining the age of 19

36.5 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.

36.6 An intercalating student may be eligible for a reduction if the following circumstances are met:

- (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 engaging 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 paragraph (7).

36.7 The period specified for the purposes of paragraph (6) 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,
- which shall first occur.

### **37.0 Students - Calculation of grant income**

37.1 The amount of a student's grant income to be taken into account shall, subject to paragraphs (2) and (3), be the whole of his grant income.

37.2 There shall 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 of 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 childcare costs of a child dependant.
- (i) of higher education bursary for care leavers made under Part III of the Children Act 1989.

37.3 Where a student does not have a student loan and is not treated as possessing such a loan, there shall 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.

37.4 There shall 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.

37.5 Subject to paragraphs (6) and (7), a student's grant income shall be apportioned;

(a) subject to 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.

37.6 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 2004 shall be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.

37.7 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 shall be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.

37.8 In the case if a student on a sandwich course, any periods of experience within the period of study shall be excluded and the student's grant income shall 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.

### **38.0 Students- Calculation of covenant income where a contribution is assessed**

38.1 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 shall be the whole amount of the covenant income less, subject to paragraph (3), the amount of the contribution.

- 38.2 The weekly amount of the student's covenant shall be determined—
- (a) by dividing the amount of income which falls to be taken into account under paragraph (1) by 52 or 53, whichever is reasonable in the circumstances; and
  - (b) by disregarding from the resulting amount, £5.

**39.0 Students - Covenant income where no grant income or no contribution is assessed**

- 39.1 Where a student is not in receipt of income by way of a grant the amount of his covenant income shall be calculated as follows;
- (a) any sums intended for any expenditure specified in the calculation of grant income necessary as a result of his attendance on the course shall be disregarded;
  - (b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, shall be apportioned equally between the weeks of the period of study;
  - (c) there shall be disregarded from the amount so apportioned the amount which would have been disregarded in the calculation of grant income had the student been in receipt of the standard maintenance grant; and
  - (d) the balance, if any, shall be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 shall be disregarded.
- 39.2 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 shall be calculated in accordance with sub-paragraphs (a) to (d) of paragraph (1).

**40.0 Students - Covenant Income and Grant income – non-disregard**

- 40.1 No part of a student's covenant income or grant income shall be disregarded under this scheme

**41.0 Treatment of student loans**

- 41.1 A student loan shall be treated as income.
- 41.2 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 shall be apportioned equally between the weeks in the period beginning with;
    - (i) except in a case where (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 with 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 shall be apportioned 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 that academic year and 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 Secretary of State, the longest of any vacation is taken and for the purposes of this sub-paragraph, 'quarter' shall have 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 shall be apportioned equally between the weeks in the period beginning with;
  - (i) except in a case where (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 coincide 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 shall 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 the course;

and, in all cases, from the weekly amount so apportioned there shall be disregarded £10.

41.3 A student shall 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.

41.4 Where a student is treated as possessing a student loan under paragraph (3), the amount of the student loan to be taken into account as income shall be, subject to 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.

41.5 There shall be deducted from the amount of income taken into account under 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.

**42.0 Students - Treatment of fee loans**

- 42.1 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.

**43.0 Students - Treatment of payments from access funds**

- 43.1 A payment from access funds, other than a payment to which paragraph 43.2 applies, shall be disregarded as income.
- 43.2 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, shall be disregarded as income to the extent of £20 per week.
- 43.3 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 shall be disregarded as income.

**44.0 Students - Disregard of contribution**

- 44.1 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 shall be disregarded for the purposes of assessing that other partner's income.

**45.0 Further disregard of student's income**

- 45.1 Where any part of a student's income has already been taken into account for the purpose of assessing his entitlement to a grant or student loan, the amount taken into account shall be disregarded in assessing that student's income.

**46.0 Students - Income treated as capital**

- 46.1 Any amount by way of a refund of tax deducted from a student's covenant income shall be treated as capital.
- 46.2 Any amount paid from access funds as a single lump sum shall be treated as capital.
- 46.3 An amount paid from access fund 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, shall be disregarded as capital but only for a period of 52 weeks from the date of the payment.

**47.0 Students - Disregard of changes occurring during summer vacation**

- 47.1 In calculating a student's income the authority shall 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.

#### **48.0 Maximum Council Tax Reduction**

48.1 Subject to paragraphs (2) to (4), the amount of a person's maximum Council Tax Reduction in respect of a day for which he is liable to pay council tax, shall be 100 per cent, of the amount A divided by B where;

- (a) A is the amount set by the appropriate 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,

In this paragraph "relevant financial year" means, in relation to any particular day, financial year within which the day in question falls.

48.2 In calculating a person's maximum Council Tax Reduction 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, shall be taken into account.

48.3 Subject to 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 but excepting any person so residing with the applicant who is a student who is excluded from entitlement to Council Tax Reduction applies, in determining the maximum Council Tax Reduction in his case in accordance with paragraph (1), the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.

48.4 Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph (3) shall not apply in his case

#### **49.0 Date on which entitlement is to begin**

49.1 Subject to paragraph (2), any person to whom or in respect of whom a claim for council tax reduction is made and who is otherwise entitled to that reduction shall be so entitled from the date on which that claim is made or is treated as made.

49.2 Where a person is otherwise entitled to council tax reduction 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 claim is made or is treated as made, he shall be so entitled from the date of claim

#### **50.0 Date on which change of circumstances is to take effect**

50.1 A change of circumstances which affects entitlement to, or the amount of, a reduction under the authority's scheme ("change of circumstances"), takes effect from date on which the change actually occurs.

50.2 Subject to paragraph (3), 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.

50.3 Where the change of circumstances is that income, or an increase in the amount of income, 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 shall take 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.

**51.0 Making an application**

- 51.1 In the case of a couple or 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.
- 51.2 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.
- 51.3 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 the authority's scheme and to receive and deal on his behalf with any sums payable to him.
- 51.4 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).
- 51.5 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 week's notice in writing to the authority of his intention to do so;
  - (c) any such appointment terminates when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).
- 51.6 Anything required by the authority's 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.
- 51.7 The authority must;
- (a) inform any person making an application of the duty imposed on them
  - (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.

**52.0 Procedure by which a person may apply for a reduction under the authority's scheme<sup>2</sup>**

52.1. Paragraphs 2 to 7 apply to an application made under the authority's scheme.

52.2. An application may be made;

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 4 of this Schedule, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.
- (d) a notification of Universal Credit or any legacy benefit from DWP, may be treated by the authority as a claim for reduction.

52.3 An application which is made in writing must be made to the designated office on a properly completed form. The form must be provided free of charge by the authority for the purpose.

52.4 here 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 approved 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.

52.5 An application made on a form provided by the authority is properly completed if it is completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

52.6 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. An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

52.7 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.

52.8 If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect. An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

52.9 Notwithstanding other paragraphs within this section, the authority will determine the method by which claims are to be made as well as where claims should be sent or delivered.

52.10 Where an applicant ('C') makes a claim which includes (or which C subsequently requests should include) a period before the claim is made, the authority may, at its discretion, treat the claim as made on an earlier date up to the first date of the financial year in which the request is received by the authority.

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<sup>2</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012



**53.0 Date on which an application is made<sup>3</sup>**

53.1 Subject to sub-paragraph (7), the date on which an application is made is;

(a) in a case where;

- (i) an award of state pension credit which comprises a guarantee credit has been made to the applicant or his partner, and
- (ii) the application for a reduction is made within one month of the date on which the claim for that state pension credit which comprises a guarantee credit was received at the appropriate DWP office,

the first day of entitlement to state pension credit which comprises a guarantee credit arising from that claim;

(b) in a case where

- (i) an applicant or his partner is a person in receipt of a guarantee credit,
- (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling he occupies as his home, and
- (iii) the application 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) 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;

(d) 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 is received at the designated office within one month of the date of the change,

the date on which the change takes place;

(e) in a case where;

- (i) an applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under the authority's scheme, and
  - (ii) the applicant makes an application for a reduction under that scheme within one month of the date of the death or the separation,
- the date of the death or separation;

(f) except where paragraph (a), (b) or (e) 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 an applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;

(g) in any other case, the date on which an application is received at the designated office.

53.2 For the purposes only of sub-paragraph (1)(c) 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;

<sup>3</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

(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.

- 53.3 Where there is a defect in an 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 the application.
- 53.4 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.
- 53.5 The conditions are that—  
 (a) where the authority receives 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 an application is not on approved form or further information requested by authority applies;  
 (i) the approved form sent to the applicant is received at the offices of the authority 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 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 offices 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.
- 53.6 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 that authority's scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority must treat the application as having been made on the day on which the liability for the tax arises.
- 53.7 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 the authority's 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 its scheme for a period beginning not later than;  
 (a) in the case of an application made by;  
     (i) a pensioner, or  
     (ii) 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  
 (b) in the case of an application made by a person who is not a pensioner, 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.

53.8 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 of income support, a job seekers allowance or an employment and support allowance.

**54.0 Submission of evidence electronically**

54.1 The authority may accept such evidence, documents and certificates to support the claim electronically where it feels that this would be acceptable given the nature of the claim

**55.0 Use of telephone provided evidence**

55.1 The authority may accept such evidence to support the claim by telephone where it feels that this would be acceptable given the nature of the claim

**56.0 Information and evidence<sup>4</sup>**

56.1 Subject to sub-paragraph (3), a person who makes an application for a reduction under an authority’s 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.

56.2 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.

56.3 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.

56.4 Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under the authority’s 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 that authority in order to determine that person’s entitlement to, or continuing entitlement to a reduction under its 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.

56.5 Nothing in this paragraph requires a person who is a pensioner to furnish any certificates, documents, information or evidence relating to a payment to which sub-paragraph (7) applies.

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<sup>4</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- 56.6 Where the authority makes a request under sub-paragraph (4), it must;
- (a) inform the applicant or the person to whom a reduction under its scheme has been awarded of his duty under paragraph 9 (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 9, 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 must be notified.
- 56.7 This sub-paragraph applies to any of the following payments;
- (a) a payment which is 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; and
  - (b) a payment which is disregarded under paragraph 24 of Schedule 5, other than a payment under the Independent Living Fund (2006);
- 56.8 Where an applicant or a person to whom a reduction under the authority's scheme has been awarded or any partner has attained the qualifying age for state pension credit and is a member of, or a person deriving entitlement to a pension under, a personal pension scheme, he must where the authority so requires furnish the following information;
- (a) the name and address of the pension fund holder;
  - (b) such other information including any reference or policy number as is needed to enable the personal pension scheme to be identified.
- 57.0 Amendment and withdrawal of application<sup>5</sup>**
- 57.1 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.
- 57.2 Where the application was made by telephone the amendment may also be made by telephone.
- 57.3 Any application amended is to be treated as if it had been amended in the first instance.
- 57.4 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.
- 57.5 Where the application was made by telephone, the withdrawal may also be made by telephone.
- 57.6 Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- 57.7 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.
- 58.0 Duty to notify changes of circumstances<sup>6</sup>**
- 58.1 Subject to sub-paragraphs (3), (6) and (7), an 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

<sup>5</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>6</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

reduction under the authority's scheme) including at any time while the applicant is in receipt of such a reduction.

- 58.2 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 the authority's 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 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.
- 58.3 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 the authority's scheme to which he is entitled, other than the cessation of that entitlement to the benefit.
- 58.4 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.
- 58.5 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.
- 58.6 The duty imposed on a person by sub-paragraph (1) includes in the case of a person falling within 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 state pension credit, the date when this occurs.
- 58.7 All changes in circumstances should be notified to the authority in writing (or by whatever format agreed by the authority) within one calendar month of the happening of the event or change in circumstance. This timescale may be extended at the discretion of the authority. Where such a change is not received within that timescale and where the change would increase the level of reduction payable, the authority may use a date later than the actual change of circumstances
- 59.0 Decisions by the authority<sup>7</sup>**
- 59.1 The authority must make a decision on an application under its scheme within 14 days or as soon as reasonably practicable thereafter.

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<sup>7</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

**60.0 Notification of decision<sup>8</sup>**

- 60.1 The authority must notify in writing any person affected by a decision made by it under its 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.
- 60.2 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 9(1);  
 (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.
- 60.3 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.
- 60.4 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 the authority's scheme relating to the procedure for making an appeal.
- 60.5 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.
- 60.6 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.
- 60.7 For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under its scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (8).
- 60.8 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(3) 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 to act for a person unable to act.

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<sup>8</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

**61.0 Time and manner of granting council tax reduction<sup>9</sup>**

61.1 Where a person is entitled to a reduction under this authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year ("the chargeable year"), the authority must discharge his entitlement;

- (a) by reducing, so far as possible, the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers; or
- (b) where;
  - (i) such a reduction is not possible; or
  - (ii) such a reduction would be insufficient to discharge the entitlement to a reduction under the authority's scheme; or
  - (iii) the person entitled to the reduction is jointly and severally liable for the council tax and the authority determines that such a reduction would be inappropriate, by making payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.

61.2 The authority must notify the person entitled to a reduction under this scheme of the amount of that reduction and how his entitlement is to be discharged in pursuance of paragraph (1).

61.3 In a case to which paragraph (1)(b) refers;

- (a) if the amount of the council tax for which he remains liable in respect of the chargeable year, after any reduction to which sub-paragraph (1)(a) refers has been made, is insufficient to enable his entitlement to a reduction under the authority's scheme in respect thereof to be discharged, upon the final instalment of that tax becoming due any outstanding reduction;
  - (i) must be paid to that person if he so requires; or
  - (ii) in any other case must (as the authority determines) either be repaid or credited against any subsequent liability of the person to make a payment in respect of the authority's council tax as it has effect for any subsequent year;
- (b) if that person has ceased to be liable for the authority's council tax and has discharged the liability for that tax, the outstanding balance (if any) of the reduction under the authority's scheme in respect thereof must be paid within 14 days or, if that is not reasonably practicable, as soon as practicable thereafter
- (c) in any other case, the reduction under the authority's scheme must be paid within 14 days of the receipt of the application at the offices of the authority or, if that is not reasonably practicable, as soon as practicable thereafter.

61.4 For the purposes of this paragraph "instalment" means any instalment of the authority's council tax to which regulation 19 of the Council Tax (Administration and Enforcement) Regulations 1992 refers (council tax payments).

**62.0 Persons to whom reduction is to be paid<sup>10</sup>**

62.1 Subject to paragraph (2), any payment of the amount of a reduction must be made to that person.

62.2 Where a person other than a person who is entitled to a reduction under this authority's scheme made the application for the reduction and that first person is a person acting pursuant to an appointment or is treated as having been so appointed, the amount of the reduction may be paid to that person.

**63.0 Shortfall in reduction<sup>11</sup>**

63.1 Where, on the revision of a decision allowing a reduction under the authority's scheme to a

<sup>9</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>10</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>11</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

person, it is determined that the amount allowed was less than the amount to which that person was entitled, the authority must either;

- (a) make good any shortfall in reduction which is due to that person, by reducing so far as possible the next and any subsequent payments he is liable to make in respect of the council tax of the authority as it has effect for the chargeable financial year until that shortfall is made good; or
- (b) where this is not possible or the person concerned so requests, pay the amount of any shortfall in reduction due to that person within 14 days of the revision of the decision being made or if that is not reasonably practicable, as soon as possible afterwards.

#### **64.0 Payment on the death of the person entitled<sup>12</sup>**

64.1 Where the person entitled to any reduction under this scheme has died and it is not possible to award the reduction which is due in the form of a reduction of the council tax for which he was liable, the authority must make payment of the amount of the reduction to his executor or administrator in accordance with regulation 58(4) of the Council Tax (Administration and Enforcement) Regulations 1992.

#### **65.0 Offsetting**

65.1 Where a person has been allowed or paid a sum of council tax reduction under a decision which is subsequently revised or further revised, any sum allowed or paid in respect of a period covered by the subsequent decision shall be offset against arrears of entitlement under the subsequent decision except to the extent that the sum exceeds the arrears and shall be treated as properly awarded or paid on account of them.

#### **66.0 Payment where there is joint and several liability<sup>13</sup>**

66.1 Where;

- (a) a person is entitled to a reduction under the authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable 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(7) refers would be inappropriate,

it may make a payment to him of the amount of the reduction to which he is entitled, rounded where necessary to the nearest penny.

66.2 Subject to sub-paragraph (3) any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.

66.3 Where a person other than a person who is entitled to a reduction under the authority's scheme made the application and that first person is a person acting pursuant to an appointment this scheme or is treated as having been so appointed, the amount of the reduction may be paid to that person.

#### **67.0 Use of information from and to the Department of Work and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC)**

67.1 The authority will use information provided by the DWP and HMRC for the purposes of Council Tax Reduction, council tax liability, billing, administration and enforcement as outlined within Schedule 2 of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012 and the Social Security (Information-sharing in relation to Welfare Services etc.) (Amendment) Regulations 2013

<sup>12</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>13</sup> Inserted by Schedule 8 of the Council Tax Reductions Scheme (Prescribed Requirements) (England) Regulations 2012



67.2 Where required by the relevant department and where required by law, the authority will share information obtained for Council Tax Reduction with the DWP or HMRC as appropriate and in accordance with Data Protections requirements<sup>14</sup>..

#### **68.0 Collection of information**

68.1 The authority may receive and obtain information and evidence relating to claims for council tax reduction, the council may receive or obtain the information or evidence from—

- (a) persons making claims for council tax reduction;
- (b) other persons in connection with such claims;
- (c) other local authorities; or
- (d) central government departments including the DWP and HMRC

68.2 The authority may verify relevant information supplied to, or obtained.

#### **69.0 Recording and holding information**

69.1 The authority may

- (a) may make a record of such information; and
- (b) may hold that information, whether as supplied or obtained or recorded, for the purpose of forwarding it to the person or authority for the time being administering council tax reduction.

#### **70.0 Forwarding of information**

70.1 The authority may forward it to the person or authority for the time being administering claims to or awards of council tax reduction to which the relevant information relates, being

- (i) a local authority;
- (ii) a person providing services to a local authority; or
- (iii) a person authorised to exercise any function of a local authority relating to council tax reduction.

#### **71.0 Persons affected by Decisions**

71.1 A person is to be treated as a person affected by a relevant decision of the authority where that person is;

- (a) an applicant;
- (b) in the case of a person who is liable to make payments 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 or reduction on his behalf,
  - (ii) in Scotland, a tutor, curator, judicial factor or other guardian acting or appointed in terms of law administering that person's estate, or
  - (iii) an attorney with a general power or a power to receive benefit or reduction appointed by the person liable to make those payments 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 this scheme;

#### **72.0 Terminations**

72.1 The authority may terminate reduction in whole or in part the Council tax reduction where it appears to the authority that an issue arises whether;

- (a) the conditions for entitlement to Council tax reduction are or were fulfilled; or
- (b) a decision as to an award of such a reduction should be revised or superseded.

<sup>14</sup> Data Retention and Investigatory Powers Act 2014 and Data Retention Regulations 2014

72.2 The authority may terminate, in whole or in part the Council tax reduction where it appears to the authority that an issue arises whether;

- (a) the conditions for entitlement to Council tax reduction are or were fulfilled; or
- (b) a decision as to an award of such a reduction should be revised or superseded.

Where the person fails to provide information to the authority as requested in relation to any matter relating to their liability for Council Tax

**73.0 Procedure by which a person may make an appeal against certain decisions of the authority<sup>15</sup>**

73.1 A person who is aggrieved by a decision of the authority, which affects;

- (a) the person's entitlement to a reduction under its scheme, or
  - (b) the amount of any reduction to which that person is entitled,
- may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.

73.2 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.

73.3 Where, following notification under sub-paragraph (2)(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with sub-paragraph (2)(b) within two months of the service of his notice, he may appeal to the valuation tribunal under section 16 of the 1992 Act<sup>16</sup>.

**74.0 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act<sup>17</sup>**

74.1 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 this scheme or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

74.2 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 its scheme,
- that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).

<sup>15</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>16</sup> As amended by the Tribunal Procedure (Amendment No 3 ) Rules 2014

<sup>17</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

**75.0 Exceptional Hardship Scheme**

75.1 The authority may provide additional help to an applicant who is entitled to reduction under its Exceptional Hardship Scheme.

75.2 Such payments shall be deemed to be made under S13A (1)(a) of the 1992 Act.

**76.0 Interpretation for the use of electronic communication**

76.1 In this Part;  
 “information” includes an application, a certificate, notice or other evidence; and  
 “official computer system” means a computer system maintained by or on behalf of an authority for sending, receiving, processing or storing of any information.

**77.0 Conditions for the use of electronic communication**

77.1 The authority may use an electronic communication in connection with applications for, and awards of, reductions under its scheme.

77.2 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.

77.3 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.

77.4 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.

77.5 The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes.

77.6 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.

77.7 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.

77.8 In this paragraph “approved” means approved by means of a direction given by the Chief Executive of the authority for the purposes of this section.

**78.0 Use of intermediaries**

78.1 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.

**79.0 Effect of delivering information by means of electronic communication**

- 79.1 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 an authority's scheme on the day the conditions imposed;
- (a) by this section; and
  - (b) by or under an enactment,
- are satisfied.
- 79.2 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).
- 79.3 Information may 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.

**80.0 Proof of identity of sender or recipient of information**

- 80.1 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.

**81.0 Proof of delivery of information**

- 81.1 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 is 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.
- 81.2 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 is presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.
- 81.3 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 is presumed to be that recorded on an official computer system.

**82.0 Proof of content of information**

- 82.1 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 is presumed to be that recorded on an official computer system.

**83.0 Counter Fraud and compliance**

- 83.1 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

- 83.2 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.

- 83.3 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 1**

**Calculation of the amount of Council Tax Reduction in accordance with the Discount Scheme.**

- 1 The authority's Council Tax Reduction scheme from 2021/22 shall be calculated on the basis of the following Banded Discount Scheme:

Discount Band	Discount	Single Person	Single person with one child	Single person with two or more children	Couple	Couple with one child	Couple with two or more children
Weekly income ranges							
Band 1*	100%	£0 - £95.00	£0 - £150.00	£0 - £210.00	£0 - £140.00	£0 - £195.00	£0 - £255.00
Band 2	75%	£95.01 - £115.00	£150.01 - £180.00	£210.01 - £240.00	£140.01 - £160.00	£195.01 - £225.00	£255.01 - £285.00
Band 3	50%	£115.01 - £135.00	£180.01 - £210.00	£240.01 - £270.00	£160.01 - £180.00	£225.01 - £255.00	£285.01 - £315.00
Band 4	25%	£135.01 - £155.00	£210.01 - £240.00	£270.01 - £300.00	£180.01 - £200.00	£255.01 - £285.00	£315.01 - £345.00
	0%	Over £155.00	Over £240.00	Over £300.00	Over £200.00	Over £285.00	Over £345.00

- 2 The amount of discount to be granted is to be based on the following factors:
- The maximum Council Tax Reduction as defined within this scheme;
  - The Council Tax family as defined within this scheme
  - The income of the applicant and partner as defined within this scheme;
  - The capital of the applicant and partner as defined within this scheme.
- 4 For the sake of clarity all incomes shown within the table above are weekly in accordance with the scheme requirements and definitions.
- 5 Discount bands vary depending on both weekly income and the household (family as defined within this scheme). For the sake of clarity, it should be noted that in any application for reduction is limited to a maximum of two dependant children or young persons.
- 6 Any applicant who capital is greater than £6,000 shall not be entitled to any Council Tax Reductions whatsoever.
7. The authority **may** increase the level of incomes within the grid specified in paragraph 1 on an annual basis by the appropriate level of inflation decided by the Council.
8. \*Where an applicant or partner is in receipt of Income Support, Income Related Employment and Support Allowance or Income Based Jobseeker's Allowance, discount will be awarded at Band 1 level.

**Schedule 2**

**Sums to be disregarded in the calculation of income other than earnings**



1. Any amount paid by way of tax on income,
2. Any payment made to the claim and 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 or Back to Work Scheme, but only for 52 weeks beginning with the date of receipt of the payment.
3. 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) volunteer,
 if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under section 32.0 (notional income).
4. Any payment in respect of expenses arising out of the applicant's participation in a service user group.
5. 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.
6. 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.
7. 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.
8. 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.
9. Any disability living allowance or personal independence payment or AFIP
10. Any concessionary payment made to compensate for the non-payment of;
  - (a) income support;
  - (b) an income-based jobseeker's allowance.
  - (c) an income-related employment and support allowance.
11. 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.
12. Any attendance allowance.
13. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.
14. (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 National Assembly for Wales 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
- (iii) 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).
15. 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.
- 16 (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 1973 Act 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.
- 17 (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 sub-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 sub-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) shall 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.
- 18. 100% of any of the following, namely
  - (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 9 or 10);
  - (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.
- 19. £15 of any;
  - (a) widowed mother’s allowance paid pursuant to section 37 of the Act;
  - (b) widowed parent’s allowance paid pursuant to section 39A of the Act.
- 20. (1) Any income derived from capital to which the applicant is or is treated as beneficially entitled.
- 21. 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, sections 1 or 2 of the Education Act 1962 or 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.
- 22. (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 under section 2 of the Education Act 1962 (discretionary awards) or 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 defined within this scheme.
  - (2) For the purposes of sub-paragraph (1), the amount shall 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.
23. Any payment made to the applicant by a child or young person or a non- dependant.
24. Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person 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.
25. (1) 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 £20.00, 100 per cent. of such payments;
  - (b) where the aggregate of any such payments exceeds £20.00, £20.00 and 50 per cent. of the excess over £20.00.
- (2) In this paragraph, ‘board and lodging accommodation’ means accommodation provided to a person or, if he is a member of a family, to him or any other member of his 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.
26. (1) Any income in kind, except where regulation 30(11)(b) (provision of support under section 95 or 98 of the Immigration and Asylum Act 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.
27. 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.
28. (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(b) (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 Order, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child’s maintenance);

- (a) in accordance with regulations made pursuant to section 14F of the Children Act 1989(c) (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.
29. 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).
30. 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 16BA of the National Health Service Act 1977 or established by an order made under section 11 of the National Health Service (Wales) Act 2006
31. 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).
32. (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(e) 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.
33. (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) shall only 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, (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).
34. Any payment of income which is to be treated as capital.
35. Any social fund payment made pursuant to Part 8 of the Act (the Social Fund) or any local welfare provision as defined by the Social Security (Miscellaneous Amendments) Regulations 2013
36. Any payment under Part 10 of the Act (Christmas bonus for pensioners).
37. 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.
38. (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 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.

(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 support 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 shall 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.

39. Any Housing Benefit or where the applicant is entitled to an award of Universal Credit which includes a housing element, an amount of Universal Credit equal to the housing element used in that award, up to a maximum of the Universal Credit award.
40. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.
41. 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.
42. Any payment in consequence of a reduction of council tax under section 13 or section 80 of the 1992 Act (reduction of liability for council tax).
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).(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).
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).

45. 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.
46. (1) Where an applicant's family includes at least one child or young person, £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 such be aggregated and treated as if they were a single payment.  
 (3) A payment made by the Secretary of State in lieu of maintenance shall, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).
47. (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 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.
48. 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.
49. Any guardian's allowance.
50. (1) If the applicant is in receipt of any benefit under Parts 2, 3 or 5 of the Act, any increase in the rate of that benefit arising under Part 4 (increases for dependants) or section 106(a) (unemployability supplement) of the 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 Part 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.
51. 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.
52. In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983(a) (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.
53. (1) Any payment which is  
 (a) made under any of the Dispensing Instruments to a widow, widower or



	<p>(b) surviving civil partner of a person;</p> <p>(i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and</p> <p>(ii) whose service in such capacity terminated before 31st March 1973; and equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.</p> <p>(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).</p>
54.	Any council tax reduction or council tax benefit to which the applicant is entitled.
55.	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).
56.	<p>(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—</p> <p>(a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;</p> <p>(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.</p> <p>(2) Sub-paragraph (1) shall apply only in respect of payments, which are paid to that person from the special account</p>
57.	<p>(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).</p> <p>(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.</p> <p>(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.</p>
58.	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.
59.	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.
60.	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.
61.	<p>(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.</p> <p>(2) For the purposes of sub-paragraph (1) 'local authority' includes, in England, a county council.</p>
62.	Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
63.	Any payment of child benefit.

64. Any Windrush compensation payment.
65. Any payment made under the We Love Manchester Emergency Fund.
66. Any payment made under the London Emergency Trust.
67. Carer's Allowance.
68. The support component of Employment and Support Allowance or its equivalent within Universal Credit.
69. Where, **but for this scheme**, the applicant would be entitled to either a Disability Premium, Enhanced Disability Premium, Severe Disability Premium or a Disabled Child Premium, a Limited Capability for work element or support component a further disregard of £40 shall be made from their income.

**Schedule 3**  
**Capital to be disregarded**

1. 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, in particular 5, in Scotland, any croft land on which the dwelling is situated; but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of polygamous marriage), only one dwelling shall be disregarded under this paragraph.
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 or Back to Work Scheme but only for 52 weeks beginning with the date of receipt of the payment but only for 52 weeks beginning with the date of receipt of payment.
4. 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.
5. 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.
6. 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 shall 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.
7. 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 provided that it is no more than £16,000.
8. 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.
9. 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.
10. (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 claim for council tax reduction 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.

(3) 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.

11. (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) an income-related benefit;
  - (b) an income-based jobseeker's allowance;
  - (c) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
  - (d) working tax credit and child tax credit
  - (e) an income-related employment and reduction allowance

but only for a period of 52 weeks from the date of the receipt of arrears or of the concessionary payment.

12. 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.

12. Any sum—
  - (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 or section 338(1) of the Housing (Scotland) Act 1987 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.

13. 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 council tax reduction or to increase the amount of that reduction.

14. The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.

15. 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.

16. (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).
- 17. The value of the right to receive any income under a life interest or from a life rent.
- 18. The surrender value of any policy of life insurance.
- 19. Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
- 20. 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).
- 21. (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.
- 22. Any social fund payment.
- 23. 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.
- 24. Any capital which, by virtue of sections 31 or 51 (capital treated as income, treatment of student loans) is to be treated as income.
- 25. 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.
- 27. 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 Charitable Fund.
- 28. 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 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 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.

(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 any of the Trusts 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.

(6) In the case of a person to whom or for whose support 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.

(7) Any reference to the Trusts shall 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.

28. (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.
29. 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.
30. 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.
31. 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.
32. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.
33. The value of the right to receive an occupational or personal pension.
34. The value of any funds held under a personal pension scheme
35. 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.
36. 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).
37. Any payment made pursuant to section 2 of the 1973 Act 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.
38. Any payment in consequence of a reduction of council tax under section 13 or, as the case may be, section 80 of the Local Government Finance Act 1992 (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.
39. 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.
40. Any arrears of supplementary pension which is disregarded under this scheme but only for a period of 52 weeks from the date of receipt of the arrears.
41. (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 the receipt of the payment or repayment.
42. 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.
43. Any payment made under Part 8A of the Act (entitlement to health in pregnancy grant).
44. 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.
45. 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.
46. 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.
47. (1) Subject to sub-paragraph (2), where an applicant satisfies the conditions in section 131(3) and (6) of the Act (entitlement to alternative maximum council tax reduction), the whole of his capital.  
 (2) Where in addition to satisfying the conditions in section 131(3) and (6) of the Act the applicant also satisfies the conditions in section 131(4) and (5) of the Act (entitlement to the maximum council tax reduction), sub-paragraph (1) shall not have effect.
48. (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 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.

49. 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.
50. Any payment to the applicant as holder of the Victoria Cross or George Cross.
51. 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.
52. (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.
53. (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 National Assembly for Wales 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 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).
54. 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.
55. 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.

56. 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 interment 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.
57. (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 shall apply 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 shall apply 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 shall apply 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 shall apply 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 shall apply 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 shall apply

	<p>for the period beginning on the date on which that payment is made and ending—</p> <p>(i) two years after that date; or</p> <p>(ii) on the day before the day on which that person</p> <p>(aa) ceases receiving full-time education; or</p> <p>(bb) attains the age of 20,</p> <p>whichever is the latest.</p>
(5)	<p>In this paragraph, a reference to a person—</p> <p>(a) being the diagnosed person's partner;</p> <p>(b) being a member of a diagnosed person's family;</p> <p>(c) acting in place of the diagnosed person's parents,</p> <p>at the date of the diagnosed person's death shall include 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.</p>
(6)	<p>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;</p> <p>'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;</p> <p>'trust payment' means a payment under a relevant trust.</p>
58.	<p>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</p> <p>(a) was a slave labourer or a forced labourer;</p> <p>(b) had suffered property loss or had suffered personal injury; or</p> <p>(c) was a parent of a child who had died,</p> <p>during the Second World War.</p>
59.	<p>(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.</p> <p>(2) For the purposes of sub-paragraph (1) 'local authority' includes in England a county council.</p>
60.	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 section 12A to 12D of the National Health Service Act 2006 (direct payments for health care).
61.	Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
62.	Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).
63.	Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments),
64.	Any Windrush compensation payment.
65.	Any payment made under the We Love Manchester Emergency Fund.
66.	Any payment made under the London Emergency Trust.

# EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

**28 June 2022 to 31 October 2022**

(published as at 1<sup>st</sup> June 2022)



This Work Programme gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months. "Key Decisions" are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively, you may write to the Head of Legal, Democratic Services and Property Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk)

The Executive Committee's meetings are normally held at 6.30pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527) 64252, ext: 3072 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you. The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 6.30pm.

## EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Matthew Dormer, Leader and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships  
Councillor Nyear Nazir, Deputy Leader  
Councillor Joanne Beecham, Portfolio Holder for Leisure  
Councillor Peter Fleming, Portfolio Holder for Environmental Services  
Councillor Anthony Lovell, Portfolio Holder for Climate Change  
Councillor Nyear Nazir, Community Services and Regulatory Services  
Councillor Karen Ashley, Portfolio Holder for Finance and Enabling  
Councillor Craig Warhurst, Portfolio Holder for Housing and Procurement  
Councillor Lucy Harrison  
Councillor Emma Marshall

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Levelling Up Fund 2 Bid <b>Key:</b> Yes	Executive 28 Jun 2022		Report of the Head of Planning, Regeneration and Leisure	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192
Redditch Town Investment Plan Business Cases <b>Key:</b> Yes	Executive 28 Jun 2022	This report will contain exempt information which would need to be considered in private session.	Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192
Asset Management Strategy and investment programme for council housing stock <b>Key:</b> No	Executive 12 Jul 2022  Council 25 Jul 2022		Report of the Head of Environmental and Housing Property Services	Simon Parry, Housing Property Services Manager Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Asset Rationalisation for Easemore Road <b>Key:</b> Yes	Executive Not before 12th Jul 2022	This report may contain exempt information which would need to be considered in private session.	Report of the Head of Legal, Democratic and Property Services	Claire Felton, Head of Legal, Democratic and Property Services Tel: 01527 881429
Disposal of Land - St Gregory's Church <b>Key:</b> Yes	Executive 12 Jul 2022	This report will contain exempt information that would need to be considered in private session.	Report of the Head of Legal, Democratic and Property Services	Chris Mason, Estates Officer Tel: 01527 64252
Financial Monitoring Report <b>Key:</b> No	Executive 12 Jul 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Financial Outturn Report 2021/22 <b>Key:</b> No	Executive 12 Jul 2022  Council 25 Jul 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Future Plans for Auxerre House <b>Key:</b> No	Executive Not before 12th Jul 2022  Council Not before 25th Jul 2022	This report may contain exempt information which would need to be discussed by the Executive Committee in private session.	Report of the Head of Environmental and Housing Property Services	Simon Parry, Housing Property Services Manager Tel: 01527 64252
Future Use of the Town Hall and Customer Access <b>Key:</b> Yes	Executive Not before 12th Jul 2022	This report may contain exempt information which would need to be considered in exempt session.	Report of the Head of Legal, Democratic and Property Services	Claire Felton, Head of Legal, Democratic and Property Services, Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 881429, Tel: 01527 64252
Grant of Right of Way over Council owned land off Berkeswell Close Redditch <b>Key:</b> No	Executive 12 Jul 2022  Council 25 Jul 2022		Report of the Head of Legal, Democratic and Property Services	Clare Flanagan, Principal Solicitor Tel: 01527 64252 ext 3173
Quarterly Risk Update <b>Key:</b> No	Executive 12 Jul 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252



Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
UK Shared Prosperity Fund <b>Key:</b> Yes	Executive 12 Jul 2022 Council 25 Jul 2022		Report of the Chief Executive	Ruth Bamford, Head of Planning, Regeneration and Leisure Services, Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252, Tel: 01527 64252
Asset Strategy <b>Key:</b> No	Executive Not before 6th Sep 2022		Report of the Head of Legal, Democratic and Property Services	Claire Felton, Head of Legal, Democratic and Property Services Tel: 01527 881429
Budget Framework 2023/24 <b>Key:</b> No	Executive 6 Sep 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Climate Change Strategy <b>Key:</b> No	Executive 6 Sep 2022 Council 19 Sep 2022		Head of Community and Housing Services and Head of Environmental and Housing Property Services	Guy Revans, Head of Environmental and Housing Property Services, Judith Will Head of Community and Housing Services Tel: 01527 64252 ext 3292, Tel: 01527 64252 ext 3284

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Draft Council Tax Support Scheme 2023/24 <b>Key:</b> No	Executive 6 Sep 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Financial Monitoring Report <b>Key:</b> No	Executive 6 Sep 2022		Report of the Executive Director, Finance and Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Future Maintenance of Former Railway Bridge - Green Lane, Studley <b>Key:</b> Yes	Executive 6 Sep 2022		Report of the Head of Environmental and Housing Property Services	Pete Liddington, GIS/Design Officer Tel: 01527 64252 ext 3638
Housing Policies <b>Key:</b> No	Executive 6 Sep 2022  Council 19 Sep 2022		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 ext 3284
HR and Organisational Development / People Strategy <b>Key:</b> No	Executive Not before 6th Sep 2022		Report of the Head of Business Transformation, Organisational Development and Digital Strategy	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Leisure Strategy <b>Key:</b> No	Executive Not before 6th Sep 2022  Council Not before 19th Sep 2022		Report of the Head of Planning, Regeneration and Leisure Services	Ruth Bamford, Head of Planning, Regeneration and Leisure Services Tel: 01527 64252
Levelling Up Fund Bid <b>Key:</b> Yes	Executive Not before 6th Sep 2022  Council Not before 19th Sep 2022		Report of the Head of Planning, Regeneration and Leisure Services	Ruth Bamford, Head of Planning, Regeneration and Leisure Services Tel: 01527 64252
Matchborough and Winyates Regeneration Proposals <b>Key:</b> Yes	Executive Not before 6th Sep 2022		Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192
Parking Enforcement Service Level Agreement <b>Key:</b> Yes	Executive 6 Sep 2022	This report may contain exempt information which would need to be discussed in private session.	Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Recommissioning of the County Single Homeless and Childless Couples Service <b>Key:</b> No	Executive 6 Sep 2022		Report of the Head of Community and Housing Services	Amanda Delahunty, Housing Strategy and Enabling Officer Tel: (01527) 881269
Review of Governance Arrangements for Rubicon Leisure Limited <b>Key:</b> No	Executive Not before 6th Sep 2022  Council Not before 19th Sep 2022		Report of the Head of Legal, Democratic and Property Services	Claire Felton, Head of Legal, Democratic and Property Services Tel: 01527 881429
Voluntary Bodies Scheme <b>Key:</b> No	Executive 6 Sep 2022		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 ext 3284
Worcestershire Homelessness and Rough Sleeping Strategy <b>Key:</b> No	Executive 6 Sep 2022  Council 19 Sep 2022		Report of the Head of Community and Housing Services	Amanda Delahunty, Housing Strategy and Enabling Officer Tel: (01527) 881269

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Worcestershire Housing Strategy 2040 <b>Key:</b> No	Executive 6 Sep 2022 Council 19 Sep 2022		Report of the Chief Executive	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 ext 3284
Environment Act - Changes to Waste Services - Implications <b>Key:</b> No	Executive Not before 25th Oct 2022 Council Not before 14th Nov 2022		Report of the Head of Environmental and Housing Property Services	Guy Revans, Head of Environmental and Housing Property Services Tel: 01527 64252 ext 3292
Financial Monitoring Report <b>Key:</b> No	Executive 25 Oct 2022		Report of the Executive Director Finance & Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Fees and Charges 2023/24 <b>Key:</b> No	Executive 25 Oct 2022 Council 14 Nov 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Medium Term Financial Plan 2023/24 to 2025/26 - Update <b>Key:</b> No	Executive 25 Oct 2022		Report of the Head of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Quarterly Risk Update <b>Key:</b> No	Executive 25 Oct 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Financial Monitoring Report <b>Key:</b> No	Executive 6 Dec 2022		Report of the Executive Director Finance & Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Homelessness Prevention Grant 2023/24 <b>Key:</b> Yes	Executive 6 Dec 2022		Report of the Head of Community and Housing Services	Amanda Delahunty, Housing Strategy and Enabling Officer Tel: (01527) 881269
Medium Term Financial Plan 2023/24 to 2025/26 - Update <b>Key:</b> No	Executive 6 Dec 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Treasury Management Report - Six Month Update <b>Key:</b> No	Executive 6 Dec 2022		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Council Tax Base 2023/24 <b>Key:</b> No	Executive 10 Jan 2023 Council 30 Jan 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Financial Monitoring Report <b>Key:</b> No	Executive 10 Jan 2023		Report of the Executive Director, Finance & Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Final Council Tax Support Scheme 2023/24 <b>Key:</b> No	Executive 10 Jan 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Medium Term Financial Plan 2023/24 to 2025/25 - Update <b>Key:</b> No	Executive 10 Jan 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Quarterly Risk Update <b>Key:</b> No	Executive 10 Jan 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
2023/24 Budget and Medium Term Financial Plan 2023/24 to 2025/26 (Including Treasury Management Strategy and Capital Programme) <b>Key:</b> No	Executive 7 Feb 2023 Council 27 Feb 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Decarbonisation of the Council Fleet <b>Key:</b> No	Executive 7 Feb 2023 Council 3 Apr 2023		Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705
Financial Monitoring Report <b>Key:</b> No	Executive 7 Feb 2023		Report of the Executive Director, Finance and Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Pay Policy Statement 2023/24 <b>Key:</b> No	Executive 7 Feb 2023 Council 27 Feb 2023		Report of the Head of Business Transformation, Organisational Development and Digital Strategy	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Council Tax Resolutions 2023/24 <b>Key:</b> No	Executive 27 Feb 2023 Council 27 Feb 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252



Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Financial Monitoring Report <b>Key:</b> No	Executive 21 Mar 2023		Report of the Executive Director Finance & Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252
Quarterly Risk Update <b>Key:</b> No	Executive 21 Mar 2023		Report of the Executive Director of Resources	Peter Carpenter, Interim Deputy S151 - Finance Tel: 01527 64252

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**REDDITCH BOROUGH COUNCIL****Executive Committee  
2022**14<sup>th</sup> June**Report title: Proposal to Close the Learning Online Services**

Relevant Portfolio Holder	Councillor Karen Ashley
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Property Services
Report Authors: Julie Heyes Sarah Davis	Job Title: Business Development Manager email: <a href="mailto:j.heyas@bromsgroveandredditch.gov.uk">j.heyas@bromsgroveandredditch.gov.uk</a> Contact Tel: 07846 018911 Job title: Business Improvement Advisor email: <a href="mailto:sarah.davis@bromsgroveandredditch.gov.uk">sarah.davis@bromsgroveandredditch.gov.uk</a> Contact Tel: 01527 534156 ext:3127
Wards Affected	No specific ward relevance
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	'Aspiration, work and financial independence' 'Living independent, active & healthy lives'
Key Decision	
If you have any questions about this report, please contact the report authors in advance of the meeting.	
This report contains exempt information as defined in Paragraph 4 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

**1. RECOMMENDATIONS**

**The Executive Committee is asked to consider whether to continue with the provision of Learning Online as an in house service and, in the event that it is considered necessary and appropriate to cease service provision in this area, the timing of the said cessation in line with the end of the academic year 2022.**

**2. BACKGROUND**

- 2.1 Learning Online is a local service offered to residents within Redditch. The service has been running from Greenlands Business Centre since 2005.
- 2.2 Learning Online delivers services under the remit of Adult Learning. It offers qualifications that assist adult learners to:
- Access Higher and Further Education courses
  - Progress within their chosen professions
  - Change Careers
  - Help the unemployed move closer to the labour market

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- Learn in a small supportive environment that offers some learning time flexibility
- 2.3 Qualifications are offered in Mathematics, English Functional Skills and ICT. Mathematics and English are fully funded for learners through the Adult Education Budget and learning online holds a contract with Heart of Worcestershire (HoW) College.
- 2.4 Over the last five to six years, the numbers of learners accessing Learning Online services have declined. The covid pandemic placed additional pressure on the service. However, the funding received from HoW College is dependent on the numbers of learners both accessing courses and passing qualifications. Unfortunately, over recent years this funding has not been fully achieved. (Please refer to Appendix 2a/2b). It's likely that the Borough Council would not be the most obvious provider to those seeking to improve their qualifications as it is not a core council function and may help explain the poor take up in recent years.
- 2.5 In addition to Learning Online, Worcestershire County Council's Adult Learning service, HoW College and the Citizens Advice Bureau (CAB) offer a vast range of courses and services directed to meet the needs of customers and the community, including Mathematics, English and IT courses, most of which are offered free of charge. (Please refer to Appendix 1.)
- 2.6 In the context of the reduced numbers participating in courses provided by Learning Online and taking into account the alternatives available, Members are asked to consider whether this service should continue to be provided by Redditch Borough Council, in competition with those alternative providers.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The financial implications outlined within the report are as follows:-
- (i) Costs to provide the Learning online service (RBC)  
(Appendix 2)
  - (ii) Staffing Costs  
(Appendix 4)

**4. LEGAL IMPLICATIONS**

- 4.1 Provision of learning is a discretionary service not forming part of the Council's core functions.
- 4.2 The Learning Online service is provided under a contract with HoW College to provide courses to residents and assist them in achieving

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qualifications, which are available directly from HoW College and other sources as described above

4.3 The Council is subject to the following contractual obligations:

- A written 90-day notice period.
- A requirement to support current learner(s) enrolled in training until this has been completed, if the Council ceases to provide the service.

**5. STRATEGIC PURPOSES - IMPLICATIONS****Relevant Strategic Purposes**

5.1 The Learning Online service supports two of the Council's strategic purposes:

- Aspiration, work and financial independence
- Living independent, active and healthy lives

5.2 From the perspective of the learner, the purpose of the service is a "flexible learning environment provided locally that offers a small range of qualifications which are available all year round."

5.3 Although other providers offer the same courses free of charge, the flexibility that Learning Online provides is not as readily available.

5.4 Members will be aware that the Redditch Borough Council Plan identifies the need to support our residents through work and financial independence and that the Council is committed to working with partners to address the skills gap.

5.5 There is also a commitment to supporting HOW college and other providers to enable people to identify and gain the skills that they need.

**6. Climate Change Implications**

6.2 There are no climate change implications from this report

**7. OTHER IMPLICATIONS****Equalities and Diversity Implications**

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- 7.1 The equalities implications arising from making changes to the Learning Online Service, including the potential to cease to provide the service, have been reviewed in an equality impact assessment (Appendix 3.)

**Operational Implications**

- 7.3 Further information about the staffing implications arising from the information provided in this report can be found in Appendix 4.
- 7.4 Should Members decide to cease to provide the Learning Online service, the Council would continue to be obliged to provide training to current customers until they complete their courses.
- 7.5 The Council would also need to refer new service users to alternative service providers if a decision is taken to cease to provide the service. This could be achieved by updating webpages on the Council's website with appropriate information.
- 7.6 The Learning Online Service currently rents accommodation in the Greenlands Business Centre offices. Should the service cease to be provided, this office space would need to be relet.

**8. RISK MANAGEMENT**

- 8.1 Closing a service that offers free learning to local residents could result in negative feedback. This could be mitigated by supporting current users and signposting new learners to other local providers.
- 8.2 Part of the HoW College contract requires all current learners to complete their course/examination before the service can be terminated. To manage this risk, the Council would need to contact the other local service providers to see if they would assist.

**9. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – Other Service Providers

Appendix 2 – Costs/Income/Expenditure 2016 to 2021

Appendix 3 – Equality Impact Assessment

Appendix 4 - Staffing Implications (The content of this Appendix is exempt under Paragraph 4 of Part I of Schedule 12A to the Local Government Act 1972).

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<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Awaiting confirmation of Portfolio Holder	16/5/22
Lead Director / Head of Service	Claire Felton- Head of Legal, Democratic and Property Services	16/5/22
Financial Services	Peter Carpenter – Interim Head of Financial Service	16/5/22
Legal Services	Claire Felton – Head of Legal, Democratic and Property Services	16/5/22
Policy Team (if equalities implications apply)	Emily Payne – Engagement and Equalities Advisor	16/5/22
Climate Change Officer (if climate change implications apply)	N/A	16/5/22

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## Appendix 1 – Courses available in Redditch

Provider	Courses available	Detail	Flexibility
Learning online	Maths, English, ICT	<p>Course are free if learners meet the following criteria:</p> <ul style="list-style-type: none"> <li>• 19 years old ( must be 19 by the 1<sup>st</sup> of August in the academic year they start)</li> <li>• Resident in UK for 3 years</li> <li>• Don't already have an equivalent qualification</li> <li>• Can demonstrate a need by our initial assessment process</li> </ul>	<p>Roll on roll off programme so accept new starters all year. Courses are a blend of online learning and paper based and learners are expected to attend one session per week in our centre, which is currently based at the Town Hall whilst maintenance work is being carried out at Greenlands Business Centre. Can support some learners to work remotely but those that have the ability to do this successfully are in the minority as they need the support of a tutor. Based normally at Greenlands Business Centre, don't use classroom style learning, everyone works through their course at their own pace</p>
HOW College	Maths, English, ICT	<p>No earnings criteria – it is based on if you have a grade below GCSE C (new Grade 4) the courses are free, and government funded. They support students up to level C (Grade 4), either starting at Functional Skills Level or GCSE level – based on an assessment with the careers advisor or tutor. Apprenticeships also available.</p>	<p>Classroom based – dates times dependent on courses. Available at Redditch campus  <a href="#">Search Results   Heart of Worcestershire College (howcollege.ac.uk)</a>  • *More detail below</p>
WCC Adult Learning	Maths, English, ICT	<p>Free for unemployed, on benefits or earning less than £17,500 and for those on benefits such as Universal Credit or anyone aged 19-23</p>	<p>Locations such as Alvechurch Library, courses are at set times and therefore attendance is limited to particular time slots and are tutor led.</p>

## Appendix 1 – Courses available in Redditch

Provider	Courses available	Detail	Flexibility
		with fewer than 5 GCSEs at A* to C. If you do not meet the concessions criteria for a free course, you can find similar subjects available at a small cost per person listed on their website	<a href="http://www.worcestershire.gov.uk/courses">www.worcestershire.gov.uk/courses</a>
WCC Digital Champions	ICT Skills	Digital champions available at WCC libraries to help and give advice if there is a particular area of using a computer, help given on a one-to-one basis.	Ad-hoc visits to library
AGE UK	ICT Skills	Help with basic ICT skills, no qualification gained – advised and signposted to WCC courses including library or HOW College.	
Family Learning Course (comes under WCC)	Maths, English, ICT	Free for unemployed, on benefits or earning less than £17,500 – Comes under WCC Adult Learning same criteria as above. From the website: Although we work with anyone aged 19+, our typical learner is aged 30-50 and looking to gain qualifications to retrain, enter university, get a new job or bag a promotion. We know that time is particularly precious for adult	Locations such as Alvechurch Library, courses are at set times and therefore attendance is limited to particular time slots and are tutor led. <a href="http://www.worcestershire.gov.uk/courses">www.worcestershire.gov.uk/courses</a>

## Appendix 1 – Courses available in Redditch

Provider	Courses available	Detail	Flexibility
		learners and our programmes offer flexibility to help you achieve your goals in the most appropriate timescale for you.	
SeetecPluss	None available	Although Seetecpluss do not offer the maths, English and IT qualifications, they do offer a Restart Scheme which covers writing CVs, job searches, 1:1 coaching and advice, priority access to local services such as CAB. Once in work they can help with settling in, assisting with benefits, training and career progression – they work closely with the JCP (Job Centre Plus)	N/A
Work Pays	None available – did offer at one time but didn't have much uptake	They offer traineeships and apprenticeships in Redditch & Bromsgrove which include gaining Functional Maths, English & ICT skills. Also cover help with CVs job searches, support. Work in partnership with WCC. Have forwarded their details to Della for Partnership bulletin and Louise Hall (Starting Well) & Lisa Devey (Financial Inclusion)	N/A

## Appendix 1 – Courses available in Redditch

Provider	Courses available	Detail	Flexibility
Skills for Life	Essential Skills – Numeracy, *English & Digital	If you don't have a GCSE at Grade 4 (or equivalent) you can study for a range of free qualifications from entry level up to level 2 (equivalent to GCSE). If aged 19+ courses are free. *English free or part-funded.	Classroom based: Various local locations, a few here: Pathway First Ltd, Neptune House, Beoley Road West, Redditch, B98 8LY Nova Training, Unit 1, Clive Road Industrial Estate, Redditch, B97 4BT Trinity High School, Redditch Online provider: Skills Training UK Ltd

- \*HOW College Redditch  
Tutor Neil Gardner responsible for Maths and IT courses

### Maths Functional skills :-

1. Face to face courses on a Wednesday in Redditch
2. Free course for adults
3. 15 people per class
4. Start September but considers another course in Jan if enough people apply.
5. Meeting current expectations

### IT:-

1. Face to face courses in Redditch
2. Running Mon to Thursday with no evening teaching
3. Offering entry level – level 2 for adults.
4. Most courses are offered free
5. Courses run throughout the year.

## Appendix 2

### Pre-covid year – 2019/20 Cost and Funding

#### Costs & Funding

Based on data for the academic year 2019/20:

	2019/20
Enrolments	57
% Completions	38%
Pass/Fail Rate	98%
Funding	£45,285
Spend	£113,636
Income	£0.00
Entry Level 2	0
Entry Level 3	7
Level 1	11
Level 2	39
Customer Satisfaction %	97%

The gap between funding available, receiving no income and cost to run the service being £68.351

For the service to be cost neutral, we would need to consider the community demand, options available for residents and areas where we could close this gap.



### 4 year Pre-covid Income & Expenditure

#### (4yr) Income & Expenditure

2016/17	Budget	Actual	Variance
Total Expenditure	95,628	127,921	32,293
Grants/Contributions	-60,000	-69,960	-9,960
Net Expenditure	35,628	57,961	22,333
2017/18	Budget	Actual	Variance
Total Expenditure	103,069	123,885	20,816
Grants/Contributions	-63,000	-50,883	12,117
Net Expenditure	40,069	73,003	32,933
2018/19	Budget	Actual	Variance
Total Expenditure	120,961	111,859	-9,102
Grants/Contributions	-63,000	-39,881	23,119
Ins. Claim (flood)	0	-24,000	-24,000
Net Expenditure	57,961	47,978	-9,988
2019/20	Budget	Actual	Variance
Total Expenditure	124,197	113,637	-10,560
Grants/Contributions	-63,000	-45,333	17,667
Insurance claim from previous year	0	24,000	24,000
Net Expenditure	61,197	92,304	31,107



### 2020/21 Income & Expenditure (Covid)

2020/21	Budget	Actual	Variance
Total Expenditure	121,238	98,781	-24,457
Grants other	- 63,000	1,995	64,995
Contributions	0	-3,133	-3,133
Net Expenditure	58,238	95,643	37,405

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## Appendix 3 - Equality Assessment Record



Title of Service, Policy, Procedure, Spending Review being Proposed	Proposal to Cease the Learningonline Services in Redditch
Name of Service Area	Legal, Democratic and Property Services
Name of Officer completing this assessment	Emily Payne, Engagement and Equalities Advisor Julie Heyes, Business Development Manager
Date Assessment Started	23/2/2022
Name of Decision Maker (in relation to the change)	Redditch Borough Council Executive
Date Decision Made	TBC

### Please ensure the following:

- That the document is understandable to a reader who has not read any other documents and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy but must be complete.
- That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
- That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.

### Overview

Provide a clear overview of the aims of the service/policy/procedure and the proposed changes being made. Will the current service users' needs continue to be met? Why is the change being proposed? What needs or duties is it designed to meet?

Learning on Line is a Council run Service that currently sits under Business Development within the Legal, Democratic and Property Service. Learning online (LOL) is a local service offered to residents within Redditch and operates from the Greenlands Business Centre (since 2005.)

LOL delivers within the corporate measures of 'Aspiration, work and financial independence' and 'Living independent, active & healthy lives'. This is under the remit of Adult Education and Learning. It offers qualifications that assist adult learners to:

- Access Higher and Further Education courses in Maths and English
- Progress within their chosen professions (NHS etc..)
- Change Careers
- Help the unemployed move closer to the labour market, develop confidence and new skills.
- Learn in a small supportive environment that offers a flexible attendance and one to one tuition option.

Qualifications offered are Maths, English Functional Skills and ICT, although ICT is not currently offered. Maths and English are fully funded for learners through the Adult Education Budget and LOL holds a contract with Heart of Worcestershire College (HoW)

Other local providers of this type of service include the Heart of Worcestershire College, Worcestershire County Council and Citizens Advice Bureaux, all offer a vast range of services to meet the needs of the customer and community and are also fully funded services.

Demand within communities and requests from customers are low for specific Maths and English skills. The needs which have been identified are:

- Confidence building in using ICT systems i.e. filling in application forms etc.
- Signposting in relation employment, mental health, advocacy and money advice and guidance

Digital inclusion is a high agenda item for these services with more online and flexible options being made available in the last 18 months.

Over the last 4 years, numbers of learners accessing LOL services have dropped significantly, especially the last 2 years due to the covid pandemic. The funding received from HoW College is based on numbers of learners both accessing the courses and passing qualifications, over recent years the funding offered has not been fully achieved.

With Council budgets tightening and the need to review service delivery and impact, a proposal is being brought forward to cease the LOL service and allow the other providers mentioned above to deliver the courses to the adult learners in Redditch.

Who is the proposal likely to affect?	Yes	No
All residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specific group(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Council employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specific group(s) of employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other – Provide more details below	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details



Outline who could be affected and how they could be affected by the proposal/service change. Include current service users and those who could benefit from but do not currently access the service.

Should the service be closed completely there could be the following impacts:

- Impact on current and potential new adult users/students who are looking to gain qualifications in Maths and English Free of Charge (support current users and signpost to other providers if appropriate. Use website and social media to sign post new users to other providers of similar services in Redditch.
- Rooms currently used by LOL at Greenlands Business Centre would be available to rent
- Future Service savings
- Members and Council could receive negative press – although the centre profile is relatively low so closure may not attract too much publicity.
- Closure of non-essential service

### Evidence and data used to inform your equality impact assessment

What data, research, or trend analysis have you used? Describe how you have got your information and what it tells you.

We have contacted and looked at other local providers and their offer. There are similar fully funded courses available for adult learners and students in Redditch from Worcestershire County Council, Heart of Worcestershire College, Age UK, Library. We have reviewed our service budgets over the last 5 years and its apparent that there has been a continuous decline in service users impacting on the ability to draw down the full annual Heart of Worcestershire funding allowance.

### Engagement and Consultation

What engagement and consultation have you undertaken about the proposal with current service users, potential users and other stakeholders? What is important to them regarding the current service? How does (or could) the service meet their needs? How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)? Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

Current users will need to be given the opportunity to complete their courses, this could be using an alternative local provider.

## Public Sector Equality Duty

Due regard must be given to the three aims of the Equality Duty. This means that you must consciously think about the three aims as part of the process of decision-making. Consider the current service and any proposed changes, thinking about what issues may arise.

Equality Duty Aims	Evidence
<b>Eliminate unlawful discrimination, harassment and victimisation</b> How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic	We have identified other organisations locally in Redditch who can provide similar services and can support current and new users to access fully funded functional Maths, English and other courses. The only difference will be the flexible working times that LOL provide.
<b>Advance equality of opportunity between different groups</b> How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).	N/A
<b>Foster good relations between different groups</b> Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?	N/A

Is there evidence of actual or potential unfairness for the following equality groups?

- Does the proposal target or exclude a specific equality group or community?
  - Does it affect some equality groups or communities differently and can this be justified?
  - Is the proposal likely to be equally accessed by all equality groups and communities? If not, can this be justified?
- (It may be useful to consider other groups, not included in the Equality Act, especially if the proposal is specifically for them e.g. lone parents, refugees, unemployed people, carers)

### Impact of proposal

Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. How likely is it that people with this protected characteristic will be negatively affected? What are the barriers that might make access difficult or stop different groups or communities accessing the proposal? How great will that impact be on their well-being? Could the proposal promote equality and good relations between different groups? How?

**If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?**

What mitigating actions can be taken to reduce or remove this impact? (Include these in the action plan at the end of the assessment) Equal treatment does not always produce equal outcomes; sometimes you will have to take specific steps for particular groups to address an existing disadvantage or to meet differing needs.

Protected Group	Impact of proposal	Justification for any actual or potential unfairness identified	If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?
Age	none		Other local providers give a very similar offer and all FOC for those on low income – the only difference being is that the LOL can provide a more flexible working time – as and when (although evenings and weekends are not included)
Disability	none		
Transgender	none		
Marriage and Civil Partnership	none		
Pregnancy and Maternity	none		
Race	none		
Religion or Belief	none		
Sex (Male/ Female)	none		
Sexual Orientation	none		

How will you monitor any changes identified?

Feedback from Consultation process will be reviewed
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The actions required to address these findings are set out below.

Action Required	By Whom	By When	Completion Date
TBC	TBC	TBC	TBC

Sign off on completion	Name	Signature	Date
Lead Officer completing assessment	Julie Heyes	Julie Heyes	08.03.2022
Equalities Officer	Emily Payne	E.Payne	

When you have completed this assessment, retain a copy and send an electronic copy to the Policy Team (Equalities) attaching any supporting evidence used to carry out the assessment.

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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