

# Public Document Pack



Town Hall  
Royal Tunbridge Wells

Tuesday, 10 December 2019

To the Members of the Tunbridge Wells Borough Council

I request your attendance at a meeting of the Tunbridge Wells Borough Council to be held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, on Wednesday, 18 December 2019, at 6.30 pm, when the following business is proposed to be transacted.

- 1      **Apologies for Absence** (Pages 5 - 6)  
To receive any apologies for absence.
- 2      **Minutes of the meeting dated 25 September 2019** (Pages 7 - 24)  
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 3      **Minutes of the meeting dated 08 October 2019** (Pages 25 - 26)  
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 4      **Declarations of Interest** (Pages 27 - 28)  
To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest; please contact the Monitoring Officer before the meeting.
- 5      **Announcements** (Pages 29 - 30)  
To receive announcements from the Mayor, the Leader of the Council, members of the Cabinet and the Chief Executive.
- 6      **Questions from members of the public** (Pages 31 - 32)  
To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8, to be submitted and answered.
- 7      **Questions from members of the Council** (Pages 33 - 34)  
To receive any questions from members of the Council, of which due notice has been given in accordance with Council Procedure Rule 10, to be submitted and answered.
- 8      **Changes to the Appointments to Committees, December 2019** (Pages 35 - 40)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.

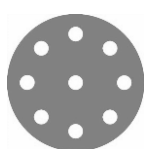
- 9      **Timetable of Meetings 2020/21** (Pages 41 - 44)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 10     **Council Tax Reduction Scheme 2020/21** (Pages 45 - 198)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 11     **Polling Places Review** (Pages 199 - 210)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 12     **Civic Complex Cross-Party Working Group** (Pages 211 - 222)  
To consider and, if thought fit, to approve the recommendations set out in the associated report.
- 13     **Motion on Notice from Councillor Dr Hall** (Pages 223 - 224)  
To consider and, if thought fit, to approve the Motion as set out in the associated notice.
- 14     **Motion on Notice from Councillor Atwood** (Pages 225 - 226)  
To consider and, if thought fit, to approve the Motion as set out in the associated notice.
- 15     **Motion on Notice from Councillor Reilly** (Pages 227 - 228)  
To consider and, if thought fit, to approve the Motion as set out in the associated notice.
- 16     **Urgent Business** (Pages 229 - 230)  
To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 17     **Common Seal of the Council** (Pages 231 - 232)  
To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council.
- 18     **Date of next meeting** (Pages 233 - 234)  
To note that the date of the next meeting is Wednesday 26 February 2019.

**William Benson**  
Chief Executive

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**Mark O'Callaghan**  
Scrutiny and Engagement Officer  
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### **Notes on Procedure**

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i).
- (2) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (3) Members of the public are encouraged to participate and those wishing to speak on an agenda item will need to register with Democratic Services. Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting. Places are limited to a maximum of four speakers per item and each speaker will have a maximum of three minutes to address the Council.
- (4) All meetings are open to the public except where confidential or exempt information is being discussed. The agenda of the meeting will identify whether a meeting or part of a meeting is not open to the public and why. Meeting rooms have a maximum public capacity as follows:  
Council Chamber: 100, Committee Room A: 20, Committee Room B: 10.
- (5) Please note that the public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

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**Hearing Loop System** – The Council Chamber and Committee Rooms A and B have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.

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**Full Council**

**18 December 2019**

## **Apologies for Absence**

**Procedural Item:**

To receive any apologies for absence.

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## **TUNBRIDGE WELLS BOROUGH COUNCIL**

MINUTES of a meeting of the Tunbridge Wells Borough Council, duly convened and held at the Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS, at 6.30 pm on Wednesday 25 September 2019

### **PRESENT:**

**The Mayor Councillor James Scholes (Chairman)**

**Councillors Atkins, Atwood, Backhouse, Barrington-King, Bailey, Bland, Chapelard, Mrs Cobbold, Dawlings, Ellis, Everitt, Fairweather, Funnell, Dr Hall, Hamilton, Hayward, Hickey, Hill, Horwood, Lewis, Lidstone, Mackonochie, March, McDermott, Morton, Neve, Noakes, Ms Palmer, Podbury (Vice-Chairman), Poile, Pope, Pound, Rands, Reilly, Scott, Simmons, Mrs Soyke, Stanyer, Mrs Thomas, Thomson, Warne, Williams and Woodward**

**IN ATTENDANCE:** William Benson (Chief Executive), Patricia Narebor (Head of Legal Partnership) and Mark O'Callaghan (Scrutiny and Engagement Officer)

### **IN MEMORIAM RONEN BASU**

FC33/19      The Council observed a minute silence as a mark of respect following the death of former Councillor Dr Ronen Basu. Ronen was Borough Councillor for the Culverden Ward since May 2008, and Mayor of the Borough of Tunbridge Wells 2013-14. He was also a Cabinet member and Portfolio Holder for Sustainability.

### **APOLOGIES FOR ABSENCE**

FC34/19      Apologies were received from Councillor Bruneau. Councillors Holden and Willis were not present.

### **MINUTES OF THE MEETING DATED 17 JULY 2019**

FC35/19      **RESOLVED** – That the minutes of the meeting dated 17 July 2019 be approved as a correct record.

### **DECLARATIONS OF INTEREST**

FC36/19      Councillor Pope declared an 'Other Significant Interest' on the basis that his wife owned a flat in Grove Hill House which was adjacent to, and affected by the Compulsory Purchase Order related to, the Calverley Square development.

Councillors Bland and Ms Palmer noted that they were directors of Tunbridge Wells Property Holdings Limited but that as they did not benefit financially from the office this did not constitute a beneficial interest.

### **ANNOUNCEMENTS**

FC37/19      There were no announcements.

## MOTION TO VARY THE ORDER OF BUSINESS

FC38/19 Councillor Pound moved, and Councillor Everitt seconded, a motion without notice, in accordance with Council procedure rule 2.2(ii), to vary the order of business to the effect that the motions on notice at agenda items 12 (Motion on Notice from Councillor Everitt) and 13 (Motion on Notice from Councillor Pound) were heard after agenda item 9 (Licensing Act 2003 Statement of Licensing Policy) and before the report at agenda item 11 (Calverley Square Delivery Stage 5-7). The aforementioned motions on notice were related to Calverley Square and proposed to pause whilst external funding was confirmed and to pause to consider alternatives. Proceeding with Calverley Square first could leave the Council at risk of breaching the Constitution's rules on external funding if the recommendations were carried and with no alternatives should the recommendations not be carried.

The Mayor noted that debate should be on the matter of varying the order of business and not on the business itself.

Councillor Pound raised a point of order that a motion under rule 2.2(ii) should be voted on without debate. The Mayor, on the advice of the Monitoring Officer, ruled that as the motion was raised under 2.2 – as opposed to the alternative 12.3 – the motion would be voted on without debate. However, as there may be implications on agenda item 11, the mover of the affected motion (item 11) would be permitted to comment.

Councillor Scott noted that delay beyond 28 October 2019 – the date on which the contract to deliver Calverley Square was expected – would likely result in increased costs so as to make the scheme unaffordable and may lead to the withdraw of the main contractor. Furthermore, consideration of the motions first would prevent any debate on the merits of the proposed scheme.

Councillor Pound raised a point of order requesting clarification on the procedure rule relied upon to allow the mover of the affected motion to speak. The Mayor, on the advice of the Monitoring Officer, ruled that consideration of the potential implications of decisions to be made was proper.

Councillor Chapelard requested a recorded vote on the motion.

Members who voted in favour of the motion: Councillors Atkins, Atwood, Chapelard, Ellis, Everitt, Funnell, Hayward, Hickey, Hill, Lewis, Lidstone, Morton, Neve, Poile, Pope, Pound, Rands and Warne. (18)

Members who voted against the motion: Councillors Backhouse, Bailey, Barrington-King, Bland, Mrs Cobbold, Dawlings, Fairweather, Hamilton, Horwood, Mackonochie, March, McDermott, Noakes, Scholes, Scott, Mrs Soyke, Thomson, Williams and Woodward. (19)

Members who abstained from voting: Councillors Dr Hall, Ms Palmer, Podbury, Reilly, Simmons, Stanyer and Mrs Thomas. (7)

**MOTION NOT CARRIED**



## QUESTIONS FROM MEMBERS OF THE PUBLIC

FC39/19 The Mayor advised that nine questions from members of the public had been received under Council procedure rule 8.

### 1. Question from Mr James Tansley

“In February 2017, the Council claimed the Civic Complex would cost £72m (before financing costs). In December 2017, it claimed it would cost £90m (again, before financing costs). Today it says it will cost £108m (before financing costs). How much higher will the bill for this project have to rise before the Council recognises it is not worth proceeding with it?”

### Answer from Councillor Scott

“As explained throughout the reports this is a design and build contract. A contractor has now submitted their final offer to deliver Calverley Square which is a fixed sum and will only change if the Council changes its mind or delays on what it wants.”

### Supplementary question from Mr James Tansley

“In June 2018, the last Leader of the Council, Councillor Jukes, claimed that Mace, the primary contractor for this project, was known for completing construction on time and within budget. He cited the example of The Shard next door to Guy’s Hospital. A little research would have revealed that after the contract was signed in 2007, Mace had to return requesting a 25 per cent increase in the cost and payment to complete the project. It was only on the basis of that 25 per cent uplift after the contract had been signed that the work went ahead. Why should we believe the figure of £108m plus financing costs – which brings it to, according to the Council’s own figures, £140m? Why should we believe that is the final figure given Mace’s record in the past and the record of the Council in not revealing the full picture about costs of the Calverley Square project?”

### Answer from Councillor Scott

“Having had a huge amount of experience in risk management in another major contractor who completed multi-billion pound projects – actually one very close to here, the Channel Tunnel which came in on budget, on time – there are so many different styles of fixed price contracts, depending on a range of contractual terms. Each one has got to be examined quite separately and quite uniquely to those terms. The terms on this one are strong terms, they have been reviewed and will continue to be reviewed during the forthcoming month before signature to make sure that they are legitimate and tied down as required by the Council to minimise any risk to exactly where we are. The offer here is due, as mentioned, because of various economic things that have been happening with Brexit, etc. One of the key advantages of that is the substantial reduction we’ve had in financing costs – as of today it is only 1.8 per cent. These things do balance out, partly because of Brexit, etc. but, in fact, the overall cost remains the same. If costs were substantially higher then, of course, there would be other concerns.”

## 2. Question from Dr Robert Banks

“On which date were Counterculture Partnership appointed to provide the report on the Evaluation of Fundraising Prospects for the Calverley Square project and what is the cost of their consultancy fee?”

### Answer from Councillor Scott

“Counterculture were appointed in April 2019 for theatre and culture fundraising advice. They were subsequently paid £4,000 in July 2019 in relation to theatre fundraising.”

### Supplementary question from Dr Robert Banks

“In their report, they say that they were commissioned in July of this year but, in fact, you say it was April. Is that correct? In their report in July, they say they were asked to evaluate at least £3m of public fundraising. As the RIBA Stage 4 report was not available at that time, how did you know exactly the figure that they needed? Because it would seem that the Council probably knew in July at the Full Council meeting when we were told that the RIBA results were not available that there was going to be this shortfall.”

### Answer from Councillor Scott

“The appointment was in April 2019, they were asked various questions throughout that appointment. I can only assume that was referred to as one of those questions that was asked of them at that point in time. In respect of the amount of money, it had always been assumed we will be looking for additional funds and that was the level of funds we felt at that time to be appropriate to be looking for.”

## 3. Question from Mr James Tansley

“Given the Council’s claims that it has been transparent with the public about the Civic Complex, when can I expect substantive responses to the questions in my emails to the Leader of the Council of 15 September 2019, 6 September 2019 and 28 August 2019, and to his predecessor of 7 March 2019, 25 November 2018, 28 August 2018, 1 March 2018, 2 November 2017, 29 October 2017, 23 September 2017, 9 August 2017, 31 July 2017, 28 March 2017 and 8 March 2017?”

### Answer from Councillor McDermott

“I did respond to the e-mail dated 28 August. You obviously didn’t see the email so I will read it out. *‘Thank you (and to whoever has helped you put this together) for the email. It is great to see that you maintain an interest in Borough affairs so long after your brief stint as a Borough Councillor.’* I apologise as you were never a Borough Councillor, you were a County Councillor. *‘I will carefully consider the points you have raised as the Calverley Square project works its way through the Council’s committee cycle and I am sure that colleagues will do the same.’*”

I will add to that, that you will find further answers to all your emails in the CPO Inspector’s report. It is unfortunate that having attended the public inquiry you chose not to register to speak and face cross examination. Unfortunately, I cannot answer for Mr Jukes but I am sure that, as a private individual now, he may well contact you.”

## **Supplementary question from Mr James Tansley**

“Can you tell me, who in the Council thought it appropriate to share the contents of the RIBA Stage 4 report with a local newspaper in advance of releasing it to democratically elected Councillors? I note that you are quoted in the Times of Tunbridge Wells article, as is Councillor Scott.”

## **Answer from Councillor McDermott**

“I think you have answered your own question, as Councillor Scott and myself were in the paper. That’s it.”

## **4. Question from Mr James Tansley**

“What is the Council’s current estimate of the number of the Borough’s residents who are in favour of the Civic Complex project proceeding?”

## **Answer from Councillor Scott**

“There is no substantive figure, though I do note from the report of the Independent Panel that all those they interviewed wanted to see something happen in the centre of the town to enable it to flourish. They went on to conclude that there was a desire to revitalise the town centre to enhance its prosperity via employment and culture and to enhance the cultural offering of Tunbridge Wells to broaden its creative economy. All members of the cross-party group recognise that the Assembly Hall and Town Hall are past their sell-by date.”

## **Supplementary question from Mr James Tansley**

“Councillors should be aware that some 5,900 local residents have signed a petition opposing the civic complex compared to, as of Monday, 208 who signed a petition in favour. Informal polls conducted by the handful of councillors who believe they should listen to the people they purport represent – hat tipped to Councillors Williams and Simmons – demonstrate an overwhelming majority opposed to the project. In this year’s May elections, the Conservatives lost 72 per cent of their seats in Tunbridge Wells compared to six per cent in Sevenoaks and 19 per cent in Tonbridge and Malling. Why is the Council acting against the wishes of the people of this Borough?”

## **Answer from Councillor Scott**

“In a representative democracy, councillors exercise their judgement on behalf of residents and it is a fact that the Calverley Square scheme was conceived and progressed through all its initial decision points with cross-party support. I continue to believe that investment in our cultural facilities and increased employment space is vital to support our status as a destination town and to make the Borough a great place to live, work and visit. It is also important to match the housing growth with cultural and leisure facilities of the town.

I also note that there are approximately 150k tickets sold at the Assembly Hall each year which is somewhat larger than the 5,900. I also note that in the Courier [cutting distributed by a speaker], the main two concerns that are listed in the paper are: we need more shops, its like a ghost town; we want Tunbridge Wells to succeed, to improve on the shops in our town. They also

talk about car parking, which is another major issue as far as I'm concerned, and dealing with congestion. The key elements here are about regeneration of the town, and that is the number one concern that we should all have for the future of this town. How are we going to progress as a town as this shopping changes, as things deteriorate as far as most of these shops are concerned? We need to actually see growth in this town to ensure its wellbeing. I am concerned, very much, about the welfare of the individuals here, the welfare of this town, to ensure that we can actually address those issues which are overwhelmingly more important than the points that you have made."

## **5. Question from Mr James Tansley**

"What is the Council's operational boundary for external debt?"

### **Answer from Councillor Dawlings**

"This is set out in the report at Appendix M paragraph 5.2 (page 393 of the agenda pack). The limit is currently £97m."

### **Supplementary question from Mr James Tansley**

"The RIBA Stage 4 reports on the civic complex states that the Council is looking to borrow a further £90m, and possibly more if it is unable to secure £8m from Kent County Council and other fundraising to cover the costs of the civic complex project. According to the Council's 2018/19 Financial Statements (section 16.1) the Council's external borrowing, as at 31 March 2019, was just under £12.998m. £13m plus £90m, according to my calculations, comes to £103m or £6m more than the Council's operational boundary for external debt. Please can you advise why the Council is proposing to have a vote on a project which has demonstrated it has not provided adequate funding for?"

### **Answer from Councillor Dawlings**

"I think the Council's present borrowing is £3m which would be paid off in the course of this year. I am confident that the Council is embarking on a project that will be within the limits of its borrowing capacity."

## **6. Question from Mr James Tansley**

"Given that a number of Tunbridge Wells voters were denied the right to vote in this May's European elections due to the Council's failure to deliver postal vote forms in time, will the Council replace it's Returning Officer?"

### **Answer from Councillor Dawlings**

"No the Council is not replacing the Returning Officer and, for the record, there were no issues with electors receiving postal vote forms."

### **Supplementary question from Mr James Tansley**

"I draw your attention to an article that appeared in The Guardian newspaper on 23 May which quotes a council official in an email to The Guardian saying that postal votes were not sent out on the grounds that: 'our printers could not print out such a vast amount of ballot papers' and also 'we did it to the best of

our ability'. I.e. voters were denied the right to vote because the council were unable to produce the postal votes in time. Given that the Returning Officer is the same individual as the Chief Executive of the Council who is responsible for the implementation of a £108m construction project, please can you say whether you have confidence that the Council is able to proceed within time and within budget with such a project?"

## **Answer from Councillor Dawlings**

"The report you identify is news to me. I am aware that there were some difficulties with the European election. [Mr Tansley clarified that he was referring to the European election]. I thought you were talking about the May elections which were the Borough Council elections. The issue with the European elections was simply that the Government said for so long that we weren't having any European elections and as soon as we received the notification of what was required, these things were immediately actioned. So, no. We do have entire confidence in our Returning Officer."

## **7. Question from Mr James Tansley**

"What breaches of the Council's internal policies and procedures have taken place since the beginning of the 2017/18 financial year?"

## **Answer from Councillor Dawlings**

"We are not aware of any."

## **Supplementary question from Mr James Tansley**

"The Council's 2018/19 Pay Policy states that official's salaries for each grade should run from 95 to 105 per cent of the market median. In the 2018/19 Financial Statement it says that the Chief Executive's pay, once his Returning Officer allowance is excluded, was £133,587 in 2018/19 – a 10.6 per cent increase on the previous year and 111 per cent of the market median for his grade. Who was responsible for this breach of policy and why wasn't it drawn to your attention?"

## **Answer from Councillor Dawlings**

"This is a matter that I'm not aware of. I will get an answer to you."

## **8. Question from Mr James Tansley**

"In light of the number of accidents involving pedestrians at Carr's Corner (18 in the last 12 months), what action will the Borough Council take with Kent County Council to reduce the risks and improve safety?"

## **Answer from Councillor McDermott**

"Tunbridge Wells Borough Council has been in regular contact with Kent County Council (our Highway Authority) regarding the concerns of local residents about pedestrian safety at Carr's Corner, including discussions at the Joint Transportation Board.

Within the last few months, KCC has carried out the following work at Carr's Corner:

- White road markings (destinations) added to the junction between Calverley Road and Calverley Park Gardens to encourage larger vehicles to continue straight ahead for access to the A21.
- Directional signage placed opposite the junction of Calverley Road and Calverley Park Gardens to further discourage vehicles using Calverley Park Gardens and instead to continue straight ahead for the A21.
- An advanced directional sign on Crescent Road, heading towards Carr's Corner, has been altered to clarify the route that should be taken to access the A21.
- Warning signage on Crescent Road has been upgraded to improve drivers' awareness of pedestrians in the area."

## **Supplementary question from Mr James Tansley**

"At the recent CPO enquiry on the Calverley Square project, it was reported that if the project were to go ahead some 140-160 lorry movements per day would be required for 14 weeks to remove the material from the cut-and-fill exercise. Will the Council guarantee that none of these 15k additional lorry movements will be via Carr's Corner?"

## **Answer from Councillor McDermott**

"It is impossible to guarantee that. So, no I can't."

## **9. Question from Mr James Tansley**

"How many residents have signed up for the Council's garden waste removal scheme?"

## **Answer from Councillor McDermott**

"As at the close of play yesterday: 19,689."

## **Supplementary question from Mr James Tansley**

"Please can you explain to me why Tunbridge Wells residents are being charged £12 a year more for exactly the same service provided by exactly the same provider than their neighbours in Tonbridge and Malling?"

## **Answer from Councillor McDermott**

"My understanding is that Tonbridge and Malling are thinking of raising their figure at the moment. We started off at £42 which 17,260 people applied for, they got £10 off so you could say we charged for the early bird only £2 extra."

## **QUESTIONS FROM MEMBERS OF THE COUNCIL**

FC40/19 The Mayor advised that four questions from members of the Council had been received under Council Procedure Rule 10.

## **1. Question from Councillor Hill**

"Given previously raised concerns in this council chamber, what actions are being taken to ensure that the outside of the Assembly Hall is fully utilised to publicise future productions, that the frontage is welcoming, and that the theatre actually looks open for business?"

## **Answer from Councillor March**

“The Theatre has the following in operation:

- A permanent fascia;
- Two large digital screens;
- An external poster board, shared with friends at the Trinity Theatre;
- Over 43 poster sites that are maintained across the Borough;
- 80 per cent of the Theatre's customer base now engaged online and the business model is delivering to this audience and following the Council' digital first strategy;
- Regular newsletters are sent out to the core email database;
- 70k people are sent the Theatre's digital brochure;
- Every home in the Borough received local magazine in which the programme is printed and copies are available at the Gateway;
- Regular social media campaigns are delivered every week;
- Postcards are sent to targeted audiences in agreement with producers; and
- The Theatre also operates the Go Card offering low price and even free tickets to families on low incomes.

When the Theatre is actually open for business, the following are there in addition:

- The Theatre front is lit up using LED lights, its not done when the Theatre is not open assisting in energy reduction;
- The Box Office is open 90 minutes before a performance in addition to being open on a Saturday between 12-5pm; and
- At Christmas, there is also additional Christmas lighting.

The saving created by the relocation of the Box Office to the Gateway has enabled the Theatre Director to establish a creative learning department which has engaged with over 3k residents and school children since it was established.”

## **Supplementary question from Councillor Hill**

“I wasn't really asking about the advertising, my concern was would it be lit up especially for the Christmas season for Peter Pan. I think it should be lit up as Christmas season approaches, so it will be lit up for Peter Pan?”

## **Answer from Councillor March**

“Yes we will have lights there. But, as has been mentioned before in a previous question, we can't put things actually on the canopy because of health and safety.”

## **2. Question from Councillor Everitt**

“How long, not including secured funding such as Heritage Lottery Fund and Arts Council England, has additional fundraising been undertaken to reach the current target of £1.2 million for the Amelia Scott?”

## **Answer from Councillor March**

“In order to raise funds for The Amelia at The Amelia Scott, on the advice from our consultants, we have chosen to enable the set up of a fundraising

trust which will be independent from the Council with its own Board. This will allow them to access funds from donor trusts and foundations that the Council aren't able to approach. The whole process of fundraising takes time and setting up trusts normally takes around 6-9 months. Counterculture are currently in the process of setting up the company and registering the trust. As the company and the trust are independent of the Council the updates are provided on behalf of the future trust by Counterculture. The next update will be available in the Members' Room following the up-and-coming Ameila Board meeting."

## **Supplementary question from Councillor Everitt**

"I didn't really get a span of time there, I'm not sure that answered my original question. However, I used to work at the Museum and I volunteered for their friends group. Back at the Friends of the Museum AGM in November 2016 it was stated that the project needed £800k in fundraising to plug a shortfall, so I would argue that actually the fundraising has been known about and there has been a fundraising target for at least 3 years if not longer. Given that there has been over 3 years to raise the amount and this has not happened; and now that we have Calverley Square which requires £3m in 2 years; and as noted by the consultants Counterculture there will be overlapping applications between The Ameila Scott and Calverley Square – they will only pay out for one, not for both – do you honestly think it is possible and in what timeframe for both projects to fundraise the required money?"

## **Answer from Councillor March**

"It takes quite a long time to set up a trust, we had to decide who we were going to have as far as Counterculture are concerned. We didn't have a final amount, we had an idea what it was going to be, in fact, it is £1.2m. We had to decide whether we were going to have a fundraiser and that was going to be taken on with the County Council. The Borough Council will underwrite the cost of the fundraiser and then we will start the fundraising, it takes quite a long time. You have to get your chairman of the trust to actually have a Board that he can work with and therefore that takes time to get the right people. We are very confident that that is a realistic target."

## **3. Question from Councillor Hill**

"What actions have been taken by this Council to prepare itself for any adverse impacts of the UK government illegally taking us out of the EU without a deal on 31 October 2019?"

## **Answer from Councillor Dawlings**

"It is very difficult indeed to assess or predict the possible impacts of Brexit on either the Council or the wider Borough. The Council has been promoting the national campaign to get people ready for Brexit and has been raising concerns from local businesses about the impact of Brexit on them with central government. It has also been actively engaged with the Kent Resilience Forum on the issue."

## **Supplementary question from Councillor Hill**

"My concerns are with being in Kent we are the first port-of-call, and I know that east Kent councils are very worried about the impact of border controls



like at Ebbsfleet, etc. Do we know if this could impact on Tunbridge Wells? With traffic being directed nearer to us causing more disruption on our roads?”

## **Answer from Councillor Dawlings**

“This is primarily a matter for Kent County Council and this Council is in constant contact with them.”

## **4. Question from Councillor Everitt**

“Is there a budget for home office equipment and increased utility bills for Council staff as a result of increased home working should the new smaller Calverley Square office be approved?”

## **Answer from Councillor Dawlings**

“There is a budget for ICT and the ability to work from home is already successfully in operation throughout the Council.”

## **Supplementary question from Councillor Everitt**

“Are we saying that no costs will be passed on to staff, should Calverley Square go ahead, for home office equipment and increased utility bills?”

## **Answer from Councillor Dawlings**

“There is an ICT budget and the ability to work from home is well embedded so I don’t think there will be a huge difference.”

## **PETITION: ENQUIRY INTO THE IMPACT OF THE PUBLIC REALM PHASE 2 SCHEME**

FC41/19      The Council received a petition containing 1,132 signatures which stated: “We the undersigned disapprove of the Tunbridge Wells Borough Council’s Public Realm Improvement involving Mount Pleasant Road, Monson Road and Church Road. Far from improving the town, we feel this will have a seriously negative impact for economic, businesses, residents and visitors to the town. We demand an enquiry into the true impact of this scheme.”

Ms Sue Luck and Ms Clare Waller were in attendance to present the petition which included the following comments:

- The town centre was struggling and further signatures had been received since submitting the petition.
- Whilst shopping was still a popular activity, trade in Tunbridge Wells was being suppressed by expensive parking, closed shops and dirty streets.
- The Council’s resources could be better utilised to encourage economic growth. Businesses could be helped by a Business Fund, cheaper parking and better information.
- The new road layout was dangerous and likely to lead to an increase in accidents.
- There had been insufficient consultation, better and earlier consultation could have helped avoid the flaws in the scheme.
- There was an ongoing lack of information.
- An enquiry was needed now, not in 12 months.

- Christmas trade started in October and, in many cases, supported the business through leaner times of the year.
- Businesses were reporting a drop in trade – one in particular reported a 42 per cent drop – this was unsustainable and some businesses could have been lost in 12 months time.
- Suggestions that the problem was with businesses needing to change were arrogant, also problems were not due to Brexit or the internet but a lack of engagement.

Councillor McDermott moved, and Councillor March seconded, the motion: “This Council welcomes the petition, recognises the challenges that retailers are facing and undertakes to review the scheme after it is completed. It notes that the Council’s Overview and Scrutiny Committee have recently formed a Task and Finish Group to look at how the Council communicates and engages with the public and businesses and would welcome any suggestions to improved the Council’s approach.”

Debate on the motion included the following points:

- Additional traffic through Carr’s Corner would make a congested area worse.
- Resources could have been better spent.
- Traffic restrictions should not be implemented until the new year.
- Proper consultation was lacking.
- York Road and Dudley Road could become rat-runs.
- Newton Road already had problems with poorly maintained infrastructure, oversized delivery vehicles and too much traffic.
- Businesses needed Rate relief or some form of compensation.
- Towns needed through traffic and independent traders to flourish.
- There was an existing Rate relief scheme which eligible businesses could access through the Valuation Office Agency.
- Traffic would be closely monitored after completion of the works and further changes could be made to tackle rat-running and excessive traffic.
- Pedestrian friendly areas increased footfall if done well.
- Fiveways and the Farmer’s Market were good examples of what could be done to increase footfall.
- Businesses and the Council should work together to improve the economy. The Council was failing to deliver the basics.
- Lack of consultation generally and current consultation methods were not necessarily suited to the businesses.
- The Council should take this opportunity to make good on the scheme.

Councillor Pound moved, and Councillor Hayward seconded, an amendment to add words and remove words so that the motion reads: “This Council welcomes the petition, recognises the challenges that retailers are facing and undertakes to review the true impact of the scheme whilst the works continue. It notes that the Council’s Overview and Scrutiny Committee have recently formed a Task and Finish Group to look at how the Council communicates and engages with the public and businesses and would welcome any suggestions to improved the Council’s approach.”

Debate on the amendment included the following points:

- The amendment added nothing substantive.

- The impact of works could not be reviewed before the works were completed.
- A review of the impact on traders could be undertaken now.
- Traffic Regulation Orders were subject to a statutory process which took time, any proposed changes could not be implemented before the completion of the works.
- Help could be offered immediately to businesses to promote themselves.

The Mayor took a vote on the amendment by show of hands.

## **AMENDMENT CARRIED**

The amendment became the substantive motion.

Councillor Chapelard moved, and Councillor Rands seconded an amendment to add words and remove words so that the motion reads: "This Council welcomes the petition, recognises the challenges that retailers are facing and undertakes to review the true impact of the scheme whilst the works continue. It notes that the Council's Overview and Scrutiny Committee have recently formed a Task and Finish Group to look at how the Council communicates and engages with the public and businesses and would welcome any suggestions to improve the Council's approach. This Council will set up an emergency cross-party working group to provide immediate support to affected retailers and residents."

Debate on the amendment included the following points:

- The Council was not helping enough. A business on Crescent Road had recently closed because the Council had refused to lower the rent, lower rent was better than no rent.
- Immediate and practical help was needed.
- The Public Realm scheme was a cosmetic improvement and, despite being funded by the Sustainable Transport Fund, no evidence had been provided as to how the scheme would deliver a shift to sustainable travel.
- More needed to be done to tackle congestion.
- A working group would not have the power to affect change.
- It was concerning that traders appeared not to have met with the relevant Portfolio Holder and such a meeting should be mandated in the motion.
- The cross-party working group could look into potential compensation schemes or help eligible business to existing schemes.
- A new Portfolio Holder would be appointed in due course who would lead on working with the traders.
- The Rate relief scheme was available but the application process was onerous.
- In the absence of the relevant Portfolio Holder, the Chairman of the Communities and Economic Development Cabinet Advisory Board could step in to facilitate an immediate response.
- A working group would need proper officer support.
- Cross-party action was welcomed but the Overview and Scrutiny Committee already had such a mechanism and the authority to take action across all Council business.

- The Overview and Scrutiny Committee already had a working party looking at Consultation and Engagement, the remit could be extended to cover this matter.

Councillor Neve asked whether the petitioners could be asked their view on what was being proposed. The Mayor noted that this was not a component of a formal debate.

Debate on the amendment continued:

- There appeared to be general agreement that the Council should take action to help traders affected by the scheme.
- The working group would provide an effective listening mechanism, something which the Council lacked.
- The powers of the working group were limited but could signpost effective support and make recommendations to Council for change.

Councillor Chapelard requested a recorded vote on the amendment.

Members who voted in favour of the amendment: Councillors Atkins, Atwood, Bland, Chapelard, Mrs Cobbold, Ellis, Everitt, Fairweather, Funnell, Dr Hall, Hayward, Hickey, Hill, Lewis, Lidstone, Morton, Neve, Noakes, Ms Palmer, Podbury, Poile, Pope, Pound, Rands, Scholes, Simmons, Stanyer, Mrs Thomas, Thomson, Warne and Williams. (31)

Members who voted against the amendment: Councillors Backhouse, Bailey, Dawlings, Hamilton, Horwood, Mackonochie, March and McDermott. (8)

Members who abstained from voting: Councillors Barrington-King, Reilly, Scott, Mrs Soyke and Woodward. (5)

## AMENDMENT CARRIED

The amendment became the substantive motion.

The Mayor took a vote on the motion by affirmation.

**RESOLVED** – This Council welcomes the petition, recognises the challenges that retailers are facing and undertakes to review the true impact of the scheme whilst the works continue. It notes that the Council's Overview and Scrutiny Committee have recently formed a Task and Finish Group to look at how the Council communicates and engages with the public and businesses and would welcome any suggestions to improved the Council's approach. This Council will set up an emergency cross-party working group to provide immediate support to affected retailers and residents.

## INDEPENDENT PERSON AND INDEPENDENT MEMBERS APPOINTMENT TO THE AUDIT AND GOVERNANCE COMMITTEE

FC42/19 Councillor Barrington-King moved, and Councillor Reilly seconded, the recommendations set out in the report.

Debate on the motion included the following comments:

- The Audit and Governance Committee, including the independent members, played an integral part in the governance of the Council.

- The proposed independent members were knowledgeable, committed and endorsed by the Committee.

The Mayor took a vote on the motion by affirmation.

## **RESOLVED –**

1. That Mr Michael O'Higgins be appointed as the Independent Person for a further four year term with effect from 14 October 2019; and
2. That Mr Gary Shiels be appointed as Independent Member of the Audit and Governance Committee for a further four year term with effect from 14 October 2019.

## **LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY**

FC43/19 Councillor Backhouse moved, and Councillor Woodward seconded, the recommendation set out in the report.

Debate on the motion included the following comments:

- The report set out details of a new section on outdoor events to be added to the Council's licensing policy following a public consultation.
- The recommendation was endorsed by the Licensing Committee.

The Mayor took a vote on the motion by affirmation.

**RESOLVED –** That the proposed amendment to the Statement of Licensing Policy (which will expire 6 January 2021) to include a new section on outdoor events, as set out at Appendix A to the report, be agreed.

## **MOTION TO SUSPEND AND REPLACE COUNCIL PROCEDURE RULE 19.2.1**

FC44/19 Councillor Scholes moved, and Councillor Podbury seconded, the recommendation set out in the report.

Councillor Neve asked whether there was a time limit on the meeting. The Mayor noted that the Council could resolve to continue past the usual four hour limit.

The Mayor took a vote on the motion by affirmation.

**RESOLVED –** That, during the consideration of item 11 on the agenda (Calverley Square Delivery Stages 5-7), Council Procedure Rule 19.2.1 be suspended and replaced as follows: The total time limit allocated to members of the public for speaking on an item on the agenda is 12 minutes for supporters of the proposals plus 12 minutes for objectors of the proposals.

The Mayor adjourned the meeting for a 10 minute comfort break.

## MOTION TO ADJOURN THE DEBATE

FC45/19 Councillor Atkins moved, and Councillor Pound seconded, a motion without notice, in accordance with Council procedure rule 12.11, to adjourn the debate on agenda items 11 (Calverley Square Delivery Stage 5-7), 12 (Motion on Notice from Councillor Everitt), 13 (Motion on Notice from Councillor Pound) and 14 (Motion on Notice from Councillor Ellis). The intention was to call an Extraordinary Meeting where full attention to these matters could be given.

The Chief Executive noted that a number of procedural questions had been raised during the comfort break immediately prior to this motion. The following advice was offered:

- The Council could resolve to extend the meeting beyond the 4 hour limit, in accordance with Council procedure Rule 13.10.7, an action the Council had taken on many occasions in the past.
- Council procedure rule 13.11.4 provided that if a motion to adjourn the debate was moved and seconded and the Mayor thinks that the item has not been sufficiently discussed and cannot reasonably be so discussed, the motion will be put to the vote without the mover of the original motion the right of reply.
- Members could not stipulate that matters be adjourned to an Extraordinary Meeting. The meeting to which mattered would be deferred would be handled under separate procedures.
- The Council had statutory officers whose duty it was to ensure that the Council discharged its legal obligations and members should be aware of the implications of their decisions. The consequences of delaying a decision were set out in Exempt Appendix D to the report on Calverley Square.

The Mayor, wishing to establish the likelihood of the meeting agreeing to extend the meeting beyond the four hour limit, took an indicative vote. A majority were against extending the meeting.

Debate on the motion included the following comments:

- There was insufficient time to consider the matters being adjourned.
- Members of the public who had registered to speak should be allowed to speak before the items were adjourned.
- There had been full debate on earlier matters and later matters deserved similar attention.
- Public attendance at the meeting was waning and the debate should take place under full scrutiny.
- Members should take the advice on the cost of delay under advisement.
- An Extraordinary Meeting could be called in no less than 5 clear working days.

The Mayor took a vote on the motion by show of hands.

**RESOLVED** – That debate on items 11, 12, 13 and 14 on the agenda be adjourned.

## **MOTION TO CALL FOR AN EXTRAORDINARY MEETING**

FC46/19      Councillor Chapelard moved, and Councillor Poile seconded, a motion without notice, in accordance with Council procedure rule 3.1.1, to call for an Extraordinary Meeting of the Council to consider the items previously adjourned.

The Mayor took a vote on the motion by affirmation.

**RESOLVED** – That the Chief Executive be requested to call an Extraordinary Meeting of the Council to consider item 11, 12, 13 and 14 on the agenda.

## **URGENT BUSINESS**

FC47/19      There was no urgent business.

## **COMMON SEAL OF THE COUNCIL**

FC48/19      **RESOLVED** – That the Common Seal of the Council be affixed to any contract, minute, notice or other document arising out of the minutes or pursuant to any delegation, authority or power conferred by the Council.

## **DATE OF NEXT MEETING**

FC49/19      The next scheduled meeting was Wednesday 18 December 2019.

### **NOTES:**

The meeting concluded at 9.30 pm.

An audio recording of this meeting is available on the Tunbridge Wells Borough Council website.

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**Full Council**

**18 December 2019**

## **Minutes of the meeting dated 08 October 2019**

**To Follow:**

The minutes of the meeting are marked as 'To Follow' and will be contained in a supplementary pack to the agenda.

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**Full Council**

**18 December 2019**

## **Declarations of Interest**

**Procedural Item:**

To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest; please contact the Monitoring Officer before the meeting.

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**Full Council**

**18 December 2019**

## **Announcements**

**Procedural Item:**

To receive announcements from the Mayor, the Leader of the Council, members of the Cabinet and the Chief Executive.

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**Full Council**

**18 December 2019**

## Questions from members of the public

### **Procedural Item:**

To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 8, to be submitted and answered.

Details of any questions received will be set out in a supplementary pack to the agenda.

### **Notes on asking questions:**

At an ordinary meeting of the Council, any member of the public may ask members of the Cabinet or the chairman of a committee or board a question on any matter within the power or remit of the Council or relevant committee.

Questions may be rejected if it:

- a) Is not about a matter for which the Council has responsibility
- b) Is defamatory, frivolous or offensive
- c) Is substantially the same as a question in the past six months
- d) Requires the disclosure of exempt information

Questions will be asked in the order in which notice of the question was received, except that the Mayor may group together similar questions. Where more than one question is received from a person and there are other further questions from other peoples, then the first question from each person will be received in turn before taking the second questions. People are expected to be present at the meeting to ask their question and receive the answer.

Someone asking a question at the meeting may ask one supplementary question to clarify anything from the answer. A supplementary question must arise directly out of the original question or the reply.

The total time allocated for questions is 30 minutes, any question which cannot be dealt with during the question time will receive a written answer.

Questions may be submitted by email to [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk) at any time up until the deadline for consideration at the next meeting. The deadline for questions for this meeting is **midday on Thursday 12 December 2019**.

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**Full Council**

**18 December 2019**

## Questions from members of the Council

### **Procedural Item:**

To receive any questions from members of the public, of which due notice has been given in accordance with Council Procedure Rule 10, to be submitted and answered.

Details of any questions received will be set out in a supplementary pack to the agenda.

### **Notes on asking questions:**

At an ordinary meeting of the Council, any member of the Council may ask the Mayor, members of the Cabinet or the chairman of a committee or board a question on any matter within the power or remit of the Council or relevant committee.

Questions may be rejected if it:

- a) Is not about a matter for which the Council has responsibility
- b) Is defamatory, frivolous or offensive
- c) Is substantially the same as a question in the past six months
- d) Requires the disclosure of exempt information
- e) Contains expressions of opinion
- f) Relates to questions of fact

Questions will be asked in the order in which notice of the question was received, except that the Mayor may group together similar questions. Where more than one question is received from a member and there are other further questions from other members, then the first question from each member will be received in turn before taking the second questions. Members are expected to be present at the meeting to ask their question and receive the answer.

Someone asking a question at the meeting may ask one supplementary question to clarify anything from the answer. A supplementary question must arise directly out of the original question or the reply.

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## Full Council

18 December 2018

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

## Changes to the Appointments to Committees, December 2019

<b>Final Decision-Maker</b>	Full Council
<b>Lead Member</b>	Councillor Tom Dawlings – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Head of Service</b>	Finbar Gibbons – Head of Policy and Governance
<b>Lead Officer/Author</b>	Mark O’Callaghan – Scrutiny and Engagement Officer
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That the allocation of seats on committees as set out in paragraph 2.11 of the report be approved; and
2. That the changes to the appointments to committees as set out at Appendix A to the report be noted.

### Explain how this report relates to the Corporate Priorities in the Five Year Plan:

- A confident Borough

### Timetable

<b>Meeting</b>	<b>Date</b>
Council	12 December 2018

Tunbridge Wells Committee Report, version: June 2018

## Changes to the Appointments to Committees, December 2019

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report set out the results of a review of the political balance of the Council and advises of the necessary changes to the appointments to committees.

### 2. INTRODUCTION AND BACKGROUND

#### Political Balance

- 2.1 As a result of the recent resignation of Councillor Neve from the Liberal Democrat Party (now sitting as an Independent) and the election of Councillor Rutland for the Liberal Democrat Party at the Culverden By-election (previously held by the Conservative Party), a review of the political balance of the Council has been undertaken.
- 2.2 The political balance of the Council is now as follows:

Political Party	Number of seats on the Council	Proportion expressed as a percentage
Conservatives	27	56.25%
Liberal Democrats	9	18.75%
Tunbridge Wells Alliance	6	12.5%
Labour	4	8.33%
Independent	2	4.16%
<b>Totals</b>	<b>48</b>	<b>99.99%</b>

- 2.3 The political balance legislation requires that each committee is established to reflect the overall political balance of the Council. The Council must allocate seats on committees and other prescribed bodies so as to give effect to the political balance rules.
- 2.4 Section 15(5) of the Local Government and Housing Act 1989 sets out four rules, and requires authorities to apply them in descending order of priority:
- 2.4.1 When some or all of the members of an authority have formed into two or more political groups, then no committee may comprise just members from one political group;
- 2.4.2 Where a majority of members of the Council are members of one political group, that political group must have a majority of the seats on each committee;

- 2.4.3 Without being inconsistent with the first two rules, the number of seats allocated to each political group on all the committees taken together be as near as possible proportionate to their strength on the Council; and
- 2.4.4 So far as is consistent with rules 1-3, each political party must be allocated that number of seats on each committee taken individually as is proportionate to their strength on the Council.

## Allocation of seats on committees

- 2.5 For the purposes of allocating seats, the Cabinet Advisory Boards are committees of the Full Council and must be treated in the same way as all other committees.
- 2.6 The allocation applies in respect of the number of 'ordinary' seats, but not including substitute seats.
- 2.7 The total allocation of seats applied to each political group does not include the Cabinet (or any Cabinet sub-committees, working groups or Executive appointments), which are not subject to the statutory rules on political balance.
- 2.8 The table below sets out the total number of applicable committee seats:

Applicable committees	Total number of seats on each committee
Appeals Committee	5
Audit & Governance Committee	8
General Purposes Committee	8
Investigating & Disciplinary Committee	5
Licensing Committee	15
Overview & Scrutiny Committee	12
Planning Committee	14
Communities & Economic Development Cabinet Advisory Board	11
Finance & Governance Cabinet Advisory Board	11
Planning & Transportation Cabinet Advisory Board	11
<b>Total</b>	<b>100</b>

- 2.9 The table below sets out the overall allocation of seats to each political group across all committees, in accordance with the above political balance:

Political group	Overall allocation of seats to all committees
Conservatives	56
Liberal Democrats	19
Tunbridge Wells Alliance	13
Labour	8
Unallocated seats	4
<b>Total</b>	<b>100</b>

2.10 A political group can only be formed if it has at least two elected members. The political balance legislation requires that the unallocated seats are given to those members who are not part of a political group.

2.11 The table below sets out the allocation of seats to each political group and independents on each committee, in accordance with the above political balance:

<b>Committees</b>	<b>CON</b>	<b>LIB</b>	<b>TWA</b>	<b>LAB</b>	<b>IND</b>
Appeals Committee	3	1	1	0	0
Audit & Governance Committee	5	1	1	1	0
General Purposes Committee	4	2	1	1	0
Investigating & Disciplinary Committee	3	1	1	0	0
Licensing Committee	8	3	2	1	1
Overview & Scrutiny Committee	7	2	2	1	0
Planning Committee	8	3	2	1	0
Communities & Economic Development C.A.B.	6	2	1	1	1
Finance & Governance C.A.B.	6	2	1	1	1
Planning & Transportation C.A.B.	6	2	1	1	1
<b>Total</b>	<b>56</b>	<b>19</b>	<b>13</b>	<b>8</b>	<b>4</b>

## Other considerations

2.12 The Council's Constitution requires the membership of the Planning Committee to consist of seven members each from the Eastern and the Western areas of the Borough. (TWBC Constitution, Part 3, paragraph 4.3, page 12.)

2.13 Each of the Cabinet Advisory Boards must include at least 8 non-Executive members, plus the relevant Cabinet Portfolio Holder who will be the Chairman. (TWBC Constitution, Part 3, paragraph 3.2, page 10.)

## Summary of key changes

2.14 Whilst the effect on the overall balance of the Council is small, the changes have tipped the balance in a number of committees where the allocation had previously been rounded up or down as appropriate.

2.15 The table below sets out the changes to particular committees as a result of rebalancing:

	<b>CON</b>	<b>LIB</b>	<b>TWA</b>	<b>LAB</b>	<b>IND</b>
Licensing Committee	-1		+1		
Planning Committee		+1			-1
Cabinet Advisory Boards (x3)	-1				+1

## **Appointments to Committees**

- 2.16 The four political group leaders and the independent members were provided with a notice indicating the above politically balanced allocations of seats to each committee. The nominations from each group leader are compiled into a full list, Appendix A, for the approval of the Full Council.
- 

## **3. AVAILABLE OPTIONS**

- 3.1 The calculation of political balance is a statutory process and not subject to approval. However, the rounding applied to actual seats is for agreement by the Council.
- 3.2 In order for the Council to conduct its business and for the committees to function, formal appointments need to be made to each committee, according to the allocation of seats set out and with a membership determined by each political group leader.
- 3.3 Individual appointees may be substituted provided the political balance is maintained.
- 

## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 That appointments be made to each committee, as set out. Appointees have been consulted by their respective political groups.
- 4.2 The political balance legislation is particularly prescriptive and leaves little opportunity for discretion. The recommendations are based on best practice in accordance with the legislation.
- 

## **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 As an internal matter, no public consultation is required. Members have been consulted.
- 

## **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 The Council's decision will take effect immediately and be communicated through the publication of the minutes.
-

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	The allocation of seats and the appointment of councillors to committees is a statutory requirement, set out in the Local Government and Housing Act 1989, section 15. The Council has a duty to allocate seats to certain committees and ensure that the allocation is proportional to the seats attained for the Council. The appointment to these committees should reflect the wishes of the political groups – Local Government (Committees and Political Groups) Regulations 1990 (as amended).	Keith Trowell, Team Leader (Corporate Governance), MKLS 4 December 2019
<b>Finance</b> and other resources	There are no specific implications as a result of this decision.	Mark O'Callaghan, Scrutiny and Engagement Officer 4 December 2019
<b>Staffing establishment</b>		
<b>Risk management</b>		
<b>Data Protection</b>		
<b>Environment and sustainability</b>		
<b>Community safety</b>		
<b>Health and Safety</b>		
<b>Health and wellbeing</b>		
<b>Equalities</b>		

## 8. REPORT APPENDICES

The following documents are to be published with, and form part of, the report:

- Appendix A – Appointments to committees in accordance with the changes to the allocation of seats (to follow under separate cover)

## 9. BACKGROUND PAPERS

- None



## Full Council

**18 December 2019**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Timetable of Meetings 2020/21

<b>Final Decision-Maker</b>	Full Council
<b>Lead Member</b>	Councillor Tom Dawlings – Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Head of Service</b>	Finbar Gibbons – Head of Policy and Governance
<b>Lead Officer/Author</b>	Mark O’Callaghan – Scrutiny and Engagement Officer
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

That the Timetable of Meetings for 2020/21, as at Appendix A to the report, be agreed.

**This report relates to the following Five Year Plan Key Objectives:**

- A Confident Borough  
Scheduling meeting dates in advance is essential for ensuring decision making is open, transparent and accountable.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Full Council	12 December 2019

Tunbridge Wells Committee Report, version: June 2018

## Timetable of Meetings 2020/21

### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The timetable of meetings sets out the meeting dates for the municipal year 2020/21 and includes all public meetings that deal with decision-making, advice-giving or scrutiny of decisions at Tunbridge Wells Borough Council.
- 

### **2. INTRODUCTION AND BACKGROUND**

- 2.1 The timetable largely follows the pattern of previous years.
- 2.2 It is good practice that the timetable be agreed in advance in order to provide members, the public, press and the Council's officers as much notice as a possible about when decision-making meetings of the Council will take place.
- 2.3 The timetable may be amended at a future date to take account of specific circumstances that may arise.
- 

### **3. AVAILABLE OPTIONS**

- 3.1 To approve the Timetable of Meetings 2019/20.
- 3.2 To approve an alternative schedule.
- 3.3 To move to ad-hoc scheduling.
- 

### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 To approve the timetable (3.1). The timetable has been carefully prepared and takes account of precedent, practical implications and ensures the process is open and transparent.
- 4.2 Ad-hoc scheduling would be grossly inefficient and not open nor transparent.
- 

### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 Council officers, current committee chairmen and Management Board have been consulted in the preparation of the Timetable.
- 

### **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 Meeting dates are published on the Council's website and at the Council's offices in accordance with the Local Government Act 1972 (as amended).
-

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	<p>In accordance with the Local Government Act 1972 the Council must give proper notice and summons of its decision making meetings, and if a proper notice and summons are not issued, then the meeting may not be properly convened and the business transacted of no effect. The Timetable of Meetings 2019-20 assists in the efficient organisation of publication of the notices and summons of meetings, and gives officers, members and the public advanced notice (although not legal notice) of meeting dates.</p> <p>Under schedule 12 of the Local Government Act 1972 the Council must hold its Annual Meeting within 21 days of the retirement of the Councillors in an ordinary election.</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	<p>Keith Trowell Team Leader (Corporate Governance), MKLS 4 December 2019</p>
<b>Finance</b> and other resources	There are no specific implications as a result of this decision.	<p>Mark O'Callaghan, Scrutiny and Engagements Officer, 4 December 2019</p>
<b>Staffing</b> establishment		
<b>Risk</b> management		
<b>Data Protection</b>		
<b>Environment</b> and sustainability		
<b>Community</b> safety		
<b>Health and</b> Safety		
<b>Health and</b> wellbeing		
<b>Equalities</b>		

## **8. REPORT APPENDICES**

The following documents are to be published with, and form part of, the report:

- Appendix A: Draft Timetable of Meetings 2020/21 (to follow under separate cover)
- 

## **9. BACKGROUND PAPERS**

- None

## Full Council

**18 December 2019**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Council Tax Reduction Scheme 2020/21

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor Tom Dawlings, Portfolio Holder for Finance and Governance
<b>Lead Director</b>	Stephen McGinnes, Director of Mid Kent Services
<b>Head of Service</b>	Sheila Coburn, Head of Revenues and Benefits Partnership
<b>Lead Officer/Author</b>	Sheila Coburn, Head of Revenues and Benefits Partnership
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That the current Council Tax Reduction Scheme, as at Appendix A to the report, be carried forward un-amended to 2020-21; and
2. That in the absence of any changes, it be noted that no public consultation will be undertaken.

### Explain how this report relates to the Corporate Priorities in the Five Year Plan:

- A prosperous borough – in providing financial support to low income households the Council will support those communities most in financial need.

### Timetable

<b>Meeting</b>	<b>Date</b>
Finance and Governance Cabinet Advisory Board	20 August 2019
Cabinet	12 September 2019
Council	18 December 2019

Tunbridge Wells Committee Report, version: March 2019

## Council Tax Reduction Scheme 2020/21

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Each year Full Council has to approve the Council Tax Reduction Scheme for the following year.
  - 1.2 Where there are changes proposed, it is necessary for a public consultation to take place, requiring an early decision on any proposed changes.
  - 1.3 This report recommends that there are no changes to the current scheme for 2020-21 for the reasons set in paragraph 2.8.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 The Council Tax Reduction Scheme (CTRS) was introduced in April 2013 as a replacement for Council Tax Benefit (CTB), a national scheme administered on behalf of the Department for Works and Pensions (DWP).
- 2.2 When the government gave responsibility to local government to introduce a local scheme, funding in the form of a Grant was cut by 10%. Government also protected the entitlement of elderly claimants meaning the reduction for working age population was in the region of 20%.
- 2.3 Councils introduced a local scheme which each year must be approved by Full Council.
- 2.4 The scheme is 'underpinned' by the Kent-wide agreement, which recognises that all Kent districts (as the billing authorities) will seek to have a common 'platform'.
- 2.5 Any changes to the scheme for any year have to go for public consultation before being approved.
- 2.6 The current scheme for 2019-20 was approved by Full Council in December 2018 with no changes being made.
- 2.7 With wider changes within the welfare system, the current scheme is becoming outdated, promoting consideration across Kent of a simpler banded scheme.
- 2.8 Whilst further analysis is undertaking to model the impact of moving to a banded scheme, it is proposed that no changes are made for 2020-21 for the following reasons:
  - Universal Credit went live in November 2018 and the current financial year 2019-2020 is the first full financial year to assess the impact of the changes for households in receipt of welfare benefits

- Simplified schemes are being introduced across the country and the impact for claimants and costs associated can be better measured using the knowledge gained from other authorities
- Time needs to be spent modelling any changes to the current scheme, so detailed and accurate data is available which could not be completed in time for implementation in 2020-2021

---

### **3. AVAILABLE OPTIONS**

- 3.1 Option 1 – Move to a new scheme. The problems with implementing a new scheme for 2020-21 are detailed in 2.8.
- 3.2 Option 2 – Revise the current scheme. Whilst work is being undertaken to model the impact of moving to a simpler banded scheme, the current scheme is held to be effective. Should Cabinet seek to make any changes to the current scheme those changes would need to be modelled and a public consultation completed before making recommendation to Full Council in December 2019.
- 3.3 Option 3 – Maintain the current scheme. In agreeing to the recommendation not to make any changes to the 2020-2021 scheme, recommendation would be made to Full Council to re confirm the scheme, with no public consultation required.

---

### **4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 Option 3 is the preferred option for the reasons set out above.

---

### **5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 Depending on the recommendation agreed by Cabinet, a public consultation may need to take place.

#### **RECOMMENDATION FROM CABINET ADVISORY BOARD**

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 20 August 2019 and agreed the following:

That the recommendations set out in the report be supported.

#### **RECOMMENDATION FROM CABINET**

- 5.3 The Cabinet considered the report at its meeting on 12 September 2019 and resolved as follows:

That Full Council be recommended:

1. That the current Council Tax Reduction Scheme be carried forward to 2020-21, with no changes made; and
2. That, in the absence of any proposed change, no public consultation will be undertaken.

## 6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The final decision at Full Council will be notified to those households' affected and key stakeholders.

## 7 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	<p>Section 13A of the Local Government Finance Act 1992 requires the Council to adopt a Council Tax Reduction Scheme. Schedule 1A of the Act requires the Council to consider whether to revise or replace its scheme for each year.</p> <p>The Act contains a statutory duty to consult on a proposed scheme, with guiding principles for fair consultation set out in case law. As the proposed 2020-2021 scheme is unchanged from the current year 2019-2020, and consultation took place in 2017, no further consultation is necessary.</p>	<p>Keith Trowell, Team Leader (Corporate Governance), MKLS 24.07.2019</p>
<b>Finance</b> and other resources	CTR reduces the amount of Council Tax that can be collected. The total cost of the scheme is £5.5 million which is met by the council and preceptors.	<p>Jane Fineman Head of Finance and Procurement 24.07.2019</p>
<b>Staffing establishment</b>	No impact	<p>Sheila Coburn Head of Revenues and Benefits Partnership 10.07.2019</p>
<b>Risk Management</b>	<p>It is recognised the recommendations will impact on what information the Council holds on its residents. The Council already holds information on its residents and it is anticipated the same information will be held under any new scheme.</p> <p>The data will be held and processed in accordance with the data protection principles contained in Schedule 1 to the Data Protection Act 1998.</p>	<p>Keith Trowell, Team Leader (Corporate Governance), MKLS 24.07.2019</p>



<b>Data Protection</b>	<p>It is recognised the recommendations will impact on what information the Council holds on its residents.</p> <p>The data will be held and processed in accordance with the data protection principles contained in Schedule 1 to the Data Protection Act 1998.</p>	<p>Sheila Coburn Head of Revenues and Benefits Partnership 10.07.2019</p>
<b>Environment and Sustainability</b>	No impact	
<b>Community Safety</b>	No impact	
<b>Health and Safety</b>	No impact	
<b>Health and Wellbeing</b>	The council needs to balance the needs of low income households with the wider interest of local taxpayers to ensure that vulnerable residents are protected whilst providing a scheme that is affordable.	
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	

## 8 REPORT APPENDICES

The following documents are to be published with, and form part of, the report:

- Appendix A: Council Tax Reduction Scheme Document

## 9 BACKGROUND PAPERS

- None

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**Council Tax Reduction Scheme**

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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 1<sup>st</sup> April 2020 until 31<sup>st</sup> March 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 2020 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 (Amendment) (England) Regulations 2017;
  - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018;
  - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2019: and
  - Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

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

### **THE SCHEME FOR PENSION AGE APPLICANTS – CENTRAL GOVERNMENT’S SCHEME AS DEFINED BY THE COUNCIL TAX REDUCTION SCHEME (PRESCRIBED REQUIREMENTS) (ENGLAND) REGULATIONS 2012**

- 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;
- (c) in respect of whom a maximum Council Tax Reduction amount can be calculated;
- (d) 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;
- (e) 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;
- (f) not have capital savings above £16,000; and
- (g) 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;
- (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 Local Government Finance Act 1992 and excluded from the authority's scheme;
- (e) 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;
- (f) 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  $2 \frac{6}{7}$  per cent of the difference between his income for the relevant week and his applicable amount;
- (g) not have capital savings above £16,000; and
- (h) who has made an application for a reduction under the authority's scheme.

## **Class C: alternative maximum Council Tax Reduction (Second Adult 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 as amended) 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;
  - (h) an Armed Forces Compensation Payment.

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

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

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

adopted scheme. There will be *two* main classes prescribed for, for each of which there will be a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within 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<sup>1</sup>; 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<sup>2</sup> amount can be calculated;
- (g) not have capital savings above £10,000<sup>3</sup>;
- (h) be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income*<sup>4</sup> is **less** than their *applicable amount*<sup>5</sup> or the applicant or partner is in receipt of income support, jobseekers allowance (income based) or employment and support allowance (income related); and
- (i) has made a valid application for reduction<sup>6</sup>.

Maximum Council Tax Reduction stated above is defined within section 57 of this scheme

## Class E

To obtain reduction the individual (or partner) must:

- (a) have not attained the qualifying age for state pension credit<sup>7</sup>; or
- (b) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- (c) has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance or in receipt of an award Universal Credit;
- (d) be liable to pay council tax in respect of a dwelling in which they are solely or mainly resident;
- (e) is not deemed to be absent from the dwelling;
- (f) not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- (g) be somebody in respect of whom a maximum Council Tax Reduction<sup>8</sup> amount can be calculated;
- (h) not have capital savings above £10,000<sup>9</sup>;
- (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*<sup>10</sup> is **more** than their *applicable amount*<sup>11</sup>;

<sup>1</sup> Section 5 of this scheme

<sup>2</sup> Sections 57 to 63 of this scheme

<sup>3</sup> Sections 33 to 42 and Schedule 5 of this scheme

<sup>4</sup> Sections 15 to 32 and Schedules 3 and 4 of this scheme

<sup>5</sup> Sections 12 to 14 and Schedule 1 of this scheme

<sup>6</sup> Sections 68 to 74a of this scheme

<sup>7</sup> Section 5 of this scheme

<sup>8</sup> Sections 57 to 63 of this scheme

<sup>9</sup> Sections 33 to 42 and Schedule 5 of this scheme

<sup>10</sup> Sections 15 to 32 and Schedules 3 and 4 of this scheme

<sup>11</sup> Sections 12 to 14 and Schedule 1 of this scheme

- (j) have made a valid application for reduction<sup>12</sup>;
- (k) be a person in respect of whom amount A exceeds amount B where
  - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case;  
and
  - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount.

Maximum Council Tax Reduction stated above is defined within section 57 of this scheme

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<sup>12</sup> Sections 68 to 74a of this scheme

## **Council Tax Reduction Scheme**

Details of reduction to be given for **working age applicants** for the financial year 2020/21

**Sections 2- 8**

**Definitions and interpretation**

## 2.0 Interpretation - an explanation of the terms used within this scheme

2.1 In this scheme–

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

**'the Administration Act'** means the Social Security Administration Act 1992;

**'the 1973 Act'** means the Employment and Training Act 1973;

**'the 1992 Act'** means the Local Government Finance Act 1992;

**'the 2000 Act'** means the Electronic Communications Act 2000;

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

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

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

**'applicable amount'** means the amount determined in accordance with schedule 1 of this scheme

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

**'application'** means an application for a reduction under this scheme:

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

**'assessment period'** means such period as is prescribed in sections 19 to 21 over which income falls to be calculated;

**'attendance allowance'** means–

(a) an attendance allowance under Part 3 of the Act;

(b) an increase of disablement pension under section 104 or 105 of the Act;

(c) a payment under regulations made in exercise of the power conferred by paragraph 7(2)(b) of Part 2 of Schedule 8 to the Act;

(d) an increase of an allowance which is payable in respect of constant attendance under paragraph 4 of Part 1 of Schedule 8 to the Act;

(e) a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or

(f) any payment based on need for attendance which is paid as part of a war disablement pension;

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

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

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

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

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

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

**'the Caxton Foundation'** means the charitable trust of that name established on 28th March 2011 out of



funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

**'child'** means a person under the age of 16;

**'child benefit'** has the meaning given by section 141 of the SSCBA as amended by The Child Benefit (General), Child Tax Credit (Amendment) Regulations 2014 and The Child Benefit (General) (Amendment) Regulations 2015;

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

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

**'claim'** means a claim for council tax reduction;

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

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

**'the Consequential Provisions Regulations'** means the Housing Benefit and Council tax reduction (Consequential Provisions) Regulations 2006;

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

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

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

**'council tax reduction scheme'** has the same meaning as **'council tax reduction or reduction'**

**'council tax reduction'** means council tax reduction as defined by S13a Local Government Finance Act 1992 (as amended);

**'couple'** means;

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

Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes. The above includes the Marriage (Same Sex Couples) Act 2013 and The Marriage (Same Sex Couples) Act 2013 (Commencement No. 3) Order 2014;

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

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

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

**'designated office'** means the office designated by the authority for the receipt of claims for council tax reduction;

- (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 Electronic Communications Act 2000;

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

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

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

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

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

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

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

**'extended reduction'** means a payment of council tax reduction payable pursuant to section 60;

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

**'extended reduction (qualifying contributory benefits)'** means a payment of council tax reduction payable pursuant to section 61;

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

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

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

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

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

**'Immigration and Asylum Act'** means the Immigration and Asylum Act 1999;

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

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

**'Income Support Regulations'** means the Income Support (General) Regulations 1987(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 by section 10F of the National Health Service (Scotland) Act 1978;

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

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

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

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

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

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

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

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

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

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

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

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

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

**'member of a couple'** means a member of a married or unmarried couple;

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

**'mobility supplement'** means a supplement to which paragraph 9 of Schedule 4 refers;

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

**'net earnings'** means such earnings as are calculated in accordance with section 26;

**'net profit'** means such profit as is calculated in accordance with section 28;

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

**'new dwelling'** means, for the purposes of the definition of 'second authority' and 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;

**'non-dependant'** has the meaning prescribed in section 3;

**'non-dependant deduction'** means a deduction that is to be made under section 58;

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

- (a) meeting, or helping to meet an immediate short-term need;
  - (i) arising out of an exceptional event or exceptional circumstances, or
  - (ii) that needs to be met to avoid a risk to the well-being of an individual, and
- (b) enabling qualifying individuals to establish or maintain a settled home, and–
  - (i) 'local authority' has the meaning given by section 270(1) of the Local Government Act 1972; and
  - (ii) 'qualifying individuals' means individuals who have been, or without the assistance might otherwise be:
    - (aa) in prison, hospital, an establishment providing residential care or other institution, or
    - (bb) homeless or otherwise living an unsettled way of life; and 'local authority' means a local authority in England within the meaning of the Local Government Act 1972;

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

**'occupational pension scheme'** has the same meaning as in section 1 of the Pension Schemes Act 1993

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

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

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

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

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

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

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

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

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

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

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

**'person treated as not being in Great Britain'** has the meaning given by 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 620 or 621 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) or that

Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 of the Finance Act 2004<sup>13</sup>;

- (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;
- (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;

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

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

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

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

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

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

**'qualifying contributory benefit'** means;

- (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;

**'remunerative work'** has the meaning prescribed in section 6;

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

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

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

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

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

- (a) an employment zone programme;
- (b) a programme provided or other arrangements made pursuant to section 2 of the 1973 Act (functions of

<sup>13</sup> As amended by the Finance Act 2014

- the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.); or
- (c) the Employment, Skills and Enterprise Scheme;

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

- (a) a person who is being consulted by or on behalf of–
- (i) the Secretary of State in relation to any of the Secretary of State's functions in the field of social security or child support or under section 2 of the Employment and Training Act 1973; or
- (ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such functions in their capacity as a person affected or potentially affected by the exercise of those functions or the carer of such a person; or
- (b) b. the carer of a person consulted as described in sub-paragraph (a) where the carer is not being consulted as described in that sub-paragraph

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

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

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

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

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

**'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;

**'support or 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;

**'Working Tax Credit Regulations'** means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended<sup>14</sup>; and

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

- 2.2 In this scheme, references to an applicant occupying a dwelling or premises as his home shall be construed in accordance with regulation 7 of the Housing Benefit Regulations 2006.
- 2.3 In this scheme, 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.
- 2.4 For the purpose of this scheme, 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).
- 2.5 For the purposes of this scheme, a person is on an income-related employment and support allowance on any day in respect of which an income-related employment and support allowance is payable to him and on any day;

<sup>14</sup> The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2013; The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2015

- (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.

- 2.6 For the purposes of this scheme, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.
- 2.7 In this scheme, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

## **3.0 Definition of non-dependant**

- 3.1 In this policy, 'non-dependant' means any person, except someone to whom paragraph 3.2 applies, who normally resides with an applicant or with whom an applicant normally resides.
- 3.2 This paragraph applies to;
- (a) any member of the applicant's family;
  - (b) if the applicant is polygamously married, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;
  - (c) a child or young person who is living with the applicant but who is not a member of his household by virtue of section 11(membership of the same household);
  - (d) subject to paragraph 3.3, any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under sections 6, 7 or 75 of the 1992 Act (persons liable to pay council tax);
  - (e) subject to paragraph 3.3, any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling;
  - (f) a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.
- 3.3 Excepting persons to whom paragraph 3.2 (a) to (c) and (f) refer, a person to whom any of the following sub-paragraphs applies shall be a non-dependant-
- (a) a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either;
    - (i) that person is a close relative of his or her partner; or
    - (ii) the tenancy or other agreement between them is other than on a commercial basis;
  - (b) a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of the council tax reduction scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;
  - (c) a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the authority is satisfied that the change giving rise to the new liability was not made to take advantage



of the reduction scheme.

## **4.0 Requirement to provide a National Insurance Number<sup>15</sup>**

- 4.1 No person shall be entitled to reduction unless the criteria below in 4.2 is satisfied in relation both to the person making the claim and to any other person in respect of whom he is claiming reduction.
- 4.2 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.
- 4.3 Paragraph 4.2 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.

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

- 5.1 This scheme applies to a person if:
- (a) he has 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;
    - (i) a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or
    - (ii) a person with an award of universal credit.

## **6.0 Remunerative work**

- 6.1 Subject to the following provisions of this section, a person shall be treated for the purposes of this scheme as engaged in remunerative work if he is engaged, or, where his hours of work fluctuate, he is engaged on average, for not less than 16 hours a week, in work for which payment is made or which is done in expectation of payment.
- 6.2 Subject to paragraph 6.3, in determining the number of hours for which a person is engaged in work where his hours of work fluctuate, regard shall be had to the average of hours worked over;
- (a) if there is a recognisable cycle of work, the period of one complete cycle (including, where the cycle involves periods in which the person does no work, those periods but disregarding any other absences);
  - (b) in any other case, the period of 5 weeks immediately prior to that date of claim, or such other length of time as may, in the particular case, enable the person's weekly average hours of work to be determined

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

more accurately,

- 6.3 Where, for the purposes of paragraph 6.2 a), a person's recognisable cycle of work at a school, other educational establishment or other place of employment is one year and includes periods of school holidays or similar vacations during which he does not work, those periods and any other periods not forming part of such holidays or vacations during which he is not required to work shall be disregarded in establishing the average hours for which he is engaged in work.
- 6.4 Where no recognisable cycle has been established in respect of a person's work, regard shall be had to the number of hours or, where those hours will fluctuate, the average of the hours, which he is expected to work in a week.
- 6.5 A person shall be treated as engaged in remunerative work during any period for which he is absent from work referred to in paragraph 6.1 if the absence is either without good cause or by reason of a recognised customary or other holiday.
- 6.6 A person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance for more than 3 days in any reduction week shall be treated as not being in remunerative work in that week.
- 6.7 A person shall not be treated as engaged in remunerative work on any day on which the person is on maternity leave, paternity leave or adoption leave, or is absent from work because he is ill.
- 6.8 A person shall not be treated as engaged in remunerative work on any day on which he is engaged in an activity in respect of which;
  - (a) a sports award has been made, or is to be made, to him; and
  - (b) no other payment is made or is expected to be made to him.

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

### **Persons treated as not being in Great Britain**

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 For the purposes of paragraph (3), a right to reside does not include a right, which exists by virtue of, or in accordance with–
  - (a) regulation 13 of the EEA Regulations or Article 6 of Council Directive 2004/38/EC;
  - (aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is–
    - (i) a jobseeker for the purpose of the definition of "qualified person" in regulation 6(1) of those Regulations, or
    - (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;

	<ul style="list-style-type: none"> <li>(ab) Article 45 of the Treaty on the functioning of the European Union (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland); or</li> <li>(b) regulation 15A(1) of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (4A) of that regulation or Article 20 of the Treaty on the Functioning of the European Union (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).</li> </ul>
7.5	<p>A person falls within this paragraph if the person is–</p> <ul style="list-style-type: none"> <li>(a) a qualified person for the purposes of regulation 6 of the EEA Regulations as a worker or a self-employed person;</li> <li>(b) a family member of a person referred to in sub-paragraph (a) within the meaning of regulation 7(1)(a), (b) or (c) of the EEA Regulations;</li> <li>(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;</li> <li>(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;</li> <li>(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>16</sup> where that leave is– <ul style="list-style-type: none"> <li>(i) discretionary leave to enter or remain in the United Kingdom,</li> <li>(ii) leave to remain under the Destitution Domestic Violence concession which came into effect on 1st April 2012, or</li> <li>(iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005.</li> </ul> </li> <li>(f) a person who has humanitarian protection granted under those rules;</li> <li>(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;</li> <li>(h) in receipt of income support or on an income-related employment and support allowance;</li> <li>(ha) in receipt of an income-based jobseeker's allowance and has a right to reside other than a right to reside falling within paragraph (4) or</li> <li>(i) a person who is treated as a worker for the purpose of the definition of "qualified person" in regulation 6(1) of the EEA Regulations pursuant to regulation 5 of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 (right of residence of a Croatian who is an "accession State national subject to worker authorisation")</li> </ul>
7.6	A person falls within this paragraph if the person is a Crown servant or member of Her Majesty's forces posted overseas.
7.7	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.

<sup>16</sup> As amended by the Immigration Act 2014 and the Immigration Act 2014 (Commencement No. 2) Order 2014

- 7.8 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 and the The Immigration (European Economic Area) (Amendment) (No. 2) Regulations 2014; and  
 “Her Majesty’s forces” has the same meaning as in the Armed Forces Act 2006.

## **Persons subject to immigration control**

- 7.9 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.
- 7.10 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 7.9
- 7.11 “Person subject to immigration control” has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

## **Transitional provision**

- 7.12 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.
- 7.13 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.
- 7.14 In this section “the Act” means the Local Government Finance Act 1992.

8.0	Temporary Absence (period of absence)
8.1	A person is not absent from a dwelling in relation to any day which falls within a period of temporary absence from that dwelling.
8.2	<p data-bbox="343 371 927 400">In sub-paragraph (1), a "period of temporary absence" means:</p> <p data-bbox="343 418 1302 486">(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:</p> <ul style="list-style-type: none"> <li data-bbox="440 504 1011 533">(i) the person resides in that accommodation in Great Britain;</li> <li data-bbox="440 551 1174 580">(ii) the part of the dwelling in which he usually resided is not let or sub-let; and</li> <li data-bbox="440 598 1302 665">(iii) that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks,</li> </ul> <p data-bbox="343 683 1302 750">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;</p> <p data-bbox="343 768 1302 835">(b) a period of absence within Great Britain not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as:</p> <ul style="list-style-type: none"> <li data-bbox="440 853 879 882">(i) the person intends to return to the dwelling;</li> <li data-bbox="440 900 1134 929">(ii) the part of the dwelling in which he usually resided is not let or sub-let;</li> <li data-bbox="440 947 916 976">(iii) that period is unlikely to exceed 13 weeks; and</li> </ul> <p data-bbox="343 994 1275 1061">(c) a period of absence within Great Britain not exceeding 52 weeks, beginning with the first whole day of that absence, where and for so long as:</p> <ul style="list-style-type: none"> <li data-bbox="352 1079 794 1108">(i) the person intends to return to the dwelling;</li> <li data-bbox="352 1126 1048 1155">(ii) the part of the dwelling in which he usually resided is not let or sub-let;</li> <li data-bbox="352 1173 979 1202">(iii) the person is a person to whom sub-paragraph (3) applies; and</li> <li data-bbox="352 1220 1246 1288">(iv) the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period and</li> </ul> <p data-bbox="343 1323 1359 1424">(d) subject to sub-paragraphs (2F), (3C), (3E) and (3G) and where sub-paragraph (2E) applies, a period of absence outside Great Britain not exceeding 4 weeks, beginning with the first day of that absence from Great Britain where and for so long as:</p> <ul style="list-style-type: none"> <li data-bbox="343 1442 783 1471">(i) the person intends to return to the dwelling;</li> <li data-bbox="343 1489 1075 1518">(ii) the part of the dwelling in which he usually resides is not let or sub-let; and</li> <li data-bbox="343 1536 1034 1565">(iii) the period of absence from Great Britain is unlikely to exceed 4 weeks.</li> </ul>
8.2A	The period of 13 weeks referred to in sub-paragraph (2)(b) shall run or continue to run during any period of absence from Great Britain.
8.2B	<p data-bbox="343 1686 413 1715">Where:</p> <p data-bbox="343 1733 1179 1762">(a) a person returns to Great Britain after a period of absence from Great Britain (period A);</p> <p data-bbox="343 1780 1359 1848">(b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 13 weeks beginning with the first day of absence from that dwelling; and</p> <p data-bbox="343 1865 1359 1933">(c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence, then any day that follows period A and precedes the person's return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(b).</p>
8.2C	The period of 52 weeks referred to in sub-paragraph (2)(c) shall run or continue to run during any period of absence from Great Britain.

- 8.2D Where:
- (a) a person returns to Great Britain after a period of absence from Great Britain (period A);
  - (b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 52 weeks beginning with the first day of absence from that dwelling; and
  - (c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence, then, any day that follows period A and precedes the person's return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(c).
- 8.2E This sub-paragraph applies where:
- (a) a person is temporarily absent from Great Britain;
  - (b) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.
- 8.2F If the temporary absence referred to in sub-paragraph (2)(d) is in connection with the death of:
- (a) the person's partner or a child or young person for whom the person or the person's partner is responsible;
  - (b) the person's close relative;
  - (c) the close relative of the person's partner; or
  - (d) the close relative of a child or young person for whom the person or the person's partner is responsible, then the period of 4 weeks in the opening words of sub-paragraph (2)(d) may be extended by up to 4 further weeks if the relevant authority considers it unreasonable to expect the person to return to Great Britain within the first 4 weeks (and the reference in sub-paragraph (iii) of that paragraph to a period of 4 weeks shall, where the period is extended, be taken as referring to the period as so extended).
- 8.3 This sub-paragraph applies to a person who—
- (a) is detained in custody on remand pending trial or required, as a condition of bail, to reside—
    - (i) in a dwelling, other than the dwelling referred to in sub-paragraph (1), or
    - (ii) in premises approved under section 13 of the Offender Management Act 2007, or is detained in custody pending sentence upon conviction;
  - (b) is resident in a hospital or similar institution as a patient;
  - (c) is undergoing, or whose partner or dependent child is undergoing, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
  - (d) is following, a training course;
  - (e) is undertaking medically approved care of a person;
  - (f) is undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care or medical treatment;
  - (g) is receiving medically approved care provided in accommodation other than residential accommodation;
  - (h) is a student;
  - (i) is receiving care provided in residential accommodation and is not a person to whom sub-paragraph (2)(a) applies; or
  - (j) has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.
- 8.3A This sub-paragraph applies to a person ("P") who is:

	<ul style="list-style-type: none"> <li>(a)detained in custody on remand pending trial;</li> <li>(b)detained pending sentence upon conviction; or</li> <li>(c)as a condition of bail required to reside– <ul style="list-style-type: none"> <li>(i)in a dwelling, other than a dwelling P occupies as P's home; or</li> <li>(ii)in premises approved under section 13 of the Offender Management Act 2007(7),</li> </ul> </li> </ul> <p>and who is not also detained in custody following sentence upon conviction.</p>
8.3B	<p>This sub-paragraph applies where:</p> <ul style="list-style-type: none"> <li>(a) a person is temporarily absent from Great Britain;</li> <li>(b) the person is a member of Her Majesty's forces posted overseas, a mariner or a continental shelf worker;</li> <li>(c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.</li> </ul>
8.3C	<p>Where sub-paragraph (3B) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as:</p> <ul style="list-style-type: none"> <li>(a) the person intends to return to the dwelling;</li> <li>(b)the part of the dwelling in which he usually resided is not let or sub-let;</li> <li>(c)the period of absence from Great Britain is unlikely to exceed 26 weeks.</li> </ul>
8.3D	<p>This sub-paragraph applies where–</p> <ul style="list-style-type: none"> <li>(a) a person is temporarily absent from Great Britain;</li> <li>(b) the person is a person described in any of paragraphs (b), (c), (g) or (j) of sub-paragraph (3);</li> <li>(c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.</li> </ul>
8.3E	<p>Where sub-paragraph (3D) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as:</p> <ul style="list-style-type: none"> <li>(a) the person intends to return to the dwelling;</li> <li>(b) the part of the dwelling in which he usually resided is not let or sub-let;</li> <li>(c) the period of absence is unlikely to exceed 26 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.</li> </ul>
8.3F	<p>This sub-paragraph applies where:</p> <ul style="list-style-type: none"> <li>(a) a person is temporarily absent from Great Britain;</li> <li>(b) the person is a person described in any of paragraphs (a), (d), (e), (f), (h) or (i) of sub-paragraph (3);</li> <li>(c)immediately before that period of absence from Great Britain, the person was not absent from the dwelling.</li> </ul>
8.3G	<p>Where sub-paragraph (3F) applies, a period of absence from Great Britain not exceeding 4 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as:</p> <ul style="list-style-type: none"> <li>(a) the person intends to return to the dwelling;</li> <li>(b) the part of the dwelling in which he usually resided is not let or sub-let;</li> <li>(c) the period of absence is unlikely to exceed 4 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.”;</li> </ul>
8.4	<p>This sub-paragraph applies to a person who is–</p> <ul style="list-style-type: none"> <li>(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, or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal</li> </ul>

Procedure (Scotland) Act 1995 or, in Northern Ireland, under Article 4 or 12 of the Mental Health (Northern Ireland) Order 1986); and

(b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989.

8.5 Where sub-paragraph (4) applies to a person, then, for any day when he is on temporary release–

(a) if such temporary release was immediately preceded by a period of temporary absence under sub-paragraph (2)(b) or (c), he must be treated, for the purposes of sub-paragraph (1), as if he continues to be absent from the dwelling, despite any return to the dwelling;

(b) for the purposes of sub-paragraph (3A), he must be treated as if he remains in detention;

(c) if he does not fall within paragraph (a), he is not to be considered to be a person who is liable to pay council tax in respect of a dwelling of which he is a resident.

8.6 In this paragraph–

“continental shelf worker” means a person who is employed, whether under a contract of service or not, in a designated area or a prescribed area in connection with any of the activities mentioned in section 11(2) of the Petroleum Act 1998;

“designated area” means any area which may from time to time be designated by Order in Council under the Continental Shelf Act 1964 as an area within which the rights of the United Kingdom with respect to the seabed and subsoil and their natural resources may be exercised;

“mariner” means a person who is employed under a contract of service either as a master or member of the crew of any ship or vessel, or in any other capacity on board any ship or vessel, where–

(a) the employment in that capacity is for the purposes of that ship or vessel or its crew or any passengers or cargo or mails carried by the ship or vessel; and

(b) the contract is entered into in the United Kingdom with a view to its performance (in whole or in part) while the ship or vessel is on its voyage;”;

“medically approved” means certified by a medical practitioner;

“member of Her Majesty’s forces posted overseas” means a person who is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006), who is absent from the main dwelling because the person has been posted outside of Great Britain to perform the duties of a member of Her Majesty’s regular forces or reserve forces;

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

“prescribed area” means any area over which Norway or any member State (other than the United Kingdom) exercises sovereign rights for the purpose of exploring the seabed and subsoil and exploiting their natural resources, being an area outside the territorial seas of Norway or such member State, or any other area which is from time to time specified under section 10(8) of the Petroleum Act 1998;”

“residential accommodation” means accommodation which is provided in:

(a) a care home;

(b) an independent hospital;

(c) an Abbeyfield Home; or

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

“training course” means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish



Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

**Sections 9 - 11**

**The family for Council Tax Reduction purposes**

## 9.0 Membership of a family

- 9.1 Within the reduction scheme adopted by the Council 'family' means;
- a married or unmarried couple;
  - 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;
  - two people of the same sex who are civil partners of each other and are members of the same household (with or without children);
  - 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);
  - 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;
  - 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'.

- 9.2 Paragraph 9.1 the definition of child or young person shall not apply to a person who is;
- on income support;
  - an income-based jobseeker's allowance or an income related employment and support allowance; or be entitled to an award of Universal Credit; or
  - a person to whom section 6 of the Children (Leaving Care) Act 2000 applies.

- 9.3 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

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

- 10.1 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 to whom paragraph 9.3 applies

- 10.2 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;

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

- (b) if there is no such person;
  - (i) where only one claim for child benefit has been made in respect of him, the person who made that claim; or
  - (ii) in any other case the person who has the primary responsibility for him.

10.3 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.

## **11.0 Circumstances in which a child or young person is to be treated as being or not being a member of the household**

11.1 Subject to paragraphs 11.2 and 11.3, the applicant and any partner and, where the applicant or his partner is treated as responsible by virtue of section 10 (circumstances in which a person is to be treated as responsible or not responsible for a child or young person) 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.

11.2 A child or young person shall not be treated as a member of the applicant's household where he is;

- (a) placed with the applicant or his partner by a local authority under section 23(2)(a) of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out with the applicant or his partner under a relevant enactment; or
- (b) placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
- (c) placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002<sup>17</sup> or the Adoption Agencies (Scotland) Regulations 2009.

11.3 Subject to paragraph 11.4, paragraph 11.1 shall not apply to a child or young person who is not living with the applicant and he–

- (a) is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
- (b) has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
- (c) has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009; or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes).

11.4 The authority shall treat a child or young person to whom paragraph 11.3 a) applies as being a member of the applicant's household in any reduction week where;

- (a) that child or young person lives with the applicant for part or all of that reduction week; and
- (b) the authority considers that it is responsible to do so taking into account the nature and frequency of that child's or young person's visits.

11.5 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)

<sup>17</sup> The Adoption and Children Act 2002 (Commencement No. 12) Order 2014

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.

**Sections 12 - 14 & Schedule 1**

**Applicable Amounts for Council Tax Reduction purposes**

## 12.0 Applicable amounts

12.1 Subject to sections 13 and 14, an applicant's weekly applicable amount shall be aggregate of such of the following amounts as may apply in his case:

- (a) an amount in respect of himself or, if he is a member of a couple, an amount in respect of both of them, determined in accordance with paragraph 1 as the case may be, of Schedule 1 of this scheme;
- (b) an amount determined in accordance with paragraph 2 of Schedule 1 of this scheme in respect of any child or young person who is a member of his family;
- (c) if he is a member of a family of which at least one member is a child or young person, an amount determined in accordance with paragraph 3 of Schedule 1 (family premium). **No family premium will be awarded where an application for reduction is received on or after 1<sup>st</sup> April 2017 or where the applicant would have become entitled to the family premium on or after 1<sup>st</sup> April 2017**

i) Sub paragraph (c) shall not apply to a person who, on 31<sup>st</sup> March 2017, is entitled to Council Tax Reduction and is:

- (a) a member of a family of which at least one member is a child or young person; or
- (b) a partner in a polygamous marriage, where he or she, or another partner of the polygamous marriage, is responsible for a child or young person who is a member of the same household.

(ii) (i) above does not apply if–

- (a) sub-paragraph 12.1 c (i) (a) or (b) of that paragraph ceases to apply; or
- (b) the person makes a new claim for Council Tax Reduction.

(iii) For the purpose of this section "child", "polygamous marriage" and "young person" have the same meaning as in section 2 of this scheme;

- (d) the amount of any premiums which may be applicable to him, determined in accordance with paragraphs 4 to 16 of Schedule 1 of this document (premiums).
- (e) the amount of either the
  - i. work-related activity component; or
  - ii. support component which may be applicable to him in accordance with paragraph 17 and 18 of Schedule 1 of this document (the components)
- (f) the amount of any transitional addition which may be applicable to him in accordance with paragraph 19 to 20 of Schedule 1 of this scheme (transitional addition).

## 13.0 Polygamous marriages

13.1 Subject to section 14, where an applicant is a member of a polygamous marriage, his weekly applicable amount shall be the aggregate of such of the following amounts as may apply in his case:

- (a) the amount applicable to him and one of his partners determined in accordance with paragraph 1 of Schedule 1 of this scheme as if he and that partner were a couple;
- (b) an amount equal to the amount within paragraph 1 (3) (c) of Schedule 1 of this scheme in respect of each of his other partners;
- (c) an amount determined in accordance with paragraph 2 of Schedule 1 of this scheme (applicable amounts) in respect of any child or young person for whom he or a partner of his is responsible and who is a member of the same household;
- (d) if he is a member of a family of which at least one member is a child or young person, an amount determined in accordance with paragraph 3 of Schedule 1 (family premium). **No family premium will be awarded where an application for reduction is received on or after 1<sup>st</sup> April 2017 or where the applicant would have become entitled to the family premium on or after 1<sup>st</sup>**

## **April 2017.**

i) Sub paragraph (d) shall not apply to a person who, on 31<sup>st</sup> March 2017, is entitled to Council Tax Reduction and is:

- (a) a member of a family of which at least one member is a child or young person; or
- (b) a partner in a polygamous marriage, where he or she, or another partner of the polygamous marriage, is responsible for a child or young person who is a member of the same household.

(i) above does not apply if–

- (a) sub-paragraph 13.1 d (i) (a) or (b) of that paragraph ceases to apply; or
- (b) the person makes a new claim for Council Tax Reduction.

(ii) For the purpose of this section "child", "polygamous marriage" and "young person" have the same meaning as in section 2 of this scheme;

- (e) the amount of any premiums which may be applicable to him determined in accordance with paragraphs 4 to 16 of Schedule 1 of this scheme (premiums)
- (f) the amount of either the;
  - (i) work-related activity component; or
  - (ii) support component which may be applicable to him in accordance with paragraph 17 and 18 of Schedule 1 (the components).
- (g) the amount of any transitional addition which may be applicable to him in accordance with paragraphs 19 and 20 of Schedule 1 of this scheme (transitional addition)

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

14.1 In determining the applicable amount for a week of an applicant–

- (a) who has, or
- (b) who (jointly with his partner) has,

an award of universal credit, the authority must use the calculation or estimate of the maximum amount of the applicant, or the applicant and his partner jointly (as the case may be), subject to the adjustment described in sub-paragraph (2).

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

14.3 In this paragraph "maximum amount" means the maximum amount calculated by the Secretary of State in accordance with section 8(2) of the Welfare Reform Act 2012



## **Sections 15 – 32 & Schedules 3 & 4**

### **Definition and the treatment of income for Council Tax Reduction purposes**

## **15.0 Calculation of income and capital of members of applicant's family and of a polygamous marriage**

- 15.1 The income and capital of:
- (a) an applicant; and
  - (b) any partner of that applicant,

is to be calculated in accordance with the following provisions.

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

## **15A.0 Calculation of income and capital: persons who are not pensioners who have an award of universal credit**

- 15A.1 In determining the income of an applicant
- (a) who has, or
  - (b) who (jointly with his partner) has,
- an award of universal credit the authority must, subject to the following provisions of this paragraph, use the calculation or estimate of the 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.
- 15A.2 The authority must adjust the amount referred to in sub-paragraph (1) to take account of
- (a) income consisting of the award of universal credit, determined in accordance with subparagraph (3);
  - (b) any sum to be disregarded under paragraphs of Schedule 3 to this scheme (sums to be disregarded in the calculation of earnings: persons who are not pensioners);
  - (c) any sum to be disregarded under paragraphs of Schedule 4 to this scheme (sums to be disregarded in the calculation of income other than earnings: persons who are not pensioners);
  - (d) section 33 (circumstances in which income and capital of non-dependant is to be treated as applicant's), if the authority determines that the provision applies in the applicant's case;
  - (e) such further reduction (if any) as the authority thinks fit under section 13A(1)(c) of the 1992 Act (power of billing authority to reduce amount of council tax payable).
- 15A.3 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.
- 15A.4 sections 33 (income and capital of non-dependant to be treated as applicant's) and 52 and 53 (disregards from income) apply (so far as relevant) for the purpose of determining any adjustments, which fall to be made to the figure for income under sub-paragraph (2)
- 15A.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

## **15B.0 The calculation of Council Tax Reduction where an applicant is in receipt of Universal Credit - changes in Universal Credit award.**

- 15B.1 Where an applicant is in receipt of universal credit, council tax reduction shall be based on their award of universal credit (subject to paragraph 15B.4) for a period of up to six calendar months from the initial date of that award ('the fixed period'), so long as the applicant is in continually in receipt of universal credit. Any changes in the award of universal credit **only** during that period shall not change the amount of the reduction awarded. The authority has discretion to vary the length of fixed period.
- 15B.2 At the end of the fixed period, if the applicant is still in receipt of universal credit, council tax reduction for a further fixed period for a period of up to six months at the authority's discretion, shall be calculated on the basis of the average monthly award of universal credit over the previous fixed period.
- 15B.3 The average monthly award of universal credit in paragraph 15A shall be calculated as the sum of the individual monthly amounts of universal credit calculated in accordance with paragraph 15A divided by the number of calendar months in that period.
- 15B.4 Paragraphs 15B.1 to 15B.3 shall not apply where the authority considers that a major change in circumstances has occurred. A major change shall include, **but is not limited to**:
- a partner moving into or leaving the household; or
  - the applicant enters new employment or self-employment; or
  - the applicant's employment or self-employment ceases; or
  - the applicant has an increase in employment of 5 hours or more per week; or
  - the death of a spouse or any member of the applicant's household who normally resides with them.

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

- 16.1 Where it appears to the authority that a non-dependant and the applicant have entered into arrangements in order to take advantage of the council tax reduction scheme and the non-dependant has more capital and income than the applicant, that authority shall, except where the applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, treat the applicant as possessing capital and income belonging to that non-dependant, and, in such a case, shall disregard any capital and income which the applicant does possess.
- 16.2 Where an applicant is treated as possessing capital and income belonging to a non-dependant under paragraph 16.1 the capital and income of that non-dependant shall be calculated 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 that non-dependant.

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

- 17.1 For the purposes of this scheme and in line with regulation 34 of the Housing Benefit Regulations 2006 (disregard to changes in tax, contributions etc.), the income of an applicant shall be calculated on a weekly basis;
- (a) by estimating the amount which is likely to be his average weekly income in accordance with this Section

- and in line with Sections 2, 3, 4 and 5 of Part 6 of the Housing Benefit Regulations 2006;
- (b) by adding to that amount the weekly income calculated in line with regulation 52 of the Housing Benefit Regulations 2006 (calculation to tariff income from capital); and
- (c) by then deducting any relevant child care charges to which section 18 (treatment of child care charges) applies from any earnings which form part of the average weekly income or, in a case where the conditions in paragraph 18.2 are met, from those earnings plus whichever credit specified in subparagraph (b) of that paragraph is appropriate, up to a maximum deduction in respect of the applicant's family of whichever of the sums specified in paragraph (3) applies in his case.

17.2 The conditions of this paragraph are that;

- (a) the applicant's earnings which form part of his average weekly income are less than the lower of either his relevant child care charges or whichever of the deductions specified in paragraph (3) otherwise applies in his case; and
- (b) that applicant or, if he is a member of a couple either the applicant or his partner, is in receipt of either working tax credit or child tax credit.

17.3 The maximum deduction to which paragraph 17.1 c) above refers shall be;

- (a) where the applicant's family includes only one child in respect of whom relevant child care charges are paid, £175.00 per week.
- (b) where the applicant's family includes more than one child in respect of whom relevant child care charges are paid, £300.00 per week.

The amounts stated in this paragraph shall be amended in accordance with the Housing Benefit Regulations 2006 (as amended).

17.4 For the purposes of paragraph 17.1 'income' includes capital treated as income under section 31 (capital treated as income) and income, which an applicant is treated as possessing under section 32 (notional income).

## **18.0 Treatment of child care charges**

18.1 This section applies where an applicant is incurring relevant child-care charges and;

- (a) is a lone parent and is engaged in remunerative work;
- (b) is a member of a couple both of whom are engaged in remunerative work; or
- (c) is a member of a couple where one member is engaged in remunerative work and the other;
  - (i) is incapacitated;
  - (ii) is an in-patient in hospital; or
  - (iii) is in prison (whether serving a custodial sentence or remanded in custody awaiting trial or sentence).

18.2 For the purposes of paragraph 18.1 and subject to paragraph 18.4, a person to whom paragraph 18.3 applies shall be treated as engaged in remunerative work for a period not exceeding 28 weeks during which he–

- (a) is paid statutory sick pay;
- (b) is paid short-term incapacity benefit at the lower rate under sections 30A to 30E of the Act;
- (c) is paid an employment and support allowance;
- (d) is paid income support on the grounds of incapacity for work under regulation 4ZA of, and paragraph 7 or 14 of Schedule 1B to, the Income Support Regulations 1987; or
- (e) is credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.

18.3 This paragraph applies to a person who was engaged in remunerative work immediately before

- (a) the first day of the period in respect of which he was first paid statutory sick pay, short-term incapacity benefit, an employment and support allowance or income support on the grounds of incapacity for work;

- or
- (b) the first day of the period in respect of which earnings are credited, as the case may be.
- 18.4 In a case to which paragraph 18.2 (d) or (e) applies, the period of 28 weeks begins on the day on which the person is first paid income support or on the first day of the period in respect of which earnings are credited, as the case may be.
- 18.5 Relevant child care charges are those charges for care to which paragraphs 18.6 and 18.7 apply, and shall be calculated on a weekly basis in accordance with paragraph 18.10.
- 18.6 The charges are paid by the applicant for care, which is provided
- (a) in the case of any child of the applicant's family who is not disabled, in respect of the period beginning on that child's date of birth and ending on the day preceding the first Monday in September following that child's fifteenth birthday; or
  - (b) in the case of any child of the applicant's family who is disabled, in respect of the period beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday.
- 18.7 The charges are paid for care, which is provided by one, or more of the care providers listed in paragraph 18.8 and are not paid-
- (a) in respect of the child's compulsory education;
  - (b) by an applicant to a partner or by a partner to an applicant in respect of any child for whom either or any of them is responsible in accordance with section 10 (circumstances in which a person is treated as responsible or not responsible for another); or
  - (c) in respect of care provided by a relative of the child wholly or mainly in the child's home.
- 18.8 The care to which paragraph 18.7 refers may be provided;
- (a) out of school hours, by a school on school premises or by a local authority;
    - (i) for children who are not disabled in respect of the period beginning on their eight birthday and ending on the day preceding the first Monday in September following their fifteenth birthday;
    - or
    - (ii) for children who are disabled in respect of the period beginning on their eight birthday and ending on the day preceding the first Monday in September following their sixteenth birthday; or
  - (b) by a child care provider approved in accordance with by the Tax Credit (New Category of Child Care Provider) Regulations 1999;
  - (c) by persons registered under Part 2 of the Children and Families (Wales) Measure 2010; or
  - (d) by a person who is excepted from registration under Part 2 of the Children and Families (Wales) Measure 2010 because the child care that person provides is in a school or establishment referred to in article 11, 12 or 14 of the Child Minding and Day Care Exceptions (Wales) order 2010; or
  - (e) by;
    - (i) persons registered under section 59(1) of the Public Services Reform Scotland Act 2010; or
    - (ii) local authorities registered under section 8(1) of that Act, where the care provided is child minding or day care within the meaning of that Act; or
  - (f) by a person prescribed in regulations made pursuant to section 12(4) of the Tax Credits Act 2002 or
  - (g) by a person who is registered under Chapter 2 or 3 of Part 3 of the Childcare Act 2006; or
  - (h) by any of the schools mentioned in section 34(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 2 of Part 3 of that Act does not apply by virtue of section 34(2) of that Act; or
  - (i) by any of the schools mentioned in section 53(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 3 of Part 3 of that Act does not apply by virtue of section 53(2) of

- that Act; or
- (j) by any of the establishments mentioned in section 18(5) of the Childcare Act 2006 in circumstances where the care is not included in the meaning of 'childcare' for the purposes of Part 1 and Part 3 of that Act by virtue of that subsection; or
- (k) by a foster parent or kinship carer under the Fostering Services Regulations 2002, the Fostering Services (Wales) Regulations 2003 or the Looked After Children (Scotland) Regulations 2009 in relation to a child other than one whom the foster parent is fostering or kinship carer is looking after; or
- (l) by a domiciliary care worker under the Domiciliary Care Agencies Regulations 2002 or the Domiciliary Care Agencies (Wales) Regulations 2004; or
- (m) by a person who is not a relative of the child wholly or mainly in the child's home.

18.9 In paragraphs 18.6 and 18.8 (a), 'the first Monday in September' means the Monday which first occurs in the month of September in any year.

18.10 Relevant child care charges shall be estimated over such period, not exceeding a year, as is appropriate in order that the average weekly charge may be estimated accurately having regard to information as to the amount of that charge provided by the child minder or person providing the care.

18.11 For the purposes of paragraph 18.1 (c) the other member of a couple is incapacitated where

- (a) the applicant's applicable amount includes a disability premium on account of the other member's incapacity or the support component or the work- related activity component on account of his having limited capability for work
- (b) the applicant's applicable amount would include a disability premium on account of the other member's incapacity but for that other member being treated as capable of work by virtue of a determination made in accordance with regulation made under section 171E of the Act;
- (c) the applicant's applicable amount would include the support component or the work-related activity component on account of the other member having limited capability for work but for that other member being treated as not having limited capability for work by virtue of a determination made in accordance with the Employment and Support Allowance Regulations 2008 or 2013 as appropriate;
- (d) the applicant (within the meaning of this scheme) is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the Act (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days shall be treated as one continuous period;
- (e) the applicant (within the meaning of this scheme) has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations for a continuous period of not less than 196 days and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- (f) there is payable in respect of him one or more of the following pensions or allowances-
  - (i) long-term incapacity benefit or short-term incapacity benefit at the higher rate under Schedule 4 to the Act;
  - (ii) attendance allowance under section 64 of the Act;
  - (iii) severe disablement allowance under section 68 of the Act;
  - (iv) disability living allowance under section 71 of the Act;
  - (v) personal independence payment under the Welfare Reform Act 2012;
  - (vi) an AFIP;
  - (vii) increase of disablement pension under section 104 of the Act;
  - (viii) a pension increase paid as part of a war disablement pension or under an industrial injuries

scheme which is analogous to an allowance or increase of disablement pension under head (ii), (iv) or (v) above;

(ix) main phase employment and support allowance;

- (g) a pension or allowance to which head (ii), (iv), (v) or (vi) of sub-paragraph (f) above refers was payable on account of his incapacity but has ceased to be payable in consequence of his becoming a patient, which in this section shall mean a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of social security (Hospital In-Patients) Regulations 2005.
- (h) an AFIP would be payable to that person but for any suspension of payment in accordance with any terms of the armed and reserve forces compensation scheme which allow for a suspension because a person is undergoing medical treatment in a hospital or similar institution;
- (i) paragraphs (f) or (g) would apply to him if the legislative provisions referred to in those sub-paragraphs were provisions under any corresponding enactment having effect in Northern Ireland; or
- (j) he has an invalid carriage or other vehicle provided to him by the Secretary of State under section 5(2)(a) of and Schedule 2 to the National Health Service Act 1977 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972.

18.12 For the purposes of paragraph 18.11 once paragraph 18.11(d) applies to the applicant, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that paragraph shall, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable, or is treated as remaining incapable, of work.

18.12A For the purposes of paragraph 18.11, once paragraph 18.11(e) applies to the applicant, if he then ceases, for a period of 84 days or less, to have, or to be treated as having, limited capability for work, that paragraph is, on his again having, or being treated as having, limited capability for work at the end of that period, immediately thereafter apply to him for so long as he has, or is treated as having, limited capability for work.

18.13 For the purposes of paragraphs 18.6 and 18.8 (a), a person is disabled if he is a person—

- (a) in respect of whom disability living allowance or personal independence payment is payable, or has ceased to be payable solely because he is a patient;
- (b) who is registered as blind in a register compiled under section 29 of the National Assistance Act 1948 (welfare services) or, in Scotland, has been certified as blind and in consequence he is registered as blind in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994; or
- (c) who ceased to be registered as blind in such a register within the period beginning 28 weeks before the first Monday in September following that person's fifteenth birthday and ending on the day preceding that person's sixteenth birthday.

18.14 For the purposes of paragraph 18.1 a person on maternity leave, paternity leave or adoption leave shall be treated as if they are engaged in remunerative work for the period specified in paragraph 18.15 ('the relevant period') provided that—

- (a) in the week before the period of maternity leave, paternity leave, shared parental leave (effective from 5/4/2015) or adoption leave began, they were in remunerative work;
- (b) the applicant is incurring relevant child care charges within the meaning of paragraph 18.5; and
- (c) the person is entitled to either statutory maternity pay under section 164 of the Act, statutory paternity pay by virtue of section 171ZA or 171ZB of the Act statutory adoption pay by of section 171ZL of the Act, maternity allowance under section 35 of the Act or qualifying support.

- 18.15 For the purposes of paragraph 18.14 the relevant period shall begin on the day on which the person's maternity, paternity leave or adoption leave commences and shall end on–
- (a) the date that leave ends;
  - (b) if no child care element of working tax credit is in payment on the date that entitlement to maternity allowance, qualifying support, statutory maternity pay, statutory paternity pay or statutory adoption pay ends, the date that entitlement ends; or
  - (c) if a child care element of working tax credit is in payment on the date that entitlement to maternity allowance or qualifying support, statutory maternity pay or statutory adoption pay ends, the date that entitlement to that award of the child care element of the working tax credits ends.
- whichever shall occur first.

- 18.16 In paragraphs 18.14 and 18.15
- (a) **'qualifying support'** means income support to which that person is entitled by virtue of paragraph 14B of Schedule 1B to the Income Support Regulations 1987; and
  - (b) **'child care element'** of working tax credit means the element of working tax credit prescribed under section 12 of the Tax Credits Act (child care element) 2002.

- 18.17 In this section 'applicant' does not include an applicant;
- (a) who has, or
  - (b) who (jointly with his partner) has,
- an award of universal credit

## 19.0 Average weekly earnings of employed earners

- 19.1 Where an applicant's income consists of earnings from employment as an employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment–
- (a) over a period immediately preceding the reduction week in which the claim is made or treated as made and being a period of
    - (i) 5 weeks, if he is paid weekly; or
    - (ii) 2 months, if he is paid monthly; or
  - (b) whether or not sub-paragraph 19.1a (i) or (ii) applies, where an applicant's earnings fluctuate, over such other period preceding the reduction week in which the claim is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.
- 19.2 Where the applicant has been in his employment for less than the period specified in paragraph 19.1(a)(i) or (ii)
- (a) if he has received any earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings shall be estimated by reference to those earnings;
  - (b) in any other case, the authority shall 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.
- 19.3 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 but the length of the period shall not in any case exceed 52 weeks.
- 19.4 For the purposes of this section the applicant's earnings shall be calculated in accordance with sections 25 and 26



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

- 20.1 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 but the length of the period shall not in any case exceed a year.
- 20.2 For the purposes of this section the applicant's earnings shall be calculated in accordance with section 27 to 29 of this scheme

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

- 21.1 An applicant's income which does not consist of earnings shall, except where paragraph 18.2 applies, be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately but the length of the period shall not in any case exceed 52 weeks; and nothing in this paragraph shall authorise the authority to disregard any such income other than that specified in Schedule 4 of this scheme
- 21.2 The period over which any benefit under the benefit Acts is to be taken into account shall be the period in respect of which that reduction is payable.
- 21.3 For the purposes of this section income other than earnings shall be calculated in accordance with paragraphs 30 to 32 of this scheme

## **22.0 Calculation of average weekly income from tax credits**

- 22.1 This section applies where an applicant receives a tax credit.
- 22.2 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 22.3
- 22.3 Where the instalment in respect of which payment of a tax credit is made is;
- (a) a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;
  - (b) a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;
  - (c) a two weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;
  - (d) a four weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.
- 22.4 For the purposes of this section 'tax credit' means child tax credit or working tax credit.

## **23.0 Calculation of weekly income**

- 23.1 For the purposes of sections 19 (average weekly earnings of employed earners), 21 (average weekly income other than earnings) and 22 (calculation of average weekly income from tax credits), where the period in respect of which a payment is made;
- (a) does not exceed a week, the weekly amount 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.

- 23.2 For the purpose of section 20 (average weekly earnings of self-employed earners) 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.

## **24.0 Disregard of changes in tax, contributions etc.**

- 24.1 In calculating the applicant's income the appropriate authority may disregard any legislative change
- (a) in the basic or other rates of income tax;
  - (b) in the amount of any personal tax relief;
  - (c) in the rates of national insurance contributions payable under the Act or in the lower earnings limit or upper earnings limit for Class 1 contributions under the Act, the lower or upper limits applicable to Class 4 contributions under the Act or the amount specified in section 11(4) of the Act (small profits threshold in relation to Class 2 contributions);
  - (d) in the amount of tax payable as a result of an increase in the weekly rate of Category A, B, C or D retirement pension or any addition thereto or any graduated pension payable under the Act;
  - (e) in the maximum rate of child tax credit or working tax credit,

for a period not exceeding 30 reduction weeks beginning with the reduction week immediately following the date from which the change is effective

## **25.0 Earnings of employed earners**

- 25.1 Subject to paragraph 25.2, '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, shared parental 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, shared parental pay 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<sup>18</sup>.

## 25.2 Earnings shall not include–

- (a) subject to paragraph 25.3, 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
- (d) any payment in respect of expenses arising out of an applicant participating as a service user

## 25.3 Paragraph 25.2 (a) shall not apply in respect of any non-cash voucher referred to in paragraph 25.1 (m)

## **26.0 Calculation of net earnings of employed earners**

26.1 For the purposes of section 19 (average weekly earnings of employed earners), the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account shall, subject to paragraph 26.2, be his net earnings.

26.2 There shall be disregarded from an applicant's net earnings, any sum, where applicable, specified in paragraphs 1 to 14 of Schedule 3.

26.3 For the purposes of paragraph 26.1 net earnings shall, except where paragraph 26.6 applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less;

- (a) any amount deducted from those earnings by way of
  - (i) income tax;
  - (ii) primary Class 1 contributions under the Act;
- (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
- (d) where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, any amount deducted for those earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the Act.

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

26.5 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

<sup>18</sup> Social Security (Contributions)(Amendment) Regulations 2013, Social Security (Contributions)(Amendment No.2) Regulations 2013 and Social Security (Contributions)(Amendment No.2) Regulations 2013

- 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.

- 26.6 Where the earnings of an applicant are estimated under sub-paragraph (b) of paragraph 2) of the section 19 (average weekly earnings of employment earners), his net earnings shall be calculated by taking into account those earnings over the assessment period, less-
- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 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 of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph shall be calculated on a pro rata basis;
  - (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act in respect of those earnings if such contributions were payable; and
  - (c) one-half of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

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

- 27.1 Subject to paragraph 27.2, 'earnings', in the case of employment as a self-employed earner, means the gross income of the employment any allowance paid under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 to the applicant for the purpose of assisting him in carrying on his business unless at the date of claim the allowance has been terminated.
- 27.2 'Earnings' shall not include any payment to which paragraph 27 or 28 of Schedule 4 refers (payments in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant's care) nor shall it include any sports award.
- 27.3 This paragraph applies to-
- (a) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
  - (b) any payment in respect of any-
    - (i) book registered under the Public Lending Right Scheme 1982; or
    - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982, where the applicant is the first owner of the copyright, design, patent or trade mark, or an original contributor to the book of work concerned.
- 27.4 Where the applicant's earnings consist of any items to which paragraph 27.3 applies, those earnings shall be taken into account over a period equal to such number of weeks as is equal to the number obtained (and any fraction shall be treated as a corresponding fraction of a week) by dividing the earnings by the amount of council tax reduction which would be payable had the payment not been made plus an amount equal to the total of the sums which would fall to be disregarded from the payment under Schedule 3 (sums to be disregarded in the calculation of earnings) as appropriate in the applicant's case.

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

- 28.1 For the purposes of section 20 (average weekly earnings of self-employed earners) 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 the Act calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
    - (ii) one-half of the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.
- 28.2 There shall be disregarded from an applicant's net profit, any sum, where applicable, specified in paragraph 1 to 14 of Schedule 3.
- 28.3 For the purposes of paragraph 28.1 (a) the net profit of the employment must, except where paragraph 28.9 applies, be calculated by taking into account the earnings for the employment over the assessment period less
  - (a) subject to paragraphs 28.5 to 28.7, any expenses wholly and exclusively incurred in that period for the purposes of that employment;
  - (b) an amount in respect of;
    - (i) income tax, and
    - (ii) national insurance contributions payable under the Act, calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
  - (c) one-half of the amount calculated in accordance with paragraph (28.11) in respect of any qualifying premium.
- 28.4 For the purposes of paragraph 28.1(b) the net profit of the employment shall be calculated by taking into account the earnings of the employment over the assessment period less, subject to paragraphs 28.5 to 28.7, any expenses wholly and exclusively incurred in that period for the purposes of the employment.
- 28.5 Subject to paragraph 28.6 no deduction shall be made under paragraph 28.3 (a) or 28.4, 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.
- 28.6 A deduction shall be made under paragraph 28.3 (a) or 28.4 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.
- 28.7 The authority shall refuse to make deduction in respect of any expenses under paragraph 28.3 (a) or 28.4 where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.
- 28.8 For the avoidance of doubt-
  - (a) deduction shall not be made under paragraph 28.3 (a) or 28.4 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

28.9 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 payable under the Act, calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
- (c) one-half of the amount calculated in accordance with paragraph 28.1 in respect of any qualifying contribution.

28.10 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.

28.11 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.

28.12 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.

## **28A.0 Earnings of self-employed earners: Minimum Income Floor**

28A.1 Where no start up period (as defined within 28A.2) applies to the applicant and the income from self-employment of the applicant or partner as calculated by reference to parts 27 to 29 of this scheme is less than an amount to be determined as appropriate for the employment market that the claimant or partner is operating in, the income used by the Council in the calculation of their award will be substituted to that appropriate amount. This amount shall not be less than 35 x national minimum wage or national living wage (depending on the age of the claimant). From that the Council will deduct only an estimate for tax, national insurance and half a pension contribution (where a pension contribution is being made), as if estimating the income of an ordinarily employed worker.

28A.2 The Council shall determine an appropriate start up period for the employment activity being conducted by the claimant or partner. This will normally be eighteen months from the date of claim, or eighteen months from the date of commencement of the employment activity, whichever is sooner. During this period no Minimum Income Floor shall be applied. The start-up period ends where the person is no longer in gainful self-employment.

- 28A.3 Where a claimant or partner holds a position in a company that is analogous to that of a sole owner or partner in the business of that company, he shall be treated as if he were such sole owner or partner and in such a case be subject to the Minimum Income Floor where appropriate.
- 28A.6 For the purposes of determining whether a claimant is in gainful self-employment or meets the conditions for a start up-period, the Council will require the claimant to provide such evidence or information that it reasonably requires to make that decision, the Council may also require the self-employed person to attend an interview for the purpose of establishing whether the employment is gainful or whether the conditions for a start up period are met.
- 28A.7 Where the applicant is in receipt of a carer's premium, the Council shall have the discretion to vary the start up period.

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

- 29.1 The amount to be deducted in respect of income tax under section 28.1(b)(i), 28.3 b)(i) or 28.9 a)(i) (calculation of net profit of self-employed earners) or 28A.0 (Minimum Income Floor) 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 of tax is to be applied and the amount of the personal reliefs deductible under this paragraph shall be calculated on a pro rata basis.
- 29.2 The amount to be deducted in respect of national insurance contributions under paragraphs 28.1 1 (b)(i); 28.3 (b)(ii) or 28.9 a shall be the total of-
- (a) the amount of Class 2 contributions payable under section 11(1) or, as the case may be, 11(3) of the Act 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.
- 29.3 In this section 'chargeable income' means-
- (a) except where sub-paragraph (b) applies, the earnings derived from the employment less any expenses deducted under paragraph (28.3) (a) or, as the case may be, (28.4) of section 28;
  - (b) in the case of employment as a child minder, one-third of the earnings of that employment.

## **30.0 Calculation of income other than earnings**

- 30.1 For the purposes of section 21 (average weekly income other than earnings), the income of an applicant which does not consist of earnings to be taken into account shall, subject to paragraphs 27.2 to 27.4, be his gross income and any capital treated as income under section 31 (capital treated as income).
- 30.2 There shall be disregarded from the calculation of an applicant's gross income under paragraph 30.2, any sum, where applicable, specified in Schedule 4.
- 30.3 Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account under paragraph 30.1 shall be the gross amount payable.
- 30.4 Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations 2008 or 2013 as appropriate, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- 30.5 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 under paragraph 27.1 shall be the amount of working tax credit or child tax credit awarded less the amount of that deduction.
- 30.6 In paragraph 30.5 'tax year' means a period beginning with 6th April in one year and ending with 5th April in the next.
- 30.7 Paragraph 30.8 and 30.9 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.
- 30.8 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 30.1 in respect of a person to whom paragraph 30.7 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, less any deduction under paragraph 51.5  
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 under paragraph 51.2 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.
- 30.9 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 30.1 in respect of a person to whom paragraph (30.8) applies, shall be calculated by applying the formula in paragraph 30.8 but as if—  
A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course, or was dismissed from it, less any deduction under paragraph 51.5



- 30.10 In this section– ‘academic year’ and ‘student loan’ shall have the same meanings as for the purposes of sections 43 to 45, ‘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 referred to in paragraph 46.7 or both.

- 30.11 For the avoidance of doubt there shall be included as income to be taken into account under paragraph 30.1
- (a) any payment to which paragraph 25.2 (payments not earnings) applies; or
  - (b) in the case of an applicant who is receiving support under section 95 or 98 of the Immigration and Asylum Act including support provided by virtue of regulations made under Schedule 9 to that Act, the amount of such support provided in respect of essential living needs of the applicant and his dependants (if any) as is specified in regulations made under paragraph 3 of Schedule 8 to the Immigration and Asylum Act.

## **31.0 Capital treated as income**

- 31.1 Any capital payable by instalments which are outstanding at the date on which the claim is made or treated as made, or, at the date of any subsequent revision or supersession, shall, if the aggregate of the instalments outstanding and the amount of the applicant’s capital otherwise calculated in accordance with sections 33 to 42 of this scheme exceeds £10,000, to be treated as income
- 31.2 Any payment received under an annuity shall be treated as income.
- 31.3 Any earnings to the extent that they are not a payment of income shall be treated as income.
- 31.4 Any Career Development Loan paid pursuant to section 2 of the 1973 Act shall be treated as income
- 31.5 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.

## 32.0 Notional income

32.1 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.

32.2 Except in the case of-

- (a) a discretionary trust;
- (b) a trust derived from a payment made in consequence of a personal injury;
- (c) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
- (d) any sum to which paragraph 47(2)(a) of Schedule 5 (capital to be disregarded) applies which is administered in the way referred to in paragraph 47(1)(a);
- (e) any sum to which paragraph 48(a) of Schedule 5 refers;
- (f) rehabilitation allowance made under section 2 of the 1973 Act;
- (g) child tax credit; or
- (h) working tax credit,
- (i) any sum to which paragraph 32.13 applies;

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.

32.3 – 32.5 Not used

32.6 Any payment of income, other than a payment of income specified in paragraph 32.7 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.

32.7 Paragraph 32.6 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.

32.8 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 either 1st April or the first Monday in April in that year, whichever date the authority shall select to apply in its area, to the date on which the altered rate is to take effect.

32.9 Subject to paragraph 32.10, 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.

32.10 Paragraph 32.9 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.

32.10A In paragraph 32.10 (c) 'work placement' means practical work experience which is not undertaken in expectation of payment.

32.11 Where an applicant is treated as possessing any income under any of paragraph 32.1 to (32.8), 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.

32.12 Where an applicant is treated as possessing any earnings under paragraph 32.9 the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of those earnings as if a payment had actually

been made and as if they were actual earnings which he does possess except that paragraph (3) of section 26 (calculation of net earnings of employed earners) shall not apply and 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 sub-paragraph shall be calculated on a pro rate basis;
- (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act 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.

32.13 Paragraphs (32.1), (32.2), (32.6) and (32.9) shall not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of the applicant's participation as a service user

## **Sections 33 - 42 & Schedule 5**

### **Definition and the treatment of capital for Council Tax Reduction purposes**

## **33.0 Capital limit**

- 33.1 For the purposes of this scheme, the prescribed amount is £10,000 and no reduction shall be granted when the applicant has an amount greater than this level.

## **34.0 Calculation of capital**

- 34.1 For the purposes of this scheme, the capital of an applicant to be taken into account shall, subject to paragraph (34.2), be the whole of his capital calculated in accordance with this scheme and any income treated as capital under section 36 (income treated as capital).
- 34.2 There shall be disregarded from the calculation of an applicant's capital under paragraph (34.1), any capital, where applicable, specified in Schedule 5.

## **35.0 Disregard of capital of child and young person**

- 35.1 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.

## **36.0 Income treated as capital**

- 36.1 Any bounty derived from employment to which paragraph 8 of Schedule 3 applies and paid at intervals of at least one year shall be treated as capital.
- 36.2 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.
- 36.3 Any holiday pay which is not earnings under section 25(1)(d) (earnings of employed earners) shall be treated as capital.
- 36.4 Except any income derived from capital disregarded under paragraphs 1, 2, 4, 8, 14 or 25 to 28, 47 or 48 of Schedule 5, 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.
- 36.5 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.
- 36.6 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.
- 36.7 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.
- 36.8 Any arrears of subsistence allowance which are paid to an applicant as a lump sum shall be treated as capital.
- 36.9 Any arrears of working tax credit or child tax credit shall be treated as capital.

## **37.0 Calculation of capital in the United Kingdom**

- 37.1 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;

## **38.0 Calculation of capital outside the United Kingdom**

- 38.1 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.

## **39.0 Notional capital**

- 39.1 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 40 (diminishing notional capital rule).
- 39.2 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 5; 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 which paragraph 47(2)(a) of Schedule 5 (capital to be disregarded) applies which is administered in the way referred to in paragraph 47(1)(a); or
  - (f) any sum to which paragraph 48(a) of Schedule 5 refers; or
  - (g) child tax credit; or
  - (h) working tax credit,
- any capital which would become available to the applicant upon application being made, but which has not been acquired by him, 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.
- 39.3 Any payment of capital, other than a payment of capital specified in paragraph (39.4), 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 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.

39.4 Paragraph 39.3 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;
- (bb) in respect of a person's participation in the Mandatory Work Activity Scheme; Enterprise Scheme;
- (bc) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
- (c) 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.

39.5 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, notwithstanding section 34 (calculation of capital) be disregarded; and
- (b) he shall, subject to paragraph 39.6, 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.

39.6 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 39.5 shall be disregarded.

39.7 Where an applicant is treated as possessing capital under any of paragraphs 39.1 to 39.2 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.

## **40.0 Diminishing notional capital rule**

40.1 Where an applicant is treated as possessing capital under section 39.1 (notional capital), the amount, which he is treated as possessing;



- (a) in the case of a week that is subsequent to
    - (i) the relevant week in respect of which the conditions set out in paragraph 40.2 are satisfied; or
    - (ii) a week which follows that relevant week and which satisfies those conditions, shall be reduced by an amount determined under paragraph 40.3;
  - (b) in the case of a week in respect of which paragraph 40.1(a) does not apply but where
    - (i) that week is a week subsequent to the relevant week; and
    - (ii) that relevant week is a week in which the condition in paragraph 40.4 is satisfied, shall be reduced by the amount determined under paragraph 40.4.
- 40.2 This paragraph applies to a reduction week or part-week where the applicant satisfies the conditions that
  - (a) he is in receipt of council tax reduction; and
  - (b) but for paragraph 39.1, he would have received an additional amount of council tax reduction in that week.
- 40.3 In a case to which paragraph 40.2 applies, the amount of the reduction for the purposes of paragraph 40.1(a) shall be equal to the aggregate of
  - (a) the additional amount to which sub-paragraph 40.2 (b) refers;
  - (b) where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of that benefit to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 49(1) of the Housing Benefit Regulations (notional capital);
  - (c) where the applicant has also claimed income support, the amount of income support to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 51(1) of the Income Support Regulations (notional capital);
  - (d) where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations (notional capital) and
  - (e) where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the whole or part of reduction week to which paragraph 40.2 refers but for the application of regulation 115 of the Employment and Support Allowance Regulations (notional capital).
- 40.4 Subject to paragraph 40.5, for the purposes of paragraph 40.1(b) the condition is that the applicant would have been entitled to council tax reduction in the relevant week but for paragraph 39.1, and in such a case the amount of the reduction shall be equal to the aggregate of
  - (a) the amount of council tax reduction to which the applicant would have been entitled in the relevant week but for paragraph 39.1; and for the purposes of this sub-paragraph is the amount is in respect of a part-week, that amount shall be determined by dividing the amount of council tax reduction to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7;
  - (b) if the applicant would, but for regulation 49(1) of the Housing Benefit Regulations, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the reduction week which includes the last day of the relevant week, the amount which is equal to-
    - (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
    - (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled,
 and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of housing benefit to which he would have been so entitled by the number equal to that number of days in the part-week and multiplying the quotient so obtained by 7;

- (c) if the applicant would, but for regulation 51(1) of the Income Support Regulations, have been entitled to income support in respect of the reduction week, within the meaning of regulation 2(1) of those Regulations, which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of the income support to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7
- (d) if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations, have been entitled to an income-based jobseeker's allowance in respect of the reduction week, within the meaning of this scheme, which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of the income-based jobseeker's allowance to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7; and
- (e) if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations, have been entitled to an income-related employment and support allowance in respect of the reduction week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount must be determined by dividing the amount of the income-related employment and support allowance to which he would have been so entitled by the number equal to the number of days in that part-week and multiplying the quotient so obtained by 7.

40.5 The amount determined under paragraph 40.4 shall be re-determined under that paragraph if the applicant makes a further claim for council tax reduction and the conditions in paragraph 40.6 are satisfied, and in such a case—

- (a) sub-paragraphs (a) to (d) of paragraph 40.4 shall apply as if for the words 'relevant week' there were substituted the words 'relevant subsequent week'; and
- (b) subject to paragraph 40.7, the amount as re-determined shall have effect from the first week following the relevant subsequent week in question.

40.6 The conditions are that

- (a) a further claim is made 26 or more weeks after
  - (i) the date on which the applicant made a claim for council tax reduction in respect of which he was first treated as possessing the capital in question under paragraph 39.1;
  - (ii) in a case where there has been at least one re-determination in accordance with paragraph 40.5, the date on which he last made a claim for council tax reduction which resulted in the weekly amount being re-determined, or
  - (iii) the date on which he last ceased to be entitled to council tax reduction, whichever last occurred; and
- (b) the applicant would have been entitled to council tax reduction but for paragraph 39.1.

40.7 The amount as re-determined pursuant to paragraph 40.5 shall not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount shall continue to have effect.

40.8 For the purposes of this section

- (a) 'part-week'
  - (i) in paragraph 40.4 (a) means a period of less than a week for which council tax reduction is allowed;
  - (ii) in paragraph 40.4 (b) means a period of less than a week for which housing benefit is payable;
  - (iii) in paragraph 40.4 (c), (d) and (e) means—
- (aa) a period of less than a week which is the whole period for which income support, an income-related

- employment and support allowance or, as the case may be, an income-based jobseeker's allowance is payable; and
- (bb). any other period of less than a week for which it is payable;
  - (b). 'relevant week' means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of section 39.1
    - (i) was first taken into account for the purpose of determining his entitlement to council tax reduction; or
    - (ii) was taken into account on a subsequent occasion for the purpose of determining or re-determining his entitlement to council tax reduction on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, council tax reduction; and where more than one reduction week is identified by reference to heads (i) and (ii) of this subparagraph the later or latest such reduction week or, as the case may be, the later or latest such part-week;
  - (c). 'relevant subsequent week' means the reduction week or part-week which includes the day on which the further claim or, if more than one further claim has been made, the last such claim was made.

## **41.0 Capital jointly held**

- 41.1 Except where an applicant possesses capital which is disregarded under paragraph 39(5) (notional capital) 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

## **42.0 Calculation of tariff income from capital**

- 42.1 Where the applicant's capital calculated in accordance with this scheme exceeds £6,000 it shall be treated as equivalent to a weekly income of £1 for each complete £250 in excess of £6,000 but not exceeding £10,000
- 42.2 Notwithstanding paragraph 42.1 where any part of the excess is not a complete £250 that part shall be treated as equivalent to a weekly tariff income of £1.
- 42.3 For the purposes of paragraph 42.1, capital includes any income treated as capital under section 36 (income treated as capital).

## **Sections 43 - 56**

### **Definition and the treatment of students for Council Tax Reduction purposes<sup>19</sup>**

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<sup>19</sup> Amounts shown in sections 43 to 56 will be uprated in line with the Housing Benefit Regulations 2006 (as amended)

## 43.0 Student related definitions

43.1 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 holder's parent's spouse, civil partner or a person ordinarily living with the holder's parent as if he or she were the spouse or civil partner of that parent; or
  - (iv) the holder's spouse or civil partner;

**'course of study'** means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

**'covenant income'** means the gross income payable to a full-time student under a Deed of Covenant by his parent;

**'education authority'** means a government department, a local 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

- (b) 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;
- (c) 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
- (d) is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves–
  - (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
  - (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

**'full-time student'** means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

**'grant'** (except in the definition of 'access funds') means any kind of educational grant or award and includes any scholarship, studentship, exhibition allowance or bursary but does not include a payment from access funds or any payment to which paragraph 12 of Schedule 4 or paragraph 53 of Schedule 5 applies;

**'grant income'** means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

**'higher education'** means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992; 'last day of the course' means;

- (a) in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- (b) in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

**'period of study'** means–

- (a) in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- (b) in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, 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

43.2 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.

43.3 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.

## **44.0 Treatment of students**

44.1 The following sections relate to students who claim Council Tax Reduction

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

45.1 Students (except those specified in paragraph 45.3) are not able to claim Council Tax Reduction under Classes D and E of the Council's reduction scheme.

45.2 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 abroad).

45.3 Paragraph 45.2 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) whose applicable amount would, but for this section, include the disability premium or severe disability premium;

(d) whose applicable amount would include the disability premium but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the Act;

(e) who is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the Act (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days shall be treated as one continuous period;

(f) who has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations for a continuous period of not less than 196 days, and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period.

(g) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;

(h) who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989, or, in Scotland, boarded out within the meaning of the Social Work (Scotland) Act 1968;

(i) who is;

(i) aged under 21 and whose course of study is not a course of higher education, or

(ii) a qualifying young person or child within the meaning of section 142 of the Act (child and qualifying young person);

(j) in respect of whom

(i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;

(ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) 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.

45.4 For the purposes of paragraph 45.3(h)(i) the student must have begun, or been enrolled or accepted onto the course before attaining the age of 19. For the purposes of paragraph 45.3, once paragraph 45.3(e) applies to a full-time student, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that paragraph shall, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable or is treated as remaining incapable, of work.

45.5 In paragraph 45.3(h) 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.

45.6 A full-time student to whom sub-paragraph (i) of paragraph 45.3 applies, shall be treated as satisfying that sub-paragraph from the date on which he made a request for the supplementary requirement, allowance, bursary or payment as the case may be.

45.7 Paragraph 45.2 shall not apply to a full-time student for the period specified in paragraph 45.8 if;

- (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is;
  - (i) engaged in caring for another person; or
  - (ii) ill;
- (b) he has subsequently ceased to be engaged in 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 45.8.

45.8 The period specified for the purposes of paragraph 45.7 is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before;

- (a) the day on which he resumes attending or undertaking the course; or
- (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course,

which shall first occur.

## **46.0 Calculation of grant income**

46.1 The amount of a student's grant income to be taken into account shall, subject to paragraphs 46.2 and 46.3, be the whole of his grant income.

46.2 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;

	<ul style="list-style-type: none"> <li>(c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;</li> <li>(d) on account of the student maintaining a home at a place other than that at which he resides during his course;</li> <li>(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;</li> <li>(f) intended to meet the cost of books and equipment;</li> <li>(g) intended to meet travel expenses incurred as a result of his attendance on the course;</li> <li>(h) intended for the child care costs of a child dependant.</li> <li>(i) of higher education bursary for care leavers made under Part III of the Children Act 1989.</li> </ul>
46.3	<p>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;</p> <ul style="list-style-type: none"> <li>(a) the sum of £303 per academic year in respect of travel costs; and</li> <li>(b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.</li> </ul> <p>The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).</p>
46.4	<p>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.</p>
46.5	<p>Subject to paragraphs 46.6 and 46.7, a student's grant income shall be apportioned;</p> <ul style="list-style-type: none"> <li>(a) subject to paragraph 46.8, 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;</li> <li>(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.</li> </ul>
46.6	<p>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.</p>
46.7	<p>In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants to which neither paragraph 46.6 nor section 50 (other amounts to be disregarded) apply, shall be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.</p>
46.8	<p>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.</p>

## **47.0 Calculation of covenant income where a contribution is assessed**

- 47.1 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 47.3, the amount of the contribution.
- 47.2 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 47.1 by 52 or 53, whichever is reasonable in the circumstances; and
  - (b) by disregarding from the resulting amount, £5.
- 47.3 For the purposes of paragraph 47.1, the contribution shall be treated as increased by the amount (if any) by which the amount excluded under paragraph 46.2(g) (calculation of grant income) falls short of the amount specified in paragraph 7(2) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (travel expenditure).

## **48.0 Covenant income where no grant income or no contribution is assessed**

- 48.1 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 paragraph 46.2 (a) to (e) (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 under paragraph 46.2(f) and 46.3 (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.
- 48.2 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 48.1, except that;
- (a) the value of the standard maintenance grant shall be abated by the amount of such grant income less an amount equal to the amount of any sums disregarded under paragraph 46.2 (a) to (e); and
  - (b) the amount to be disregarded under paragraph 48.1(c) shall be abated by an amount equal to the amount of any sums disregarded under paragraph 46.2(f) and (g) and 46.3.

## **49.0 Student Covenant Income and Grant income - non disregard**

- 49.1 No part of a student's covenant income or grant income shall be disregarded under paragraph 15 of Schedule 4 to this scheme

## **50.0 Other amounts to be disregarded**

- 50.1 For the purposes of ascertaining income other than grant income, covenant income and loans treated as income in accordance with section 51, any amounts intended for any expenditure specified in paragraph 46.2 (calculation of grant income), necessary as a result of his attendance on the course shall be disregarded but only if, and to the extent that, the necessary expenditure exceeds or is likely to exceed the amount of the sums disregarded under paragraphs 46.2 or 46.3, 47.3, 48.1(a) or (c) or 51.5 (calculation of grant income, covenant income and treatment of student loans) on like expenditure.

## **51.0 Treatment of student loans**

- 51.1 A student loan shall be treated as income.
- 51.2 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.

51.3 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.

51.4 Where a student is treated as possessing a student loan under paragraph 51.3, the amount of the student loan to be taken into account as income shall be, subject to paragraph 51.5

- (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.

51.5 There shall be deducted from the amount of income taken into account under paragraph 51.4

- (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.

The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).

## **51A.0 Treatment of fee loans**

51A. 1A 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.

## **52.0 Treatment of payments from access funds**

52.1 This paragraph applies to payments from access funds that are not payments to which paragraph 55.2 or 55.3 (income treated as capital) applies.

52.2 A payment from access funds, other than a payment to which paragraph 52.3 applies, shall be disregarded as income.

52.3 Subject to paragraph 52.4 of this section and paragraph 35 of Schedule 4,

- (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.

52.4 Where a payment from access funds is made—

- (a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or

- (b) before the first day of the course to a person in anticipation of that person becoming a student,
- (c) that payment shall be disregarded as income.

## **53.0 Disregard of contribution**

- 53.1 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.

## **54.0 Further disregard of student's income**

- 54.1 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.

## **55.0 Income treated as capital**

- 55.1 Any amount by way of a refund of tax deducted from a student's covenant income shall be treated as capital.
- 55.2 Any amount paid from access funds as a single lump sum shall be treated as capital.
- 55.3 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.

## **56.0 Disregard of changes occurring during summer vacation**

- 56.1 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.

## **Sections 57 – 63**

### **The calculation and amount of Council Tax Reduction**

## 57.0 Maximum council tax reduction

57.1 Subject to paragraphs 57.2 to 57.4, 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 80 per cent, of the amount A divided by B where;

- (a) A is the **lower** of either;
  - (i) 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; or
  - (ii) the amount set by the appropriate authority as the council tax for the relevant financial year in respect of a dwelling within Band D subject to any discount which may be appropriate to the person's circumstances; and
- (b) B is the number of days in that financial year,

less any deductions in respect of non-dependants which fall to be made under section 58 (non-dependant deductions).

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

57.2 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.

57.3 Subject to paragraph 57.4, 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 to whom paragraph 45.2 (students who are excluded from entitlement to council tax reduction) applies, in determining the maximum council tax reduction in his case in accordance with paragraph 57.1, the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.

57.4 Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph 57.3 shall not apply in his case

## 58.0 Non-dependant deductions

58.1 Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in section 57 (maximum council tax reduction) shall be;

- (a) in respect of a non-dependant aged 18 or over in remunerative work, £10.00 x 1/7;
- (b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply, £10.00 x 1/7.

58.2 Only one deduction shall be made under this section in respect of a couple or, as the case may be, members of a polygamous marriage and, where, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other, member, the higher amount shall be deducted.

58.3 Where in respect of a day-

- (a) a person is a resident in a dwelling but is not himself liable for council tax in respect of that dwelling and that day;
- (b) other residents in that dwelling (the liable persons) have joint and several liability for council tax in



- respect of that dwelling and that day otherwise than by virtue of section 9 or 77 or 77A of the 1992 Act (liability of spouses and civil partners); and
- (c) the person to whom sub-paragraph (a) refers is a non-dependant of two or more of the liable persons, the deduction in respect of that non-dependant shall be apportioned equally between those liable persons.

58.4 No deduction shall be made in respect of any non-dependants occupying an applicant's dwelling if the applicant or his partner is—

- (a) blind or treated as blind by virtue of paragraph 9 of Schedule 1 (additional condition for the disability premium); or
- (b) receiving in respect of himself:
  - attendance allowance, or would be receiving that allowance but for:
    - (i) a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
    - (ii) an abatement as a result of hospitalisation; or
  - the care component of the disability living allowance, or would be receiving that component but for:
    - (i) a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
    - (ii) an abatement as a result of hospitalisation; or
- (c) the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- (d) an AFIP, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution;

58.5 No deduction shall be made in respect of a non-dependant if:

- (a) although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
- (b) he is in receipt of a training allowance paid in connection with a youth training established under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or
- (c) he is a full time student within the meaning of section 44.0 (Students); or
- (d) he is not residing with the applicant because he has been a patient for a period of excess of 52 weeks, and for these purposes;
  - 'patient' has the meaning given within this scheme, and
  - where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he shall be treated as having been a patient continuously for a period equal in duration to the total of those distinct periods;
- (e) he is not residing with the applicant because he is a member of the armed forces away on operations

58.6 No deduction shall be made in respect of a non-dependant;

- (a) who is on income support, state pension credit, an income-based jobseeker's allowance or an income-related employment and support allowance;
  - (b) to whom Schedule 1 of the 1992 Act applies (persons disregarded for purposes of discount) but this sub-paragraph shall not apply to a non-dependant who is a student to whom paragraph 4 of that Schedule refers;
  - (c) who is entitled to an award of universal credit where the award is calculated on the basis that the person does not have any earned income.";
- For the purposes of sub-paragraph (c), "earned income" has the meaning given in regulation 52 of the Universal Credit Regulations 2013

## **59.0 Council tax reduction taper (applies to persons defined within Class E)**

- 59.1 The prescribed daily percentage for the purpose of calculating reduction as a percentage of excess of income over the applicable amount which is deducted from maximum council tax reduction, shall be 2 6/7 per cent. Where an applicant's income exceeds their applicable amount, their council tax reduction shall be calculated by deducting their excess income multiplied by the taper from their maximum council tax reduction as defined within section 57 of this scheme

## **60.0 Extended reductions**

- 60.1 An applicant who is entitled to council tax reduction (by virtue of the general conditions of entitlement) shall be entitled to an extended reduction where;
- (a) the applicant or the applicant's partner was entitled to a qualifying income- related benefit;
  - (b) entitlement to a qualifying income-related benefit ceased because the applicant or the applicant's partner-
    - (i) commenced employment as an employed or self-employed earner;
    - (ii) increased their earnings from such employment; or
    - (iii) increased the number of hours worked in such employment,
 and that employment is or, as the case may be, increased earnings or increased number of hours are expected to last five weeks or more; and
  - (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying income-related benefit, jobseeker's allowance or a combination of those benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying income-related benefit ceased.
- 60.2 For the purpose of paragraph 60.1(c), an applicant or an applicant's partner is to be treated as having been entitled to and in receipt of a qualifying income-related benefit or jobseeker's allowance during any period of less than five weeks in respect of which the applicant or the applicant's partner was not entitled to any of those benefits because the applicant or the applicant's partner was engaged in remunerative work as a consequence of their participation in an employment zone programme.
- 60.3 For the purpose of this section, where an applicant or an applicant's partner is entitled to and in receipt of joint-claim jobseeker's allowance they shall be treated as being entitled to and in receipt of jobseeker's allowance.
- 60.4 An applicant must be treated as entitled to council tax reduction by virtue of the general conditions of entitlement where-
- (a) the applicant ceased to be entitled to council tax reduction because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying income-related benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying income-related benefit ceased in any of the circumstances listed in paragraph 60.1(b).
- 60.5 This section shall not apply where, on the day before an applicant's entitlement to income support ceased, regulation 6(5) of the Income Support Regulations (remunerative work: housing costs) applied to that applicant.

## **60A.0 Duration of extended reduction period**

- 60A.1 Where an applicant is entitled to an extended reduction, the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying income-related benefit.
- 60A.2 For the purpose of paragraph (60A.1), an applicant or an applicant's partner ceases to be entitled to a qualifying income-related benefit on the day immediately following the last day of entitlement to that benefit.
- 60A.3 The extended reduction period ends;
- (a) at the end of a period of four weeks; or
  - (b) on the date on which the applicant to whom the extended reduction is payable has no liability for council tax, if that occurs first.

## **60B.0 Amount of extended reduction**

- 60B.1 For any week during the extended reduction period the amount of the extended reduction payable to an applicant shall be the higher of-
- (a) the amount of council tax reduction to which the applicant was entitled under the general conditions of entitlement in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying income-related benefit;
  - (b) the amount of council tax reduction to which the applicant would be entitled under the general conditions of entitlement for any reduction week during the extended reduction period, if section 60 (extended reductions) did not apply to the applicant; or
  - (c) the amount of council tax reduction to which the applicant's partner would be entitled under the general conditions of entitlement, if section 60 did not apply to the applicant.
- 60B.2 Paragraph 60B1 does not apply in the case of a mover.
- 60B.3 Where an applicant is in receipt of an extended reduction under this section and the applicant's partner makes a claim for council tax reduction, no amount of council tax reduction shall be payable by the appropriate authority during the extended reduction period.

## **60C.0 Extended reductions - movers**

- 60C.1 This section applies;
- (a) to a mover; and
  - (b) from the Monday following the day of the move.
- 60C.2 The amount of the extended reduction payable from the Monday from which this section applies until the end of the extended reduction period shall be the amount of council tax reduction which was payable to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying income-related benefit.
- 60C.3 Where a mover's liability to pay council tax in respect of the new dwelling is to the second authority, the extended reduction may take the form of a payment from the appropriate authority to;
- (a) the second authority; or
  - (b) the mover directly.
- 60C.4 Where-

- (a) a mover, or the mover's partner, makes a claim for council tax reduction to the second authority after the mover, or the mover's partner, ceased to be entitled to a qualifying income-related benefit; and
- (b) the mover, or the mover's partner, is in receipt of an extended reduction from the appropriate authority, the second authority shall reduce the weekly amount of council tax reduction that the mover, or the mover's partner, is entitled to by a sum equal to the amount of the extended reduction until the end of the extended reduction period.

## **60D.0 Relationship between extended reduction and entitlement to council tax reduction under the general conditions of entitlement**

- 60D.1 Where an applicant's council tax reduction award would have ended when the applicant ceased to be entitled to a qualifying income-related benefit in the circumstances listed in paragraph 60.1(b), that award will not cease until the end of the extended reduction period.
- 60D.2 Changes of circumstances and increases for exceptional circumstances shall not apply to any extended reduction payable in accordance with paragraph 60B.1(a) or 60C.2 (amount of extended reduction – movers).

## **61.0 Extended reductions (qualifying contributory benefits)**

- 61.1 An applicant who is entitled to council tax reduction (by virtue of the general conditions of entitlement) shall be entitled to an extended reduction (qualifying contributory benefits) where;
- (a) the applicant or the applicant's partner was entitled to a qualifying contributory benefit;
  - (b) entitlement to a qualifying contributory benefit ceased because the applicant or the applicant's partner;
    - (i) commenced employment as an employed or self-employed earner;
    - (ii) increased their earnings from such employment; or
    - (iii) increased the number of hours worked in such employment, and that employment is or, as the case may be, increased earnings or increased number of hours are expected to last five weeks or more;
  - (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying contributory benefit or a combination of qualifying contributory benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying contributory benefit ceased; and
  - (d) the applicant or the applicant's partner was not entitled to and not in receipt of a qualifying income-related benefit in the last reduction week in which the applicant, or the applicant's partner, was entitled to a qualifying contributory benefit.
- 61.2 An applicant must be treated as entitled to council tax reduction by virtue of the general conditions of entitlement where;
- (a) the applicant ceased to be entitled to council tax reduction because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying contributory benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying contributory benefit ceased in any of the circumstances listed in paragraph 61.1(b).

## **61A.0 Duration of extended reduction period (qualifying contributory benefits)**

- 61A.1 Where an applicant is entitled to an extended reduction (qualifying contributory benefits), the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying contributory benefit.

61A.2 For the purpose of paragraph 61A.1, an applicant or an applicant's partner ceases to be entitled to a qualifying contributory benefit on the day immediately following the last day of entitlement to that benefit.

61A.3 The extended reduction period ends;

- (a) at the end of a period of four weeks; or
- (b) on the date on which the applicant to whom the extended reduction (qualifying contributory benefits) is payable has no liability for council tax, if that occurs first.

## **61B.0 Amount of extended reduction (qualifying contributory benefits)**

61B.1 For any week during the extended reduction period the amount of the extended reduction (qualifying contributory benefits) payable to an applicant shall be the higher of;

- (a) the amount of council tax reduction to which the applicant was entitled under the general conditions of entitlement in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying contributory benefit;
- (b) the amount of council tax reduction to which the applicant would be entitled under the general conditions of entitlement for any reduction week during the extended reduction period, if section 61 (extended reductions (qualifying contributory benefits)) did not apply to the applicant; or
- (c) the amount of council tax reduction to which the applicant's partner would be entitled under the general conditions of entitlement, if section 61 did not apply to the applicant.

61B.2 Paragraph 61B.1 does not apply in the case of a mover.

61B.3 Where an applicant is in receipt of an extended reduction (qualifying contributory benefits) under this section and the applicant's partner makes a claim for council tax reduction, no amount of council tax reduction shall be payable by the appropriate authority during the extended reduction period.

## **61C.0 Extended reductions (qualifying contributory benefits) - movers**

61C.1 This section applies;

- (a) to a mover; and
- (b) from the Monday following the day of the move.

61C.2 The amount of the extended reduction (qualifying contributory benefit) payable from the Monday from which this section applies until the end of the extended reduction period shall be the amount of council tax reduction which was payable to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit.

61C.3 Where a mover's liability to pay council tax in respect of the new dwelling is to the second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from the appropriate authority to-

- (a) the second authority; or
- (b) the mover directly.

61C.4 Where

- (a) a mover, or the mover's partner, makes a claim for council tax reduction to the second authority after the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit; and
- (b) the mover, or the mover's partner, is in receipt of an extended reduction (qualifying contributory benefits) from the appropriate authority, the second authority shall reduce the weekly amount of council tax reduction that the mover, or the mover's partner, is entitled to by a sum equal to the amount of the extended reduction (qualifying contributory benefits) until the end of the extended reduction period.

## **61D.0 Relationship between extended reduction (qualifying contributory benefits) and entitlement to council tax reduction under the general conditions of entitlement**

61D.1 Where an applicant's council tax reduction award would have ended when the applicant ceased to be entitled to a qualifying contributory benefit in the circumstances listed in paragraph 61.1 (b), that award will not cease until the end of the extended reduction period.

61D.2 Changes of circumstances and increases for exceptional circumstances shall not apply to any extended reduction (qualifying contributory benefits) payable in accordance with paragraph 61B.1(a) or 61C.2 (amount of extended reduction- movers).

## **61E.0 Extended reductions: movers into the authority's area<sup>20</sup>**

61E.1 Where;

- a. an application is made to the authority for a reduction under its scheme, and
- b. the applicant or the partner of the applicant, is in receipt of an extended reduction from;
  - (i) another billing authority in England; or
  - (ii) a billing authority in Wales,

the current authority must reduce any reduction to which the applicant is entitled under its Council Tax Reduction scheme by the amount of that extended reduction.

## **62.0 & 63.0 Not used**

<sup>20</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

**Sections 64 - 67**

**Dates on which entitlement and changes of circumstances are to take effect**

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

- 64.1 Subject to paragraph 64.2, 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 reduction week following the date on which that claim is made or is treated as made.
- 64.2 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 that reduction week.

## **65.0 - 66.0 Not Used**

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

- 67.1 Except in cases where section 24 (disregard of changes in tax, contributions, etc.) applies and subject to the following provisions of this paragraph, 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 the first day of the reduction week following the date on which the change actually occurs, and where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs shall be the day immediately following the last day of entitlement to that benefit.
- 67.2 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.
- 67.3 Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under sections 11 or 12 of that Act, it shall take effect from the day on which the change in amount has effect.
- 67.4 Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.
- 67.5 Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.
- 67.6 If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with paragraphs (1) to (5) they take effect from the day to which the appropriate paragraph from (2) to (5) above refers, or, where more than one day is concerned, from the earlier day.
- 67.7 Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the Act, 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.
- 67.8 Without prejudice to paragraph (7), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.





**Sections 68- 74A**

**Claiming and the treatment of claims for Council Tax Reduction purposes**

## **68.0 Making an application<sup>21</sup>**

- 68.1 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 one of them as the authority determines.
- 68.2 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.
- 68.3 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.
- 68.4 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).
- 68.5 Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (4);
- (a) it may at any time revoke the appointment;
  - (b) the person appointed may resign his office after having given 4 weeks notice in writing to the authority of his intention to do so;
  - (c) any such appointment terminates when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).
- 68.6 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.
- 68.7 The authority must;
- (a) inform any person making an application of the duty imposed by paragraph 9(1)(a);
  - (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
  - (c) set out the circumstances a change in which might affect entitlement to the reduction or its amount.

<sup>21</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

## **69.0 Procedure by which a person may apply for a reduction under the authority's scheme<sup>22</sup>**

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

69.2. An application may be made;

- (a) in writing,
- (b) by means of an electronic communication in accordance with S101- 106A of this scheme, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

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

69.4 (1) Where an application made in writing is defective because—  
(a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or  
(b) it was made in writing but not on the form 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.

(2) 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.

69.5. (1) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.

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

69.6. In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

69.7 (1) If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect.

(2) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

69.8 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. For the purposes of this scheme a Local Authority Information Document (LAID) or Local Authority Customer Information document (LACI) issued by the Department for Work and Pensions shall be treated as a valid claim.

<sup>22</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- 69.9 Where an applicant ('C')-
- (a) makes a claim which includes (or which C subsequently requests should include) a period before the claim is made; and
  - (b) from a day, in that period, up to the date when C made the claim (or subsequently requested that the claim should include a past period), C had continuous good cause for failing to make a claim (or request that the claim should include that period),
- the claim is to be treated as made on the date determined in accordance with paragraph 69.10

69.10 The date is the latest of-

- (a) the first day from which C had continuous good cause;
- (b) the day 1 month before the date the claim was made;
- (c) the day 1 month before the date when C requested that the claim should include a past period.

## **69A.0 Date on which an application is made**

69A.1 Subject to sub-paragraph (7), the date on which an application is made is;

- (a) in a case where;
  - (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and
  - (ii) the application is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,

the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;
- (b) in a case where;
  - (i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,
  - (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and
  - (iii) the application 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 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;
- (d) except where paragraph c) 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;
- (e) in any other case, the date on which an application is received at the designated office.

- 69A.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;
- (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.

- 69A.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.
- 69A.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.
- 69A.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.
- 69A.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.
- 69A.7 In this paragraph "appropriate DWP office" means an office of the Department for Work and Pensions or an office which is normally open to the public for the receipt of claims of income support, a job seekers allowance, an employment and support allowance or universal credit.

## **70.0 Submission of evidence electronically**

- 70.1 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

## **71.0 Use of telephone provided evidence**

- 71.1 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

## **72.0 Information and evidence<sup>23</sup>**

- 72.1 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.
- 72.2 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.
- 72.3 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.
- 72.4 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.
- 72.5 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.
- 72.6 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, the London Emergencies Trust, the We Love Manchester Emergency Fund, or the London Bombings Relief Charitable Fund;
  - (b) a payment which is disregarded under paragraph 24 of Schedule 5, other than a payment under the Independent Living Fund (2006);
  - (c) a payment which is disregarded under paragraph 58.9.

<sup>23</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- 72.7 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.

## **73.0 Amendment and withdrawal of application<sup>24</sup>**

- 73.1 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.
- 73.2 Where the application was made by telephone the amendment may also be made by telephone.
- 73.3 Any application amended is to be treated as if it had been amended in the first instance.
- 73.4 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.
- 73.5 Where the application was made by telephone, the withdrawal may also be made by telephone.
- 73.6 Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- 73.7 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.

## **74.0 Duty to notify changes of circumstances<sup>25</sup>**

- 74.1 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 reduction under the authority's scheme) including at any time while the applicant is in receipt of such a reduction.
- 74.2 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

<sup>24</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>25</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012



practicable after the change occurs, whichever is later.

- 74.3 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.
- 74.4 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.
- 74.5 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.
- 74.6 Not used.
- 74.7 All changes in circumstances should be notified to the authority in writing (or by whatever format agreed by the authority) within twenty one days 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

**Sections 75- 90**

**Decisions, decision notices and awards of Council Tax Reduction**

## **75.0 Decisions by the authority<sup>26</sup>**

- 75.1 The authority must make a decision on an application under its scheme within 14 days of paragraphs 4 and 7 and section 69 being satisfied, or as soon as reasonably practicable thereafter.

## **76.0 Notification of decision<sup>27</sup>**

- 76.1 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.
- 76.2 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 74.1 of this scheme;  
(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.
- 76.3 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.
- 76.4 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.
- 76.5 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.
- 76.6 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.
- 76.7 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).
- 76.8 This sub-paragraph applies to—  
(a) the applicant;  
(b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act;  
    (i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or  
    (ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on the person's behalf; or  
    (iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,  
(c) a person appointed by the authority to act for a person unable to act.

<sup>26</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>27</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

## **77.0 Time and manner of granting council tax reduction<sup>28</sup>**

- 77.1 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.
- 77.2 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).
- 77.3 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.
- 77.4 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).

## **78.0 Persons to whom reduction is to be paid<sup>29</sup>**

- 78.1 Subject to section 80 (payment on death) and paragraph (2), any payment of the amount of a reduction must be made to that person.
- 78.2 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.

<sup>28</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>29</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

## **79.0 Shortfall in reduction<sup>30</sup>**

- 79.1 Where, on the revision of a decision allowing a reduction under the authority's scheme to a 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 reasonable practicable, as soon as possible afterwards.

## **80.0 Payment on the death of the person entitled<sup>31</sup>**

- 80.1 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.

## **81.0 Offsetting**

- 81.1 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.

## **82.0 Payment where there is joint and several liability<sup>32</sup>**

- 82.1 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.
- 82.2 Subject to sub-paragraph (3) any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.
- 82.3 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 under paragraph 4(3) or is treated as having been so appointed by virtue of paragraph 4(4), the amount of the reduction may be paid to that person.

## **83.0 - 90.0 Not used**

<sup>30</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>31</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>32</sup> Inserted by Schedule 8 of the Council Tax Reductions Scheme (Prescribed Requirements) (England) Regulations 2012

**Sections 91 - 94**

**Collection, holding and forwarding of information for Council Tax Reduction purposes**

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

- 91.1 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
- 91.2 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>33</sup>.

## **92.0 Collection of information**

- 92.1 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
- 92.2 The authority may verify relevant information supplied to, or obtained.

## **93.0 Recording and holding information**

- 93.1 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.

## **94.0 Forwarding of information**

- 94.1 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.

<sup>33</sup> Data Retention and Investigatory Powers Act 2014 and Data Retention Regulations 2014

**Sections 95 - 98**

**Revisions, Written Statements, Termination of Council Tax Reduction**



## 95.0 Persons affected by Decisions

- 95.1 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;

## 96.0 Revisions of Decisions

- 96.1 Subject to the provisions in this scheme, a relevant decision ('the original decision') may be revised or further revised by the authority, which made the decision where the person affected makes an application for a revision within;
- (i) one month of the date of notification of the original decision; or
  - (ii) such extended time as the authority may allow.
- 96.2 The authority may revise or further revise that original decision at any time. Where further information is required from the person affected, the authority shall request such information and evidence as it feels is reasonable. Such information must be supplied within;
- i) one month of the date of notification of the additional information; or
  - (ii) such extended time as the authority may allow

## 97.0 Written Statements

- 97.1 Subject to the provisions in the scheme, the authority may upon a written request issue a written statement to a person affected to further explain the decision of the authority in relation to Council Tax Reduction. The request must be received within one month of the date of the notification being issued by the authority.

## 98.0 Terminations

- 98.1 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.
- 98.2 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

**Section 99**

**Appeals against the authority's decisions**

## **99.0 Procedure by which a person may make an appeal against certain decisions of the authority<sup>34</sup>**

- 99.1 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.
- 99.2 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.
- 99.3 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>35</sup>.

<sup>34</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

<sup>35</sup> As amended by the Tribunal Procedure (Amendment No 3 ) Rules 2014

## **Section 100**

### **Procedure for applying for a discretionary reduction**

## **100.0 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act<sup>36</sup>**

- 100.1 An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made;
- (a) in writing,
  - (b) by means of an electronic communication in accordance with sections 101 – 106A of this scheme, or
  - (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.
- 100.2 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).

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<sup>36</sup> Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

**Section 100A**

**Applications for Exceptional Hardship**

- 100A.1 An application to the authority for an Exceptional Hardship payment under this scheme (Section 13A(1)(a)) may be made;
- (a) in writing,
  - (b) by means of an electronic communication in accordance with sections 101 – 106A of this scheme, or
  - (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone

## **Section 101 – 106A<sup>37</sup>**

### **Electronic Communication**

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<sup>37</sup> Inserted by Council Tax Reductions Schemes (Prescribed Requirements) (England) Regulations 2012



<b>101.0</b>	<b>Interpretation</b>
101.1	In this Part; <b>"information"</b> includes an application, a certificate, notice or other evidence; and <b>"official computer system"</b> means a computer system maintained by or on behalf of an authority for sending, receiving, processing or storing of any information.
<b>102.0</b>	<b>Conditions for the use of electronic communication</b>
102.1	The authority may use an electronic communication in connection with applications for, and awards of, reductions under its scheme.
102.2	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.
102.3	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.
102.4	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.
102.5	The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes.
102.6	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.
102.7	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.
102.8	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.
<b>103.0</b>	<b>Use of intermediaries</b>
103.1	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.
<b>104.0</b>	<b>Effect of delivering information by means of electronic communication</b>
104.1	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.

104.2 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).

104.3 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.

## **105.0 Proof of identity of sender or recipient of information**

105.1 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.

## **106.0 Proof of delivery of information**

106.1 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.

106.2 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.

106.3 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.

## **106A.0 Proof of content of information**

106A.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.

**Section 107**

**Counter Fraud and Compliance**

## **107.0 Counter Fraud and compliance**

- 107.1 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
- 107.2 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.
- 107.3 The authority shall put into place such administrative policies, procedures and processes as are necessary to ensure that the actions outlined within paragraph 107.1 and 107.2 can be carried out successfully

**Schedule 1**  
**Applicable Amounts <sup>38</sup>**

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<sup>38</sup> <sup>38</sup> The amounts shown within this schedule shall be uprated in line with the Housing Benefit Regulations 2006 as amended

**Personal Allowance**

- 1 The amounts specified in column (2) below in respect of each person or couple specified in column (1) shall be the amounts specified for the purposes the main scheme;

Column 1 Person or Couple	Column 2
1. A Single applicant who; a) is entitled to main phase employment and support allowance	£73.10
b) is aged not less than 25	£73.10
c) is aged not less than 18 but less than 25	£57.90
2. Lone Parent	£73.10
3. Couple; a) Where the applicant is entitled to the main phase of employment and support allowance	£114.85
b) Where one member is aged not less than 18	£114.85
c) Polygamous Addition	£41.75

For the purposes of paragraph 1 an applicant is entitled to main phase employment and support allowance if;

- Paragraph 17 or 18 is satisfied in relation to the applicant; or
- The applicant is entitled to a converted employment and support allowance

- 2 (1) The amount specified in column (2) below in respect of each person specified in column (1) shall, for the relevant period specified in column (1), be the amounts specified for the purposes of the main scheme

Column 1 Child or Young Person	Column 2
Person in respect of the period- (a) beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday;	£66.90
(b) beginning on the first Monday in September following that person's sixteenth birthday and ending on the day preceding that person's twentieth birthday.	£66.90
(c) Third or subsequent dependent child or young person whose date of birth falls on or after 1 <sup>st</sup> April 2017. This shall be determined in accordance with the Housing Benefit Regulations 2006 (as amended).	NIL

(2) In column (1) of the table in paragraph (1), "the first Monday in September" means the Monday which first occurs in the month of September in any year.

**Family Premiums**

3. (1) The amount for the purposes of this scheme in respect of a family of which at least one member is a child or young person shall be
- where the applicant is a lone parent to whom sub-paragraph (3) of Schedule 3 of the Housing Benefit Regulations 2006 applies, £22.20;
  - in any other case, £17.45;

- (c) **No family premium will be awarded where an application for reduction is received on or after 1<sup>st</sup> April 2017 or where the applicant would have become entitled to the family premium on or after 1<sup>st</sup> April 2017.**

i) Sub paragraph (c) shall not apply to a person who, on 31<sup>st</sup> March 2017, is entitled to Council Tax Reduction and is:

- (a) a member of a family of which at least one member is a child or young person; or
- (b) a partner in a polygamous marriage, where he or she, or another partner of the polygamous marriage, is responsible for a child or young person who is a member of the same household.
- (c) (i) above does not apply if–
  - (a) sub-paragraph 3 c (i) (a) or (b) of that paragraph ceases to apply; or
  - (b) the person makes a new claim for Council Tax Reduction;

## Premiums

- 4.** Except as provided in paragraph 5, the premiums specified this Schedule shall, for the purposes of this scheme, be applicable to an applicant who satisfies the condition specified in paragraphs 4 to 16 in respect of that premium.
- 5.** Subject to paragraph 6, where an applicant satisfies the conditions in respect of more than one premium in this this Schedule, only one premium shall be applicable to him and, if they are different amounts, the higher or highest amount shall apply.
- 6** (1) The following premiums, namely–
  - a. severe disability premium to which paragraph 10 applies;
  - b. an enhanced disability premium to which paragraph 11 applies;
  - c. a disabled child premium to which paragraph 12 applies; and a
  - d. carer premium to which paragraph 13 applies,
 may be applicable in addition to any other premium which may apply under this Schedule
- 7.** (1) Subject to sub-paragraph (2), for the purposes of this Schedule, once a premium is applicable to an applicant under this Part, a person shall be treated as being in receipt of any benefit for
  - a. in the case of a benefit to which the Social Security (Overlapping Benefits) Regulations 1979 applies, any period during which, apart from the provisions of those Regulations, he would be in receipt of that benefit; and
  - b. any period spent by a person in undertaking a course of training or instruction provided or approved by the Secretary of State under section 2 of the 1973 Act or by Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise under or section 2 of the Enterprise and New Towns(Scotland) Act 1990 for any period during which he is in receipt of a training allowance.
 (2) For the purposes of the carer premium, a person shall be treated as being in receipt of carer's allowance by virtue of sub-paragraph (1)(a) only if and for so long as the person in respect of whose care the allowance has been claimed remains in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the Act or the daily living component of the personal independence payment under the Welfare Reform Act 2012 or an AFIP.

## Disability Premium

- 8.** The condition (s) to be met is contained in Schedule 3 (12) Housing Benefit Regulations 2006

## Additional Condition for the Disability Premiums

- 9.** The condition (s) to be met is contained in Schedule 3 (13) Housing Benefit Regulations 2006

**Severe Disability Premiums**

- 10.** The condition (s) to be met is contained in Schedule 3 (14) Housing Benefit Regulations 2006

**Enhanced Disability Premium**

- 11.** The condition (s) to be met is contained in Schedule 3 (15) Housing Benefit Regulations 2006

**Disabled Child Premium**

- 12.** The condition (s) to be met is contained in Schedule 3 (16) Housing Benefit Regulations 2006

**Carer Premium**

- 13.** The condition (s) to be met is contained in Schedule 3 (17) Housing Benefit Regulations 2006

**Persons in receipt of concessionary payments**

- 14.** For the purpose of determining whether a premium is applicable to a person under paragraphs 8 to 13, any concessionary payment made to compensate that person for the non-payment of any benefit mentioned in those paragraphs shall be treated as if it were a payment of that benefit.

**Persons in receipt of benefit for another**

- 15.** For the purposes of this Schedule, a person shall be regarded as being in receipt of any benefit if, and only if, it is paid in respect of him and shall be so regarded only for any period in respect of which that benefit is paid.

**Amounts of Premium**

- 16.** For the purposes of this Schedule, the following amounts shall apply;

Premium	Amount
<b>Disability Premium</b>	£34.35
a. where the applicant satisfies the condition in paragraph 12(a) of Schedule 3 Housing Benefit Regulations 2006	
b. where the applicant satisfies the condition in paragraph 12(b) of Schedule 3 Housing Benefit Regulations 2006	£48.95
<b>Severe Disability Premium</b>	£65.85
a. where the applicant satisfies the condition in paragraph 14(2)(a) of Schedule 3 Housing Benefit Regulations 2006	
b. where the applicant satisfies the condition in paragraph 14(2)(b) of Schedule 3 Housing Benefit Regulations 2006	£65.85
i. in a case where there is someone in receipt of carer's allowance or if he or any partner satisfies that condition only by virtue of paragraph 14(5);	
ii. in a case where there is no one in receipt of such an allowance	£131.70
<b>Disabled Child Premium</b>	£64.19 in respect of each child or young person in respect of whom the condition specified in paragraph 16 of Part 3 of Schedule 3 Housing Benefit Regulations 2006
<b>Carer Premium</b>	£36.85 in respect of each person who satisfies the condition specified in paragraph 17 of Part 3 of Schedule 3 Housing Benefit Regulations 2006



<p><b>Enhanced Disability Premium</b></p>	<p>(a) £26.04 in respect of each child or young person in respect of whom the conditions specified in paragraph 15 of Part 3 of Schedule 3 Housing Benefit Regulations 2006 are satisfied;</p> <p>(b) £16.80 in respect of each person who is neither–</p> <p>(i) a child or young person; nor</p> <p>(ii) a member of a couple or a polygamous marriage, in respect of whom the conditions specified in paragraph 15 are satisfied;</p> <p>(c) £24.10 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 15 of Part 3 of Schedule 3 Housing Benefit Regulations 2006 are satisfied in respect of a member of that couple or polygamous marriage.</p>
<p><b>The components</b></p>	
<p><b>17.</b></p>	
<p>The condition (s) to be met is contained in Schedule 3 (21 -24) Housing Benefit Regulations 2006 as amended by the Social Security (Miscellaneous Amendments) Regulations 2013</p>	
<p><b>18.</b></p>	
<p>The amount of the work-related activity component is £29.05. The amount of the support component is £38.55. The component <b>will not</b> apply where the applicant has been awarded Employment and Support Allowance on or after 1<sup>st</sup> April 2017 <b>and</b> been placed in the Work Related Activity Group</p>	
<p><b>Transitional Addition</b></p>	
<p><b>19.</b></p>	
<p>The applicant is entitled to the transitional addition calculated in accordance with paragraph 30 of Schedule 3 of the Housing Benefit Regulations 2006 where the applicant or the applicant's partner meets the conditions contained within paragraphs 27 – 29 of Schedule 3 of the Housing Benefit Regulations 2006</p>	
<p><b>Amount of transitional addition</b></p>	
<p><b>20.</b></p>	
<p>The amount of any transitional addition is calculated in accordance with paragraphs 30 and 31 of Schedule 3 of the Housing Benefit Regulations 2006</p>	

**Schedule 2**

**Not Used**

**Schedule 3**

**Sums to be disregarded in the calculation of earnings<sup>39</sup>**

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<sup>39</sup> All amounts within this schedule will be amended in line with the Housing Benefit Regulations 2006 (as amended) or as agreed

1. In the case of an applicant who has been engaged in remunerative work as an employed earner or, had the employment been in Great Britain, would have been so engaged–
  - (a) where–
    - (i) the employment has been terminated because of retirement; and
    - (ii) on retirement he is entitled to a retirement pension under the Act, or is not so entitled solely because of his failure to satisfy the contribution conditions, any earnings paid or due to be paid in respect of that employment, but only for a period commencing on the day immediately after the date on which the employment was terminated;
  - (b) where before the first day of entitlement to council tax support the employment has been terminated otherwise than because of retirement, any earnings paid or due to be paid in respect of that employment except–
    - (i) any payment of the nature described in
      - (aa) paragraph 25.1(e), or
      - (bb) section 28, 64 or 68 of the Employment Rights Act 1996 (guarantee payments, suspension from work on medical or maternity grounds); and
    - (ii) any award, sum or payment of the nature described in
      - (aa) paragraph 25.1(g) or (h), or
      - (bb) section 34 or 70 of the Employment Rights Act 1996 (guarantee payments and suspension from work: complaints to employment tribunals), including any payment made following the settlement of a complaint to an employment tribunal or of court proceedings;
  - (c) where before the first day of entitlement to council tax support–
    - (i) the employment has not been terminated, but
    - (ii) the applicant is not engaged in remunerative work,

any earnings paid or due to be paid in respect of that employment except any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii) (bb) or paragraph 25.1(i), or (j).
2. In the case of an applicant who, before first day of entitlement to council tax support;
  - (a) has been engaged in part-time employment as an employed earner or, where the employment has been outside Great Britain, would have been so engaged had the employment been in Great Britain; and
  - (b) has ceased to be engaged in that employment, whether or not that employment has been terminated, any earnings paid or due to be paid in respect of that employment except;
    - (i) where that employment has been terminated, any payment of the nature described in paragraph 1(b)(i) or (ii)(bb);
    - (ii) where that employment has not been terminated, any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii)(bb) or paragraph 25.1(i), (i) or (j).
- 2A. In the case of an applicant who has been engaged in remunerative work or part-time employment as a self-employed earner or, had the employment been in Great Britain would have been so engaged and who has

ceased to be so employed, from the date of the cessation of his employment any earnings derived from that employment except earnings to which paragraph 27.3 and paragraph 27.4 (earnings of self-employed earners) apply.

- 3.** (1) In a case to which this paragraph applies and paragraph 4 does not apply, £25; but notwithstanding section 15 (calculation of income and capital of members of an applicant's family and of a polygamous marriage) if this paragraph applies to an applicant it shall not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £25.
- (2) This paragraph applies where the applicant's applicable amount includes an amount by way of the disability premium, severe disability premium, work-related activity component or support component.
- (3) This paragraph applies where
  - (a) the is a member of a couple and his applicable amount includes an amount by way of the disability premium; and
  - (b) the or his partner has not attained the qualifying age for state pension credit and at least one is engaged in employment.
- 4.** In a case where the applicant is a lone parent, £25.
- 5.** (1) In a case to which neither paragraph 3 nor paragraph 4 applies to the applicant and, subject to sub-paragraph (2), where the applicant's applicable amount includes an amount by way of the carer premium, £20 of the earnings of the person who is, or at any time in the preceding eight weeks was, in receipt of carer's allowance or treated in accordance with this scheme as being in receipt of carer's allowance.
- (2) Where the carer premium is awarded in respect of the applicant and of any partner of his, their earnings shall for the purposes of this paragraph be aggregated, but the amount to be disregarded in accordance with sub-paragraph (1) shall not exceed £25 of the aggregated amount.
- 6.** Where the carer premium is awarded in respect of an applicant who is a member of a couple and whose earnings are less than £25, but is not awarded in respect of the other member of the couple, and that other member is engaged in an employment;
  - (a) specified in paragraph 8(1), so much of the other member's earnings as would not when aggregated with the amount disregarded under paragraph 5 exceed £25;
  - (b) other than one specified in paragraph 8(1), so much of the other member's earnings from such other employment up to £25 as would not when aggregated with the amount disregarded under paragraph 5 exceed £25.
- 7.** In a case where paragraphs 3, 5, 6 and 8 do not apply to the applicant and he is one of a couple and a member of that couple is in employment, £25; but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it shall not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £25.
- 8.** (1) In a case where paragraphs 3, 4, 5 and 6 do not apply to the applicant, £20 of earnings derived from one or more employments as-
  - (a) as a part-time fire-fighter employed by a fire and rescue authority constituted by a scheme under

section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;  
(b) a part-time fire-fighter employed by the Scottish Fire and Rescue Service established under section 1A of the Fire (Scotland) Act 2005;

- (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 I of Schedule 6 to the Social Security (Contributions) Regulations 2001;

but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it shall not apply to his partner except to the extent specified in sub-paragraph (2).

- (2) If the applicant's partner is engaged in employment;
  - (a) specified in sub-paragraph (1), so much of his earnings as would not in aggregate with the amount of the applicant's earnings disregarded under this paragraph exceed £20;
  - (b) other than one specified in sub-paragraph (1), so much of his earnings from that employment up to £20 as would not in aggregate with the applicant's earnings disregarded under this paragraph exceed £20.

**9.** Where the applicant is engaged in one or more employments specified in paragraph 8(1), but his earnings derived from such employments are less than £25 in any week and he is also engaged in any other employment so much of his earnings from that other employment, up to £25 if he is a single applicant, or up to £25 if he has a partner, as would not in aggregate with the amount of his earnings disregarded under paragraph 8 exceed £25.

**10.** In a case to which none of the paragraphs 3 to 9 applies, £25.

**10A.** (1) Where;

- (a) the applicant (or if the applicant is a member of a couple, at least one member of that couple) is a person to whom sub-paragraph (5) applies;
- (b) the Secretary of State is satisfied that that person is undertaking exempt work as defined in sub-paragraph (6); and
- (c) paragraph 12 does not apply,

the amount specified in sub-paragraph (7) ('the specified amount').

(2) Where this paragraph applies, paragraphs 3 to 10 do not apply; but in any case where the applicant is a lone parent, and the specified amount would be less than the amount specified in paragraph 4, then paragraph 4 applies instead of this paragraph.

(3) Notwithstanding section 15 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if sub-paragraph (1) applies to one member of a couple ('A') it shall not apply to the other member of that couple ('B') except to the extent provided in sub-paragraph (4).

(4) Where A's earnings are less than the specified amount, there shall also be disregarded so much of B's earnings as would not when aggregated with A's earnings exceed the specified amount; but the amount of B's earnings which may be disregarded under this sub-paragraph is limited to a maximum of £20 unless the Secretary of State is satisfied that B is also undertaking exempt work.

(5) This sub-paragraph applies to a person who is;

- (a) in receipt of a contributory employment and support allowance;
- (b) in receipt of incapacity benefit;
- (c) in receipt of severe disablement allowance; or
- (d) being credited with earnings on the grounds of incapacity for work or limited capability for work

under regulation 8B of the Social Security (Credits) Regulations 1975

- (6) 'Exempt work' means work of the kind described in;  
 (a) regulation 45(2), (3) or (4) of the Employment and Support Allowance Regulations; or (as the case may be)  
 (b) regulation 17(2), (3) or (4) of the Social Security (Incapacity for Work) (General) Regulations 1995, and, in determining for the purposes of this paragraph whether an applicant or a member of a couple is undertaking any type of exempt work, it is immaterial whether that person or their partner is also undertaking other work.

- (7) The specified amount is the amount of money from time to time mentioned in any provision referred to in sub-paragraph (6) by virtue of which the work referred to in sub-paragraph (1) is exempt (or, where more than one such provision is relevant and those provisions mention different amounts of money, the highest of those amounts).

- 11.** Any amount or the balance of any amount which would fall to be disregarded under paragraph 19 or 20 of Schedule 4 had the applicant's income which does not consist of earnings been sufficient to entitle him to the full disregard thereunder.

- 12.** Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, his earnings.

- 13.** Any earnings derived from employment, which are payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of those earnings.

- 14.** Where a payment of earnings is made in a currency other than Sterling, any banking charge or commission payable in converting that payment into Sterling.

- 15.** Any earnings of a child or young person.

- 16.** (1) In a case where the applicant is a person who satisfies at least one of the conditions set out in sub-paragraph (2), and his net earnings equal or exceed the total of the amounts set out in sub-paragraph (3), the amount of his earnings that falls to be disregarded under paragraphs 3 to 10A of this Schedule shall be increased by £17.10.

(2) The conditions of this sub-paragraph are that-

(a) the applicant, or if he is a member of a couple, either the applicant or his partner, is a person to whom regulation 20(1)(c) of the Working Tax Credit Regulations applies; or

(b) the applicant-

(i) is, or if he is a member of a couple, at least one member of that couple is aged at least 25 and is engaged in remunerative work for on average not less than 30 hours per week; or

(ii) is a member of a couple and

(aa) at least one member of that couple, is engaged in remunerative work for on average not less than 16 hours per week; and

(bb) his family includes at least one child or young person; or

(iii) is a lone parent who is engaged in remunerative work for on average not less than 16 hours per week; or

(iv) is, or if he is a member of a couple, at least one member of that couple is engaged in remunerative work for on average not less than 16 hours per week; and;

(aa) the applicant's applicable amount includes a disability premium, the work-related activity component or the support component ;

(bb) where he is a member of a couple, at least one member of that couple satisfies the

qualifying conditions for the disability premium or either of the components referred to in sub-head (aa) above and is engaged in remunerative work for on average not less than 16 hours per week; or

(c) the applicant is, or if he has a partner, one of them is, a person to whom regulation 18(3) of the Working Tax Credit Regulations (eligibility for 50 plus element) applies, or would apply if an application for working tax credit were to be made in his case.

- (3) The following are the amounts referred to in sub-paragraph (1);
- (a) the amount calculated as disregardable from the applicant's earnings under paragraphs 3 to 10A of this Schedule;
  - (b) the amount of child care charges calculated as deductible under paragraph 17(1)(c); and
  - (c) £17.10
- (4) The provisions of section 6 shall apply in determining whether or not a person works for on average not less than 30 hours per week, but as if the reference to 16 hours in paragraph (1) of that section were a reference to 30 hours.

- 17.** In this Schedule 'part-time employment' means employment in which the person is engaged on average for less than 16 hours a week.



**Schedule 4<sup>40</sup>**

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

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<sup>40</sup> All amounts within this schedule will be amended in line with the Housing Benefit Regulations 2006 (as amended) or as agreed

- 1.** Any amount paid by way of tax on income, which is to be taken into account under section 30 (calculation of income other than earnings).
- A2.** 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.
- A3.** 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.
- 2.** 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).
- 2A.** Any payment in respect of expenses arising out of the applicant's participation as a service user
- 3.** 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.
- 4.** 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.
- 5.** 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.
- 6.** 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.
- 7.** Any disability living allowance or personal independence payment or AFIP
- 8.** Any concessionary payment made to compensate for the non-payment of;
  - (a) any payment specified in paragraph 7 or 10;
  - (b) income support;
  - (c) an income-based jobseeker's allowance.
  - (d) an income-related employment and support allowance.
- 9.** 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.
- 10.** Any attendance allowance.
- 11.** Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.

- 12.** (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).
- 13.** 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.
- 14** (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.
- 15** (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.
- 16.** 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;
  - (h) an Armed Forces Compensation Scheme payment.
- 17.** Subject to paragraph 35, £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.
- 18.**
  - (1) Any income derived from capital to which the applicant is or is treated under section 41 (capital jointly held) as beneficially entitled but, subject to sub-paragraph (2), not income derived from capital disregarded under paragraphs 1, 2, 4, 8, 14 or 25 to 28 of Schedule 5.
  - (2) Income derived from capital disregarded under paragraphs 2, 4 or 25 to 28 of Schedule 5 but only to the extent of-
    - (a) any mortgage repayments made in respect of the dwelling or premises in the period during which that income accrued; or
    - (b) any council tax or water charges which the applicant is liable to pay in respect of the dwelling or premises and which are paid in the period during which that income accrued.
  - (3) The definition of 'water charges' in paragraph 2(1) shall apply to sub-paragraph (2) of this paragraph with the omission of the words 'in so far as such charges are in respect of the dwelling which a person occupies as his home'.
- 19.** 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(c), 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.
- 20.** (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 falling within paragraph 19, an amount specified in sub-paragraph (2) in respect of each week during the student's term.
- (2) For the purposes of sub-paragraph (1), the amount 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.
- 21.** Any payment made to the applicant by a child or young person or a non- dependant.
- 22.** Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person other than one to whom paragraph 21 or 23 refers and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family-
- (a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or
  - (b) where the aggregate of any such payments is £20 or more per week, £20.
- 23.** (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.
- 24.** (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.

- 25.** 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.
- 26.** (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) not used
  - (ba) 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);
  - (d) 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.
- 27.** 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).
- 28.** 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
- 29.** 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).

- 29A.** (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<sup>(e)</sup> 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.
- 30.** (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).
- 31.** Any payment of income which, by virtue of section 36 (income treated as capital) is to be treated as capital.
- 32.** 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
- 33.** Any payment under Part 10 of the Act (Christmas bonus for pensioners).
- 34.** 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.
- 35.** The total of an applicant's income or, if he is a member of a family, the family's income and the income of any person which he is treated as possessing under paragraph 15.2 (calculation of income and capital of members of applicant's family and of a polygamous marriage) to be disregarded under paragraph 47.2(b) and paragraph 48.1(d) (calculation of covenant income where a contribution assessed, covenant income where no grant income or no contribution is assessed), paragraph 51(2) (treatment of student loans), paragraph 52(3) (treatment of payments from access funds) and paragraphs 16 and 17 shall in no case exceed £20 per week.
- 36.** (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.

**37.** Any housing benefit or council tax benefit.

**38.** Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.



**39. - 40.** Not used

**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.** Not used

**43.** 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).

**44.** Not used

**45.** (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).

**46.** 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).

**47.** 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.

**48.** (1) Where an applicant's family includes a dependant 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)).

**49.** Not used

**50.** 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.

**51.** Any guardian's allowance.

**52.** (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.

**53.** 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.

**54.** 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.

**55** (1) Any payment which is  
 (a) made under any of the Dispensing Instruments to a widow, widower or  
 (b) surviving civil partner of a person;  
 (i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and  
 (ii) whose service in such capacity terminated before 31st March 1973; and equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.

(2) In this paragraph 'the Dispensing Instruments' means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).

**55A.** Any council tax reduction or council tax benefit to which the applicant is entitled.

**56.** Except in a case which falls under sub-paragraph (1) of paragraph 16 of Schedule 3, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10

**56A.-56B.** Not used

**57.** 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).

**58.** (1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person—  
 (a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;  
 (b) which is used or intended to be used to maintain repayments on a loan taken out by that person for the purpose of establishing or carrying on the commercial activity,  
 in respect of which such assistance is or was received.  
 (2) Sub-paragraph (1) shall apply only in respect of payments, which are paid to that person from the special account

**59.** (1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

- 60.** 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.
- 61.** 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.
- 62.** 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.
- 63.** (1) Any payment made by a local authority or by the Welsh Ministers to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.  
(2) For the purposes of sub-paragraph (1) 'local authority' includes, in England, a county council.
- 64.** Not used
- 65.** Any payments to an applicant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
- 66.** Any payment of child benefit.

**Schedule 5**  
**Capital to be disregarded<sup>41</sup>**

<sup>41</sup> Any amounts shown in this schedule will be uprated in line with the Housing Benefit Regulations 2006 as amended

- 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.
- A2.** 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.
- A3.** 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.
- 2.** 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.
- 3.** 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.
- 4.** 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.
- 5.** 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.
- 6.** 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.
- 7.** 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.
- 8.** (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.
- (4) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

- 9. (1)** Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of;
- (a) any payment specified in paragraphs 7, 9 or 10 of Schedule 4;
  - (b) an income-related benefit under Part 7 of the Act;
  - (c) an income-based jobseeker's allowance;
  - (d) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
  - (e) working tax credit and child tax credit
  - (f) an income-related employment and support allowance
  - (g) Universal Credit

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

(2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as 'the relevant sum') and is

- (a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Decisions and Appeals Regulations; and
- (b) received by the applicant in full on or after 14th October 2001,

sub-paragraph (1) shall have effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the award of council tax reduction, for the remainder of that award if that is a longer period.

(3) For the purposes of sub-paragraph(2), 'the award of council tax reduction' means-

- (a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and
- (b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that further award the applicant;
  - (i) is the person who received the relevant sum; or
  - (ii) is the partner of the person who received the relevant sum, or was that person's partner at the date of his death.

**10. 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.

- 11.** 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.
- 12.** 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.
- 13.** The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.
- 14.** 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.
- 14A.** (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).
- 15.** The value of the right to receive any income under a life interest or from a life rent.
- 16.** The value of the right to receive any income, which is disregarded under paragraph 13 of Schedule 3 or paragraph 25 of Schedule 4.
- 17.** The surrender value of any policy of life insurance.
- 18.** Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
- 19.** 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).

- 19A.** (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.
- 20.** Any social fund payment made pursuant to Part 8 of the Act.
- 21.** 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.
- 22.** Any capital which, by virtue of sections 31 or 51 (capital treated as income, treatment of student loans) is to be treated as income.
- 23.** 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.
- 24.** (1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the Charitable Fund.
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of-
- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person 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 any of the Trusts to which sub-paragraph (1) refers, where

- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and
- (b) the payment is made either;
  - (i) to that person's parent or step-parent; or
  - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian, but only for a period of two years from the relevant date.

(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) 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.

**25.** (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.

**26.** 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.

**27.** 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.

**28.** 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.

- 29.** Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.
- 30.** Not used
- 31.** The value of the right to receive an occupational or personal pension.
- 32.** The value of any funds held under a personal pension scheme
- 33.** 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.
- 34.** 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).
- 35.** 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.
- 36.** Not used.
- 37.** 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.
- 38.** 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.
- 39.** Any arrears of supplementary pension which is disregarded under paragraph 53 of Schedule 4 (sums to be disregarded in the calculation of income other than earnings) or of any amount which is disregarded under paragraph 54 or 55 of that Schedule, but only for a period of 52 weeks from the date of receipt of the arrears.
- 40.** (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.

- 41.** 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.
- 41A.** Any payment made under Part 8A of the Act (entitlement to health in pregnancy grant).
- 42.** 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.
- 43.** 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.
- 44.** Not used
- 45.** 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.
- 46.** Not used
- 47.** (1) Any sum of capital to which sub-paragraph (2) applies and
  - (a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 (as amended by the Civil Procedure (Amendment No. 7) Rule 2013) or by the Court of Protection;
  - (b) which can only be disposed of by order or direction of any such court; or
  - (c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.(2) This sub-paragraph applies to a sum of capital which is derived from;
  - (a) an award of damages for a personal injury to that person; or
  - (b) compensation for the death of one or both parents where the person concerned is under the age of 18.
- 48.** 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.
- 49.** Any payment to the applicant as holder of the Victoria Cross or George Cross.
- 50.** Not used
- 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).
- 53A.-53B.** Not used
- 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 for the period beginning on the date on which that payment is made and ending-
    - (i) two years after that date; or
    - (ii) on the day before the day on which that person
      - (aa) ceases receiving full-time education; or
      - (bb) attains the age of 20,
 whichever is the latest.
- (5) In this paragraph, a reference to a person-

(a) being the diagnosed person's partner;  
 (b) being a member of a diagnosed person's family;  
 (c) acting in place of the diagnosed person's parents,  
 at the date of the diagnosed person's death 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.

(6) In this paragraph- 'diagnosed person' means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeld- Jakob disease; 'relevant trust' means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions; 'trust payment' means a payment under a relevant trust.

**58.** The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner

- (a) was a slave labourer or a forced labourer;
- (b) had suffered property loss or had suffered personal injury; or
- (c) was a parent of a child who had died,

during the Second World War.

58 (1) Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service, which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) 'local authority' includes in England a county council.

**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 an applicant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)

## Full Council

18 December 2019

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

## Polling Place Review

<b>Final Decision-Maker</b>	Full Council
<b>Returning Officer</b>	William Benson, Chief Executive
<b>Lead Director</b>	Lee Colyer, Director of Finance, Policy and Development
<b>Head of Service</b>	Finbar Gibbons, Head of Policy and Governance
<b>Lead Officer/Author</b>	Mathew Jefferys, Democratic and Electoral Services Manager
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That proposals for 'no change' in Appendix A be agreed; and
2. That work should be undertaken to investigate the provision of an additional polling station in Sherwood ward in time for May 2020 local elections.

### Explain how this report relates to the Corporate Priorities in the Five-Year Plan:

- The Council is responsible for the effective delivery of elections. It is bound by legislation to conduct a review of its polling places, to ensure that our residents are given the greatest opportunity possible to exercise their democratic rights.

### Timetable

<b>Meeting</b>	<b>Date</b>
General Purposes Committee	10 December 2019
Council	18 December 2019

Tunbridge Wells Committee Report, version: March 2019

## Polling Place Review

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report explains how the authority has undertaken its statutory duty to review its polling districts, polling places and polling stations, under the provisions of the Electoral Registration and Administration Act 2013. It details the requirements of the review and the recommendations.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 Each local authority is required to carry out reviews of the Polling Districts and Polling Places in its area.
- 2.2 The Electoral Registration and Administration Act 2013 changed the timing of these reviews and the next review must be held between 1st October 2018 and 31st January 2020 with subsequent reviews held within a 16-month period, starting on 1st October every fifth year after the 1st October 2018.
- 2.3 A Council's area is divided into polling districts; one or more polling districts can make up a ward.
- 2.4 A polling place is an area or building within a polling district in which a polling station is situated.
- 2.5 The suitability of polling stations is assessed along with their accessibility, facilities for voters and, in particular, for those with a disability.
- 2.6 In conducting the statutory review, local authorities must follow the rules set out in the legislation, which are:
- The authority must publish a notice of the holding of a review
  - The authority must consult the (Acting) Returning Officer in a constituency which is wholly or partly in its area
  - The (Acting) Returning Officer must make representations to the authority which must include information as to the location of polling stations (existing or proposed)
  - The local authority must publish the (Acting) Returning Officer's representations within 30 calendar days of receipt, in such manner as is prescribed
  - The authority must seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the Returning Officer's representations
  - Any elector in a constituency situated in whole or in part in the authority's area may make representations



- Representations made by any person in connection with a review of polling places may include proposals for specified alternative polling places
- On completion of a review, the authority must give reasons for its decisions in the review and publish such other information as is prescribed.

2.7 As part of the review process, local authorities must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disable persons.

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### **3. AVAILABLE OPTIONS**

- 3.1 Agree the 'no changes' as set out in Appendix A with the proviso that the Council will begin investigating the possibility of an additional polling station in Sherwood ward for future elections.
- 3.2 Reject the recommendation of 'no change' and the investigatory work on provision of an additional polling station in Sherwood.

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### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 Agree to 'no changes' as set out in Appendix A with the proviso that the Council should investigate the possibility of an additional polling station in Sherwood ward in response to the feedback received.
- 4.2 This review is a legislative requirement of the Council and therefore should be completed by the end of January 2020.
- 4.3 The Council, as required, consulted with all mandatory consultees, including The Acting Returning Officer, Ward Councillors, County Councillors, Parish Councillors, Local Members of Parliament, Members of the South East Region of the European Parliament, Local Political Associations and Local Town/Groups.

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### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 As referred to in 4.3, the Council is bound by legislation to consult with a range of stakeholders as part of the Review.
- 5.2 On publishing the notice for review, the Council outlined that representations should be made directly, in writing, to the authority's Elections Team.
- 5.3 No requests to change any of the existing polling stations were received.

- 5.4 The authority received one request for changes to polling stations in Sherwood ward, on account of a new housing development being constructed since the last Review. The Council agrees that this is a matter which should be considered.

## **RECOMMENDATION FROM GENERAL PURPOSES COMMITTEE**

- 5.5 The General Purposes Committee considered the report at its meeting on 10 December 2019 and resolved as follows:

That Full Council be recommended:

1. That proposals for 'no change' in Appendix A be agreed; and
2. That work should be undertaken to investigate the provision of an additional polling station in Sherwood ward in time for May 2020 local elections.

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## **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 Once the proposals have been agreed, details of the new polling districts and polling places must be made available to the public. The details will be displayed at the Town Hall, Gateway and on the website.
- 6.2 Along with the reasons for the final decision of the review, the following must also be published:
- All correspondence sent to the (Acting) Returning Officer in connection with the review
  - All correspondence sent to any person whom the authority contacted because they had particular expertise in relation to access to premises or facilities for disabled people
  - All representations made by any person in connection with the review
  - The minutes of any meeting held by the authority to consider any revision to the designation of polling districts or polling places within its area as a result of the review
  - Details of the designation of polling districts or polling places within its area as a result of the review
  - Details of the places where the results of the review were published.

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## **7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	This process accords with the requirements of the Electoral Administration Act 2013.  The essential requirements of the Human Rights Act have been taken into account,	Keith Trowell, Corporate Governance Team Leader

	more specifically the needs of electors who have any form of disability.	
<b>Finance and other resources</b>	None	Finbar Gibbons, Head of Policy and Governance, 28 November 2019
<b>Staffing establishment</b>	None	Finbar Gibbons, Head of Policy and Governance, 28 November 2019
<b>Risk Management</b>	None	Finbar Gibbons, Head of Policy and Governance, 28 November 2019
<b>Data Protection</b>	None	Finbar Gibbons, Head of Policy and Governance, 28 November 2019
<b>Environment and Sustainability</b>	None	Finbar Gibbons, Head of Policy and Governance, 28 November 2019
<b>Community Safety</b>	Elector and staff personal safety has been considered when conducting this Review.	Terry Hughes, Community Safety Manager, 28 November 2019
<b>Health and Safety</b>	No significant implications arise from this report, other than to ensure that any new polling station for Sherwood must be assessed for any health and safety implications.	Mike Catling, Corporate Health and Safety Advisor, 28 November 2019
<b>Health and Wellbeing</b>	None	Finbar Gibbons, Head of Policy and Governance, 28 November 2019
<b>Equalities</b>	<p>Each polling place has been looked at for its size, location and suitability in an attempt to meet all needs as best as possible. It is likely that some polling stations are not central or within walking distance for some electors depending on the size of the polling district or lack of suitable venue. Consideration was given to each polling station for electors with disabilities.</p> <p>There is a polling station located in most polling districts and it was chosen for</p>	Finbar Gibbons, Head of Policy and Governance, 28 November 2019

	being the best possible option. Electors have the opportunity to go to their polling station to vote or arrange absent voting.	
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## 8. REPORT APPENDICES

The following documents are to be published with, and form part of, the report:

- Appendix A: Returning Officer's Proposals

**Review of Polling Districts, Polling Places and Polling Stations 2018/2019  
(Parliamentary Elections) Regulations 2006**

**Tunbridge Wells Constituency/Maidstone and the Weald Constituency (Part)**

<b>POLLING DISTRICT &amp; ELECTORS</b>	<b>BOROUGH WARD, PARISH (PARISH WARD) &amp; CONSTITUENCY</b>	<b>POLLING PLACE - STATION</b>	<b>PROPSALS</b>
<b>A</b>  2973	Ward: Southborough & High Brooms Town: Southborough (Southborough East) Constituency: Tunbridge Wells	St. Matthew's Church, High Brooms Road, Southborough, TN4 9DA	No Change
<b>B</b>  2247	Ward: Southborough & High Brooms Town: Southborough (Southborough West) Constituency: Tunbridge Wells	Southborough Community Centre, Crundwell Road, Southborough, TN4 0LD	No Change
<b>C</b>  3109	Ward: Southborough North Town: Southborough (Southborough North) Constituency: Tunbridge Wells	St Thomas Church Hall, Pennington Road, Southborough, TN4 0SH	No Change
<b>D</b>  833	Ward: Speldhurst & Bidborough Parish: Bidborough Constituency: Tunbridge Wells	Bidborough Village Hall, Bidborough Ridge, Bidborough, TN3 0XD	No Change
<b>E</b>  2570	Ward: Speldhurst & Bidborough Parish: Speldhurst Constituency: Tunbridge Wells	Langton Green Village Hall, Speldhurst Road, Langton Green, TN3 0JJ	No Change
<b>F</b>  1164	Ward: Speldhurst & Bidborough Parish: Speldhurst Constituency: Tunbridge Wells	Speldhurst Village Hall, St Mary's Lane, Speldhurst, TN3 0PR	No Change
<b>G</b>  1106	Ward: Brenchley & Horsmonden Parish: Brenchley Constituency: Tunbridge Wells	Brenchley Memorial Hall, Brenchley Road, Brenchley, TN12 7NX	No Change

<b>H</b> 1130	Ward: Brenchley & Horsmonden Parish: Brenchley Constituency: Tunbridge Wells	Matfield Village Hall, The Green, Matfield,TN12 7JX	No Change
<b>I</b> 1499	Ward: Capel Parish: Capel Constituency: Tunbridge Wells	Capel Village Hall, Falmouth Place, Five Oak Green, TN12 6RD	No Change
<b>J</b> 262	Ward: Capel Parish: Capel Constituency: Tunbridge Wells	Arnold Cooke Hall, At All Saints Church, Five Oak Green Road, Tudeley, Tonbridge, TN12 0NZ	No Change
<b>K</b> 1754	Ward: Brenchley & Horsmonden Parish: Horsmonden Constituency: Tunbridge Wells	Horsmonden Village Hall, Back Lane, Horsmonden, TN12 8NJ	No Change
<b>L</b> 1213	Ward: Goudhurst & Lamberhurst Parish: Lamberhurst Constituency: Tunbridge Wells	Lamberhurst Village Hall. The Broadway, Lamberhurst,TN3 8DB	No Change
<b>M</b> 2814	Ward: Paddock Wood West Parish: Paddock Wood Constituency: Tunbridge Wells	St. Andrew's Church Hall, Maidstone Road, Paddock Wood, TN12 6DY	No Change
<b>MA</b> 3018	Ward: Paddock Wood East Parish: Paddock Wood Constituency: Tunbridge Wells	Day Centre, Dowding House, Commercial Road, Paddock Wood, TN12 6DP	No Change
<b>N</b> 1854	Ward: Pembury Parish: Pembury Constituency: Tunbridge Wells	Pembury Village Hall, High Street,Pembury, TN2 4PH	No Change
<b>NA</b> 2469	Ward: Pembury Parish: Pembury Constituency: Tunbridge Wells	Pembury Baptist Church, Romford Road, Pembury,TN2 4HT	No Change
<b>O</b> 904	Ward: Benenden & Cranbrook Parish: Benenden Constituency: Maidstone and the Weald	Benenden Village Hall, The Street, Benenden, Cranbrook, Kent, TN17 4DE	No Change
<b>P</b> 153	Ward: Benenden & Cranbrook Parish: Benenden Constituency: Maidstone and the Weald	Benenden Village Hall, The Street, Benenden, Cranbrook, Kent, TN17 4DE	No Change

<b>Q</b> 373	Ward: Benenden & Cranbrook Parish: Benenden Constituency: Maidstone and the Weald	Iden Green Pavilion, Coldharbour Road, Iden Green, Benenden, Cranbrook, TN17 4HB	No Change
<b>R</b> 3739	Ward: Benenden & Cranbrook Parish: Cranbrook Constituency: Maidstone and the Weald	Vestry Hall, Stone Street, Cranbrook, Kent, TN17 3HA	No Change
<b>S</b> 1008	Ward: Frittenden & Sissinghurst Parish: Cranbrook (Sissinghurst) Constituency: Maidstone and the Weald	Sissinghurst Parish Hall, The Street, Sissinghurst, Cranbrook, Kent, TN17 2JG	No Change
<b>T</b> 674	Ward: Frittenden & Sissinghurst Parish: Frittenden Constituency: Maidstone and the Weald	Frittenden Memorial Hall, Cranbrook Road, Frittenden, Cranbrook, Kent, TN17 2DD	No Change
<b>U</b> 282	Ward: Lamberhurst & Goudhurst Parish: Goudhurst (Curtisden Green) Constituency: Tunbridge Wells	Goudhurst Parish Hall, Balcombes Hill, Goudhurst, TN17 1AE	No Change
<b>V</b> 1379	Ward: Lamberhurst & Goudhurst Parish: Goudhurst Constituency: Tunbridge Wells	Goudhurst Parish Hall, Parish Hall, Balcombes Hill, Goudhurst, TN17 1AE	No Change
<b>W</b> 591	Ward: Lamberhurst & Goudhurst Parish: Goudhurst (Kilndown) Constituency: Tunbridge Wells	Kilndown Village Hall, Church Road, Kilndown, TN17 2RZ	No Change
<b>X</b> 2760	Ward: Hawkhurst & Sandhurst Parish: Hawkhurst Constituency: Tunbridge Wells	The Function Room, Royal British Legion, High Street, Hawkhurst, TN18 4AG	No Change
<b>Y</b> 857	Ward: Hawkhurst & Sandhurst Parish: Hawkhurst Constituency: Tunbridge Wells	Hawkhurst Sports Pavilion, The Moor, Hawkhurst, TN18 4NX	No Change
<b>YY</b> 1109	Ward: Hawkhurst & Sandhurst Parish: Sandhurst Constituency: Tunbridge Wells	Sandhurst Village Hall, Sandhurst, TN18 5JS	No Change
<b>AA</b> 1828	Ward: St. James' Constituency: Tunbridge Wells	St. Barnabas Church Hall, Quarry Road, Tunbridge Wells, TN1 2RH	No Change

<b>BB</b> 2039	Ward: St. James' Constituency: Tunbridge Wells	The Hub, Grosvenor Recreation Ground, Auckland Road, Tunbridge Wells, TN1 2HU	No Change
<b>DD</b> 1587	Ward: Sherwood Constituency: Tunbridge Wells	St. Philip's Day Centre, Birken Road, Tunbridge Wells, TN2 3TE	No Change
<b>EE</b> 2546	Ward: Sherwood Constituency: Tunbridge Wells	TN2, Greggs Wood Road, Tunbridge Wells, TN2 3JQ	No Change
<b>FF</b> 925	Ward: Sherwood Constituency: Tunbridge Wells	TN2, Greggs Wood Road, Tunbridge Wells, TN2 3JQ,	No Change
<b>GG</b> 2390	Ward: Park Constituency: Tunbridge Wells	St. James' Church Hall, St. James' Road, Tunbridge Wells, TN1 2HD	No Change
<b>HH</b> 1444	Ward: Park Constituency: Tunbridge Wells	Salvation Army Hall, Bayhall Road, Tunbridge Wells, TN2 4UT	No Change
<b>II</b> 1436	Ward: Park Constituency: Tunbridge Wells	United Reformed Church Hall, Forest Road, Hawkenbury, TN2 5AL	No Change
<b>JJ</b> 2745	Ward: Pantiles & St. Mark's Constituency: Tunbridge Wells	St. Mark's Church Hall, Bayham Road, Tunbridge Wells, TN2 5HR	No Change
<b>KK</b> 1507	Ward: Pantiles & St. Mark's Constituency: Tunbridge Wells	Claremont CP School, Banner Farm Road, Tunbridge Wells, TN2 5EB	No Change
<b>LL</b> 715	Ward: Pantiles & St. Mark's Constituency: Tunbridge Wells	Conference Room, Holy Trinity with Christ Church, High Street, Tunbridge Wells, Kent, TN1 1UT	No Change
<b>MM</b> 1930	Ward: Broadwater Constituency: Tunbridge Wells	Number One Community Centre, Rowan Tree Road, Tunbridge Wells, TN2 5PX	No Change
<b>NN</b> 1086	Ward: Broadwater Constituency: Tunbridge Wells	St. Mark's CEP School, Ramslye Road, Tunbridge Wells, TN4 8LN	No Change
<b>OO</b> 2053	Ward: Rusthall Constituency: Tunbridge Wells	The Rackliff Centre, 26 Lower Green Road, Rusthall, TN4 8TE	No Change
<b>PP</b> 1463	Ward: Rusthall Constituency: Tunbridge Wells	The Rackliff Centre, 26 Lower Green Road, Rusthall, TN4 8TE	No Change
<b>QQ</b> 831	Ward: Culverden Constituency: Tunbridge Wells	Bishops Down CP School, Rydal Drive. Tunbridge Wells, TN4 9SU	No Change



<b>RR</b> 1006	Ward: St. John's Constituency: Tunbridge Wells	Bowls Pavilion St John's Recreation Ground, Beltring Road, Tunbridge Wells, TN4 9UA	No Change
<b>SS</b> 1537	Ward: St. John's Constituency: Tunbridge Wells	St. John's Church, St. John's Road, Tunbridge Wells, TN4 9LG	No Change
<b>TT</b> 2476	Ward: St. John's Constituency: Tunbridge Wells	St. Luke's Church Hall, St. Luke's Road, Tunbridge Wells, TN4 9JH	No Change
<b>UU</b> 1571	Ward: Culverden Constituency: Tunbridge Wells	3 Culverden Park, Tunbridge Wells, Kent, TN4 9QT	No Change
<b>VV</b> 1724	Ward: Culverden Constituency: Tunbridge Wells	The Gallery, Trinity Theatre, Church Road, Tunbridge Wells, TN1 1JP	No Change
<b>WW</b> 1276	Ward: Culverden Constituency: Tunbridge Wells	St. John's Church, St. John's Road, Tunbridge Wells. TN4 9LG	No Change

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## Full Council

**18 December 2019**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Civic Complex Cross-Party Working Group

<b>Final Decision-Maker</b>	Full Council
<b>Lead Member(s)</b>	Councillor David Scott – Portfolio Holder for Property, Major Project and Strategic Engagement
<b>Lead Officer/Author</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That the interim report of the Working Group, as set out at Appendix A to the report, be noted; and
2. That the Working Group continues with its work in accordance with the recommended actions set out at paragraphs 25 to 28 of the interim report and to engage with Councillors and the general public.

### Timetable

<b>Meeting</b>	<b>Date</b>
Full Council	18 December 2019

Tunbridge Wells Committee Report, version: March 2019

## Civic Complex Cross-Party Working Group

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Working Group consists of representatives from the various political parties. It has no decision making powers but was established to consider ways to achieve the purpose set by Full Council. It may make recommendations to the relevant decision makers as appropriate.
  - 1.2 The Cross-Party Working Group presents its initial report and seeks Council's endorsement of its recommendations.
- 

### 2. INTRODUCTION AND BACKGROUND

- 2.1 The Working Group is a continuation of the informal group established in June 2019 to consider alternatives to the Calverley Square project.
- 2.2 Full Council on 08 October 2019 resolved as follows:

"The Full Council recognises and supports the workings of the Cross-Party Group to date and asks that it continue its work, specifically to examine the business case and other aspects for options for the 4 key sites owned by the Council (the Town Hall, Assembly Hall Theatre, Mount Pleasant Car Park and the Great Hall Car Park) together with other sites which might become available.

The Full Council asks that the Cross-Party Group should report to the Full Council meeting on 18th December 2019 and provide interim reports to Cabinet, Cabinet Advisory Boards and the Development Advisory Panel."

- 2.3 Political group leaders appointed members to sit on the working group. The agreed membership is as follows:

- Councillor Scott – Chairman
- Councillor Dawlings
- Councillor Ellis
- Councillor Hayward
- Councillor Pound
- Councillor Hickey

- 2.4 The working group is supported by relevant officers at the request of the working group.
  - 2.5 The working group has no decision making powers but can advise and make recommendations to the relevant decision maker as appropriate.
  - 2.6 The working group's interim report is provided at Appendix A to the report.
-

## 3. AVAILABLE OPTIONS

- 3.1 To agree the recommendations.
- 3.2 To amend the recommendations.
- 3.3 To reject the recommendations.

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## 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The recommendations have been formed by the cross-party group in consultation with their respective groups and represent a mutually agreeable way forward.

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## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 An update on the progress of the work of the working party was received by the Overview and Scrutiny Committee on 18 November.

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## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	<p>Section 1 of the Localism Act 2011 gives local authorities in England a general power of competence to do anything that individuals may do. The general power applies to things that an individual may do even though they are in nature, extent or otherwise unlike anything the Council may do apart from Section 1. The recommended actions are in line with the general power. Although Section 2 of the Act sets boundaries to the general power, the actions are within those boundaries.</p> <p>At this stage there are no direct consequences arising from the recommendations that adversely affect individual's rights and freedoms as set out in the Human Rights Act 1998. Potentially consequences could arise in the future implementation of proposals that would need to be evaluated at the time.</p>	Keith Trowell, Team Leader (Corporate Governance), MKLS 10.12.19.

<b>Finance and other resources</b>	No specific implications have been identified as a result of this decision.	Mark O'Callaghan, Scrutiny and Engagement Officer 10 December 2019
<b>Staffing establishment</b>		
<b>Risk Management</b>		
<b>Data Protection</b>		
<b>Environment and Sustainability</b>		
<b>Community Safety</b>		
<b>Health and Safety</b>		
<b>Health and Wellbeing</b>		
<b>Equalities</b>		

## 7. REPORT APPENDICES

The following documents are to be published with, and form part of, the report:

- Appendix A – Interim report of the working group

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## 8. BACKGROUND PAPERS

- None

# Appendix A

## Civic development: Cross party interim report

### Background

1. Following rejection of the Calverley Square project, TWBC Full Council resolved on 8<sup>th</sup> October 2019, to appoint a cross party working group to consider alternative ways forward and to report back to the next Full Council meeting on 18<sup>th</sup> December 2019.
2. The issues that the Calverley Square project was designed to solve have not gone away. The Working Group has focussed on those issues and how to deliver certain key functions, considering the main sites in the centre of Royal Tunbridge Wells.
  - Town Hall buildings which do not suit the Borough Council's current needs in their present form and which require significant sums of money to repair or refurbish.
  - The Assembly Hall which faces a significant repair bill.
  - Mount Pleasant car park, which may have alternative, better uses; and
  - Great Hall car park, which needs significant repair, and which may also be put to better use.
3. Of critical importance is that while three of the four sites require **short-term** solutions to maintain the fabric of the buildings, solutions should be selected in light of opportunities to address the future **longer-term** economic, social, environmental and cultural well-being of the Borough.

### Summary

4. The Working Group has explored openly and collaboratively a range of options to address both the short-term and longer-term commercial and cultural development needs of the Borough. There has been a good deal of challenge and some imaginative thinking. The group has received valuable input from TWBC officers.
5. We present here a brief document with four headings; **Objectives** (what are we trying to achieve); **End State** (what might the finished staged developments look and feel like); **Options** (how we might get there) and a **Route Map** (suggested first phases and possible subsequent ones).
6. The group does not see its role as providing fully-formed proposals. There is much work still to be done at every phase utilising the Council's existing governance structures. The group's work provides a vision for the future which has excited and enthused its members and which has helped to engender a much closer, non-partisan view of the way forward for the Borough. We suggest that the future work needed should be taken forward in a similarly collaborative way.

***Most significantly, the group has found much common ground which it hopes the Council can embrace unanimously.***

### Objectives

7. A starting point for the Working Group was "what are we actually trying to achieve?". The group agreed that any development in this context should enable the Council and councillors to perform functions more efficiently and effectively or contribute to the Council's place-shaping role, or both. With respect to place-shaping, the group identified that any development should address all three of the following objectives (A to C):

# Appendix A

## Civic development: Cross party interim report

### Objective A:

- Boost the Borough's economy, thereby creating jobs **and/or**
- Boost the Borough's cultural offer (particularly in the evening)

### Objective B:

- Improve the Public Realm **and/or**
- Establish a strong sense of place

### Objective C:

- Link the top, middle and bottom of the town **and/or**
- Contribute to the (refreshed) Cultural Strategy goal.

8. Re Objective A: In the group's view, the principal drivers behind the decisions that the Council makes in relation to its cultural, social, economic and environmental choices need to include '*a return to the community*' and not solely a financial return on investment. Therefore, for a project to go ahead it must boost the town centre's economy or cultural offer, or both.
9. Re Objective B: A development must also provide a strong sense of place (a new, inspirational building, for example) or improve the public realm.
10. Re Objective C: Any development must either create some form of link between the top and middle and bottom of town or make TW recognised for its vibrant cultural provision – or both.

## End State

11. Perhaps the greatest lesson learned from the Calverley Square Project is the continuous need to ensure that residents, businesses, investors and partners buy into a vision for the future, a vision that can evolve over time as needs change and opportunities arise. The Council needs to agree upon, communicate and engage with a wide range of stakeholders and plan for an extensive development programme.
12. Importantly, stakeholders need to:
  - be excited by the vision;
  - believe it is achievable and that the council can manage its delivery; and
  - acknowledge that it will meet their needs and the likely needs of future generations.
13. The Working Group considers that the best option to address all three pairs of objectives listed above and to address the detailed requirements of the seven functions below is to develop a significant 'campus' in the centre of town which already comprises the key civic owned buildings, in phases of development over the next 10 years. We have identified the initial area, the Greater Campus, much of which is Council-owned, which could be developed to provide a vibrant mix of commercial space, cultural offers, leisure pursuits and possibly residential, hotel/conference accommodation. The key is the understood and appreciated benefit for the local community and the ability to be seen as a destination point in the Borough.
14. This significant development will be phased over a number of years rather than delivered as one large project. It will become the commercial, social and cultural centre of the town, a large walking and cycling enabled area adjacent to the town's largest retail outlets, the new Elysian Development – flats, retail and cinema – and near to rail and bus links. Some existing buildings may (have to) be left as they are and renovated, others will be redeveloped and repurposed, still others demolished, and the sites used for alternative purposes.



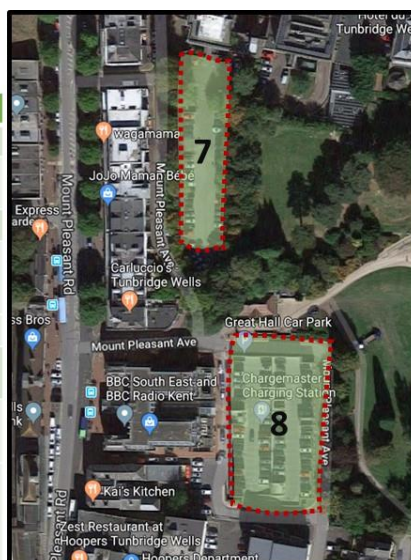
# Appendix A

## Civic development: Cross party interim report

15. Beyond the 'Civic Campus', the 'Tunbridge Wells New Quarter' will become a thriving hub of the town for residents and inbound commuters, delivering a mixed work and leisure location in the centre of the town and complementing existing work and leisure offers in the town. The sites initially identified within the medium-term goals are those within the remit of the Working Group. These need to achieve a vision that may be extended rather than purely as a stage in the achievement of an end game.
16. In making its proposals for the short and medium term, the Working Group is not pre-determining the long-term future of the New Quarter, the development of which we expect to be extended or determined by future events, needs and opportunities across the Borough.



Site	Notes
0: The Amelia Scott	Underway
1: Town Hall	Short term solution required; maintenance decisions pending
2: Assembly Hall	Short term solution required
3: Police Station	Possibly needed for Assembly Halls plan. Plus carpark? Or with Calverley Terrace?
4: Police car park	
5: Calverley Terrace	Opportunity (short / medium term)
6: Town Hall car park	Med-term opportunity, pending AH decision / car park strategy?
7: Mt Pleasant car park	Depends on above; short term decision
8: Gt Hall car park	on GH car park maintenance of needed
9: Axa building	
10: Crescent Rd carpark	Possible long term opportunities: outside report scope
11: Monson Rd properties	



### Tunbridge Wells New Quarter

17. The development of the centre of town will be a phased programme, driven by members through a number of different administrations, building an offer which will take note of other developments as these arise. It will, however, have a single recognised, branded and signposted

# Appendix A

## Civic development: Cross party interim report

linked location, potentially linking it to Calverley Grounds, where many civic and community events are held. Three time horizons are identified:

- **Short-term:** What can be done now both financially and physically. This should be a step towards our medium-term goals. Maintenance is an important factor within the scope of the short-term goals and medium-term uses.
- **Medium-term:** Which goals can be achieved within 5 to 10 years using available buildings encompassing existing activities/function but also including new functions. This potentially requires a radical re-think of the area. It also needs to be 'complete' as a vision that may be extended rather than purely a stage in the achievement of the end game.
- **Long-term:** Will be determined by events and needs at the time, not predetermined irrespective of whatever else is occurring across the Borough and hopefully based on the achievements of the goals identified by the Working Party.

18. Hence, initial considerations must be based on what is achievable within the medium term with actions taken in the short-term that are expedient and are not wasteful or in conflict with the medium-term aims.
19. With regard to the existing set of buildings and activities, there clearly needs to be a transition plan from the present position to the medium-term vision for the current civic-owned buildings and civic-run activities. Further, the plan should be seen as part of a process to move from what we have, to achieve the medium-term vision and can be adapted or developed further to meet the needs of the long-term.
20. Such a development may mean that the Great Hall and Mount Pleasant Avenue car park sites become surplus to requirements. They might be developed to provide complementary functionality as part of the 'New Quarter' or disposed in order, for example, to offset some of the cost of the 'New Quarter' developments. The view that these sites could prove to be surplus to requirements recognises that both sites are highly valuable economic assets and the best way of leveraging that economic value may be for others to develop.
21. There is no appetite for the development of the underground car park under Calverley Grounds and it should not be included in any proposal. Any car park created adjacent to the park should be solely under the buildings created. The design of any new construction by the Council or others should be in keeping with the town and the park. Developments should be in line with the Council's declaration of a Climate Emergency and should allow for additional trees of a high quality.

### Options

22. The Working Group identified seven functions for the 'New Quarter' which are options for delivering the agreed objectives:

# Appendix A

## Civic development: Cross party interim report

Function	Potential uses
1) Civic offices	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Meeting rooms</li> <li>• Council Chamber/space</li> <li>• Front-end activities</li> </ul>
2) Theatre and performance space	<ul style="list-style-type: none"> <li>• Commercial touring productions</li> <li>• Producing activities</li> <li>• One-night shows</li> <li>• Local productions</li> <li>• Schools and youths</li> <li>• Social and other groups</li> <li>• Local music groups</li> <li>• Sports events</li> </ul>
3) Car parking and transit	<ul style="list-style-type: none"> <li>• Town centre car parks</li> <li>• Neighbourhood car parks</li> <li>• Public transport (hub)</li> <li>• Active travel facilities</li> </ul>
4) Commercial offices	<ul style="list-style-type: none"> <li>• Modern commercial space</li> <li>• SMEs</li> <li>• Start-ups</li> </ul>
5) Business	<ul style="list-style-type: none"> <li>• General</li> <li>• Hotel</li> <li>• Food &amp; Beverage</li> <li>• Retail</li> </ul>
6) Community/leisure	<ul style="list-style-type: none"> <li>• Leisure</li> <li>• Culture</li> <li>• Community/leisure</li> <li>• Education</li> <li>• Youth &amp; other groups</li> </ul>
7) Residential	<ul style="list-style-type: none"> <li>• Family Housing</li> <li>• Affordable Housing</li> <li>• Active 3rd Generation</li> <li>• Elderly care</li> <li>• Supported care</li> </ul>

23. The Working Group considered all the sites realistically available in the medium-term. The long-term determination of potential uses and locations will be shaped by needs, circumstances and opportunities that prevail in the future. A phased development and rolling evolution of the 'New Quarter' will make the greatest positive difference to the town and the Borough.

24. The group has not determined which functions will be addressed in later phases of development for the reasons described above but believe that the list initially developed by Avison Young as part of its 2019 report to Council on potential future uses of the Town Hall and its environs provides a template against which to plan future developments as finances and needs emerge.

# Appendix A

## Civic development: Cross party interim report

### Recommendations and road map

25. The Working Group recommends that the Council:

- 1) Recognises the clear desire to ‘do something’ to deal with the issues at hand and to achieve a substantial enhancement of existing assets and existing and potential functions within. This needs to be pursued across parties and successive political control of the council;
- 2) Embraces the opportunity of developing the middle of the town centre to achieve its vision. As situations change, additional components may be added beyond 10 years. The aim is for continuous usage of buildings and avoidance of any extended period of vacancy beyond what is required for development work to be carried out;
- 3) Revises the cultural strategy for the Borough as a matter of urgency to inform the decisions needed, particularly about the role of the Assembly Hall as a theatre or as a more general performance space. The Working Group’s view is that the existing links between the various venues and owners/managers of them – such as the Assembly Hall, the Trinity, the Forum, the Grey Lady, village halls, the Camden Centre, and the wide variety of other indoor and outdoor venues – needs to be further strengthened.

Management should be focussed on the Cultural strategy and each venue’s part in it. Future organisation and management of performance space, theatre etc may include Trusts, CICs and/or the private sector. It does not require ongoing Council management. Professional managers should be consulted in developing this strategy and its implementation.

The revised strategy will need to recognise that Tunbridge Wells as a creative ‘hub’ operates in a competitive market in the region and nationally, needing to find points of differentiation and excellence if it is to compete effectively.

Part of the key is developing from where we are, through an understanding what is valuable and needed, to achieve the medium-term goals set;

- 4) Draws up a new car park strategy within its transport strategy to include a comprehensive evidence base. The strategy should embrace the environmental and climate emergency policies of the Council and needs to be completed urgently, particularly in light of imminent decisions regarding potential repairs to the Great Hall car park;
- 5) Communicates with confidence the medium-term vision for the ‘*New Quarter*’ – and its evolution over time – to all our residents, businesses and other stakeholders, including the opportunities that such a vision can bring to the town and borough;
- 6) Decides on the required functions and available sites on a disaggregated basis, with development phased to reduce risk;
- 7) Progresses the first phase of this project as a matter of urgency: repurposing and redeveloping much of the Town Hall into high-spec, modern, flexible, rentable office accommodation for start-ups, SMEs and more established businesses.

The first phase should consider an architectural competition (organised by RIBA, who already have a process in place to do exactly this), the scope of which should be repurposing and redeveloping of existing civic campus (Town Hall, Assembly Hall, 9/10 Calverley Crescent and Police Station). There is a need to show the dependencies between parts of that development if each element were to be completed at different times.

# Appendix A

## Civic development: Cross party interim report

The first phase needs to consider how the Council's functions can be accommodated temporarily for the duration of the initial redevelopment. The Council could then return to this 'new space' within a smaller flexible working footprint, working alongside other local businesses in a modern, efficient workplace

Given the current ownership of the Police Station, we need to be clear regarding our intent of what we are aiming to achieve (and our political consensus);

- 8) A further competition may be required for developing a performance space / theatre;
- 9) Plans for the second and subsequent phases of the development. The options available for developing the Greater Campus will be shaped by other offers that have been developed within the town or outside it, by the emergence of recognised needs at the time and by financial probity;
- 10) The economics of each function/building should be understood alongside other social, economic and environmental impact on surrounding businesses and activities in the Borough. For this reason, the project should be disaggregated into at least two and possibly more projects that include at least as a minimum<sup>1</sup>:
  - Office Space (Civic and commercial)
  - Performance space (including theatre or other identified within the Cultural Strategy)
- 11) The Council's ability to fund operational costs and to borrow and invest for capital costs are critical in the process. Evaluation of these two projects should proceed largely independent of each other. This should include operational costs, interest and capital repayments, revenues, any ongoing subsidies and their economic impact on the town and Borough.
- 12) The Council should prioritise the two potential main sources of capital funds for the initial work and nominally allocate them to the above i.e.:
  - a. Office Space: The potential realisation of capital from the existing Mount Pleasant car park.
  - b. Performance Space: The potential realisation of capital from the Great Hall car park.
- 13) As the two projects develop, funds may be 'transferred' between them. However, for the purposes of evaluation, all additional costs should be assumed to be raised from other sources to be determined.
- 14) The objective of investments by the Council should be the creation of assets for the Borough's residents that meet long-term, agreed strategic priorities around economic, social and environmental value, reflecting the place-shaping role of successive Councils.
- 15) The Working Group urges the Council to adopt the vision of redeveloping and repurposing the '*Tunbridge Wells New Quarter*' as a long-term civic project and further urges it to progress to Phase One, the redevelopment of the office accommodation in the Town Hall to be completed in the short term and no later than the end of 2021.

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<sup>1</sup> However, account should be taken that the buildings are structurally linked and the heating system covers both (and includes the police station). It is also recognised that any significant development or refurbishment is likely to require relocating the Council and performance activities elsewhere with resulting costs. Managing construction in two or more stages may also result in additional costs, risks and timescale.

# Appendix A

## Civic development: Cross party interim report

### Reports to be considered for future decisions

26. The Working Group notes the following reports as providing a basis for decision-making:

- 1) Urban Design Framework (February 2016) – following its adoption as a Supplementary Planning Document by cabinet in April 2016, this report should be updated and the process for adoption as an SPD completed
- 2) Stephen Browning Report (October 2013) – reconsider this report as a basis for a way forward for the Assembly Hall function
- 3) Avison Young Civic Complex Place-shaping Assessment August 2019 – this report should be updated following the abandonment of the Calverley Square project.
- 4) Town Centre Office Market Review prepared by Durlings: <http://bailey.personapi.com/Public-Inquiries/calverley/core-documents/cdd-06.pdf>
- 5) Stephen Browning report 2003 on AHT management structures,
- 6) The Donaldson report 2005 on the Civic Complex (all buildings included here excl. GH and MP car parks)
- 7) TWBC Accommodation Strategy 2011, and the Tom Fleming report on cultural and creative industries completed this year.

A number of other useful reports also exist, including those drawn up by Bob Atwood and others around 2010 in the aftermath of the abandonment of the then Town Centre Plan.

<b>Full Council</b>	<b>18 December 2019</b>
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## Motion on Notice

**Submitted by:** Councillor Dr Hall

**Seconded by:** TBC

“This Council proposes to write to all national supermarkets with stores in the borough to urge them to dispense with all plastic food packaging as soon as possible and preferably within the next year. This should apply not just to single-use plastic bags but to any foodstuffs encased in plastic containers.”

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**Full Council**

**18 December 2019**

## **Motion on Notice**

**Submitted by:** Councillor Atwood

**Seconded by:** Councillor Bruneau

“This Council notes the potential impact of firework displays on animals and vulnerable people. It urges all suppliers of fireworks to stock quieter fireworks and for those organising displays to show consideration to neighbouring properties.

The Council further requests that the advisory conditions are included for public displays requiring advance warning and that this should be a condition for any displays taking place on Council-owned land.

Finally, the Council will actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks.”

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**Full Council**

**18 December 2019**

## **Motion on Notice**

**Submitted by:** Councillor Reilly

**Seconded by:** TBC

“There are growing concerns about the impact an increasing level of public intimidation and toxicity of debate is having on our country’s democratic processes, particularly at a local level.

Whilst debate and having different views is all part of a healthy democracy; abuse, public intimidation and threats are designed to undermine democratic decision making by generating fear in those who represent it. Equally, if we are to expect decent standards of behaviour from members of the public when they engage with councillors, then good standards of behaviour need to be modelled within the council.

We welcome the report from the Committee on Standards in Public Life and the work being undertaken by the LGA to promote Civility in Politics and to review the Model Code of Conduct. More locally, the Council welcomes the production of guidelines from Mid Kent Legal Services on the use of social media and on the importance of respect, and also the work of the Constitution Review Working Party to review the Council’s Code of Conduct and Associated Protocols.

The Council urges all local political parties, campaigning groups, organisations and individuals to engage in positive political discourse, to encourage, consistent and high standards for all holding public office and to pursue positive outcomes through civil and respectful debate, discussion and decision-making.”

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**Full Council**

**18 December 2019**

## **Urgent Business**

**Procedural Item:**

To consider any other items which the Mayor decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

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**Full Council**

**18 December 2019**

## **Common Seal of the Council**

**Procedural Item:**

To authorise the Common Seal of the Council to be affixed to any contract, minute, notice or other document arising out of the minutes, or pursuant to any delegation, authority or power conferred by the Council.

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**Full Council**

**18 December 2019**

## **Date of the next meeting**

**Procedural Item:**

To note that the date of the next meeting is Wednesday 26 February 2019.

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