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OVERVIEW & SCRUTINY PANEL

25 OCTOBER 2016

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 25 October 2016** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor D Saunders (Chairman); Councillors: G Coleman-Cooke (Deputy Chair), Bambridge, Campbell, Connor, Curran, Dennis, Dexter, Dixon, Falcon, Grove, Jaye-Jones, Martin, Parsons and Rusiecki

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 16 August 2016, copy attached.
4. **FULFILLING THANET'S GROWTH AND DEVELOPMENT OPPORTUNITIES** (Pages 5 - 38)
5. **NEW - COMBINED SAFEGUARDING POLICY** (Pages 39 - 72)
6. **REVIEW OF OSP WORK PROGRAMME FOR 2016/17** (Pages 73 - 82)
7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 12 OCTOBER 2016 - 31 MARCH 2017** (Pages 83 - 96)

Declaration of Interest form - back of agenda

Item
No

Subject



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OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 16 August 2016 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor D. Saunders (Chairman); Councillors G Coleman-Cooke, Campbell, Connor, Dexter, Dixon, J Fairbrass, Falcon, K Gregory, Grove, Martin, R Potts, M Saunders and Taylor-Smith

In Attendance: Councillors: Crow-Brown, L Fairbrass, Savage and Stummer-Schmertzing

60. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Curran, substituted by Councillor M. Saunders;
Councillor Jaye-Jones, substituted by Councillor J. Fairbrass;
Councillor Bambridge, substituted by Councillor K. Gregory;
Councillor Parsons, substituted by Councillor Taylor-Smith;
Councillor Dennis, substituted by Councillor Roy Potts.

61. DECLARATIONS OF INTEREST

There were no declarations of interest.

62. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Grove seconded and Members agreed the minutes as a correct record of the meeting that was held on 24 May 2016.

63. CONSULTATION ON NEW EVENTS POLICY AND PROCEDURES

Councillor L. Fairbrass, Deputy Leader and Cabinet Member for Community Services introduced the report. She said that Council was committed to supporting events in the district. However it was worth noting that hosting of events did have implications for resources committed to this. The Council incurred costs in supporting events, hence the need to put in place an appropriate policy for supporting events in Thanet.

The policy would ensure that the Council recouped its costs through a schedule of fees and charges. The policy also defined clear roles and responsibilities that were shared between the Council and events organisers.

Penny Button, Head of Safer Neighbourhoods highlighted the following key features of the proposed policy:

1. New events categories which would include Enthusiast, Charity Regional Charity National, Commercial Community and Active Recreation;
2. Events sizes which include small and major;
3. New Event Journey;
4. New agreements and evaluations;
5. Reserving sites for up to three years;
6. Application fee;
7. A deposit;
8. Memorandum of agreement;
9. Permission to occupy Council land for events organisers;

10. Designation of Council land into prime and non-prime for events and conditions for accessing these sites.

Members said that the report made good reading and that the policy being proposed incorporated components that provide a useful basis for supporting events in the district. There was a request from Members for the policy to acknowledge the presence of local charities in the categories set out in the new policy proposal. They also requested that Parish/Town Councils should be included the consultation process.

Some Members were concerned that the policy appeared to propose that Council recoup all its costs which would be a significant burden on some of the local charities. Other Members were concerned about the levels of fees and charges to be charged, as they were too high. They queried whether the fees and charges will be reviewed at the same time as other fees and charges for Council services. They suggested that it would have been helpful if the report gave some brief comments about the consultation feedback. Penny Button agreed to find out from Waste & Recycling Department how charges for waste collection bins were worked out.

Members said that the policy should be quite clear and inform event organisers the full costs of hosting events upfront before they hold these events. In response, Rob Kenyon, Director of Community Services thanked the Panel for their contributions and agreed to incorporate some of the comments from the meeting into future versions of the policy proposal. He said that the policy is meant to enable council to recover the additional costs for providing additional services and was not meant to make a profit. The charges will be provided upfront, with a full quote provided to events organisers in advance of hosting the event.

One Member queried the wording regarding events cancellations and re-imburements. Officers agreed to make the wording clearer in an updated version of the policy document. Some Members were concerned that the proposals for fees and charges might lead to some events being unaffordable to host as the costs for hosting events would more than double for major events. Members noted that there had been an increase in events this year to which Rob Kenyon confirmed that this year had witnessed a 30% increase in the number of events in the district.

One Member suggested that there should be a liaison between the Council and Town Councils, so that when funding for events was allocated to organisers, the payments should then be made expeditiously to Thanet District Council. Another Member suggested that future reviews of events policy should use the number of events held in any one year as one of the criteria for determining the impact of the policy. Officers agreed to consider these suggestions.

Councillor Campbell proposed, Councillor Taylor-Smith seconded and Members agreed to propose the Events Policy to Cabinet, subject to the comments and suggestions made by the Panel.

64. CABINET MEMBER PRESENTATION - CLLR STUMMER-SCHMERTZING, REGENERATION AND ENTERPRISE SERVICES PORTFOLIO HOLDER

Councillor Stammer-Schmertzling, Cabinet Member for Regeneration and Enterprise Services introduced Christine Doel, Director of SQW who then led the presentation on 'Towards an economic development strategy for Thanet.' Christine Doel said that her team was working with council officers on a proposed Economic Development Strategy for the district. Discussions had been conducted with the local business community. There was a need for the council to look outside the district and identify any initiatives that Thanet could be a part of.

Ms Doel said that there had been some notable successes in terms of inward investment into the area and that Thanet offered a high quality environment and could be an attractive investment destination. However there were a number of challenges that the district faced in bringing economic development to the area. This called for clarity of vision.

Abigail Raymond, Head of Built Environment said that the work being carried out by the SQW, consultants would be incorporated into the new Economic Development Strategy for the district which in turn would form part of the evidence base for the emerging Local Plan.

Councillor Stummer-Schmertzling gave responses to questions that had been forwarded to him ahead of the Panel meeting. These included the following comments:

1. Inward investment and job creation were key corporate objectives for the council;
2. The adoption of the Local Plan and a new economic strategy for the district were also key;
3. The Stone Hill Park development is an opportunity for development in the district and depends on the final plan that Stone Hill come up with;
4. The council did and would continue to support businesses that decided to invest in the district (including providing one to one support to relocate) to deliver new employment floor space in the district and to deliver 5,000 jobs;
5. The council was working with other partners like KCC to ensure investment was made in key infrastructure like the Thanet Parkway. TDC were working with East Kent Spatial Development Company and East Kent Opportunities to deliver new employment floor space at Manston Park;
6. Future plans for the Ramsgate Port & Harbour would be discussed through a separate member briefing session;
7. Manston would be covered by the Local Plan; Councillor L. Fairbrass added that a Development Consent Order (DCO) was ongoing and a viability test was underway to determine the viability or non-viability of Manston Airport; so that the allocation of the Manston site within the plan could be informed by this evidence;
8. There was closer working between the Council and businesses in Thanet; The Economic Development Team was reviewing short term support such as key account management for key businesses and closer working with local Chamber of Commerce;
9. Council persuaded Vattenfall to move its offices to Ramsgate; Weatherspoons were also refurbishing their The Royal Pavillion in Ramsgate;
10. The agreement for the Royal Sands project was not with Cardy Construction but with Cardy Ramsgate.

One Member suggested that the Council ought to recover the lost businesses to the district as a result of some blue chip companies and the passenger ferry that no longer trade from Thanet. They said that Council should actively make this issue a key part of the new vision for the district.

Other Members said that the district needed to attract high skilled jobs that would provide an attractive career progression to the local youth so they could work in Thanet. They

also said that the district should attract high flyers (including those that worked in London) to live in the district as they would spend their income in the local economy.

Members noted the presentation and thanked Councillor Stummer-Schmertzing.

65. REVIEW OF OSP WORK PROGRAMME REPORT 2016/17

Councillor D. Saunders, Chairman of the Panel introduced the report and requested Members to consider the recommendations in the report.

Councillor Taylor-Smith proposed, Councillor K. Gregory seconded and Members agreed to reduce the membership size of the working parties to seven (from the original eight) as suggested in paragraph 2.3 of the report.

Councillor Campbell proposed, Councillor M. Saunders seconded and Members agreed the following:

1. To note the report;
2. To amend the Community Safety Partnership Working Party terms of reference as shown in Annex 1 to the Panel report;
3. To amend the Corporate Performance Review Working Party terms of reference as shown in Annex 2 to the Panel report.

66. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 13 JULY 2016 - 28 FEBRUARY 2017

In response to a Member query, Nick Hughes, Committee Services Manager advised the meeting that the previous item on 'Dickens House Museum' had been subsumed into the new Forward Plan item on 'Creating a resilient future for Thanet's Museums.'

Members noted the report.

Meeting concluded: 8.40 pm

Fulfilling Thanet's growth and development opportunities

Overview & Scrutiny Panel	25 October 2016
Report Author	Louise Askew, Economic Development Manager
Portfolio Holder	Cllr Stummer-Schmertzing, Cabinet Member for Regeneration and Enterprise Services
Status	For Decision
Classification:	Unrestricted
Key Decision	Key
Previously Considered by	Presentation to Overview & Scrutiny Panel – 16 August, 2016
Ward:	Whole district

Executive Summary:

One of Thanet District Council's priorities is to promote inward investment and job creation and increase prosperity for residents through economic growth. The district, through this Strategy and the Local Plan, aims to create the right environment and conditions to capitalise on the areas assets and supporting residents to be enterprising and aspirational. This role is not solely for the local authority but requires a partnership approach to delivery with the private sector, other public sector organisations and the voluntary sector.

The Strategy forms part of the evidence base for the Local Plan, identifying strong sectors for the Thanet economy and ways in which the Council can support their growth and take advantage of them, which in turn will deliver the required jobs as identified in the Local Plan.

Recommendation(s):

That subject to any suggestions the Economic Growth Strategy be recommended to Cabinet for Adoption.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report – as an action plan is developed the work programme of the Economic Development function will be costed.
Legal	There are no legal implications arising directly from this report however the Council does have regard to Section 149 of the Equalities Act 2010 which is considered below.
Corporate	<p>The Economic Growth Strategy enables delivery of Priority 3: Promoting Inward Investment and Job Creation.</p> <p>The Strategy provides evidence for the Local Plan and therefore plays a key role in supporting its delivery and confirms how the Council, working with its partners, can enable economic growth and the creation of jobs identified in the Local Plan.</p>

Equalities Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p>Through the strategy the consultants have identified the general demography of the area which is relevant to the development of an overarching strategy that supports Thanet's economic growth. The strategy also draws on advice from a number of organisations about existing policies and funding because delivery will not only be from Thanet District Council but will include a number of partners and/or linking up with Government designed delivery that happens nationally.</p> <p>The strategy is an overarching document that draws together the priorities for delivery to support the growth of Thanet's economy therefore each individual project aligning to the strategy that is taken forward will need to make consideration of completing a Customer Impact Assessment and the relevant departments will do this as projects/delivery is taken forward.</p> <p>The Council will use the strategy to influence its partners in the widest sense to ensure that any provision for residents takes into account Thanet's demographic profile and targets activity where required.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
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Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓								
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	✓
Supporting neighbourhoods	

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	

1.0 Introduction and Background

- 1.1 The Council is committed to promoting investment and economic growth in order to create jobs and improve the quality of life of its residents.
- 1.2 In order to deliver this, the Council's current Economic Growth and Regeneration Strategy needed to be reviewed to align more closely with the Local Plan targets and respond to changes in the national, regional and local circumstances. Utilising grant funding Officers

recruited BBP and SQW through an open procurement process to provide advice to the Council through a revised Economic Growth Strategy. This included undertaking relevant research and analysis, including stakeholder engagement, with a focus on developing specific recommendations.

- 1.3 The Economic Growth Strategy also forms part of the evidence base for the Local Plan and supports the economic development element including job creation and land allocations. It provides a framework for other Council responsibilities including delivery with East Kent Opportunities and the East Kent Spatial Development Company.

2.0 The Current Situation

- 2.1 The Economic Growth Strategy identifies four 'Foundational Priorities' that are critical for enabling sustained economic growth and therefore fulfilling the job creation identified in the Local Plan. These cover the importance of skills provision for the workforce, the measures needed to support businesses, the promotion and up take of the strategic business parks in the district and working with partners to ensure that the tourism sector develops in line with changes in demand.
- 2.2 The Consultants also identified a number of 'Transformational Initiatives' which are longer term and require Thanet District Council to work with public and private sector partners to ensure delivery. These include focusing on sectors such as high value manufacturing and engineering, agritech and the creative industries and continued growth at the port. All of these represent strong sectors already in the district indicating the opportunity for growth. There are initiatives linked with placeshaping including the development of master plans for Margate and Ramsgate and the promotion of the broad cultural and leisure offer that is throughout the district. Lastly, there is a link between the housing being provided and the types of communities that the district should be looking to encourage by ensuring all new developments support those people looking to work from home or that 'design-in enterprise'.
- 2.3 The Economic Growth Strategy identifies the need for the Council to work closely with partners and to have an 'oversight' role in terms of the delivery of economic growth in Thanet. There are a great number of stakeholders – private and public, that are well placed to help secure growth for Thanet and the Council has a clearly identifiable placeshaping role in delivery. This role will be articulated both through the Economic Growth Strategy and the Local Plan.

3.0 Next Steps

- 3.1 The Economic Growth Strategy is due to go to Cabinet on the 17 November.

Contact Officer:	Louise Askew, Economic Development Manager, 01843 577178
Reporting to:	Rob Kenyon, Director of Community Services

Annex List

Annex 1	Economic Growth Strategy
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matthew Sanham, Corporate Finance Manager
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

DRAFT

Economic Growth Strategy for Thanet

October 2016



Contents

- Executive Summary
- Thanet's economy today
- Digging deeper: opportunities and challenges in relation to economic growth
- Summary SWOT for the economy of Thanet
- A new Economic Growth Strategy for Thanet
- Delivery, resourcing and implementation
- Monitoring progress

Working Draft

Executive Summary

Thanet has a distinctive local economy with substantial opportunities for sustainable and high quality economic growth. Particularly with HS1 in place, Thanet now has significant locational advantages deriving from its proximity to both London and continental Europe. It has outstanding cultural assets, epitomised particularly through the Turner Contemporary. It has a very high quality natural environment, especially its coastline.

Looking ahead, there is real potential linked to the port and historic marina at Ramsgate and emerging opportunities in the fields of advanced manufacturing, agri-tech and the creative sector. While there are some challenges – relating particularly to the creation of jobs locally and workforce skills – the opportunities are real ones, particularly in the wider context of significant planned housing and population growth.

The Economic Growth Strategy sets out a **Vision** that Thanet should be a great place to live, work and invest; and that it should grow quickly in economic terms. Underpinning the Vision are two main strands:

- **foundational priorities** that are incremental in character and a prerequisite for sustained economic growth District-wide
- **transformational initiatives** that come with greater risks and uncertainties, but which provide the scope to effect long term change.

The Economic Growth Strategy is summarised in full in the graphic below.

Economic Vision for Thanet

Thanet is a great place to live, work and invest, rivalling its counterparts across the UK. Its economy will grow quickly in both relative and absolute terms

Transformational Initiatives

- 1: Investing in high value manufacturing and engineering across north and east Kent
- 2: Advancing plans for the commercial application of agritech
- 3: Promoting Thanet's broader cultural/leisure offer
- 4: Unleashing the creative industries across Thanet
- 5: Creating "enterprising communities"
- 6: Developing "economic masterplans" for both Margate and Ramsgate
- 7: Developing the Port at Ramsgate

Foundational Priorities

- 1: To work with businesses, schools and FE/HE providers to improve workforce skills
- 2: To develop and implement measures to support new and small businesses in the District, particularly the provision of managed workspace and focussed business support
- 3: To ensure major employment sites in Thanet are managed and promoted effectively
- 4: To work with local partners to ensure that the tourism sector continues to evolve, reflecting fast-changing patterns of demand

In order to deliver the Economic Growth Strategy, Thanet District Council will work closely with key partners and stakeholders, both within the district and more broadly, and including – crucially – the business community. An “Oversight Board” will be set up to steer progress, and Delivery Groups will advance specific themes, by developing clear action plans.

Progress will be monitored across headline Key Performance Indicators, which are long term in nature but crucial in charting the district’s progress. More immediately, a series of milestones have been defined to help shape the first full year of implementation.

Working Draft

Thanet's economy today

Located in the greater south east, and benefitting from improved connectivity (particularly through HS1), Thanet is within easy reach of London and continental Europe. It has outstanding environmental assets, including seven “Blue Flag” beaches and the longest stretch of coastal chalk nationally. It has unique cultural resources, notably Turner Contemporary, with its iconic seafront building and the Dickensian connections of Broadstairs. It is also home to leading edge and globally competitive businesses, operating successfully in sectors ranging from horticulture to advanced engineering (including Cummins, Fuji, Thanet Earth etc.).

Thanet provides a highly competitive and affordable location for businesses seeking to secure premises and recruit staff, compared to elsewhere in the greater south east. It is also well located for individuals who need to be within a reasonable distance of London and/or who want to be near the coast with the opportunity to enjoy an outstanding quality of life.

It is because of these assets and locational advantages that the recent economic performance of the District has been good. Data from ONS show that:

- the total number of enterprises in the District increased by over 400 between 2014 and 2015
- in the year to March 2016, the number of Thanet residents in employment was 5,000 higher than it had been two years previously
- between 2010 and 2015, the resident population increased by over 6,000
- over the last 9 years, annual housing completions have averaged 512 dwellings per annum, exceeding the planned rate; and since the recession, these have shown a steady improvement
- for full time employee jobs, median workplace earnings increased between 2014 and 2015
- the number of benefit claimants (Jobseekers Allowance claimant rates) declined by over 2,700 between February 2012 and February 2016.

These – and other – data point to a local economy which is “*on the up*”: businesses are choosing to invest in Thanet, and people are choosing to live and work there.

There continues to be many challenges. The skills profile could be strengthened; too many jobs are “low wage” and part time in character; and the number of jobs within the District needs to grow. There is also a need to diversify the business base so it is less reliant on ‘public sector’ type roles (36% in health, education and public administration).

However, Thanet is full of ambition and confidence. A great deal has been achieved over recent years and much more can be accomplished through the delivery of a forward looking and focused Economic Growth Strategy.

Digging deeper: opportunities and challenges in relation to economic growth

Within Thanet...

Thanet is nationally renowned for the strength and diversity of its **tourism/culture/leisure** sectors. These include a wealth of heritage assets including over 2000 listed buildings. Building on Thanet's cultural offering are high value elements, notably *Turner Contemporary* in Margate which has become a cultural destination in its own right. Its landscape assets are also outstanding. As elsewhere, its traditional seaside tourism faces some challenges linked to low pay and seasonality, and there is an on-going need to improve the offer and to respond to changing demands. However, the tourism/culture/leisure sector is adapting quickly and is having an impact on reducing seasonality and broadening the profile of visitors to the area.

As the largest towns in the district, **Margate and Ramsgate** need to function as confident urban hubs and as focal points for economic life. There are opportunities in this context, linked to their high streets, town centres and the quality of their wider built environments. In this context, there is a need to redefine their relationship to **Westwood Cross Shopping Centre** and its hinterland, which is located in a more central location within the District. It is separate from both towns, yet provides the principal retail focus (for both traditional "high street" and out of town shopping) for the whole district. Broadstairs should build on its strength of independent businesses, its food and beverage offerings and connections with Schools for English.

In relation to Ramsgate, part of the solution is closely linked with further development at the **Port of Ramsgate**. Currently, this is an operation with both leisure-related and commercial uses (including major servicing facilities for a number of off-shore windfarms). The Port also boasts the largest fishing fleet along the south east coast. In recent years market conditions have been changing rapidly, with the imposition of fuel tariffs / higher fuel costs for vessels coming up the Thames Estuary and the importance of shorter routes to the continent. The District Council owns the site and – with investment in further quays, ro-ro berths, enhanced servicing facilities, pontoons and a major "off-site hub" facility – the scale of port operations could be increased substantially, and more businesses attracted to the area (such as renewable energy companies and niche ferry operations), bringing economic benefits to the District and an important source of long term revenue to the Council.

Key infrastructure investment in the District will open up major opportunities. The proposed **Thanet Parkway railway station** will deliver future economic benefits and is an important investment priority for the District Council and its partners to progress. With connections to HS1, the new station will reduce the travel time from Thanet to central London to less than one hour. This will encourage more London-based workers to settle in the area, as well as providing quicker business links between Thanet and the capital.

The development of the **"Inner Circuit" transport proposals** will also be another critical investment decision, enabling the better linking / opening up of key sites and other assets in the area and a significant reduction in journey times and traffic congestion. The ability to better link for example the Parkway station with the Discovery Park Enterprise Zone would be a major advantage to a range of businesses.

Inland, the **Manston Airport site** continues to be a major opportunity for Thanet's economy going forward – and it signals the District's underlying potential. A recent report, commissioned by the Council, following consultations a detailed assessment of the air transport market and the potential finances of a re-opened Manston Airport, has concluded that it is most unlikely that Manston Airport

would represent a viable investment opportunity even in the longer term (post 2040), and certainly not during the period of the Local Plan to 2031.

There are also proposals for a major mixed use scheme across the site (**Stone Hill Park**) which could deliver a business / industrial park, some 2,500 new homes and sports / leisure facilities, as well as parkland and open space.

Thanet District Council, as part of the Local Plan process, is in the course of making its own decisions in relation to the future use of the site – and the outcome will be important for the future direction of economic development District-wide.

Currently, major employment sites in the District include **Manston Business Park** and **Eurokent Business Park**. These have significant potential and provide a good supply of employment land for future development. The recent construction of smaller units on Manston BP over the last two years have let well and demonstrate the level of demand for such accommodation, rather than for development land. Developing these sites and growing the economic base also benefits the local area through the payment of business rates, which potentially can be reinvested in local services.

Nearby, **Discovery Park** (which houses 130 businesses and over 2,500 jobs) is a major employment destination for out-commuters from Thanet and others in the wider area. This is presenting opportunities for Thanet as there are supply gaps (particularly for manufacturing-related users that are seeking space) that Discovery Park cannot accommodate.

Across the District, there are some major private sector employers. These include major **advanced manufacturing/engineering** businesses. Securing the future of this sector, particularly within Thanet (for example through the development of an Advanced Manufacturing Park on the Manston BP) but also across the wider area, needs to be a priority. Such a development will require a consideration of essential up front infrastructure, links to HE and FE (R&D, commercialisation of ideas), the development of supply chains, and the joint networking of opportunities between Thanet sites and Discovery Park.

In addition, the last few years have seen the rapid growth of a major **horticultural firm (Thanet Earth)** which is benefitting from Thanet's natural environment (in particular, its natural light conditions) and using approaches developed in the Netherlands as the basis for highly intensive and energy/resource efficient production. This company is genuinely "leading edge". Its success, together with the wider, longstanding agricultural base across the district, points to the wider possibilities of **agritech** applications, particularly in the context of Thanet's environmental assets and other significant resources across Kent more widely.

In this context – and more generally – the work of **East Kent College and Canterbury Christ Church University** (both with campuses at Broadstairs) needs to be supported. As noted above, investment in the **skills base** needs to continue. Existing further and higher education providers must be part of the response, alongside local schools and local employers. The current proposal by the University for an **engineering, design, growth and enterprise (EDGE) hub** is welcomed in this context, as a real opportunity for the area. EDGE will be based in Canterbury, and there is significant scope for an engineering focus to be provided on the local campuses in Thanet and for this to link closely with an active life science "spoke" at Discovery Park, in order to address the manufacturing aspect of life science businesses.

These observations all signify on-going processes of economic change, and they highlight some real opportunities for the Thanet economy. Further, they need to be seen in the context of a commitment to **significant housing growth** which is being formalised through the preparation of a new Local Plan. Provision will be sought, potentially, for an additional 16,000 dwellings – which in turn could translate into population growth of over 30,000 people (noting that the current population is in the order of 140,000). This growth in itself will bring further business opportunities,

such as the development of pre-constructed, offsite, modular construction facilities, in order to significantly accelerate the pace of housing delivery.

This target is an increase over previous levels of delivery and will therefore contribute to the extra jobs which will be required in the construction industry. It will also require a further focus on education to ensure residents are appropriately skilled and there are enough people in the workforce to cover this increased level of development activity. **It will be very important that Thanet's economic ambition is aligned with housing growth on this scale** so that local people can find good jobs locally. To this end **businesses will be fully supported in seeking both to invest and grow locally.**

Thanet also has opportunities to think more creatively about realising commercial value from the assets owned by the public sector, particularly through public private partnerships or innovative disposal models.

Looking outwards...

What has become clear from consultations with local businesses and stakeholders is that the possibilities which frame this Economic Growth Strategy should not be defined solely within the District.

Key assets and potentials are certainly defined within Thanet. However the District also benefits from its proximity to other places and processes. Of particular significance are:

- the **knowledge economy hub** which is developing in and around Canterbury and Sittingbourne, linked to Kent Science Park, the University of Kent and Canterbury Christ Church University
- the outstanding success of **Discovery Park** and the opportunities to complement this provision within Thanet (focusing particularly on uses linked to advanced manufacturing)
- the **long term possibilities linked to HS1**, particularly at Ashford
- the opportunities signalled by the remit of the **Thames Estuary Growth Commission**, noting that Thanet has been defined within its geography
- the opportunities/imperatives presented by Brexit, given Thanet's roles and functions, including its strategic location relative to the EU (and internationally), particularly as a gateway port and a centre for renewables and green technologies

Summary SWOT for the economy of Thanet

Drawing these strands together, a summary SWOT analysis has been compiled in order to summarise the key opportunities and challenges facing the District, and this is provided below to help the Economic Growth Strategy.

Strengths and opportunities:

- Significant recent investment in connectivity, both rail and broadband, which has positioned Thanet as a strong business location with good access to London and to the rest of Europe
- Opportunities to develop an Advanced Manufacturing Park, working collaboratively with Discovery Park, local education providers and employers
- The confidence gained from recent increases in the number of enterprises in the District and the number of residents in employment
- A growing and successful cultural offer and presence linked to Turner Contemporary and other local galleries/outlets, and opportunities to build on this
- A relatively competitive location (in terms of land and labour costs) in the greater south east, which can act as an incentive to both business investment and residents
- A port that can, potentially, grow significantly further in terms of commercial throughput, offshore energy facilities, the development of an “off-site commercial hub” and leisure uses
- High quality environmental assets – with an outstanding coastline and natural light conditions that are a significant asset, and wider possibilities for agritech applications in this context
- A commitment to investment in STEM sectors within the District, from Canterbury Christ Church University and East Kent College, including the potential to develop the “green-tech” sector
- Growing business representation in the creative sector over recent years, and associated skills development through FE and HE institutions
- Substantial planned housing growth – and associated population growth, creating inherent economic potential
- Possibilities linked particularly to the work of the Thames Estuary Growth Commission
- A progressive and committed District Council, delivering award winning services for its residents and businesses

Weaknesses and threats:

- A need for further investment in workforce skills
- Viability and developer challenges in the successful delivery of new development or relocation of existing businesses on major employment sites
- A tourism sector which is important to the area, and where growth in private investment in recent years needs to be supported and developed further. Hotels are at capacity at peak times and a lack of high quality accommodation
- Towns in need of a more clearly defined economic purpose; within specific areas / zones
- Increased competition and market challenges are impacting upon town centres – which in the context of fast-changing public expectations requires a renewed focus
- Ongoing uncertainty surrounding the future of the former Manston Airport site
- Uncertainties linked to the process of Brexit
- Despite growing confidence within the area, there are still some external perception issues to be addressed
- A Local Enterprise Partnership that is becoming more complex and competitive and where Thanet needs to promote its priorities and justify its “asks”

Driving Change ...

A new Economic Growth Strategy for Thanet

Thanet has had economic/regeneration strategies in the past. However circumstances continually change, particularly from an economic, financial, political and strategic perspective.

There is a need for innovative thinking with regard to economic growth potential, as well as ensuring that such a strategy is capable of being delivered given the tools and resources available.

This Economic Growth Strategy therefore has two main strands:

- **foundational priorities** that are incremental in character and a prerequisite for sustained economic growth District-wide
- **transformational initiatives** that come with greater risks and uncertainties, but which provide the scope to effect long term change.

These foundational priorities and the longer term transformational initiatives will be advanced in parallel, with a view to realising the same vision for Thanet, namely that:

Thanet is a great place to live, work and invest, rivalling its counterparts across the UK. Its economy will grow quickly in both relative and absolute terms.

Foundational Priorities

The focus is on **four Foundational Priorities**:

1: Working with businesses, schools and FE/HE providers to improve workforce skills

Continuing to invest in building the skills of Thanet's people is crucial: the demands of employers are constantly changing and it is important that the local residents are equipped to respond. To this end, the Council will work with other partners across the "skills ecosystem" to raise awareness of the provision that already exists; to ensure that the needs of businesses are more clearly understood; to make better connections between the demand and supply sides; and to raise awareness of the opportunities linked to apprenticeships. Beyond that, the Council, as a first class employer, will exemplify what can be done (for example by recruiting young local people as apprentices) and the promoting the local impacts that follow.

2: Developing and implementing measures to support new and small businesses in the District, particularly the provision of managed workspace and focused business support

Thanet's economy is dominated by small firms. Sustaining and encouraging small and micro businesses is therefore a real priority and the Council needs to work closely with partners in order to develop support services (including *Locate in Kent*, *Kent Invicta Chamber* and the local *Thanet and East Kent Chamber*). Furthermore, the provision of small business units and/or affordable managed workspace is limited and that which exists is well occupied; there is a need for more and initiatives need to be developed to secure this supply. In addition, working with SELEP will ensure that small and micro businesses in Thanet are able to secure appropriate support through the Growth Hub (currently being reviewed).

3: Ensuring major employment sites in Thanet are managed and promoted effectively

The approach to the development, management and promotion of major employment locations needs to be improved, both to ensure that sites are available for inward investors and to make provision for the development of the right kind of speculative accommodation for growing local businesses. Some of these sites are in the Council's ownership and

endeavours will be made to promote and use them effectively. The Council will also work closely with private sector partners to deliver a range of premises

4: Working with local partners to ensure that the visitor economy continues to evolve, reflecting fast-changing patterns of demand

The visitor sector contributes significantly to the District's economy, and it has a very distinctive character. This includes a wealth of fascinating historic associations and heritage assets and an internationally significant coastline. Incremental improvements need to be achieved so that its existing customer base is secured and enhanced. However, priorities must be identified in a very targeted way. The Council will work with the industry to identify the smallest changes that could have the biggest impact in the short term. This may include initiatives such as the promotion of new hotel development opportunities, or introducing support initiatives to help businesses investing in the area, or more general place marketing. In this context Thanet already works in partnership with Visit Kent to promote the district as a whole, and the extent, focus and funding of this programme will need to be considered carefully, to ensure that the right exposure is achieved both Kent-wide and at a UK scale.

Transformational Initiatives

In parallel, the delivery of seven longer term possibilities will be accelerated. These are – in the main – more complicated. All of them require a “multi-partner” response. All of them also come with risks, although they have the potential to be truly transformational:

1: Investing in high value manufacturing and engineering across north and east Kent

Thanet currently has a complement of high value manufacturing and engineering businesses. A number of allied firms are moving into Discovery Park, and thriving. Links will be forged between Discovery Park and sites in Thanet, including the development of an Advanced Manufacturing Park at Manston, as well as exploring the potential for EZ status to encourage investment. The Council will also work actively across the wider geography of north and east Kent where a range of associated businesses are located.

In parallel, the Council will work with further and higher education providers to ensure appropriate STEAM skills provision. Collaborating with relevant partners and stakeholders, including Locate in Kent, will ensure that the whole offer is appropriately promoted and marketed, and that possibilities within Thanet are clearly understood and communicated in this wider context and as part of a wider offer.

There is scope also to work more closely alongside South East LEP, whose priority sectors include advanced manufacturing and the creative, cultural and visitor economy, life sciences, and low carbon goods and services – all sectors which Thanet will also be looking to advance in the short and medium term. In addition Thanet Council will need to maximise the links to developments that form part of the wider Thames Estuary economic development vision.

2: Advancing plans for the commercial application of agritech

Thanet Earth is one of the leading horticulture business in the UK –in terms of the sophistication of its processes, the levels of resource use efficiency it has achieved, and the speed with which it has grown. Thanet Earth is exemplary in the application of agritech. Elsewhere in Kent, NIAB East Malling Research has world class specialisms. Links need to be made. But these also need to be understood both locally (in terms of the significant agricultural base) and in a national context, recognising the national and international nature of horticulture supply chains. More generally, substantial investment has been made in developing a national agritech strategy and starting to effect its practical implementation. The Council will engage fully in the process of delivery to position Thanet as a globally-relevant hub that can define the “next generation” of the Garden of England.

3: Promoting Thanet's broader cultural/leisure offer

Thanet's cultural/leisure offer is outstanding, and it is complemented by assets nearby. The coastline, for instance, is part of an important natural landscape offer encompassing Kent's coastline and parts of the Thames Estuary. Considered to be the oldest-surviving amusement park in Great Britain, Dreamland was comprehensively refurbished in 2014 with contemporary branding to allow visitors to enjoy this British seaside amusement experience. Heritage attractions in Thanet (e.g. Quex House, Pugin, Dickens House and Margate old town) also have a natural tie-in with other Kent attractions such as Godinton House, Leeds Castle and Hever Castle. These link fundamentally to the quality of life which Thanet offers to incoming businesses and residents. The different elements therefore need to be viewed – and promoted – as part of a wider offer, focusing on the cultural/leisure demands from a fast-growing population, not as competing propositions.

4: Unleashing the creative industries across Thanet

There is substantial opportunity to support the growth of the creative sector in the District. This has already put Margate on the international map with global practitioners coming to Turner Contemporary to work and collaborate, and a range of “exporters” doing business in the Far East and European markets. Investment in infrastructure (workspaces and digital) is key for growth. There are a number of creative entrepreneurs who live across the district. Thanet is ideally placed to support a greater connection between the creative and manufacturing/engineering sectors – by linking the arts and creativity with science. Many existing businesses already see the opportunity in growing this locally.

The Thames Estuary economic commission offers exciting possibilities for Thanet as the district has now been identified as part of the Thames Estuary area. There could be a particular focus for the “seaside towns” on both banks of the Estuary – linking places like Southend and Whitstable, with Margate and Ramsgate. It could also build on some major planned investment, notably that by Paramount at Swanscombe. Importantly this cluster could provide a shared focus for higher education institutions across the geography of the Estuary – particularly those with a physical presence in East Kent.

5: Creating “enterprising communities”

The new housing developments planned – which are likely to be substantial in scale – must be advanced in a manner that “designs in” enterprise. Thanet's environmental assets coupled with its relative proximity to London mean that it is ideally located for those with jobs in the capital but also with the flexibility to work from home (either direct or on a sub-contract basis) on a regular basis. Whilst not often defined as “economic development”, the potential linked to this group is significant: they are likely to be high earners and their spending patterns could become an economic driver in their own right. Provision ought to be made for them – which means that homes also need to be work places, and the quality of broadband provision needs to be exemplary. For the self-employed and sub-contractors, the provision of active working space and networking opportunities will also be important.

6: Developing “economic masterplans” for both Margate and Ramsgate

Thanet's urban areas – particularly Margate and Ramsgate – ought to be the focus for its economic life. For Margate, this should have a cultural and creative dimension, and for Ramsgate, there will be both commercial and leisure links to the port and Royal Harbour, as well as the potential for a Heritage Action Zone. In both cases, though, there is a need for some holistic thinking, recognising that patterns of living and working are evolving quickly and within this context, the role of towns – particularly town centres – also needs to move forward. This may mean that “zones / quarters” need to be master planned, with secondary and tertiary retail areas considered for other uses (particularly residential and leisure) – and with linked up provision for smaller employment uses throughout. However, this should not

happen on a piecemeal basis; instead, it needs to be part of a genuine economic and physical masterplan with a clear sense of what the future economic purpose of the two towns should be. Broadstairs includes direct access to one of the districts busiest beaches at Viking Bay and has a wealth of independent businesses and festivals to build on and grow.

7: Developing the Port at Ramsgate

For Thanet District Council, the future of port operations at Ramsgate is important in relation to the economic well-being of the district and the future income streams which the Council itself can utilise to reinvest in services. In this context, an initial business case has been developed to invest in the port for commercial/logistics purposes in three phases, including the development of a significant “off-site hub”.

The first phase of infrastructure investment looks to improve the Port’s handling capacity, particularly for unaccompanied freight vehicles (a new modern double deck ro-ro berth to increase capacity and build in resilience). The second phase will look to lever in public and private sector investment in the development of an on-port new alongside quay, and most importantly, an off-site freight logistics hub at Manston Business Park. The potential third phase, will in the longer term consider the possibilities for seaward port expansion.

A robust business plan needs to be developed over future months, with evidence to demonstrate that the demand side for all components has been fully investigated and is capable of being delivered.

Linked proposals (albeit part of separate investment decision) are in place centring on expanded berthing for the leisure marina. Further plans also concentrate on improving berthing and storage/logistics facilities for boats servicing the offshore renewables sector. Opportunities here need to be explored with the existing businesses operating from the port (London Array and Vattenfall), including the potential for servicing major component replacements over the next few years, supply chain provision, new offshore development and wider development of the “green tech” sector. Servicing facilities for vessels using the Port more generally also need to be improved. All of these aspects will help widen the offer that the Port provides and are components that the Council should focus on.

Putting the **foundational initiatives** together with these longer term and **transformational ventures**, the overall Economic Growth Strategy for Thanet is summarised in Figure 1.

Figure 1: Economic Growth Strategy for Thanet

Economic Vision for Thanet
Thanet is a great place to live, work and invest, rivalling its counterparts across the UK. Its economy will grow quickly in both relative and absolute terms

Transformational Initiatives

- 1: Investing in high value manufacturing and engineering across north and east Kent
- 2: Advancing plans for the commercial application of agritech
- 3: Promoting Thanet's broader cultural/leisure offer
- 4: Unleashing the creative industries across Thanet
- 5: Creating "enterprising communities"
- 6: Developing "economic masterplans" for both Margate and Ramsgate
- 7: Developing the Port at Ramsgate

Foundational Priorities

- 1: To work with businesses, schools and FE/HE providers to improve workforce skills
- 2: To develop and implement measures to support new and small businesses in the District, particularly the provision of managed workspace and focussed business support
- 3: To ensure major employment sites in Thanet are managed and promoted effectively
- 4: To work with local partners to ensure that the tourism sector continues to evolve, reflecting fast-changing patterns of demand

Working D

Delivery, resourcing and implementation

Structures

This Economic Growth Strategy is ambitious. Thanet District Council will play an important role in driving it forward, but it will succeed only if strong and active partnerships are forged with others. The Council's key partners include:

- key private sector businesses with a presence in the area (particularly those in the priority sectors);
- schools, further education and higher education organisations;
- the existing coastal community teams working across the district;
- existing/potential investors in the area;
- other public sector bodies with a role in the District – including Kent County Council, government departments, SELEP, Thames Estuary, immediately adjoining local authorities (e.g. Dover, Canterbury).

A mechanism is needed to enable an “oversight role” to be performed in terms of implementation activities and progress across all components. This could be developed around an existing “grouping”, for example *Invest Thanet*, which currently engages with a range of public/private organisations and considers matters of interest to the Thanet economy. Alternatively, a new structure could be developed to coordinate the range of partners and stakeholders listed above.

Oversight will be clearly distinguished from the lead role in driving forward and implementing the individual work strands and specific projects. The transformational priorities involve a range of partners/stakeholders, both public and private sector, with some located within the District, and some outside. The Foundational priorities will also require engagement with partners and relevant stakeholders for delivery.

Although the Council has a role within each initiative, in several instances the focus of activity will extend beyond the District, covering an East Kent, Thames Estuary and wider perspectives. The Council will therefore not always be best placed to **lead** on such projects, although this would not affect the oversight functions.

This has been highlighted by the Commission on the future of Local Government which has stated that 'as local authorities become smaller in size, they need to become greater in influence'.

The Council will also engage further with the voluntary sector/wider community as a whole in the economic priorities going forward. An “Open Forum” meeting should be held, on a six or twelve monthly basis, as a public meeting, with updates on the strategy and progress under individual priority initiatives.

A potential framework for the structures/arrangements described above is set out below.

Figure 2: Delivering Thanet's Economic Growth Strategy



Implementation

Moving forward, specific themes within the Strategy will be developed in a focused way, with the involvement of key partners/stakeholders. Dedicated Delivery Groups will be formed that will comprise of a strong grouping of members, including relevant public sector agencies with a funding or implementation role, businesses within the priority sectors, funders/investors and any other key stakeholders.

Each Delivery Group will deliver a role of 'Bidding, Branding and Planning':

- draw up a robust action / business plan for the theme in question (including responsibility points)
- identify potential funding sources
- define a critical path for delivery
- identify the likely risks to be addressed in implementation
- monitor progress/outputs and report to the Oversight Board.

Delivery Groups may want to establish individual Project Teams, if specific initiatives are going to require detailed development of the project specification, and ultimate project management.

Owners of key assets will play important roles. Thanet District Council and other public bodies that own a range of assets within the District that could play an important part in delivering some of the Transformational initiatives.

Resourcing

The Oversight Board and the Delivery Groups need to be serviced/supported in their organisational and administrative functions. To assist this process, the Council's Economic Development team will

be strengthened (including two Sector Growth Managers and Area Development Officers), with a view to contributing some internal resources to concentrate on these key projects, make the most of assets, and develop stronger relationships with priority businesses, investors and partners, by providing an “account management” service.

It is recognised that these resources will only be able to provide part of the inputs needed to progress the range of initiatives set out in this Strategy. There is a clear need for other public and private stakeholders / asset owners to contribute to this programme. Indications however are that this should be possible, particularly where clear benefits are going to be gained by others, which would justify the costs involved. These stakeholders will generally be expected to head up the support/servicing functions across the priority themes, both within the Oversight Board and the Delivery Groups.

The involvement of Thanet District Council personnel in establishing/initiating the above programme and structures, will however be an important ingredient in making early progress on the Strategy.

Working Draft

Monitoring progress

Headline targets

The Economic Growth Strategy for Thanet is ambitious. On key indicators, it assumes that Thanet grows more quickly than Kent as a whole over a sustained period.

Drawing on data from the East of England Forecasting Model (EEFM, 2014), the table below sets out quantified targets relating to the economy of Thanet. The headline target relates to labour productivity (measured as GVA per job). In 2016, productivity in Thanet is estimated to be about 80% of the county-wide average. To achieve the Kent-wide level by 2031, it will need to grow at 3.5% per annum. This is extremely ambitious: the baseline (business as usual) projection is for growth at 1.8% per annum across the District. However only by increased productivity will wage levels rise significantly, and these are crucial for a higher quality of life within the District.

Table 1: Overall targets for the Economic Growth Strategy

	GVA per job (productivity)	GVA per capita (wealth)
Baseline position (2016 estimate) – Thanet (2010 prices)	£32.6k	£11.8k
Projected outcome in 2031 – Thanet (2010 prices)	£42.3k	£15.6k
Projected outcome in 2031 – Kent (2010 prices)	£54.2k	£25.1k
Growth rate on business as usual assumptions (Thanet)	1.8% per annum	1.9% per annum
Growth rate required to match the Kent average by 2031 and achieve the Vision	3.5% per annum	5.2% per annum

Source: Based on EEFM, 2014

Although there are no projections through to the 2030s, it will be important that by 2031 skills levels in Thanet are on a par with those of Kent as a whole; unless this is achieved, productivity enhancements on the scale envisaged here will be impossible to achieve. Currently, the proportion of the working aged population qualified to degree level or above is over ten percentage points lower in Thanet than the Kent-wide figure.

In addition, it will be important that the employment targets set out in the emerging Local Plan are achieved. This means creating some 5,000 new jobs district-wide. This target too is challenging. EEFM projects growth of around 3,000 jobs on business as usual assumptions.

For reference, Table 1 includes data relating to GVA per capita, the headline measure of wealth. In 2016, GVA per capita in Thanet was 63% of the county average. This is a substantial gap which is explained by a combination of sectoral structure and demographics. Closing it completely would require growth at a rate of 5.2% per annum through to 2031. This rate of growth is unattainable given baseline growth projections of 1.9% per annum. Nevertheless, the aspiration is to close the gap significantly.

Intermediate milestones

The headline targets set out above are ambitious and long term. It will be important that, in addition, some intermediate milestones are defined and achieved. Over the next year, these should include:

- making a decision in relation to the future of Manston Airport – by Autumn 2016
- working up more detailed propositions for Thanet and its partners to pursue as part of the Thames Gateway Commissions priorities – by Autumn 2016
- adopting the Economic Growth Strategy – in December 2016
- putting in place the delivery structure – by March 2017
- developing action plans for each of the foundational initiatives – by Spring 2017
- developing clear plans for the transformational ventures – by Spring 2017
- developing bidding and branding tactics for funding and resources to implement the Economic Growth Strategy – by Spring 2017
- launching marketing and other material to aid implementation – by Spring 2017
- preparing the first annual report on the progress of the Strategy in delivery – by Spring 2018.

Annex A: Baseline data

This Annex provides supporting evidence to the main Economic Growth Strategy. It sets out the current socio-economic conditions within Thanet and how they are projected to change (on business as usual assumptions). As such, it outlines the context in which the Economic Growth Strategy will be delivered. It draws mainly on secondary datasets, predominately coming from the Office for National Statistics. Projections on the future of Thanet’s economy are based on Oxford Economics’ East of England Forecasting Model (EEFM).

Figure A-1: Maps of Thanet



Thanet is conveniently located in the South East of England – high speed trains provide a fast service to London (74mins), while close proximity to the Channel Tunnel allows for expedient journeys to the continent (2hr 30mins to Brussels; and 2hrs 42 mins to Paris).

Figure A-2 Travel times

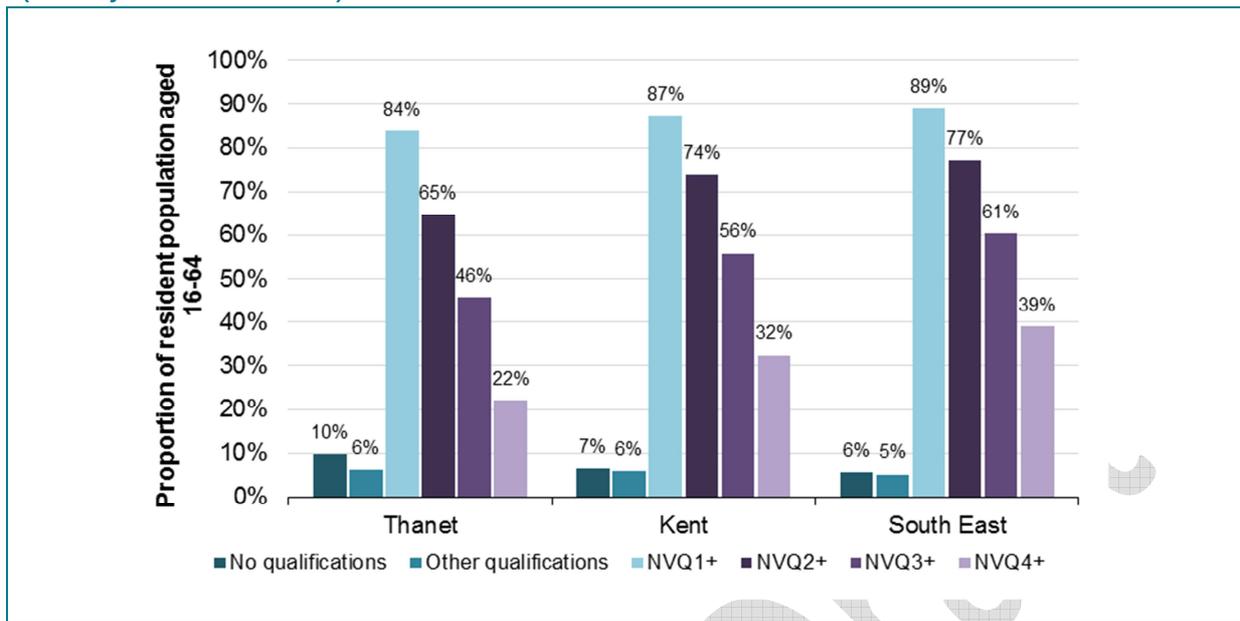


Economic baseline

The local skills profile

As shown in Figure A-3, Thanet's working age population is less well qualified than across Kent and the South East as a whole. Of its population aged 16-64, 10% have no qualifications, figures which are lower than Kent and the South East. The proportion of the Thanet working age population holding each respective qualification level is lower than the two other comparator areas. This situation is most acute for the highest qualification level: NVQ4+.

Figure A-3: Proportion of the resident population aged 16-64 holding different qualification levels (January to December 2014)



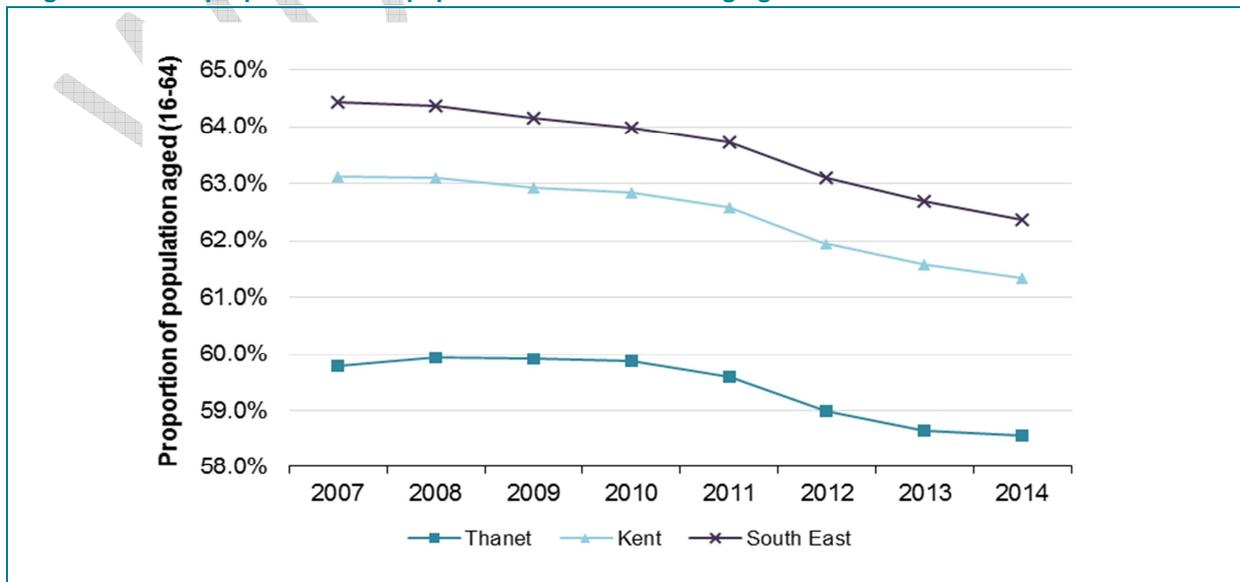
Source: Annual Population Survey

Thanet residents are also less likely to have managerial positions than their peers across Kent and the South East more generally. Of the Thanet residents in employment, 8.6% are ‘managers, directors and senior officials’ which compares to 11.4% for Kent, and 11.9% for the South East. Thanet also has a smaller proportion of its population in ‘professional occupations’ and ‘associate professional and technical occupations’ compared to Kent and the South East.

Working age population

In recent years, the absolute size of Thanet’s working age population has been increasing, rising 4% between 2007 and 2014. This rate of increase is line with that experienced in Kent and the South East over the same period. The proportion of Thanet’s population that is of working age has been in decline in recent years, as demonstrated in Figure A-4. It also highlights that compared to Kent and the South East, Thanet’s population has a lower proportion of individuals aged 16-64.

Figure A-4: The proportion of the population that is of working age

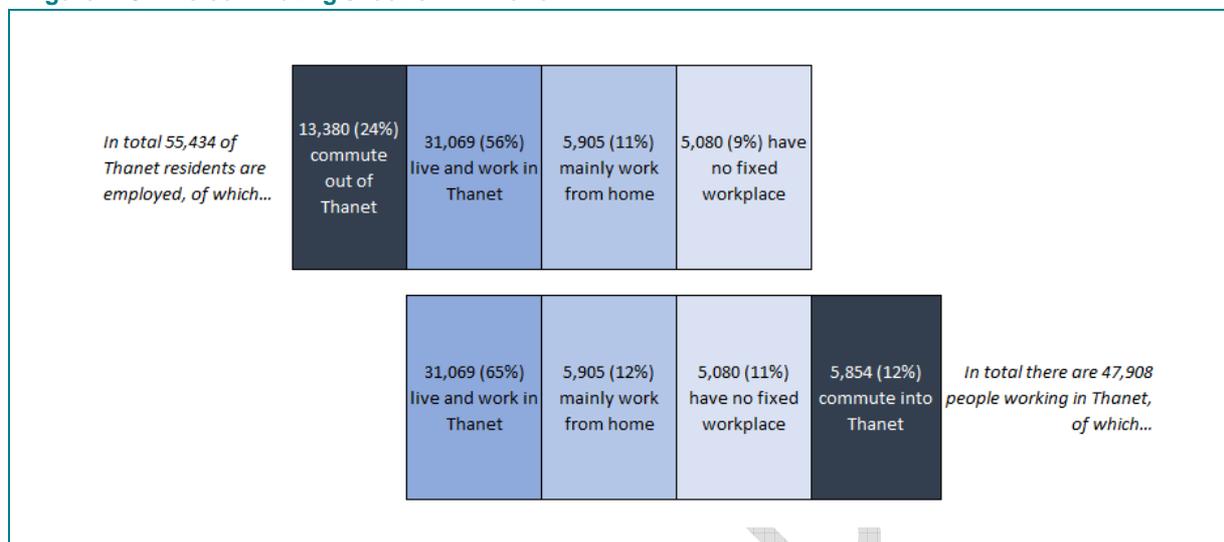


Source: ONS mid-year population estimates

Commuting and working patterns

Thanet is relatively self-contained, with approximately 65% of the district's workers also living in the area (31,069 of 47,908). Overall, Figure A-5 below shows that as a district, Thanet is a net exporter of labour. Taken together, Canterbury and Dover provide the workplace locations for 56% of Thanet residents that out-commute while 70% of those commuting into Thanet are from these two areas.

Figure A-5: The commuting situation in Thanet



Source: Neighbourhood statistics drawing on 2011 Census data

Compared to other areas nearby, levels of home working within Thanet are comparatively low. Of all those living and working within Thanet district, 19% were home workers. In contrast, of those living and working in the same local authority district, home working levels in Dover and Ashford were 22% (of 24,003) and 27% (of 27,231) respectively.

Employment rate (residence-based)

Particularly since the end of the recession, there is evidence to suggest that the employment rate in Thanet has improved much more quickly than either regionally or nationally. It remains relatively low, but it appears to be "catching up".

Table A-1: Employment rate (among the population aged 16+)

	Thanet	South East	Great Britain
Apr 2011-Mar 2012	48.1%	61.1%	57.6%
Apr 2012-Mar 2013	47.4%	60.6%	58.0%
Apr 2013-Mar 2014	49.0%	61.5%	58.5%
Apr 2014-Mar 2015	52.0%	62.1%	59.3%
Apr 2015-Mar 2016	54.5%	62.4%	60.0%

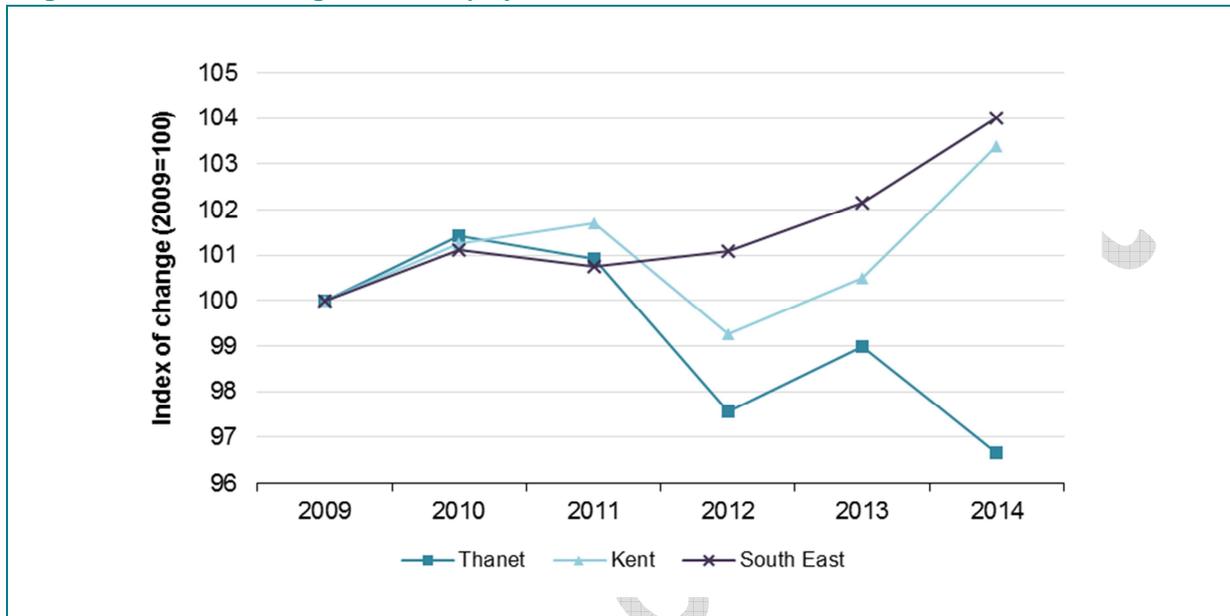
(Source: Annual Population Survey)

The data suggest further that the number of Thanet residents in employment increased to 59,900 in the year April 2015/March 2016. This was 5,000 higher than two years previously (April 2013/March 2014) and 9,400 higher than in the year April 2012/March 2013.

Local employment (workplace-based)

Figure A-6 suggests a challenging employment situation within Thanet. As shown, the district saw a fall in employment levels between 2009 and 2014. This is in contrast to Kent and the South East where 2014 employment levels are higher than those in 2009. However, it is important to note that anomalies within the survey-based data could be part of the explanation; it will be important to consider the data for 2015, once they are released by ONS.

Figure A-6: Index of change in total employment 2009-2014¹



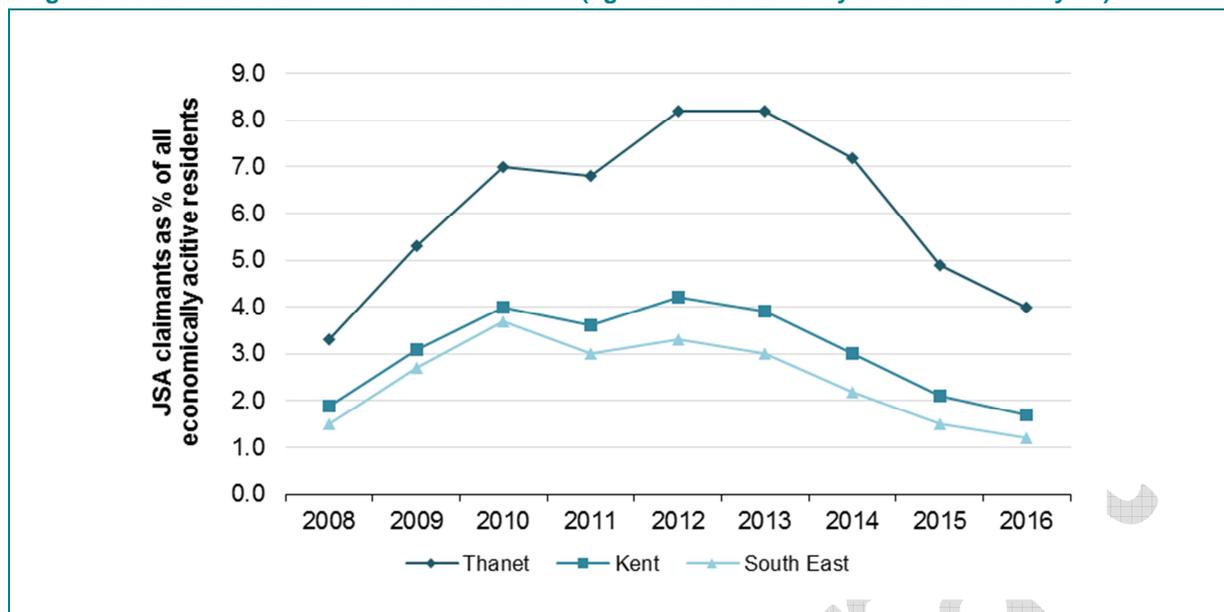
Source: Business Register and Employment Survey

Jobseekers Allowance claimant rates in Thanet have seen year-on-year falls between 2013 and 2016. This is consistent with patterns of post-recession economic recovery nationally.² However, claimant rates are higher in Thanet than in Kent and the South East (see Figure A-7).

¹ Please note that these figures include employee and self-employed workers that are registered for VAT or Pay-As-You-Earn (PAYE) schemes

² Please note that the decline in rates of JSA claimants might be attributable to more people deciding not to claim JSA rather than more locals being able to find work.

Figure A-7: Jobseekers claimant rates over time (figures are for January of each calendar year)



Source: ONS claimant data

Employment by sector

Table A-2 below shows employment by sector in Thanet, based on a three year average for the period 2012-2014. As shown, public services are an important source of employment in Thanet, accounting for 36% of employment in the area (14,300 of 40,267 in employment). Retail and accommodation were also significant sectors of employment, highlighting the importance of tourism and leisure to the local economy.

Table A-2: Employment by sector in Thanet (three year average for 2012-2014)

	Total employment	% of total
Health	7,300	18%
Retail	6,200	16%
Education	5,700	14%
Accommodation & food services	3,500	9%
Manufacturing	3,200	8%
Business administration & support services	2,400	6%
Construction	1,900	5%
Transport & storage	1,800	5%
Arts, entertainment, recreation & other services	1,800	4%
Professional, scientific & technical	1,500	4%
Public administration & defence	1,200	3%
Wholesale	900	2%
Financial & insurance	800	2%
Motor trades	600	1%
Information & communication	500	1%

	Total employment	% of total
Property	500	1%
Mining, quarrying & utilities	300	1%
Agriculture, forestry & fishing	0	0%
Column Total	40,300	100%

Source: Business Register and Employment Survey. Please note that averages are calculated on figures for each year which are all rounded to the nearest 100.

Table A-3 highlights that average full time employee earnings in Thanet (both for residents of the area and workers in the area) are lower than average figures for Kent and the South East. It is also worth noting that resident full time employee earnings are higher than workplace earnings – suggesting that out-commuters are accessing better paid jobs outside of their resident area.

Table A-3: Comparison of median annual resident and workplace earnings for full time employees (2015)

	Resident (£)	Workplace (£)	Difference (£)
Thanet	23,000	21,100	1,900
Kent	29,800	26,700	3,100
South East	30,100	29,000	1,100

Source: Annual Survey of Hours and Earnings. Figures rounded to the nearest 100.

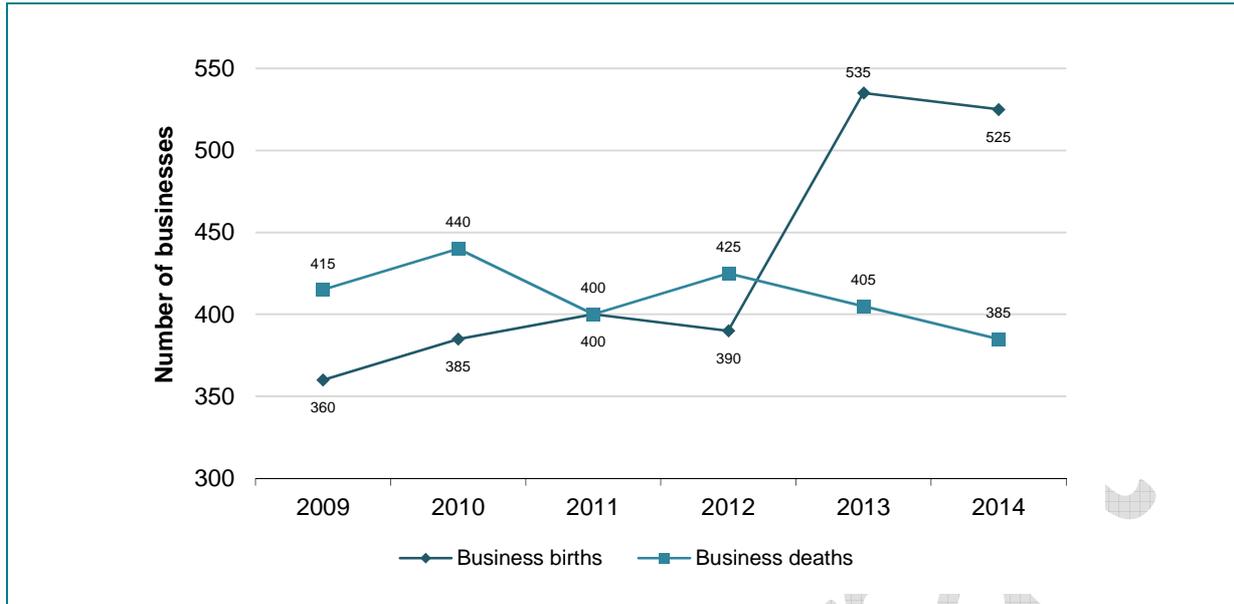
Business demographics

Figure A-8 compares business births³ and business deaths⁴ over recent years within Thanet. For much of the period shown, the number of business deaths was higher than business births. Since 2013, business births have been higher than business deaths, implying improving business conditions for enterprises in Thanet.

³ A business birth is defined by the Office for National Statistics (ONS) as “a business that was present in year t, but did not exist in year t-1 or t-2.”

⁴ A business death is defined by ONS as “a business that was on the active file in year t, but was no longer present in the active file in t+1 and t+2.”

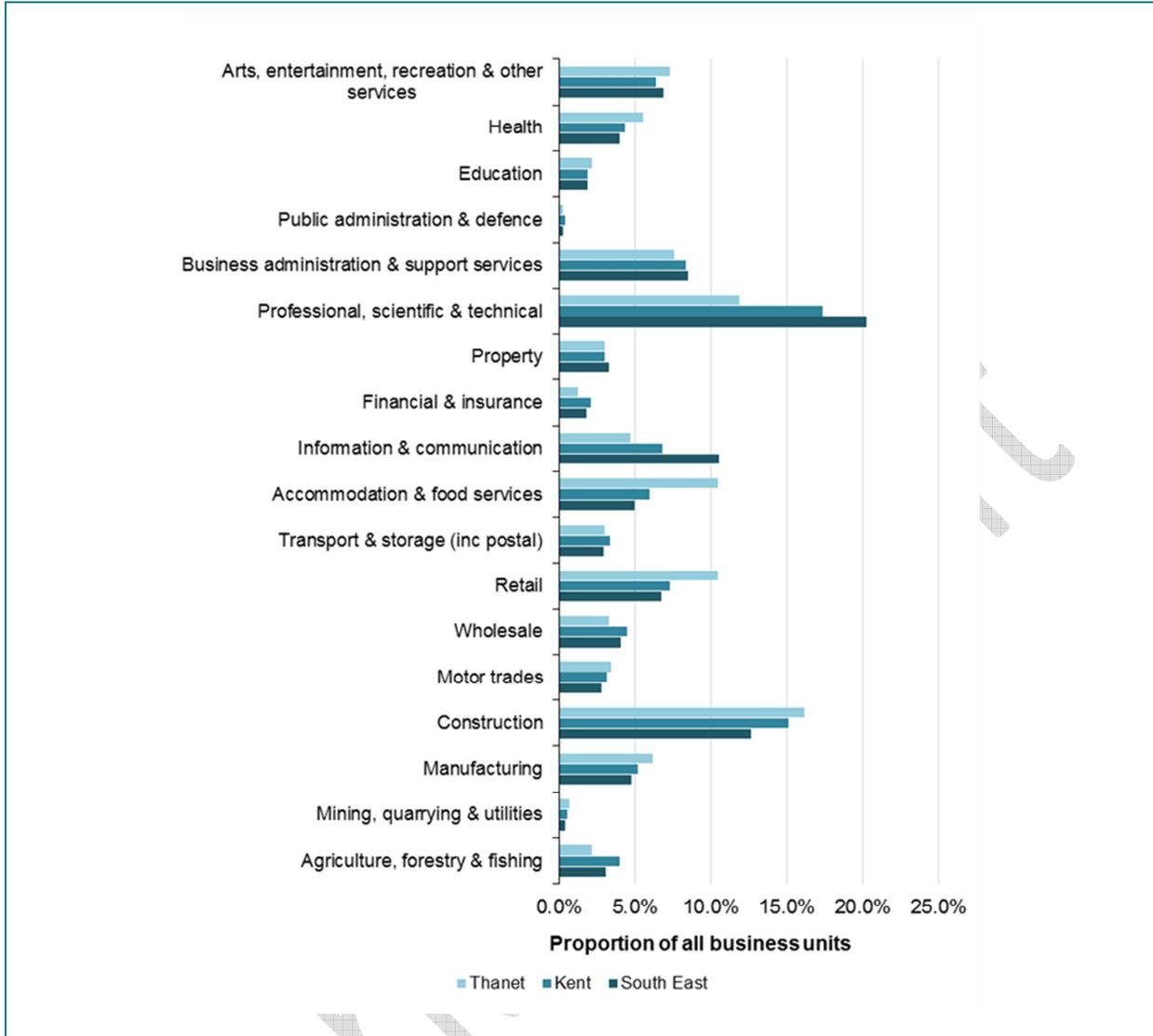
Figure A-8: Business births and deaths in Thanet (2009-2014)



Source: ONS Business Demography data

As shown in Figure A-9, as a sector, construction accounts for the largest share of all Thanet enterprises (16%), exceeding the corresponding figures in both Kent and the South East. Thanet also has a noticeably higher proportion of its businesses in accommodation & food services, retail, health, and manufacturing relative to these two areas. It has a lower proportion of businesses in professional, scientific and technical sectors, and in information and communications. Typically, these sectors are associated with higher paid jobs.

Figure A-9: Make-up of enterprises by sector for 2015

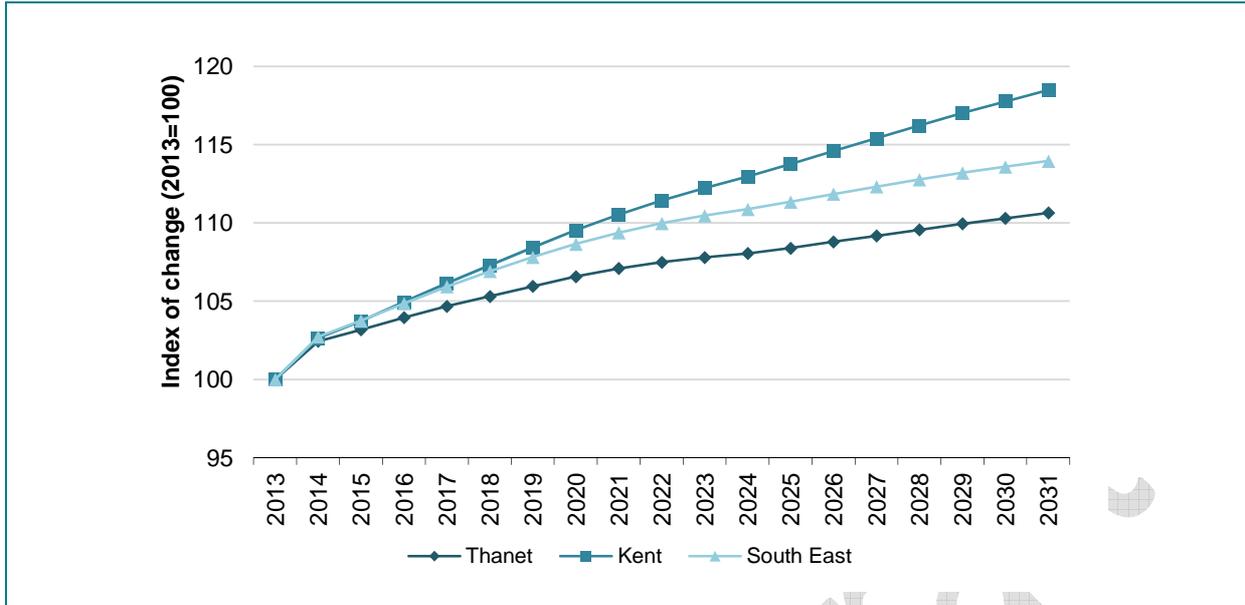


Source: ONS Business Counts data

Economic projections

As shown below, employment forecasts produced by Oxford Economics suggest future employment levels within Thanet will rise steadily over the next fifteen years. In net terms, it is expected that the number of jobs will increase by 11% between 2013 and 2031: from 48,100 to 53,200 (on business as usual assumptions).

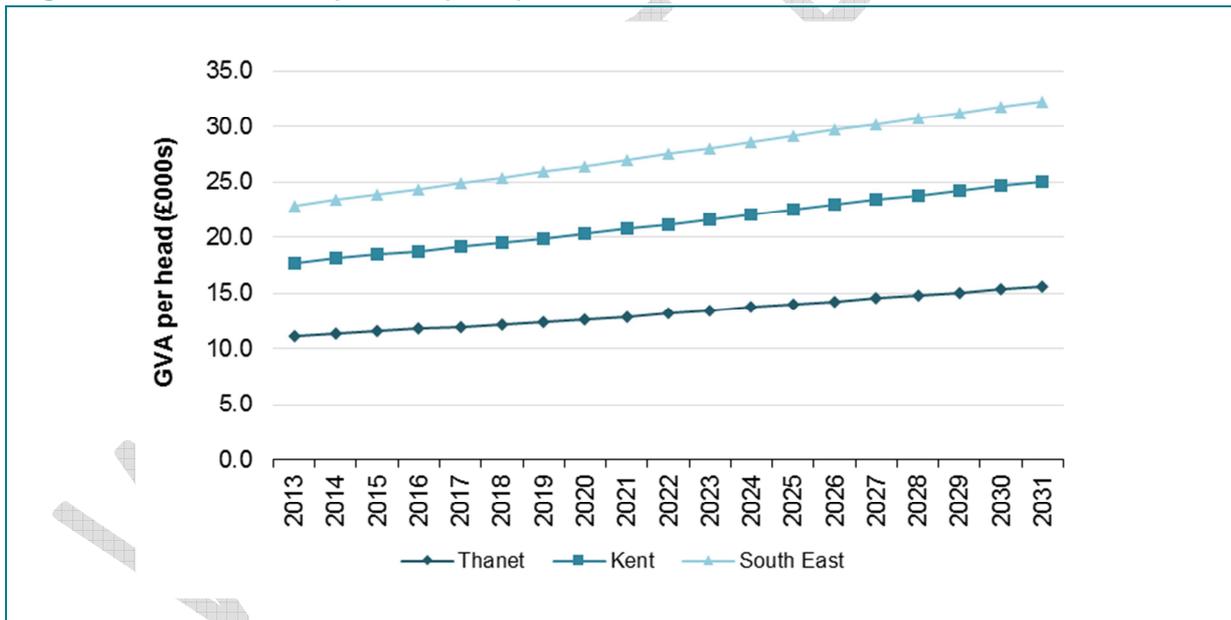
Figure A-10: Total employment index of change (2013 = 100)



Source: East of England Forecasting Model (2014 projections)

Figure A-11 below also shows that GVA per head is expected to increase year-on-year until 2031 and at a rate similar to that expected in Kent and the South East more widely.

Figure A-11: Forecast GVA per head (£000s) for 2013-2031



Source: East of England Forecasting Model (2014 projections)

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New - Combined Safeguarding Policy

Overview and Scrutiny Panel	25th October 2016
Report Author	Jessica Bailey, Community Safety Team Leader
Portfolio Holder	Cllr Lin Fairbrass, Community Services portfolio holder
Status	For Recommendation
Classification:	Unrestricted
Key Decision	No
Ward:	N/A

Executive Summary:

Thanet District Council is committed to ensuring the safeguarding of the districts most vulnerable residents.

Safeguarding, in its broadest sense, is defined as *‘To protect from harm’*. In recent years, the role of the Local Authority has been extended beyond just specific duties to children and vulnerable adults to now also include responsibilities for safeguarding domestic abuse, exploitation, radicalisation, forced marriage, trafficking and modern slavery.

Thanet District Council has a number of statutory obligations to work with Kent County Council, primarily, as well as other agencies, to ensure safeguarding is embedded within all service areas throughout the council.

The policy is supported by a series of briefings and e-learning and runs in conjunction with the Council’s Whistleblowing, Code of Conduct, Data Protection and Information Sharing policies. It aligns also with the Human Resources DBS guidance and Safe Recruitment Procedures

The Policy aims to ensure the council promotes the welfare of all children, young people and vulnerable adults by:

- ✓ Raising awareness of safeguarding responsibilities, amongst officers, Elected Members, volunteers and contractors.
- ✓ Ensuring that everyone within the council understands their roles and responsibilities with regards to safeguarding
- ✓ Considering the rights and viewpoints of all children, young people and vulnerable adults in the council’s decision making
- ✓ Establishing and embedding robust processes and procedures as a clear mechanism to report concerns
- ✓ Identifying and responding appropriately to any safeguarding concerns, incidents or allegations raised
- ✓ Establishing and facilitating regular awareness and training, to employees, Elected Members, contractors and volunteers that is appropriate to their role and level of involvement with children, young people and vulnerable adults
- ✓ Maintaining and undertaking recognised vetting procedures appropriate to the roles

- held by staff and volunteers
- ✓ Ensuring that organisations the council contracts with or receives services from have appropriate safeguarding processes and protocols in place to undertake suitable vetting procedures
 - ✓ Taking as many steps as possible to ensure that unsuitable people, are prevented from working with children, young people and vulnerable adults
 - ✓ Reviewing this policy and any associated procedures on a regular basis

Recommendation(s):

That Overview and Scrutiny Panel review and comment on the draft safeguarding policy

CORPORATE IMPLICATIONS

<p>Financial and Value for Money</p>	<p>Financing of a designated Safeguarding Officer have been found from cost savings with the departure of another post in the department. Savings have still been offered up. This was reviewed by finance and approved.</p> <p>There will be further, minimal costs to delivering Safeguarding training and implementing this policy, which are accounted for within existing budgets.</p>
<p>Legal</p>	<p>This policy ensures that the council complies with all of its legal safeguarding duties and responsibilities. Key pieces of legislation includes:</p> <p>Children Act 1989 – key piece of legislation that introduced core duties which Kent County council Social Services lead on, but there is an expectation TDC will support:</p> <p>Section 17 – duty to safeguarding and promote the wellbeing of children in their area in need.</p> <p>Section 47 – core duty to make enquiries when there is reasonable cause to suspect that a child or young person living in their area is suffering or likely to suffer significant harm</p> <p>Children Act 2004 – Updated 1989 Act, further key piece of legislation giving a number of duties to safeguarding children and young people, including a duty to work jointly with other agencies, hold membership on safeguarding boards run by the upper tier authority and undertake regular audits on processes relating to child protection (known as s11 audits)</p> <p>Working Together guidance (Revised 2015) – Sets out how agencies should work together to safeguard and promote the welfare of children</p> <p>The Care Act 2014 – Council responsibility to participate in Safeguarding Boards and Safeguarding Enquiries undertaken by Kent County Council.</p> <p>Safeguarding Vulnerable Groups Act 2006 – Gave the council additional responsibilities to protect vulnerable adults and undertake vetting.</p> <p>Protection of Freedoms Act 2012 – Amended Criminal Records Bureau legislation to Disclosure and Barring Service and gave the council as an employer rights to undertake additional record checks.</p>

	<p>Homelessness Act 2002 – Council duty to make a Child In Need (CHIN) referral to Kent Council Council Child Social Services regarding any homeless person with dependent children who are unable to be housed.</p> <p>Local government Act 2000 – Responsibility to address the needs of children and young people living in the area.</p> <p>Modern Slavery Act 2015 – Council duty to report victims of potential trafficking and modern slavery.</p> <p>Counter Terrorism and Security Act 2015 – Council duty to formulate and implement a local counter terrorism action plan, and report those who could be vulnerable to radicalisation or exploitation.</p> <p><i>A Full list of all associated legislation is included in appendix II of the policy</i></p> <p>Legal Services have reviewed the new Safeguarding Policy and responded on 15/09/16 advising they felt it was thorough and had no comments or changes to make.</p>								
<p>Corporate</p>	<p>The policy is a new corporate document combining all safeguarding duties.</p> <p>The policy complements the councils Corporate Priorities and values including</p> <ul style="list-style-type: none"> • Priority 1: A clean and welcoming environment • Priority 3: Supporting neighbourhoods. • Value 2: Supporting the workforce • Value 3: Promoting open communities 								
<p>Equalities Act 2010 & Public Sector Equality Duty</p>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" data-bbox="435 1630 1401 1877"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td>X</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td>X</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td>X</td> </tr> </table> <p>Previous policies set different processes to specifically safeguard children and then later 'vulnerable adults'.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	X	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	X	Foster good relations between people who share a protected characteristic and people who do not share it.	X
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	X								
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	X								
Foster good relations between people who share a protected characteristic and people who do not share it.	X								

	<p>The nature of safeguarding individuals and families is complex and cross cutting.</p> <p>By combining and streamlining all responsibilities into one Safeguarding Policy regardless of age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity, not only ensures there are fewer barriers to reporting – in that the process is the simplified, it also ensures that no one is discriminated against, and removed the need for a subjective assessment as to whether someone meets the definition of a child, or vulnerable adult.</p> <p>This should foster equality of opportunity between anyone who could be considered vulnerable or in need of support and potentially safeguarding, and eliminate any discrimination.</p> <p><i>A full customer impact assessment has been undertaken and is included in Annex 2 of this report.</i></p>
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CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	
Supporting the Workforce	✓
Promoting open communications	✓

1.0 Introduction and Background

- 1.1 Thanet District Council has a number of statutory obligations and responsibilities under various pieces of legislation to safeguard people. The Children Act 1989 and 2004 and the Care Act 2014 in particular, placed a specific emphasis on safeguarding children and vulnerable adults.
- 1.2 District Councils have responsibilities to ensure employees, members, contractors and volunteers are actively aware and suitably trained to report any safeguarding concerns as well as work jointly with Kent County Council as the upper tier authority, responsible for undertaking Social Services and lead on core safeguarding functions.
- 1.3 Guidance around collaborative working for children and young people is set out in the 'Working Together' guidance (most recently revised and updated in 2015) and the 'Care and Support' Statutory Guidance (issued for the Care Act 2014), sets out joint working duties in respect of safeguarding Vulnerable Adults.

2.0 The Current Situation

- 2.1 Currently, the council has a separate process and procedure for reporting child protection safeguarding concerns and those regarding vulnerable adults.
- 2.2 The responsibility rests primarily on the person reporting a concern to determine whether the subject of the concern is a child or a vulnerable adult (sometimes this isn't always known) and make a judgement as to what they perceive the

safeguarding risk to be. The process also focusses on access to and use of, the staff intranet and a web form, to report concerns.

- 2.3 Duties placed on local councils have now been extended, following the introduction of new pieces of legislation to now also include responsibilities around domestic abuse, modern slavery, human trafficking, exploitation, counter terrorism, radicalisation and forced marriage.
- 2.4 These recent legislative changes have prompted a review of the councils existing Child Protection and Vulnerable Adults Policies. In response the council has developed a single combined overarching approach to all safeguarding, which is set out in this draft policy.
- 2.5 This will ensure that the council meets its responsibilities to children, young people and vulnerable adults. It will also cover the newer reporting duties for modern slavery, human trafficking and counter terrorism (Prevent duty), to promote the safeguarding of anyone who may be at risk, regardless of any personal characteristic. It will make the recognition and reporting process more robust and therefore ensure that the council is responding to the needs of vulnerable people.
- 2.6 It is the responsibility of all council employees, contractors, volunteers and Elected Members to ensure they can easily access information, are aware of their duties and pass on information and make a safeguarding report should they witness or observe anything which causes them concern.
- 2.7 It remains the responsibility of other agencies such as Social Services and Kent Police to undertake safeguarding investigations.
- 2.8 The new policy aims to protect children and vulnerable adults by making it easier to report concerns. Liaison will take place with other agencies such as Kent Police and Social Services, to determine the best next steps to effectively safeguard, acknowledging both the concern raised through the reported information, as well as any wider contextual information that may be known.
- 2.9 This aligns with current functions already undertaken by community safety, with regards to an enhanced awareness of, and response to, reducing vulnerability across the district. The Community Safety Team has undergone additional safeguarding and vulnerability training and are able to offer expert advice through collaborative working.
- 2.10 The policy ensures that the council complies with its legal obligations relating to all aspects of safeguarding not just child protection and adults with specified vulnerabilities. It also lays out the expectations of members, contractors and volunteers and well as employees in complying with these legal obligations.

4.0 Options

- 4.1 Review and make comments on draft policy
- 4.2 Note draft policy

5.0 Next Steps

- 5.1 Report to Cabinet for adoption of the safeguarding policy

Contact Officer:	Jessica Bailey, Community safety Team Leader 01843 577737
Reporting to:	Penny Button, Head of Safer Neighbourhoods

Annex List

Annex 1	Draft Safeguarding Policy – September 2016
Annex 2	Customer Impact Assessment

Background Papers

Title	Details of where to access copy
Child Protection Policy (Current TDC)	http://tom.thanet.gov.uk/community-services/child-protection.aspx
Vulnerable Adult Policy (Current TDC)	http://tom.thanet.gov.uk/community-services/child-protection/safeguarding-vulnerable-adults.aspx

Corporate Consultation

Finance	Matt Sanham, Financial Services Manager
Legal	Ciara Feeney, Head of legal Services

Thanet District Council

Safeguarding Policy

September 2016

Monitoring and review:

Version	Date	Changes	Authorisation
1.0	September 2016	N/A	

For more information about this policy please contact Jessica Bailey, Community Safety Team Leader

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1. Introduction

Safeguarding, in its broadest sense, is defined as *'To protect from harm'*. In recent years, the role of the Local Authority has been extended beyond just specific duties to children and vulnerable adults to now also include responsibilities for safeguarding domestic abuse, exploitation, radicalisation, forced marriage, trafficking and modern slavery.

Thanet District Council (referred to as 'the council') has a number of statutory obligations to work with Kent County Council, primarily, as well as other agencies, to ensure safeguarding is embedded within all service areas throughout the council.

This Policy supports the council's corporate values - Delivering value for money – by transforming and streamlining current provision, Supporting the workforce - through training and awareness of safeguarding and promoting open communications – using effective communication methods to report and refer safeguarding concerns. The policy also supports the council's corporate priorities, in particular - delivering priority 2: Supporting neighbourhoods – through health and wellbeing and collaborative partnerships, which in turn safeguard communities.

This document is supported by a series of briefings and e-learning and runs in conjunction with the council's Whistleblowing, Code of Conduct, Data Protection and Information Sharing policies. It also aligns with the Human Resources DBS guidance and Safe Recruitment Procedures.

2. Policy statement

Thanet District Council provides a wide range of services and facilities. This Policy aims to ensure the council protects the welfare of all children, young people and vulnerable adults by:

- ✓ Raising awareness of safeguarding responsibilities, amongst officers, Elected Members, volunteers and contractors.
- ✓ Ensuring that everyone within the council understands their roles and responsibilities with regards to safeguarding
- ✓ Considering the rights and viewpoints of children, young people and vulnerable adults in the council's decision making
- ✓ Establishing and embedding robust processes and procedures as a clear mechanism to report concerns
- ✓ Identifying and responding appropriately to any safeguarding concerns, incidents or allegations raised
- ✓ Establishing and facilitating regular awareness and training, to employees, Elected Members, contractors and volunteers that is appropriate to their role and level of involvement with children, young people and vulnerable adults
- ✓ Maintaining and undertaking recognised vetting procedures appropriate to the roles held by staff and volunteers
- ✓ Ensuring that organisations the council contracts with or receives services from have appropriate safeguarding processes and protocols in place to undertake suitable vetting procedures
- ✓ Taking as many steps as possible to ensure that unsuitable people, are prevented from working with children, young people and vulnerable adults
- ✓ Reviewing this policy and any associated procedures on a regular basis

3. Scope

This policy applies to all employees, Elected Members, volunteers and contracted and grant funded organisations delivering services on behalf of the council.

External organisations, contractors and volunteers providing services to, or on behalf of, Thanet District Council, are also required to comply with this policy and any associated procedures. It is the dual responsibility of any signatories to such contracts, service level or grant agreements to ensure the compliance with, and reporting of, any discrepancies or concerns, to the designated safeguarding officers within the council.

Where necessary it may be that some functions and service areas require additional policies, processes and training. It is the responsibility of service managers, in consultation with designated safeguarding officers to assess any additional needs.

4. Definitions

‘Abuse’ – is: “an act or omission of an individual’s human and civil rights by any other person. Abuse may consist of a single or repeated act, it may be physical, verbal or psychological, or an act of neglect or omission to do something.

It may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction which he or she has not consented, or cannot consent to. Abuse can occur in any relationship and may result in significant harm to, or exploitation or, the person subjected to it.”

(No Secrets Guidance 2000)

‘Safeguarding’ – includes all forms of activity that aims to protect or promote the welfare of a group of people or an individual.

‘Children and young people’ – refers to anyone under the age of 18

‘Vulnerable adult’ – refers to anyone over the age of 18, and could be considered ‘vulnerable’ when (for reasons of mental health, learning, physical disability, age, illness or another personal characteristic) requires a form of intervention or community care to take care of themselves, or are unable to protect themselves from harm or exploitation. This may also include having money stolen or taken under duress.

‘Domestic abuse’ - any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.

Domestic abuse can also impact on other people within a household where it is experienced. For example, violence, fear and intimidation may have an indirect impact on other people such as children or vulnerable adults who could suffer due to witnessing or hearing incidents.

‘Controlling behaviour’ – is a range of actions designed to make a person dependant by isolating them from sources of support, depriving and exploiting them for personal gain.

‘Exploitation’ – can be summarised as treating someone unfairly for your own advantage. It is often referred to in terms of child or sexual exploitation (CSE), but is not exclusive to young people.

‘Prevent’ – relates to the National Counter Terrorism agenda, where ‘Prevent’ is one of four delivery strands, aimed at raising awareness and training around safeguarding someone from becoming involved in terrorism, or being persuaded to be involved due to being vulnerable.

‘Human Trafficking’ – also known as **‘Modern Slavery’** – involves the recruitment, transfer, harbouring or receipt of people, with the threat or use of force, coercion, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or similar practices.

5. Safeguarding functions

In Kent, safeguarding children, young people and vulnerable adults is a multi-agency responsibility. As Kent operates a two, and in some places three tier council system, Thanet District Council liaises with Kent County Council and the respective Parish and Town Councils within the District, alongside other partner agencies and bodies that have responsibility for undertaking safeguarding functions or supporting the agencies that do. Key functions are set out below.

Kent County Council

Kent County Council (KCC) is the responsible authority for children and adult social services. Designated officers from Thanet District Council, liaise with and report safeguarding concerns, incidents or allegations to KCC children or adult social services. This is then assessed by the duty officer and further actions taken and co-ordinated as deemed appropriate by KCC.

Kent Safeguarding Boards



Kent Safeguarding Children's Board (KSCB) is a statutory multi-agency partnership which brings together agencies who work to safeguard and promote the welfare of children and young people. The objective of the SCB is to co-ordinate the activity of each person and agency represented for the purposes of safeguarding.

More information is available on the KSCB website: <http://kscb.org.uk/>



The Kent and Medway Safeguarding Adults Board (SAB) is a statutory multi-agency partnership which brings together agencies who work to safeguarding vulnerable adults in Kent and Medway.

More information is available on the KCC website:

http://www.kent.gov.uk/_data/assets/pdf_file/0008/29186/Kent-and-Medway-Safeguarding-Adults-Board-responsibilities.pdf

Designated officers from Thanet District Council sit on both Safeguarding boards.

Kent Police

Has a duty to investigate criminal offences and refer any suspicion, allegation or disclosure that a child or vulnerable adult may be suffering harm, to Kent County Council.

Thanet District Council

It is the responsibility of all employees and members, to acknowledge this policy, participate in any relevant training or learning offered and adhere to associated safeguarding procedures, reporting any concerns, incidents or allegations in accordance with the associated procedures as referred to in this policy.

In addition to responsibilities for safeguarding, all employees and Elected Members should also work within any related 'Safe working practice' guidelines.

An example is included in appendix IV although individual service area managers are encouraged to adapt this to meet the needs of their own services in conjunction with the undertaking of any departmental risk assessments.

6. Roles and responsibilities of the council

Safeguarding is everyone's responsibility. All employees, members, contractors and volunteers have a number of legal duties and responsibilities under a number of pieces of legislation to undertake safeguarding functions.

Primarily this includes legal obligations to safeguard children, young people and vulnerable adults, which all have a common themes including:

- Know what it means to 'safeguard' – and understand different types of abuse, neglect or exploitation
- Identify and report any safeguarding concern about actual or suspected abuse of a child, young person or vulnerable adult
- Have a clear reporting process and know how to access and use this
- Access and undertake regular training

A full list of all key safeguarding legislation and council obligations is included in appendix II.

Role	Responsibilities
Lead Executive Officer for Safeguarding	Overall responsibility for Safeguarding sits with the Chief Executive.
Lead Senior Officer for Safeguarding	The Director of Community Services acts as a senior lead officer for all strategic safeguarding matters, and oversees policy and procedural decisions.
Lead Member for Safeguarding	The Portfolio holder for Community Services acts as lead officer within the Cabinet and promotes safeguarding amongst members
Designated Safeguarding Officers	Head of Safer Neighbourhoods and Community Safety Team Leader hold responsibility as designated officers, and are district leads on the respective children and adult Safeguarding Boards. They ensure CMT and members remain briefed and up to date on policy and procedural reviews and supervise the Safeguarding function on behalf of the Local Authority liaising with other senior safeguarding partners. Both roles give advice on requirements for vetting and training requirements and co-ordinate serious safeguarding cases or reviews.
Safeguarding Officer (Deputy designated officer)	Assesses and co-ordinates all information, intelligence and reports relating to safeguarding. Raises awareness of safeguarding, ensuring that policies and procedures are embedded and accessible. This officer also takes the lead on overseeing and making case referrals, co-ordinates the internal safeguarding forum, delivers safeguarding training and gives advice on and undertakes checking DBS and vetting applications.
Safeguarding Support	Community Safety Officers all have access and clearance to assist with safeguarding enquiries, record and process referrals and give general advice. They are also able to undertake DBS checking for new or amended roles, on behalf of the council.
HR advisors	Ensure that recruitment procedures in place are being followed by recruiting managers and that all new or amended roles are passed to a designated safeguarding officer for review of any new or amended role responsibilities, and their potential for contact or lone working with children, young people and vulnerable adults. To ensure DBS checks have been undertaken by designated officers and submitted before contracts offered or probationary periods completed.
Monitoring officer	Senior officer with responsibility for handing complaints about member conduct and involved in any allegations against staff or members.
Managers and Supervisors	All managers and supervisors are responsible for complying with the Safeguarding Policy. This includes a need to ensure any staff working within

	<p>their service areas have read and understand the policy and associated procedures , can easily access them, comply with them and undertake prescribed training when required.</p> <p>Managers and supervisors are also responsible when recruiting new or amending existing posts, to liaise with a designated safeguarding officer and complete the relevant section on the ‘establishment change form’ indicating perceived level of contact with children, young people and/ or vulnerable adults. Roles and responsibilities contained within job descriptions may also need to be formed in consultation with designated officers, alongside any requirements for DBS checks, Disclosure Scotland or Police Vetting.</p> <p>It is also the responsibility of managers to ensure all new staff are inducted and undertake e-learning, or are booked onto the next available classroom based safeguarding training sessions - which will be made available on the Learning and Development Human Resources intranet pages</p> <p>Safeguarding forms part of the Managers Assurance process and should also be discussed regularly in 1:1s and team meetings where relevant or topical. All managers within each service area are to nominate a ‘Safeguarding Champion’ to sit on the internal safeguarding forum and champion safeguarding issues back amongst teams. In some teams this may be a manager or supervisor.</p> <p>Managers also have responsibility for ensuring contracts, leases, grants, service level agreements and arrangements with volunteers operating within their service area, hold clauses and considerations for safeguarding. This is to ensure those the council works with or discharges functions to, adhere to this policy and are able to legally terminate involvement with contractors or suppliers that fail to comply with this policy.</p>
Safeguarding champion	Has responsibility to attend regular internal safeguarding forum chaired by the Safeguarding Officer. To receive updates and an enhanced level of training and awareness and cascade this information amongst their team.
All employees, Elected Members and volunteers	Have responsibility for reading and understanding this policy and associated procedures, attending training when required as appropriate for their role . To have an awareness of safeguarding, report and refer any concerns in accordance with the policy.
Contractors	Must comply with Thanet District Council’s Safeguarding Policy and where relevant, have appropriate procedures, training and disclosure or vetting processes. Dip testing will be undertaken as part of the review of Safeguarding by the HR Audit Partnership to audit contractor and contract manager compliance.

7. Requirements for specific circumstances

The council funds and assists others to undertake functions on council property or land. It is important that any individuals or organisations that the council liaises with have an awareness of safeguarding and that council property and open spaces are wherever possible designed to promote safety and wellbeing.

Housing

The council has a number of housing related functions which may fall within the notification duty for safeguarding. This includes functions of providing housing assistance and advice, mandatory reporting of any Children In Need due to risk of homelessness or neglect as well as a potential to directly observe safeguarding concerns through property inspections and health and safety risk assessments highlighting factors that could be hazardous to health.

The council also undertakes a landlord function, acting as a Social Landlord through arms length management provision undertaken by East Kent Housing.

In the course of exercising these functions Council officers and contractors are required to notify any concerns or direct safeguarding referrals to the designated safeguarding lead officers to ensure a co-ordinated cross-organisation response to Safeguarding. This insures all reports and outcomes are recorded centrally and auditable.

It may be through exercising specific functions, additional departmental policies and procedures are required and should be formulated and reviewed in consultation with respective safeguarding designated officers.

Leisure, heritage, events and land hire

The council is responsible for managing leisure contracts in facilities, open spaces and foreshores.

Any sports club, leisure provider who has lease agreements or regularly hire out or lease council facilities or open spaces, should have appropriate child, young person and vulnerable adult procedures in place. They should also ensure any volunteer or employee that has unsupervised contact with children, young people or vulnerable adults undertakes a DBS check.

Any Safeguarding concerns on council land should be reported to a designated officer. (Not negating a need to call Police in a safeguarding emergency) Designated safeguarding officers are able to provide further advice and support to groups or organisations.

Grant applications

Safeguarding policies and procedures are required from all grant funded organisations. Satisfactory DBS checks for employees and volunteers are also requested of any organisation or group, working with children, young people and vulnerable adults who seek funding from the council.

As a minimum, an organisation will be expected to have a policy statement or procedure relating to safeguarding. Commissioned, contracted or grant funded organisations with minimal contact with children, young people and vulnerable adults may wish to adopt the councils Safeguarding Policy and procedures if deemed suitable.

Health and Safety

Thanet District Council undertakes Health and Safety enforcement in some premises providing customer services and leisure facilities, including shops and restaurants. Employers in these premises are obliged to carry out risk assessments, including for the employment of young people.

Whilst undertaking normal duties, some council departments may wish to view such risk assessments. If they are unavailable, or there is information to suggest employers may be putting young people or vulnerable adults, at risk, then this information will be passed onto Kent County Council Social Services.

Licensing

The council is responsible for a number of licensing functions. Protecting children from harm is a Licensing objective that the council is legally obliged to consider, when licensing premises under the Licensing Act 2003 or Gambling Act 2005.

The council also issues personal, private hire and hackney carriage, as well as selective licenses to landlords. To be licensed in any of these circumstances, there are provisions within the respective legislations, that stipulate if asked, the applicant must be able to show that they are a 'fit and proper' person.

The applicant can be asked to undertake a DBS check to demonstrate that they don't have any convictions that would bring this into question. Such convictions could include relevant violence, safeguarding and sexual offences.

8. Recognising abuse

Any council employee, member, volunteer or contracted service provider, who has contact with people or who works where people may have access, could potentially come into contact with someone who experiences a form of abuse and they may be required to make a safeguarding report.

Responsibilities under this policy are to report concerns. It is not the responsibility of the person who suspects or has witnessed abuse, to make a judgement or to investigate.

Safeguarding concerns will usually fall into one or more of seven categories: physical, neglect, emotional, sexual, financial, discriminatory or institutional, and could happen to any child, young person or vulnerable adult. A number of different types of abuse may be being committed at the same time.

A summary of signs and indicators is included below as a guide, and is not exhaustive.

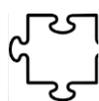
Type of abuse	Description	Possible indicator(s)
Emotional or psychological - Emotional acts or behaviour resulting in distress or trauma.	<ul style="list-style-type: none"> Bullying, intimidation, manipulation Humiliation, shaming and ridicule Control or coercion Deliberate isolation Deprivation Threats of harm or abandonment 	<ul style="list-style-type: none"> Disturbed sleep and tendency to withdraw Loss of confidence Loss of appetite, loss of weight Anxiety, confusion Extreme submissiveness Sharp changes in behaviour Excessive craving for attention Self-abusing behaviour, self-harming,
Sexual - Direct or indirect involvement with sexual activity, under duress or without consent / ability to consent.	<ul style="list-style-type: none"> Rape Indecent assault Indecent exposure Exposure to inappropriate material 	<ul style="list-style-type: none"> Unexplained changes in behaviour New tendency to withdraw Recent development of overly sexual behaviour Deliberate self-harm Incontinence / bed wetting Disturbed sleep patterns Discomfort in walking Unexplained bruising, injuries in personal areas Excessive washing Stained or torn clothes Sexually transmitted or urinary tract infections Pregnancy
Physical - Non accidental infliction of force resulting in injury or impairment	<ul style="list-style-type: none"> Inflicted physical injury not satisfactorily explained Injury where it is known or suspected that it was inflicted intentionally or through lack of care Assaults, hitting, slapping, pushing, kicking, burns, abrasions, fractures, welts, wounds or marks of physical restraint Misuse of medication or medical processes Inappropriate restraint 	<ul style="list-style-type: none"> Injury that is inconsistent with explanation given Cowering and flinching Bruises/ marks Abrasions, especially to wrists and / or ankles Unexplained burns, scalds or fractures Hair loss in one area Frequent minor incidents without seeking help Unusually sleepy or docile Frequently moving GP or care providers Emotional distress, low self esteem

<p>Neglect or acts of omission</p> <ul style="list-style-type: none"> - Ignoring or withholding physical or medical care to the detriment of wellbeing 	<ul style="list-style-type: none"> • Failure of a person who has responsibility, care or custody to provide access to health, social or educational care services (unintentional or deliberate) • Withholding necessities of life, including nutrition, medication, heating, shelter • Failure to intervene 	<ul style="list-style-type: none"> • Poor hygiene or cleanliness • Unkempt or unsuitable clothing for the weather conditions/ environment • Untreated illness • Dehydration, weight loss, malnutrition, hunger • Repeated infections • Unexplained trips/ falls • Incontinence issues not addressed • Inconsistent or reluctant contact with health or social care agencies • Withholding needed items such as hearing aids, glasses, medication etc
<p>Financial</p> <ul style="list-style-type: none"> - Unauthorised or fraudulent obtaining and improper use of funds, property or resources 	<ul style="list-style-type: none"> • Misuse or misappropriation of property, possessions or benefits • Theft, fraud, exploitation • Pressure in connection with wills, property or inheritance • Extortion of money, property or possessions by threat, coercion or fraudulent means • Refusal to let the vulnerable person have access to their own money, property or possessions 	<ul style="list-style-type: none"> • Unexplained or sudden inability to pay bills • Unexplained or sudden withdrawal of money from accounts • Personal possessions of value go missing without explanation • Contrast between known income and actual living conditions • Someone responsible for paying bills is not doing so • Unusual interest by a relative, friend or neighbour in financial assets • Where services are refused under pressure from potential beneficiaries • Unusual purchases unrelated to the known interests of vulnerable person
<p>Discriminatory</p> <ul style="list-style-type: none"> - When values, beliefs or culture result in a misuse or power that denies opportunities 	<ul style="list-style-type: none"> • Unequal treatment • Inappropriate use of language • Exclusion • Harassment 	<ul style="list-style-type: none"> • The vulnerable person is subject to racist, sexist, gender or homophobic abuse or relating to their age, illness or disability • Not meeting cultural or religious needs • Imposing unwanted political, cultural or religious beliefs • Acts or comments motivated to harm or intimidate • Inciting others to commit abuse • Lack of effective interpreter provision
<p>Institutional</p> <ul style="list-style-type: none"> - When the culture of the organisation, such as a care or medical facility, doesn't prioritise care 	<ul style="list-style-type: none"> • Abuse due to imposing rigid and insensitive regimes or routines • Poor practices embedded in systems • Unskilled or untrained staff • Intrusive or evasive interventions • Environment allowing inadequate privacy or comfort 	<ul style="list-style-type: none"> • Lack of or inappropriate care plans • Contact with the outside world not encouraged • Restricting visitors • Not accounting for individual preferences • Lack of choice or consultation • Lack of privacy • Subdued behaviour • Lack of personal clothing/ belongings • Strong smell of urine, linen not changed regularly • Furniture positioned to restrict movement

9. Reporting process

There is one streamlined process for any employee, member, contractor or volunteer undertaking services for Thanet District Council to report ANY safeguarding concern, whether it is about a child, young person or vulnerable adult. [An example report form is included in appendix I and available online as a web form, however this information can also be given verbally to a safeguarding officer if it is not possible to fill out a form.]

Having one simplified process, ensures that the council meets its numerous reporting duties around different safeguarding aspects, including child protection, vulnerable adults, human trafficking, modern slavery cases and radicalisation, without having a number of different systems and processes.



This also supports the view that if someone is 'at risk' of abuse, this could be complex and include different forms. It is for specialist services to investigate this further. The person reporting the concern may only have one piece of a bigger picture.

It is always advised, where possible, to try to obtain the consent of the person who the concern is about, and notify them of any referral, although it is recognised it is not always possible, or to do so may put someone at risk. Therefore it needs to be considered with each situation.



- All employees, members, contractors and volunteers are trained and advised to report their concerns to their **line manager and the Community Safety department**, which holds responsibility for safeguarding and designated officers, who have undergone enhanced safeguarding training and work in a multi-agency office.

It is recognised that the council is not a 24 hour service, and if it is suspected a person is, or could be in significant and immediate harm, and a designated safeguarding officer isn't available, the information should be passed on **immediately to the Police directly by calling 999, (and then the designated council officer notified afterwards).**

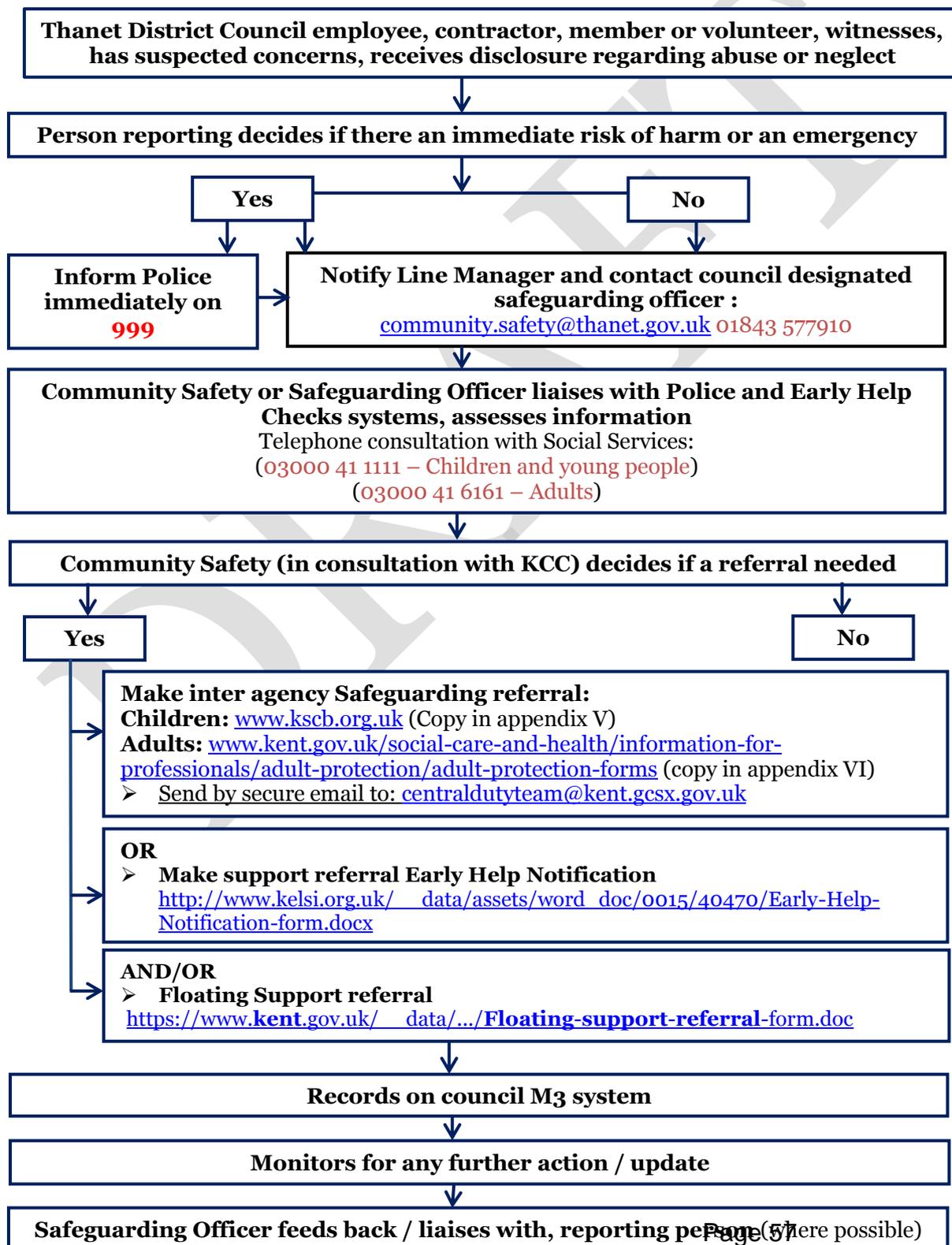
Social Services can be reached out of hours on : 03000 419191 and will deal with urgent enquiries relating to both children and adults.

A full list of key safeguarding contacts is included in appendix IV.

10. What happens after a report

Officers within the Community Safety team, with Safeguarding responsibilities, take the reported information, liaise with the a designated safeguarding officer for the council, partner agencies such as Social Services and the Police and assess any further action.

- The officer who made the report may be asked more questions by either the Community Safety Officer or Social Services and may also be required to give evidence as a witness. It is often not possible to be anonymous.
- Following assessment of the information, it may be that an immediate referral is required, to either Early Help or Social Services, or that a telephone consultation with either children's or adult services is needed, first to obtain further clarification.



11. Recruitment and employment

Whilst Thanet District Council does not hold responsibility for Social Services, employees, members, volunteers and contracted service providers may still have contact with children, young people and vulnerable adults.

As such, the council must take all steps possible to ensure checks are undertaken where appropriate to roles and responsibilities, where it is likely there will be a degree of unsupervised contact with a children, young person or vulnerable adult.

Confirmation of employment for all new employees is subject to satisfactory checks and references in line with Thanet District Council's Recruitment and Selection Policy and Procedure, and the Disclosure and Barring Service (DBS) Policy. These documents can be found on the HR web pages.

Each role within the organisation, including that of members, volunteers and service contractors will be categorised depending on level of contact. A level of vetting and assessment is then required for roles where there is likely or regular unsupervised contact with children, young people and vulnerable adults.

This list is maintained and reviewed annually by the safeguarding officer, or as required following any changes to roles and responsibilities.

New or amended roles

Any new or amended job role is passed to a designated safeguarding officer, prior to being submitted for job evaluation. Further enquiries are also made with the recruiting manager by HR if the degree of contact is unclear from the detail in the job description.

- It is the recruiting managers responsibility to ensure any new or amended job roles are passed through a designated or deputy designated Safeguarding Officer. The job evaluation panel should not accept any roles that have not been assessed by a safeguarding officer.

Vetting and disclosure

National guidance provides guidelines as to the types of job roles and regulated activity that requires certain levels of vetting. A list of all Thanet District Council roles, and level of vetting required is maintained up to date.

The degree of contact with a child, young person or vulnerable adult, that the role and responsibilities require will determine the level of vetting or disclosure checking that is required.

Vetting / Check	What it covers	Who applies
Basic DBS or Disclosure Scotland	Unspent convictions only	Individual to Disclosure Scotland (although can be sent direct to employer if requested)
Standard DBS	Unspent convictions, cautions, Any relevant spent convictions, or convictions exempt from filtering*	Organisation to the Disclosure and Barring Service
Enhanced DBS	Unspent convictions, cautions, Any relevant spent convictions, or convictions exempt from filtering *, plus any local relevant information	Organisation to the Disclosure and Barring Service
Police Level 2	Any relevant spent or unspent convictions, or convictions exempt from filtering *, plus all local relevant information	Organisation direct to Kent Police Vetting

* Usually includes recent cautions, reprimands or offences that involve violence, drugs, safeguarding or sexual, or that aren't subject to the Rehabilitation of Offenders Act 1974

Any role that has a degree of regular contact with children, young people or vulnerable adults will necessitate a Disclosure and Barring Service (DBS) formerly known as Criminal Records Bureau (CRB) check to be undertaken. The process checks any unspent convictions recorded by the Police National Computer, Scottish Criminal History System and Criminal Record Viewer (Northern Ireland)

There are three levels of checking by the DBS and a further more intensive screening by Kent Police (Level 2) for specialised roles in the multi-agency collocated office. There is no expiry date, as the check is only as current as when it was carried out, but guidance advises undertaking checks at least every 3 years.

Government Secure email addresses and vetting

Any new applications for issue of a government secure 'GCSX' email address for roles that handle sensitive information, but do not have direct customer contact warranting standard or enhanced DBS checking are the only roles asked to undertake a Basic Disclosure check.

If a role requires both a secure email address and has customer contact, then a higher level check is required as set out in the classification of roles.

Classification of roles

The majority of local authority roles, including that of members, contractors and volunteers will have limited contact and therefore will not require vetting. For those that do, the table below sets out the requirements.

Category	Level of contact	Description	Type of vetting	Advised training
A	No person contact but handles sensitive information	If deemed to require secure email address	Basic DBS/ Disclosure Scotland only	Basic E-learning + Additional Data protection and information sharing
B	No contact or irregular but supervised	No contact or ad hoc in public places and would never be left alone	Not required	Basic E-learning awareness modules / Classroom briefing sessions for remote workers
C	Regular but supervised	Likely to come into contact with children and vulnerable adults through the nature of the role but never left alone	Standard DBS	Basic classroom awareness training
D	Direct or regular unsupervised access	Regular or direct unsupervised contact or potential for, eg. lone working, home visits in a relevant setting or work for a specified role	Enhanced DBS	Enhanced classroom awareness training plus sector specific courses
E	Designated Safeguarding Officers, Safeguarding Officer, safeguarding champion	Need for an increased awareness or may supervise people who may have direct contact	Enhanced DBS, and possibly Police Level 2 vetting	Enhanced classroom - specific designated staff training or strategic awareness for senior posts/ members
#	+ Multi agency office ng	Irrespective of role or contact – office security requirement	DBS as per above + Police Level 2 vetting	Additional vetting for those officers that work in the multi-agency office

Use of contractors

The Local Authority works with contractors to undertake some functions on its behalf. Thanet District Council will take reasonable steps to ensure that contractors are monitored appropriately, and where any contractors, their employees or associated sub-contractors may come into contact with children, young people or vulnerable adults, there is an expectation that they will comply with the terms of this policy.

They must also ensure that they are familiar with the reporting procedures and report any concerns to the Local Authority point of contact managing any contract or service level agreement and a designated safeguarding lead.

- It is the responsibility of any employees, members or volunteers working or contracting out services to ensure that those they are working with are aware of this policy and reporting procedures.

Access to this policy is available on the council webpages, and Safeguarding referred to as clauses within contracts and grant offers.

Work Experience and volunteers

Thanet District Council works with volunteers and offers work experience to some roles within the organisation. Prior to establishing a volunteer or work experience programme, consultation should be had with a designated Safeguarding Officer and Human Resources. Applications for DBS checks can be undertaken for volunteers at no charge.

- It is the responsibility of any employees, members, or contractors working with volunteers or initiating work experience to ensure that appropriate safeguarding measures are in place and adequate training given, prior to commencing any role.

12. Training

The council has a responsibility to ensure that all staff, employees, members, contractors or volunteers have an awareness of what safeguarding is, appropriate to their role and level of contact with children, young people and vulnerable adults.

Different roles and service areas have different needs and accessibility requirements, different types of safeguarding training are available.

The level of vetting required is also aligned to the level of training needing to be undertaken, as an indicator of regularity of contact.

This training provision is regularly reviewed in line with Kent Safeguarding Board material and best practice recommendations.

E-learning

A Safeguarding e-learning module is available on the e-learning pages on the 'Learning and Development' section of the intranet pages. It contains two core components, one called 'Safeguarding' and once called 'Prevent'.

The Safeguarding module covers general child, young person and vulnerable adult awareness and the 'Prevent' module, contains specific information regarding the new duty to work towards the national counter terrorism agenda.

All members of staff who have computer access are required to undertake both of these modules at least annually. For those staff who do not have e-learning access, additional classroom based inputs are arranged.

Classroom based inputs

The council undertakes in house classroom based safeguarding inputs using content accredited by the Kent Safeguarding Board, delivered by accredited trainers. Classroom based inputs should be refreshed no less than every two years, but where possible annually.

There are five levels of classroom based inputs that are delivered depending on each individuals role requirements.

- Service managers are required to know which training their staff should be invited to.

Role requirements

Assessment as to the level of safeguarding training required, is made in consultation with the service manager, Human Resources and is maintained by the Safeguarding Officer.

The level of training is dependent on each positions responsibilities and job requirements contained within the current job description, and may change depending on specific projects or initiatives.

It is the responsibility of service managers to identify if a specific task requires additional training or awareness.

The list below serves as a guide, with a full staff list being held by the safeguarding officer. The level of training usually aligns with the level of vetting required. Except in the case of manager or supervisor positions who require enhanced inputs regardless of vetting classification.

Training levels	Training involved	Content	Who?
Basic classroom	1 hour input (Annual refresh)	Basic overall summary, responsibilities and reporting process	All staff, members, volunteers and contractors who have very minimal to no, contact with children, young people and vulnerable adults and have already completed e-learning Those with no, or basic DBS checks.
Remote Training – area specific classroom	1-2 hour input (service dependant)	Basic overall summary, responsibilities and reporting process with additional information included in e-learning, tailored to specific service areas.	Those who do not have computer access or who are unable to undertake e-learning Specific to service areas and roles
Enhanced classroom	2 hour input (Annual refresh)	Basic overall summary in more depth	Those who require additional information and awareness, have a degree of regular contact. Roles that undertake home visits or work in public open spaces unsupervised Standard and enhanced DBS
Manager classroom	2 hour input (Annually)	Working with designated officers. Serious case reviews, legal duties, responsibilities Recording and documenting sensitive information	All service managers, supervisors, heads of service and CMT. Cabinet members, regardless of vetting

		Receiving and supervising staff who may raise safeguarding concerns	
Safeguarding champion	Half day input (Quarterly)	More detailed overview Focus on role of safeguarding forum and raising awareness within teams More interactive, with exercises	All safeguarding champions Portfolio holder/ member champion
Designated Officer –	Accredited, half day, Delivered by KSCB trainer, often external (Annual refresh and regular attendance at Safeguarding Boards for updates)	Full detailed and in depth inputs Able to deliver content on behalf of Kent Safeguarding Boards and accredited to train staff	Designated officers Deputy designated officers Community Safety Officers – Safeguarding assistants

Induction of new starters

All new starters are expected to familiarise themselves with the Safeguarding Policy and associated procedures. This is included in the induction booklet and forms part of the initial discussions with their line manager.

Appendix I: Safeguarding report form

SAFEGUARDING REPORT FORM

- Please record the details of the concern/ incident / allegation in the boxes.
- Only include facts observed and / or what you have been told.
- Include as much detail as you can remember.

YOUR NAME:

CONTACT DETAILS:

1. WHO was involved?

Victim? Perpetrator? Do you know their names? Any nicknames?
Do you have their contact details? address?
How old are they approximately?
Can you describe them?

2. WHAT happened to give you cause for concern?

Describe in as much detail as possible
Were there any visible injuries? If so, where

3. WHEN did this happen?

Date
Time

4. WHERE did this happen?

Where were you exactly?
Was anyone else there?
Did anyone else witness or hear anything?

5. HOW did they react?

The victim? The perpetrator?
Were you able to tell them you were passing on your concerns or get their consent?

6. WHY did this did you cause for concern?

Please now pass this information onto your line manager and

Community.safety@thanet.gov.uk 01843 577910

999 if someone is in immediate risk of harm

Appendix II: Key Safeguarding legislation

The following legislation and guidance underpins this safeguarding policy, associated procedures and duties. This list is not exhaustive and subject to updates.

Legislation/ guidance	Detail
Modern Slavery Act 2015	Introduced a new duty for the Local Authority to report to the National Crime Agency about any potential victims of modern slavery or trafficking
Serious Crime Act 2015	New offence of 'Controlling or coercive behaviour'
Counter Terrorism and Security Act 2015	<p>Introduced a national Counter Terrorism Strategy, with four strands: Prevent – people from becoming involved with terrorism or supporting extremist ideals Pursue – those involved in activity supporting terrorism Protect – strengthen infrastructure and improve resilience Prepare – mitigate the impact of an attack</p> <p>The Act also introduced new duties to ensure a local Prevent action plan is formulated and a duty to report those who could be vulnerable to radicalisation or exploitation into extremist activity.</p>
'Working Together' (updated) guidance 2015	<p>Revised in 2015. Sets out how organisations should work together to safeguard and promote the welfare of children.</p> <p>A copy can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf</p>
'Care and Support' Statutory Guidance 2016	<p>Provides guidance on sections 42-46 of the Care Act 2014 and replaced the 'No secrets' Guidance of 2000.</p> <p>Sets out how providers of health and social care functions should work jointly to Safeguard Vulnerable Adults and fulfil statutory duties set out in the Care Act 2014.</p> <p>A copy can be found here: https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</p>
The Care Act 2014	<p>Outlines the responsibility of Local Authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect.</p> <p>It also introduces the responsibility of Local Safeguarding Adults Boards, in order to bring together key local partners to focus on safeguarding strategy and practice.</p>
Anti-Social Behaviour, Crime and Policing Act 2014	<p>Chapter 12, part 10: Introduced forced marriage as a criminal offence, punishable up to 7 years imprisonment. It also applies to UK nationals overseas.</p> <p>Introduced new tools and powers to tackle Anti-Social Behaviour, which could be used as sanctions to safeguard victims.</p> <p>Also introduced the Community Trigger case review process and Community Remedy to encourage greater transparency for victims.</p>
Protection of Freedoms Act 2012	<p>Made amendments to criminal records checking processes, to ensure more rigorous relevance. Formerly known as Criminal Records Bureau (CRB) now Disclosure and Barring Service (DBS)</p> <p>Also introduced an update service, allowing employers to check for changes since last record check.</p>
Crime and Security Act 2010	Introduced Domestic Violence Protection Orders (DVPO), from March 2014, Police and magistrates can issue a DVPO where there is insufficient evidence to charge a perpetrator, but conditions can be placed on them by way of this order, much like bail, to protect victims for up to 28 days.

Apprenticeships, skills, Children and Learning Act 2009	Section 9 makes amendments to the Children's Act 2004, regarding the establishment of Children's Trust Boards. Names 'relevant partners' (Which includes district councils) as having a duty to cooperate in making arrangements to improve wellbeing and have power to pool budgets and share resources.
Safeguarding Vulnerable Groups Act 2006	Created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children, young people and vulnerable adults across all services.
Mental Capacity Act 2005	Made it an offence to neglect or deliberately ill-treat a person who lacks capacity
Children Act 2004	Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children. Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils) Section 13 requires each local authority to be a statutory partner in Local Safeguarding Children's Boards.
Sexual Offences Act 2003	Replaced the Sex Offenders Act (1997) and incorporated 50 new offences including a new 'Grooming' offence. Offences also included the use of the internet in child abuse and to abuse positions of trust, as well as a new definition of rape.
Female Genital Mutilation Act 2003	This act made Female Genital Mutilation (FGM) illegal in this country. It is an offence to undertake the procedure and assist others, including UK nationals overseas, except in specific medical grounds.
Homelessness Act 2002	It is a requirement for the Council to refer homeless people with dependent children, who are ineligible for homelessness assistance or who are intentionally homeless to Children's Social Services, as the child could be at risk of harm.
Adoption Act 2002	Expanded the definition of harm, in the Children Act 1989, to include witnessing domestic violence.
Sexual Offences (amendment) Act 2000	Introduced the concept of 'abuse of trust', whereby an adult could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the young person is above the age of consent (16).
Care Standards Act 2000	Sets out a regulatory framework and service standards for regulated services such as residential care. Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers working with vulnerable adults.
Local Government Act 2000	The Council has a responsibility to address the needs of children and young people living in the area.
Protection of Children Act 1999	Sets out the framework to enable employers to check on the suitability of employees to work with children, and builds upon the Police Act 1997 which established the Criminal Records Bureau (Now Disclosure and Barring Service)
Human Rights Act 1998	Sets out the rights of children and families to challenge what they perceive to be infringements.
Children Act 1989	Section 17 – Children in need. The Local Authority has a duty to safeguard and promote the welfare and wellbeing of children within their area who are in need. Section 47- Children at risk. The Local Authority has a duty to make enquiries when there is reasonable cause to suspect that a child or young person living in their area is suffering or is likely to suffer significant harm. The Children Act 1989 defines 'harm' in section 31 as: ill-treatment, impairment of health or development, including impairment suffered from seeing or hearing the ill treatment of another.

Appendix III:

Guide to safe working practices

In addition to the Employee and Member codes of Conduct and working protocols, the following practices should serve as a guide to employees, members, volunteers and contracted service providers who have contact with children, young people and vulnerable adults.



Best practice

- ✓ The wellbeing, safety and security of the child, young person or vulnerable adult should remain the paramount to any other objective of a project or initiative.
- ✓ Utilise recognised agencies such as schools, youth clubs, sports clubs to communicate and engage with children, as opposed to lone ventures for projects.
- ✓ Always ensure you can be seen and observed publically when working with children, young people and vulnerable adults, and avoid situations when you could be left alone.
- ✓ If someone reports a concern – best to pass something on. “If you see [or hear] something, Say something!”
- X Try not to set up meetings with children, young people or vulnerable adults outside of organised activities
- X Avoid lone visits, ensure another responsible person remains with you, where possible
- X Don't take photographs of children, young people or vulnerable adults unless it is through consultation with the Communications Team, written consent from an individual, parent/carer has been obtained and it is for a very specific purpose which has been clearly explained.



Social media

- Avoid adding or accepting on personal social media accounts, (eg Facebook, twitter, Instagram) children, young people or vulnerable adults, you have come into contact with through council employment or volunteering.
- All social media engagement as part of your council role, should take place via approved social media platform. (The Communications Team are able to give further guidance around this)
- Do not post any comments or images of children, young people or vulnerable adults.
- Be aware that other users could ‘tag’ you in inappropriate content. If this happens, you should immediately ‘de-tag’ yourself and contact the user to ask for this to be removed
- If you come across inappropriate content you should report this to the social media platform.
- If the inappropriate content contains a localised safeguarding risk, you should report this using the process within the Safeguarding Policy.



Privacy

- Everyone has the right to privacy, but ensure that personal activity, including that online, does not compromise any professional position.
- Ensure that your privacy settings are set correctly
- As a minimum it is recommended that you set your security levels to approve content posted by others that includes you, and set your privacy to ‘friends only’ (or the equivalent on different platforms)

Appendix IV: Key contacts

- KEY SAFEGUARDING CONTACTS -

THANET DISTRICT COUNCIL

Community Safety Team

Community.safety@thanet.gov.uk

Community.safety@thanet.gcsx.gov.uk

01843 577910

01843 577000

Designated Safeguarding Officers

Penny Button – Head of Safer Neighbourhoods

Jessica Bailey – Community Safety Team Leader

penny.button@thanet.gov.uk

Jessica.bailey@thanet.gov.uk

Safeguarding Officer

Jo-Anna Beckingham – Safeguarding Officer

safeguarding@thanet.gcsx.gov.uk

KENT COUNTY COUNCIL

Childrens Social Services (Duty team)

Out of hours

Fax (Last resort)

03000 41 1111

03000 41 9191

03000 412345

Adult Social Services (Duty team)

Out of hours

Fax (Last resort)

03000 41 6161

03000 419191

03000 412345

HEALTH

Community Mental Health Trust (The Beacon)

Mental Health Crisis Team

Thanet Mental Health Care Trust Team (QEQM)

01843 855200

0300 222 0123

01843 225544

Local Authority Designated Officers (LADO)

Kroner House, Eurogate Business Park, Ashford, TN24 8XU

KentChildrensLado@kent.gov.uk

03000 41 0888

OTHER

Channel Panel

Channel@kent.pnn.police.uk

Operation Willow : Child Sexual Exploitation Team

Cse.team.kent.and.medway@kent.pnn.police.uk

Cse.intelligence@kent.pnn.police.uk

01622 652668

NSPCC Child abuse Whistleblowing Helpline

help@nspcc.org.uk

0800 0121 700

Modern Slavery – duty to notify

DutyToNotify@homeoffice.gsi.gov.uk

0800 028 0285

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Annex 2 - Customer Impact Screen

Topic	New combined safeguarding policy
For decision by (name and date)	
Date of screening assessment	07/08/2016
Author	Jessica Bailey – Community Safety Team Leader

Introduction to the proposal and background	Previously the council had a separate Child Protection and Vulnerable Adults Policy. New pieces of legislation have introduced new duties and responsibilities for Local Authorities and broadened the remit of Safeguarding. In response to this the council has reviewed existing policies and combined them into one streamlined safeguarding policy. This is in recognition that anyone within the district could be at risk, and definitions have now broadened beyond that of just children or vulnerable adults.				Evidence
	Negative Impact		Benefits		
protected characteristics	Yes	No	Yes	No	<ul style="list-style-type: none"> Briefly describe initial thoughts on who will be affected and how (positively & negatively) What evidence/data have you used to inform your judgement? Highlight which protected characteristics will require full analysis based on the screening process, including details of issues you need to explore further – if full analysis is not required please explain why.
Age		X	X		Previously there were separate processes for children under the age of 18, looked after children or ex care leavers up to the age of 25 and then vulnerable adults. This new broader policy removed any need to consider someone's age or potential form of vulnerability, and just ensures employees, members, contractors and volunteers report their concerns. This will have a positive benefit as now the policy asks that any risk factor or concern is passed on regardless of age.
Gender (Sex)		X	X		All protected characteristics are included equally within definitions and will suffer no adverse benefits,
Disability		X	X		Broader definitions explicitly mention disability and discrimination, and revising this policy will raise awareness within the organisation and third party organisations discharging functions on the council's behalf.
Race		X	X		The new policy picks up arrangements for reporting trafficking concerns and also raises the profile of this issue which is a positive.
Sexual Orientation		x	X		The new policy treats anyone from all backgrounds as equal and views based on reported vulnerability. This ensures a broader look at vulnerability and could potentially better support people from minority groupings who could be more susceptible to any form of hate crime.
Gender Reassignment		X	x		Covered in the above. All are included equally.
Pregnancy & Maternity		X	x		The policy reaffirms responsibilities to children and this would extend to expectant mothers, ensuring awareness of statutory responsibilities to this ground if identified as vulnerable.
Marriage & Civil Partnership		X	x		
Socio-economic/ social inclusion		X	X		The policy raises the profile of economic abuse of vulnerable people which those from some socio-economic backgrounds could be more susceptible to.

Customer Impact Assessment

Topic	New combined safeguarding Policy
For decision by (name and date)	OSP 25 October 2016
Date of screening assessment	07/08/16
Date of this assessment	08/09/16
Author	Jessica Bailey – Community Safety Team Leader
Assessment Team	Jessica Bailey – Community Safety Team Leader, Cara Radford – Community Safety Officer, Penny Button – Head of Safer Neighbourhoods Claire Grant – Customer Contact and Engagement Officer

Detailed analysis	
Issue 1	Broadening the definition of safeguarding to include all people equally, will ensure that everyone is alert to all possibilities, and the key message and focus is that information surrounding vulnerability gets reported. This ensures that safeguarding concerns are passed on efficiently, where as previously officers may have had to make their own threshold assessment which could be subjective.
Stakeholders/interested parties	All employees, contractors, volunteers, members, service users, residents, visitors to our district.
Consultation & Engagement	No external consultation, it is an internal policy. There will be promotion and awareness raised on TOM, staff training delivered , inputs at members briefings and managers forum as well as the formal policy consultation process. Internal consultation sent to all Heads of Service, housing, finance, legal, communications, portfolio holder
Data sources and evidence	Recent legislative changes have given additional duties to the Local Authority Thanet has the highest levels of Domestic Abuse, Looked After Children, Children in Care, and vulnerable adults living in the community. Whilst some of this is historic in that care facilities were often places in seaside locations, agencies have also had to ensure the most effective responses to complex issues. This policy will align reporting and support, under one combined safeguarding policy to ensure greater inclusion.
Protected Characteristic(s) affected	Age, disability, race, sexual orientation,
Impacts Identified	Broadens definition enables more people to potentially be identified and supported.
Mitigation options,	Monitoring: this policy will be reviewed annually

reasonable adjustments and potential solutions	<p>The policy will be sent to Kent Safeguarding Boards as part of the s11 audit process. Senior managers and members will also scrutinise this policy. Any procedures will be drafted in consultation with the organisation wide safeguarding forum that is due to be established.</p>
Final recommendation for this issue	<p>To agree the policy, there are no risks to streamlining the process, only benefits, extending the remit and definition and strengthening the process to safeguarding all people in Thanet and ensure wellbeing.</p> <p>A full council wide refresh of training will also be delivered, prioritising those key services that have direct contact, are already DBS checked. Such as housing.</p> <p>Training provision will also be made available for contracted providers as part of the implementation of this policy when adopted.</p> <p>Safeguarding has also now been adopted into the new impact assessment template to ensure it is considered.</p>
Aims of the Duty furthered by this recommendation	<p>1. Eliminate Unlawful discrimination – harassment, victimisation & any other conduct prohibited by the Act. There is no unlawful discrimination</p> <p>2. Advance Equality of Opportunity by: Equality of opportunity is broadened by extending the definition of safeguarding and meeting the needs of those with protected characteristics.</p> <p>3. Foster good relations The council has a duty to ensure it protects the safety and wellbeing of residents in this case and takes appropriate action. This policy ensures a robust response to this by training staff in the application of this policy the council will be promoting understanding amongst its staff and third party service providers</p>

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**REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK
PROGRAMME FOR 2016/17**

Overview and Scrutiny Panel **25 October 2016**

Report Author **Senior Democratic Services Officer**

Portfolio Holder **Councillor Crow-Brown, Cabinet Member for Corporate Governance**

Status **For Decision**

Classification: **Unrestricted**

Key Decision **No**

Reasons for Key **N/A**

Previously Considered by **None**

Ward: **Thanet Wide**

Executive Summary:

The purpose of this report is to update Panel Members on the progress regarding the work of the Panel, most of which is undertaken through three working parties. This report reviews the work programme for 2016/17.

Recommendation(s):

Members are recommended to note the report.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report.
Legal	There are no legal issues arising directly from this report.
Corporate	The work programme should help to deliver effective scrutiny. An active Scrutiny programme is part of good governance and will, ultimately, underpin the Council's use of resources assessment.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these. It should also be noted that a review to be conducted by one of the working parties focuses on protecting vulnerable individuals of the local community from violence.		

CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

1.0 Introduction and Background

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Annual Panel meeting on 24 May 2016. The Panel reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Electoral Registration Process Review Working Party. This is an update of the work programme since the previous meeting held on 16 August 2016.
- 1.2 Brief progress comments for each sub group are in subsequent sections, including Table 2 of the report. Chairmen and other Members of the working parties could provide additional comments during the debate of this item at the Panel meeting.

2.0 Community Safety Partnership Working Party

- 2.1 Members met on 03 October and received an informative presentation on ‘Sexual Offences Victims Support in Thanet’ from the Kent Police representatives, as part of the Thanet Community Safety Partnership.
- 2.2 The meeting was informed that since the Home Office review in 2013, the Police had improved the processes for investigating, prosecuting and supporting sexual offences victims through the adoption of national standards. This led to the setting up of 39 Rape Assault Referral Clinics (SARC) across England and Wales, and Kent had one such clinic based at the Maidstone Hospital, where victims from Thanet would be referred to. There was also an East Kent Rape Line, an affiliate body of the national charity Rape Crisis, based in Canterbury.

- 2.3 Members were advised that the statistics regarding reported rape cases, investigations, prosecutions and convictions should be context informed by the fact that the process is long drawn by its very nature taking up to about twelve months to eighteen months from reported incident to conviction. Members were assured that the Police had dedicated, highly trained and specialised officers who deal with sexual offences investigations. Further information can be found in the minutes of the working party meeting on the Council website on the link below:

<http://democracy.thanet.gov.uk/ieListDocuments.aspx?CId=504&MId=4544&Ver=4>

- 2.4 A follow-up presentation was being planned that would provide additional information to the working party before Members can draw some conclusion to the issue, which could lead to recommendations being brought to the Panel for consideration and perhaps onward submission to the Kent and Medway Police Crimes Panel.

3.0 Corporate Performance Review Working Party

- 3.1 Members received quarterly performance reports from Thanet District Council, East Kent Services (including EKHR) and East Kent Housing. From the reports received, Members were concerned about the residents' annual survey results which indicated some dissatisfaction with the street cleaning services. In response officers indicated that they were working to address the issue by bringing in more mechanical sweepers.

- 3.2 East Kent Services reported council tax and business rates collection levels that were less than at this stage in the previous year. However officers assured Members that there was no need for concern as this performance will improve soon. Officers were concerned about the number of verbal and in one instance physical attacks on staff at the Gateway by some customers. In addition to reporting such incidents to the Police, management was developing a guide for staff on how best to manage such situations in future.

- 3.3 The new Chief Executive acknowledged that there were a number of challenges that East Kent Housing was facing this financial year. These included the following:

1. Voids Performance;
2. The need to address asset management under the Capital Programme;
3. Performance is under target for heating repairs for housing stock in Thanet.

- 3.4 Members were assured that EK Housing management was working on initiatives to resolve the above issues. These included the recruitment of senior staff (at director level with a focus on property) and middle managers. They were also negotiating with the Health & Safety Executive (HSE) to see whether it is possible to hold an annual licence for Trove Court and Kennedy House, which would allow them to carry out the work without the fourteen day notification to the HSE each time asbestos material was discovered in the any of the properties.

- 3.5 A review of the asset management by a leading consultancy, HQN is currently underway and recommendations from that exercise would be reported to EK Housing management and the implementation of these recommendations would be monitored by the EK Housing Board.

4.0 Electoral Registration Process Review Working Party

- 4.1 The working party will be meeting on 17 October to consider a report on 'current process for increasing voter awareness, registration and participation in the electoral process.'

4.2 Members would like to explore and thereafter propose to the Electoral Services Team ways to improve voter registration in the district.

5.0 Key Agenda Items for Future Overview & Scrutiny Panel Meetings

5.1 Table 1 highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2016/17. The items are sourced from the Forward Plan, whilst others are standing items or would have been requested by Panel or non-Panel Members. Table 2 reports on progress to date on the activities of all the sub groups set up by the Panel in 2016/17.

5.2 Terms of reference of each of the current sub groups are set out at the end of the report for ease of reference by Members during Panel discussions.

6.0 The Sub Group Activities and Watching Briefs Report Updates Table 2

6.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:

- a) **Standing Working Party** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
- b) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel's work programme.
- c) **Watching briefs** – possible additions to the work programme dependent upon any changes in the status of these items.

Table 1 – Current OSP Work Programme for 2016/17		
Overview & Scrutiny Panel Meeting Date	Indicative Agenda Items	Issue Source
25 October 2016		
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Fulfilling Thanet's growth and development opportunities	Community Services item on Forward Plan
	New - Combined Safeguarding Policy	Community Services item on Forward Plan
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
21 November 2016 Extraordinary OSP	Thanet Local Plan - Consultation	Community Services Item on the Forward Plan
	Budget Strategy 2017/18	Financial Services item on the Forward Plan
	Fees & Charges 2017/18	Financial Services item on the Forward Plan
	Council Tax Support Scheme	Financial Services item on the Forward Plan
13 December 2016	Cabinet Member Presentation	
	Review of Thanet District Council Scrutiny Arrangements	Corporate Governance
	Asset Management Plan	Corporate Governance Services item on the Forward Plan
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
26 January 2017	Budget and Medium Financial Plan 2017-2021	Financial Services item on the Forward Plan
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
14 February 2017	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
25 April 2017	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
23 May 2017	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17				
Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr Martin Cllr M. Saunders	Penny Button; Jessica Bailey	The group met on 03 October 2016 and received a presentation on support service for victims of rape in Thanet' from Kent Police and will get a follow-up multi agency presentation in due course before Members decide on how to conclude the investigation which could lead to suggestions being made to the Police Crimes Panel on how to improve the service.	On going
Date of Establishment: 28.05.08 Corporate Performance Review Working Party	Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Jaye-Jones Vacant (Independent Group)*	Tim Willis	The working party met on 23 August 2016 and received Qtr.1 performance reports from TDC, EK Services (including EKHR) and EK Housing.	On going
Date of Establishment: 29.05.12 Electoral Registration Process Review Working Party	Cllr K. Gregory (Chairman) Cllr Campbell Cllr Connor Cllr Dawson Cllr Falcon Cllr Grove Cllr Jaye-Jones	Claire Hawken	The sub-group is scheduled to receive reports regarding voter registration updates by ward on 17 October 2016.	On going
Presentations				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
Watching Brief Items				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to Full Council on 15	OSP keeping a watching brief on the issue

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17				
Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
			<p>October 2015 and Members noted the report.</p> <p>The Panel also agreed to keep a watchful brief to monitor the progress by EKHUFT towards developing the new clinical strategy for the region whilst maintaining a special interest on its implications for Thanet District.</p> <p>The cross-party QEQM Hospital Cabinet Advisory Group met for their first meeting on 21 April 2016 and agreed their terms of reference. They agreed to keep a watching brief until there were some developments at EKHUFT.</p>	
Proposed review of the Winter Gardens as a major events venue	OSP	Head of Economic Development & Asset Management	<p>On 18 August 2015, Panel Members agreed to maintain a watching brief on the issue and to await the completion of the current tenancy agreements review being conducted by the Executive. Members may wish to note that an item on 'Asset Management Plan' is due to come to the Panel on 25 October and thereafter will be taken to Cabinet on 17 November 2016. A decision to adopt an Asset Management</p>	OSP keeping a watching brief on the issue

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17				
Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
			Plan will be taken at Cabinet.	

***NB:** The Independent Group has been unable to assign a member from their Group to the Corporate Performance Review Working Party.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext: 7208

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Financial Services Manager
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

Community Safety Partnership Working Party Terms of Reference

1. Reducing Re-offending;
2. Safeguarding our most vulnerable people;
3. Community Confidence and Agency Collaboration.

Corporate Performance Review Working Party Terms of Reference

1. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and savings; and propose action points for improvement;
2. To monitor the performance of the Medium Term Financial Plan;
3. To maintain an overview of the major projects Council is involved in, using the project management tool kit;
4. To review the 2015-19 Corporate Plan to determine progress;
5. To review the strategies of Council to overcome the impact of lack of income and other revenue shortfalls in forward budget, debt management strategies and provision of services to residents;
6. To review the Council's progress against the Corporate Improvement Plan produced and monitored by the Strategic Development Group.

Electoral Registration Process Review Working Party Terms of Reference

1. To review the annual Canvass for 2015/16 in order to inform the electoral registration process for 2016/17;
2. Receive the findings of any internal post-election review of the arrangements and administration of the May 2016 Police & Crime Commissioner Elections and the EU Referendum;
3. To contribute ideas for consideration by the Council's Electoral Registration Officer (through the Overview & Scrutiny Panel) on options for increasing public awareness of, and participation in, voter registration.

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FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

Overview and Scrutiny Panel	25 October 2016
Report Author	Senior Democratic Services Officer
Portfolio Holder	Councillor Crow-Brown, Cabinet Member for Corporate Governance
Status	For Information
Classification:	Unrestricted
Key Decision	No
Reasons for Key	N/A
Previously Considered by	None
Ward:	Thanet Wide

Executive Summary:

To update Panel Members on the revised Forward Plan and Exempt Cabinet Reports List (hereby referred to as the Forward Plan) of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items.

Recommendation(s):

Members' instructions are invited.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report.
Legal	There are no legal implications arising directly from this report.
Corporate	The Forward Plan is a publication of key decisions, policy framework.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it. Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that policy decisions being made and service delivery to residents match these.		

CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

1.0 Introduction and Background

- 1.1 The law requires that the Council regularly publish a Forward Plan of Key Decisions. Thanet's Forward Plan and Exempt Cabinet Report List is updated monthly and published on the Council's internet site www.thanet.gov.uk
- 1.2 The aim of the Forward Plan is to allow the general public and Council Members to see what decisions are coming up over the next few months and how they will be handled i.e. whether a decision will be taken by Cabinet or Council, and whether there will be input from Overview & Scrutiny during the process.
- 1.3 Overview & Scrutiny receives an updated copy of the Forward Plan at each Panel meeting. The Panel can identify any item on the Forward Plan to be added to the Overview and Scrutiny work programme in order to be scrutinised further. A copy of the latest version of the Forward Plan is attached at Annex 1 to the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

Annex List

Annex 1	Forward Plan & Exempt Cabinet Reports List
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer
Legal	Matt Sanham, Financial Services Manager

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FORWARD PLAN AND EXEMPT CABINET REPORT LIST

12 OCTOBER 2016 TO 31 MARCH 2017

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days’ notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet’s behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council’s budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as “key” if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as “other”.

Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Committee Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, nicholas.hughes@thanet.gov.uk, telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

At least 5 clear (working) days before the meeting, the Council will publish on its website a notice giving details of representations received about why the meeting should be open to the public and a statement of its response.

The Plan represents a snapshot of decisions in the system as at the date of publication. It is updated 28 clear days before each meeting of Cabinet. The Plan is available for inspection at all reasonable hours free of charge at Thanet Gateway Plus, Cecil Street, Margate, Kent CT9 1RE.

Availability of documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Plan will be available from Thanet Gateway Plus, Cecil Street, Margate, Kent CT 9 1RE. Other documents relevant to those matters may be submitted to the decision makers; if that is the case, details of the documents as they become available can be requested by telephoning Democratic Services on 01843 577500 or by emailing committee@thanet.gov.uk.

The documents listed in the Plan will be published on the Council's website at least five clear (working) days before the decision date. Other documents will be published at the same time or as soon as they become available.

The Cabinet comprises the following Members who have responsibility for the portfolio areas shown:

Councillor Chris Wells

Councillor Lin Fairbrass

Councillor Derek Crow-Brown

Councillor John Townend

Councillor Suzanne Brimm

Councillor Hunter Stummer-Schmertzing

Leader of the Council

Deputy Leader of the Council and Cabinet Member for Community Services

Cabinet Member for Corporate Governance

Cabinet Member for Financial Services and Estates

Cabinet Member for Operational Services

Cabinet Member for Regeneration and Enterprise Services

12 October 2016 to 31 March 2017

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Events Policy	This ensures that the Council has a clear decision making process and charging policy.	1. Overview & Scrutiny Panel Cabinet 2. Robert Kenyon, Director of Community Services	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	16 Aug 16 20 Oct 16	Non-Key		OSP report Cabinet report
Annual Treasury Management Review 2015/16	Approval of the review of treasury management indicators and activity during 2015/16.	1. Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	28 Jul 16 13 Oct 16	Non-Key		Cabinet report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Designation of the proposed conservation areas at Northdown Road, Edgar Road/Sweyn Road, Clifftop, Norfolk Road/Warwick Road/Surrey Road and Clifton Place/Grotto Gardens	To implement the Council's aim to initiate the process of designating the areas of Cliftonville as conservation areas to ensure that the architecture and quality of housing in these areas is protected for generations to come.	1.Cabinet 2.Jacob Amuli, Senior Conservation Officer	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	20 Oct 16	Key		Cabinet report, with results of public consultations and final appraisal documents
Agreement of Council Safeguarding Children and Vulnerable Adults Policy	This ensures that the Council meets its statutory obligations around safeguarding.	1.Overview & Scrutiny Panel Cabinet 2.Penny Button, Head of Safer Neighbourhoods	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	25 Oct 16 17 Nov 16	Non-Key		Overview & Scrutiny Panel report Cabinet report
Council Tax Support Scheme	Changes to the current Council Tax Support Scheme - the new scheme will be implemented 1 April 2017	1.Cabinet Extraordinary Overview & Scrutiny Panel Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16 21 Nov 16 01 Dec 16	Non-Key		Cabinet report Overview & Scrutiny Panel report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Fulfilling Thanet's growth and development opportunities	Creation of jobs and economic growth	1. Overview & Scrutiny Panel Cabinet 2. Abigail Raymond, Head of Built Environment	Councillor Hunter Stummer-Schmertzing, Cabinet Member for Regeneration and Enterprise Services	25 Oct 16 17 Nov 16	Key		OSP report Cabinet report
Budget Strategy 2017/18	Cabinet to agree the budget strategy for 2017/18 budget	1. Cabinet Extraordinary Overview & Scrutiny Panel 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16 21 Nov 16	Non-Key		Cabinet report OSP report
Fees and Charges 2017/18	Council to agree the fees and charge 2017/18	1. Cabinet Extraordinary Overview & Scrutiny Panel Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16 21 Nov 16 01 Dec 16	Budget setting		Cabinet report OSP report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Budget Monitoring Qtr2	Update on Qtr2 Budget Monitoring	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16	Non-Key		Cabinet report
Thanet Local Plan Preferred Options Revisions	focused consultation on significant changes to the Council's preferred options for the future development plan for the district	1.Extraordinary Overview & Scrutiny Panel Cabinet 2.Adrian Verrall, Strategic Planning Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	21 Nov 16 08 Dec 16	Key		Extraordinary OSP report Cabinet report
Performance Report Qtr 2	Update on Qtr 2 Performance Report	1.Corporate Performance Review Working Party Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	22 Nov 16 08 Dec 16	Non-Key		CPRWP report Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Asset Management Plan	Adoption of the Asset Management Plan	1. Overview & Scrutiny Panel Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	13 Dec 16 17 Jan 17	Non-Key		Overview & Scrutiny Panel report Cabinet report
Treasury Management Strategy 2017/18	To agree the Council's Treasury Management Strategy	1. Governance and Audit Committee Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	07 Dec 16 17 Jan 17 09 Feb 17	Non-Key		G&A Committee report Cabinet report Council report
Budget and Medium financial Plan 2017-2021	To agree the draft budget 2017-2021	1. Cabinet Overview & Scrutiny Panel Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17 26 Jan 17 31 Jan 17 09 Feb 17	Budget setting		Cabinet report OSP report Cabinet No.2 report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Westcliffe Hall	The decision would be to proceed to market the site.	1.Cabinet 2.Mike Humber, Engineering and Technical Services Manager	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Non-Key	Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Cabinet report
Mid Year Treasury Report 2016-17	Update on Treasury Performance for Mid year	1.Governance and Audit Committee Cabinet Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	07 Dec 16 17 Jan 17 09 Feb 17	Non-Key		G&A Committee report Cabinet report Council report
Budget Monitoring Qtr3	Update on Qtr 3 monitoring	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	31 Jan 17	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Performance Report Qtr3	Update on Qtr3 monitoring	1. Corporate Performance Review Working Party Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 13 Jan 17 31 Jan 17	Non-Key		CPRWP report Cabinet report
Council Tax Base 2017/18	To agree the Council Tax Base	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Budget setting		Cabinet report
Council Tax - Statutory Resolution	To agree the Statutory Resolution	1. Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	23 Feb 17	Budget setting		Council report

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING.....

DATE..... AGENDA ITEM

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.