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OVERVIEW & SCRUTINY PANEL

14 FEBRUARY 2017

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 14 February 2017** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor D Saunders (Chairman); Councillors: G Coleman-Cooke (Deputy Chair), Ashbee, Campbell, Connor, Curran, Dennis, Dexter, Dixon, Falcon, Hayton, 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 - 6)
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 26 January 2017, copy attached.
4. **STRATEGIC ASSET MANAGEMENT PLAN 2017-2021** (Pages 7 - 28)
5. **COMMUNITY SAFETY PARTNERSHIP PLAN 2017-2020**
Report to follow.
6. **REVIEW OF OSP WORK PROGRAMME 2016/17** (Pages 29 - 42)
7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 11 JANUARY 2017 - 30 JUNE 2017** (Pages 43 - 56)

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Declaration of Interest form - back of agenda



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Public Document Pack Agenda Item 3

OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 26 January 2017 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor D. Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, Connor, Curran, Dennis, Dexter, Falcon, I Gregory, Grove, Jaye-Jones and Rusiecki

In Attendance: Councillors: K Coleman-Cooke and M Saunders

89. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Dixon;
Councillor Martin;
Councillor Parsons, substituted by Councillor I. Gregory;
Councillor Hayton, substituted by Councillor Grove.

90. DECLARATIONS OF INTEREST

There were no declarations of interest.

91. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Glenn Coleman-Cooke seconded and Members agreed the minutes as a correct record of the meeting that was held on 13 December 2016.

92. EXCEPTIONAL HARDSHIP SCHEME

Tim Willis, Director of Corporate Resources introduced the item for discussion and made the following points:

- When Council agreed the 2017/18 Council Tax Support Scheme, Members also agreed to receive at a later date, proposals on an Exceptional Hardship Scheme to help mitigate (on a one off basis) those individuals/families most adversely affected by the changes to the Council Tax Support Scheme;
- Changes to the Council Tax Support Scheme were necessitated by the reduced government funding;
- It should be noted that the Council approved the Council Tax Support Scheme which is jointly the most generous in Kent;
- The proposed scheme is to be presented to Cabinet on 31 January and Council in February.

Members then sought further clarifications by asking questions and also made the following observations:

- They requested that the application form be presented to the Panel;
- The application form should be robust but fair and the scheme should be easily accessed by those who deserve support;
- The form was an intrinsic part of the scheme should be looked at by the Panel;
- Further clarification was required for some of the wording used in the scheme. The scheme should not give too much discretion to the assessor but instead

provide objective criteria that can be used to ensure fair and consistent assessment of applications;

- The wording for one of the circumstances for awarding to a deserving person which read 'the customer has not tried all **other** means to address the shortfall before making this application' (*on page 09 of the agenda pack*) should be re-worded to perhaps read 'the customer has not tried all other **reasonable** means to address the shortfall before making this application;'
- The wording for one of the criteria (*on page 10 of the agenda pack*) which read 'all income received by the applicant, their partner and any member of their household irrespective of whether the income **may fall to be disregarded** under the Council Tax Support Scheme' should read 'all income received by the applicant, their partner and any member of their household irrespective of whether the income **may be disregarded** under the Council Tax Support Scheme;'
- There was a need to use plain English in the wording of the scheme;
- Was there a need to use random sampling to ensure that all changes of circumstances of those in receipt of the payments had been reported to the council?
- Were there any penalties in the event that someone was found to be defrauding the scheme?
- Will there be a cap on how much a recipient could receive?
- Could an applicant in exceptional hardship pay no council tax at all?

In response Mark Emery, Acting Head of Customer Delivery (EK Services) and Tim Willis provided the following comments:

- The application form does not exist as yet;
- EK Services would be administering the Exceptional Hardship Scheme;
- The Scheme would be administered in a similar theme and spirit as the one currently used to administer the discretionary housing payments scheme which has been operational for a number of years;
- The form would be available mainly on the Council website but will also be available in paper form;
- The awards would be for a single year and any new awards will only be based on a new application;
- The awards may run for the full year or cover a part of the year depending on the circumstances of the individual;
- There was no assumption that the award would be renewed after a new year;
- The amount of money set aside for the scheme was not highlighted in the report because the main purpose of the report was to afford Members to debate the content and nature of the scheme without being bogged down by the amount set aside for the scheme;
- The application of the scheme was dependent on the final version to be adopted by each of the partner local councils;
- The scheme would be administered alongside the housing benefits and council tax support. Customers were required to notify the council on change of circumstances. EK Services would be able to identify cases of fraud when they arise;
- In general council tax legislation there was an ability to suspend the award of benefits and award a penalty if a case of fraud was detected. However with regards to the proposed scheme the officers would get back to Members with a more definitive response (if a case of fraud was detected in the Exceptional Hardship Scheme);
- If a customer was removed from all assistance and were in exceptional hardship circumstances (in extreme cases), there could be consideration for them to be exempt from paying council tax for the appropriate period of time.

In summing up debate on the item, the Chairman said that there was a need to put more detailed information on criteria to be used, appropriate wording and time scales (where appropriate) in the scheme.

Subject to the amendments suggested by the Panel, Members agreed to recommend the proposed scheme to Cabinet for onward submission to Council.

93. BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2017-2021

Tim Willis introduced the report and made the following points:

- The report was considered first by Cabinet on 17 January 2017;
- Council continued to face significant government cuts to the budget (especially the revenue support grant which had been reduced by about £1 million) over the coming years;
- Budget proposals were meant to minimise the impact of these cuts;
- New Homes Bonus had been reduced by over £1 million;
- Inflationary pressures on the cost side and pension revaluation and other smaller adjustments, contributed to a budget funding gap of about £2,6 million;
- Budget briefing sessions had been held for Members in addition to the formal Members Briefing sessions;
- Draw down on reserves of £450,000 was being proposed which would be paid back over a period of 3 years;
- Outcome of the New Homes Bonus review by government had an adverse effect on council budgets as it led to cuts in this funding source;
- Budget presumes (although not in the formal recommendations) an increase in council tax of £4.95 For Band D homes, which translate to 2.3%.

Members sought further clarifications by asking questions and made the following observations:

- In one section of the report there was reference to the draw down on reserves as £450,000 and in other sections the figure was £490,000. Why was there that anomaly?
- There was limited information regarding the rodent control and damp proofing budget provision, on how much was allocated for each of the two items;
- The comment that capital receipts from the Royal Sands development had not been allocated to capital projects required updating as some of the money had already been allocated. Of the initial amount was £3,55 million for the site, there is the remaining balance of £1,83 million as some of the money had already be used or allocated;
- There were cuts in council tax adjustments for minor preceptors. What would the contribution be from TDC to town/parish in respect of the precepts;
- Bar Charts have no scale heading in pages 36, 38 & 41 of the agenda pack. This would need to be corrected;
- The figure in the General Fund Revenue Budget (Budget Pressures) of **£1,070k** in Table 5 (*on page 31 of the agenda pack*) did not match up with the **£700k + £340k which add up to £1,04 million** of the same budget line in Table 2 (*on page 26 of the agenda pack*);
- How had the council tax base figures been worked out as the number of properties indicated seem to miss out new development?
- The comment on the section on the budget growth regarding the 'reduction in rent of 12%, needed to be amended. This should read 'reduction in rental income' and not 'reduction in average rent.'

In response to Member queries Tim Willis and Nicola Walker, Finance Manager (Finance Manager - HRA, Capital & External Funding) made the following comments:

- That there was an adjustment in the budget of £40,000 (*in respect of the decriminalisation reserve*) which was brought from the previous years (which has always been in the Medium Term Financial Strategy). This explains why the draw down figure adds up to £490,000 from the £450,000 highlighted in one part of the report;
- In respect of precepts, there was a 4 year settlement agreement with the government to honour the revenue support amounts. The decrease in precepts amounts will be in relation to the cuts from government;
- With regards to the disparity between the two figures in Table 5 and Table 2 (£1,070k & £1,040k), there was no direct mapping between the two figures. A break down of the figures would be provided after the meeting;
- The more accurate comment regarding the capital receipts from the Royal Sands development should read 'the balance of the capital receipts from the Royal Sands development;'
- Town/Parish councils could plan on the assumption that the amount of precepts will be halved 2018/19 and zero in 2019/20 (but this was not TDC policy as yet);
- The wording would be amended to regarding the comment on budget growth to read 'reduction in rental income' and not 'reduction in average rent.'

The panel agreed the recommendations in the report, subject to the amendments proposed for the various sections of the report.

94. REVIEW OF OSP WORK PROGRAMME FOR 2016/17

Councillor Campbell gave an update regarding the recommendations from the Community Safety Partnership Working Party. He said that Ramsgate Town Council proposed at their Finance & General Purpose Committee meeting on 25 January 2017 to fund in full the EK Rape Crisis Centre counselling services, (the £10,000 per year). If other town/parish councils wanted to access this service they would be required to contribute to the £10,000 annual funding budget.

Nick Hughes advised that all the recommendations in the report would be forwarded to Cabinet once agreed by the Overview and Scrutiny Panel.

Councillor Dexter advised that the Charter Trustees of Margate did not have the legal authority to contribute any funding to the proposed counselling service for the area. Members and officers concurred with the observation. The Panel noted that the recommendation to approach town councils was also meant to refer to parish councils as well.

The Panel agreed the following recommendations which they referred to Cabinet for approval:

1. To note the report;
2. To forward to Cabinet the following recommendations from the Community Safety Partnership Working Party that:
 - a) Thanet District Council approach town councils in Thanet to request funding of £188 to finance one day per week, of EK Rape Crisis Centre counselling services if Thanet District Council will provide a room for the counselling sessions on a match funding basis;
 - b) Approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet;

- c) A letter be written to the PCC to raise concern about the changes to policing in the area and write a letter advising the PCC that approaches were being made to town councils inn Thanet to support the EK Rape Crisis Centre and inquire if the Commissioner was willing to work with town councils in this effort.

95. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 07 DECEMBER 2016 - 31 MAY 2017**

Members noted the report.

Meeting concluded: 7.55 pm

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Strategic Asset Management Plan 2017-2021
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Overview and Scrutiny Panel	14 February 2017
Report Author	Director of Corporate Governance
Portfolio Holder	Cllr John Townend, Cabinet Member for Financial Services & Estates
Status	For Recommendation
Classification:	Unrestricted
Key Decision	No
Ward:	All

Executive Summary:

The Strategic Asset Management Plan (SAMP) is a key corporate strategic tool which sets out the Council's property objectives, focussing on how the Council intends to utilise its asset base to deliver its Corporate Plan over the next five years. The strategic document sets out the template and framework for how the Council will seek to utilise its land and property assets as a corporate resource.

Recommendation(s):

The Panel are requested to review the draft Strategic Asset Management Plan and to make any recommendations for amendment or other changes to Cabinet.

CORPORATE IMPLICATIONS

Financial and Value for Money	Any recommendations or action resulting from the Strategic Asset Management Plan will have to be resourced from existing budgets or will require further reports for additional expenditure outside of existing budgets.
Legal	The management, acquisition and disposal of assets are governed by various statutory processes and regimes including sections 120-123 of the Local Government act 1972. A key legal duty is set out in section 123 of the Local Government Act 1972 which says, except with the consent of the Secretary of State, a council shall not dispose of land under this section, otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained.
Corporate	Effective asset management is essential to meeting the council's priorities and improvement aims with asset rationalisation a key means of reducing costs and improving efficiency. Strategic use of land and property assets is a prerequisite for the achievement of key corporate priorities in relation to a clean and welcoming environment, supporting neighbourhoods and promoting inward investment and job creation.

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.	
	The council intends that the SAMP will have a positive impact on all groups identified in the 2010 Equality Act because it is designed to use council assets to promote inclusion and community engagement and participation.	
	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.		

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

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

1.0 Introduction and Background

- 1.1 This Strategic Asset Management Plan sets out what the council intends to do in the future to ensure property assets support corporate priorities, increase the Council's financial resources and deliver value for money.

Effective asset management is essential to meeting the council's priorities and improvement aims with asset rationalisation a key means of reducing costs and improving efficiency. Strategic use of land and property assets is a prerequisite for the achievement of key corporate priorities in relation to a clean and welcoming environment, supporting neighbourhoods and promoting inward investment and job creation.

The challenge facing all local authorities is that we must continue to deliver effective services with ever decreasing resources. However, these are difficult times. The financial constraints and uncertainty in the wider economy bring additional challenges.

In this context, it is essential that we take a strategic view of our asset portfolio in order to deliver our corporate priorities and achieve the best value for money possible from all of our assets.

2.0 Overview

2.1 The Strategic Asset Management Plan 2017-2021 sets four interlinked objectives. These are:

2.1.1 Compliance

Ensuring the health and safety of residents, staff and others using the council's buildings is the top priority for the effective management of the council's assets.

It is also important that management of the asset portfolio ensures compliance with legal agreements minimises the council's exposure to risk as a result of environmental, social and economic change and understands and addresses the council's exposure to risk of all kinds including financial, legal and reputational.

2.1.2 A strategic approach to assets

Robust, accurate and up to date information is at the heart of effective decision making on assets. The council will be reviewing its current information management system to determine whether it is fit for purpose to move to a position where we have a system and processes.

The council will be establishing a centralised corporate landlord function to create the capacity and expertise to prioritise resources, manage risks and obtain greater value from the council's estate. This will allow access to better asset and the creation of timely and accurate management information.

2.1.3 Reviewing and rationalising the estate

Much of the estate is redundant and surplus to strategic requirements, and could be radically rationalised to reduce future maintenance, repair and operating costs. The proceeds from the disposal of the sites released as a result could be employed to bring the remaining estate back to an acceptable condition and to invest in properties that produce a beneficial yield. Apart from these capital investment benefits, a rationalised estate would also reduce risk and help deliver revenue budget savings.

As with all investments, owning property has an 'opportunity cost', over and above any cash outlay in the form of day-to-day running costs or interest payments on borrowing. In simple terms, this means that retaining a property ties up investment that could be directed elsewhere. So even where the running costs of a particular property seem negligible, it is still consuming precious resources.

2.1.4 Reducing expenditure and increasing income

The MTFP states that the council's planned level of capital expenditure means that significant levels of asset sales are required. The SAMP provides a framework for determining which of the council's assets are suitable for disposal in order to fund new investments that will ensure that its property portfolio is fit for purpose. Over the course of this Medium Term Financial Plan the SAMP will enable the identification of a number of assets that can be disposed of without any detriment to service delivery, and yet improve the overall value for money represented by the Council's assets. The affordability of the Capital Programme has been based on the assumption of a certain

level of capital receipts being generated, as these can be subject to change following public consultation and the Capital Programme will therefore continue to be reviewed and monitored.

The council continues to face severe budget pressures and is therefore forced to consider a range of radical options to reduce the cost of maintaining, repairing and operating its property portfolio. This includes adopting a commercial approach and in particular recognising the significant cost of retaining under-performing assets (in the hope of a future use) in terms of insurance, maintenance, security, health and safety and officer time.

The council therefore needs to dispose of those parts of its estate that have become surplus to requirements to generate management and maintenance savings and to achieve capital receipts to invest in its core assets.

3.0 Next Steps

3.1 The outcome of the panel's deliberations will be reported to Cabinet.

Contact Officer:	Tim Howes, Director of Corporate Governance & Monitoring Officer
Reporting to:	Madeline Homer, Chief Executive

Annex List

Annex 1	Draft Strategic Asset Management Plan
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Tim Willis, Director of Corporate Resources & S151 Officer
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer

Thanet District Council

**STRATEGIC
ASSET
MANAGEMENT
PLAN
2017-2021**



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EXECUTIVE SUMMARY

This Strategic Asset Management Plan (SAMP) sets out what the council intends to do in the future to ensure property assets support corporate priorities, increase the Council's financial resources and deliver value for money.

Effective asset management is essential to meeting the council's priorities and improvement aims with asset rationalisation a key means of reducing costs and improving efficiency. Strategic use of land and property assets is a prerequisite for the achievement of key corporate priorities in relation to a clean and welcoming environment, supporting neighbourhoods and promoting inward investment and job creation.

The challenge facing all local authorities is that we must continue to deliver effective services with ever decreasing resources. However, these are difficult times. The financial constraints and uncertainty in the wider economy bring additional challenges.

In this context, it is essential that we take a strategic view of our asset portfolio in order to deliver our corporate priorities and achieve the best value for money possible from all of our assets. The Strategic Asset Management Plan 2017-2021 sets four interlinked objectives. These are:

- Compliance
- A strategic approach to assets
- Reviewing and rationalising the estate
- Reducing expenditure and increasing income

A summary of the Council's non-housing asset management register is set out in section 2 of this document.

Understanding risks and compliance with statutory requirements are fundamental priorities. Section 3.2 of this document identifies the different strands of this activity including fire safety, asbestos management, water hygiene, equalities, energy performance and staff safety. The document at section 3.3 sets out an improved way of managing assets including a move to a 'corporate landlord function'.

In achieving the above, the Council will be adopting a strong commercial approach this means reviewing its assets and disposing of poorly performing property, consolidating the use of assets and transferring assets to others. In section 3.4 an approach to identifying redundant assets is set out with a disposal policy. In addition the disposal of assets through community asset transfer is described at Appendix 3.

Having reduced the asset base those remaining assets will benefit from investment, funded from revenue savings through reduction in maintenance and capital receipts. The priority of reducing expenditure and increasing income is key to the delivery of the Medium Term Financial Strategy.

Cllr John Townend Cabinet Member for Financial Services and Estates

1. INTRODUCTION

1.1 Scope

It is recognised good practice for local authorities to produce a Strategic Asset Management Plan setting out their broad objectives for the management, development and rationalisation of their built and land asset base over a three to five year period.

Asset management provides a structured process to ensure value for money from property in serving the needs of the organisation. Property assets are expensive, in terms of both their capital value and annual maintenance and running costs. They need to be carefully managed over their lives to ensure best value through their use, maintenance and generation of income.

This Strategic Asset Management Plan (SAMP) sets out the Council's approach to the strategic management of its land and buildings, outlining how the Council's assets support the Council's priorities. The SAMP also identifies the action required to develop these priorities further and contains proposals for improving the effectiveness and efficiency of the Council's property portfolio.

There are a range of benefits that can be derived from effective asset management including:

- release of capital for re-investment or debt reduction;
- efficient running costs;
- income generation
- better public service provision by improved property and co-location of services;
- property in good condition;
- improved property utilisation and bringing together similar uses into the same property, rather than providing them separately;
- improved productivity, changes in corporate culture and facilitation of corporate change;
- improved delivery of community objectives through the more effective use of property;
- innovative strategic procurement

1.2 Context

The key to ensuring property assets deliver what is required for Thanet District Council, its residents and its partners is by ensuring the use and management of assets is linked to the Council's priorities and values and its key strategies.

Corporate Priorities

The corporate priorities identify the areas the council will focus on over the next four years.

- A clean and welcoming environment
- Supporting neighbourhoods
- Promoting inward investment and job creation
- Working with partners to make the most of the buildings and land we own.
- Maximising commercial opportunities for key assets

Corporate Values

The corporate values identify the way the council will work in order to deliver its priorities.

- Delivering value for money
- Supporting the workforce
- Promoting open communications

Medium Term Financial Strategy (MTFP)

The MTFP includes reference to the Council's Capital Budget Strategy. The principles of that strategy are:

- To maintain an affordable four-year rolling capital programme.
- To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.
- To undertake Prudential Borrowing only where there are sufficient monies to meet in full the implications of capital expenditure, both borrowing and running costs.
- To maximise available resources by actively seeking external funding and disposal of surplus assets.
- To engage local residents in the allocation of capital resources where appropriate.

The MTFP expects the SAMP to provide £100k pa revenue savings and a contribution of £2.3m in receipts to the 2017-18 capital programme, with ongoing asset disposals to generate future funding for investment in remaining assets.

At the same time the One Public Estate programme being delivered in partnership by the Local Government Association and the Cabinet Office sets out the following strategic objectives for Local Authorities and associated Public Sector Organisations:

- Delivering more integrated and customer focused services - by encouraging publicly funded services to co-locate, to demonstrate service efficiencies and to work towards a more customer-focused delivery.
- Creating economic growth - by enabling released land and property to be used to stimulate economic growth, regeneration, new housing and jobs.
- Reducing running costs - by reducing maintenance, repair and operating costs by estate rationalisation.
- Generating capital receipts - by selling redundant and surplus land and property

The SAMP will also need to reflect the council's emerging Economic Growth and Regeneration Strategy.

2. Property Assets

2.1 Summary

The council owns a mixture of operational (properties held for the delivery of services) and non-operational (investment/surplus) properties. The portfolio includes leisure facilities, car parks, civic and public buildings, agricultural and other land, shops, industrial buildings and a working port and harbours.

There are some 727 individually recorded non-housing assets spread across 338 sites within the district. This number does not include circa 350 demountable beach huts also owned by the council. The total capital value of the whole estate, as determined for accounting purposes, is in the region of £72.8 million, (This is an accounting valuation and doesn't necessarily represent the open market value of the estate). The council also owns housing assets, which are managed separately through East Kent Housing.

Pro-rata this is a huge estate for a district of the size of Thanet. Many of the assets lack any real strategic value and are a legacy of the area's past prominence as sea-side resorts.

Work is required to compile an up to date condition surveys of buildings in order to understand the overall dilapidations liability associated with the non-housing estate and to identify a financial provision and strategic plan to resolve any identified issues.

Strategic Asset Management Plan 2017-2021

The above is borne out by the fact that over 90% of building repairs appear to be reactive rather than planned. Best practice is 20% reactive, 80% planned.

The responsibility for estates functions is divided between the asset management team and operational managers; in relation to maintenance and repair budgets this means that there is an unclear picture as to the true cost of the council's operational estate in revenue terms.

There also multiple property databases including 'Estateman' computerised record system, the terrier and the legal GIS system which presents risks of duplication. Further, the 'Estateman' computerised property records system is out of date and is not used to its fullest capacity, giving limited functionality in an overall asset management context.

A recent internal audit report concluded that the continuation of central government cuts to local authority funding has meant that the council has been forced to make reductions in both the revenue and capital budgets with respect to the maintenance and repair of its estate.

2.2 Type of Assets

High Level Summary					
Ranked by Sites			Ranked by Assets		
Class	Sites	Assets	Class	Sites	Assets
Public Conveniences	45	45	Harbours & Ports	4	133
Plots of Land	39	49	Industrial Units	7	119
Car Parks	32	37	Retail Concessions	28	53
Retail Concessions	28	53	Plots of Land	39	49
Amenity Land	23	24	Public Conveniences	45	45
Public Shelters	23	37	Public Parks	10	41
Miscellaneous	23	30	Car Parks	32	37
Sports & Leisure	15	30	Public Shelters	23	37
Recreation Grounds	11	19	Miscellaneous	23	30
Public Parks	10	41	Sports & Leisure	15	30
Regeneration Holdings	10	14	Amenity Land	23	24
Public Gardens	8	12	Shops	7	24
Theatres & Museums	8	8	Recreation Grounds	11	19
Allotments	7	7	Regeneration Holdings	10	14
Industrial Units	7	119	Public Gardens	8	12
Shops	7	24	Cem's & Crem's	4	8
Tidal Pools	6	7	Theatres & Museums	8	8
Agricultural Land	5	7	Agricultural Land	5	7
Cem's & Crem's	4	8	Allotments	7	7
Bandstands	4	4	Tidal Pools	6	7
Clock Towers	4	4	Bandstands	4	4
Public Lifts	4	4	Clock Towers	4	4
TDC Operational	4	4	Public Lifts	4	4
Harbours & Ports	4	133	TDC Operational	4	4
Water Features	3	3	Water Features	3	3
Play Areas	2	2	Play Areas	2	2
Public Open Space	2	2	Public Open Space	2	2
Total	338	727	Total	338	727

The above table does not include residential properties held under the Housing Revenue Account provisions which are subject to separate statutory considerations.

3. Asset Management

3.1 Overview

Strengthening the management of assets will be an important priority for the council, providing greater assurance that they are safe and comply with statutory requirements as well as creating the opportunity to improve the quality and value for money of the service they can deliver. The foundations of this process must include more robust data and process, increased capacity and stronger governance and decision-making.

The Council continues to face severe budget pressures and therefore must consider a range of radical options to reduce the cost of maintaining, repairing and operating its property portfolio. This will include a more commercial approach to asset management, increasing income generation and new types of income including energy generation. This will require a more focused and strategic approach across the council's assets.

This section of the Strategic Asset Management Plan sets out the priorities for delivering on this agenda, which cover a wide range of activities and work strands, some in progress and some to be delivered over the coming years. Although this work represents a complex set of inter-related projects, the objectives driving delivery can be simply stated as:

- Compliance
- A strategic approach to assets
- Reviewing and rationalising the estate
- Reducing expenditure and increasing income

3.2 Compliance

Ensuring the health and safety of residents, staff and others using the council's buildings is the top priority for the effective management of the council's assets.

It is also important that management of the asset portfolio ensures compliance with legal agreements minimises the council's exposure to risk as a result of environmental, social and economic change and understands and addresses the council's exposure to risk of all kinds including financial, legal and reputational.

The activity in this Strategy to reinforce accurate information, classify assets according to their use and ensure appropriate leases are in place will all contribute to reducing this exposure to risk. The following section describes in more detail the strands of activity relevant to regulatory compliance, contracts and legal agreement, understanding other risks and quality assurance of the council's systems that will provide a robust and effective management of risk.

(i) Health and Safety etc. compliance

Statutory compliance should be the responsibility of asset management in order to ensure safe and compliant buildings. This involves technical advice, coordination and management of compliance activities, procurement, prioritisation and management of corporate compliance budget, centralised coordination of documentation, training, certificates and records, and managing corporate compliance performance.

Strategic Asset Management Plan 2017-2021

The basis of British health and safety law is the Health and Safety at Work Act 1974 (HSWA) and associated supplementary Regulations and Codes of Practice. Section 3 of the Act imposes a clear duty on local authorities to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable the safety of the public using premises.

The primary statutory instruments driving statutory compliance for property assets are:

- The Health & Safety at Work etc. Act 1974
- Managing Health & Safety at Work Regulation 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2000 (as amended)
- The Control of Substances Hazardous to Health COSHH Regulations 2002 & Amendment 2003
- The Control of Asbestos Regulation 2012
- The Health and Safety Executive Approved Code of Practice (ACoP) Guidance on Legionnaires Disease, the Control of Bacteria in Water Systems L8.

This task has become increasingly complex in recent years as a result of:

- An increasing burden of legislative and regulatory duties falling on building occupiers
- Delegation of relevant budgets and responsibilities to individual divisions or establishments, but with ultimate accountability still seen as resting with the corporate body of the council
- The consequences of delegation which has brought about a significant reduction in resources retained centrally to develop and monitor compliance with relevant standards
- Loss of critical mass and control in delivery of property related services through outsourcing, budget reductions and fragmentation of resources
- Complex governance arrangements as a result of shared services and partnering arrangements that do not fit easily with traditional landlord and tenant definitions

To meet this challenge the aim is to ensure that all council-owned properties have risk assessments for statutory compliance, and where relevant an identified program of recommended remedial works is agreed and resourced.

The technical information obtained from this exercise will enable better asset investment decision-making going forward and assist with ensuring that the council's asset base is statutorily compliant.

(ii) Third party management of assets

The Council's portfolio of assets includes sites that are directly managed by a third party. Where an external organisation has operational control of premises it is essential that the Council understands and addresses the residual financial, legal and reputational risks that remain.

(iii) Equalities

We will ensure that all actions undertaken through the SAMP support the Council's Equality Policy. In the delivery of projects we will ensure that Equality Impact Assessments are carried out.

(iv) Energy Performance Certificates

From April 2018, proposed legislative changes would make it unlawful to let residential or commercial properties with an Energy Performance Certificate (EPC) Rating of F or G (i.e. the lowest 2 grades of energy efficiency). Assets that fail this standard need to be identified now and this information fed into investment decision-making.

3.3 A Strategic Approach to Assets

3.3.1 Asset Information

The Asset Register is limited without useful classifications or categorisation that would assist in the management of the estate. There also other multiple property databases including the terrier and the legal GIS system which presents a risk of duplication. Further, the 'Estateman' computerised property records system is out of date and is not used to its fullest capacity, giving limited functionality in an overall asset management context.

Robust, accurate and up to date information is at the heart of effective decision making on assets. The council will be reviewing its current information management system to determine whether it is fit for purpose to move to a position where we have a system and processes to:

- Maintain a complete and accurate property asset register
- Support the continuous management and maintenance of the property asset base
- Enable the council to satisfy statutory and other reporting and compliance requirements
- Enable the implementation of performance across the asset portfolio
- Enable accuracy and timeliness in property assets reviews, appraisal, decision-making and planning
- Provide a single corporate resource for managing assets

Expenditure is also not identified as property-specific so it is difficult to get a full and accurate picture of the costs of an asset.

3.3.2 Capacity and Functions

(i) Reorganisation of our approach to asset management

Currently the management of assets is split between the Asset Management team and the services that occupy the buildings. The devolution of maintenance and repair budgets means that there is no clear picture as to the true cost of the council's operational estate in revenue terms.

Best practice is that "Corporate Property" should be responsible for all strategic asset strategy and asset planning, engaging with the corporate centre and services and seen as a corporate resource.

The council will therefore be establishing a centralised corporate landlord function to create the capacity and expertise to prioritise resources, manage risks and obtain greater value from the council's estate. This will allow access to better asset and the creation of timely and accurate management information.

This involves development and delivery of the Strategic Asset Management Plan, Corporate Landlord responsibility, strategic budgeting involving capital prioritisation and centralised control of maintenance budgets, procurement strategy and delivery of property services, property standards particularly accommodation space standards, data management particularly systems, maintenance and collection of information, asset challenge and review, professional advice and leadership.

Facilities Management (FM) functions will also be the responsibility of Asset Management. This involves professional advice, determining and specifying FM services, procurement, prioritisation and management of FM budget, managing delivery and performance of FM activities.

Repairs and maintenance budgets and responsibility will be centralised and managed by Asset Management. This includes developing corporate maintenance strategy, specifying corporate maintenance standards, prioritisation of repairs and maintenance activities, managing delivery of repairs and maintenance works and managing performance of repairs and maintenance services. The key is to ensure that land and buildings are maintained to a safe, healthy and operational

standard. Condition surveys are key to investment decisions set against corporate priorities and the Asset Management Plan.

(ii) Backlog Clearance

In recent years systems and capacity within the council's corporate asset management functions have not met demands on the service and this resulted in a backlog of case work and administrative functions that built up over some time. There are similar concerns over capacity in the legal team. This backlog of work relates to:

- Rent reviews
- Valuations
- New leases and licences
- Disposals
- Maintenance and renewal

Required Maintenance (sometimes called back-log maintenance) is the cost of bringing a building from its current state up to a condition that fully meets statutory and regulatory compliance obligations and provides a safe and efficient base for service delivery. Required Maintenance liabilities can only be established by regular costed condition surveys.

Under the CIPFA model, costs are prioritised as 1 (urgent works), 2 (essential works within years 1 and 2) or 3 (desirable works required within years 3 to 5). The total of priority 1 to 3 works for each operational building provides us with a total Required Maintenance figure for the following five years. This prioritised assessment of Required Maintenance should in principle inform both the revenue and capital budget setting process.

The aim is to ensure that the most urgent works are identified, with the greatest priority being given to those elements in the worst condition in the most strategically important buildings. The council faces a huge backlog in Required Maintenance and in a fiscally constrained environment we need to ensure the best use of resources, provide value for money and ensure that funding is properly prioritised.

Building condition is characterised as A (Good) B (Satisfactory) C (Poor) D (Bad).

The strategy should be to opt for B3 (i.e. satisfactory condition / desirable works required within years 3 to 5) as the target status for strategic properties with investment being targeted accordingly. Those non-strategic properties falling within C2 and D2 should be targeted for disposal and minimum interim expenditure.

A comprehensive condition survey will need to be carried out to inform decisions on capital and revenue expenditure on assets, their classification and their disposal.

In principle, properties within these last two condition categories should have only essential work undertaken on them in order to maintain their operational capability, this effectively being critical health and safety works and work that would continue to keep the property 'wind and water tight', until the future of the property has been reviewed. This is to avoid wasted expenditure.

In addition to condition and maintenance data, other factors need to be considered such as location, utilisation, operating costs, fitness for purpose, accessibility, capacity, contribution to current service delivery and the property's ability to support future service delivery.

A building in poor condition may still represent a suitable building to the service department, so a decision made on the basis of either condition or suitability in isolation may not necessarily be correct. It may sometimes be beneficial to undertake a more in-depth condition survey before key estate rationalisation decisions are made.

All service and utility contracts will be reviewed to ensure that they continue to provide value for money.

3.4 Reviewing and rationalising the estate

Much of the estate is redundant and surplus to strategic requirements, and could be radically rationalised to reduce future maintenance, repair and operating costs. The proceeds from the disposal of the sites released as a result could be employed to bring the remaining estate back to an acceptable condition and to invest in properties that produce a beneficial yield. Apart from these capital investment benefits, a rationalised estate would also reduce risk and help deliver revenue budget savings.

In refreshing the asset management register there will be a reclassification of our assets as either operational or investment with unclassified assets automatically being subject to a review for potential disposal. This should eliminate uncertainty about use, ensure adequate compliance with statutory obligations and allocate resource according to the value of its use.

Whilst considering the options for asset acquisition, retention or disposal, consideration will be given to neighbouring parcels of land or property owned or controlled by other public sector bodies (ie KCC, Fire service, Police etc) with a view to maximising the marriage value of the sum of the parts for the benefit of the owning authorities. There can be commercial advantage in assessing the combination of land and property held in public ownership.

(i) Operational Property

In terms of the specific performance of our Operational Properties there are two questions against which we will judge future performance:

“Have we the right property, in the right place, at the right price?” To judge this the following criteria will be used:

- The service needed to be delivered
- The geographic, demographic and social need for the service to be delivered
- Alternative facilities currently provided (or planned) in the locality
- Suitability of current provision
- Usage of current provision
- Costs to the council, in non-property terms
- The need for, benefits and costs of alternative provision

“How efficiently do our buildings run and how well are we managing them?” To judge this we will use the following criteria:

- Current and likely future property running costs
- Maintenance backlog
- Management costs
- Opportunity cost of site

(ii) Investment Property

In terms of the investment properties there are four questions against which we will judge future performance:

“Is holding the property the most appropriate way of using capital and revenue to maximise benefits to the council (and in turn the Community)?”

“Does the property have an appropriate balance between risk, income and potential future capital and/or revenue growth?”

“How does the property perform (benchmark) against other similar property?”

“Are we maximising our income and minimising our expenditure, in terms of good estates management?”

The investment property will be reviewed from these perspectives and decisions made on their future accordingly.

(iii) Disposals and Community Asset Transfers

If the disposal of an asset is desirable the Council will seek to ensure that it obtains the best possible financial consideration reasonably obtainable in respect of the disposal, unless policy considerations require otherwise (that is, in accordance with a decision by the appropriate body, the nonfinancial benefits of a disposal at less than Market Value or Market Rent justify the Council accepting a lower return). Many of the disposals that have been undertaken in respect of the property review have been undertaken to ensure that best value is obtained via the most appropriate method of disposal for the asset including public auction. This is often appropriate for small sites, particularly where there is residential development potential or a perception that this may exist.

The Council considers disposals of property to community groups (“community asset transfers”) if there is, on balance, an advantage to the Council’s policy objectives in doing so and there is a genuine business case from the community group to do so. That is, the Council would need to have confidence in the ability of the community group to sustain both the building and their own operations by which the policy benefit is achieved. The Council will carefully consider the most appropriate type of disposal; this will depend on the nature and experience of each group and all other relevant factors.

A policy for Community Asset Transfer is attached as Appendix 3, with a flowchart that sets out a simplified decision-making process that the council can follow in order to identify and transfer suitable assets.

The council’s disposal process is attached as Appendix 4.

(iv) Acquisition of assets

The Council acquires assets from time to time in pursuit of its objectives. Assets are either purchased to enable the Council to fulfil a duty, or the area could be required in order to fulfil a Council objective or to generate a long term income, or improve services or future opportunities.

Given the costs and risks involved in holding assets, in taking any decision to acquire assets the Council considers whether it is necessary to own the property concerned, or whether some other arrangement would perform the function more appropriately. The scale and nature of consideration is proportionate to the value and scale of the proposed acquisition. Other options include, for example, ‘option’ agreements giving the Council the power to acquire land on fixed terms at a later date, or acquisition of rights less than freehold ownership, such as a lease or license to share occupation. However, these also have risks and costs so each case is considered on its merits.

Where the acquisition of a particular property asset has been identified as required in order to fulfil the Council’s duties or objectives the Council formulates a strategy for acquisition depending on the particular circumstances of the case. This often includes direct negotiations; the Council will generally wish to avoid a contest being established which increases the price paid. Where practicable use of compulsory purchase powers is avoided but these can be used where necessary, including to prevent a ‘ransom’ position developing, whereby one or a small number of

property-owners are able to extract a higher than normal market price because of scheme the Council is undertaking for the general good. All CPO's will be expected to be funded by a third-party through an indemnity agreement.

Where an asset becomes available for purchase that might be of assistance to the fulfilment Council's duties or objectives the opportunities, costs and risks of a purchase are considered. In some cases taking such opportunities can significantly reduce future costs and difficulties in securing needed or beneficial land. However, both the immediate cost of purchase and the subsequent costs of (or income stream from) ownership are also weighed in reaching a decision, as is the risk that the land may not ultimately be required at all.

3.5 Reducing expenditure and increasing income

The MTFP states that the council's planned level of capital expenditure means that significant levels of asset sales are required. The SAMP provides a framework for determining which of the council's assets are suitable for disposal in order to fund new investments that will ensure that its property portfolio is fit for purpose. Over the course of this Medium Term Financial Plan the SAMP will enable the identification of a number of assets that can be disposed of without any detriment to service delivery, and yet improve the overall value for money represented by the Council's assets. The affordability of the Capital Programme has been based on the assumption of a certain level of capital receipts being generated, as these can be subject to change following public consultation and the Capital Programme will therefore continue to be reviewed and monitored.

The council continues to face severe budget pressures and is therefore forced to consider a range of radical options to reduce the cost of maintaining, repairing and operating its property portfolio. This includes adopting a commercial approach and in particular recognising the significant cost of retaining under-performing assets (in the hope of a future use) in terms of insurance, maintenance, security, health and safety and officer time.

The council therefore needs to dispose of those parts of its estate that have become surplus to requirements to generate management and maintenance savings and to achieve capital receipts to invest in its core assets.

The disposal of land and property by a council is a complex matter and must comply with a range of statutory controls and the council's own internal processes and procedures. The overriding general principle is that best consideration must be achieved although this doesn't have to be entirely monetary based, and may contain elements of social, economic and environmental benefit.

4 Governance

The Chief Executive has overall responsibility for all property asset management matters within the council.

The Cabinet Member for Financial Services and Estates is responsible for property management (including asset disposal, acquisition and asset management).

The Head of Asset Management role is responsible for:

- To perform the lead professional role in corporate asset management
- To advise the council on development, management, acquisition and disposal of assets.
- To act as corporate landlord for all the council's assets.
- To examine opportunities for greater revenue generation from land and property assets.
- To ensure day to day management of the asset portfolio.
- To manage the corporate assets team.
- To negotiate leases and other property transactions on behalf of the council.
- To manage a repairs and maintenance programme of the council's assets, informed by condition surveys.

Strategic Asset Management Plan 2017-2021

There is currently no policy or delegated authority for demolition of Council properties and this may also be worth considering in the medium term.

ASSET MANAGEMENT OBJECTIVES

Compliance and risk		Work Strands
	Statutory compliance	<ul style="list-style-type: none"> • Fire safety • Asbestos policy and management plan • Water hygiene plan • Equality Act 2010 access to buildings and services • Energy Performance Certificates • Staff and public safety • Third party management of assets
A strategic approach to assets		
	Management data	<ul style="list-style-type: none"> • Asset Management System • Regular building condition survey regime
	Capacity and functions	<ul style="list-style-type: none"> • Create 'corporate landlord' function • Centralisation of maintenance, repair and operating budgets • Backlog clearance
	Estate Management	<ul style="list-style-type: none"> • Classification of Assets • Maintain & improve condition of retained assets • Review planned maintenance programme
Reviewing and rationalising the estate		
	Asset optimisation	<ul style="list-style-type: none"> • Review non-core assets with a view to disposal, CAT or redevelopment • Identify development opportunities • Core assets up to a CIPFA B2 condition rating • Create disposals and acquisitions policy
	FM	<ul style="list-style-type: none"> • Realignment of contracts • Integration of functions
	Sustainable and efficient	<ul style="list-style-type: none"> • Managing assets in sustainable manner • Energy surveys • Energy generation opportunities
Reducing expenditure and increasing income		
	A better balanced portfolio	<ul style="list-style-type: none"> • Development of underutilised assets • Review retained assets and establish a Community Assets Transfer programme
	Increased income	<ul style="list-style-type: none"> • Rent review of all assets and programme of lease renewals • Review retained assets & challenge income • Proactive income collection and debt recovery • Review fees and charges and utility costs
	Increase capital resource	<ul style="list-style-type: none"> • Dispose of unclassified property

Appendix 1 Asset Management Principles

<p>Co-location and working with Partners</p>	<p>We are committed to improving customers and users experience of the services delivered from its properties by joining up, where possible, with other public and third sector provision. Such provision will also provide greater efficiency from the property.</p> <p>In providing new facilities or changing existing provision, co-location opportunities will be considered and sole use only adopted if it provides a better business solution or timing means co-location is not feasible.</p>
<p>Council Property as a catalyst for promoting inward investment and job creation</p>	<p>We will, where appropriate, bring forward land for housing and regeneration from the property portfolio.</p>
<p>Heritage and Environment</p>	<p>In managing and reviewing its property portfolio the council will be mindful of the historic and/or environmental significance of the relevant properties, protecting their status within their environment where ever possible.</p>
<p>Maintenance and Repair</p>	<p>Where properties are to be retained the council is committed to reducing and eradicating the backlog of maintenance and repair through a well-structured Planned Maintenance programme and repairs programme.</p>
<p>Procurement</p>	<p>We will continue to ensure future procurement is undertaken in accordance with the council’s procurement procedures, maintaining detailed and accurate records of each procurement undertaken.</p>
<p>Property Review</p>	<p>The council will consider its property portfolio comprehensively, gradually reviewing its property holdings.</p>

Appendix 2 Performance Indicators

Performance Indicator (PI)	Link to Objectives	Associated risks	Link to Council Priorities
Capital receipts achieved		Inability for schemes/sites to achieve planning permissions and sales to allow maximum return	Council Plan, MTFS, Capital Strategy,
Revenue income from lettings	<ul style="list-style-type: none"> • Rationalisation of Council Assets • Review retained assets & challenge income • Maintain & improve condition of retained assets 	<p>Lettings not achieved through lack of interest (possibly from poor condition of sites)</p> <p>Letting agreements not completed in a timely manner resulting in months of lost income</p>	Council Plan, MTFS, Capital Strategy
Revenue income (other)	<ul style="list-style-type: none"> • Review retained assets & challenge income 	Staffing resource requirement too high to achieve targeted level of income	Council Plan, MTFS, Capital Strategy
Cost of void periods	<ul style="list-style-type: none"> • Rationalisation of Council Assets • Review retained assets to identify opportunities to transfer assets to community • Maintain & improve condition of retained assets 	<p>Insufficient level of take up in lettings for rental assets</p> <p>Inability to dispose of sites no longer able to support revenue income</p>	Council Plan, MTFS, Capital Strategy
Water usage	<ul style="list-style-type: none"> • Managing assets in sustainable manner • Maintain & improve condition of retained assets • Rationalisation of Council assets 	Inability to reduce water usage due to age/condition of site and prohibitive costs to undertake alterations	Council Plan, MTFS, Capital Strategy,
Energy usage	<ul style="list-style-type: none"> • Managing assets in sustainable manner • Maintain & improve condition of retained assets • Rationalisation of Council assets 	Inability to reduce energy usage due to age/condition of site and prohibitive costs to undertake alterations	Council Plan, MTFS, Capital Strategy,
Maintenance expenditure		Ability to gain/retain level of maintenance budget required to protect and improve the condition of assets to the required standard to maximise income, efficient running etc.	MTFS, Capital Strategy, Climate Change Strategy

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

Overview and Scrutiny Panel **14 February 2017**

Report Author **Senior Democratic Services Officer**

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

Status **For Decision**

Classification: **Unrestricted**

Key Decision **No**

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):

1. Members are requested to note the report.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report. However, if Cabinet agree any other recommendations other than those mentioned within the body of this report there could be financial implications for the council in that any further commitment for Thanet District Council to provide funding will require the identification of a suitable funding source.
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 26 January 2017.
- 1.2 Table 1 in Annex 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, Table 2 shares brief progress comments for each sub group are in subsequent.
- 1.3 Annex 2 provides information on the current scrutiny reviews. Chairmen and members of the working parties could provide additional comments during the debate of this item at the Panel meeting.
- 1.4 Annex 3 reflects the current priority table for proposed scrutiny review topics.

2.0 Community Safety Partnership Working Party

- 2.1 The working party has not met since the last meeting of the Panel. They are scheduled to meet on 06 February to consider an officer report on “Anti Social Behaviour tools and powers usage in Thanet.”

3.0 Corporate Performance Review Working Party

- 3.1 The sub group has not met since the January Panel meeting. They will be meeting on 14 February 2017.

4.0 Dreamland Working Group

- 4.1 The Panel set up the Dreamland Working in response to the report that was presented to the Members on 13 December 2016.
- 4.2 The sub group met on 02 February and agreed draft terms of reference. Members agreed that the framework for the scrutiny review will be based on the framework of the EK Internal Audit Partnership report that was considered by the Panel on 13 December 2016.
- 4.3 The working group would work towards completing the review within four meetings before reporting to the Panel.

5.0 Ideas for Drafting the Annual OSP Report to Council 2016/17

- 5.1 Members are requested to offer suggestions on scrutiny activities and issues they would like included in the Annual Report to go to Full Council at the March meeting. These suggestions would need to be forwarded to the Panel Chairman, (by email) by 16 February 2017.
- 5.2 The draft report will then be presented to members of the Panel at the extraordinary meeting on 2nd March for approval.

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

Annex List

Annex 1	Sub group activities and key agenda items updates
Annex 2	Current scrutiny reviews
Annex 3	Priority Table for proposed scrutiny reviews

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Nicola Walker, Technical Finance Manager
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

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

Table 1 – Current OSP Work Programme for 2016/17		
Overview & Scrutiny Panel Meeting Date	Indicative Agenda Items	Issue Source
14 February 2017		
	Asset Management Plan	Estates Management Agenda Item
	Thanet Community Safety Partnership Plan 2017-2020	Community Services Agenda Item
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
02 March 2017 Extraordinary	Business Case, Single East Kent Council	Leader of Council, CEx Agenda Item
	OSP Annual Report to Council 2016/17	Corporate Governance Agenda Item
25 April 2017	Cabinet Member Presentation	
	Review of OSP pilot public speaking scheme	Corporate Governance Agenda Item
	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
<p>Date of Establishment 01.10.09 Community Safety Partnership Working Party</p>	<p>Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr Martin Cllr M. Saunders</p>	<p>Penny Button; Jessica Bailey</p>	<p>The group received a follow-up presentation from EK Rape Line and Victim Support on 12 December and agreed recommendations as highlighted in recommendations section of this report. The group will meet next on 06 February.</p>	<p>On going</p>
<p>Date of Establishment: 28.05.08 Corporate Performance Review Working Party</p>	<p>Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Jaye-Jones Vacant (Independent Group)*</p>	<p>Tim Willis</p>	<p>The working party met on 22 November 2016 and received Qtr.2 performance reports from TDC, EK Services (including EKHR) and EK Housing. Their next meeting is on 16 February.</p>	<p>On going</p>
<p>Date of Establishment: 13.12.16 Dreamland Working Group</p>	<p>Cllr Ashbee Cllr Bayford Cllr Dennis Cllr Dixon Cllr Johnson Cllr Martin Cllr Rusiecki</p>	<p>Madeline Homer</p>	<p>The sub-group will meet for their first meeting on 02 February.</p>	<p>On going</p>
<p>Presentations</p>				
<p>2015/16 Presentations by Portfolio Holders and Directors of Services</p>	<p>N/A</p>	<p>All Portfolio Holders and Directors</p>		

Watching Brief Items				
<p>05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E</p>	<p>OSP</p>	<p>Penny Button</p>	<p>OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to Full Council on 15 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>An initial public consultation for a Health and Social Care Sustainability and Transformation Plan (STP) was launched by EKHUFT, social care and public partners in Kent and Medway on 13 October 2016 and ended on 23 December.</p> <p>As a result of this development, the QEQM Hospital Cabinet Advisory Group met on 13 December and drafted a response to this consultation. This was forwarded to EKHUFT by officers on behalf of council.</p> <p>Members were advised that a follow-up consultation will be conducted mid this year to finalise the reform proposals.</p>	<p>OSP keeping a watching brief on the issue</p>

<p>Proposed review of the Winter Gardens as a major events venue</p>	<p>OSP</p>	<p>Head of Economic Development & Asset Management</p>	<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 is coming to the Panel on 14 February 2017 and thereafter will be taken to Cabinet on 09 March 2017. A decision to adopt an Asset Management Plan will be taken at Cabinet.</p>	<p>OSP keeping a watching brief on the issue</p>
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Annex 2

Current Scrutiny Reviews

Review	
Chairman	
Membership	
Lead Officer	
Administrator	
Scope	
Present position	
Expected completion date	

NB: Currently there are no scrutiny reviews

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Annex 3

Prioritising Scrutiny Review Topics – Scoring Matrix

It is anticipated that there will be many topics suggested to be the subject of Scrutiny reviews and to the people that suggested them they will be the most important subject to be considered, however this cannot be a way to prioritise review topics. In order to manage the work load more effectively, there can only be one scrutiny review to be run concurrently with the working party activities at any one time.

In order to ensure fairness Democratic Services have created a framework that all suggested topics should be scored against. This will ensure that all topics are treated fairly and make the reasoning behind the order in which Scrutiny Reviews are undertaken clear and transparent.

The framework contains six criteria that each topic suggestion will be scored against. Democratic Services in conjunction with the Chairman of the Overview and Scrutiny Panel will then score the topic on each of these criteria out of 20 giving a total score out of 120. The scores are then forwarded to the Corporate Management Team (CMT) for approval and to assist them in the planning of resource allocation to the suggestions made. The list will then be sent to the Chairman for his information.

The five criteria will be:

- Is the topic related to a priority or value within the Council's Corporate Plan?

Yes – The topic directly relates to one of the three Priorities or three Values – 20 points;

Partially – The topic can be related to one of the three Priorities or three Values – 10 points;

No – The topic doesn't relate to the one of the three Priorities or three Values – 0 points.

- Is the topic of high public concern?

Yes – the matter is of high public concern, it is a public facing service and it has been the subject of questions/petitions at Council in the last two months and/or a group or representative group have been in touch with the Chairman of the Panel regarding this issue. – 20 points;

Partially – The matter is of some public concern, it is a public facing service, but hasn't been the subject of questions/petitions at Council in the last two months and/or a member of the public has been in touch with the Chairman of the Panel regarding this issue. – 10 points;

No – The matter is not of public concern, it relates to back office function and has not been the subject of recent public comment – 0 points.

- Is the topic currently underperforming as per the Council's quarterly performance monitoring?

Yes – the performance indicator is currently red – 20 points;

Partially – the performance indicator is currently orange – 10 points;

No – the performance indicator is currently green – 0 points.

- Will the topic result in recommendations that save that Council money or generate income?

Yes – There is definitely scope for recommendations as a result of the review for the Council to save money or generate income – 20 points;

Maybe – There is potentially scope for recommendations as a result of the review for the Council to save money or generate income;

No – The suggested topic is not about a topic that could result in monetary savings or income generation – 0 points.

- How long has the suggestion been on the list?

More than 12 months – 20 points;
Between six and 12 months – 10 points;
Less than six months – 0 points.

- Review Type: What are the officer resource implications?

1 Day – 4 weeks Review: **limited officer resource allocations required** for a successful review – 20 points;
More than 4 weeks and up to 3 months – **significant officer resource allocations required** for a successful review – 10 points;
More than 3 months: **very significant officer resource allocation required** for a successful review – 5 points.

The Scoring Table

Each suggested topic will then be entered into a table with their score, the higher the score the higher up the table that topic will be and the sooner that topic will be undertaken. This table will be included in the work programming report at every Overview and Scrutiny Panel meeting to allow the panel to see what topics will be considered next. Democratic Services will also recheck the scores each time the work programming report is created in order to ensure that the scores reflect the time each suggestion has been on the list.

A copy of the scoring table is shown on the following page.

In addition to the scoring table Democratic Services will also include the following summary table in each work programming report. This allows the Panel to see the progress of the current scrutiny review.

Scrutiny Review Prioritisation Table

Title of the Scrutiny Review & Review Type (resource implications)		Date added to the scoring table	Membership	Is the topic related to a priority or value within the Council's Corporate Plan?	Is the topic of high public concern?	Is the topic currently under-performing as per the Council's quarterly performance monitoring?	Will the topic result in recommendations that save that Council money or generate income?	Time on the list?	Implications for officer resource allocation	Total	Rank
Title	Review Type										
Example topic 1	+3 months review	21/07/16		20	20	10	10	0	5	65	1 st
Example topic 2	1 day review	16/07/26		10	0	0	20	0	20	50	2 nd

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FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

Overview and Scrutiny Panel	14 February 2017
Report Author	Senior Democratic Services Officer
Portfolio Holder	Councillor Crow-Brown, Cabinet Member for Corporate Governance
Status	For Information
Classification:	Unrestricted
Key Decision	No
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	<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>

	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

11 JANUARY 2017 TO 30 JUNE 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

Leader of the Council

Councillor Lin Fairbrass

Deputy Leader of the Council and Cabinet Member for Community Services

Councillor Derek Crow-Brown

Cabinet Member for Corporate Governance

Councillor John Townend

Cabinet Member for Financial Services and Estates

Councillor Suzanne Brimm

Cabinet Member for Operational Services

Councillor Hunter Stummer-Schmertzing

Cabinet Member for Regeneration and Enterprise Services

11 January 2017 to 30 June 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
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

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
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
Appointment of Council's External Auditor for 2018-19 and onwards		1. Governance and Audit Committee Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	07 Dec 16 09 Feb 17	Non-Key		G&A Committee report Council report
Budget and Medium Term Financial Strategy 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
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
General Fund Capital Programme Monitoring Report	To agree the revised capital programme	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	Key		Cabinet report
Fixed Penalty Notices (FPN) of £400 for the offence of Fly-tipping	To decide on whether to set a fine for the fixed penalty and if so at what level or to allow the default level to apply.	1.Cabinet 2.Trevor Kennett, Interim Senior Enforcement Manager	Councillor Suzanne Brimm, Cabinet Member for Operational Services	17 Jan 17	Non-Key		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

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
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
Purchase of Multi-Storey Car Parks	To buy the multi-storey car parks with a loan instead of paying rent to make long term budgetary savings.	1.Cabinet 2.Tim Howes, Director of Corporate Governance and Monitoring Officer	Councillor Suzanne Brimm, Cabinet Member for Operational Services	31 Jan 17	Budget setting		Cabinet report Council 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

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
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
Exceptional Hardship Scheme	Agreeing the Exceptional Hardship Scheme to be adopted to cater for reductions in the Council tax Support scheme at Thanet from April 2017	1. Overview & Scrutiny Panel Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer, Mark Emery, Operational Support Manager	Councillor John Townend, Cabinet Member for Financial Services and Estates	26 Jan 17 31 Jan 17 23 Feb 17	Non-Key		Overview & Scrutiny Panel report Cabinet report Council report
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	14 Feb 17 09 Mar 17	Non-Key		Overview & Scrutiny Panel 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
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
Agreement of Community Safety Partnership Plan for 2017-18	This ensures that the Council meets its statutory obligation of the Crime and Disorder Act 1998 in bringing together partners.	1. Overview & Scrutiny Panel Cabinet Council 2. Jessica Bailey, Community Safety Coordinator	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	14 Feb 17 09 Mar 17 23 Mar 17	Policy Framework		OSP report Cabinet report Council report
Business Case, Single East Kent Council	Consider the Business Case for the potential creation of a new single East Kent council	1. Cabinet Overview & Scrutiny Panel Cabinet Council 2. Madeline Homer, Chief Executive Tel: 01843 577123	Councillor Christopher T Wells, Leader of the Council	16 Feb 17 02 Mar 17 09 Mar 17 22 Mar 17 (tbc)	Policy Framework		Extra Cabinet report OSP report 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
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	16 Feb 17 09 Mar 17	Non-Key		CPRWP report 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
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	09 Mar 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
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
The adoption of a Thanet Council Lottery	Agree on the framework for running Thanet Council Lottery.	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	09 Mar 17	Non-Key	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet report
Westcliffe Hall	The decision would be to proceed to market the site.	1.Cabinet 2.Matthew Hill, Head of Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	09 Mar 17	Non-Key	Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Cabinet report

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.