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Date: **21 May 2012**
Our ref: **OSP/Agenda**
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OVERVIEW AND SCRUTINY PANEL

29 MAY 2012

A meeting of the Overview and Scrutiny Panel will be held at **7.00 pm on Tuesday, 29 May 2012** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor Driver (Chairman); Councillors: Harrison (Vice-Chairman), Campbell, Gibson, Gideon, E Green, I Gregory, Hornus, King, Marson, Moore, D Saunders, W Scobie, M Tomlinson and Watkins

A G E N D A

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the extract from the Standard Board Code of Conduct for Members, which forms part of the Declaration of Interest Form 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.

3. **MINUTES OF PREVIOUS MEETINGS** (Pages 1 - 8)

To approve the Minutes of the extraordinary and ordinary Overview and Scrutiny Panel meetings held on 24 April 2012 and 1 May 2012 respectively, copies attached.

4. **REVIEW OF THANET DISTRICT COUNCIL SCRUTINY ARRANGEMENTS - AN OPTIONS REPORT**

Report to follow

5. **ESTABLISHING OF THE OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2012/13** (Pages 9 - 32)

6. **FORWARD PLAN** (Pages 33 - 44)

Declaration of Interest form - back of agenda

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OVERVIEW AND SCRUTINY PANEL

Minutes of the meeting held on 24 April 2012 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Thomas King (Chairman); Councillors Wiltshire, Campbell, Driver, Gideon, I Gregory, Gibson, Harrison, Hornus, Marson, Lodge-Pritchard, D Saunders, W Scobie and Watkins

247. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor D. Green substituted by Councillor Gibson;
Councillor Day

248. DECLARATIONS OF INTEREST

There were no declarations of interest.

249. CONSULTATION RESPONSE TO THE PROPOSED NIGHT TIME FLYING POLICY SUBMITTED BY MANSTON AIRPORT

Madeline Homer, Community Services Manager introduced the agenda item. She said that in October 2011, Manston Airport forwarded to Council the night time flying policy proposal. Thanet District Council then carried out a public consultation between 3 February 2012 and 2 March 2012.

The findings of the public consultation were then considered by the Airport Working Party on 4 April 2012. The Group made some recommendations which were incorporated in the updated draft response report which the Panel was being asked to consider. Madeline Homer said that the Airport Working Party asked that the following issues be included in the draft response report:

1. Impact of the proposed night time flying proposal on tourism;
2. Loss of sleep for the affected residents;
3. Provisions of the Human Rights Act.

Members of the Panel said that the public consultation had been a credible and valid exercise. The draft response report showed that there were a significant number of people who were against the proposed night time flying policy.

Some Members were concerned that the airport operators were lobbying on an issue they were consulting Council on. Mr Harvey Patterson, Corporate and Regulatory Services Manager said that this was unusual and advised Members to focus on the draft response to the proposal.

Members of the Overview and Scrutiny Panel agreed the following recommendation:

1. That the draft Council response to Manston Airport's proposed Night Time Flying Policy, set out in Annex 1 of the report, be forwarded to Cabinet.

250. CONSULTATION RESPONSE TO THE PROPOSED NIGHT TIME FLYING POLICY SUBMITTED BY MANSTON AIRPORT - RICHARD BUXTON LEGAL LETTER AND RESPONSE BY PINSENT & MASONS

Mr Patterson introduced the item and recommended that the Panel notes the letter from Mr Richard Buxton and the proposed response letter from Thanet District Council drafted by the Council's lawyers. He said that Members were entitled to make comments and recommendations on the draft response letter. However officers were obliged to produce an appropriate legal response taking note of any legal guidance.

Members were concerned that the Council response had taken too long. Madeline Homer said that the letter had been referred to the Council lawyers and had only been included in the agenda at the request of Members of the Panel. Members requested that officers investigate the meeting alleged to have taken place with officers and share that information with Members of the Overview and Scrutiny Panel.

Councillor Campbell proposed, Councillor Hornus seconded and Members agreed the following:

1. That the Overview and Scrutiny Panel notes the contents of the letter from Mr Buxton and the draft response is to be issued to Mr Buxton shortly after the Panel meeting.

Meeting concluded: 7.45 pm

OVERVIEW AND SCRUTINY PANEL

Minutes of the meeting held on 1 May 2012 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Thomas King (Chairman); Councillors D Green, Wiltshire, Campbell, Driver, Gideon, I Gregory, Harrison, Hornus, Marson, Lodge-Pritchard, D Saunders, M Saunders, W Scobie and Watkins

In Attendance: Councillor Johnston

251. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Day substituted by Councillor M. Saunders.

252. DECLARATIONS OF INTEREST

There were no declarations of interest.

253. MINUTES OF PREVIOUS MEETINGS

Members agreed that under minute number 241 (Canvass Budget Growth Bid – 22 March 2012) the following should be added that:

“CEx gave assurance that the next audit report on electoral registration will be shared with the Governance and Audit Committee.”

Member agreed that the attendance list for the meeting held on 22 March 2012 should show that Councillor Lodge-Pritchard was in attendance.

254. RESPONSES OF CABINET / COUNCIL TO RECOMMENDATIONS OF OVERVIEW AND SCRUTINY PANEL

The report was noted.

255. CABINET MEMBER PRESENTATION ON COMMUNITY SERVICES (INCLUDING HOUSING STRATEGY) - COUNCILLOR JOHNSTON

Councillor Johnston, Cabinet Member for Community Services made a presentation on Community Services including Housing Strategy. She said that Council was working on the draft strategy which will be ready by 13 June 2012.

Councillor Johnston said that the Council was working well with East Kent Housing (EKH). She had attended the Local Area Board meeting. The current void performance was 17 days and was the best of the four partner Councils. Rent arrears were decreasing and stood at £254,680 as at the end of 2011/12. Tenant Inspectors had been appointed and Estates inspections undertaken had been a success.

During 2011/12 586 homes were let through Choice Based Lettings. During the same period decisions were made on 215 homelessness applications of which 123 were owed a re-housing duty by Council and were accepted as being unintentionally homeless. There were 4,781 people on the housing waiting list as at the end of March 2012.

There was a need for Council to put in place a Tenancy Strategy by November 2012 that would provide a policy framework for registered social landlords for the district. There

was a public health intervention programme called “Your Home Your Health” with street by street inspections currently underway in Cliftonville.

The Empty Property Initiative was a proactive approach to bring empty properties back into use by means of negotiation, interest free loans, enforcement notices, compulsory purchase orders and enforced sales. The Disability Facility Grants were aimed at improving the quality of life for disabled residents with appropriate adaptations to their homes.

Councillor Johnston said that the proposed Housing Intervention project was aimed at housing regeneration in Thanet, initially focussing on providing more family homes in Cliftonville and thereby promoting a change of housing profile and build sustainable communities. The project was collaborative working between Thanet District Council and Kent County Council.

The Localism Act had brought in changes the planning policy framework. This would see Neighbourhood planning influencing the district planning policy framework. Member training on planning had been scheduled for this May.

The successful delivery of the Olympic Torch Relay on Thursday, 19 July 2012 was a key priority for the Council. A new Community Safety Plan had been agreed by Council with four key priorities that include the following:

- a. Anti-Social Behaviour
- b. Substance Misuse
- c. Domestic Violence
- d. Violent Crime linked to Night Time Economy

Council was working on a new Economic Development and Regeneration Strategy because there was a need for a coordinated approach to economic development and regeneration of Thanet focussing on partnership working. Emphasis should be placed on tourism development, skills development and inward investment. Councillor Johnston said that the Building Control function was largely made up of statutory functions and some discretionary functions that Council was managing with a staff of four officers. She suggested that it might be good idea that an apprenticeship be started by Building Control Services to serve for the future needs of Council.

Members welcomed the comprehensive presentation by the Cabinet Member for Community Services. Some Members were concerned that Council may not be allocating enough resources for the disability facilities fund. Members also suggested that Cabinet could consider appointing a Domestic Violence Champion. Councillor Johnston agreed to the suggestion. Members indicated that the Localism Act requires that from April 2013, all Councillors would be the initial contact points for issues between tenants and housing associations; thereby making Members advocates for tenants. This role required prior training and would need to be planned for by the Council.

Councillor Johnston said that the Council would consider first local people in the allocation of housing, ahead of people coming from outside the district. She indicated that the Council's new Allocations Policy would be influenced by changes being introduced by the Localism Act. Some Members expressed the view that any allocation of housing would have to be based on an allocations policy that paid attention to equality, consistency and observing human rights of vulnerable people. They said that the new Allocations Policy should also be influenced by anti-social behaviour issues and some consideration should be given to examining closely the governance arrangements of housing associations and suggested that more support be offered to the smaller associations. Councillor Johnston said that due attention was given to recommendations that came from the Panel and noticed that the Crime and Disorder Reduction Partnership Working Party had come up with some good recommendations for Council to take up

with external agencies. She said that with smarter working approaches, Council would be able to achieve more.

Members of the Panel were concerned that some planning applications were coming to Council for a House in Multiple Occupation (HMOs) property near Christ Church University. The Cabinet Member said that any HMO would require a licence and they would be monitoring the situation. She said that Cabinet was prepared to share any information regarding the urgent decision made on the Dreamland. Councillor Johnston explained that the policy in relation to DFGs had changed so that policy on tenure is linked to the state of the property. Madeline Homer, Director of Community Services said that her team was aware of Council properties where disability facilities had been removed. These facilities would be recycled.

Madeline Homer said that as a result of the new Neighbourhood Planning requirements, the Thanet Regeneration Board would have local community representatives. Members were concerned that the work of the Board was not well advertised. Madeline Homer indicated that the Board was working on a communications strategy to publicise their work. She agreed to share the terms of reference of the Board with Members of the Panel.

The presentation was noted.

256. ELECTORAL REGISTRATION PROCESS REVIEW WORKING PARTY - FINAL REPORT (STAGE 1)

Councillor Cohen introduced the item. He said that some impressive progress had been made by the Working Party and the Council's initiatives had been well received by the Electoral Commission (South East Regional Office).

Members of the Working Party had agreed to adopt Option 4. Mr Glenn Back, Democratic Services and Scrutiny Manager said that there had been a meeting with Royal Mail. It was mentioned at that meeting that the Council could use optical character recognition which would reduce the impact of the higher costs of the new Business Mail. He said that £25,000 of the Council's Corporate underspend in 2011/12 had been set aside to support the changes to the way the canvass will be undertaken. Mr Back said that there will be a different approach to recruiting canvassers and this will involve drafting a detailed job description and a job interview for applicants in preparation for the canvassing of voters.

Members said that the report by the Working Party was an exceptionally thorough and excellent piece of work with good recommendations that included engaging Kent County Council in discussion on how best to introduce political education to create interest among the young people. They also added that it would be helpful to engage social landlords who could then let their tenants know about voter registration. Members said that since the Thanet Gateway attracts nearly 120,000 visitors; it may be a worthwhile idea to use electronic signage at the Gateway to encourage residents to register to vote.

Mr Back said a meeting had been held with staff at the Gateway and they had agreed to distribute claim forms and this was work in hand. Gateway staff had been very supportive. Members suggested that each Ward Member could encourage voter registration at their surgery sessions.

Councillor W. Scobie proposed, Councillor Wiltshire seconded and Members agreed to recommend to Electoral Registration Officer the following:

1. That officers liaise with Kent County Council (KCC) to ascertain to what extent local democracy is included in the national curriculum delivered in local schools;

2. That officers contacted student unions to encourage them to inform their members on the importance of registering to vote;
3. That officers check with KCC to ascertain to what extent voter registration is included in citizenship ceremonies and to see whether KCC would be willing to include the Electoral Commission's (EC) 'Registration form for new citizens' leaflet in its citizenship packs;
4. That officers liaise with 'Margate Task Force' on the possibilities for distributing voter registration forms at any of its 'roadshows';
5. That officers liaise with disability rights organisations on providing practical advice on different aspects of the electoral process, including registration;
6. That officers contact local estate agents who may be able to provide some relevant information on home movers and/or who would be willing to include a voter registration form in any 'welcome packs' they may provide to people moving home;
7. That officers liaise with East Kent Services on the possibility of sending a voter registration form with all new Council Tax records throughout the year;
8. That officers target landlords of Houses in Multiple Occupation (HMOs) to ascertain who is living in their properties;
9. That officers try contacting 'Porchlight' a charity supporting vulnerable and homeless people in Kent;
10. That in order to complete a thorough review, the Working Party focuses its attentions on improving the level of voter registration across the District as a whole as a "first stage" of the project; and
11. That the remainder of the Working Party's work programme be thoroughly investigated as a "second stage" after 1 May 2012.

257. OSP CHAIRMAN'S ANNUAL REPORT 2011/12

The Chairman introduced the item and said that in a number of cases some of the Panel's working parties had not been able to produce substantive recommendations for the Panel's attention. There was therefore a need to emphasise a Task and Finish Groups approach to the work of Working Parties when setting them.

There was general consensus among Members of the Panel regarding adopting a different approach for setting up future working parties in the next Municipal Year. Instead of reconstituting Groups that would have a year long timeframe to complete their work, the Panel said that it would be more helpful to create time limited topic specific Groups with a requirement to produce a final report for the OSP.

Members shared the view that the Panel would need to consider an options paper on new scrutiny arrangements for Thanet District Council and that this paper should be made available to Members at the first OSP meeting of the new municipal year. They indicated a desire to consider the possibility of allocating additional resources in order to ensure that Council undertook more effective scrutiny.

1. Members agreed that this report forms the basis of the Panel Annual Report to be presented to Annual Council by the Chairman.

258. REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

The report was noted.

259. FORWARD PLAN

Members said that they would like to be consulted in time on all decisions where in the Forward Plan such decisions are indicated as passing through the Panel for consultation. These decisions include the Excellent Homes for All (EHFA) and Housing Intervention. Madeline Homer said that the initially proposed Joint Venture Limited Liability Partnership (LLP) between Kent County Council and Thanet District Council was now going to be a collaboration agreement instead. Members said that because of the significant amount on public funding involved in the Housing Intervention decision, the Overview and Scrutiny Panel should scrutinise the proposed decision and advise Cabinet.

Councillor Driver proposed, Councillor D. Green seconded and Members agreed the following:

1. That an extraordinary Overview and Scrutiny Panel meeting be convened to consider the Housing Intervention issue before Cabinet makes a decision on the matter.

Members thanked the Chairman for his contribution to the work of the Panel for this municipal year.

Meeting concluded: 8.05 pm

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ESTABLISHING THE OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2012/13

To: **Overview and Scrutiny Panel – 29 May 2012**

Main Portfolio Area: **All Portfolios**

By: **Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **All**

Summary: This report sets out possible key activities of the Overview and Scrutiny Panel for 2012/13 and seeks the guidance of the Panel to determine the priority areas of work in the new municipal year.

For Decision

1.0 Introduction and Background

- 1.1 This paper allows the Panel to establish and agree the Overview and Scrutiny Panel work programme for 2012/13. It has been developed in consultation with the Chairman of the Panel.
- 1.2 Members are requested to consider whether to reconstitute the formal Working Parties that had been undertaking scrutiny work in 2011/12. The structure of the previous year's work programme is reflected in Table 1 of the report.
- 1.3 At the last meeting of the Panel, Members were in general agreement that there may be a need to review the approach for setting up sub-committees of the Panel to carry out more in-depth study of issues. The suggestion was the setting up of Task and Finish Groups with limited timeframes for completing the assigned review work.
- 1.4 Members appeared to share the view that there may be a need to consider allocating additional resources to the work of the Panel to enable Council to carry out more effective scrutiny.
- 1.5 An options paper is due for consideration by the Overview and Scrutiny Panel. It is hoped that the Panel would offer some recommendations to Cabinet regarding adopting new scrutiny arrangements that are considered "fit for TDC needs and requirements".
- 1.6 At the Panel meeting held on 22 March 2012, Members requested that some Forward Plan items be considered at future Panel meeting. Democratic Services are still liaising with the appropriate Council lead officers to determine when reports would be ready for Members' consideration. Once that is established, Members will be advised. These items are as detailed below:
 - a) Draft Corporate Plan
 - b) Allocating Events Budget
 - c) Housing Strategy
 - d) Design for future Climate Change

- e) Royal Sands Development
 - f) Night Time Flying Policy
 - g) Economic Development Strategy.
- 1.7 On 10 May 2012 a Cabinet Member authored report was put to Cabinet regarding the NHS review of Trauma Services in East Kent and the potential negative impact on the services provided at the QEQM Hospital in Margate. Cabinet then agreed to refer the issue to the Overview & Scrutiny Panel for further study as follows:
- “Request the Overview & Scrutiny Panel to add this matter to its Work Plan with a view to informing itself, drafting a consultation response and reporting back to Cabinet.”
- 1.8 Officers are still carrying out further investigations on the issue in order to provide adequate background information to assist Members of the Panel to determine whether and how they would like to progress this Cabinet referral.
- 1.9 Initial preliminary investigations undertaken by Democratic Services suggest that the National Health Services Kent and Medway are working on a strategy titled “East Kent Hospitals NHS University Foundation Trust Clinical Strategy”. The Trust considers the development of the trauma network as one of the drivers of change in this new strategy.
- 1.10 In addition to the above, the Chairman (elected at Annual Council on 17 May 2012) has requested that Members of the Panel consider including the following items on the Work Programme for 2012/13:
- a) Review of the Universal Credit Scheme / Welfare Benefit Reform - consideration of the implications on residents in receipt of benefits in Thanet;
 - b) Social Housing in Thanet – a review of the level of social housing need and the adequacy of social housing provided by Housing Associations and Thanet District Council;
 - c) Development of a “public call for scrutiny.”
- 1.11 The Chairman also suggested that the Panel considers including in the draft terms of reference of the Corporate & Budget and Improvement Task and Finish Group that the Group shadow the Council budget making process over the winter of 2012/13 and act as critical friend to the Cabinet in the development of the budget for 2013/14.
- 1.12 Officers have been asked to provide information relating to the East Kent Spatial Development Company in order for Members of the Overview and Scrutiny Panel to determine whether this issue needed further scrutiny or not.
- 1.13 Members are asked to note that the pending Cabinet decision on “Housing Intervention” is now going to be considered at the 26 July 2012 Cabinet meeting and not in June as previously indicated. This gives the Panel more time to arrange for an extraordinary Panel meeting, should one be necessary to consider the issue as agreed at the last Panel meeting.

FORMAL TASK AND FINISH GROUPS

- 1.14 If the Panel is agreeable to establishing the formal Working Parties /Task & Finish Groups, then ongoing Working Parties should reconsider the 2011/12 terms of

reference for the groups as reflected in Annex 1 to Annex 6 of the report to confirm that they remain appropriate for 2012/13.

- 1.15 When setting up Groups, Members need to decide whether to waive the application of political proportionality as the Panel has done in previous years.

TASK & FINISH GROUPS WORK PROGRAMME TEMPLATE

- 1.16 Each Task and Finish Group would need to prepare a programme of their work, indicating the issues to be considered and the timetable using Section B of the Terms of Reference and Work Programme template in the individual Group annexes attached to this report.

INFORMAL TASK AND FINISH GROUPS

- 1.17 During 2011/12, the Panel operated only one informal sub-group, the Crime and Disorder Reduction Working Party, which met with the lead officer for the service area, but without direct support from the Democratic Services Team.
- 1.18 Members are asked to note that the Council is not obliged to set up a CDRP Working Party as long as they have the function included in the Overview and Scrutiny Panel orders of reference (which is the case) and they consider a crime and disorder reduction partnership matter at least once a year.
- 1.19 Guidance from the Panel is sought as regards whether the CDRP Working Party should be re-established, bearing in mind the resource constraints imposed by the Council and Committee Team losing posts as a result of the recent re-organisation.
- 1.20 Table 1 shows the number and size of Working Parties in 2011/12 and is for illustrative purposes only. The structure of groups in 2012/13 will be informed by the Panel decision on proportionality (amongst other things).

2.0 The Work Programme Table

- 2.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:
 - a) **Formal Working Party /Task & Finish Group** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
 - b) **Involvement in policy development** – this entails the relevant Members being involved by officers in the review/development of policies by the executive. That work will be reported back to the Panel prior to recommendations being passed to the executive.
 - c) **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.
 - d) **Status to be determined** – possible additions to the work programme. The Panel will need to decide whether to undertake work on them, and if so, how that work will be organised.

Table 1 – Draft Work Programme

Issue	Size of Group	Lead Officer
Formal Working Parties		
Date of Establishment: 02.10.07 Airport Working Party	7	Madeline Homer
Date of Establishment: 02.10.07 Asset Management Working Party	7	Mark Seed
Date of Establishment: 28.05.08 Corporate Improvement and Budget Working Party	7	Sarah Carroll/Sarah Martin
Date of Establishment: 10.01.12 Electoral Registration Process Review Working Party	5	Glenn Back
Date of Establishment 28.07.09 Ramsgate Port & Marina Working Party	7	Mark Seed
Date of Establishment: 15.06.10 Shared Services Working Party	7	Karen Paton – EKS Client Side Representative (for Thanet District Council)
Involvement in policy development (Informal Working Parties)		
Date of Establishment 01.10.09 Crime & Disorder Reduction Partnership Working Party	5	Martyn Cassell
Presentations		
12/13 Presentations by Portfolio Holders and Corporate Services Managers	N/A	All Portfolio Holders and Corporate Services Managers
Status to be determined		
East Kent Hospitals NHS University Foundation Trust Clinical Strategy	TBD	
Review of the Universal Credit Scheme / Welfare Benefit Reform	TBD	
Social Housing in Thanet	TBD	
Public Call for Scrutiny	TBD	
East Kent Spatial Development Company	TBD	

3.0 Corporate Implications

3.1 Financial

- 3.1.1 There are no financial implications arising directly from this report but elements of the suggested work programme may have financial and resource implications.

3.2 Legal

- 3.2.1 There are no legal issues arising directly from this report

3.3 Corporate

- 3.3.1 The work programme should help to deliver the Modern Council theme of the Corporate Plan by focusing on the best use of people, technology, buildings and assets in order to deliver high quality and efficient services. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.
- 3.3.2 The Task and Finish Groups assist the work of scrutiny as they would carry-out an in-depth study of any issue referred to the groups under the terms of reference. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.

3.4. Equalities

- 3.4.1 None directly 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.

4.0 Recommendations

- 4.1 With regard to the application of political proportionality to Working Parties:
- a. Agree to establish the membership of formal Working Parties /Task & Finish Groups with due regard to political proportionality and agree the sizes from among the following options:
 - i) 7 = 3C: 3L: 1TIG: 0I
 - ii) 7 = 3C: 3L: 0TIG: 1I
 - iii) 8 = 4C: 4L: 0TIG: 0I
 - iv) 9 = 4C: 4L: 0TIG: 1I
 - v) 9 = 4C: 4L: 1TIG: 0I
 - vi) 10 = 4C: 5L: 1TIG: 0I
 - vii) 12 = 5C: 5L: 1TIG: 1I

or

 - b. To unanimously agree to disregard political proportionality when setting up the Working Parties / Task & Finish Groups and agree the sizes from the following options:
 - i) 6 = 2L: 2C: 1I: 1TIG
 - ii) 8 = 3L: 3C: 1I: 1TIG

- 4.2 To determine whether to establish or re-establish the Task and Finish Groups, set out in Table 1, determine their composition between Political Groups and nominate Members to serve on them and agree the terms of reference (as in Annex 1 to Annex 6 where appropriate);
- 4.3 Agree that before any consideration of substantive business all Groups would be required to complete the project template and review their respective terms of reference at their first meeting and report back to the next available Overview and Scrutiny Panel for approval;
- 4.4 Agree the rest of the work programme for 2012/13.

5.0 Decision Making Process

- 5.1 These are all decisions that can be taken by the Panel, though any suggestion affecting the Council's Constitution would need to be referred to the Constitutional Review Working Party.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext: 7186
Reporting To:	Glenn Back, Democratic Services and Scrutiny Manager, Ext 7187

Annex List

Annex 1	Airport Task & Finish Group Terms of Reference and Work Programme
Annex 2	Asset Management Task & Finish Group Terms of Reference and Work Programme
Annex 3	Corporate Improvement & Budget Task & Finish Group Terms of Reference and Work Programme
Annex 4	Electoral Registration Process Review Task & Finish Group Terms of Reference and Work Programme
Annex 5	Shared Services Task & Finish Group Terms of Reference and Work Programme
Annex 6	CDRP Task & Finish Group Terms of Reference and Work Programme

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Legal	Harvey Patterson, Corporate & Regulatory Services Manager
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Agenda Item 5

Annex 1

AIRPORT TASK & FINISH GROUP DRAFT TERMS OF REFERENCE AND WORK PROGRAMME

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the operation and development of Manston International Airport

Membership, Chairmanship and Quorum

Number of Members	Seven
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	None Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Scrutinise any future airports proposed night time flying policy including establishment of parameters for community consultation and assessment of technical criteria against which the policy can be judged;
2. Review of the existing section 106 agreement for the airport;
3. Review the arrangements of other regional airports;
4. Scrutinise the results of public engagement and report to the Overview and Scrutiny Panel for discussion;
5. Scrutinise the masterplan of the airport operator and any other proposals in relation to the development of the airport;
6. Submit written interim and final reports with recommendations to the Overview and Scrutiny Panel.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 2 October 2007. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

B. TASK & FINISH GROUP WORK PROGRAMME 2012/13

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr	Chairman
Cllr	Vice Chair
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
SUPPORTING OFFICERS	
	DESIGNATION

DATE OF MEETING/ACTIVITY	AGENDA ITEM	WITNESSES TO BE INVITED
Meeting 1 Date/time	a. Election of Chairman b. Agreement of Draft Terms of Reference c. Agreement of all items of business to be considered by Task & Finish Group d. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	
Meeting 2 Date/time		
Meeting 3 Date/time		
Meeting 4 Date/time		
Meeting 5 Date/time		
etc		
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel	

Agenda Item 5

Annex 2

ASSET MANAGEMENT TASK & FINISH GROUP DRAFT TERMS OF REFERENCE AND WORK PROGRAMME

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the Asset Management

Membership, Chairmanship and Quorum

Number of Members	Seven
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	None Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Review the Council's asset disposal process;
2. Monitor asset disposals decisions to verify compliance with procedure;
3. Monitor the implementation of asset disposals decisions;
4. Make recommendations to Overview and Scrutiny Panel regarding amendments of the Asset Management Strategy;

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 2 October 2007. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

B. TASK & FINISH GROUP WORK PROGRAMME 2012/13

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr	Chairman
Cllr	Vice Chair
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
SUPPORTING OFFICERS	
	DESIGNATION

DATE OF MEETING/ACTIVITY	AGENDA ITEM	WITNESSES TO BE INVITED
Meeting 1 Date/time	a. Election of Chairman b. Agreement of Draft Terms of Reference c. Agreement of all items of business to be considered by Task & Finish Group d. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	
Meeting 2 Date/time		
Meeting 3 Date/time		
Meeting 4 Date/time		
Meeting 5 Date/time		
etc		
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel	

Agenda Item 5

Annex 3

CORPORATE IMPROVEMENT & BUDGET TASK & FINISH GROUP DRAFT TERMS OF REFERENCE AND WORK PROGRAMME

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the Corporate Improvement and Budget Performance

Membership, Chairmanship and Quorum

Number of Members	Seven
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	None Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Challenge the alignment of priorities and optimal use of resources to ensure value for money;
2. Participate in Value for Money Reviews and query unsatisfactory performance;
3. Evaluate partnerships the Council is party to in order to ensure effective use of resources and a return on investment of those partnerships;
4. Review the 2007/11 Corporate Plan to determine progress in relation to delivering projects and improvements noticeable to residents;
2. Challenge the assumptions of the Medium Term Financial Strategy;
3. Provide a critical friend challenge to officers, reflecting the voice and concerns of the public in order to make an impact on corporate improvement and the effectiveness of the budget processes;
7. The Group may wish to set out a programme of work and a timetable of meetings. Ideally if Members were of the view that there was anything significant to go into the agenda for the following Overview and Scrutiny Panel meeting; there is a need for the group to meet in good enough time to thereafter include any outputs from the group meeting into the Panel agenda.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 28 May 2008. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

B. TASK & FINISH GROUP WORK PROGRAMME 2012/13

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr	Chairman
Cllr	Vice Chair
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
SUPPORTING OFFICERS	
	DESIGNATION

DATE OF MEETING/ACTIVITY	AGENDA ITEM	WITNESSES TO BE INVITED
Meeting 1 Date/time	a. Election of Chairman b. Agreement of Draft Terms of Reference c. Agreement of all items of business to be considered by Task & Finish Group d. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	
Meeting 2 Date/time		
Meeting 3 Date/time		
Meeting 4 Date/time		
Meeting 5 Date/time		
etc		
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel	

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Agenda Item 5

Annex 4

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP DRAFT TERMS OF REFERENCE AND WORK PROGRAMME

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise the canvassing of voters in order to improve voter registration numbers.

Membership, Chairmanship and Quorum

Number of Members	Five
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	None Executive Members Only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. To advise the Council's Electoral Registration Officer on options for improving the level of voter registration across the District as a whole.
2. To advise the Council's Electoral Registration Officer on options for improving the accuracy of the electoral register.
3. To advise the Council's Electoral Registration Officer on options for increasing public awareness of, and participation in, voter registration.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 10 January 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 10 January 2012.

B. TASK & FINISH GROUP WORK PROGRAMME 2012/13

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr	Chairman
Cllr	Vice Chair
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
SUPPORTING OFFICERS	
	DESIGNATION

DATE OF MEETING/ACTIVITY	AGENDA ITEM	WITNESSES TO BE INVITED
Meeting 1 Date/time	a. Election of Chairman b. Agreement of Draft Terms of Reference c. Agreement of all items of business to be considered by Task & Finish Group d. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	
Meeting 2 Date/time		
Meeting 3 Date/time		
Meeting 4 Date/time		
Meeting 5 Date/time		
etc		
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel	

**SHARED SERVICES TASK & FINISH GROUP DRAFT TERMS OF
REFERENCE AND WORK PROGRAMME**

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise the development and implementation of Shared Services

Membership, Chairmanship and Quorum

Number of Members	Seven
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	None Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Scrutinise the process for establishing Shared Services;
2. Review the implementation of shared services arrangements that include the following:
 - a) Shared Services Vehicle
 - b) Housing Landlord
 - c) Recycling & Waste
3. Scrutinise the tenants' consultation process;
4. Keep a watching brief on all developments in relation to the Shared Services project;
5. Monitor the performance of the shared services arrangements;
6. Draft regular progress reports to be considered by the Panel;
7. Draft a final report to be considered by the Panel;
8. Keep a watching brief on scrutiny undertaken by the EKJSC on services already shared.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 15 June 2010. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

B. TASK & FINISH GROUP WORK PROGRAMME 2012/13

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr	Chairman
Cllr	Vice Chair
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
SUPPORTING OFFICERS	
SUPPORTING OFFICERS	DESIGNATION

DATE OF MEETING/ACTIVITY	AGENDA ITEM	WITNESSES TO BE INVITED
Meeting 1 Date/time	a. Election of Chairman b. Agreement of Draft Terms of Reference c. Agreement of all items of business to be considered by Task & Finish Group d. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	
Meeting 2 Date/time		
Meeting 3 Date/time		
Meeting 4 Date/time		
Meeting 5 Date/time		
etc		
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel	

Agenda Item 5

Annex 6

CRIME AND DISORDER REDUCTION PARTNERSHIP TASK & FINISH GROUP DRAFT TERMS OF REFERENCE AND WORK PROGRAMME

A. TERMS OF REFERENCE

General

The purpose of the working party has been to establish a member led cross party scrutiny of key crime and disorder topics in Thanet

Membership, Chairmanship and Quorum

Number of Members	5
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	None Executive Members only
Restrictions on Chairmanship	None. Joint Chairmanship
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

2. Terms of reference

The full terms of reference for the working party are given below under the Crime and Disorder (Overview & Scrutiny) Regulations 2009, hereby attached. The scope of the group for 2011/12 has been specifically to:

- i. Scrutinise the Council's and key partners approach to anti-social behaviour investigations and Street Scene Enforcement;
- ii. Specifically look at housing management of anti-social behaviour and powers to deal with issues especially in terms of tenancy agreements;
- iii. Debate key issues relevant to the two areas listed, interview key witnesses, make findings and suggest recommendations for improvement.

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009.

The Crime and Disorder (Overview and Scrutiny) Regulations 2009

Made

6th April 2009

Laid before Parliament

8th April 2009

Coming into force in accordance with regulation 1(2)

The Secretary of State makes the following Regulations in exercise of the powers conferred by section 20(3) and (4) of the Police and Justice Act 2006⁽¹⁾.

In accordance with section 20(4) of that Act, the Secretary of State has consulted with the Welsh Ministers ⁽²⁾ regarding the provisions in relation to local authorities in Wales.

Citation and commencement

1.—(1) These Regulations may be cited as the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

(2) These Regulations shall come into force in respect of local authorities in England on 30th April 2009 and in respect of local authorities in Wales on 1st October 2009.

Interpretation

2. In these Regulations—

“2006 Act” means the Police and Justice Act 2006;

“depersonalised information” means information which does not constitute personal data within the meaning of the Data Protection Act 1998⁽³⁾.

Co-opting of additional members

3.—(1) The crime and disorder committee of a local authority may co-opt additional members to serve on the committee subject to paragraphs (2), (3), (4) and (5).

(2) A person co-opted to serve on a crime and disorder committee shall not be entitled to vote on any particular matter, unless the committee so determines.

(3) A co-opted person’s membership may be limited to the exercise of the committee’s powers in relation to a particular matter or type of matter.

(4) A crime and disorder committee shall only co-opt a person to serve on the committee who—

(a) is an employee, officer or member of a responsible authority or of a co-operating person or body; and

(b) is not a member of the executive of the committee's local authority (or authorities).

(5) The membership of a person co-opted to serve on a crime and disorder committee may be withdrawn at any time by the committee.

Frequency of meetings

4. A crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions as the committee considers appropriate but no less than once in every twelve month period.

Information

5.—(1) Where a crime and disorder committee makes a request in writing for information, as defined in section 20(6A) of the 2006 Act(4), to the responsible authorities or the co-operating persons or bodies, the authorities, or persons or bodies (as applicable) must provide such information in accordance with paragraphs (2) and (3).

(2) The information referred to in paragraph (1) must be provided no later than the date indicated in the request save that if some or all of the information cannot reasonably be provided on such date, that information must be provided as soon as reasonably possible.

(3) The information referred to in paragraph (1)—

(a) shall be depersonalised information, unless (subject to sub-paragraph (b)) the identification of an individual is necessary or appropriate in order to enable the crime and disorder committee to properly exercise its powers; and

(b) shall not include information that would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating persons or bodies.

Attendance at committee meetings

6.—(1) Subject to paragraph (2), a crime and disorder committee may require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions.

(2) The crime and disorder committee may not require a person to attend in accordance with paragraph (1) unless reasonable notice of the intended date of attendance has been given to that person.

Reports and recommendations

7. Where a crime and disorder committee makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with section 19(8)(b) of the 2006 Act, the responses to such report or recommendations of each relevant authority, body or person shall be—

(a) in writing; and

(b) submitted to the crime and disorder committee within a period of 28 days from the date of the report or recommendations or, if this is not reasonably possible, as soon as reasonably possible thereafter.

Vernon Coaker
Minister of State

Home Office
6th April 2008

B. TASK & FINISH GROUP WORK PROGRAMME 2012/13

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr	Chairman
Cllr	Vice Chair
Cllr	
Cllr	
Cllr	
Cllr	
Cllr	
SUPPORTING OFFICERS	DESIGNATION

DATE OF MEETING/ACTIVITY	AGENDA ITEM	WITNESSES TO BE INVITED
Meeting 1 Date/time	a. Election of Chairman b. Agreement of Draft Terms of Reference c. Agreement of all items of business to be considered by Task & Finish Group d. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	
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FORWARD PLAN

To: **Overview and Scrutiny Panel – 29 May 2012**

Main Portfolio Area: **All**

By: **Democratic Services and Scrutiny Manager**

Classification: **Unrestricted**

Summary: To update Panel Members on the revised Forward Plan of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items

For Decision

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 is updated monthly and published on the Council's internet site www.thanet.gov.uk/council_democracy/cllrs_democracy_elections/forward_plan.aspx and on the Members' portal.
- 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 Plan is attached at Annex 1 to this report.

2.0 Corporate Implications

2.1 Financial

- 2.1.1 None

2.2 Legal

- 2.2.1 None

2.3 Corporate

- 2.3.1 The development of a Scrutiny and Overview Forward Plan will help to deliver the Modern Council theme of the Corporate Plan, by focusing on transparent and accountable decision making.

2.4 Equalities

2.4.1 None.

3.0 Recommendation

3.1 Members' instructions are invited.

Contact Officer:	Glenn Back, Democratic Services & Scrutiny Manager, ext.7187
Reporting to:	Harvey Patterson, Corporate & Regulatory Services Manager

Annex List

Annex 1	Forward Plan
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Background Papers

Title	Details of where to access copy
None	n/a

Corporate Consultation Undertaken

Finance	Not applicable
Legal	Not applicable

FORWARD PLAN

1 JUNE 2012 TO 1 DECEMBER 2012

The Local Government Act 2000 requires the Council to publish, once a month, a Forward Plan of Key Decisions to be taken over the coming months. 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 the Forward Plan, 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 in the Forward Plan 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".

The Forward Plan represents a snapshot of decisions in the system as at the date of publication. It is updated every month. For more information, please contact Anona Somasundaram at the Council Offices, Cecil Street, Margate on Thanet 577046 or by e-mail at anona.somasundaram@thanet.gov.uk.

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

Councillor Clive Hart

Leader of the Council and Cabinet Member for Corporate Regulatory and Strategic Economic Development Services

Councillor Alan Poole

Deputy Leader of the Council and Cabinet Member for Commercial Services

Councillor Iris Johnston

Cabinet Member for Community Services

Councillor Michelle Fenner

Cabinet Member for Business Services

Councillor Rick Everitt

Cabinet Member for Financial Services

Where any person wishes to make representations about a matter where the Cabinet is listed as the decision maker letters should be sent to the Council's offices at Cecil Street, Margate addressed to the Senior Democratic Services Officer. In all other cases letters should be sent to the same address, addressed to the named decision maker listed below.

1 June 2012 to 1 December 2012

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Dalby Square, Townscape Heritage Initiative Historic Building Grant Scheme (THI)	Approval of scheme details and funding package	1.Cabinet 2.Rob Hetherington, Economic Development and Regeneration Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	21 Jun 12	Key	Dalby Square residents, Heritage Lottery Fund, Thanet District Council Finance, Kent County Council, Homes and Communities Agency (HCA).	Exhibitions, Workshops	THI Action Plan
End of year report on progress against Interim Corporate Plan 2011-2012	Conclusion of reporting on whole year performance	1.Cabinet 2.Adrian Halse, Policy and Business Planning Manager	Councillor Mrs Michelle H Fenner, Cabinet Member for Business Services	21 Jun 12	Non-Key	N/A	By performance report	Cabinet report

Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Housing Intervention	To approve the collaboration agreement between Thanet District Council and Kent County Council.	1.Cabinet 2.Madeline Homer, Director of Community Services Tel: 01843 577123	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	2 Feb 12 21 Jun 12	Key	N/A	N/A	Report
Agreement to begin consultation on review of Statement of Community Involvement (SCI)	The views of stakeholders and public will be sought as to the Council's approach to involving the Community in planning issues.	1.Cabinet 2.Simon Thomas, Planning Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	2 Feb 12 10 May 12 12 Jul 12	Key	Stakeholders & public March-April consultation	On-line, Press Advert, Press Release	Draft SCI
Revised Procurement Strategy	Revised Procurement Strategy adopted	1.Cabinet 2.Karen Paton, Strategic Procurement Manager	Councillor Mrs Michelle H Fenner, Cabinet Member for Business Services	Not before 1st Jul 12	Non-Key	Consultation with Managers	Release of Draft Revised Procurement Strategy	Cabinet Report and Strategy Document

Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Approval of Economic Development Strategy	An adoption of Economic Development Strategy	1.Cabinet 2.Rob Hetherington, Economic Development and Regeneration Manager	Councillor Clive Hart, Leader of the Council and Cabinet Member for Corporate Regulatory and Strategic Economic Development Services	26 Jul 12	Key	Consultation with Key Stakeholders by 31 May 2012	Workshops	Final Strategy
2012-2013 First quarter report on progress against Corporate Plan	First performance report for 2012-2016 Corporate Plan	1.Cabinet 2.Adrian Halse, Policy and Business Planning Manager	Councillor Mrs Michelle H Fenner, Cabinet Member for Business Services	23 Aug 12	Non-Key	N/A	By performance report	Cabinet report
Thanet Parking Policy 2013-14	Policy on parking issues in Thanet, including fees and charges for 2013-2014	1.Cabinet 2.Harvey Patterson, Corporate and Regulatory Services Manager and Monitoring Officer	Councillor Clive Hart, Leader of the Council and Cabinet Member for Corporate Regulatory and Strategic Economic Development Services	23 Aug 12	Key	Residents; Businesses; Ward Councillors and other Partner Agencies; Overview & Scrutiny Panel – 7 August 2012.	The Big Parking Review	The Big Parking Review Summary Parking Policy 2012-2013

Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Excellent Homes for All (EHFA) - Signing of the Project Agreement, Back to Back Agreement and Risk Sharing	The delivery of supported housing schemes in Kent to include extra care and mental health accommodation in Thanet	1.Cabinet 2.Craig George, Housing Services Manager Tel: 01843 577220	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	23 Aug 12	Key	Consultation will be undertaken by Kent County Council with its Members, Finance & Property Departments; each District Authority will also need to undertake consultation with its Members and relevant internal departments.	Reports to Cabinet Members; the Kent County Council Project Team can meet with Cabinet Members and Officers on request.	Project Agreement and Back to Back Agreement
Tenancy Strategy	Develop a Tenancy Strategy for Thanet	1.Cabinet Council 2.Craig George, Housing Services Manager Tel: 01843 577220	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	23 Aug 12 20 Sep 12	Key	East Kent Housing; Housing Association; Relevant Stakeholders	Various	Tenancy Strategy
Thanet Transportation Plan 2012-16	Strategic direction and proposed actions for transportation issues in Thanet for the next four years	1.Cabinet 2.Harvey Patterson, Corporate and Regulatory Services Manager and Monitoring Officer	Councillor Clive Hart, Leader of the Council and Cabinet Member for Corporate Regulatory and Strategic Economic Development Services	Not before 1st Sep 12	Key	Residents; Businesses; Ward Councillors and other Partner Agencies; Overview & Scrutiny Panel	The Big Parking Review	The Big Parking Review Summary Thanet Transportation Plan 2012-16

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Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Localisation of Council Tax Discount Scheme	To approve a localised Council Tax Discount Scheme	1.Cabinet Council 2.Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor Rick Everitt, Cabinet Member for Financial Services	Not before 1st Sep 12 Not before 1st Sep 12	Key	Public consultation	Not yet determined	Report to Cabinet
To adopt the Common Assessment Framework	It will simplify the housing needs assessment process and will provide efficiencies for Thanet District Council	1.Cabinet Council 2.Craig George, Housing Services Manager Tel: 01843 577220	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	21 Jun 12 20 Sep 12	PFP	N/A	N/A	Implementation Plan Common Assessment Framework
Community Right to Bid (Assets of Community Value) - Localism Act 2011	Having a process for determining an asset of community value	1.Cabinet 2.Janice Wason, Community Development Manager, Robin Haves, Property Manager	Deputy Leader of the Council and Cabinet Member for Commercial Services, Cabinet Member for Community Services	Not before 20th Sep 12	Key	Awaiting guidance from the Government	Awaiting guidance from the Government	Cabinet Report
A Disabled Facilities Grant (DFG) Policy	We will have a clear approach to DFG delivery	1.Cabinet 2.Tanya Wenham, Housing Improvement Strategy Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	27 Sep 12	Key	Consultation with service users by January 2012	Discussion with Home Improvement Agency (HIA) Steering Group and Service User Group	Cabinet Report and Policy Document

Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Allocation Policy	An updated lettings policy for affordable housing adopted for the Thanet district, which includes local lettings plans for specific sites, including tower blocks	1.Cabinet Council 2.Victoria May, Housing Options Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	27 Sep 12 6 Dec 12	Key	Stakeholders including Thanet residents; Sub-regional homeless forum; Local community groups; Residents' Association; Landlords; Developers; Voluntary sector; Internal Consultation ends, 20 December 2010	Stakeholder day; Focus groups; Tenants; Residents' newsletters; Thanet District Council website	Draft policy
Housing Strategy	To agree final document based on consultation response.	1.Cabinet Council 2.Madeline Homer, Director of Community Services Tel: 01843 577123	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	27 Sep 12 6 Dec 12	Key	Stakeholders including Thanet residents, Sub-regional homeless forum; Local community groups; Residents association; Landlords; Developers; Voluntary sector; Internal Departments; Overview and Scrutiny Panel 1 May 2012.	Initial Review document, Stakeholder workshops, Internal Officer Workshop	Strategy

Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Design for Future Climate Change	Accept Recommendations from Consultants	1.Cabinet Council 2.Rob Hetherington, Economic Development and Regeneration Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	27 Sep 12 6 Dec 12	Key	None	N/A	Bid Document Agreement with the Technology Strategy Board
The determination of the Gambling Policy statement for the next three years	Compliance with the 2005 Gambling Act in reviewing the Policy every three years	1.Cabinet Council 2.Phil Bensted, Regulatory Services Manager	Councillor Clive Hart, Leader of the Council and Cabinet Member for Corporate Regulatory and Strategic Economic Development Services	15 Nov 12 6 Dec 12	Policy Framework	Statutory – August 2012; Overview & Scrutiny Panel, 23 October 2012	Compliance with statute	Report
Port Master Plan	Establish the Ramsgate Port & Harbour Master plan Cabinet Advisory Group to provide some steer for the development of the Port Master plan Development, consultation and adoption of a Port Master Plan	1.Cabinet 2.Mark Seed, Director of Operations Tel: 01843 577742	Councillor Alan Poole, Deputy Leader of the Council and Cabinet Member for Commercial Services	Nov 12	Key	Port Users; Partners, Kent County Council (KCC); English Heritage; Ramsgate Town Council; Business; Overview & Scrutiny Panel	Various	Draft Master Plan

Key Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For decision by	Decision Type	Consultees and Consultation end date	Means of Consultation	Documents submitted to the Decision Maker
Asset Management Strategy	Proposed adoption of the Interim Asset Disposal Plan.	1.Cabinet Cabinet 2.Mark Seed, Director of Operations Tel: 01843 577742	Cabinet Member for Community Services, Deputy Leader of the Council and Cabinet Member for Commercial Services	10 May 12 Before 1 Jan 14	Key	Local Councils, Community Groups, Existing tenants	Communication and meetings	Existing Asset Management Strategy 2007-2011 and its performance (Rejected 2011) Interim report to Cabinet

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a personal interest?

You have a **personal interest** in any business of your authority where it relates to or is likely to affect:

- a) An interest you must **register**.
- b) An interest that is not on your register, but where the well-being or financial position or you, members of your family (spouse; partner; parents; in laws; step/children; nieces and nephews), or people with whom you have a close association (friends; colleagues; business associates and social contacts that can be friendly and unfriendly) is likely to be affected by the business of your authority more than it would affect the majority of:
 - Inhabitants of the ward or electoral division affected by the decision (in the case of the authorities with electoral divisions or wards.)
 - Inhabitants of the authority's area (in all other cases)

These two categories of personal interests are explained in this section. If you declare a personal interest you can remain in the meeting, speak and vote on the matter, unless your personal interest is also a prejudicial interest.

Effect of having a personal interest in a matter

You must declare that you have a personal interest, **and the nature of that interest**, before the matter is discussed or as soon as it becomes apparent to you except in limited circumstances. Even if your interest is on the register of interests, you must declare it in the meetings where matters relating to that interest are discussed, unless an exemption applies.

When an exemption may be applied

An exemption applies where your interest arises solely from your Membership of, or position of control or management on:

1. Any other body to which you were appointed or nominated by the authority.
2. Any other body exercising functions of a public nature (e.g. another local authority)

Is my personal interest also a prejudicial interest?

Your personal interest will also be a **prejudicial interest** in a matter if all of the following conditions are met:

- a) The matter does not fall within one of the **exempt categories** of decisions
- b) The matter affects **your financial interests** or relates to a **licensing or regulatory matter**.
- c) A member of public, who knows the relevant facts, would **reasonably think your personal interest is so significant** that it is likely to prejudice your judgement of the public interest.

What action do I take if I have a prejudicial interest?

- a) If you have a **prejudicial interest** in a matter being discussed at a meeting, you must declare that you have a prejudicial interest as the nature of that interest becomes apparent to you.
- b) You should then leave the room, **unless members of the public are allowed to make representations, give evidence or answer questions about the matter**, by statutory right or otherwise. If that is case, you can also attend the meeting for that purpose.
- c) However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe the vote on the matter.

d) In addition you must not seek to **improperly influence** a decision in which you have a prejudicial interest.

This rule is similar to your general obligation not to use your position as a Member improperly to your or someone else's advantage or disadvantage.

What if I am unsure?

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

DECLARATION OF PERSONAL AND, PERSONAL AND PREJUDICIAL INTERESTS

MEETING

DATE..... **AGENDA ITEM**

IS YOUR INTEREST:

PERSONAL

PERSONAL AND PREJUDICIAL

NATURE OF INTEREST:

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

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Committee Clerk when you are asked to declare any interests.