

Public Document Pack



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OVERVIEW AND SCRUTINY PANEL

23 APRIL 2013

A meeting of the Overview and Scrutiny Panel will be held at **7.00 pm on Tuesday, 23 April 2013** in the Broadstairs Town Council, Pierremont Hall, Pierremont Park, Broadstairs, Kent, CT10 1JX.

Membership:

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

A G E N D A

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETINGS** (Pages 1 - 8)
To approve the Minutes of the Ordinary and Extraordinary Overview and Scrutiny Panel meetings held on 15 January 2013 and 12 February 2013 respectively, copies attached.
4. **EQUALITY POLICY PUBLIC CONSULTATION** (Pages 9 - 56)
5. **ALLOCATION POLICY** (Pages 57 - 128)
6. **AGREEMENT OF COMMUNITY SAFETY PARTNERSHIP PLAN FOR 2013-14** (Pages 129 - 162)
7. **RESPONSES OF CABINET &/OR COUNCIL TO RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY PANEL** (Pages 163 - 170)
8. **PROCEDURES FOR DEALING WITH TDC ARTEFACTS** (Pages 171 - 190)
9. **REJECTION OF PETITION REPORT** (Pages 191 - 192)
10. **OSP WORK PROGRAMME REPORT 2012/13** (Pages 193 - 228)
11. **OSP CHAIRMAN'S ANNUAL REPORT 2012/13** (Pages 229 - 272)
12. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST:-25 APRIL 2013 TO 14 NOVEMBER 2013** (Pages 273 - 282)

Item
No

Subject

OVERVIEW AND SCRUTINY PANEL

Minutes of the meeting held on 15 January 2013 at 7.00 pm in Council Chamber, Cecil Street, Margate, Kent.

Present: Councillor Driver (Chairman); Councillors Harrison, Bruce, Campbell, E Green, I Gregory, Hibbert, Huxley, King, Marson, Moore, D Saunders, M Saunders, H Scobie, M Tomlinson and Watkins

In Attendance: Councillor D Green

302. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Gibson substituted by Councillor Huxley;
Councillor Gideon substituted by Councillor M. Saunders;
Councillor Hornus substituted by Councillor Bruce;
Councillor W. Scobie substituted by Councillor H. Scobie.

303. DECLARATIONS OF INTEREST

There were no declarations of interest.

304. MINUTES OF PREVIOUS MEETINGS

Details are provided under Minute numbers 305 and 306.

305. MINUTES OF MEETING HELD ON 23 OCTOBER 2012

The minutes were agreed and signed by the Chairman.

306. MINUTES OF EXTRAORDINARY MEETING HELD ON 20 DECEMBER 2012

The minutes were agreed and signed by the Chairman.

307. FURTHER DETAILS ON OPTION 'A' OF PROPOSED SCRUTINY ARRANGEMENTS FOR THANET DISTRICT COUNCIL

The item was deferred to an Extraordinary Overview & Scrutiny Panel meeting that has been scheduled for 12 February 2013.

308. THANET DISTRICT COUNCIL; DRAFT TENANCY STRATEGY 2013-2017

Madeline Homer, Director of Community Services reported that following consultation with the Executive, there was a need to withdraw the item from the Cabinet agenda for January 2013. This was in order to re-draft the strategy document and bring it back to both the Overview & Scrutiny Panel and Cabinet at a later date. She said that it was no longer achievable to put the strategy in place by 15 January 2013. Government had initially indicated that the deadline date was April 2013, but later moved to January 2013.

309. REPLACEMENT REPORT - HOUSING STRATEGY 2012-2016

Madeline Homer said that Members had been briefed about the proposed draft Housing Strategy at a Members Briefing session in June last year. It was a legal requirement for Local Councils to adopt Housing Strategies for their areas and these have to be renewed

regularly to take into consideration any changes brought about by legislation, like the Localism Act.

Some Members made the observation that there was an increase in Houses in Multiple Occupation (HMOs) applications in Central Ramsgate. Madeline Homer said that her team was working on a Displacement Policy to get the balance right for the distribution of HMOs and they were monitoring the situation. This issue would also be addressed through the revised Local Plan.

As part of the monitoring, information would be collected from a number of sources, including through the "Your Home, Your Health Survey". This will assist in determining how tenants living conditions could be best improved by sign posting the vulnerable residents who needed help. Madeline Homer said that there was a need to have a clear picture of the nature of the problem and the approach to solving the issue should be sensitive. It should acknowledge the fact that student populations living in some of these HMOs do bring in a positive contribution to the local economy.

Members suggested that an analysis should be undertaken to determine the impact of the new EU entrants, Romania and Bulgaria on housing provisions in Thanet. However Madeline Homer said that the impact was not likely to be a significant factor on registration figures; internal migration as a result of Welfare Reform was a greater risk. She reported that Kent County Council was working on a model to determine housing demand in the County in 15-20 years time.

Some Members suggested that it may be useful to get age profiles of people perceived to require social housing in order to get the housing policy more focused. Other Members said that it was important to have joined up thinking in providing a framework for social housing in the area, particularly in inter-agency information sharing on housing availability. Madeline Homer advised Members that her team was speeding up decisions on allocation of housing.

As regards the likely impact of the new benefit regime, Madeline Homer said that FOI research undertaken by officers on some London Boroughs seems to suggest that there is no significant intention to obtain accommodation in Thanet for re-housing their tenants. However final analysis of the information had not yet been completed. One London Borough had indicated that they were looking for housing in Thanet. The Universal Credit and Benefit cap was as yet to be implemented. Officers would continue to monitor the situation. Madeline Homer agreed that the title in the report that refers to "Home Improvement Pack" should read "Home Information Pack".

Members agreed to recommend the proposed draft Housing Strategy to Cabinet.

310. REPLACEMENT REPORT - ALLOCATIONS POLICY

Madeline Homer introduced the item. She said that Member workshops had been undertaken in October last year and some feedback was received from these workshop sessions and taken on board in drafting the updated version of the Allocations Policy. This draft version will be going to Cabinet on 22 January 2013 and out for public consultation between 25 January 2013 and 1 March 2013; before coming back to the Overview & Scrutiny Panel and Cabinet and then to Council for adoption.

One of the significant proposals in the policy document is how Council should manage the housing register. There has been a re-definition of criteria for qualifying as Band A or Band B housing priority need which includes urgent medical or welfare needs. This will mean an increased number of households on the register would fall into Band C.

Members said that there was a need for strict and clear definitions that would enable consistent application of the policy for all. Members suggested that the appeals

procedure should be more clearly spelt out in the policy document. They said that it was important for the policy to ensure that the medical grounds covered were comprehensive enough so that they included mental health conditions. They observed that that thrust of the policy appeared to be to manage realistic expectations for those households on the housing register. Madeline Homer indicated that the policy would aim to provide housing on a fairer basis.

Councillor Bruce proposed that the draft policy includes an eligibility criterion rent arrears apply to all social housing providers within or outside the Thanet area.

Members agreed to recommend the draft Allocations Policy to Cabinet with the following additions:

1. A clear Appeals Procedure;
2. Ensure medical grounds are comprehensive and include mental health;
3. Include that the rent arrears apply to all social housing providers within or outside the Thanet area.

311. OVERVIEW & SCRUTINY WORK PROGRAMME 2012/13

Councillor Harrison, Chairman of the East Kent Clinical Strategy Review Task & Finish Group said that he had forwarded submissions to the East Kent Hospitals University Foundation Trust Board making observations on the proposed clinical strategy for East Kent. He then read out at the meeting the response he received from the EKHUFT Board wherein the Board Chairman was encouraging TDC Members to respond to the public consultation which was going to be launched soon.

The report was noted.

312. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR THE PERIOD FROM 22 JANUARY 2013 TO 2 MAY 2013

The report was noted.

Meeting concluded: 8.29 pm

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OVERVIEW AND SCRUTINY PANEL

Minutes of the meeting held on 12 February 2013 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Driver (Chairman); Councillors Harrison, Campbell, Gideon, E Green, I Gregory, Hibbert, Hornus, Marson, Moore, D Saunders, W Scobie, M Tomlinson and Worrow

In Attendance: Councillors Fenner, D Green, C Hart, King and Poole

313. APOLOGIES FOR ABSENCE

There were no apologies received.

314. DECLARATIONS OF INTEREST

There were no declarations of interest.

315. FURTHER DETAILS ON 'OPTION A' OF PROPOSED SCRUTINY ARRANGEMENTS FOR THANET DISTRICT COUNCIL

Dr Glenn Back, Democratic Services & Scrutiny Manager introduced the report and gave a brief summary of the key issues. He said that one of the first key tasks for the Panel was for Members to decide which of the options set out in paragraphs 4.2 to 4.5 of the report they preferred (ranging from no-change, to replacing the main Scrutiny Panel with three standing-committees). Whichever option was preferred would have implications for the detailed handling of processes such as call-in. This aim was that the recommendations agreed at this meeting would be reported to the Constitutional Review Working Party on 7 March, to Standards Committee on 27 March and to Council on 18 April for final approval. The Annual Meeting of Council would then adopt the new model for the 2013/14 Municipal Year.

Some Members said that they would prefer a scrutiny arrangement that would strengthen the role of scrutiny in a pre-decision policy development arrangement. This model would encourage a more inclusive approach to policy development as non executive Councillors from both the Political Group in administration and opposition Group(s) would participate in policy making from an early stage of the process. They therefore suggested the adoption of the three scrutiny committee structure that would replace the current model.

Other Members suggested a possible fourth Scrutiny Committee that would be responsible for scrutinising strategic executive decisions only. Several Members said that in a three-committee model, the main Panel would have to be dropped as keeping it might unduly slow down scrutiny, whereby sub-groups would have to report to the sub-committees which would then report to the main Panel before an issue can be finally recommended to Cabinet and/ or Council.

There was some concern about the ability of Members and Officers to service such a three Scrutiny Committee structure. They pointed out that there was a need to know the exact cost implications of the model that was being proposed as these proposals might have a budget implication for Council. Dr. Back noted that the report speculated that the models in the paper might require an extra 0.5 FTE to 1.0 FTE to support. However, he acknowledged that such an estimate was not precise at this stage and would need to be reviewed in the light of operational experience. After all, the way in which the work programme of any new sub-committees might develop could not be known with certainty

at this stage. Members indicated that the new system should be able to respond to the need to undertake investigations of pertinent issues affecting the residents of Thanet District, in addition to their role in policy development.

Councillor W. Scobie proposed, Councillor Campbell seconded and Members unanimously agreed the following:

1. To recommend to the Constitutional Review Working Party (then Standards Committee and Council) that the Overview & Scrutiny Panel be abolished and replaced by three Overview & Scrutiny Committees as is reflected in the officer report;
2. To recommend that Council approach the East Kent Joint Independent Remuneration Panel for advice regarding the amendment of the Special Responsibility Allowance Scheme to reflect the new scrutiny arrangements.

316. CABINET DECISION CALL-IN:- NOTICE ON MOTION REFERRED BY COUNCIL - RAMSGATE ROYAL SANDS

Councillor Campbell proposed, Councillor W. Scobie seconded and Members agreed to move to the next item of business (i.e. not to debate this item). Thus the call-in fell and no recommendations would be made to the executive.

317. REJECTED PETITIONS REPORT - PETITION REGARDING DUMPTON GAP BEACH DOG BAN

The report was noted.

318. CABINET DECISION CALL-IN: - INTRODUCTION OF DOG CONTROL ORDER - DUMPTON GAP

An explanation was offered by one of the Members regarding the decision made by Cabinet to reject the original request to introduce a dog ban on the Dumpton Gap Beach. They said that there had been previous discussions regarding this when the original scheme had been developed and it had been felt that such a ban would have had a negative impact on the recently introduced walking routes as part of promoting tourism in Ramsgate. This promotion is targeting the growing market of domestic tourism which has seen an increase in dog owners who prefer to go on holiday with their pets.

Some Members said that there was a need to improve the signage of restrictions on dogs at some of Thanet beaches. They said that adequate impact analysis should be carried to ensure that neighbouring areas would not be affected by decisions made by town or parish councils.

Some Members were concerned about the perceived inadequate provisions in the Council's Petitions Scheme regarding "duplicate" petitions. Dr. Back replied that the scheme had not really anticipated the set of circumstances that had happened in this case. The second petition had been ruled out as a repetition of the first even before the first had been reported to Council. When the original petition had been reported to Council the second petition had not been referred to. Dr. Back felt that was probably a mistake, and offered to present options for review to a future meeting of the Constitutional Review Working Party. Members were also concerned that Ward Members were not advised of petitions affecting their wards until they were reported to Council for consideration by Members. This would also be referred to the Constitutional Review Working Party.

Councillor W. Scobie proposed, Councillor Campbell seconded and Members agreed the following be referred to the Constitutional Review Working Party:

1. That the TDC Petition Scheme be amended so that when a second petition is rejected on the basis that it is generally similar to a previous valid one that has not yet been reported to Council, then the Council should be made aware of the second petition;
2. That Ward Councillor(s) should be informed of all petitions that directly affect their ward once they have been received by Council, regardless of whether they were valid or not.

Thus no referral was made to the executive regarding the call-in.

319. OVERVIEW & SCRUTINY PANEL WORK PROGRAMME 2012/13

There was a request from one Member for more regular meetings of the Corporate Improvement & Budget Working Party. The Chairman agreed to discuss the issue with the Chairman of the Working Party. The Chairman also reminded Members to start collating information regarding the work undertaken by their respective task & finish groups during 2012/13 and produce their group's "annual report". These reports would form the basis of the development of the Panels' Annual Report to Council.

Councillor Driver, Chairman of the Overview & Scrutiny Panel proposed that an invitation be extended to the newly elected Kent Police & Crime Commissioner, Ann Barnes and the Chief Constable of Kent Police, Ian Learmouth to attend a meeting of the Overview & Scrutiny Panel and respond to questions to be raised by Members regarding policing matters in Kent in general and Thanet District in particular.

Other Members suggested that an extraordinary meeting of Council be arranged to host the Kent Police & Crime Commissioner and the Chief Constable of Kent Police instead. It was suggested that the Council forum would provide wider participation by all Members of the Council. Councillor I. Gregory proposed that a list of pre-set questions be produced and forwarded to Ann Barnes and Chief Constable Learmouth so that Members can get full responses to their queries.

Dr. Back noted that although the Panel had waived political proportionality at the beginning of the Municipal Year, it had nevertheless agreed a set "ratio" of membership for the task-finish groups from across the Political Groups. Given recent changes in Political Groups, there was now a need to review membership of several of the task-finish groups as set out in the agenda report.

Members agreed that:

1. The Overview & Scrutiny Panel Chairman approaches the Council Chairman to explore the possibility of calling an extraordinary Council meeting to host the Kent Police & Crime Commissioner, Ann Barnes and Chief Constable of Kent Ian Learmouth, to ask them to respond to pre-set questions regarding policing in Kent in general, and Thanet District in particular;
2. That Political Groups would forward to Democratic Services, names of their Members to sit on the task & finish groups/working parties as a result of the changes to the membership of some of the Political Groups.

Meeting concluded: 8.25 pm

EQUALITY POLICY PUBLIC CONSULTATION

To: **Overview and Scrutiny Panel – 23rd April 2013**

Main Portfolio Area: *Business, Corporate & Regulatory Services*

By: **Sarah Carroll – Strategic Organisational Development Manager**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **This report provides Members of the Overview and Scrutiny Panel with the draft Equality Policy and requests feedback.**

For Recommendation

1.0 Introduction and Background

1.1 In the Autumn of 2010 the Equality Act (2010) (The Act) came into force. The Act brings together all previous equality legislation in England, Scotland and Wales; the Act identifies nine protected characteristics:

- | | | |
|------------------------|----------------------------|--|
| 1. Age | 2. Disability | 3. Sex |
| 4. Sexual Orientation | 5. Race | 6. Religion or belief |
| 7. Gender reassignment | 8. Pregnancy and maternity | 9. Marriage and civil partnership ¹ |

¹ only in respect of the requirement to have due regard to the need to eliminate discrimination.

1.2 The Act includes a Public Sector Equality Duty (PSED) replacing the separate duties relating to race, disability and gender equality. The General Duty has three aims (also known as the three arms of the Duty). It requires public bodies, when exercising their functions, to have due regard to:

1 Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act

2 Advance equality of opportunity between people who share a protected characteristic and people who do not share it by:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- meeting the needs of people with protected characteristics; and
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.

- 3 Foster good relations between people who share a protected characteristic and people who do not share it by:
- tackling prejudice and promoting understanding between people with a protected characteristic and others.
- 1.3 In October 2010 East Kent Audit Partnership undertook a review of the Council's compliance with the emerging legislation and, what was then, level three of the 'Equality Standard for Local Government'. A number of recommendations arose from the review and these have been addressed as part of a focussed programme of work.
- 1.4 In the period February 2011 to present much work has been undertaken to address all of the action points arising from the audit including, but not limited to:
- Training was given to key officers upon the Duty, compliance and application of new legislation within the courts.
 - Modules on the new legislation have been added to our e-learning package for staff to complete.
 - Members were given a briefing session upon the Act, Duty and due regard in decision making in June 2012.
 - Officer toolkit produced and uploaded to TOM, assisting officers in demonstrating due regard to the Duty, compliance with the Act and sign-posting them to help and assistance.
 - All staff and service user equality data required by the Specific Duties has been published within statutory deadlines as have initial equality objectives. However, equality objectives will be revisited as the policy develops and staff, Member, partner and public feedback from the consultation has been received and analysed.
- 1.5 The equality analysis process is being reviewed to ensure streamlined process that adds value to service and policy design and delivery.
- 1.6 The Policy and action plan is the final action arising from the audit. It is essential for the Council to have a policy that aligns to the current equality legislation and an action plan to support its delivery.

2.0 Progress to Date

- 2.1 In consultation with the Portfolio Holder for Business, Corporate & Regulatory Services and Member Lead for Equality and Inclusion, the approach taken has been to develop a policy that is concise and easy to understand and apply, focusing on the compliance requirements of the Equality Act 2010, Public Sector Equality Duty and supporting the delivery of Corporate Plan Priorities and Vision 2030.
- 2.2 The policy will be supported by an action plan that is guided by the 'Developing' level of the Equality Framework for Local Government (EFLG). This is a nationally recognised framework of best practice and an excellent means of informing our work.
- 2.3 Each action will be referenced against the: Corporate Plan Priorities, EFLG Criteria, aim(s) of the PSED furthered and protected characteristics that will benefit. This approach will enable service users, Members and staff to see what we are doing and more importantly, why.

- 2.4 The action plan will be a rolling and live document which will be updated as soon as items come forward. To reflect the fact that the action plan will be both inward and outward looking, items for inclusion will come from a variety of sources including:
- service plans
 - corporate projects
 - customer/Member feedback
 - results of public engagement
 - central government initiatives
 - emerging best practice
 - outcomes of equality/service user impact analysis
 - ongoing service activity
- 2.5 It is proposed that the action plan be reported upon annually to enable Members, stakeholders and the public to see how projects and actions are progressing. This approach will allow for greater Member and public scrutiny.
- 2.6 The draft policy and action plan was produced in consultation with the Portfolio Holder for Business Services, Member Lead for Equality and Inclusion, SMT and key officers. It was agreed to take an early and proactive approach to public engagement upon the draft equality policy to facilitate the community's ability to shape the document from a very early stage.
- 2.7 As part of this initial engagement, the council contacted a number of voluntary/community organisations that represented a wide section of the protected characteristic groups in addition to partners and staff unions to explain our approach and seek their input prior to full public consultation.
- 2.8 All groups were asked to comment on the draft policy in addition to sharing with us the good work they are doing to promote equality and inclusion within the district.
- 3.0 Pre-consultation Outcomes**
- 3.1 In summary the stakeholder responses were extremely positive and our partners and Unions have affirmed their commitment to working with us in progressing the equality and inclusion agenda in Thanet.
- 3.2 A number of stakeholders made comments on the draft policy or provided information upon their ongoing work. Details of those contacted as part of the pre-consultation can be found within the equality impact analysis appended to this report.
- 3.3 Some points raised are live streams of work, for example, a full public consultation and ongoing assessment of equality impacts of our services and proposals.
- 3.4 Following the pre-consultation the draft policy was amended to incorporate the following feedback which was agreed to go out to full public consultation by Cabinet at its meeting held 28th March 2013:

Comment	Proposed action
<p>Do you carry out any kind of equality analysis?</p>	<p>We do undertake regular analysis of our services and proposals and these are published online and within agenda papers to facilitate Member and public scrutiny.</p> <p>However, we will be developing our approach to further enhance other planning and design processes.</p>
<p>I would ask that you get an outside body or some other local body to satisfy themselves that evidence you have gathered that claims to have met objectives, is in fact, provable.</p>	<p>1) Action Plan: To create a database of equality and inclusion stakeholders collated from responses to the pre and full public consultations (see also action 4).</p> <p>2) Action Plan: Equality and diversity is a planned area of review activity for the East Kent Audit Partnership in 2013/14.</p>
<p>Is there any public scrutiny of your objectives or your findings?</p>	<p>3) Action Plan: To produce an annual equality report to coincide with the annual review of the policy to be placed before SMT and Cabinet. The report will be subject to Member Scrutiny in accordance with the council's decision making protocols.</p> <p>4) Action Plan: To provide the following with the annual report:</p> <ul style="list-style-type: none"> • Stakeholders on the Equality and Inclusion database. • Employee Council and the wider workforce. • East Kent Audit Partnership. • The annual report will be a public document and available to the community.
<p>Suggest the addition of wording 'working with partners to meet the aims of the duty by tackling equality issues that affect all residents across the district. More specifically how partners can work together in:</p> <ul style="list-style-type: none"> • Sharing profiling data • Use of shared resources • Consistency of approach with regard to service information and accessible formats. • Accessible buildings • Working together on issues that affect staff using Thanet's offices. 	<p>5) Policy: The draft policy reflected our commitment to working with our partners and those providing services on our behalf to comply with, and further the aims of the Duty.</p> <p>However, the wording in paragraph 5.2 of the policy has been amended to strengthen this commitment.</p> <p>Some of the suggested actions, we are already undertaking. However, we will explore further opportunities for joint working with our partners and actions will be added to the plan accordingly.</p>

4.0 The Current Situation

4.1 The draft Policy is currently being consulted upon for the period 2nd – 30th April 2013 utilising the following methods:

- Direct contact with all Members inviting input and encouraging their support in ‘spreading the word’ within their communities.
- Direct contact with staff through staff development sessions and online survey.
- Direct contact with voluntary and community groups who represent the interests of those within protected groups identified within the Act. Members are also asked to support officers in this work by engaging with their communities and groups with whom they have contact and encourage their participation in the survey.
- Overview and Scrutiny Panel.
- Employee Council (GMB and Unison)
- Contact with Parish Councils, partners, third party service providers, contactors and the business sector.
- Communication with the wider Thanet community will comprise: copies of the draft policy posted on the Council’s website along with a link to participate in the on-line survey. Copies of the document will also be placed on deposit in a variety of public locations along with feedback forms.

4.2 Once all feedback is analysed, the draft policy will be updated before the final report is presented to Cabinet in June for final recommendation to Council in July.

5.0 Options

5.1 This report is presented to the Overview and Scrutiny Panel as part of the consultation process. The Panel is asked to provide feedback on the draft Equality Policy at this meeting.

6.0 Next Steps

6.1 The final draft policy will be placed before Cabinet at its meeting to be held 20th June 2013 for recommendation to Council.

6.2 If agreed, the Policy will be presented to Council for formal adoption at its meeting to be held 11th July 2013.

7.0 Corporate Implications

7.1 Financial and VAT

7.1.1 Costs arising from public consultation will be met within existing budgets.

7.2 Legal

7.2.1 The Council is subject to the Equality Act 2010 and the Public Sector Equality Duty (both General and Specific Duties). The proposed draft policy reflects the requirements of the above legislation and will serve as a means for the council to ensure compliance.

7.2.2 Legal Services have quality checked the draft policy and have confirmed that it is compliant and fit for purpose.

7.3 Corporate

7.3.1 The council is required to comply with the Equality Act 2010 and Public Sector Equality Duty, the proposed policy is the council's response to this legislation and our commitment to furthering the equality and inclusion agenda in Thanet. Non-compliance could result in intervention by the Equality Human Rights Commission and/or Judicial Review. Compliance with the Act and PSED are risks identified on the council's Risk Register.

7.3.2 The proposed Equality Policy seeks to support the delivery of the Corporate Plan 2012-16 and Thanet 2030 vision, including other departmental policy and strategy documents.

7.3.3 Overview and Scrutiny Panel is a key consultee in the development of the policy.

7.4 Equality and Inclusion

7.4.1 The proposed Equality Policy seeks to comply with legislation and support the delivery of the Corporate Plan 2012-16 and Thanet 2030 vision, to ensure that our priorities are delivered in a fair and inclusive way and by highlighting specific equality issues to be addressed.

7.4.2 The Equality Policy will also help guide and inform the design of departmental specific policies and strategies to ensure they meet the changing needs of our diverse community.

7.4.3 The policy is subject to an equality impact assessment (annex 3) which reflects work to date. The impact assessment will be updated as the policy progresses through public engagement and the council's decision making process and this will be made available to Members as part of the agenda publishing process.

8.0 Recommendation

8.1 That Overview and Scrutiny consider the draft Equality Policy and provide feedback as suggested in option 5.1.

9.0 Decision Making Process

9.1 This is a policy framework decision to go to Council and has been included on the Forward Plan. The report will be provided to Cabinet 20th June 2013 to go to Council 11th July 2013

Future Meeting:	Cabinet (20 th June 2013) and Council (11 th July 2013)
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Contact Officer:	Claire Grant – Corporate Support Officer
Reporting to:	Sarah Carroll – Strategic Organisational Development Manager

Annex List

Annex 1	Draft Equality Policy
Annex 2	Draft Equality Objectives Action Plan (including methodology)
Annex 3	Equality Impact Assessment

Background Papers

None	N/A
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Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate 7 Regulatory Services Manager

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Equality Policy

DRAFT

Document Information

Document Title	Thanet District Council Equality Policy
Document Status	draft
Current Version	First draft for consultation
Accountable officer	Strategic Organisational Development Manager
Sponsor	Chief Executive Portfolio Holder for Business, Corporate and Regulatory Services
Consultation	Pre-consultation 7 – 25 February 2013 Full Public Consultation 2 – 30 April 2013
Approved by	Full Council
Approval date	11 th July 2013
Effective from date	12 th July 2013
Review frequency	After first year and then biannually thereafter or when legislation changes – whichever is sooner.
Next review date	2014/15
Review to be undertaken by	Strategic Organisational Development Manager.
File location	Final version will be available on website and HR/Intranet pages
Freedom of Information Act	The document is subject to the Freedom of Information Act and will be placed on the Council's publication scheme once approved.
Document distribution	TBC

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DRAFT

Section 1 - Welcome

Foreword

It is with great pleasure I provide the foreword for the council's Equality Policy.



This document represents a fresh approach to equality and inclusion for Thanet and places a strong emphasis on the rich diversity of the Thanet community and the many gifts and talents that brings.

Thanet has a different demographic make-up than the majority of Kent and those who suffer disadvantage can be affected more significantly by changes in the services they rely upon. Therefore, we will focus on dealing with social deprivation, health inequalities, unemployment and low level of education and skills that impact on the life chances of our residents.

As a community leader we must tackle these challenges head on, whether it be directly through council services, through effective joint working or indirectly by influencing others. Despite the current economic climate and our limited resources, we intend to improve our residents' lives and foster a strong and inclusive community through effective collaboration with our partners.

We also want to help our community to understand that to create a fairer society we need to recognise that:

- Equality is an issue for us all
- We don't all start from the same place
- To create a fairer society we need to recognise different needs¹

This is a meaningful and live document that will evolve as we progress. It will be a vital component and driver for realising our 2030 vision where Thanet is a place where individuals are able to reach their full potential, where there are opportunities for everyone in an environment that celebrates its natural beauty, rich diverse heritage and cultural backgrounds.

We are at the start of an exciting journey and everyone is invited to participate.

Councillor Michelle Fenner
Cabinet Member for Business, Corporate and Regulatory Services

¹ Equality Framework for Local Government definition of equality.

Introduction

The Council recognises and celebrates the diversity of our district; we acknowledge that it is part of what makes the area a great place to live, work and visit.

As a council our environment is constantly changing and continuous improvement is important for us to be able to deliver what our service users want in the way they want it.

We are working harder than ever to ensure everyone has the same opportunities by reducing inequalities in the area and improving life for all. To do this well, we must listen to our residents and understand the needs of our communities.

As a council we have to think about how we act as an employer and as a service provider to ensure our services and employment practices are fair and inclusive. We also need to think about how we empower our community and promote understanding to ensure that Thanet openly embraces and celebrates the rich diversity of its people.

This Equality Policy details the things we must do to comply with the Equality Act 2010 and the Public Sector Equality Duty. The policy will also tie in with equality considerations in other council documents, such as the Procurement Strategy and our employment policies.

This document replaces the former Comprehensive Equality Policy and supports the delivery of the Corporate Plan 2012-16 and Thanet 2030 vision, to ensure that our priorities are delivered in a fair and inclusive way and by highlighting specific equality issues to be addressed. The Equality Policy will also help guide and inform the design of departmental specific policies and strategies to ensure they meet the changing needs of our diverse community.

The detail of how we will achieve the aims of this policy is given within our Equality Objectives Action Plan, which will follow the 'Developing' level of the Equality Framework for Local Government; this is a nationally recognised quality standard and is an excellent method to inform and develop our practices.

We have a clear ambition to be the best that we can be. Our success will be measured by the difference we make, that's why we will integrate this document into every activity, it's not a bolt on or a means to 'box tick' but a mechanism by which we ensure our Corporate Plan priorities deliver our vision in an equal, fair and inclusive way.

Sue McGonigal
Chief Executive



Section 2 - Legal Context

The Equality Act came into force in October 2010, pulling together all previous equality legislation into one Act. The new legislation identifies a number of 'protected characteristics':

- | | | |
|-----------------------|----------------------------|--|
| 1. Age | 2. Disability | 3. Gender Reassignment |
| 4. Race | 5. Religion or belief | 6. Sex |
| 7. Sexual Orientation | 8. Pregnancy and maternity | 9. Marriage and civil partnership ¹ |

¹ only in respect of the requirement to have due regard to the need to eliminate discrimination.

The Act requires that a disabled person's disability be considered. The term disability covers many different physical, mental and emotional conditions. Every disability has different adaptations and support requirements and these should be considered for example, when making reasonable adjustments in the workplace.

Within section 149 of the Equality Act 2010 you will find the Public Sector Equality Duty (PSED). This is the part of the Equality Act that places responsibility upon public bodies to lead, influence and shape policy and services around the communities they serve.

The Duty is divided into two parts, the General Duty and the Specific Duties.

The General Duty

The General Duty has three aims (also known as the three arms of the Duty). It requires public bodies, when exercising their functions, to have due regard to:

- 1 Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- 2 Advance equality of opportunity between people who share a protected characteristic and people who do not share it by:
 - removing or minimising disadvantages suffered by people due to their protected characteristics;
 - meeting the needs of people with protected characteristics; and
 - encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.
- 3 Foster good relations between people who share a protected characteristic and people who do not share it by:
 - tackling prejudice and promoting understanding between people with a protected characteristic and others.

What does due regard mean? Having due regard means consciously thinking about the three aims of the Duty as part of the process of decision making. This means that equality issues must be considered (proportionately) as part of the decisions officers and Members make to satisfy the duty.

Examples would be:

- how we act as an employer
- how we develop, evaluate and review our policies
- how we design, deliver and evaluate our services
- how we commission and procure from others

The Specific Duties

The Specific Duties support the General Duty by helping the council comply. We need to set equality objectives to show how we plan to progress our equality agenda, to do this we need good quality data to base them on.

We must:

1. Publish information to demonstrate our compliance with the general equality duty by 31 January each year. The information we publish must include information relating to persons who share a relevant protected characteristic who are:
 - employees, and;
 - other persons affected by our policies and practices (e.g service users, residents and visitors)
2. Prepare and publish one or more objectives we should achieve, to deliver the aims of the general duty. The objectives must be published at least every four years and this requirement commenced 6 April 2012. Objectives must be specific and measurable.

Section 3

Thanet District Council Equality Policy

Policy Statement

Thanet District Council is proud of its diverse community; it's what makes this area a great place to live, work and visit.

The Policy seeks to promote and uphold the principles of equality, diversity, fairness and inclusion within our employment practices, service design and delivery, procurement and partnership working. The policy also sets out how we will comply with the Equality Act 2010 and Public Sector Equality Duty.

As a council we will not tolerate discrimination, harassment or victimisation and will strive to promote equality of opportunity, understanding and foster good relations within our organisation and our community.

1. Scope and Purpose

- 1.1 This policy sets out Thanet District Council's commitment to valuing diversity and promoting equality of opportunity in all of its activities.
- 1.2 This policy will apply to all Thanet District Council staff and Members. It will also set the standard by which we wish our partners and third party service providers to conduct themselves in the services they provide on our behalf.
- 1.3 This policy will set out how Thanet District Council will meet its legal responsibilities as defined within the Equality Act 2010 and Public Sector Equality Duty both as an employer and public service provider.

2. Monitoring, Analysis and Statutory Requirements

- 2.1 The council will undertake regular monitoring of its policies, procedures and services, proportionate to their relevance to the Duty and analyse them against the most up to date demographic, staff and service user data to ensure that they remain accessible, inclusive and effective.
- 2.2 We will collect and publish anonymous equality data on our staff and service users in accordance with statutory timescales.
- 2.3 All data will be collected, stored, analysed and published within the strict controls of the Data Protection Act 1998. Individuals will not be identified, nor will it be possible to deduce the identity of individuals within material that we publish.
- 2.4 We will prepare and publish one or more objectives we should achieve, to deliver the aims of the general duty within statutory timescales. Objectives will arise from:
 - Service plans
 - Corporate projects
 - Customer feedback
 - Results of public engagement

- Central Government initiatives
- Emerging best practice
- Outcomes of equality/service user impact analysis
- Ongoing service activity

2.5 We will have due regard for the aims of the Public Sector Equality Duty in the decisions that we make proportionate to their relevance to the Duty.

2.6 The action plan will be reported upon annually to enable Members and stakeholders to see how projects and actions are progressing. This approach will allow for greater Member and public scrutiny.

3. Conduct

3.1 Members and staff will conduct themselves in accordance with this policy. Each Member and employee has a responsibility to challenge and report inappropriate behaviour which may breach this policy.

3.2 Where not specifically stated in this document, any conduct which is prohibited by the Equality Act 2010 is regarded as a breach of this policy.

3.3 Detailed guidance on unlawful conduct under the Equality Act 2010 can be found in the Codes of Practice accompanying the Act.

4. Public Service Provision

4.1 We will ensure equal access, fair treatment and appropriate provision to the whole community regardless of service users' protected characteristics as defined within the Equality Act 2010. This includes making reasonable adjustments for disabled people.

4.2 We will deliver services without discriminating against, stigmatising or patronising people. Every service user will be treated in a professional manner, with courtesy, respect, dignity and confidentiality.

4.3 We will promote equal access to services, including producing clear information about how to access our services. Where necessary we will offer information in various accessible formats.

4.4 We will seek the views of our service users to inform the development of our policies, strategies and services to ensure we are continually improving.

4.5 We expect Members and officers to demonstrate due regard to the aims of the Public Sector Equality Duty in the decisions that they make, proportionate to their relevance to the Duty.

4.6 We will regularly quality check our services and policy documents to ensure they are relevant, inclusive and accessible.

4.7 We will provide clear information on how customers can comment upon or complain about the services they have received.

5. Partners and Third Party Service Providers

5.1 As an organisation we will always seek to promote equality throughout the district.

- 5.2 We will work with our partners and other organisations on equality issues that affect the district and to encourage equality and diversity policies and plans similar to our own are adopted and implemented more widely.
- 5.3 We will promote inclusion, fairness, equality and diversity within partnership working and our internal and external communications.
- 5.4 We will seek to ensure that any partners or bodies providing services on our behalf provide those services in compliance with the Equality Act 2010 and Public Sector Equality Duty.
- 5.5 We will encourage our partners and third party service providers to have policies and procedures in place to comply with the Equality Act 2010 and Public Sector Equality Duty on the services they provide on our behalf.

6. Commissioning and Procurement

- 6.1 We will seek to ensure that our procurement activity promotes equality of opportunity for all. The council expects suppliers, contractors and those delivering services on behalf of the Council to share these values.
- 6.2 Full details of equality arrangements and standards in our commissioning and procurement activities, are within our Procurement Strategy.

7. Recruitment and Employment

- 7.1 Thanet District Council is an equal opportunities employer and is committed to the principles of equality of opportunity within its employment practices.
- 7.2 All employees and applicants for employment will be treated fairly and not discriminated against based on any of the protected characteristics as defined within the Equality Act 2010 or any other reason which cannot be shown to be justified.
- 7.3 Full policy details on equality and diversity in relation to recruitment and employment can be found in the council's Recruitment and Selection Policy and Procedure and the Employment Stability Policy and Procedure.
- 7.4 Training and development opportunities will be made available according to business requirements and will be allocated fairly to staff. We will ensure that development and learning opportunities are inclusive in their own right and reasonable adjustments will be made according to individual need.
- 7.5 We will ensure the workplace is as accessible as possible. Reasonable adjustments will be made for any disabled Member or member of staff.

8. Corporate Responsibility

- 8.1 The Chief Executive has overall responsibility for the successful implementation of this policy. However all staff and Members and will be required to conduct themselves in accordance with the policy.
- 8.2 This policy will be overseen by Members and Senior Management Team who will be responsible for the achievement and effective monitoring of the policy in their services, supported by managers.

- 8.3 All reasonable steps will be taken to ensure the effective communication of this policy to all Members and officers.
- 8.4 It is a condition of employment that all employees adhere to this policy. Action under the Council's Disciplinary Policy and Procedure may be taken against any employee who breaches this policy. Each employee has a responsibility to challenge and report inappropriate behaviour which may breach this policy.
- 8.5 Action may be taken against an elected Member through the Members' Complaints Process if they do anything which causes the council to breach this policy. Each Member has a responsibility to challenge and report inappropriate behaviour which may cause the Council to breach this policy.
- 8.6 If a member of staff feels they have been treated unfairly in employment and wishes to make a complaint, this should be brought under the terms of the Grievance Policy and Procedure.
- 8.7 Members and staff will be offered skills training to enable them to meet the requirements of this policy. We will ensure that training in this regard is accessible and reasonable adjustments will be made according to individual need.
- 8.8 The Member Lead for Equality and Inclusion will report to the Cabinet Member responsible for Equality and Inclusion. The Member Lead for Equality and Inclusion will undertake duties as determined by the Cabinet Member and will champion the council's equality and inclusion agenda.

Section 4 - Links to Other Documents

Document	Comment
Asset Management Strategy	Sets out the way we will approach the management of assets to best meet the needs of the community and minimise costs to the tax-payer. It specifically explains how we will engage with residents to ensure that they can help inform decisions.
Corporate Plan 2012-2016	Sets the Council's priorities for the period 2012-2016.
Equality Objectives Action Plan	Details projects and actions that will translate the Equality Policy and Strategy into operational reality.
Growing the Garden of England: A strategy for environment & economy in Kent 2010 – 2030	Identifies priorities for improving the ecological footprint, tackling climate change issues and conserving the natural environment within Kent. A key aim is to maximise opportunities through the green economy in support of wider economic aims for Kent. Whilst principle ownership lies with Kent County Council, Thanet Council is a key partner for the Thanet area.

Document	Comment		
<p>Human Resources Policies</p>	<p>Conduct, Disciplinary and Grievance</p> <ul style="list-style-type: none"> • Code of Conduct for Staff • Whistleblowing Code • Disciplinary Policy • Grievance Policy • Dignity at Work Policy (bullying & harassment) • Maximising Performance Policy <p>Health & Safety</p> <ul style="list-style-type: none"> • Health & Safety Policy • Lone worker procedure 	<p>Hours, Leave and Absence</p> <ul style="list-style-type: none"> • Flexi-time Policy • Annual Leave Entitlement • Time off for dependants procedure • Absence Management Policy <p>Pay, Benefits & Allowances</p> <ul style="list-style-type: none"> • Pay Policy • Employee Council & Trade Unions Recognition Agreement • Learning & Development • Appraisal Process 	<p>Recruitment, Restructure & Termination</p> <ul style="list-style-type: none"> • Recruitment Policy • Recruitment of Ex-offenders Policy • Probationary Periods Policy • Cross Organisational Vacancy Management Policy • Secondment Policy • Cross Organisational Redeployment Policy • Employment Stability Policy • Other Substantial Reason – Termination of Procedure • Flexible Retirement Policy
<p>Housing Strategy</p>	<p>Covers all aspects of housing including both the private and public sector. It will set out how we will work to improve the choice, supply, quality and accessibility of housing available to Thanet people.</p>		
<p>Local Plan Core Strategy</p>	<p>Will provide the "big picture" as to how Thanet and its constituent parts will change and develop under the national planning system and with regard to sustainable development. It will make the key decisions about where and how change should be accommodated, and identify sites whose development is of fundamental importance to realizing the strategy.</p> <p>N.B the Local Plan was formally known as the Local Development Framework</p>		

Document	Comment
Medium Term Financial Strategy	Sets out our strategic approach to the management of finances and presents indicative budgets and Council Tax levels for the medium term. This five-year strategy is reviewed annually.
Members' Code of Conduct	Sets out the conduct that is expected of Members and is based on the Seven Principles of Public life under section 28(1) of the Localism Act 2011. The Members' Code of Conduct is adopted under section 27(2) of the Localism Act 2011.
Parking Strategy	Sets out the framework for effective parking management acknowledging the complex and challenging connections between parking, environmental, economic and regeneration issues.
Procurement Strategy	The Procurement Strategy will sets out how the council will use procurement and commissioning activity to further its corporate and legislative objectives.
Ramsgate Port Master Plan	A long-term plan for future development of commercial opportunities at the port. It aims to ensure best use of port assets in the interests of stakeholders and wider regeneration of the area.
Regeneration Strategy	The Regeneration Strategy will set out how the council and its partners will work together to deliver regeneration across Thanet. The aim is to take a balanced and sustainable approach to growth and to well-being of communities through social, physical, economic and environmental improvements with specific attention being given to inward investment, business expansion, work and skills, the visitor economy and broadband connectivity. The strategy will be supported by a delivery plan with specific time-bound targets.
Service Plans	Set out key projects, actions and targets that individual council departments will work towards in support of the Corporate Plan. Plans are renewed annually during the first quarter of each year.
Sport & Active Recreation Strategy	Sets out how we aim to build active, healthy safe and successful communities in Thanet through increased participation in sport and active recreation.

Document	Comment
Tenancy Strategy	Will set out priorities for the management of our housing stock and advises other housing providers as to how they should manage their stock within Thanet. It will set out how fixed term tenancies will be implemented for new social housing tenants.
Thanet Community Safety Plan	Sets out the key priorities and supporting projects of the Community Safety Partnership (which includes Thanet District Council as a key member) for improving community safety within the district. A new plan is produced every year.
Thanet District Council Competency Framework	Details the behaviours and personal skills required from staff. These are based upon the SHL Universal Competency Framework.
Thanet District Council Data Protection Policy	This document details how we will collect, store and dispose of personal data relating to Members, staff and service users.
Transport Strategy	Sets out the strategy including transport policies and schemes for the life of the Local Plan helping to determine the scale of transportation improvements that will be required to support new developments. Whilst ownership lies with Kent County Council, Thanet Council is a key partner.
Vision 2030 2010 - 2030	Sets out the council's vision of what Thanet will look and be like in 2030.
Vision for Kent 2012 – 2022	Sets out three countywide ambitions which aim to guide the direction of public services in Kent over the next ten years. These are: to grow the economy, to tackle disadvantage, and to put citizens in control. The document is owned by the Kent Forum and has been adopted as the Sustainable Community Strategy by Thanet District Council.
Waste Strategy	Sets out how the Kent Waste Partnership (which includes Thanet District Council) will manage waste. Specific aims include increasing recycling levels, reducing waste produced by each household and reducing the amount of waste put into landfill.

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Thanet District Council Equality Policy

Equality Objectives Action Plan

DRAFT

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Section 1 - Welcome

Welcome to Thanet District Council's Equality Objectives Action Plan. This document supports the delivery of the Equality Policy and will also support the Corporate Plan, ensuring our priorities are delivered in a fair and inclusive way and by highlighting specific equality issues to be addressed.

As stated in our Equality Policy, Thanet has a different demographic make-up than the majority of Kent and those who suffer disadvantage can be affected more significantly by changes in the services they rely on. Therefore, we will focus on dealing with social deprivation, health inequalities, unemployment and low level of education and skills that impact on the life chances of our residents.

We also want to help our community understand that to create a fairer society we need to recognise that:

- Equality is an issue for us all
- We don't all start from the same place
- To create a fairer society we need to recognise different needs¹

We will use the techniques detailed in our methodology to underpin the projects that will make our Corporate Plan 2012-2016 priorities reality. There will also be projects specifically aimed at furthering the equality and inclusion agenda, integrating it into every activity.

The methodology explains how we will work, how we will deliver, how we will design, review and engage. We have also explained why each focus area is important and the benefits of each for the people of Thanet and visitors alike.

The methodology has been designed to reflect the 'developing' level of the Equality Framework for Local Government (EFLG). This is a nationally recognised quality standard and is an excellent method to inform and develop our practices.

We have already made significant progress leading up to the publication of the new policy and action plan, these achievements have been recognised by our auditors and as such our assurance level has increased. This is a positive start that we are keen to build on and as we develop we want to work and deliver within the higher levels of the EFLG standard as part of our commitment to continuous improvement.

We want to bring everyone together in this important work to create a community where people's different needs, situations and goals are recognised and barriers that limit what people can do and be are removed¹.

¹ Equality Framework for Local Government definition of equality.

Section 2 - A picture of the Thanet Community

Our people

To be completed when new census equality data is available.

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Section 3 – Methodology

The methodology has been designed to reflect the 'developing' level of the Equality Framework for Local Government (EFLG).

There are five performance areas

1. Knowing Our Community and Understanding its Needs
2. Leadership, Partnership and Organisational Commitment
3. Community Engagement and Satisfaction
4. Responsive Services and Customer Care
5. A Skilled and Committed Workforce

Each performance area has specific focus points to guide and inform our activity to ensure we deliver upon the Equality Policy as a whole.

1 - Knowing Our Community and Understanding its Needs

Why is this important to all of us?

Understanding our community plays an important role in helping us match our services to your priorities and needs. It also helps us plan for the future using projections and trend mapping to target our limited resources in the right areas.

It's about knowing who does and doesn't use our services, identifying and addressing areas of inequality, disadvantage and under-representation. Knowing our population and working with other organisations is vital to ensure that any decisions made are based on high quality intelligence.

We will focus on:

- 1.1 Collecting information** - Ensuring information on the profile of our communities and the extent of inequality and disadvantage within the local area is gathered and priorities are identified across the council accordingly.
- 1.2 Analysing and using information** - Ensuring systems are developed corporately and across services to collect and analyse soft and hard data/intelligence about the community, its needs and aspirations.
- 1.3 Sharing information between partners** – Developing processes to collect, share and use equality information with partners.

Why is data and feedback important?

Successful businesses use customer data, feedback and projections to design and target their products. From a public service delivery perspective, service user data and feedback is important in helping us ensure the services you need are accessible, inclusive and relevant, both now and into the future.

We also want to make sure that we reach people to gain their input to help plan and shape Thanet in a way that reflects the diverse and changing needs of its community. We pride ourselves on being a listening council, our success is reliant on reaching people and engaging with them in the right way.

It is also important for us to know our staff, what their needs are and whether our workforce is reflective of the local community. This helps us ensure that our employment practices are fair and

that we have an excellent range of skills, gifts and talents to deliver high quality services to the community.

Data and feedback yields results

Data can tell us a great deal but it can also raise important issues that we need to investigate further by engaging directly with people, for example:

Data could tell us that particular groups of people are not using one of our services. The questions we would ask include:

- “Do they need the service?”; or
- “Can’t they access the service?”

These questions could only be answered by asking people directly and responding to what they tell us.

Another example would be: data telling us that particular groups do not engage with us as part of our consultations, meaning that we cannot benefit from knowing what they think or what matters to them.

For example, when we analysed responses to our consultations we found that certain groups were under-represented in the responses we received. As a result of these findings we liaised with other organisations and took the consultation to those groups in a format that worked for them.

This has been a really positive outcome for the community and us as previously under-represented groups enjoy more opportunities to influence, shape and prioritise the services that are important to them.

How we gather, use and store information

Your right to privacy is very important to us. We will only ask questions that are relevant to the work we are doing or to help us ensure that we are reaching everyone and gaining their input.

All information you give us is treated with the utmost respect and confidentiality. We gather, use and store personal information in accordance with the Data Protection Act 1998. Any information we are required to publish under the Public Sector Equality Duty will not identify individuals nor will it be possible to deduce the identity of individuals.

We learn about what’s important to you by:

- Analysing what you tell us in surveys or engagement exercises
- Listening to what you tell us at community meetings
- Talking to you either in person or on the telephone
- Your written correspondence with us
- Listening to what your Ward Councillors tell us
- Analysing comments, compliments and complaints

We want you to trust that the feedback you give us is important and does make a difference so please talk to us, participate in our surveys and tell us what’s important to you.

2 – Leadership, Partnership and Organisational Commitment

Why is this important to all of us?

It is vital that we have a robust equality framework with clearly identified roles and responsibilities to ensure that both Members and officers can perform their equalities roles well and champion equality issues within their wards/service areas and empower others within the local community.

Our goal is to challenge discrimination, promote equality of opportunity and understanding and foster good relations within our community. This will involve working closely with our public and private sector colleagues and those in the voluntary and community sectors who work hard to promote the rights and needs of those they represent.

We can learn a great deal and deliver significant positive outcomes by strengthening relationships, sharing resources, knowledge and experience. It is important that we work together to deliver the best possible outcomes for the people of Thanet and ensure that everyone can participate in public life and be rightfully proud of who they are and the contribution they make.

We will focus on:

- 2.1 Leadership and vision** – displaying leadership and vision to improve equality outcomes, foster good relations and respect human rights.
- 2.2 Organisational and partnership commitment** - Ensuring Members and officers have an understanding of what 'equality' means and why it matters locally. Working with local and national organisations and the wider community to ensure that local equality priorities are addressed.
- 2.3 Equality Analysis** - Continuing with and developing further, our approach to conducting equality analysis of policy and service decisions to assess community impact and to target resources effectively.
- 2.4 Equality Objectives** - Equality objectives have been set and published in accordance with the requirements of the specific duties to support the Public Sector Equality Duty.
- 2.5 Monitoring and Review** - Ensuring corporate and service level structures are in place to ensure delivery and review of equality objectives.
- 2.6 Effective communication** - Ensuring our communications consistently promote a clear commitment to promoting equality and fostering good relations across all local communities.
- 2.7 Commissioning and procuring services** - Ensuring that procurement and commissioning processes and practice take account of the differing needs of users and citizens.
- 2.8 Participation in Public Life** - Ensuring local people are encouraged to participate in public life and/or volunteering in other activities where they are under-represented.
- 2.9 Fostering good relations** - Developing the structures that are in place within the council and across partnerships to foster good relations, enable different groups of people to get on well together and deal with harassment and hate crimes effectively.

3 – Community Engagement and Satisfaction

Why is this important to all of us?

Community empowerment is seen as a priority for Thanet, there are many references to community engagement throughout the 2012-2016 Corporate Plan. Our residents' views are important to us and the main challenge in the years ahead will be to ensure people feel they can influence the decisions made in their district by increasing participation in public life.

An empowered Thanet community is more likely to be engaged in local activities and feel satisfied with local services, in fact, our residents' feedback strongly influenced our Corporate Plan.

Engaging directly with our residents will provide an excellent opportunity to foster good relations and promote understanding, ensuring Thanet is a place where everyone can make a meaningful contribution to their community and shape the services that matter to them.

We will focus on:

- 3.1 Engagement structures** - Developing inclusive community engagement structures throughout the council, which include engaging with communities of interest and vulnerable and marginalised groups.
- 3.2 Effective engagement** - Ensuring our community is involved and consulted with appropriately, including those who share the protected characteristics, on an on-going basis before priorities and equality objectives are agreed.

4 – Responsive Services and Customer Care

Why is this important to all of us?

Our staff have great pride in the service they provide. People often come to us at times of difficulty or when they need help and we must be able to respond to those issues, with care, respect and utmost professionalism.

We need to offer services that are relevant and inclusive so that our limited resources are targeted where you need them most. To achieve this we will talk to you, we will ask your views and listen and respond to what you tell us.

We will also assess our current services and new proposals to ensure that they are fit for purpose and do not exclude anyone on grounds of a protected characteristic (as defined within the Equality Act 2010).

This work is ongoing and we will ensure our staff have the skills and support they need to perform their equality and inclusion roles with confidence. This will include training programmes to raise awareness and develop skills in catering for different customer needs and development of skills to assess the impact of our proposals and services on those in protected and vulnerable groups.

This will combine to ensure we enhance your experience with us: - right service, right time, right way.

We will focus on:

- 4.1 Integration of equality analysis into service review** - Ensuring our services have undertaken, or are undertaking, analysis upon the potential effects of planned changes to policy or service delivery on different communities, including vulnerable or marginalised groups.
- 4.2 Integration into service planning and delivery** - Developing the structures in place to ensure equality outcomes are integrated into service objectives.
- 4.3 Service level procurement** - Continuing to ensure commissioning, partnering and procurement contracts include a requirement to deliver an effective and appropriate service fairly and equitably, in accordance with our public duties.
- 4.4 Access to services** - Further developing systems to collect, analyse and measure data on how all sections of the community access services to ensure services are accessible, relevant and continually improving.
- 4.5 Human Rights** - Developing mechanisms to ensure that human rights considerations are identified when planning services and that customers and citizens are treated with dignity and respect.

5 – A Skilled and Committed Workforce

Why is this important to all of us?

The success of any organisation is dependant on the dedication, skills and talents of its workforce. We have a moral and legal responsibility to ensure our employment practices are fair and that we make every effort to recruit a workforce that is representative of the community that we serve.

We recognise that this can only be achieved by engaging with staff and understanding their needs to help us ensure everyone has equal and fair access to a rewarding and enjoyable career at Thanet District Council.

In the current economic climate we recognise our role in providing, supporting and encouraging employment opportunities in the district. Some groups face more barriers to employment than others and we will work towards our vision that everyone in Thanet has the same opportunities to access work and an income close to the Kent average, while ensuring that the momentum of economic growth is maintained.

As an employer we have policies in place that ensure that staff and applicants are treated fairly and have equal access to recruitment and development opportunities. Where required, reasonable adjustments are positively encouraged to enable staff to contribute fully to the organisation and undertake meaningful roles. We also have robust systems in place to ensure that issues are resolved positively and lessons are learned.

We have a code of conduct to ensure that our staff conduct themselves in an exemplary manner both towards each other and our service users. The code of conduct will be underpinned by a performance management framework that focuses on behaviour in addition to completion of work based targets. We believe that demonstrating positive and respectful behaviour is of equal importance to our staff's practical achievements.

Through a series of Culture Change workshops, all staff have been fully involved in designing the values and associated behaviours that they feel are important in their working environment and in the delivery of excellent public service.

We also want to make sure that our staff have the skills needed to tackle the challenges facing local government but also respond to the diverse and changing needs of our community. The right training is key to ensuring this happens. This means that development opportunities must be allocated fairly and training provision must be inclusive in it's own right, catering for staff with different needs.

We will focus on:

- 5.1 Workforce Strategy** - Ensuring our workforce policies and procedures identify key equality issues to be addressed.
- 5.2 Local Labour Market** - Maintaining our understanding of our local labour market, the barriers faced by vulnerable or marginalised individuals and groups and the impact these have on achieving a diverse workforce.
- 5.3 Workforce monitoring** - Ensuring that all employment procedures comply with equality legislation and employment codes of practice.

- 5.4 HR Policies and Procedures** - Continuing to analyse the potential effects of planned service changes or employment policies on employees, particularly those from under-represented groups.
- 5.5 Staff Engagement** - Further developing a range of inclusive structures to engage and involve staff before priorities are set.
- 5.6 Promoting a positive working environment** - Continuing to assess all aspects of the working environment to ensure that the needs of all our employees are met.
- 5.7 Equal Pay Review** – Continuing with progress on our pay review and working towards reaching agreement with unions.
- 5.8 Harassment and bullying** – Ensuring policies and systems identify, prevent and deal effectively with harassment and bullying at work.
- 5.9 Appraisals** - Ensuring equality issues are integrated into the appraisal system.
- 5.10 Learning and Development** – Developing our approach to assessing the training, learning and development needs required to ensure our Members and officers are equipped to understand their equality duties and take action to deliver equality outcomes.

Objective/Task	Arising from	Lead Officer	Directorate	Section	Target Completion Date	Status	CP Priority	EFLG Criteria	PSED Aim	PC
Develop equality/service user impact analysis approach to enhance other service planning & design processes	Ongoing enhancement of internal procedure	Claire Grant	Corporate Services & Transformation	Business Services	Before July 2013		All	To be mapped	All	All
Create a database of equality stakeholders arising from pre and full equality policy consultations	Ongoing enhancement of internal procedure & feedback from pre-consultation	Claire Grant	Corporate Services & Transformation	Business Services	Before July 2013		All	To be mapped	All	All
Full public consultation upon draft equality policy 2-30/4/13	Service Plan activity	Claire Grant	Corporate Services & Transformation	Business Services	2 – 30 April 2013	On target	All	To be mapped	All	All
East Kent Audit Partnership review of equality and inclusion at Thanet District Council	Ongoing audit activity	TBC	EK Audit Partnership	EK Audit Partnership	2013/14		All	To be mapped	All	All
Produce an annual equality and inclusion report to be considered by SMT and Members. To be forwarded to stakeholders.	Ongoing enhancement of internal procedure & feedback from pre-consultation	Claire Grant	Corporate Services & Transformation	Business Services	2014/15		All	To be mapped	All	All
Develop a schedule of equality/service user analysis, prioritised in accordance with relevance to the PSED and keep under review.	Ongoing enhancement of internal procedure & feedback from pre-consultation	Claire Grant	Corporate Services & Transformation	Business Services	TBC		All	To be mapped	All	All
Progress Equality Policy through the Council's decision making process	Service Plan activity	Sarah Carroll & Claire Grant	Corporate Services & Transformation	Business Services	11 July 2013 for final approval	On target	All	To be mapped	All	All
Transfer service plan actions and corporate projects which progress equality and inclusion on to the equality objectives action plan	Ongoing enhancement of internal procedure	Claire Grant	Corporate Services & Transformation	Business Services	TBC		All	To be mapped	All	All
Integrate equality outcomes into performance reporting	Ongoing enhancement of internal procedure	Claire Grant & Adrian Halse	Corporate Services & Transformation	Business Services	TBC		All	To be mapped	All	All
Delivery of an ongoing training and awareness raising programme for Members and Officers in PSED requirements	Ongoing enhancement of internal procedure	Claire Grant	Corporate Services & Transformation	Business Services	TBC		All	To be mapped	All	All
Ongoing capture of staff and service user data for publication within statutory deadlines	Statutory requirement	Claire Grant	Corporate Services & Transformation	Business Services	31 st January (annually)	On target	n/a	To be mapped	n/a	All
Updating of equality objectives and action plan	Statutory requirement	Claire Grant	Corporate Services & Transformation	Business Services	Ongoing	On target	All	To be mapped	All	All
Championing the Council's equality and inclusion agenda at Member level	Ongoing enhancement of internal procedure	Cllrs Fenner & Worrow	N/A	N/A	Ongoing		All	To be mapped	All	All
Horizon scanning/policy updates	Service plan activity	Carol Cook	Corporate Services & Transformation	Business Services	Ongoing		All	To be mapped	All	All

Updating of State of the District Report/demographic data	Service plan activity	Steve Tebbett	Corporate Services & Transformation	Business Services	Ongoing		All	To be mapped	All	All
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Full Equality Impact Analysis

Title of review	Equality Policy and Action Plan
Service	Business Services
Date of review	December 2012 to July 2013(evolving document)
Date of next review	July 2014
Lead officer, Job Title and Service	Claire Grant
Review team	Claire Grant and Sarah Carroll
Scope of the analysis	<p>In the Autumn of 2010 the Equality Act (2010) came into force. The Act brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (PSED) replacing the separate duties relating to race, disability and gender equality; the new duty identifies nine protected characteristics.</p> <p>In October 2010 East Kent Audit Partnership undertook a review of the Council's compliance with level three of the 'Equalities Standard for Local Government' and placed 'limited assurance' on the Council's ability to achieve the next level of the standard. A number of recommendations were made and these are addressed within this report.</p> <p>In the period February 2011 to present much work has been undertaken to address all of the action points arising from the audit including, but not limited to:</p> <ul style="list-style-type: none"> • Training was given to key officers upon the Duty, compliance and application of new legislation within the courts. • Members' briefing upon the Act, Duty and due regard in decision making was held in June 2012. • Officer toolkit on TOM, assisting officers in demonstrating due regard to the Duty, compliance with the Act and sign posting them to help and assistance. • EIA process is being revisited to ensure streamlined process that adds value to service and policy design and delivery. • All staff and service user equality data required by the Specific Duties has been published within statutory deadlines as have initial equality objectives. However, equality objectives will be revisited as the policy develops and staff, Member and public feedback has been received and analysed. • Action centred learning approach being developed to support officers in gaining maximum value from equality analysis.

	<ul style="list-style-type: none"> • Audit level increased to reasonable assurance. <p>The Policy and action plan is the final action arising from the audit. It is important for the Council to have a policy that aligns to the current equality legislation.</p>
Beneficiaries	<p>This Equality Policy details the things we must do to comply with the Equality Act 2010 and the Public Sector Equality Duty. The policy will also tie in with equality considerations in other council documents, such as the Procurement Strategy and our employment policies.</p> <p>The Policy replaces the former Comprehensive Equality Policy and supports the delivery of the Corporate Plan 2012-16 and Thanet 2030 vision, to ensure that our priorities are delivered in a fair and inclusive way and by highlighting specific equality issues to be addressed. The Equality Policy will also help guide and inform the design of departmental specific policies and strategies to ensure they meet the changing needs of our diverse community.</p> <p>The detail of how we will achieve the aims of this policy is given within our Equality Objectives Action Plan.</p> <p>Therefore it is anticipated that service users, visitors, staff and Members will benefit whether it be directly or indirectly. The policy's aim is to ensure that the council has regard for the aims of the PSED and protected characteristics in undertaking its functions proportionate to their relevance to the Duty.</p>
Stakeholders	<ul style="list-style-type: none"> • All Members • All staff – SMT, Managers, Junior Staff • Employee Council • Partners • Community & Voluntary Sector • Armed Services • Public Bodies within Thanet • Third party service providers & contractors • Contractors • General Public
Relevant data and research	State of the District, KCC Thanet Equality Profile, full details can be found on the Council's Equality and Inclusion pages on the Thanet.gov.uk site.
Protected Characteristic	Data Commentary
Service Users	
Age	People aged 60-64 make up the highest proportion of the population in Thanet with 7.1% of all people
Gender	51.9% of the Thanet population is female and 48.1% is male
Ethnicity/ Race	<p>In Thanet BME residents account for 7.2% of the Thanet population. Indian is the biggest of the BME groups in Thanet whereas white and black African is the smallest of the BME groups in Thanet.</p> <p>Ethnicity by Age Group</p> <p>The age profile for the majority of ethnic groups is similar, with 16-64/59 year olds accounting for the largest proportion of all people.</p>

There are equal proportions of children to adults for the following ethnic groups in Thanet: White and black Caribbean, white and black African, White, Asian and other black. There are very few people of retirement age who are of BME origin.

In Thanet the dominant origins group (excluding English, Celtic and Irish) is Western European: 2.87% for people aged 18+ are in this origins group. Compared to the Kent area, Thanet has a higher proportion of people of Western European origin.

Disability

There is no single measure of disability, therefore three separate data sets have been used to estimate the number of people with disability (2001 Census – looking at the number of people with a limiting long-term illness (LLTI). This can be said to be widest definition of disability – DWP Benefits Data claims for Disability Living Allowance (DLA) and Attendance Allowance (AA) – Annual Population Survey (APS), giving information about people with disabilities of disabling health conditions and their employment characteristics.

21.7% of residents in Thanet have a limiting long term illness. This is above the Kent average of 16.5% and above the national average of 17.6%.

LLTI by gender

A higher proportion of females have an LLTI than males in Thanet. 20.8% of males have an LLTI, higher than the national average of 16.9%. 22.5% of females have an LLTI, this is higher than the national average of 18.3%.

LLTI by age group

A higher proportion of people aged 65 and over in Thanet have an LLTI than is seen in the 16-64 or the 0-15 age groups.

5.4% of people aged 0-15 have an LLTI in Thanet. This is above the Kent average of 4.2% and above the national average of 4.3%.

17.3% of people aged 16-64 have an LLTI in Thanet. This is above the Kent average of 12.7% and above the national average of 14.2%.

49.8% of people aged 65 and above have LLTI in Thanet. This is above the Kent average of 46% and above the national average of 49.6%.

Disability Benefit Claims (DLA & AA)

11.1% of people claim a disability related benefit in Thanet. This is above the Kent average of 7.6% and the national average of 8.9%.

Disability Benefit Claims by Gender – Feb 2012

There is a higher proportion of female claimants than male claimants. 10.4% of males claim disability benefits, this is above the Kent average of 8% and the national average of 8%. 11.7% of females claim disability benefits, this is above the Kent average of 8.1% and the national average of 9.8%.

Disability Benefit Claims by Age Group – Feb 2012

A higher proportion of people aged 65 and over in Thanet claim disability benefits than is seen in the 0-15 or the 16-64 age groups.

4.4% of people aged 0-15 claim disability benefits in Thanet. This is above the Kent average of

3.5% and the national average of 3.2%.

7.8% of people aged 16-64 claim disability benefits in Thanet. This is above the Kent average of 4.9% and the national average of 5.6%.

26.5% of people aged 65+ claim disability benefits in Thanet. This is above the Kent average of 21.2% and below the national average of 28.4%.

Medical reasons for claim – Feb 2012

74.8% of claims are due to physical disability of health problem. This is below the Kent average of 75.9% and below the national average of 77.8%.

14.5% of claimants suffer mainly from a mental health condition. This is above the Kent average of 13.6% and the national average of 14.1%.

9.3% of people claim because of a learning difficulty. This is below the Kent average of 10.5% and above the national average of 8.1%.

Employment of Disabled People – March 2012

(DDA = Disability Discrimination Act Disabled & WLD = Work Limiting Disabled)

41.7% of people in Thanet with a disability are in employment.

51.9% of disabled men are in employment, this is below the Kent average of 57.7% and above the national average of 51.3%. 31.7% of disabled females are in employment. This is below the Kent average of 42.7% and below the national average of 45.4%.

63.9% of DDA disabled persons are in employment, this is below the Kent average of 77.6% and the national average of 74.4%.

52.9% of people who are WLD disabled are in employment, this is below the Kent average of 64.4% and below the national average of 63%.

28.3% of people who are both DDA and WLD disabled are in employment, this is below the Kent average of 33.1% and below the national average of 32.5%.

Religion or Belief	<p>In Thanet, as in the Kent area and England and Wales as a whole, the highest proportion of people (73.6%) state their religion as Christianity.</p> <p>A higher proportion of people in Thanet say they are Buddhist, Jewish or have no religion than the rest of Kent.</p> <p>Religion by gender</p> <p>In Thanet males make up a higher proportion of Buddhists, Hindus, Jews, Muslims, Sikhs than females.</p> <p>Males are more likely to say that they have no religion. In Thanet 18.5% of males say they have no religion as opposed to 13.5% of females.</p> <p>Religion by age group</p> <p>The age profile of each religions group is very similar, with 16-64 year olds accounting for the highest proportion of all religions.</p> <p>There is a slightly younger age profile for the following religious groups: Hindu, Muslim, Sikh & no religion.</p> <p>There is a slightly older age profile for the following religious groups: Christian,</p>
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	Jewish, Sikh and all other religions.				
Gender Re-assignment	No data available at local level				
Sexual Orientation	<p>Single (never married or never registered a same-sex civil partnership) – 31.4%, Kent and Medway average – 31.8%</p> <p>Married - 44.1%, Kent and Medway average – 48.4%.</p> <p>In a registered same-sex civil partnership - 0.2%, Kent and Medway average – 0.2%</p> <p>Separated (but still legally married or still legally in a same-sex civil partnership) – 3.3%, Kent and Medway average 2.8%.</p> <p>Divorced or formerly in a same-sex civil partnership which is now legally dissolved - 11.9%, Kent and Medway average 9.6%.</p> <p>Widowed or surviving partner from a same-sex civil partnership - 9.1%, Kent and Medway average 7.2%.</p>				
Pregnancy & Maternity	No relevant data available.				
Marriage & Civil Partnership	See sexual orientation.				
<p>Staff – In accordance with the Public Sector Equality Duty (Specific Duties), staff equality data is captured and published in accordance with statutory timescales. The submission of this information by staff is voluntary. The following information is based on the 232 responses received in the 2012 survey.</p>					
Age	19-24	4	Religion	Buddhist	1
	25-40	67		Christian (all denominations)	121
	41-55	92		Jewish	1
	56-65	39		Hindu	0
	Over 65	4		Muslim	0
	Prefer not to say	15		Sikh	0
	No response (blank)	11		No religion	68
	Grand total	232		Prefer not to say	27
Caring	Question: Are you a carer/provide unpaid care to a family member or friend?		Ethnicity	No response (blank)	14
	Yes	16		Grand total	232
	No	204		Mixed other	1
	No response (blank)	12		White British	210
	Grand total	232		White European - EEC	1
			White other	2	

Gender	Female	97		
	Male	105		
Disability	Prefer not to say	18		
	No response (blank)	12		
	Grand total	232		
	Question: do you consider yourself to have a disability or life limiting condition?			
	Yes	11		
No	192			
Prefer not to say	16			
No response (blank)	13			
Grand total	232			
Access complaints	No access complaints received in respect of the emerging policy.			
Relevance to the Duty:				
The proposed policy and action plan have a direct relevance to the Duty and as such seek to further all aims of the Duty.				
<p>1. Eliminate unlawful discrimination – harassment, victimisation and any other conduct prohibited by the Act;</p> <p>The policy describes the council’s stance in this regard. Detail on how the council will deliver on this aim of the Duty will arise from projects on the action plan or the action plans of other policies and strategies that this policy will support.</p>				
<p>2. Advance equality of opportunity – between people who share a protected characteristic and people who do not share it by;</p> <ul style="list-style-type: none"> • removing or minimising disadvantages suffered by people due to their protected characteristics; • meeting the needs of people with protected characteristics; and • encouraging people with protected characteristics to participate in public life or in other activities where their participation is low. <p>The equality policy champions activity in this regard. Detail on how the council will deliver on this aim of the Duty will arise from projects on the action plan or the action plans of other policies and strategies that this policy will support.</p>				
<p>3. Foster good relations – between people who share a protected characteristic and people who do not share it, by; tackling prejudice and promoting understanding between people with a protected characteristic and others.</p> <p>The equality policy champions activity in this regard. Detail on how the council will deliver on this aim of the Duty will arise from projects on the action plan or the action plans of other policies and strategies that this policy will support.</p>				

Equality impacts raised or identified:

The equality policy and action plan seeks to promote equality of opportunity, foster good relations and tackle unlawful discrimination and harassment for all protected groups. The policy's action plan will provide detail on the protected characteristics and aims of the duty that will benefit from each work-stream.

Engagement

1. The portfolio holder for Business, Corporate & Regulatory Services and Member Lead for Equality and Inclusion have been consulted as part of draft policy design through regular meetings and email correspondence.
2. SMT have been kept informed of progress and their input sought as part of the drafting process (October 2012 and February 2013).
3. Legal were consulted in November 2012 and January 2013 and have confirmed that the draft policy is compliant and fit for purpose.
4. Procurement and Contracts were consulted in January 2013 and confirmed the policy was compliant and fit for purpose.
5. Finance have raised no issues.
6. Pre-Consultation Engagement

With the agreement of the Cabinet Member for Business, Corporate and Regulatory Services a pre-draft consultation exercise was progressed in February to gain initial input from the voluntary/community sector, staff Unions and partners in advance of the consultation draft being placed before Cabinet prior to wider public consultation – comprising the following groups:

- Employee Council (Unison & GMB)
- EK Services
- EK Housing
- EK Audit
- EK HR Partnership
- Thanet Inter-faith Group
- Thanet Disability Forum
- Solos Inc (LGBT Group)
- Engage (Youth) Forum
- Thanet Senior Citizens Forum
- Kent Police SIAG Chair

All groups were asked to comment on the draft policy in addition to sharing with us the good work they are doing to promote equality and inclusion within the district.

7. Cabinet 28th March 2013 – approved to go out to full public consultation.

8. Full public consultation 2nd – 30th April 2013

Comprising:

- Direct contact with all Members inviting input and encouraging their support in 'spreading the word' within their communities.
- Direct contact with staff through staff development sessions and online survey – including hard copies for manual workforce.
- Direct contact with voluntary and community groups who represent the interests of those within protected groups identified within the Act. Members are also asked to support officers in this work by engaging with

their communities and groups with whom they have contact and encourage their participation in the survey.

- Overview and Scrutiny Panel.
- Employee Council (GMB and Unison)
- Contact with Parish Councils, partners, third party service providers, contactors and the business sector.
- Communication with the wider Thanet community will comprise: copies of the draft policy posted on the Council’s website along with a link to participate in the on-line survey. Copies of the document will also be placed on deposit in a variety of public locations along with feedback forms.

Once all feedback is analysed, the draft policy will be updated as appropriate before the final report is presented to Cabinet in June for final recommendation to Council in July.

Results of engagement

Pre-consultation

Some points raised are live streams of work, for example, a full public consultation and ongoing assessment of equality impacts of our services and proposals.

However, the following issues relating to the content of the policy were raised by respondees and have been incorporated into the consultation draft:

Comment	Proposed action
Do you carry out any kind of equality analysis?	<p>We do undertake regular analysis of our services and proposals and these are published online and within agenda papers to facilitate Member and public scrutiny.</p> <p>However, we will be developing our approach to further enhance other planning and design processes.</p>
I would ask that you get an outside body or some other local body to satisfy themselves that evidence you have gathered that claims to have met objectives, is in fact, provable.	<p>1) Action Plan: To create a database of equality and inclusion stakeholders collated from responses to the pre and full public consultations (see also action 4).</p> <p>2) Action Plan: Equality and diversity is a planned area of review activity for the East Kent Audit Partnership in 2013/14.</p>
Is there any public scrutiny of your objectives or your findings?	<p>3) Action Plan: To produce an annual equality report to coincide with the annual review of the policy to be placed before SMT and Cabinet. The report will be subject to Member Scrutiny in accordance with the council’s decision making protocols.</p> <p>4) Action Plan: To provide the following with the annual report:</p> <ul style="list-style-type: none"> • Stakeholders on the Equality and Inclusion database. • Employee Council and the wider workforce.

		<ul style="list-style-type: none"> • East Kent Audit Partnership. • The annual report will be a public document and available to the community.
	<p>Suggest the addition of wording 'working with partners to meet the aims of the duty by tackling equality issues that affect all residents across the district. More specifically how partners can work together in:</p> <ul style="list-style-type: none"> • Sharing profiling data • Use of shared resources • Consistency of approach with regard to service information and accessible formats. • Accessible buildings • Working together on issues that affect staff using Thanet's offices. 	<p>5) Policy: The draft policy reflected our commitment to working with our partners and those providing services on our behalf to comply with, and further the aims of the Duty.</p> <p>However, the wording in paragraph 5.2 of the policy has been amended to strengthen this commitment.</p> <p>Some of the suggested actions, we are already undertaking. However, we will explore further opportunities for joint working with our partners and actions will be added to the plan accordingly.</p>

Overall conclusions and options to be put before decision maker (if contributing towards a report) or to take forward to develop your service (if reviewing a service)

Pre-consultation feedback to be incorporated within the consultation draft to be put before Cabinet 28th March 2013 as detailed above.

Actions arising from analysis:

Action	Responsible Officer	Deadline
Analyse pre-consultation feedback and update policy and action plan as appropriate for Cabinet approval 28 th March 2013.	Claire Grant	15/03/13 (Completed)
Analyse public consultation feedback and update policy and action plan as appropriate for Cabinet approval 20 th June 2013.	Claire Grant	07/03/13

Acceptance

Name and signature of assessing officer and date of assessment.

Name: **Position:**

Signed: **Date:**

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ALLOCATIONS POLICY

To: **Overview and Scrutiny Panel – 23 April 2013**

Main Portfolio Area: **Housing & Panning Services**

By: **Victoria May, Housing Options Manager**

Classification: **Unrestricted**

Ward: **All wards**

Summary: **To seek members views on the Allocations Policy following the close of the consultation.**

For Decision

1.0 Introduction and Background

1.1 The current Lettings Policy was adopted in October 2004 following publication of Allocations of Accommodation Code of Guidance. There is a statutory obligation for each local housing authority to publish how they will let their homes. The economy has changed considerably and the new National Allocation Policy was published in June 2012 taking into account the new powers the Localism Act gives local Authorities. This report is to obtain Overview and Scrutiny views following the close of consultation. The consultation comments are attached.

2.0 The Current Situation

2.1 The Allocations Policy made nine key proposed radical changes in the new policy which are:

- Closed housing register to households outside of the Thanet district
- Introducing a residential criteria
- Tighter guidelines when accessing unacceptable behaviour
- Rise in age for additional bedrooms for children of opposite sex
- Tighter guidelines on additional bedroom requests for carers
- Re-categorisation of priority bands
- Priority for Armed Forces personnel
- Tighter guidelines on dealing with households who owe current or former tenancy debts
- Clarification on income, savings and assets

2.2 The proposed changes were originally discussed and introduced to members in September/October 2012 via 3 workshops which 19 Councillors attended. The Allocations Policy was also presented to the SMT Managers Forum on 20th December 2012 and a further Cabinet briefing was held on 7th January 2013. Additional workshops were held with East Kent Housing and the Housing Options Team which was informative.

2.3 The Allocation Policy did receive a lot of media interest including local paper coverage and discussions were aired twice on local radio stations. Cllr Green was invited to attend a discussion on BBC Parliament around proposed changes.

- 2.4 The main focus of the Allocations Policy is to use the powers outlined in the Localism Act to prioritise local people within Thanet and ensure that households that apply on the housing register are assessed fairly to maximise the use of the available stock by ensuring that households are housed in appropriate sized, affordable accommodation and that we house those in the most housing need.
- 2.5 The 5 week public consultation closed on 1 March 2013. We emailed out a link to the draft Allocations Policy to approximately 100 stakeholders to include housing associations, East Kent local authorities, Kent County Council, Thanet MPs & Members and other partner organisations. A dedicated page was uploaded onto the TDC website for the duration of the consultation and there were also links from the communications consultation pages. In addition to target the existing households on the housing register an information page was set up on KentHomechoice enabling those that were actively placing bids for social housing to view the document and take part in the snap survey for the consultation. Hard copies were made available for collection at the Gateway and were posted out to residents on request who were unable to access a computer or call into the gateway.
- 2.6 In total we received 178 online responses of which 72 were households on the housing register. The comments made focussed on the nine key areas and the following issues relating to the content of the Allocations policy were raised from the responses and have been incorporated into the final revised Allocations policy for Overview and Scrutiny & cabinet to agree.

3.0 Results and actions

3.1. Closed housing register to households outside of the Thanet district

Result: This was supported with 88.2%(157) of people agreeing or strongly agreeing, with 2.2%(4) neither agreeing or disagreeing, and 9.6%(17) disagreeing or strongly disagreeing with this proposal. Of the 9.6%(17), 23.5%(4) of these responses were from households on the housing register that live outside of the Thanet District.

Action: No change to policy

3.2 Introducing a residential criteria

Result: This was supported with 82%(146) of people agreeing or strongly agreeing, with 2.8%(5) neither agreeing or disagreeing, and 14.7%(26) disagreeing or strongly disagreeing with this proposal. Of the 14.7%(26), 26.9%(7) of these responses were from outside of the Thanet District.

Action: Due to homeless households being assessed against local connection criteria in the Housing Act 1996 (amended 2002) they should be excluded from the residential criteria.

Reason: To ensure households owed a Homeless duty are accommodated promptly with minimal time spent in emergency accommodation.

3.3 Tighter guidelines when accessing unacceptable behaviour

Result: This was supported with 92.1%(164) of people agreeing or strongly agreeing, with 3.9%(7) neither agreeing or disagreeing, and 3.3%(6) disagreeing or strongly disagreeing with this proposal.

Action: No change to policy

3.4. Rise in age for additional bedrooms for children of opposite sex

Result: This was supported with 69.7%(124) of people agreeing or strongly agreeing, with 10.7%(19) neither agreeing or disagreeing, and 18%(32) disagreeing or strongly disagreeing with this proposal. Of the 18%(32), 46.9%(15) are currently on the Housing Register.

Action: No change to policy

3.5. Tighter guidelines on additional bedroom requests for carers

Result: This was supported with 71.4% (127) of people agreeing or strongly agreeing, with 19.7% (35) neither agreeing or disagreeing, and 7.9% (14) disagreeing or strongly disagreeing with this proposal. Of the 71.4%(127) who agreed and strongly agreed with this proposal, 23.6%(30) are registered disabled.

Action: No change to policy

3.6. Re-categorisation of priority bands

Result: This was supported with 74.7% (133) of people agreeing or strongly agreeing, with 14% (25) neither agreeing or disagreeing, and 10.2% (18) disagreeing or strongly disagreeing with this proposal. Of all the responses received 40.4% (72) were received from households on the Housing Register.

Action: No change to the policy

3.7. Priority for Armed Forces personnel

Result: Of all the responses received, 65.7%(117) of people agreed or strongly agreed, with 21.9% (39) neither agreed or disagreed, and 11.8% (21) disagreed or strongly disagreed with this proposal.

Action: Apply a residential criteria for members of the Armed forces

Reason: To prevent influx of Armed Forces Personnel who have no connection to the Thanet District accessing the limited social housing.

3.8. Tighter guidelines on dealing with households who owe current or former tenancy debts

Result: This was supported with 87.7% (156) of people agreeing or strongly agreeing, with 6.2%(11) neither agreeing or disagreeing, and 5.1% (3) disagreeing or strongly disagreeing with this proposal.

Action: No change to policy

3.9. Clarification on income, savings and assets

Result: This was supported with 80.9% (144) of people agreeing or strongly agreeing, with 7.9%(14) neither agreeing or disagreeing, and 9.6%(17) disagreeing or strongly disagreeing with this proposal.

Action: To reword and divide this section to improve understanding.

Reason: Response to consultation identified some confusion surrounding the criteria of income, savings and assets.

4.0 Options

- 4.1 For Overview and Scrutiny to view, make comments and recommend approval of the final version of the Allocation Policy, which can then progress to Cabinet and Council for final approval.

5.0 Next Steps

- 5.1 To take the Allocation Policy to Cabinet and Council.

6.0 Corporate Implications

5.1 Financial and VAT

- 5.1.1 The Allocations Policy has very limited financial implications. The consultation has been carried out using the TDC web pages and links to these web pages were emailed out to stakeholders. We produced some hardcopy documents and in addition to officer time, this is the only cost incurred in producing the policy.

5.2 Legal

- 5.2.1 The author considers there are no legal implications.

5.3 Corporate

- 5.3.1 The Housing Policy has strong links with the ethos and priorities of the Corporate Plan. In particular Priority 2 “We will tackle disadvantage across the district” stating we will focus on disadvantaged groups to better target the services they need & working with partners to tackle the main housing issues effecting local people. Other priorities like 7: “We will plan for the right type and number of homes in the right place to create sustainable communities in the future.” Meeting local housing need and supporting this by housing local people will improve Thanet residents’ quality of life.

5.4 Equity and Equalities

- 5.4.1 Equity and equality are addressed within the policy, but an Equalities Impact Assessment has also produced (please see attached). The policy does not negatively impact on any residents of the district and aims to improve the chances of households in housing need to be being re-housed in social housing.

6.0 Recommendations

- 6.1 Members views are sought on the recommendations of Allocations policy;
- 6.2 For the Overview and Scrutiny Panel to recommend the Allocations policy for approval.

7.0 Decision Making Process

- 7.1 This is a key decision to go to Cabinet and Full Council. It is a key decision because the Allocations Policy is for the whole district and therefore affects all wards.

Future Meeting:	Date:
Cabinet (Extraordinary)	29 May 2013
Full Council	11 July 2013

Contact Officer:	Victoria May, Housing Options Manager
Reporting to:	Madeline Homer, Director of Community Services

Annex List

Annex 1	Amended Allocations Policy draft
Annex 2	Consultation comments

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

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Thanet District Council

Housing Allocation Policy



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Foreword

This policy sets out our priorities for how social rented housing in the Thanet district is allocated, and the guidelines which determine entitlement and eligibility to that housing. This will supersede any existing and former policy relating to the allocations of housing and is in accordance with the requirements of Section 167 of the Housing Act 1996, as amended by the Homelessness Act 2002.

It also explains what help people can expect from us in meeting their housing needs, and sets out the system and processes by which we let council-owned homes and make nominations for housing owned and managed by housing associations. The policy sets out:

- Who is eligible to be accepted onto the housing register
- How homes are allocated
- How to apply to Thanet's housing register
- How priority for housing applicants will be given
- How transfer applications will be assessed
- Eligibility for different property types

As at 1st April 2013, the Council is landlord of 3047 properties which are broken down as follows:

Accommodation Type	No of Properties
Studio Flats	79
One bedroom flats/maisonette	552
One bedroom house	1
Two bedroom flats/maisonette	787
Two bedroom house	596
Three bedroom flats/maisonette	27
Three bedroom houses	924
Four bedroom flats/maisonette	2
Four Bedroom houses	78
Five bedroom house	1

During the period 1st April 2012 to 31st March 2013 we housed 282 households in the following accommodation:

Accommodation Type	No of Lets
Studio Flats	20
One bedroom flats/maisonette	95
One bedroom house	0
Two bedroom flats/maisonette	83
Two bedroom house	26
Three bedroom flats/maisonette	22
Three bedroom houses	33
Four bedroom flats/maisonette	0
Four Bedroom houses	3
Five bedroom house	0

As you can see, there is clearly insufficient social housing in the Thanet district to meet the need of every household on the housing register. It is therefore essential that each household is assessed and given the appropriate priority against the new policy.

1.0 Introduction

The Housing Register and this Allocations Policy operates under the provisions of the Housing Act 1996 – Part VI (as amended) and takes into account the three codes of guidance issued by the Government - Allocation of Accommodation: Code of Guidance for Housing Authorities 2002, the Allocation of Accommodation: Choice Based Lettings Code of Guidance for Housing Authorities 2008 and Fair and Flexible: Statutory guidance on social housing allocations for local authorities in England 2009. This Policy will be reviewed annually and may have to be amended to reflect any legislative changes.

1.1 Aims of the allocation policy

The Choice Based lettings policies and key objectives are:

- Empower applicants by offering choice, through a range of housing options, choice and information which will enable them to make realistic decision in relation to their future housing prospects.
- To target scarce resources to those in the greatest need.
- To challenge the perception that a homeless application offers the best route to re-housing, where possible creating active incentives for applicants to choose the housing register.
- Ensure sufficient priority is awarded to transfers in order to make best use of the social housing stock.
- Promote the development of sustainable mixed communities and neighbourhoods of choice

2.0 Who is eligible?

2.1 Residential Criteria

Households, who are Thanet residents and have been living within the Thanet district for a continuous period of 3 years immediately prior to date of application. For households currently temporarily residing outside of the district and where their principle home was in Thanet prior to moving can be considered if they have been resident in Thanet for 3 out of the last 5 years. Examples of this could be hospital, HMP, temporary lodgings, women in refuges.

Armed Forces Personnel will be exempt from this criteria providing their last settled home was in Thanet immediately prior to entering the Armed Forces.

Households that are owed a duty under the Housing Act 1996 (Amended 2002) will be exempt from this criteria.

Households who can evidence full time employment within the district and require to live in the area due to their job can also be considered.

2.2 Qualifying persons

Qualifying persons, all 'qualifying persons' are eligible to have their application added to the Housing Register. Part VI of the Housing Act 1996, (as amended), confirms that the Secretary of State may prescribe who are or are not qualifying persons. Currently, the following persons are entitled to join the housing register:

- Qualifying persons aged 16 or 17 (see Section 4 for further details)
- Any person aged 18 or over, and
- Their current home is their only home, or sole residence, unless proven otherwise with reason and

- They do not have access to a suitable home elsewhere, and
- They are not already on the housing list, either on their own or with someone else, and
- They are not ineligible for housing assistance under section 160A(1) and (3), and 185(2) of the Housing Act 1996 (as amended), or any regulation prescribed by the Secretary of State. In general terms a person from abroad who is subject to immigration control is ineligible for housing assistance, and
- They, or a member of their household, have not been guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant.

2.3 Ineligible due to unacceptable behaviour

Thanet District Council may treat persons as ineligible for an allocation of accommodation if they or a member of their household have been guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant or lose their home. Examples of unacceptable behaviour are;

- breach of tenancy agreement
- nuisance or annoyance to neighbours
- conviction of using for immoral or illegal purpose
- damage or neglect of your home
- conviction for arrestable offence in the locality of your home
- domestic violence causing another household member to leave the home
- false statement to induce grant of tenancy
- premium paid for assignment
- subletting
- tied accommodation when dismissed for misconduct

Where a person has previously been found not eligible due to unacceptable behaviour, but now believes this should no longer be held against them, the applicant can make a fresh application. The local authority can allow an application if they are satisfied that the person's behaviour has improved. This would be accepted, where an applicant had held a tenancy and a good tenancy reference was received or if specific satisfactory documentation was received upon Thanet District Councils request.

2.4 Voluntarily worsening your housing circumstances

Where an applicant moves from accommodation that was available for their occupation that was more suitable for them than the accommodation they have moved to and which it was reasonable for them to have continued to occupy. This category also applies where they have left temporary accommodation provided by the council under a duty arising via the Housing Act 1996 (as amended Homelessness Act 2002) to provide interim accommodation to homelessness households. For an applicant to have intentionally worsened their circumstances there must be evidence that it would have been reasonable for the applicant to have remained in their original accommodation.

3.0 Assessment of Need

3.1 The banding system

To try and be as fair as possible in deciding who should be offered properties, we use a banding system to determine priority for re-housing. Assessment is based on an applicant's housing circumstances, suitability of the property, and any medical problems.

Persons eligible to join the housing list will have their application assessed by a Housing Options Advisor and placed into one of four bands, in accordance with the 'Fair and flexible' statutory guidance. The bands are referred to as 'A, B, C, and D', and applications in band A will be given the highest priority for re-housing, band B the next highest, then C, with band D applicants having the lowest priority. Further details of how an applicants circumstances will determine the priority band they are placed in, are set out in (Appendix 2).

Band A – Urgent housing needs

Factor 1	Urgent medical or welfare needs.
Factor 2	Management transfer.

Band B – Serious housing needs

Factor 1	People occupying very overcrowded housing or otherwise living in very unsatisfactory housing conditions.
Factor 2	Social housing tenants in Thanet who are under-occupying by one bedroom or more.
Factor 3	Armed Forces Personnel

Band C – Reasonable preference

Factor 1	People who are homeless
Factor 2	People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
Factor 3	People who need to move on medical or welfare grounds, including grounds relating to a disability

Band D – General housing needs

Factor 1	People who are intentionally homeless, or who have deliberately worsened their housing circumstances
Factor 2	People who are homeless by another local authority

3.2 Medical priority

Applicant's who indicate in their application form that they consider their health or disability is adversely affected by their current housing conditions, will be asked to complete a Welfare and Medical Assessment form describing their health problems. Additional information, such as from a medical professional, may also be submitted. A home visit may be made to establish how the medical issue is affected in real terms by their housing situation. Applicants should be aware that even if they provide supporting documents stating that a move to alternative accommodation is essential, it is for the council to determine the appropriate level of priority in accordance with the allocation scheme (See Appendix 3 for more information).

All medical information supplied will be assessed initially by the Thanet Medical Panel, consisting of a minimum of two council Housing Advisors. Cases that are unable to be determined due to the complexity will be advised of the Kent Agency Assessment process. Dependent on the case, we can request information from Now Medical. Applicants will be advised by letter of the medical

priority awarded and the type of accommodation identified as being suitable for their needs.

If we determine that a particular type of property is required on medical grounds; for example a home with no internal stairs, the applicant will be expected to bid for accommodation matching that criteria. Bids placed on accommodation that does not meet the required criteria may be bypassed. Contact may be made to explain your accommodation needs based upon the information we have on file. If the applicant continues to bid on accommodation that does not meet their medical requirements any priority awarded on medical grounds will be reviewed. If an applicant's medical circumstances improve, any priority awarded on medical grounds will be reviewed and may be removed.

3.3 Kent Agency Assessment

The Kent Agency Assessment (KAA) process is a mechanism for Health or Social Services professionals, and their agents, to refer an applicant with a housing related health/support need, to the council for help accessing suitable accommodation. A Kent Agency Assessment should be used where an applicant requires re-housing due to a health/support need that cannot be met in, or is being exacerbated by, their current accommodation and the form provides all the supporting information required to assess an applicant's housing needs. Applicants will be advised by letter of the level of priority awarded and the type of accommodation identified as being suitable for their needs.

Where an applicants needs are so great or severe that general housing is not suited, there are documents to evidence this or where a duty of care is owed by another statutory partner Thanet District Council will be able to refuse the KAA and send back to the referrer to ensure the applicant is provided with the appropriate accommodation that is suited to the applicants needs.

3.4 Suitable size of accommodation

The council considers the suitable size of accommodation for a household to be as shown in the following table.

Single Person	Studio or one bedroom flat (inc up to 32 weeks pregnant)
Couple	One bedroom flat (inc up to 32 weeks pregnant)
Families with one child (under 18)	Two bedroom flat, maisonette or house
Families with two children of the same sex up to 16 years old	Two bedroom flat, maisonette or house
Families with two children of the opposite sex where the eldest child is under 10 years old as in line with housing benefit regulation	Two bedroom flat, maisonette or house
Families with two children of the opposite sex where at least one child is 10 years old or over as in line with housing benefit regulations	Three bedroom flat, maisonette or house
Families with three children	Three bedroom flat, maisonette or house
Families with four or more children	three or four bedroom flat, house or maisonette
Households with special housing needs	studio flats, bungalows, sheltered flats and accommodation as defined by Kent Agency Assessment (see section 3.3)

3.5 Additional bedroom requests/carers

Where households request an additional bedroom due to medical or health needs we will not allow additional rooms for medical equipment, or for the applicant or partner to occupy additional rooms. We will only consider the room requirement of households to be increased as in line with housing benefits for a carer if:

- The carer is not already a household member (in which case they may be able to share with other members of the household, a partner perhaps, so being a carer doesn't entitle them to an extra room), or
- A non resident carer is required for either the claimant or the partner and the claimant or partner receives disability living allowance care at either middle or highest rate or attendance allowance and supporting evidence is provided by a medical professional to confirm this requirement.

3.6 National Witness Mobility Service (NWMS)

In order to assist the national police force to tackle serious crime and to support witnesses in the legal process, the council works in partnership with colleagues in the NWMS and will, as required, accept referrals from this source.

Such cases will have been assessed and verified by the NWMS managers and referrals will only be accepted with the agreement of the Housing Options Manager. There are particular confidentiality considerations for such cases and no personal information will be taken until the applicant accepts a direct offer of accommodation in the district. Any proposed offer will be checked for suitability by the NWMS before the offer is made and details of successful lettings may not subsequently be made available to the public.

3.7 Other considerations in determining need

Because of the shortage of social housing and in order to make best use of all the available stock, there may be occasions when properties are restricted to applicants who have particular medical needs. There are limited availability of purpose built and adapted properties for people with disabilities. People with a need for such accommodation will be considered for suitable vacancies on the basis of medical priority. If a ground floor property becomes available, and at the time of allocation there are no suitable applicants requiring ground floor accommodation the property may then be let to those registered for a house, maisonette or upper floor accommodation, at the discretion of the council.

Priority for houses will be given to applicants with dependent children therefore if the household consists of adult children only i.e. over the age of 18 you may not be offered a house. Because of the very limited availability of four bedroom homes, priority for three bedroom properties with two living rooms (lounge & dining rooms), will be given to larger families, to ensure best use is made of the available stock. For households that are pregnant, 6 weeks prior to the birth of the baby, registration will take place of baby X to enable those households to bid on suitable accommodation. This will mainly benefit those that would require an additional bedroom following the birth.

4.0 **Determining priority**

4.1 Homeless households

We are committed to extending choice of housing to those who are accepted as homeless under the Council's statutory duties, ensuring effective use of Council

resources and the provision of temporary accommodation. Consequently those accepted as being owed the full statutory housing duty under Part VII of the Housing Act 1996 (as amended), will be given a period of a month from notification of acceptance within which to bid for properties through Kent Homechoice. If at the end of the month they have not been bidding appropriately for a property, officers may bid on their behalf for each suitable property that becomes available and may change bids when an applicant has applied for a property that they are ineligible for. When a bid is successful for a suitable property this will then constitute as a offer or nomination for the purposes of discharging the homeless duty.

The Localism Act 2011 gives a legislative change to enable the way in which the duty on authorities to secure accommodation under section 193(2) of the 1996 Act can be brought to an end with an offer of suitable accommodation in the private sector. These changes allow local authorities to end the main homelessness duty with a private rented offer, without the applicants consent. The duty can only be ended in the private rented sector in this way with a minimum 12 month assured shorthold tenancy. If the household becomes homeless within two years of taking the tenancy then the reapplication duty (section 195A(1)) applies.

4.2 Separated households

If one member of the household is suitably housed and the 'partner' could move into the property without causing additional housing need then their banding could be prioritised based upon that accommodation.

Children will only be considered on an application if they primarily reside with that household. If that child also resides with another household they will only be considered as part of the household they primarily reside with.

4.3 16 and 17 year olds

Young people under the age of the age of 18 are eligible to join the housing register (subject to exemptions). If you are aged 16 or 17 the law states that you are not old enough to hold an assured or secure tenancy. In exceptional circumstances an applicant aged under 18 maybe eligible to join the housing register:

- If you are a non-dependent applicant aged 16 or 17, requiring independent accommodation, which is not provided by Specialist Childrens Services (SCS)
- If you are a teenage parent aged 16 or 17
- If you are aged 16 or 17 and leaving local authority care
- If you are aged 16 or 17 and owed a housing duty by Thanet Council

Where you are an applicant aged under the age 18 and are eligible to be on the housing register, if you are successful within an allocation of a property, you must have an appropriate adult aged 18 or over, to hold your tenancy in trust for you until you reach the age of 18. This will be in the form of an "Equitable Agreement" where the trustee will hold the legal estate, but is not liable for the rent.

Young people may also be asked to attend and interview with a Neighbourhood Manager from East Kent Housing to ensure that you have the skills to sustain a tenancy. You must be willing to be referred for floating support to assist with tenancy sustainment if necessary.

If you are under 18 and have a serious housing problem, you are homeless or in threat of becoming homeless, please contact either Kent County Council

Children's Specialist Services on 08458 247 100 or the Housing Options Team. We will make every effort to ensure that you are able to remain within your parental or family home. Where it may not be appropriate for you to remain in your home, you will need to attend a joint assessment with a Housing Options Officer and Children's Specialist Services Social Worker to see what your needs are. This will be arranged with you and normally will take place within your home or at the Thanet Gateway.

4.4 Serious Offenders

Applications made by serious offenders, as defined by the Serious Crime Act 2007 will be subject to an appropriate assessment of their eligibility, which will take MAPPA (Multi-Agency Public Protection Arrangements) guidance into account. Any allocation will only be made following a multi-agency risk assessment and where suitable and safe accommodation has been identified.

4.5 Armed Forces

Armed Forces Personnel mean's a person who is serving in the regular forces or a person who has served in the regular forces within three years of the date of their application for an allocation of social housing under Part 6 of the Housing Act 1996. The Regulations give effect to the Government's commitment to ensure that members of the regular and reserve forces, and their families, are given appropriate priority for social housing if they need it when serving or after they have left the Armed Forces.

These Regulations are made by the Secretary of State under section 166A(7) of the Housing Act 1996, inserted by section 147 of the Localism Act 2011. Section 166A(7) gives the Secretary of State power by regulation to amend the reasonable and additional preference provisions in section 166A(3) which determine who has priority for an allocation of social housing.

The Regulations provide that local housing authorities must frame their allocation scheme to give additional preference to the following persons if they fall within one or more of the statutory reasonable preference categories and are in urgent housing need:

- a) serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service
- b) former members of the regular forces
- c) bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service
- d) existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service

For members of the Armed Forces, band B will be awarded and residential criteria will be applied (2.1). In addition armed forces personnel will not be discriminated against when assessing their financial situation (6.4).

5.0 Housing for older people

5.1 Sheltered housing

Sheltered housing is housing designed for persons over 55 with housing related support needs. Sheltered housing will normally only be available to persons requiring the level of support offered in this type of accommodation. Eligible persons may be subject to an assessment by the landlord to establish their support needs and suitability for living in the scheme selected. Applicants over 55 years of age will be considered as well as applicants with a disability who require the accommodation and support provided within a sheltered scheme. In the latter case, some landlords will accept persons over 50 years of age.

Priority for allocations to ground floor sheltered and elderly persons accommodation will be given to current tenants on the housing register, living on an upper floor, within the same block, who have a medical/mobility need for ground floor accommodation. Allocations made thereafter will be based on individual need. This will then free up a property for another applicant via CBL. If the assessment indicates that the person requires a higher level of support than can be provided by sheltered housing, they will be advised that sheltered housing would not be appropriate and referred to Adult Care Services.

5.2 Extra care housing

Extra care is housing for older people where additional support and social care services are provided in accordance with assessed need. Extra Care housing is intended to enable older people to live as independently as possible for as long as possible and improve the quality of life and choice that older people can expect as they become less able. Extra care housing will be advertised through Kent Homechoice but a dedicated allocation panel, consisting of representatives from the Council and Social Services, will make allocations. Allocations through this panel will be based on an assessment of the level of support and care required by the applicant.

6.0 Financial criteria

6.1 Current rent arrears

We may take into account, in accordance with S167(2B) of the Housing Act 1996 (as amended), current rent arrears. If a tenant of a social landlord applies on the housing register we will apply for a tenancy reference from your current landlord. If the applicant/tenant is in arrears and there is a failure to maintain a payment arrangement, the application maybe suspended until the situation is resolved. For households that are affected by welfare reform and have accrued rent arrears, each case will be considered on their own merit based upon circumstances, level of debt, reasons why they are effected, efforts to pay etc. Where any application is suspended for the above reasons the applicant will be notified in writing of the decision and the grounds for it (S167(4A)(b)).

6.2 Former tenancy debts

We may also take into account former tenancy debts with another social landlord (registered social landlord or local authority). If an outright possession order was granted by the court and no efforts have been made to clear this debt, or we have reason to believe that an outright possession order would have been granted, we will not consider your application until this debt has been cleared. If a debt is owed to any social housing provider you will not be eligible for housing on the housing register.

Housing associations (HAs) participating in the choice based lettings scheme may have policies which prevent them offering a tenancy to an applicant who has former/current tenant arrears with another local authority or HA.

6.3 Statute Barred debts

A debt is statute-barred if legal proceedings for the recovery of the debt from the debtor have not been started within a period of six years from the date when the debt became payable. Although the debt continues to exist, Thanet District Council is unable to take any legal action against an applicant in order to recover the debt.

If an applicant applies for housing and has a former tenancy debt with Thanet District Council and it is **not** statute barred then the applicant will be required to clear this debt subject to any duty that the council may have to an applicant under relevant legislation.

If the debt **is** statute barred then Thanet District Council will not pursue this debt through the legal channels however the applicant will still be required to clear this debt.

6.4 Income

If any member of the household is earning a higher rate salary which places them in the higher or additional rate taxable bands (as per HM Revenue & Customs) then you will not be considered on the housing register.

6.5 Savings and Assets

If an applicant applies on the housing register and has savings and/or assets of over £16k they will not be considered on the housing register as in line with housing benefit regulations (Armed Forces Personnel will be exempt from this rule). The applicant will be expected to use this money to secure accommodation. If it is considered that an applicant has purposely deprived themselves of capital in order to meet the criteria to apply on the housing register their application will not be considered.

6.6 Owner/Occupiers

If an applicant owns their home they will not be considered on the housing register unless there is a substantial reason to move. If specific or specialist accommodation is required due to change in circumstances, each application will be considered on its own merit.

7.0 Allocations exceptions

7.1 What does this mean?

People who apply to join the housing register are assessed in accordance with the provisions of Part VI of the Housing Act 1996 (as amended). There are a number of circumstances where people will be assessed outside of this and will have their applications managed by the local authority and/or housing association separately. These circumstances are:

- Mutual exchange.

- An application made under Part VII of the Housing Act 1996 (as amended) (Homelessness) and consideration for temporary accommodation under this Part.
- Transfers involving a temporary decant for major works, or other management reason not involving an application from the tenant.
- Where a local authority secures the provision of suitable alternative accommodation under the Land Compensation Act 1973, section 39.
- The grant of a secure tenancy under the Housing Act 1985, section 554 or 555, regarding a defective home.
- Any duties arising from an application made under the Rent (Agriculture) Act 1976, section 27 or 28.
- Where a secure tenant dies, the tenancy is a periodic one, and there is a person qualified to succeed the tenant under the Housing Act 1985, section 89.
- Where a secure tenant with a fixed term tenancy dies and the tenancy remains secure by virtue of the Housing Act 1985, section 90.
- Where a secure tenancy is assigned to someone who would be qualified to succeed to the tenancy if the secure tenant died immediately before the assignment.
- The grant of a secure joint tenancy where the tenancy is held by one of the joint tenants as a sole tenancy.
- The grant of a secure sole tenancy to a former joint tenant, where the joint tenancy has been terminated by one joint tenant and the other tenant wants to remain in the property (when this is in accordance with eligibility for that specific property type).
- Where a secure tenancy vests or is otherwise disposed of in pursuance of an order made under:
 - the Matrimonial Causes Act 1973, section 24 (property adjustment orders in connection with matrimonial proceedings);
 - the Matrimonial and Family Proceedings Act 1984, section 17(1) (property adjustment orders after overseas divorce); or
 - the Children Act 1989, Schedule 1, paragraph 1 (orders for financial relief against parents).

8.0 Transfer applications

8.1 Thanet District Council tenants

Social tenants can apply to move to alternative council and housing association owned property. Priority awarded to their application will be based on an assessment of their housing needs. Applications for transfer may be made jointly by separate tenants of the council who wish to apply for housing together, on the condition that both tenancies will be relinquished if the council makes an acceptable offer of a transfer to a third property. Transfer applications will be subject to checks relating to the condition of the applicant's property and their compliance with the conditions of their tenancy.

8.2 Transfer Incentive Scheme

In order to encourage council tenants who are under-occupying homes to move to smaller non-family housing, or if a tenant is occupying fully adapted, wheelchair accessible accommodation and no longer requires the use of these facilities, a grant of £1,000 is currently offered. Any debt owed to Thanet District Council will be cleared using this money prior to the remainder being paid to you. This grant will only be payable if the move is as a result of a successful bid to alternative council or housing association property through the choice based lettings scheme. For more information please refer to the East Kent Housing Transfer Incentive Scheme policy.

8.3 Management transfers

The council recognises that there may be exceptional circumstances where the only way a housing need can be resolved is through the use of discretion. If a council or housing association tenant has an urgent need for re-housing due to a confirmed risk to the personal safety of themselves or their household, or other exceptional factors, their landlord may agree a management transfer. This will only be agreed if there are no other options available or feasible and you are in immediate housing need. Please contact East Kent Housing for more information on the Management Move Policy.

9.0 How homes are let

9.1 Choice based lettings

We are one of 14 local authorities and 23 housing association partners involved in Kent Homechoice the choice based lettings service which is used to let social homes across the whole of Kent. As a partner we are committed to offering the greatest choice possible in the allocation of social housing in the district, whilst ensuring that housing goes to those with the greatest need.

Choice based lettings (CBL) schemes are designed to introduce an element of choice for people who apply for council and housing association homes. Choice based lettings allow people applying for a home, including existing tenants who want a transfer, to bid for properties which become available. Available properties are advertised through various channels and the adverts will describe the property and which type of household can bid for it. For example, if it is for an elderly or disabled person, or for a household which needs a certain number of bedrooms.

Where an applicant may have difficulty in making bids for properties without assistance, they may nominate a friend, relative or advocacy worker from an appropriate agency to act on their behalf. In certain circumstances applicants can be added to the assisted bidding list and sent a fortnightly personalised freesheet with details of all the properties they are eligible to bid for. Once bids have been made they are sorted in order of priority, and the person with the highest priority normally gets considered first for the property. If that person turns the offer down, the next person on the list gets the chance to see it, and so on.

There will be certain situations where choice in the allocation of housing has to be restricted – such as when the council or a housing association needs to re-house a household in an emergency. The circumstances when this may apply are set out in the policy. Apart from these exceptional cases, housing will be allocated to applicants who bid for a specific property, and all applicants will have the opportunity to bid for properties they are entitled to be considered for, having regard to household size and other eligibility criteria.

Choice based lettings enables those seeking housing in the district to identify the level of priority they have been awarded within the allocation scheme, to develop awareness of the availability of accommodation suitable to their needs within the district, and to make informed decisions which balance their need for accommodation with the availability of properties that meet their requirements. As a result applicants can decide whether to wait until they have sufficient priority to obtain their ideal property, or whether to lower their aspirations and bid for properties they are more likely to have a chance of obtaining. It also helps applicants to make an informed choice about whether they wish to seek alternative solutions to their housing needs.

9.2 Length of time

The housing register will differentiate between people who are in the same priority band according to the date their priority band was awarded.

9.3 Local lettings policies

Local Lettings Policies have been introduced to help maintain and promote a balanced and sustainable community, in line with the Kent Sustainable Communities Protocol. The Council has the power under s167 (2e) of the Housing Act 1996, as amended by the Homelessness Act 2002, to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories or not. However, in operating local lettings policies, we need to ensure that, overall, reasonable preference for allocations is given to applicants in the reasonable preference categories; and that our local lettings policies do not discriminate, directly or indirectly, on racial or other equality grounds, as set out in Paragraph 5.26 of the Allocations Code of Guidance issued in November 2002.

Examples of situations when a local lettings policy may be used include:

- New developments where there is a need to achieve a balanced mix of household sizes
- Criteria that aim to reduce the likelihood of anti-social behaviour in areas that have existing high levels of ASB.
- Rural Housing developments where a local connection is identified in the Section 106 agreement.

Following the implementation of a Local Lettings Plan on a development any relets on the site will be subject to the same criteria as outlined in the plan.

9.4 Discretionary powers

The Allocations Policy cannot cover every eventuality and in special cases where there are exceptional needs or hardship, the Housing Options Manager has discretionary power to review any criteria within the policy to ensure an additional priority is awarded and/or approve offers of housing, sometimes outside of choice based lettings. A full audit trail should be available to evidence the decision reached and the reasons why.

10.0 Applying to the Thanet Housing Register

10.1 What is the Housing Register?

The Housing Register is essentially the list of people who wish to be housed by a social landlord in the Thanet district and existing tenants who wish to transfer to another council or housing association property. We receive a large number of enquiries each year from people looking to rent a home in the district and the housing register is constantly growing. Regrettably, there are only enough properties becoming available to be able to house those most in need. As a result of this shortfall, applicants for housing, and in particular those identified as having no or low need, may never be housed. We will only accept households who would reasonably be expected to reside with each other and joint tenancies will only be offered to cohabiting couples as recognised in law.

Applicants may want to consider other options for re-housing such as renting accommodation in the private sector. Thanet District Council has a team of

Housing Options Officers who can provide advice and information about how to access other types of housing. Further information about other options available can be found on the Kent Homechoice website: www.kenthomechoice.org.uk

Because of the limited amount of social housing available, we have a system to prioritise households on the housing register in accordance with their identified need for housing and to manage the letting of social homes in accordance with our objectives. The criteria and rules that relate to this system are set out in (Appendix 2) of this policy.

10.2 How to apply for housing

People wishing to apply for housing should complete a housing application form. To do this visit the Kent Homechoice website at www.kenthomechoice.org.uk and choose the Register tab.

It is important that the application is completed fully and any evidence requested on the form is provided. Additional priority for length of time on the Housing Register will only start to accrue from the date that we receive all the information necessary to make an assessment. Incomplete applications without photographs and supporting information may be returned to the applicant. Once the form has been completed and all the information has been provided, the council may need to make additional enquiries.

In accordance with S171 of the Housing Act 1996 (as amended), a tenancy granted on the basis of information subsequently found to be false or because material information has been withheld, may result in legal action being taken by the landlord to recover possession of the property. In addition it may be decided that an applicant has committed a criminal offence where:

'he knowingly or recklessly makes a statement that is false and may lead the council to award priority for housing if the statement was relied on when assessing the application'.

A person guilty of such an offence would be liable on summary conviction to a fine of up to £5,000.

10.3 Proof of identity and supporting information

The housing options department has a service level agreement with the housing benefit department, enabling officers to use the verified identification documents, to process their housing register application.

Every person making an application to the housing register will need to supply 2 identical passport-sized photographs, or an alternative type of photographic identification acceptable to the council, for each named applicant or joint applicant must accompany all applications. These should be recent photographs with the applicant's name printed on the reverse together with his/her signature. (Appendix 1) has more information about providing proof of identity.

10.4 Renewing an application

It is an applicant's responsibility to renew their application each year. Every applicant will be sent a renewal request, close to the anniversary of the date of registration, which will include a request to provide information on any change in circumstances. If the renewal form is not returned within four weeks the application will be cancelled without further notice. An application can only be

considered for reinstatement in exceptional circumstances and if the request is made within six months of the cancellation date.

10.5 Changes of circumstances

Once placed in a priority band, applicants should notify the Council of any material change in their circumstances that will affect their priority for housing, for example:

- A change of address, for themselves or any other person on the application.
- Any additions to the family or any other person joining the application
- Any member of the family or any other person on the application who has left the accommodation.
- The health of any member of the family or any other person on the application, getting better or worse.
- A change in the applicants income or employment status.

Applicants will normally be required to complete a new housing register form. Applications will be temporarily suspended from bidding while the Council assesses the information provided by the applicant and completes further enquiries that may be necessary. The council will carry out an assessment of each applicant's entitlement and priority for re-housing on the basis of information which has been provided by the applicant or otherwise received in connection with the application.

10.6 Members of the council, staff members and their relatives

To ensure that we are seen to be treating all applicants fairly, any application from members of the council, employees of the council or associated persons must be disclosed on the application form. Such applications will be assessed in the normal way but in addition be passed to the Housing Options Manager to be audited. In order to ensure public confidence, any accommodation allocated to the applicant under the scheme must be approved by the Housing Services Manager following appropriate checks. The term 'associated persons' above is as defined in S178 of the Housing Act 1996 (as amended).

11.0. Reviews and Customer Feedback

11.1 Right to a review

Applicants have the right to ask for a review of any decision made under the terms of this policy with which they do not agree.

Please note that only information that has already been supplied can be reviewed. If an application has been correctly assessed but the applicant failed to supply the requested or appropriate information at the point of application they are not entitled to have their application reviewed. They will instead be asked to submit a new application, which gives a clear account of their current situation. If an applicant is eligible for inclusion onto the housing register by virtue of this new application, priority will begin from the date that all the correct information is received. **An application will not be backdated.**

A request for a review must be made to the Housing Options Manager within 21 days of being notified of the decision. Following the request for a review being received the Council has a maximum of 8 weeks to respond. If the review is likely to take longer the applicant will be notified of the amended response time. The Council's decision on the review will be final and the applicant will not be entitled to a further review of that decision. Reviews of decision requested under Part VII

of the Housing Act 1996 (as amended by the Homelessness Act 2002) are outside the scope of this Allocations Policy.

11.2 Complaints, compliments and comments

We aim to provide a high standard of customer care and to treat every application equally. We appreciate feedback and would welcome any comments about how we can improve or increase the service that we offer. If an applicant is dissatisfied with any aspect of the way in which their application for housing is dealt with, other than one for which a review can be requested, they should contact the council and, if the matter is not resolved to their satisfaction, make a formal complaint which can be via telephone, email, in writing or by visiting the Thanet Gateway Plus.

12.0 Equality and diversity

We are committed to delivering a service that is accessible and equitable to all the communities that we serve. We will ensure that people will be treated with respect and dignity. We will monitor access to the housing list, and the assessment of need in accordance with our equality impact assessment. We will make certain that no-one is discriminated against on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Sex (gender)
- Religion or belief
- Sexual orientation

The various application forms referred to in this policy can be made available in a number of different languages. We can also arrange a translation service for people who visit the Council Offices. If you require this service, you should contact our Housing Options Team.

13.0 Information sharing

13.1 Information Sharing Protocol

We will share data provided by a person applying for housing in accordance with the Information Sharing Protocol agreed by the Kent Choice Based Lettings Partnership. When completing an application form, either using a paper copy of the form or on-line, the person is asked to provide their consent to the sharing of personal data between the parties to the protocol. Personal data can be shared provided the person has given informed consent and the sharing is for the purposes for which consent is given. Informed consent means that the person has the capacity to give consent, is aware of what information is to be shared, whom it is to be shared with and what it is to be used for. Personal information is only disclosed to other parties with the person's consent or in exceptional circumstances where disclosure without consent is necessary. These reasons are:

- Where there are overriding legal, social or public interest considerations, for example there is a risk of seriously harm to the person themselves or to others if the information is not disclosed.

- Where the information is required by a local authority department or external auditors to carry out a statutory function.
- Where the information is required by the police as part of a criminal investigation.

13.2 Personal Data

Information provided to the council by housing applicants is confidential. The Data Protection Act 1998 (DPA) provides individuals with a right to request access to any of their personal data held by the Council, and a right to know where the data came from, how it is used and why it is held. Such a request is called a “subject access request” and applies to personal data in housing files.

Subject access requests should be made in writing to the Director of Community Services, and must describe the information sought. Applications must state their name and provide proof of their identity (please see appendix 1).

If the person considers the personal information they have received is inaccurate, they may request that it is amended or removed from their records. If this is accepted by the council, appropriate action will be taken to amend the records. In the event of a disagreement, the information will remain and the person’s comments will be recorded on file.

Disclosure of information may be denied by the local authority in the following circumstances:

- The information could prejudice criminal proceedings.
- Legal professional privilege could be claimed.
- A care professional is of the opinion that disclosure could result in a risk of serious harm to the person or others as a result of disclosure.

Information held on file may include documents submitted by third parties, for example, health care professionals. This will only be provided to the applicant with the permission of the third party concerned.

Appendix 1 – Application Checklist

Please check that the information you have given is correct, ensuring that:

- You have answered all the necessary questions
- You have included your name, address and postcode on page 1 (if you are of 'no fixed abode' you must use state a care of or correspondence address)
- You have signed and dated the application form
- You have or will be providing the following items (these must be originals and not copies)

Proof of Identity

(This is required for ALL household members).

Please provide either ONE of the documents from list A or TWO documents list B

List A

- Passport
- Driving Licence
- Birth or Marriage Certificate
- Medical Card

List B

- A letter addressed to you from a solicitor, social worker, probation officer, the Home Office, HM Revenue & Customs
- A letter addressed to you from Housing Benefit or Council Tax
- A recent gas, electricity or water bill
- A recent bank statement

Proof of Current Address

(This must be provided even if you are of 'no fixed abode' and only using the address as a care of or correspondence address)

Please provide ONE item from the list below for each adult or non-dependent child named on the application to be re-housed.

- Utility Bill
- Council Tax bill
- Bank/Building Society Statement
- Housing Benefit entitlement letter
- College/School letter
- Letter from a professional person or organisation (i.e. Doctor; Probation Service; Social Services)
- Payslip with address
- Letter from Department of Work & Pensions (e.g. Benefit or Pensions letter)
- Tenancy agreement (if you are still within the fixed term of the tenancy)
- Mobile phone or telephone Bill

Proof of Income

(Please provide proof of ALL income being received by the applicant)

- The last six weekly, last three fortnightly or last two monthly wage slips for you and your partner.
- Your latest accounts if you are self-employed and letter from the HMRC which indicate self-employment
- Benefit award letters i.e. Job Seekers Allowance, Employment Support Allowance, Pension Credit

- Child Benefit award letter
- Working and Child Tax Credit letters

Proof of Savings or Capital

(For people not receiving income-based Job Seeker's Allowance, Income Support, income-related Employment Support Allowance, or Pension Credit Guarantee)

- Full statements for each account showing the last two months' transactions
- Documents showing any stock, shares, bonds, or certificates owned

Additional Documentation

(You will also be required to supply additional documentation should any of the following apply)

- Proof of pregnancy i.e. MAT B1 form or pregnancy record (including the EDD)
- At least two valuations of any property owned in the UK or abroad and details or any outstanding mortgage or loans secured on this property.
- Home Office documentation, such workers registration scheme documents; residence cards or visas, for persons subject to immigration control or persons who do not hold a Great Britain and Northern Ireland passport.
- Notice to quit, possession order, notice of eviction or letter giving notice if you are being asked to vacate your current home.

Without this information it will not be possible to process your application for housing, so you must provide everything as quickly as possible.

Appendix 2 – Priority bands and criteria for reasonable preference

The banding scheme reflects the legal requirement set out in the section 167(2) of the Housing Act 1996 which requires that the allocations system gives “reasonable preference” for people in five groups:-

- *People who are homeless (within the meaning of Part VII (7) of the Housing Act 1996, as amended by the Homelessness Act 2002)*
- *People who are owed a duty by any local housing authority under section 190(2), 193(2), or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3)*
- *People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions*
- *People who need to move on medical or welfare grounds (including grounds relating to a disability); and*
- *People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).*

The local authority may award “additional preference” to particular individuals, provided that they have “urgent housing needs”. The authority may take into account a wide range of actions when considering whether to give an individual “additional preference” or whether to give a lesser priority, but it must be able to explain the reasons for the decision.

Band A – urgent housing needs

Applications from persons who meet the following criteria:

1. Urgent medical or welfare needs.
Where an urgent medical need has been agreed with the local authority or a high priority referral has been accepted by the local authority under the Kent Agency Assessment procedure.
2. Management transfer.
Where the social landlord requires the tenant to move or the tenant needs to move due to violence, harassment, intimidation or threats of violence likely to be carried out, major works or other urgent management reason.

Band B – serious housing needs

Applications from persons where none of the above in Band A applies but who meet the following criteria:

1. People occupying very overcrowded housing or otherwise living in very unsatisfactory housing conditions.

Where a household is suffering from the following:

- a. Major overcrowding, that is lacking two or more bedrooms.
- b. Living in supported housing and needs to move, as support is no longer required.

- c. Where a Category One hazard exists under the Housing Health and Safety Rating System, which cannot be resolved within a reasonable time.
2. Social housing tenants in Thanet who are under-occupying by one bedroom or more.
3. Members of the Armed Forces

Band C – reasonable preference

Applications from persons where none of the above in band A or band B applies but who meet the following criteria:

1. People who are homeless.
Where the local authority have accepted a re-housing responsibility under Part VII of the Housing Act 1996 (as amended), or determined that the person does not have a priority need for accommodation, or the household will be homeless soon.
2. People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
Living in insecure housing, for example on a licence agreement or non-secure tenancy, but excluded occupiers
Lacking bathroom or kitchen
Lacking inside WC
Lacking cold or hot water supplies, electricity, gas, or adequate heating
Overcrowding
Sharing living room, kitchen, bathroom/WC
Property in disrepair, with a Category 1 hazard
Poor internal or external arrangements
Social housing tenants in Thanet under-occupying by one bedroom
3. People who need to move on medical or welfare grounds, including grounds relating to a disability.
Where a medical need has been agreed with the local authority or a priority referral has been accepted by the local authority under the Kent Agency Assessment procedure.
4. Mobility.
People who need to move to a particular locality in the district of the local authority, where failure to meet that need would cause hardship to themselves or to others. For example, to give or receive care, or to take up employment.

Band D – general

Applications from persons where none of the above in band A, band B or band C applies, or:

1. People who are intentionally homeless, or who have deliberately worsened their housing circumstances.

Where a decision has been made by the local authority under Part VII of the Housing Act 1996 (as amended) or, where a person has deliberately worsened their housing circumstances and would have been found to be intentionally homeless if an application under Part VII had been made.

2. People who are homeless by another local authority

This applies where a duty is owed by another local authority under section 190(2), 193(2) or 195(2) of the Housing Act 1996, or who are occupying accommodation secured by another local authority under section 192(3).

DRAFT

Appendix 3 - People who need to move on medical or welfare grounds (criteria may apply to any member of the household)

Medical or welfare priority is awarded where the current housing is adversely affecting the health or wellbeing of an applicant, or member of their household, and whereby a move would positively improve their health or wellbeing. Below are examples of where priority would be awarded.

Band A – Urgent medical or welfare needs

- Any life threatening illness being made worse by housing conditions
- A person who is housebound due to stairs or steps (e.g. using a wheelchair in an upstairs property)
- Any person who requires specifically adapted accommodation that they are lacking.
- Any person who cannot be released from hospital until alternative accommodation is secured.

Band C – People needing to move on medical or welfare grounds, including grounds relating to a disability

- Severe mental health problems affected by current accommodation.
- Elderly persons with moderate to severe arthritis which significantly affects mobility (e.g. spine, legs) living upstairs or on a steep hill.
- Conditions requiring on going medical treatment, being very severely exacerbated by living conditions (e.g. extreme cases of asthma).
- Conditions causing a reduction in mobility (e.g. breathlessness, dizziness) when combined with stairs or poor location.

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Q1. Closed Housing Register

How strongly do you either agree or disagree with the proposal to close the Housing Register to applicants from outside Thanet?

139 (78.1%) *Strongly agree*
18 (10.1%) *Agree*
4 (2.2%) *Neither agree nor disagree*
3 (1.7%) *Disagree*
14 (7.9%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

58 (32.6%)

Strongly Agree

thanet residents should get first choice over people who dont work or live in thanet

1. There may be exceptional cases of applicants with family ties to Thanet.

Only individuals from thanet should be on the housing register

I was born & bred here & i could not get housed at all as outsiders were getting housed as the amount of children they have also i think people who are debtors should be made to prove they can clear their debts no matter their circumstance,i beleive a lot of people are finding a way to fiddle the bidding system as well

Unless they have good reason, i.e. relatives need help from one another, so have to be nearer to look after relatives.

It's an appropriate time to start taking control and focus on our local residents.

I think the current system is extremely unfair. We have a lot of people coming into the area who fancy living by the sea or who think it will be cheaper. Also a lot of eastern europeans have moved to this area knowing that they could get council housing and benefits.

This is only common sense and will stop undesirables from other parts of the country settling among us in Thanet. Unless of course they can pay for accomodation here.

strongly agree as i have been on the housing register since december 2011 i am in band c and have been informed by a council employee that even though my circumstances have changed considerably in the past 4 weeks my band will not change as i have enough in savings and monthly incomings due to a private pension to rent in the private sector.i have just under 5 thousand pounds in savings and receive around 1,150.00 per month in pensions so i feel the changes would benefit myself and other persons in my position,at my time of life i am 65 next month there is a need to have some savings so as not to be a burden on my family i worked for croydon council for over 25years and joined the pension scheme to give myself a better quality of life in later years and feel i should not be discriminated against because of this.the private sector have very few properties for mature tenants and are very expensive the housing association seem to have a great deal of properties for fifty pl us persons.

It's hard enough as it is to obtain a home, without the need for applicants from other areas.

Would be a great approach for other social landlords to take also. Would also be helpful if the private sector would follow suit to reduce the burden being placed on the area by London boroughs and other areas more affected by the Welfare Reform proposals.

The Highest Priority should be given to those who were actually born in Thanet if they have children, so that they can stay close to their immediate families.

This should have been done years ago

Hopefully this policy will stop the transit to this area of "Dole by the seaside" unemployed. Local people who have a commitment to Thanet will stay long term in the housing provided.

I believe parts of Thanet (particularly Cliftonville West) have become "dumping grounds" for persons from other towns and cities ie London or elsewhere, in particular single persons. This is still going on and it creates an unfair pressure on one bedroomed accommodation in Thanet.

Please also remove from the register any applicants currently on it who are from outside the area.

Thanet has been a dumping ground for other boroughs 'problem' residents for too long. This should have been sorted years ago.

thanet is a small place, residents from within its boundaries should not have to wait longer than people from outside the area. this is a welcome change in housing policy.

As a council, there is a responsibility to ensure that those within our own district are given a priority.

We need to look after the area housing as others from outside the area who just want to live by the sea has to be stopped

Local schools, doctors etc are already heavily over subscribed. People should not be encouraged to move to Thanet for a ride!

Thanet needs to have an opportunity to stabilise and sort out many of its problems. This is a step in the right direction

i was put into band d cat with no explanation.and have been on the list years and years.properties are rarely given to band d so i am slowly loosing faith with the council.so why on earth do we give priority to outsiders of thanet when you cant house the people already here

Whilst I agree with this proposal I hope that TDC will not support any Government proposal to require those with "unoccupied" bedrooms to house immigrants.

Whilst I agree with this proposal I hope that TDC will not support any Government proposal to require those with "unoccupied" bedrooms to house immigrants.

I think it is brilliant that they are now only going to give local housing to LOCAL people! it means us that live here will have a greater chance of finding a property within the area we choose to live and having to live here for 3 years first is even better.

As a homeowner some might think I'm not in a position to make any judgements about this proposal, but being able to walk into your own house and shut the door is the fundamental need of any human being, be it rented or owned, and how disheartening it is for so many Thanet born people to see "outsiders" arriving here and seemingly taking priority! So yes these are positive proposals, my question is, why has it taken so long??
think its great that the people who live and care in thanet are given priority over outsiders

Thanet housing needs to be kept for Thanet Residents. Far too many migrants being offered council housing when local residents on the register are not prioritized for their needs. Too many dodgy private landlords who don't upkeep the properties just grab the rent!
The council should not allow Government pressure to take more immigrants. The next step for this Government would be to suggest that those in under occupied accommodation should take in immigrants.

This area is drowning under the level of claimants and benefit recipients and yet we allow people from other areas to continue to come into the area and add to the numbers of those in need.

Local homes for local people should be the priority. People in more 'need' from other areas should be prioritised in the LA area they live only.
Maybe East Kent Housing area?

Thanet cannot support its own residents already. There is a lack of jobs, schools, doctors etc so why would we want to continue to increase the housing register from outside the area, thus putting more strain on our limited resources
people of Thanet do not want Thanet to turn into an urban grotto and that is exactly what is happening because all the councillors of the area give a damn about is money in their own pockets, they don't give a damn about the area themselves. Truth is most of them probably don't even come from the area and I would bet my last £1 that a good number of councillors don't live in the area! How the hell are we supposed to turn the fortunes of a town like Margate around when we keep filling the area up with people claiming benefits? The gap between the income levels in Thanet and the cost of living in Thanet purely because we are in the south is becoming too great and honest, decent workers are struggling to find a point to it all. I think changing the banding systems and finally showing equality to the people who actually pay their taxes is long overdue and only fair. Why should people who don't work be the only ones to benefit where housing is concerned? I'm pretty sure that wasn't the original point of the social housing ethos in this country! It is almost impossible for anyone to get on the property ladder if they live off a single salary anymore so why shouldn't this long discarded section of the society benefit from the right to buy situation with council properties they could rent, if they were offered them too? Surely it is more financially beneficial to Thanet District Council to have a balanced quota of private paying tenants to housing benefit tenants to even out the cost of supporting people on benefits? With all due respect to the current government the Right to Buy Schemes available only offer properties in the middle of the Newington Estate or in Canterbury and they are still too expensive for what people earn around here... and I know, I've looked! This area deserves more. The workers of this area deserve more.

It should always have been this way.

I am in my 3rd year of waiting for a council house & of course ill agree with anything that benefits Me & my daughter

I agree that a local policy should be in place. I have lived and worked in the Thanet area all my life. I have little chance to affordable housing in the area I contribute to. It seems unfair that the banding policy means that people with no connection can be housed in a new affordable property because they have been "dumped" in Thanet by other authorities, in refuges ect.

It is unfair that local people are not housed first from the Housing Register. This area has for a long time has people "dumped£ here from other areas (notably London areas) as well as immigrants coming in. It is important that agricultural land is not used for housing as once that is gone, Thanet will lose some of its charm. Therefore, make any housing only for local poeple and renovate old or empty housed after warning any owners.

we live in the area and its our councils money that is being spent so we deserve priority. personally i have been waiting 3 years to be moved after living in thanet all my life

Agree

Special cases should be allowed to join register, eg to unite a family

although i think people who have very strong links who have moved away ahpuld still be considered. for example if someone moved away but are now divorced and their parents and children are here they should still count. I think a minimum of five years should be considered with people who have been here or at least went to school here being the highest priority. If we can not house the people in Thanet then surely we can not house the people that is not in Thanet.

However, there may be certain circumstances where a non-resident has a valid reason to want to move to Thanet, eg. to live near family for health reasons.

I think there should be residential criteria as there is such a housing shortage in Thanet

Neither agree or disagree

The people from outside Thanet may wish to work here but would leave property in their area for others. The vast number of new lettings to people from abroad is much more serious as local people are not able to get a place within a reasonable time.

Disagree

I think that this needs to be flexible and looked at on a case by case situation. For example, I am aware of a case where an elderly gentleman (over 80) living in London in council/housing association accommodation wishes to move closer to his son who lives in Ramsgate. His son has a partner and two small children and can not move out of Thanet to move closer to his father.

There is a concern that Children who are cared for by the local authority and resident in Thanet that are not resident for 3 years but have made strong local connections will be disadvantaged from securing a stable and long term home in an area where they have developed social relationships and secure attachments to the community

I agree in general with this proposal, however discretion should be allowed for special circumstances, for example, an elderly parent or parents wishing to move back close to their family from outside the area. This would not only be morally correct but would ensure family care for older people and would off-load the social services and NHS on a national level. there would be real cost benefits at national level or though they may not be seen locally. Perhaps government could recognise this and contribute to Councils implementing such a policy.

Strongly disagree

I feel that this will impact upon those clients who are fleeing another area, for example where they are victims of domestic abuse

My elderly father has lived in Thanet for quite a number of years, after my mother died he has got progressively ill,so I need to move from Wilts to be near him. I am 61 and would need social housing for I would need security of tenancy that I would not get with private lettings. Being on pension credit I could not afford private letting.

Stops people (on low incomes) having the freedom to move around. This is what councils have done to traveller people and are now exercising this same policy to poor people.

housing should be open to all and be undiscriminatory. people should be allowed to live in what are they choose as they could have a very valid reason for wanting to live in a different area

I lived in Thanet for 23 years. I moved away and got married and now I want to return but unfortunately cannot buy a property therefore I need the council's help.

I have been on the housing list for 2 and a half years and bid regularly. I desperately want to move back to Thanet and due to your new rule changes that's going to be completely unaffordable. I want to work but will not be able to afford the private landlords rents. This will now result in me staying where I am and remaining here whether I like it or not, I'm devastated at this change. I understand the practicalities of the rules but still think they are totally unfair and biased. Could you not change it so as not to add anymore from outside Thanet but include existing applications? If I now move to Thanet I won't be able to work as I won't be able to afford the private Landlord rates I think that exceptions should be allowed. Each application should be considered individual and considered on the grounds of the reason for the application. The applicant needing to move out of their current borough due to their welfare and have local connections such as family or work should be considered and given priority if necessary.

The policy stated that those eligible are Thanet residents who have been living within the Thanet district for a continuous period of 3 years immediately prior to date of application. Does this apply to those fleeing Domestic Abuse, who may have come to Thanet to live in the Refuge or have fled DA to the Thanet area to be with a support network; or those that have fled the area and returned with legal protection. Many clients are unable to live in the area with which they have local connection as this is simply their danger area, this excludes them from being on the housing register.

There maybe many varied reasons for a person wishing to be accommodated in Thanet - family connection, one's only friends being already resident, etc,

2. Residency Criteria

How strongly do you either agree or disagree with the proposal to introduce new residential criteria which requires applicants to have lived in Thanet for a minimum of three years in order to qualify for the Housing Register?

127 (71.3%) *Strongly agree*
19 (10.7%) *Agree*
5 (2.8%) *Neither agree nor disagree*
9 (5.1%) *Disagree*
17 (9.6%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

55 (30.9%)

Strongly Agree

I hope this means priority is given to residents of Thanet and not non-English families.

minimum 5 would be better

I strongly agree that there should be a 3 year residential criteria as long as it does not affect homeless applicants.

about time there are to many people that have never lived in thanet that get a house just like that where people that have lived here all there lives are still waiting years

Unless relatives are needed to be closer to look after relatives, flexibility for qualification

We need to stop accommodating people from all over the South East.

This is a very good idea as it will dissuade people from moving to be near the sea or because they feel it is a cheap area.

This has been needed for many years now. I am glad our council has grasped the nettle!

I have lived in Thanet my whole life, and people who have just moved here are being priorotised over me. Disgusting

Would prefer to see five years' continuous residency.

This should be five years.

We need to safe the true residents of thanet

With this criteria, there will already be commitment to the area.

An excellent suggestion for which Members and Officers alike should be commended.

You should add people who have previously lived in this area and have direct family here too. I was a council tenant in thanet for 15 years before I went into the military. Upon return found that I could not get council housing.

Should be longer

i think that 5 years should be the minimum and then only applicable if in full time employment

I think the minimum should be increased to 5 or more years at least though in order for the person to have made some kind of contribution to the area they wish to settle in

applicants should also prove that they have worked for the minimum of three years to qualify i feel that it is a very fair way to allow people who have lived in the area a long time to be housed first. As the real residents end up getting pushed to one side and never seem to get a look in as people come to the area and they know how to work the system so they get straight to the top of the list and housed first.

For too long Thanet has been a dumping ground with all the socio-economic problems that that brings. We are trying hard to rejuvenate our area and need people keen to develop a sense of belonging and community spirit.

here here

Thanet residents are already concerned regarding the amount of persons being relocated to Thanet from London and districts to free up London housing stock for more rental money.

For far too long Thanet has been a dumping ground and all the socio-economic problems that that brings. We are all trying hard to improve our area in many many different ways, so it is vitally important that all residents have a genuine need to live here. Supporting and showing an interest in their local community allows it to grow and develop into a pleasant place for us all to live in.

Personally I would like the time period to be a minimum of 5 years.

Longer - 5 to 10 years

This is a good starting point as TDC is not saying we won't accept people from outside the area but that people who wish to move here or are placed here by other councils have to show that they settled into the area and are supporting the local economy.

Local residents should always have priority.

Once again I have lived here since 2005

I believe that this will enhance the social housing estates as a lot of the 'local' residents take more pride in Thanet and its future .

At least three years should be a criteria for anyone to be considered but not at the expense of anyone who has born here or lived here much longer. There should also be checks to make sure there is no 'cheating' and the people being considered to try to integrate (learn English if necessary) and do contribute.

Agree

people should be living in thanet a lot longer before they can qualify for housing

This would be good for the community

I agree with this but do hope there would be put in place a special circumstance prior, for example : A mother/father feeling there home from a different area due to domestic violence, a family member having come to the area and care for an elderly relative. Some cases must be based individually.

I agree to a point, but there is always the possibility that someone who has not lived in Thanet for three years will require emergency accommodation or otherwise due to unforeseen circumstances. Perhaps if they can prove that they already had plans to remain in the area long term? Through a job contract or something?

There should be some discretion to this rule ie if you have left the area with 12 mths for a valid reason & return

Agree, however there should be allowances for exceptional circumstances.

please clarify this for people who are already on the register. Will they remain on the register?

Neither agree or disagree

i would recommend living in thanet for at least 5 years. you should be moving to the area for other reasons than to find housing

How does that work with the people already on the register that have not lived in Thanet for 3 years? I will have lived here for 3 years in July.

Moving because location is liked or ethnic groups exist should be discouraged. The private sector is not an option if you need to work here.

Disagree

add 'or no connection with thanet' to criteria .. eg if someone from Whistable works in Thanet they should be allowed to join the Thanet register, likewise to unite families

Similar to comments on question one

Should be a minimum of 2 years some residents if in an emergency situation would have to go to a private landlord or homeless (and homeless is to be changed according to circumstances). No 2 years is enough. If your on the register like myself I've got to wait till Sept 2013 when Ive been in Thanet 3 years not acceptable.

Strongly Disagree

3 years is not long enough to demonstrate a real connection to the area. This proposal is too simplistic. We should be looking at a larger picture, ie: is their a solid and long term (many years) family connection with the area and more importantly, with a specific village if this is where they are trying to go. We should be looking at overall family history and not just requiring individuals to have been "in the area" for a few years.

Residents of Supported Housing (for which there is no local connection applied) may have only been resident in the district for a short time (up to 2 years) before being ready to move on to independant accommodation. In applying a 3 year local connection requirement, these tenants will not be able to access social housing which may 'silt up' the scheme and have a negative impact on throughput in supported housing. This is particularly pertinent in cases such as domestic abuse and accommodation for offenders where it may not be possible or desirable for the client to reconnect to their area of origin.

should have proof that they have worked in this area already and show that they have indeed already contributed to the local area by paying their taxes and their own rent before they can apply for housing in the area. Too many people think they deserve homes just because they are humans and exist, a large number of people in this area need to be reminded that they are required to earn the privelege of social housiong because that's what it should be - a privelege, to help out those truly in need of some help. I have a friend who has had a council property in Thanet since she had her first baby when she was 17, she's now 38 and she's never worked, she's sitting pretty in a 3 bed house that is furnished a lot more expensively than my ridiculous privately rented 1 bed flat, her kids want for nothing, and as far as she's concerned she's covered by TDC until her dying days. Due to the fact I have worked since I was 15 and don't have this lifestyle I find that attitude s hocking and it's the root of many painful arguements between us old friends. I also know of old school friends from the Newington Estate who have somehow been able to 'take over' the houses they grew up in just because their parents had the tenancy before them... What the hell is that all about? Needless to say most of them don't work either. Most of these people that I know of have no desire to work because they get more if they don't. It's a ridiculous system that needs completely overhauling. Make them work for it first!

This will impact upon clients who are presented with a need before they have lived in the area for three years, for example where they experience domestic abuse, become medically unwell or are evicted from their property by landlords for no fault of their own.

Keeps people in their place of origin. Stops poor people travelling to look for work. Makes people fleeing domestic violence return to the place of their abuse. Makes people with substance misuse problems moving away from their place of abuse, stay in the place where they got caught up and near the people they used with.

i disagree with this as in this day and age why put so many restrictions on how long you live in an area .it should be equal opportunities and to change areas when needed

I think 3 years is too long

I think that each application should be considered an individual case. Someone who has lived in Thanet for three years or more may not need housing as much as someone who has not.

As above. Those in the local refuge may not have originally made the choice to move to Thanet, it may have been the only available place of safety. However, when making an application to live in Thanet, they are making a choice to live in and contribute to the Thanet area. Likewise, those fleeing abuse, who have come to the Thanet area to be among a support network, have a connection to the area and yet will not be considered in the application

As answered in proposal 1, Would suggest an individual would have genuine reasons for applying for housing. They would be expected to be very genuine, given the uninviting employment scenario.

3. Unacceptable behaviour

How strongly do you either agree or disagree with the proposal to provide specific guidance on excluding households who have been guilty of unacceptable behaviour?

141 (79.2%)	<i>Strongly agree</i>
23 (12.9%)	<i>Agree</i>
7 (3.9%)	<i>Neither agree nor disagree</i>
2 (1.1%)	<i>Disagree</i>
4 (2.2%)	<i>Strongly disagree</i>

Any other comments - you have space to provide a response of up to 1,000 characters

43 (24.2%)

Strongly Agree

Why should people with unacceptable behaviour be able to move.

Badly behaved neighbours can be a blight to people living near them, creating stress in their own home.

I believe that many social tenants in Thanet have got away with poor behaviour (particularly that of their children) for far too long and that the Council is just not tough enough on this poor behaviour.

With an appeals procedure if there are special circumstances, but it's a good approach

Any person committing ASB should be evicted not rehoused fined up to 5000 and given a 5 year prison sentence (no bail conditions). A zero tolerance approach is required. And the housing should implicate this to the residents when signing them on the tenancy they should be made to sign an agreement to that effect if broken they're out.

Anyone who has already been evicted or in prison should not be able just to move to get away from their past errors.

Long overdue.

Other councils particularly in London do exactly this. Thanet needs to send out a clear message. Tenants who behave badly should not be entitled to have council property.

Definitely. I don't want any undesirables taking up residence in my street!

WE ALL HAVE THE RIGHT TO LIVE IN PEACE AND NOT BE AFRAID OF OUR NEIGHBOUR.SOME TENANTS DO NOT RESPECT THEIR NEIGHBOURS AND NOT ENOUGH IS DONE TO PROTECT THEM.

Anybody who has a criminal record or debts should not be given a home against somebody who has behaved, and who pays their tax every week.

It is hoped that this will help make people accountable for their behaviour and accepting that with rights, come responsibilities to others.

Be careful of refusing problem families as they will turn to a private landlord and in certain areas this will be detrimental. They should be sent back to the area they originate from. Pay their fare and inform their local council this would be cheaper in the long run. This includes Drug addicts, ex-prisoners and alcoholics who are sent here by their local council or prison, as we have the facilities to deal with them here.

If people abuse the system & cause upsets they should not be allowed a local authority houses

This is the right course. With no regulation of letting agents/estate agents,and too many uncaring landlords, it can effect a whole neighbourhood adversely with just ONE unsuitable tenant.

Another excellent improvement. I am impressed. Well done Thanet!

As an owner occupier in Cliftonville I and many other residents are sick to death of seeing rubbish thrown into gardens and the street from some of these in social housing.We have a single mother on benefits living next door to us who has loud late night parties most nights and a constant string of drug dealers going in and out. Social services and the council have done nothing to sort this problem out and we have all but given up trying, being constantly stonewalled by officialdom. Don't see why the council should take on problem people it only costs the taxpayer more money. This might make people pay their rent and sort their behaviour out. This is good, makes people responsible for their actions.

Wholly agree. You do not want to be raising children in the vicinity of such families if it can be avoided

any persons who behave badly wether residents or not should not be provided with any form of housing or benefits

strongly agree, as alot of people abuse their tenancy and have no respect for there homes or their nieghbours around them, so they dont desevre to be living there, sepecially when there are genuine people who are desperate to live in affordable housing!!!

Thanet needs strong emphasis to improve all social behaviour and this is a step in the right direction

It must be very hard for the law abiding residents to live adjacent to those who feel they are untouchable and behave unacceptably.

If any event is considered to have unacceptable behaviour then i totally agree. However if the event was a 'one off' and the household has not repeated the event or any other for a specific time, say 2 years then they should be re considered.

In previous decades having a local authority home was a proud sign and somewhere along the way that proud sign has been replaced by a job anti social culture who feel it is there right. A social housing estate should be a place of community once again, as it was in days gone by. This should also be extended to domestic violence victims who continue to bait their partners/ex partners which causes a blight on current residents.

It is far too easy to get away with inappropriate behaviour. Most of us are law abiding citizens so to live adjacent to a household who have no care or respect for themselves or their environment must be a nightmare. Life isnt easy for many but that doesnt mean they are exempt from sorting their own problems and responsibilities. They must be encouraged to prioritise their needs budgetary incomes and not depend on outside agencies to bail them out every time.

Benefits should help those in need and not cause hardship to anyone else as a result but it is long over due that people be held accountable for their actions.

They don't change

Why should the law abiding majority have their lives disrupted or live in fear because of some anti-social people who basically don't give a damn about others

Slums aren't built.... They are made. If you behaved badly in private accommodation you would be evicted and the landlord would not allow you another tenancy. Bad behaviour has a negative effect on so many people. I hope that with this being in place people will have to take responsibility for keeping a roof over their heads. Also gives other tenants reassurance that any people causing others nuisance will be dealt with.

If people are moved because of reasons given above, checks should be made to make sure they do not continue the same behaviour elsewhere. If rent arrears are due to unforeseen circumstances eg illness, redundancy, unemployment help should be given. If households were from out of area to begin with, they should be returned to their previous authority.

TDC needs to stop rewarding bad behaviour. It's not the responsibility of private tenants in the street to keep unruly neighbours under control, it's the responsibility of the council who keep handing everything to them on a plate regardless of their social behaviour.

its about time this sort of behaviour coming from council estates is controlled....the councils concerned can do something about this problema and they dont deserve a property if they dont know how to abide by the basic social rules

Continued social behaviour obviously contrary to the well being and comfort of others, should be dealt with swiftly. anyone genuinely unfortunate enough to fall foul of keeping up rents due should be extended consideration for a reasonable time in accordance with their circumstances.

Agree

In today's economic times I do not believe everyone should be automatically unable to apply for housing due to rent arrears. However nuisance neighbours etc should not be offered alternative housing by the council.

Continuous episodes of anti-social behaviour need to be addressed seriously and not moved on elsewhere to make another council estate area become the next trouble spot - Also if rents for these people who persist with this unwanted behaviour increased maybe they would be less inclined to cause such issues and problems - make them pay for their own wrong doing.

depends on type of behaviour

Neither agree or disagree

WHAT DOES ONE CLASS AS UNACCEPTABLE BEHAVIOUR ?

Although I am aware that all people have a right to housing, it is a shame to move people who are guilty of unacceptable behaviour to a place where residents are not guilty of this. This often has a detrimental effect upon those residents who are not problematic. They will often, and rightly, complain about a noisy/bad tenant's behaviour which sometimes results in said tenant being shipped around. A vicious circle, as tenant is never settled...More adequate help could be provided in the form of support to help prevent bad behaviour reoccurring? Equally, there should not be a build up of 'problem' tenants in one area. A very tricky issue!

Disagree

It is unacceptable that Young People who are looked after by the local authority might be disadvantaged from securing their own accommodation via TDC on the basis of any current presenting behaviour. Young People often demonstrate developmentally delayed behaviour which given time and support will improve but to omit an application on the grounds cited under proposal 3 is discriminatory

Strongly Disagree

I strongly disagree that there should be an exclusion for household members who have been guilty of unacceptable behaviour/rent arrears within the tenancy as some applicants have lived within a household where there could have been in a violent/controlling/financial relationship and not been able to get away from the abuse.

The client's partner or child may have been guilty of the unacceptable behaviour and the client will be punished for this as well as having to deal with the behaviour and other consequences. The policy states that Where a person has previously been found not eligible due to unacceptable behaviour, but now believes this should no longer be held against him, the applicant can make a fresh application. The local authority can allow an application if they are satisfied that the persons behaviour has improved. This would be accepted, where an applicant had held a tenancy and a good tenancy reference was received or if specific satisfactory documentation was received upon Thanet District Councils request. What therefore happens to those clients who have been found ineligible based on the behaviour of their partner or behaviours forced upon them by an abusive partner. A good tenancy reference would not be available if the client has not been able to live independently of the perpetrator. This again furthers the abuse already suffered at the hands of a perpetrator

4. Additional bedrooms for children

How strongly do you either agree or disagree with the proposal to provide additional bedrooms for families with two children of the opposite sex only where the eldest is over 10 years old?

79 (44.4%) *Strongly agree*
45 (25.3%) *Agree*
19 (10.7%) *Neither agree nor disagree*
19 (10.7%) *Disagree*
13 (7.3%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

39 (21.9%)

Strongly Agree

Why not indeed? When I was young we had no choice in cramped accomodation.

People in owner/occupier circumstances have to make do and live within their circumstances. The same should apply in the social rented sector.

Again; this makes perfect sense.

People are choosing to have more children even though they are not in a position to support them because it means they can get a bigger property.

grew up in the 70's and 80's in a 3 bedroom house with no central heating and with 2 parents and 3 siblings. We had to share bath water heated from saucepans on the gas cooker and 2 bedrooms between the 4 of us the entire time we were under our parents roof. It never affected us mentally and all of us work hard and appreciate everything we have. The truth of the matter is - if people want children then they should be able to pay for them before having them or acknowledge that things will be tight. It is not the responsibility of hard working people to compensate for others' inability to use birth control properly and to bow down to their demands of a bedroom for each child they pop out! Quite frankly they're lucky they get more than 1 bedroom for knock down rental prices at all. Again, it's all about society needing to be reminded that they don't automatically deserve money for nothing and that just because they have children it doesn't mean we all have to bend over bac kwards to accommodate them, especially when it's at the cost of the taxpayers.

Agree

Makes sense until there is more affordable housing stock on the market.

They still have to pay the rent and not get let off. To many families getting away with this issue.

Again it should be made clear to families at the time of signing the tenancy agreement.

but i do think size of bedrooms should be taken into consideration when allocating properties as even when sharing rooms a child still needs its own space.

Difficult because children of different sexes older than 10 need their own rooms but I ask what would people in the private sector/people with mortgages have to do..... make do!

This is ok for families with opposite sex children but there is no guidlaines for those who have same sex children as there should also be a limit on the age gap for these families, the age gap between the children should be taken into account not just the fact they are the same sex.

It is ideal for a family with children of different sexes to have their own private space

I don't see that this should cause any problems. Children if grown up sharing a bedroom probably don't see a problem.

I think given the shortage of larger housing this is a wise decision.

Neither agree or disagree

This is not a reason to allow some single parents to have a larger house when a new partners children move in.

Not sure of my views on this one

Unfortunately, having two children of the same sex I fall foul of this. My 14 year old son desperately needs his own room to do homework in. It's not fair on him.

This is a difficult one... But due to the empty bedroom reform I think that the council have to take some responsibility in making sure the family will be able to afford the property. Also many hard working families who have brought there homes are over crowded and do not have the luxury of there children having there own rooms.

I think that this might be too restrictive if the mix of sized accommodation available might allow the Council to allocate a larger dwelling to a family with children under 10 provided they understand that they will not get the max in terms of HB.

Disagree

Needs to remain at 8 years as schools will need to be considered for secondary education

if the oldest child is a girl i think 10 is to old, some hit puberty by then
Children develope at different ages and 8 years olds should have a different room.

Children mature more quickly these days and I do not feel it is appropriate for boys and girs to share. Certainly foster carers have to provide separate bedrooms over age of 7.

The children should be younger than 10 years old

I agree that it should be in line with HB, I feel that 8 is a more appropriate age.

I can see your point about housing benefit. But it is still not acceptable for only 10 years age children to have their own room. It should be younger It should remain at eight years old. You have allowed too many one and two bedroomed flats to be converted. Families, like everyone else need space and a garden!

beraing in mind that some people produce larger families so that they can get coucil funded accomodation at the tax payers expence

It is wrong to put a 10 year old boy in the same bedroom as an eight year old girl

Think this should be done on a case by case basis just to cover any issues over disabled children that may need a room for themselves.

Children mature much younger these days so I think 8 years old should be kept

This is an ill considered idea and the Housing Benefit criteria are at fault as well. This is a panic response to shortage of money. Ten year olds now, and particularly girls can fast be approaching puberty and should be able to expect privacy. their will most certainly be repercussions to this policy and they will include the social services, the police, child welfare and family breakdown. There will be circumstance where children are unable to share a bedroom of any age. Disability, illness or behavioural issues may result in a child needing a bedroom of their own. It should therefore be the choice of the parent to pay any additional costs, which may be financed using moneys granted for the purposes of supporting those with disability such as DLA.

Strongly Disagree

children need space I feel that 10 is too old for children of the opposite sex

This could be very distressing for children especially as some you girls start their menstruation earlier and earlier, nine years old is not uncommon .

Two children of different genders can perfectly easily share until the elder is 10. This needs to be more rigorously enforced as it would free up homes with more bedrooms for families who genuinely need the extra rooms.

It seems short sighted to me, those children will need rehousing after two years.

A child of ten is fully aware of their body and from my own experience should not have to share their bedroom with a sibling of the opposite sex. The younger sibling should not see their brother/sister naked, possibly in the early stages of puberty. Similarly a pair of same sex siblings with the eldest being in their teens should also not have to share with their younger sibling, for example, a 16 year old sharing with a 5 year old. I feel this is wrong.

Children are maturing at an earlier age, plus they are being taught sexual education in school from 5 years old in England, this means that they will have a greater awareness of differences between the sexes, therefore, the younger age should be maintained. We are all aware that this will impede on housing stocks within Thanet, but TDC need to weigh up housing against sexual abuse/incest. Do you take in to account a child with a disability I.E Autism where sharing a room would just not work.

i am in this situation now but yet NO HELP. this is a contradiction on the letter i received today. my eldest is 12 and my son 10, my youngest 7 but yet all in one bedroom..... the letter stated i will not be getting any help with my situation any time soon,(but yet im a WORKING MOTHER) and dont scrounge of the government

5. Additional bedrooms for carers

How strongly do you either agree or disagree with the proposal to introduce guidance on additional bedroom requests for carers in line with current Housing Benefit guidelines?

76 (42.7%) *Strongly agree*

51 (28.7%) *Agree*

35 (19.7%) *Neither agree nor disagree*

11 (6.2%) *Disagree*

3 (1.7%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

18 (10.1%)

Strongly Agree

i agree as it much be much more cost effective for a person needing care to be able to stay in there own home the alternative being a residential setting which is very expensive. Need to make sure you look after the people that need it but stop others from taking advantage of the system.

Rooms could be adapted for carers if family members. However there could be valid reasons why the carer may need their "own space" All applicants should be assessed on a case by case request I have a disabled daughter, and work with people with disabilities so qualified to comment on this.. I don't believe for a moment that many if not most are using this to their advantage! If over night is required the carer should not ideally be asleep. I have to get people to care for my daughter at times over I have to make use of what I have, usually involving my lounge! If constant over night care is required then maybe they need to approach other agencies. I think the currant criteria is open to abuse and should be changed.

We can't afford to house carers in these hard times.

Clear guidance will help those who need carers, enusring they have fair access to accommodation that meets thier needs, removing ambiguity and helping prevent abuse of the system from fraudulent attempts to under-occupy.

You should introduce an effective register of adaptated properties and consult with OT's regardibng allocation of these properties.

Again if the person with the disability was actually born in Thanet or have been here for more than five years they should have priority over those who come into the area from outside because we have cheap accommodation which is not always suitable.

But what will happen when the medical circumstances no longer apply?

Agree

as long as it is long term care needed

With the many cuts in social care, any prospect of assistance in some way, even in the form of the simple provision of an extra bedroom, is more than welcome!

Agree providing they relay are disabled in some way. I have lived all over the UK and have never seen so many so-called disabled people wandering around on crutches as I have in Cliftonville.

The new government assessments should hopefully sort this nonsense I and other taxpayers have to support.

Neither agree or disagree

Don't know enough about it.

This is for an independent body to decide not the council.

Disagree

What is the criteria for over 60's who are seriously ill and only have a 1 bedroom unit. Where's the carer gone sleep on the sofa. This needs more consideration given.

In a lot of cases, carers need their own room to be able to have proper rest. The bedroom of the person being care for may also have equipment in therefore less room and due to medical reasons the carer may not be able to share the same bedroom.

surely it depends on each persons needs

Strongly Disagree

My father has motor neurone disease and has been deteriorating for the past 2 years. There are occasions that his family have needed to stay at his flat and this is going to increase in the future. We sleep on his 2 seater sofa and spend an uncomfortable night and then pass to the next family member when we go to work. As an occasional measure this is of course fine but as this becomes a nightly issue someone will have to move in with him as he is adamant that he will not go into a home. Under those circumstances I feel that family members should be afforded the same consideration as paid carers particularly as we are not being paid but are acting out of love

6. Re-categorisation of Bands

How strongly do you either agree or disagree with the proposal to re-categorise the housing bands?

88 (49.4%) *Strongly agree*

45 (25.3%) *Agree*

25 (14.0%) *Neither agree nor disagree*

9 (5.1%) *Disagree*

9 (5.1%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

53 (29.8%)

Strongly Agree

although i think it should only be for people who have lived here for a minimum three years. However, I think the Council should go further. There are a lot of people sitting on the list living in suitable accommodation who just fancy a move and yet they are able to get Band B/C. If people are not bidding regularly then they should be removed from the list.

New applicants every week join bands A and B, and get homed before anybody in band C and D. Which effectively means people in bands C and D will never be homed. So what is the point in us applying for this? Completely agree with this, and this should be enforced as soon as possible and give people like myself in band C a better chance.

An obvious solution to stop people making themselves homeless to get a house.

I strongly agree if this makes it fairer for all, however, stringent checks should be made especially if out of area, to make sure applicants are telling the truth.

when i was assessed by housing benefit for the property i live in he said it was classed as one n half bedrooms.so why was i put in band d,which you rarely give a property to

I think it was made quite clear at our meeting with Vicky May on Friday 15th February.

band c gets housed probably 3 maybe 4 times in a year if lucky! 3yrs i been waiting in band c even thou i have children of 3yrs & 18yrs opposite sex. its to long

because of finacial situation and no family ireally do need help ihave lived in thanet fo nearly 40 years and iam on band d which is ridiculous i need help no wonder i havent had any response iam in the wrong band please hurry up and change this

I live in a house that is currently making my children ill.

i strongly agree with giving people in band c and d more of an opportunity to be housed as i have been on the waiting list in band d for 7 years and i am desperate to be re housed before i am forced into a shared or one bedroom property as i am a single working mother who is renting privately and i am really struggling to cope with my rent and other out goings, and i just want to be given a break and be able to give my son a better lifestyle of living.

i agree as being in band c there are several times after bidding that you are not even considered which makes you feel there is no point in bidding.

Fed up with people working the system by making themselves deliberately worse off. About time people were forced to try and look after themselves first rather than expecting the council/contry to do it for them. Think the services need looking after as when they are finished in their service to the country they need help think the Council is right to put these people above those that haven't done a thing for their country other than take.

Agree in principal. But would someone in band b because of medical needs automatically be upgrade to band a.

This may or may not work but the fact of the matter is every family is different and this should also be taken into account.

It does seem unfair that a single person who has been on a waiting list for a long time doesn't ever get to the top of the list because they don't have dependants. Girls who fall pregnant seem to get priority which doesn't always seem fair

I am still not sure if this will personally benefit me... But yes I agree that the old banding was unfair due to the reasons in question 1. Also the old banding which I have been on for 4 years means I will not be housed. I work hard, my eldest daughter works hard we both care for my youngest. I have to find £650pcm I do get a percentage paid by hb. The house is full of problems and not suitable for my youngest needs. But I won't be housed by tdc. If I had a decent affordable home it would make a huge difference to us as a family... I need help to cope. Sadly because I am not a alcoholic or my children haven't got social workers I have to struggle each week to pay such a high rent. Hopefully the new banding might help families like mine.

I believe that the people who are to be placed in Band D (intentionally homeless, those who have deliberately worsened their housing circumstances and those homeless by another authority) should not be placed on the Thanet Housing List at all.

There is no reason to make things too easy. The council needs to think about its council tax payers - too many hard luck stories these days!

Appendix 2 (housing criteria) has accidentally omitted Armed Forces Personnel under category B. It is also good to see deterrants for people to make themselves intentionally homeless to get an unfair foot on the ladder.

seems a sensible idea

Band C, your referral to 'unsanitary' conditions could be interpreted as 'dirty' property, this should be clarified/brought in line with the HHSRS.

I am currently in a band C and on the website it says reason urgent medical need. So shouldn't I be a band A?

Agree

I think the Council should concentrate on Bands A, B and C and drop Band D altogether.

What is management transfer? And why is it banded urgent?

What about the people who can't afford to live in these homes who have to privately rent? what band would that come under?

Agree generally but not sure about the justification for prioritising Armed Forces personnel above other deserving categories. Also, does that mean only Armed Forces personnel who have a local connection? Whilst I think that Armed Forces personnel do an outstanding job, so do our police officers, doctors, nurses, and firemen. Should we therefore give priority just to Armed Forces personnel? I think on balance perhaps that should be removed. Clearly if the member of the armed forces personnel have been disabled out of the service, then they will presumably be in Band A under urgent medical needs anyway?

band d needs looking at as if someone has been made homeless by another local housing authority I do not see why we should have to house them at all

Members should not allow the Government to put pressure upon those in accommodation with under utilised bedrooms to take in immigrants or the homeless. Members should expand any scheme that allows existing tenants to move to accommodation with fewer bedrooms, previous schemes paid the elderly £500 to move out of family accommodation to single bed roomed units. provided the 3 year resident rule still applies

Agree generally but not sure about the justification for prioritising Armed Forces personnel above other deserving categories. Also, does that mean only Armed Forces personnel who have a local connection? Whilst I think that Armed Forces personnel do an outstanding job, so do our police officers, doctors, nurses, and firemen. Should we therefore give priority just to Armed Forces personnel? I think on balance perhaps that should be removed. Clearly if the members of the armed forces personnel have been disabled out of the service, then they will presumably be in Band A under urgent medical needs anyway?

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Neither agree or disagree

Having been on the list for over 13 years, and with 3 children in a single bedroom (one Autistic, and one over 16), we believe we should be in a Band higher than C. However that is where we are placed. If the changes move us up then good, but looking at the information this doesn't look likely.

This is just playing with numbers as you well know. you will still have x amount of property and y number of applicants. All this will achieve is to move a large number of people into the lower bands. The end result will be that people in bands C and D will still have little or no prospect of being housed. the council has just increased it's ability to juggle. For example, "management transfer" is a totally neutral exercise so band A is actually just "urgent medical need" And how come "homeless" is not in Band A ? you can't get much more urgent than that !

There does not seem to be a mention of people who struggle financially to pay private rental costs. I have lived in Thanet for 31 of my 39 years and due to a disability which is not recognised by the benefits system, my family have to spend all available income on living costs. Very wrong I think

A start would telling some of the fifteen year old girls round here who deliberately get themselves pregnant to get a flat and all expenses paid for by we hard pressed tax payers that it is their responsibility and not ours.

im not sure how to answer this as i have been on the council housing for 14 years and if i agree i could go down the list as i live in a 2 bed flat with 3 children who are now teenagers and we struggle every day and i have lived in thanet my whole life it would be unfair for me to be put down the list after 14 years

Management transfers should be given only in very serious circumstances. Medical should be a priority Homeless by another authority stop them coming to Thanet. Peoples incomes need to be taken into consideration Im 60 live off a tiny private pension and have small hsg benefit I got told to move, how the hell can I up and move at 60, Ive no husband or kids and Im not living in a sub standard accommodation either.

Need to study this more - haven't got enough time now.

How can you define a person making themselves intentionally homeless? Each persons situation is very different & of course there are those that want to play the system but there are also those that try hard to but simply are unable to manage.

There does not appear to be any reference to people moving on from supported housing. If these households are not given sufficient priority on the housing register there may be lack of throughput in supported housing, negatively impacting the availability of such services to the district.

The assessment of the banding should be done more often by an independent body not on paper by form filling.

I don't agree with the Band D, as you have stated that you have to have lived in Thanet for 3 years to qualify for housing, but you have put that people who are homeless by another local authority will be able to apply and go on the housing register in Band D. How does this work? You have also put into the Band D group people who have made themselves intentionally homeless? they have obviously caused a problem whereby their Landlord has had to go through the trouble of getting them out of their property, yet you are rewarding these people with housing.

Disagree

People who are unintentionally homeless surely should be of higher priority than C. Surely those that are homeless from other authority areas wouldn't qualify for housing here as they are from outside Thanet. Seems contradictory.

I would like to see a policy that rewards those who have an excellent record in terms of payment of rent etc and who have maintained and even improved their accommodation. New or more desirable accommodation within the District should be allocated to those that have earned it. Social housing should be a ladder of opportunity not a lottery. To my mind it is scandalous that a newly arrived immigrant family can be allocated a very desirable property. This creates envy and a sense of injustice.

Band C 2) should be in Band B

People who are homeless or who need to move because of disability should be in a higher band. Also how is the criteria between unsatisfactory and very unsatisfactory made? Who makes these decisions?

Strongly Disagree

No changes made to facilitate current tenants mobility unless they have a spare bedroom.

Band D also contains Transfer Applications that do not have reasonable preference which means absolutely no chance have getting a move although we may be good , paying tenants with no ASB just wanting to move from a bad area to better our circumstances. Many probably like myself that were not given an option with choice based lettings and were put in this situation in the "take it or leave it" days.

There is no consideration for Young People who are looked after by the local authority who are already significantly disadvantaged. If this group are not considered as priority within bands A & B there will be a demonstrable increase in homelessness as the supported accommodation and local authority responsibility for supporting these young people ceases at 21.

I think each application should be taken on its own merit as everyone's circumstances are different and affect people differently and should then just be put in a set order on one list. Also in order of applying.

I feel that with applicants being placed into band C when they are homeless will mean that it will take longer to be rehoused. Even though applicants that are homeless are in need of housing ASAP.

Where are the provisions for victims of domestic abuse? Is this no longer a priority for the Council?

Band B serious housing need include those living in supported housing and needs to move as the support is no longer required. Will this apply to all clients living in the refuge who are being part funded by supporting people? Other allocations policies, including Kent policies, use a different assessment criteria for those suffering Domestic Abuse and, if appropriate, place clients in band A. Why the discrepancy within the Kent area alone? While appendix A suggests that a management transfer is an option for those suffering violence, living in social housing, as previously stated, historically this has rarely been an option for TDC clients. This is clearly not though an option for those not renting social housing. I fail to understand how being homeless can take less priority than any of those highlighted in band B. Over or undercrowding and those in the armed forces cannot reasonably be in a higher priority than those that are homeless surely.

Armed Forces personnel who have lived in Thanet for three years before being in the Forces should be top Band A, I would like to say I have no family in the Forces.

7. Armed Forces Forces

How strongly do you either agree or disagree with the proposal to introduce specific guidance around housing allocation for Armed Forces personnel?

71 (39.9%) *Strongly agree*

46 (25.8%) *Agree*

39 (21.9%) *Neither agree nor disagree*

10 (5.6%) *Disagree*

11 (6.2%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

33 (18.5%)

Strongly Agree

I agree with this it's about time the Army arrived in Thanet! However this policy should be for NCO's and other ranks. Officers should pay their own way.

Before my ex husband and myself came out of the army, we were allocated a council property in Margate, it was a relief to know we had somewhere to live, especially with all the other worries we had to face in civvy street, we were 22 years living army life, and was not prepared enough for civvy life. But that's another story

When i came back from military service I was informed that you did not have a military housing officer and informed that TDC did not need one. Due to your lack of understanding my and my partners needs, we were forced into renting in public sector. I now have a home where the landlord makes no repairs and has not done so for a year. We've been in accommodation where the heating has never worked and the landlord point blank to make repairs. My medical condition has now worsened as has my mental state.

as long as they have strong links to the area and have served the minimum four years. Priority should be given to those injured in combat. Perhaps band A.

Thanet should have done this long ago.

Armed Forces are having to deal with a lot of stress without the worry of housing allocations. So I think they should be given help in this area without discrimination.

See comment 6

We were ex army when we ended our tour. We were offered accomodation strait away. If it were not for TDC we would have been on the streets with a child.

Good to see the Council supporting service personnel and their families. Excellent example to set others.

Forces personnel should always have priority when it comes to housing needs

help our heroes they deserve it

Armed forces should receive additional priority as they make a huge contribution to the country.

Armed Forces should get additional priority for housing for their contribution to the country.

Armed Forces personnel who have lived in Thanet for three years before being in the Forces should be top Band A, I would like to say I have no family in the Forces.

Agree

are the armed forces discriminated against ? , the 3 year resident criteria should still apply For any injured personnel.

Armed forces personnel should not be discriminated against especially if they have family in the area

If the personnel are from Thanet, then they should have priority in Thanet, if not, the priority should be given by the Authority where they have a connection. Also priority should be awarded to those, for example, who have served on the frontline/served for 12 months or more. Just simply serving at some stage in some area should not give priority to any authority (Thanet)

Neither agree or disagree

Savings and investments should be used first in part where ever they come from.

I don't know enough personally to comment....

they should be treated the same as anyone applying for housing

Disagree

Tough one - i know that people are fighting for our country but surely the army should help these people not the council?

I am not sure about the justification for prioritising Armed Forces personnel above other deserving categories. Also, does that mean only Armed Forces personnel who have a local connection?

Whilst I think that Armed Forces personnel do an outstanding job, so do our police officers, doctors, nurses, and firemen. Should we therefore give priority just to Armed Forces personnel? I think on balance perhaps that should be removed. Clearly if the memner of the armed forces personnel have been disabled out of the service, then they will presumably be in Band A under urgent medical needs anyway?

I think the armed forces should house their own personnel.

I strongly respect and value the armed forces personnel. However, these men and women come from a home town or village, a family area, a place where they grew up and where their family and friends are. There is no logical reason why the residential criteria should not be applied, except of course that we must get rid of the 3 year nonsense which they clearly cannot satisfy. Yes, they should get help and their contribution to their country must be recognised. We should ensure that they get "fair access to housing" but it should still be in the area that they call home.

Strongly Disagree

This group should be treated the same as anyone else

i strongly disagree as im sure these make enough money over 16000 a year to be able to rent or buy

Why the special treatment? Were they being discriminated against?

I can see no reason why they get special attention, after all these people volunteer for the forces, not like after the second world war when people who had been called up forcibly came home.

I strongly disagree that members of the Armed Forces should be in Band B. they should have to meet the residential criteria rather than being placed directly into Band B. they should also be assessed regarding their financial situation the same as everyone else.

Why is this group being given a specific dispensation? Why not also local nurses, doctors etc?

Those made homeless because they are not able to continue their work in the armed forces need to be prioritised because they may be homeless, not because of their job or lack of it. We have many men and women who serve their country, such as police and medical staff, they are not afforded the same consideration. Applications need to be processed based on the level of need, Those who have lost their homes due to being medically discharged should surely be prioritised over those who have ended their tour or duty as predicted years before. They have had the time and opportunity to save and plan ahead for the future.

8. Former and current rent arrears

How strongly do you either agree or disagree with the proposal to introduce tighter guidelines on former and current rent arrears?

124 (69.7%) *Strongly agree*
32 (18.0%) *Agree*
11 (6.2%) *Neither agree nor disagree*
6 (3.4%) *Disagree*
3 (1.7%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

35 (19.7%)

Strongly Agree

If I miss a payment on my council tax the council will send the bailiffs after me. Why should they be any different?

Taking responsibility for our actions is something the majority do. Hopefully this proposal will deter those who feel there is always someone out there to sort out their mess but at the same time help those genuinely in trouble.

It's a ridiculous situation where debts have no consequences, unlike in the real world.

Increase rent arrears until rent arrears are cleared.

I am able to pay my rent and have always paid my rent. I fail to see why someone who refuses to pay and gets into arrears with their rent should be given housing!

Why should people who are in debt to the council have a home provided to them? There are lots of people who require social housing, but perhaps can't get one because these people with arrears are on a higher housing scale. Some people really appreciate that they have a home and never get into arrears.

Should this include deposit/bond debts. At present no responsibility is taken by the applicant & debts are accruing in their name, that they should still be responsible for.

Debts should not be written off and people should pay rent arrears back from their benefits automatically

We must ensure that our fellow resident accept responsibility for their actions and if they do not or have previously not paid their rent then that should be taken into consideration on all future applications. I would suggest that all former tenant arrears must have been cleared prior to an applicant being accepted onto the housing list.

The council have a duty to everyone to ensure that everyone pays what is due. Affordable housing is just that so not any excuse to get into arrears.

As I outlined in my comments for proposal 3, it is so important that those tenants who owe money, must be encouraged to budget their monies and spend it more appropriately.

as long as it is proved not their fault.

People with rent arrears should not be able to move until the arrears have been repaid.

Tighter guidelines should ensure support is given early on to nip any problems in the bud, thereby hopefully preventing higher debts, which will be of benefit to both applicants and council.

don't pay your way, don't get anything back is my view. Make people responsible for the choices they make, paying for fags, booze and staffordshire terriers isn't more important than keeping a roof over your head.

So pleasing to see that finally, people will be made accountable for their actions. Housing those with a history of rent arrears and non-payment only pushes the Council's debts up creating an unnecessary burden on the Council's resources and rule abiding tenants who pay every month. Hopefully people will start to learn that if you don't pay your way and prioritise other things over paying your rent that you will lose your home or right to access to social housing. It wouldn't be acceptable in the private sector! Also good to see unacceptable behaviour being addressed through these sanctions. Finally, some accountability!

This depends on whether the applicant has consistently refused to manage their affairs and if by paying back what they owe will keep them behind and unable to pay in the future. every effort should be made to ensure that accrued debts are paid within as short a time as possible and not moving just to avoid their obligations

Everyone else has to pay their way and pay their debts. As I've said already - too many people in this area think they deserve everything for free and get away with not paying their debts. We need to free up money to help those who truly need it, who find themselves suddenly in trouble because of ill health / family bereavement / redundancy etc.

Why should people who have not paid their rent previously have the same rights to housing as people who make the effort and pay their bills.

Agree

The council has a duty to ensure that they are able to collect monies owed, providing this does not place those who owe the money in a situation that would be detrimental to their well being.

A tougher line should also be taken upon tenants who do not look after the decor or gardens of their accommodation.

The system of informing tenants of their housing benefit and how much they need to pay needs to be set out clearer, that way those who owe money in arrears will have a better understanding of how much they actually owe. The amount of paper work and calculations that are sent out now are very confusing and not clear, especially to those with learning problems or the elderly.

to be applied with compassion but not softly so taken advantage

Agree with appropriate support

Neither agree or disagree

YOU CAN TIGHTEN GUIDELINES BUT IT STILL DOES NOT MEAN IT WILL SOLVE DEBT IT WILL JUST CAUSE MORE CONFUSION TOO MUCH IS HAPPENING TOO SOON AND A LOT OF PEOPLE DO NOT UNDERSTAND ANY OF IT ALSO ITS THE GENUINE PEOPLE THAT ALWAYS GET TARGETTED NOT THE ONES WHO DELIBERATELY GET THEMSELVES INTO DEBT

i think if its a small amount then evicting them is wrong cos everyone is struggling in this economy but if were talking thousands then yes

Disagree

There is a need to recognise that some Young People who are formerly looked after by the local authority are at high risk of being disadvantaged if their developmental delay impacts on their capacity to manage - there is a need to have specific policy aimed at engaging with the Young Person and their support network to negotiate in this area rather than disadvantage them further

Peoples incomes need to be taken into consideration Im 60 live off a small private pension retired have no husband or kids, I cant afford all the costs to move it cost me 7000 when I moved from London to Thanet 3 years ago, I dont have the money now Im lucky to have the heating on and get food let alone move to smaller units Im in a 1 bed flat got no rent arrears.

Debtors should not be able to escape payment by moving.

maybe if have outstanding arrears but unfair to penalise former arrears as everybody can get behind from time to time

This should not be given priority over the needs of the client

Strongly Disagree

Rent arrears should be look at and consideration taken into account. rent arrears are not always the applicants fault sometimes it is circumstances that are beyond the applicants control that cause rent arrears. every case should be looked at rather than a blanket policy

Those with Rent arrears and former tenancy debts may be deemed ineligible for housing on the housing register. Financial abuse is as much an issue for those suffering DA as physical abuse and this offers no opportunity for clients who are now in control of their own finances to be accepted on the housing register. Owner occupiers may, unless there is a substantial reason to move, will not be considered on the housing register. Does DA offer a substantial reason? Under the new Legal aid guidelines, funding for the application of Injunctions is less likely. The criteria for funding is far stricter, requiring specific proof of DA, excluding many from the right to apply. When the sale of a property is dependent on the cooperation of the perpetrator, it is likely that the sale will be jeopardised making the client homeless for prolonged periods of time. This is particularly unfair when the proceeds of the sale of the house may not secure further accomodation.

9. Savings and Assets

How strongly do you either agree or disagree with the proposal to introduce restrictions on income, savings and assets?

105 (59.0%)	<i>Strongly agree</i>
39 (21.9%)	<i>Agree</i>
14 (7.9%)	<i>Neither agree nor disagree</i>

11 (6.2%) *Disagree*
6 (3.4%) *Strongly disagree*

Any other comments - you have space to provide a response of up to 1,000 characters

39 (21.9%)

Strongly Agree

Social housing should be for those who need it most, and those who earn or possess assets in excess of 16,000 should, all things considered, be eligible to rent privately.

If you can pay for your own accommodation you should so. Don't expect the tax payer to fund your lifestyle.

As there aren't enough houses to go round I think this is important. Social housing should only ever be a temporary safety net and people need to move on. This will release housing continuously.

Oh absolutely. Why on earth would anyone with any decent income want to live in a Council House? They should be there for those of us who cannot afford decent housing.

we need to ensure: - people don't own other properties - receive income from other sources that aren't taxed e.g. fostering - what happens when circumstances change over time as people move into employment or gain savings

This seems to be common sense. Social Housing is clearly for those in most need. If applicants have savings, income or assets then they should seek housing in the private sector.

Social housing should be for people in genuine need. There are lots of schemes available if you have capital, homebuy ect. And can afford local rents with that income

Housing should be for the poorest.

i think the cap should be lower around £8,000

I think the cap is an excellent proposal, however i feel that 16,000 is still very high bearing in mind that with a 10% deposit on a mortgage that would mean that the applicant could potentially purchase a mortgage for 160,000. Could this not be lowered further? Also i think the salary cap is again too high, could this not be lowered? The higher rate tax band is for those earning 35,000+ so if you earn 34,000 (well above the national average) you can apply for a council house. Could this not be done on individual circumstances? As i would have thought an individual with no dependants who earns 20,000 per year would have enough of an income to afford to privately rent a house and therefore not need the authorities help.

There are a lot of people in Social Housing who are very well off, able to run two cars etc. This is grossly unfair to those in genuine need sitting on the list who can't get anything. There are also lots of people living in houses too big for them. They should be automatically moved.

If you can afford savings or have a good job, buy a house or rent privately, leave affordable rents for those on low pay.

Too many people are housed in council/housing assoc when they could easily afford to rent or buy in the private sector

I think the cap on assets should be much lower.

Would be good to see a stop to right to buy or at the very least people having to pay the market rate for their properties rather than enjoying unacceptable discounts that those in the private sector wouldn't.

I agree if people who earn a decent wage that would allow them to buy or pay a decent rent should do so. Be careful of pensioners who may have £16,000 or more in the bank as they are living longer and need a nest egg to pay for replacing goods and providing for their funeral. Living from 65 to 85 years, £16,000 is not a great amount to cover 20 years.

people I know who work cannot afford to get on the property ladder and also do not have savings anywhere near £16,000. These same people - if they had saved enough, wouldn't dream of applying for housing anyway as they would have too much pride for that so why should anyone else? I think it's bad enough that people earning upwards of £50k a year can claim benefits for children they have. Again, this country needs to be reminded that social housing / social funding is limited and should only be for those who need genuine help. Something like this would be a start to sorting out a big issue in this area - which is people sitting pretty in council houses they were awarded as young people on the dole with babies, who now have older children and are 2 working parents - but still reside in a rent controlled council house! If both parents are now working then they need to go private, not fill their council house parking spaces with new cars, their council house lounges with large screen tv's and their council house bedrooms with laptops and tv's for each child!

People who have the means to comfortably rent privately should not have access to social housing.

Seems to be mere common sense, like most of these proposals - who could possibly object? Ignore the bleatings of the do-gooders and install a fair and sensible system.

Agree

Where any existing tenant is proved to be an high earner or win or inherit a large sum of money he/she should be given time to move out. In all cases the needs of children must be considered, for example, finding suitable accommodation close to existing schools.

If you become aware of an existing tenant who has won a lot of money or are in the higher tax bracket you should consider all their housing/health needs before requiring them to move.

If you become aware of an existing tenant who has won a lot of money or are in the higher tax bracket you should consider all their housing/health needs before requiring them to move.

Older people who perhaps have savings but need warden control/supported living, shouldn't be excluded.

I agree in part, as I feel £16,000 is a very low figure, as when you think it won't even buy a car now days, £30,000 would be a more realistic amount,

I was very happy to have a council property for approx two years. It gave me the chance to save up for a deposit and buy my own home. However, I don't think people should be penalised for working. I don't think adult only families (not pensioners) who have not yet contributed via work to the local community should get priority. In fact I think families who do work but are on low incomes should be placed ahead of those who have been on long term benefits (except for those on long term disability benefits).

Does anybody earning £40,000 a year really need social housing?

savings should be taken into account in some cases but again every case needs to be assessed. applicants that are in a higher tax bracket should not be offered social housing.

Neither agree or disagree

I think there should be a restriction but care should be taken in some circumstances such as a break up of a marriage/partnership where one person may have assets over the cap rate but the other person may need housing and not have much in the way of finances or assets.

I don't agree with the saving part of this proposal. £16,000 is not a lot and people may have cut back on other things in order to save for a child to go to uni' funeral costs, family weddings etc while others just spend everything they get and expect the state/council to pay out all the benefits etc. I do agree if someone is earning about the 40% tax bracket they should not be placed on the register

Disagree

Its not just about money it can be situation especially in this situation of being in need of housing there are other factors to consider like guarantors needed money up front debt

The proposal for higher rate tax payers makes sense. To bar people with assets of £16000 is stupid and just shows how far removed our leaders are from real life. £16000 will go nowhere today. For the average family on no benefits it would maybe last about 8 months. I think the principle is a good one but the figure is too low.

no clarity on what will happen if the person has assets over £16k, but does not have income and their assets fall below £16k... higher rate tax payer through regular income, not one time event, and for two or more years out of 3 - if would be unfair to move a person out if one good years income pushes them to the higher rate band. But there is no reason why not to charge such a person a higher rent for the period whilst a higher rate tax payer also take into consideration household size

£16,000 savings isn't much. Higher limit.

not everyone's got the money to live in other types of accommodation. I had to rent off a private landlord because I'm retired I had to put 5000 up front and all these landlords are the same they won't have you unless you're working. I moved to Thanet for a better quality of life, where I lived in Greater London there was nothing but Anti Social Behaviour

I agree with this in principle, however there will always be clients who, due to domestic abuse, have moneys in their name, that they are unable to access because they are in joint names. As per the previous question, access to these funds may take years to access through the judicial process

Strongly Disagree

EITHER YOU WANT TENANTS TO HAVE NO DEBTS SO DOES IT MATTER WHAT THEY HAVE. THEY JUST MOST PROBABLY VERY CAREFUL WITH THEIR MONEY SO WHY SHOULD THEY SUFFER FOR SHIRKERS

Although somebody may be on a good wage, that doesn't necessarily mean they have that wage to budget every month. They may have debts or bills to pay e.g for a parent in care. Therefore I believe the wage should be higher than that, approximately £25,000 a year.

this is the same old story...if youve been bought up to take control of your own life and saved by working for the full 45yrs of your life then your not entitled to anything...people with savings over £16000 should have the same rights as people who just dont bother saving and expect everybody else to keep them in housing and benifits

Some housing and areas can still be unaffordable and cause debt to occur and eviction to take place. There needs to be a cap on private housing benefit to prevent people falling in to debt.

10. Other Comments

In all cases the needs of children must be put first.

The Council and its partners should return to the requirement that tenants should maintain their decor and gardens. Assistance should only be given to those elderly infirm, with special needs. Those who do not comply will sadly have to be advised that they could be moved on.

The Council and its partners should return to the requirement that tenants should maintain their decor and gardens. Assistance should only be given to those elderly infirm, with special needs. Those who do not comply will sadly have to be advised that they could be moved on.

Reading through your suggested policy changes it sounds like your aiming the changes aat locals on benefits with no chance of anyone else gaining a slight chance of a house

The checking of applicants should not be affected by social workers and charity organisations and prison bodies. Every property not occupied full time by the applicant must be taken back into the system.

Whilst I understand that there is greater demand than Thanet can accommodate, this new policy with further marginalise some of the most vulnerable clients in our community and will increase street homelessness and subsequent social problems in Thanet. If this were being introduced alongside other measures to build and buy more housing stock and to cap rent increases in the private sector it would not be as harmful as this policy clearly will be.

ive been bidding on the council register for nearly 3 years and I still havent got anywhere ive 4 children in a small crowded room but people with less children get housed bfore me I think the council need to prioritise whom they house and house the people who need it like me but the council wont listen

I feel that you need to either of been in thanet all your life or atleast a min of 3 years before being entitled to be housed in the area

I feel that these proposals begin to penalise those who have abused the social housing system in the past and to prevent an inflow from outside the District. Why not reward good existing tenants with better housing in terms of location and type of property? The biggest scandal in social housing is the allocation of housing to unmarried/unsupported young mothers. All single mothers under 23 years of age should be housed in Group homes. If they are cause of overcrowding in the parental home they should be expected to move to such accommodation or into the private sector and the parents should not be allocated a larger home because they are sheltering adult children of either sex.

I feel that this is a good idea and should be done

be 5 years minimum in the area or very strong links with priority to low income families but where they are working or only been on benefits for a short while. I do not think people who have recently arrived in the area should take priority over those with strong links to Thanet. I would like to see a system similar to the one I had for the short time I lived in Bromley. They gave you 10000 back in 1990 if you gave up your council home to buy your first house. It meant we could return to Thanet (where I had lived since the age of 4) and had money towards a deposit and fees. It was only if you actually bought the home and it was paid to your solicitor. I would also like to see a scheme where money is paid for people to down size their home perhaps 1000 plus removal costs when they have extra bedrooms. Also something for the pensioners. I would suggest give up your flat and move to more supportive/sheltered accomodation again 1000 plus removals. These schemes would help release more housing. I would also like to see more social housing for the single under 25s which is very hard to find without a guarantor. Even decent flatlets would be ideal perhaps from old buildings that are currently stood empty and could be purchased by the council.

Having been a council tenant for 16 years and on the transfer list for 10 years now. I do not feel that the new allocation policy does anything to help people such as myself desperate to move from an unpleasant area stuck in category D. The localism act addresses support for mobility of existing tenants and I do not feel that this allocation policy reflects that at all. Surely if transfers are included in the numbers of the housing register actioning more of these will reduce the list quicker as there is still a property to let at the end of a transfer. There is no consideration for good tenants, who look after their property, pay their rent on time, every time with a proven track record of good behaviour. Decent existing customers will be forgotten at the bottom of the list as they have been for so long already.

I feel it is going to be harder to be housed in Thanet. It will also be harder for tenants to apply for a transfer. The bedroom tax only affects tenants under the age of 60. If tenants are not using all the bedrooms in their tenancy they should be offered smaller properties that will release more homes for applicants on the waiting list.

No good telling the public to move. A lot of people like myself are retired at 60 and don't have the money. I can't get a job at my age. I'm too old. The firms won't employ you and there's no work about in Thanet either. I live in private accommodation by the time I pay out I got 60 to live off for the month. Who's going to pay all my moving fees and put 5000 up front for a private landlord again. The housing benefit people really need to do a lot more research and stop telling the public to move home. It's not an option in this current economic climate.

I think it will lead to areas in the community where nobody will want to go if the council housing is only available to low income families

Working at a women's refuge I am very aware how the new allocations policy may affect women looking to be housed in the local area. I believe you cannot have a black and white blanket policy and in the long run this will only increase homelessness and social problems.

has been being stated that those making a homeless application, will be considered under a different section of the act. However under present policy, those found homeless are placed on the housing register and able to bid on properties, how does this differ under the new allocations policy? It would seem that those homeless due to domestic abuse will now also be in band C, where they may have previously been in band A, making the time in temporary accommodation longer. The policy states that an offer of suitable accommodation in the private sector would discharge the duty to those that are homeless. Would this offer be the offer of the bond scheme? The availability of a crisis loan to support the 4 weeks rent in advance is becoming rare and is likely to be even rarer with the changes to the benefit system. Therefore the bond scheme is becoming less of an option. References and guarantors are also requested and again pose huge problems for many fleeing DV. What therefore an option for those suffering violence, living in social housing, as previously stated, historically this has rarely been an option for TDC clients. This is clearly not though an option for those not renting social housing.

Please use this space to provide any further comments or ...

There is no recognition within the draft policy that considers how Young People who were formerly looked after by the Local Authority will not be additionally disadvantaged by the proposed changes

Our main concern is how the local connection requirements will impact on residents of supported housing who may well have originated from outside of Thanet, and not been resident in the district for 3 years or more, particularly in the case of domestic abuse and offenders who may not be able to return to their originating area. Additionally, it is not detailed which level of priority people moving on from supported housing will be granted, which could lead to lack of throughput and poor use of supported housing resources in Thanet.

I think after waiting for 3 years & bidding every fortnight & being 1st bidder in every property you need to give a little more feedback instead of keep writing not in the first 20, I am always in the 1st 20 & you never prioritise me & never give me any decent feedback, I've seen the kind of provoke that are taking the homes that I'm bidding on & very rarely are they decent or English, think you need to give decent feedback to loyal people, you seem to just give houses to foreigners that don't work, why is that?

More emphasis should be placed on compulsory buying from absent landlords of empty/derelict properties. Any developments agreed with Housing Association etc should be for local people first. Consideration should also be given to the impact on the local area and thought given to adequate roads/transport/shops/schooling doctors and NHS dentists etc. Also provision for community centres and young people to keep them from getting into trouble. Little thought seems given to infrastructure or the impact of extra population on existing services and little or no thought for increasing GP's, dentists, patients or local hospital admissions. Please try and keep the open land farmland and the few trees we have left in Thanet. Also keep any crooks, drug addicts and troublemakers out of Thanet we do not have enough resources to cope.

More needs to be done to ensure the tenants once housed are keeping up with their contract agreement, very much like spot checks on the home or even on any benefits that are being claimed for, this would stop or even detract some families of committing fraud. Also there needs to be put in place a system where non-smoking families are not put into residential housing blocks next to those who smoke, it is still a health issue as smoke and its harmful substances are lingering about the air, even when the doors are closed.

my only argument is that you believe if one ,say of a married couple is working, then they can afford private renting, possibly so, claiming council tax and housing benefit ok.we are on the council list, and we would like a place where we can settle down and not have to move every 6 months or so, due to the owner selling up, i am 62 this year, my husband is 51 this year,we both are on medication,which is obviously keeping us alive,otherwise we wouldnt be taking it.so we dont need the stress of having to up sticks and move about. also we are not snobs, but there is a lot of anti social behaviour on many of the council estates, which i agree should be looked into ,and should be changed, they shoul be moved out, let them suffer like they have made the estates suffer. it would be nice to hear people say that is a nice council estate instead of the normal, no you dont want a move there, or buy a property there, and thats what we hear all the time I think it is about time and as a local resident who has lived here my whole life i strongly agree to this policy.

I am against the prospect of applications made by those outside of Thanet being declined. I think all applications should be looked into and considered on the basis of circumstances.

Nice to be asked an opinion. Hope it gets read and discussed and not just binned.

Some good ideas and it is a start. We tax payers are fed up with being taken for a ride by those who refuse to take responsibility for their 'lifestyle' choices.

Would like to see more updated information so customer can see progression and expectation of the bidding. Personalcontact at least once a year whilst on the list and hopes for allocation. I have been on list since 2007 with no contact or update of expectation.

I'm so pleased that the council has started to tackle the current grossly unfair system for allocating the scarce resources. It will make it much more difficult to abuse the provision of social housing and more people should be able to benefit.

feel that the changes will be very welcome in my eyes, because there are far too many people that know how to work the system ie; youngsters having babies and staying with mum and then they plead over crowding so they get re-housed and immigrants come into the area and plead they dont understand and then they have the support from representatives who also work the system to fight there corner so they are also housed quicker? so i feel that if a youngster is mature enough to have a baby then they can stand on their own two feet for a while and i feel that they should also wait 3years before they are housed becuse it is only then a baby really needs more space and immigrants should also wait there turn just as anyone else. Because i was a single mum at 29 and i was made homeless twice and i didnt have the help from family TO house me and i didnt get re-housed and was forced to find private housing?? and have been struggling ever since i have been on the waiting list for 7 years hoping i will be given a break in life and have an opportunity to life in affordable housing.

PEOPLE WHO HAVE BEEN IN PRISON FOR ASSAULT/VIOLENT CRIMES SHOULD NOT BE GIVEN COUNCIL HOMES.

Ive heard that when a property has been bidden on and the budding being closed thst the first 5 people with priority have the chance to have the property and if no one wants it then it goes back on for bidfing why is this? Is this true?

The policy needs to provide more shorter term tenancies for people so that they don't get a council home for life. You end up with older people living in family homes for years and years with no homes for people who need them. Please please look at offering more shorter term tenancies that help people for a shorter period of time such as 2-5 years. This means people can have their tenancy renewed if needed but people move on/out if they can. This could be a step up into buying a home and link in to the right to buy. Also please look at people 'who take advantage of the system' and kick their children out at 16 and they become homeless or have a baby to get higher points.

about changes in circumstances e.g. an applicant is on Benefit when housed but subsequently enters paid employment? If they are earning a reasonable salary (above a certain threshold), should they continue to be entitled to social housing or should that be freed up for someone in more need. Essentially, should a council house be for life or only a stepping stone into the private housing market? Should tenancies be for fixed terms e.g. three to five years with the expectation that tenants should be moving on to the private sector once their circumstances improve?

Whilst it is almost certainly outside of your powers, I am opposed to the Right to Buy. I see no sense in selling off social housing stock when we have so little. Tenants benefit from subsidised rent below what they would pay in the private sector. Why should they then be able to buy the property at a discount? We already have insufficient housing stock, and accordingly it makes no sense to sell it off. Otherwise, I am almost wholly supportive of your proposals which I congratulate you for putting forward. Well done!

The current system is totally unfair to local families. Thanet will continue to spiral into poverty all the time the rest of the UK use it as a dumping ground. Without the option of automatic housing I believe that this will slow the growth of our problems. I know so many people like born here, raised our children here and get no support from our council when our need is genuinely high! I have watched brand affordable houses being wrecked by people walk into refuges, drug rehabs and into homes... And they haven't lived or contributed in any way to the local economy where Thanet district council is concerned charity really should begin at home.... And there area will once again be great...

Brilliant Plan

Believe that people should only be in social housing whilst they are in need of it. Once they are able to afford private housing they should be moved on to allow the social housing to be available to more people. Rents should also be in line with private housing to discourage people from wanting to be in social housing purely for the lower rent.

a lot more help and advice should be given when applying for housing. and the housing team should be trained to treat everybody like they're all non working people on benefits.

There should be five year tenancies, as people's situations do change,(family size and income) and certainly no life tenancies which I understand is the case at present.

is now empowered to give some preference to applicants who are of working age and working or even volunteering in the community. That would ensure that we get a mix of tenants truly reflecting the population mix. This might improve estate environment and help reduce ASB. Circumstances change throughout life and TDC should take this into consideration to ensure recycling of housing - a precious commodity. Will there be various sorts of tenancy agreement? Are tenancies a mixture of short and long-term with specified review periods enabling TDC to reduce expectations of a "subsidised house for life"? If not, can TDC justify why tenants may have this preferred status at public expense for life? Family homes should have fixed-term agreements and regular review dates to ensure that new families can be placed in them, avoiding under-occupation in the future. High rise units should be carefully allocated to improve mix of tenants - but ensuring those with physical disabilities are not unsuitably housed there. Short-term tenancies for younger working people may be the answer here. Does the policy allow for this? Tackle antisocial behaviour better, it's a nightmare currently living with this kind of behaviour from the flat above. You also need to make better regulations for private sector landlords, such as repairs etc. I was forced into private housing and for the last year have battled with the landlords agents to make repairs but nothing has been done at all.

i think that O.A.P.S who are living in bedsits paying topup need more help in securing a home to live in

Its a shame the document does not reward those people who are working in this community. People who receive benefits, have their rent paid for them, and the government states how much they can live on. Those people who work hard and usually with 2 jobs as most of the jobs in this area are only part time, have difficulty in keeping up with their rent and bills, but manage, we have all spent money on our properties to make them our homes, only to receive our NTQ, then having to move out and find somewhere new to live again, plus keep the family together, and holding down a job

I think it is about time that restrictions were put on people who want and have social housing. They/we are lucky to have these properties which are maintained and affordable.

There needs to be a change as My Family have been on housing list Band D for 4 years and bid every time and never get a chance

Well done Thanet Council, you finally managed to pull your thumbs out of your collective arses and introduce decent policy for a change.

I found it helpful to complete this questionnaire as when i was telephoned to inform me my change in circumstances would make no difference to finding a home and almost certainly my band would not change and to rent in the private sector.i understand there is a large waiting list but i don't feel there was a need to be so cold and blunt i was upset for several days afterwards.

I think it is fair and takes action on people that behave badly or don't pay there way. there aren't many council houses left so they should go to people that really need them, not people that want them because theyare cheap and get maintained better than private rented places. Difficult times, right way to deal with them.

We are currently in a 3 bed property with stairs. Neither of us can now use stairs so the space upstairs is un used. We are worried that even though we are looking for a smaller place we would still be penalized by the bedroom tax. We know properties are well sought after but we are trying to do the right thing by leaving this place so a family can have it.

personally i think if you have rent arrears then you shouldnt get allocated another place till you have paid up,the changes to the banding dosnt matter as it dosnt mean a thing the truth be told i,e if you live else where in the country or further afield all you have to do is show up at the council office and you get a place befor people that have lived here all there lives one thing the council does need to do is put there residents first and all the houses that are borded up sort them out as there are too many in thanet that could be used that arnt

It with some thankfulness that the council has taken the oportunity to make theses changes. I'm concerned though, that immigrants from Eastern Europe who arrive here and cost the council a great deal in Housing benefit and maternity services, as well as taking up places in schools, will continue to do so.

I am pleased that TDC is at last addressing the ridiculous situation we have nationwide of over reliance on social housing, the ridiculous expectation that the council provides housing to all, and those who choose to produce child after child need to consider the consequences of their own actions and not expect the Council to give them larger accommodation. Perhaps they might think, do I earn enough to have another child, rather than what more can I get out the system if I have another child. Well done!

A sensible, fair and realistic approach to the environment we are now in. It is a shame this approach wasn't taken a few years ago.

Consult with OT's to ensure adapted properties are sensibly allocated and avoid theb wasteful practice of taking out expensive adaptations. Maintain a register od adapted properties.

A good move.

yes i believe people under 30 should be looked at more as these type of people can be the worse for loud music and late night party's and also drug and drink use to much of and i think thanet council needs to do more checks before willing to house people do checks like orbit does.if not check other council in the uk where they have set up a sister business where they own the stock but trade as a housing association it can be done i have done some research and aylesbury vale council as done that and they have hardly any trouble,

I also think that people who have more bedrooms than they actually need ie a couple whos family have now left home should be required to move within a specific timescale. There should be no 'rights' to stay in a three/four bedroomed property when there are only two of you or a single person.

an excellent set of new policy measures!

A very sensible piece of proposed legislation if it is enforced properly and maintained.

I think the whole 'shake up' is just what we need for you to be able to manage OUR Thanet Council better

The needs of children of school age should be the first consideration

parents both moved to Thanet in the 50's and 60's as it was the English Riviera and the place to be. It horrifies them that it has become what it has and that their children have been left to deal with a rotting area. Thanet District Council need to lay down the law to people who take this area for a ride, and by this I don't mean just the Thanet residents who take everything for granted - I also mean Kent County Council, various London borough councils who are trying to dump their unemployed residents down here and to an extent the UK Government and courts who are also trying to turn us into an urban grotto. This area deserves more and it's about time Thanet District Council stood up to be counted and a reform such as this one is a good start. If this goes the way it is hoped then maybe next you can start dealing with the increasing number of London visitors to Margate beach who are parking illegally all over the pavements and being abusive to the locals, and who not only are bringing their own food to the area and therefore not actually spending any money in the local shops - but are happily leaving a ton of rubbish on the beaches everyday! I look forward to seeing these proposals being implemented, I think that Thanet Council has finally woken up. I wish you the very best of luck with your proposals, it will be for the good of the Thanet community and Thanet Council that these proposals are implemented.

does not appear as though TDC has made any changes to increase mobility to Transfer Applications, I have been patiently waiting for this allocation policy to see if TDC will take advantage of the recommendations in the Housing Allocation Guidance for local authorities to help Transfer Applicants it appears you have chosen to completely ignore the ones below: "1.6 Transfers at the tenants request, where the authority is satisfied the tenant does not have reasonable preference, do not fall within Part 6 and housing authorities may set their own transfer policies in relation to these tenants. Authorities should consider how to make the best use of this flexibility. Providing tenants with greater opportunities to move within the social sector can help promote social and economic mobility and make the best use of social housing stock." "1.8 Housing authorities may decide to operate a separate allocation system for transferring tenants who are not in the reasonable preference bottom of the list because they do not need an additional bedroom or have an empty one to give up. I don't feel it is an unreasonable request after ten years of waiting to know why this is not enough for a transfer from an awful place!

I am very pleased to see this new mood of realism from our council. It has taken a long time, but this is a step in the right direction. I hope this spirit will spread to all other areas of council work. And I'm very glad that you have consulted the people of Thanet about these proposals - that is the true spirit of democracy, of which we have too little in this country! Well done and keep it up. I do stand with this new policy as I have 3 children living in a small damp flat with no heating and have been on the housing list for 14 yrs stuck on band C

The council should be offering homes to people across the bands, not just those in bands A and B every week. I have been on this list for almost a year and a half, and haven't even come close to obtaining a home. I think it is despicable the way the council offer homes to foreign people, and others whom move into the area suddenly. I have lived in Thanet my entire life, I pay my taxes and bills, and get absolutely nothing in return, especially from the council. Just because they have easy lives driving their Mercedes cars, others, such as myself, struggle with the collapse of our economy, and seek help from those who have life easy. Changes need to be made promptly, before serious repercussions take place.

Private housing - Private landlords need to be stopped from charging high rents - if the council can charge £100 per week so should private landlords instead of charging double. Also help should be provided for the private sector to gain properties easier as guarantors are not always easy to come by or in a position to be a guarantor, this then makes private housing very difficult to obtain also charges fees - deposits and rent in advance also makes finding properties difficult

and very hard to obtain.

The Thanet area is a wonderful place to live and work but we should not keep accepting that other councils from more affluent areas can just dispose of their social housing tenants because they can't afford to pay them housing benefit. We are all losers as we have to suffer the cutbacks the council has to impose because of this. Why are we taking these people from outside the area when there is very limited skilled jobs available, a lack of good school places and other amenities which are important to the social well being of the local residents. We should be promoting Thanet as a place to visit, by providing things such as good hotels, tourist attractions such as a Sea Life Centre or an Ice rink where people will come but go home again. This would encourage spending in the area, provide jobs and give Thanet back its place as a place to visit and enjoy.

THANET COMMUNITY SAFETY PLAN FOR 2013 – 2014

To: **Overview and Scrutiny Panel – 23 April 2013**

By: **Martyn Cassell – Community Safety and Leisure Manager**

Classification: **Unrestricted**

Ward: **All wards**

Summary: **This report details the process undertaken by Thanet Community Safety Partnership to develop the Thanet Community Safety Plan for 2013-14.**

The report asks for the Community Safety Plan including its priorities and actions to be agreed following approval from the CDRP Working Party to allow partner agencies to work together to help reduce crime and disorder in the district.

For Decision

1.0 Introduction

- 1.1 The Crime and Disorder Act 1998 (updated in various other legislation since) placed a number of obligations on the Council and other 'responsible authorities' (Police, Fire, Probation, Health) to form a Community Safety Partnership (CSP) that would enable agencies to work together to help impact upon crime and disorder, substance misuse and reduce re-offending in the local area. Thanet District Council facilitates the CSP on behalf of these agencies.
- 1.2 Each CSP is required to do a strategic needs assessment of all of the relevant data that partners collate and then pull this together into a strategy (the Community Safety Plan) that identifies priority issues and actions to try and resolve/reduce them.
- 1.3 The last year has seen a big change in the police and community safety landscape with the introduction of Police and Crime Commissioners and a new draft Anti-social Behaviour Bill that could lead to changes in how we operate in future years. The Community Safety Plan makes due reference to these changes in the industry.
- 1.4 This report identifies the process undertaken to develop the Community Safety Plan and asks members to agree the priorities and actions for 2013-14.
- 1.5 The Community Safety Plan Priorities and draft action plan were considered by the CDRP Working Party and members recommended that Overview and Scrutiny approve the document.

2.0 Thanet Community Safety Plan 2013/14 – development and detail

- 2.1 Each year the partnership undertakes a number of processes to get to the final Community Safety Plan. This year they were;
- Produce a strategic assessment

- Consult with other partners and the public
 - Produce an action plan to detail what we will do over the next year
- 2.2 The purpose of a strategic assessment is to provide knowledge and understanding of community safety issues to the members of the Thanet Community Safety Partnership (TCSP).
- 2.3 Kent County Council community safety unit collated a range of data sets from county organisations relating to each district. District Council Community Safety Officers then co-ordinated a strategic assessment of this data. This was done through intelligence analysis and ranking of crime and ASB types considering patterns, trends and shifts that identified the emerging priorities. Data was also compared to other districts in Kent and areas similar to Thanet.
- 2.4 Once the initial data analysis was completed, the results were circulated to key partners to check for agreement on the draft priorities for the following year. Once agreed, a more detailed analysis was then undertaken on these shortlisted priorities. A summary of the strategic assessment is provided within the draft Community Safety Plan found at annex 1. The priorities identified can be shown in the table below;

		Priorities				
		ASB (including environmental)	Domestic abuse	Violent Crime	Acquisitive crime & theft offences	Substance misuse (including alcohol)
Cross cutting themes		Targeting prolific offenders / repeat locations				
		Safeguarding vulnerable & young people				
		Prevention & early intervention				

- 2.5 Alongside the partner consultation, an online survey was published for residents to comment on whether they supported the priorities identified. The report on this survey identified that 89% of respondents supported the priorities selected. Further consultation was done through the Neighbourhood Engagement Meetings which encourage residents to comment on community safety issues in their local area.
- 2.6 The CDRP Working Party were also consulted on the draft priorities and made a recommendation to Overview and Scrutiny Committee that they accept the priorities and actions contained in the plan.
- 2.7 Over 80 staff from agencies in the CSP then attended a 'Community Safety Conference' to develop action plans around each of the priorities. The full Community Safety Plan including the table of actions is found at Annex 1.
- 2.8 Responsibility for delivery of the Community Safety Plan is shared amongst members of the CSP Executive Group. A copy of the CSP Engagement Structure can be seen at Annex 2.
- 2.9 Resident engagement will continue with open forums and neighbourhood panel meetings.
- 3.0 Options**
- 3.1 To approve the Thanet Community Safety Plan 2013/14 as set out in Annex 1.
- 3.2 To amend and then approve the Thanet Community Safety Plan 2013/14.

4.0 Corporate Implications

4.1 Financial

4.1.1 District Council Community Safety staff undertake the facilitation of the Community Safety Partnership alongside their TDC function of anti-social behaviour case management. Salaries for these staff are covered within the budget for 2013-14.

4.1.2 The Kent Police and Crime Commissioner (PCC) has confirmed that Thanet Community Safety Partnership will be awarded a grant of £39,878 to assist in the delivery of the CSP functions. This will be used for commissioning organisations, development of publicity material and any equipment required to carry out the actions in the plan. The PCC has requested that this money not be used to cover staff costs wherever possible.

4.2 Legal

4.2.1 In relation to any decision or project implemented by any department in the local authority, under section 17 of the Crime and Disorder Act 1998, the local authority has a duty to do all that it reasonable to prevent crime and disorder.

4.2.2 This Community Safety Plan provides evidence of compliance by the District Council and other responsible authorities of the statutory functions contained within the Crime and Disorder Act 1998 and subsequent updates in other legislation.

4.3 Corporate

4.3.1 The strategic assessment recommendations and Community Safety Plan priorities in 2013-14, coincide with the corporate plan objectives set in the 2012-2016 plan (mainly priority 4 'To make our district a safer place to live' and priority 10 'To influence the work of other agencies to ensure the best outcomes for Thanet').

5.0 Recommendation

6.1 That taking into consideration the recommendations from the Crime & Disorder Reduction Partnership Working Party as reflected in Section 2.6 of the report; the Overview and Scrutiny Panel recommends to Cabinet the priorities and actions in the Thanet Community Safety Plan 2013/14 as set out in Annex 1 of the officer's report.

6.0 Decision Making Process

6.1 As the Community Safety Plan is a policy framework document, this report will go to Cabinet with final approval reserved to Council.

Contact Officer:	Martyn Cassell, Community Safety and Leisure Manager x7367
Reporting to:	Madeline Homer, Community Services x7123 Janice Wason, Strategic Community Manager x7792

Annex List

Annex 1	Community Safety Plan 2013-2014
Annex 2	CSP Engagement Structure 2013

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Gary Cordes, Legal Services Manager
Environmental Health	Penny Button, Environmental Health Manager
Communications	Hannah Thorpe, Corporate Communications Officer



Community Safety Plan 2013/2014

DRAFT

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1. Foreword

Welcome to our partnership plan for 2013-14, which outlines how we are going to collectively tackle Community Safety issues in Thanet. This plan sets out our performance over the last 12 months, identifies priority areas for the next year and outlines what we are going to do to improve them.

Crime over the last year has reduced by 4.7%, which is 496 less offences being committed across the district¹. Thanet has seen biggest reductions in robbery offences (-14%) and criminal damage which has seen – 237 offences. (-11 %) The partnership has achieved this by delivering actions contained within last years plan but also investing time realigning some functions and improving efficiency by integrating services into day to day working practices.

We have also recently seen a number of changes to the community safety landscape. In November 2012 the first Police and Crime Commissioner was appointed, and the 2013-2017 Kent Police and Crime Plan sets out a number of pledges including a grant of £40,000 to Thanet for 2013-14. This plan directly aligns itself with a number of the themes within the Police and Crime Plan as well as the Kent and Medway Community Safety Agreement 2011-14 and Thanet District Council corporate plan focus - 'making our district a safer place to be'.

April 2013 also sees the introduction of Clinical Commissioning Groups to the partnership as a responsible body and further proposals are also on the horizon to amend the tools and powers available to tackle Anti Social Behaviour.

Public perceptions of crime remain stable, 93.2% of people report to feeling 'very' or 'fairly' safe in their local area in Thanet, 28.7% worry about being a victim of crime and the issues reported as being of greatest concern to residents were people 'hanging around', using or dealing drugs and litter and rubbish.²

Data analysis identifies, we continue to face challenges across our district with anti social behaviour, domestic abuse, violent crime, drug and alcohol misuse and certain theft offences. Stakeholder consultation indicated that partners and members of the public felt these were the right priorities for the next twelve months, and therefore the partnership will focus on the following priorities for 2013-14:

- Anti Social Behaviour - including environmental ASB
- Domestic Abuse
- Violent Crime
- Substance Misuse – including alcohol
- Acquisitive crime & theft offences

Over the next year the partnership will focus on the identified priorities and commit the respective officers within each agency to support delivery of this plan. These identified priorities also align with the Kent Community Safety Agreement Focus areas for 2011-14 and so County and District resources can be utilised in partnership delivery.

We also pledge to continue our public engagement meetings to ensure we identify correctly those issues that matter most to our communities.

Chief Inspector Rob Fordham
Thanet District Commander
Kent Police

Cllr Iris Johnston
Cabinet member for Community Safety
& Police & Crime Panel lead
Thanet District Council

¹ Kent Police data from 01 October 2011- 30 September 2012 supplied by KCC Community Safety Team

² Kent Crime and Victimisation Survey data September 2012

2. Background and context

The Crime and Disorder Act 1998, changed the way crime and anti social behaviour was to be tackled, as it recognised that in order to be effective, agencies needed to work together to address the issues collectively. Each local area formed a Crime and Disorder Reduction partnership (CDRP) which are now called Community Safety Partnerships.

Who are the partnership?

Thanet's Community Safety Partnership is made up of key statutory partners that have to ensure specific obligations such as public engagement and action plan delivery are adhered to.

Our statutory partners are: Thanet District Council, Kent County Council, Kent Police, Kent Fire and Rescue Service, Kent Probation and the Clinical Commissioning Groups (which have the responsibility for health services locally).³ We also work with a large number of public and private sector partners as well as voluntary and community groups to collectively implement and deliver initiatives that will help all areas of Thanet become a safe place to live, work and visit.

Why do we have a plan?

The Crime and Disorder Act 1998 places obligations on the Community Safety Partnership to produce an annual Community Safety Plan, to outline how all partners intend to work together to impact upon crime and disorder, substance misuse and reduce reoffending in the local area.

Each year officers from the District Council co-ordinate a strategic assessment of relevant data which then enables the partnership to identify where the biggest challenges lie. All extended partners then come together at an annual conference, to review what the data is telling us and devise an action plan, around how we collectively aim to make improvements- which then forms this document. Partners also set targets which are then used to measure our performance against these actions, which will be reported back in next years plan.

How does this link with the national, county and local context?

In developing this plan a number of relevant strategies and plan were considered. This ensures that we comply with relevant national and local strategic direction. These plans include but are not limited to:

- A New Approach to Fighting Crime (Home Office 2011)
- More Effective Responses to Anti Social Behaviour (Home Office 2012)
- Helping Troubled Families turn their lives around (Home Office 2013)
- Police Crime Commissioner Plan 2013-17
- Kent and Medway Community Safety Agreement 2011-14
- Kent ASB Strategy & Minimum standards 2012
- Kent and Medway Domestic Abuse Strategy 2011-13
- Kent Policing Plan 2011-15
- Kent and Medway Strategic Plan for Reducing Reoffending (2012-15)
- Kent Fire and Rescue Service Road Safety Action Plan (2009-12)
- Thanet District Council Corporate Plan 2012-16

³ More information on the partnership structure and annual cycle can be found in section

3. Key achievements for 2012/ 13

Last year's community safety plan focused on Anti Social Behaviour, Domestic Abuse, Substance Misuse and Violent Crime. 23 actions were set and to date 19 have been completed, 3 actions partially completed and 1 action was removed due to being already covered by another action.

Anti Social Behaviour

- The ASB car has now been taken on as an initiative that forms the daily work of Police Community Support Officers. Partners continue to input priority focus locations into the daily operation taskings and partners join the PCSOs when possible.
- 47 high risk or complex cases have been referred for additional multi agency support through the partnership ASB panel process. 41 cases have now been closed following collaborative interventions.
- Enforcement action has been taken successfully on a number of cases, this has included 47 ASB warning letters issued by officers, 7 acceptable behaviour agreements issued to those causing nuisance behaviour within our communities and one civil ASBO successfully granted by the courts.
- A dispersal order has also been implemented and extended in Cliftonville West ward, Margate, giving police additional powers to tackle nuisance groups, which has seen a decrease in reported issues.
- 606 vulnerable people have been supported through anti social behaviour and over 100 warning notices for nuisance have been issued. Banning orders for those repeatedly shop lifting have also been introduced and currently 15 people have exclusion notices for retail premises.

Domestic Abuse

- Training was delivered for front line partnership officers, including children's centre staff, youth workers from the Engage forum and Police patrol officers around the domestic abuse support services available in Thanet.
- An awareness day was held as part of the Summer Blast youth event in August 2012 which 411 young people attended.
- The Blossom support group was set up in April 2012 to add support to victims of domestic abuse from survivors.

Violent Crime

- Training was delivered to partner agency staff to prevent violent extremism and enable front line officers better identify and support any people at risk of radicalisation.
- The partnership has continued to support the management of repeat and prolific offenders, through the Integrated Offender Management (IOM) process, which has now been adopted into day to day working. Of the current cohort for February 2013, 15 individuals who have been identified as having a predisposition to violence, are receiving intensive multi agency supervision to address this and other associated factors such as substance misuse.
- The Friday Night Project and the Intoxic8 program delivered targeted work to over 4300 under 18 year olds, both in Thanet secondary schools and through street level engagement. The project dealt with violence in the home and promoted positive relationships and self esteem.

Substance Misuse

- A number of multi agency operations have been carried out to tackle substance misuse and initiatives such as the swabbing of toilets and use of drugs dogs in licensed premises continues. 4 operations have been carried out to date and over 800 people visiting the premises were swabbed on entry.
- 2012 has also seen the Drug Testing on Arrest (DToA) pilot be successfully implemented in Thanet and 706 compulsory drug tests administered, 257 of which tested positive. There was also an additional 143 people who accessed drug treatment in Thanet⁴ for 2011/12 as a result of the pilot.
- The mobile 'Sherpa' camera continues to be deployed and has been utilised 7 times for targeted operations. This not only allows evidence gathering but also acts as a deterrent where seasonal issues occur.
- Trading Standards co-ordinated four test purchase operations to target shops suspected of selling alcohol and tobacco to under age young people.

⁴ Kent Drug and Alcohol Action Team (KDAAT) data for 2011/12

4. Summary of the 2012 Strategic Assessment

Each year the Community Safety Partnership has to produce a Strategic Assessment of the district to identify any crime and disorder trends, that can then be used to inform the priority planning for the coming year. It basically ensures we are focussing our efforts collectively on the areas that are most in need.

This is done by analysing data and intelligence reports from the previous year, which is usually, 01 October 2011 – 30 September 2012 to produce recommended priority areas the data is telling us are a concern or residents have highlighted.

The priorities are then compared with other areas and ranked against a number of factors, including volume, trend over time, resident's perception and how much it is felt the partnership can influence. This is then reviewed by our stakeholders and finally the top ranked priorities are analysed in depth, to help guide practitioners in formulating actions that they feel will have an impact on each priority. Residents are also consulted at the same time on the list of the top priorities to ensure we understand the issues that impact them the most.

The following areas were identified by this process and recommended as emerging priorities for the 2013-14 partnership plan:

- **Anti Social Behaviour**

Overall there has been a decrease in the number of reports of ASB however Thanet still has the highest levels in the County. 606 victims have been highlighted as vulnerable and of those 76 were recorded as being of high or medium risk.

Analysis of ASB including environmental nuisances across Thanet, highlights that Cliftonville West, Margate Central, Central Harbour and Eastcliff wards experience the highest volumes. 6807 reports of ASB were made to Kent Police and an additional 5990 to Thanet Council and East Kent Housing Departments, totalling a potential 12,797 incidents across agencies, including incidents of neighbour disputes, graffiti, criminal damage, noise nuisance, flytipping and abandoned or illegally parked vehicles.

Deliberate rubbish fires and flytipping were also highlighted as having a correlation in Margate Central ward.

Due to the high volumes of anti social behaviour in the District, recommendation is made that ASB continues as a priority for the partnership.

- **Domestic Abuse**

Incidents of domestic abuse have increased in Thanet at a slightly higher rate than the county-wide increase. Per 1,000 population, Thanet has the highest rate of domestic abuse incidents and repeat victims in the county. Of the total reports, 25% are repeat incidents, this is the 4th highest in the county.

Analyzing further local postcode data based around caseloads, the highest volumes can be seen primarily in the Cliftonville West ward, indicated by the CT9 (2) prefix on postcode and Newington and Northwood wards, indicated by the CT12 (6) prefixes.

High levels can also be seen in the Margate Central CT9 (1) and Dane Valley CT9 (3) wards.

Due to the high levels of domestic abuse and repeat incidents, recommendation is made that Domestic Abuse remains as a priority for the partnership.

- **Violent Crime**

Thanet is currently experiencing a slight increase in violent crime compared to previous years. An increase of 2.4% or 62 offences, places Thanet 12th (worst) in the county.

QEQM hospital recorded 55 admissions of Thanet residents, for assault. The highest admissions were from Newington ward and made between the hours of 2000 and 0400. Approximately 70% of all admissions to QEQM were male and 30% female. Of those recorded, the majority of males reported to have been assaulted in the street, bar/pub or at school / college, where as the majority of females reported to have been assaulted in the street or at home.

Looking specifically at violence against the person offences, crimes in this category have seen an increase of 80 offences or 3.5%, from 2285 to 2365. This rate of increase is above the county increase of 0.4% and peaks during the summer months. Thanet has the highest rate in the county and ranks 14th out of 15, when compared to other areas with similar social and economic demographics. For the current financial year to September 2012, at ward level, Margate Central and Cliftonville West recorded the highest volumes of violence against the person with 211 and 207 recorded crimes respectively.

Due to the increase in violent crime, recommendation is made that violent crime remains as a priority.

- **Substance Misuse – including alcohol**

Overall drug offences have increased by 11% or 47 incidents. This is the greatest increase in the county and goes against an average decrease of 10% in other areas. There have been no identified seasonal trends.

630 hospital admissions were recorded for Thanet residents between June 2011 and May 2012, which is a slight increase compared to previous years. The majority of those admissions were from Cliftonville West, Margate Central and Eastcliff wards.

KDAAT data records there were 434 clients accessing treatment for problematic drug use for 2011/12. This is a decrease of 31 clients, compared to 2010/11.

Thanet has the highest mortality rate for alcohol misuse compared to other districts, with the highest hospital admissions coming from people living in the wards of Margate Central and Newington. Of those recorded the majority of women were aged between 40-49 and men 20 -24.

Due to the increase in drug offences against the county wide decrease, recommendation is made that substance misuse including alcohol remains as a priority.

- **Acquisitive crime & theft offences**

A review of acquisitive crime offences, which includes reports of theft, burglary and shoplifting. Overall some theft offences have decreased, however Thanet still remains as having the highest levels in the county.

Theft offences also experience seasonal trends and increased over the summer months. Burglary offences increased by 97 incidents, (13%) and experienced a similar seasonal peak in August 2012. Thanet again has the highest rate in the county.

Theft of a pedal cycle has also seen an increase of 20% (45 thefts) and again goes against a county wide decrease and places Thanet 11th out of 12 districts in Kent.

Shoplifting and motor vehicle thefts are however, showing a decreases and Thanet is performing better compared to other districts in Kent.

Despite some improvements and better performance, it is felt the partnership could heavily influence crime prevention and community safety in this area. It is also acknowledged further social and economic reforms, could have an serious impact on acquisitive crime.

Recommendation is made that acquisitive crime is included as a new partnership priority.

Cross Cutting Themes

Data analysis also acknowledged that the priorities are often inter-related and has identified three distinct cross cutting themes that run through all of the priority focus areas.

Actions contained within this plan are therefore built around the five identified priorities and three cross cutting themes, as shown in the chart below:

		Priorities				
		ASB (including environmental)	Domestic abuse	Violent Crime	Acquisitive crime & theft offences	Substance misuse (including alcohol)
Cross cutting themes		Targeting prolific offenders / repeat locations				
		Safeguarding vulnerable & young people				
		Prevention & early intervention				

5. Priorities for 2013/14

Following priority recommendation from the strategic assessment, consultation took place with partners and residents around the proposed priorities. Both residents and stakeholders agreed the priorities and focus areas for 2013-14 as shown below:

Anti Social Behaviour

Anti social behaviour is defined as "any aggressive, intimidating or destructive activity that damages or destroys another persons quality of life" (Home Office 2012). It can include incidents of neighbour nuisance, graffiti, flytipping, deliberate fires or nuisance vehicles.

Through this plan we aim to:

- Target repeat offenders and hot spot locations for ASB, criminal and environmental damage
- Improve the support for victims of ASB and encourage awareness of the consequences of ASB
- Support diversionary interventions for groups at risk of ASB such as excluded young people
- Improve perceptions and general safety messages, including that of nuisance vehicles and road safety

Domestic Abuse

Domestic abuse is being controlled or intimidated either physically, sexually, emotionally or financially by a current or previous partner or family member. Recent national definitions have been formally expanded to now also acknowledge abuse between people aged 16 and 17.

Through this plan we aim to:

- Target repeat perpetrators
- Focus outreach at hard to reach groups
- Increase intervention in peak locations
- Target outreach support to peak times

Violent crime

Violent crime is the sum of violence offences where the offender has used, or threatened to use force. Partnership activity over the next year looks to focus efforts on reducing violence in the night time economy but also supporting existing initiatives which have an association to perpetuating violence such as loan sharking initiatives and 'prevent' strategy.

Through this plan we aim to:

- Tackle night time economy violence
- Identify and reduce school and college related violence
- Improve violence support for young and vulnerable people
- Target support at hard to reach groups and key locations

Substance Misuse

Substance misuse is the inappropriate use of substances such as drugs and alcohol to the extent where the use is having a negative impact on an individual's wellbeing, that of their family or the wider community. This can also include the misuse of legal highs and solvents.

Through this plan we aim to:

- Target outreach work in key locations
- Address the links between acquisitive crime and substance misuse
- Tackle substance misuse in the night time economy

Acquisitive crime

Acquisitive crime is defined as offences where the offender derives material gain from the crime and is usually considered the sum of a number of 'theft related' offences, including domestic burglary, shoplifting and vehicle thefts. Intervention also looks at improving safety.

Through this plan we aim to:

- Target seasonal theft trends such as a peak in the summer months
- Target preventative work to key locations and individuals at risk of acquisitive crime
- Support vulnerable groups at risk of acquisitive crime
- Prepare for the impact of welfare and economic changes

6. Key Actions for 2012/13

How the action plan works?

The following pages detail the actions we hope to take to achieve these goals for each priority. They set out what we are going to do, who leads on the action and most importantly, how we are going to measure success.

The plan also shows how Thanet's Community Safety Plan links to other local and county plans and strategies.

Delivery of the plan is undertaken throughout the financial year of April – March.

Priority - Anti Social Behaviour

Theme	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Target repeat/ prolific offenders & locations	AS01: Expand Police restorative practice clinics to include ASB offenders and cater for cases referred by the multi-agency ASB panel		<p>Kent Police Community Safety Unit Sergeant</p> <p>ASB Panel members</p> <p>Local Police NH Officers</p> <p>EK Mediation Service</p> <p>Youth Inclusion Support Programme (YISP)</p>	<p>Reduce repeat offending</p> <p>Improve offenders understanding of the consequences of ASB on victims</p> <p>High levels of ASB compared to other parts of Kent (Strategic Assessment 2012)</p>	<p>Set up the pilot restorative practice clinic for ASB cases</p> <p>At least 5 ASB referrals to RP clinic</p> <p>Reduction in ASB by repeat perpetrators referred to the clinic</p>	<p>Reduce the harm caused by ASB (Kent Police ASB Strategy 2011)</p> <p>Utilise restorative practices for first time offenders (PCC Plan 2013-17)</p>
	AS02: Increase the use of Community Payback to undertake environmental clearance in targeted hot spot areas.		<p>TDC Community Safety Manager</p> <p>Kent Probation Community Payback Supervisor</p> <p>TDC Environmental Enforcement team</p> <p>TDC Waste and Recycling</p>	<p>Reduce the cost of graffiti removal and damage repair</p> <p>Encourage offenders to understand the impact of their actions on the community</p> <p>High levels of graffiti and criminal damage compared to the rest of Kent (Strategic Assessment 2012)</p>	<p>50 referrals and removals to be completed by Community Payback in Thanet</p> <p>10 suggested locations to be put forward by residents through the Neighborhood Engagement Meetings</p>	<p>'Making our district cleaner & greener' (TDC Corporate Plan 2012-16)</p> <p>'Influencing work of other agencies & making our district cleaner' (TDC Corporate Plan 2012-16)</p>
	AS03: Co-ordinate targeted multi agency visual audit and enforcement days around Anti Social Behaviour, to tackle nuisances identified by Neighbourhood Engagement Meetings		<p>TDC Environmental Health Manager</p> <p>TDC Community Safety Manager</p> <p>Kent Police Community Safety Unit</p> <p>Kent Fire and Rescue Service</p>	<p>Reduce reports of dog fouling and litter concerns</p> <p>Improve the local environment</p> <p>Respond to local issues identified by local people</p>	<p>4 targeted operations co-ordinated and held</p> <p>Results of the operations fed back to members and the public</p> <p>Increase in enforcement taken on operations</p>	<p>'Making our district cleaner & greener' (TDC Corporate Plan 2012-16)</p> <p>'Influencing work of other agencies & making our district cleaner' (TDC Corporate Plan 2012-16)</p>

What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
AS04: Streamline existing ASB information for each agency and produce a standardised set of partnership advice leaflets including a young person's guide to ASB.		<p>TDC Community Safety Manager</p> <p>Kent Police Community Safety Unit Sergeant</p> <p>Hartsdown Tech College</p> <p>Engage Forum / Kent Integrated Adolescent Support Services (KIASS)</p> <p>Kent County Council</p>	<p>Ensure advice given around ASB is consistent & accessible</p> <p>Encourage more people to come forward when they are experiencing issues</p> <p>Feedback from the 2012 community safety survey showed some people were unclear what types of incidents to report to which agency</p>	<p>All partner leaflets reviewed and at least 3 standardised leaflets produced</p> <p>Guide produced and circulated to a range of audiences including young people and elderly groups.</p>	<p>Implement minimum operating standards (Kent and Medway CS Agreement)</p> <p>Putting victims first (Police Crime Commissioner Plan 2013-17)</p>
AS05: Multi skill front line staff, to better deliver partnership objectives. (Including designating additional TDC officers to identify license breaches and delivering fire safety advice to Environmental Enforcement officers and crime prevention advice to Fire Safety Officers delivering home safety checks)		<p>TDC Environmental Enforcement Manager</p> <p>Kent Fire & Rescue Service Partnership Manager</p> <p>Community Safety Unit Sergeant Kent Police</p> <p>Housing Regeneration Team leader</p> <p>TDC Community Safety</p>	<p>Wider delivery of key partnership messages, by multi skilling staff to signpost to other agencies services.</p> <p>Evidence of links between areas with high fire statistics and fly-tipping cases</p> <p>High levels of fly tipping and rubbish fires compared to other parts of Kent (Strategic Assessment 2012)</p>	<p>One day training course delivered to staff from each agency</p> <p>Reduction in the number of deliberate fires for Thanet compared to the previous year</p>	<p>Making the best use of our resources (Policing Plan 2011-15)</p> <p>Identify collaboration opportunities to prevent crime and ASB (PCC plan 2012-17)</p> <p>Focus on training and development of staff (Kent and Medway Safety Plan 2013)</p>
AS06: Hold information sharing meeting for all agencies dealing with ASB case management and improve agency support for private landlords, to share good practice and move towards a consistent recording approach		<p>TDC Community Safety Manager</p> <p>Housing Association Staff</p> <p>TDC Housing staff</p> <p>Landlord forum</p> <p>Troubled Families Project Manager</p>	<p>Reduce the chances of a case being missed by multiple agencies</p> <p>Make best use of the legislation that agency has to enable the best possible result for victims of ASB</p> <p>154 troubled families identified in Thanet</p>	<p>All agencies operating in Thanet engage with process</p> <p>Meet minimum standards in ASB case management</p> <p>Increase in % of cases resolved by ASB Panel</p>	<p>Putting victims first (Police Crime Commissioner Plan 2013-17)</p> <p>Implement minimum operating standards (Kent and Medway CS Agreement)</p>

What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
<p>AS07: Develop a victim support project using previous victims of ASB as support mentors as seen in the Birmingham BRAVE mode</p>		<p>Victim Support</p> <p>TDC Community Safety Manager</p>	<p>Improve support to victims of ASB</p> <p>Address the lack of victim support for ASB enforcement cases</p>	<p>3 mentors vetted and trained</p> <p>50% satisfaction rating based on victim survey post support</p>	<p>Putting victims first (Police Crime Commissioner Plan 2013-17)</p>
<p>AS08: Develop promotional campaign with Stagecoach and South Eastern trains around safety & ASB prevention on public transport</p>		<p>TDC Community Safety Manager</p> <p>Stagecoach Buses</p> <p>British Transport Police</p> <p>South Eastern trains</p>	<p>Reduce ASB on public transport</p> <p>Improve perceptions of safety on public transport</p> <p>Reports from British Transport Police of ASB on railways and Stagecoach on buses (KCC Data hub 2012)</p>	<p>Campaign designed and distributed on buses/trains</p> <p>Companies report reduced rate of ASB and/or improved level of safety from customers</p>	<p>Implement preventative campaigns (Police Crime Commissioner Plan 2013-17)</p> <p>Promoting confidence & communicating effectively (British Transport Police ASB Strategy)</p>
<p>AS09: Ensure CSP presence at key local public events to promote our work but with specifically targeted messages about road safety at youth events.</p>		<p>TDC Community Safety Manager</p> <p>Kent Fire & Rescue Service</p> <p>Kent Highways</p> <p>Kent Police</p> <p>All partners wanting to promote their messages</p>	<p>Raise awareness of the Community Safety Partnership and its work</p> <p>Improve the safety of young people across our district</p> <p>High levels of road traffic collisions (Road safety profile for Thanet January 2013)</p>	<p>3 existing events attended and partnership initiatives promoted</p> <p>Reduction in young driver related road traffic collisions</p> <p>Increased visitors to partnership website</p>	<p>Undertake enforcement and preventative activity to reduce those injured on Kent's roads (PCC Plan 2013-17)</p> <p>County care group Road Safety Plan</p>

Domestic Abuse

Theme	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Target repeat/ prolific offenders & locations Page 147	<p>DA01: Run regular awareness campaigns promoting local services in Thanet and align with national campaigns such as the 'teenage abuse campaign'</p>		<p>Domestic Abuse Forum Chair</p> <p>TDC Community Safety</p> <p>Clinical Commissioning Group</p> <p>Local Secondary Schools</p>	<p>High volumes of domestic abuse incidents compared to other parts of Kent (Strategic Assessment 2012)</p> <p>Reduce high repeat incident rate</p> <p>Acknowledge the inclusion of 16 and 17 year olds in the nation definition of abuse</p>	<p>2 x campaigns delivered and circulated to all GP's, Schools and children's centres</p> <p>Increased attendance at the One Stop Shop</p>	<p>Provide effective support for those who have suffered abuse (Police Crime Commissioner Plan 2013-17)</p> <p>Improve multi agency working (Kent & Medway Domestic Abuse Strategy 2011-13)</p>
	<p>DA02: Investigate options to bring a local domestic violence / perpetrator community programme to Thanet.</p>		<p>TDC Community Safety Manager</p> <p>Kent Probation</p> <p>Oasis Domestic Abuse Services</p>	<p>Improve access to support services for perpetrators by providing more localized provision</p>	<p>Feasibility conducted and pilot planned</p> <p>Reduction in repeat cases of those who complete the programme</p>	<p>Provide perpetrators with support to understand their actions and hold them to account (Kent & Medway Domestic Abuse Strategy 2011-13)</p>
Safeguard vulnerable & young people	<p>DA03: 4 week trial of one stop shop advocate/domestic abuse worker visiting focus locations such as the Gateway and QEQM hospital during peak times</p>		<p>Domestic Abuse Forum Chair</p> <p>QEQM</p> <p>Clinical Commissioning Group</p>	<p>Improve access to the existing service provision</p> <p>Improve service engagement with hard to reach groups</p> <p>Reports of domestic assaults at QEQM hospital between 2000 & 0400 hours (Strategic Assessment 2012)</p>	<p>Increase in those accessing support services</p> <p>20% engagement rate of those attending QEQM</p>	<p>Provide effective support for those who have suffered abuse (Police Crime Commissioner Plan 2013-17)</p>

	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
	DA04: Fund and support delivery of localised Independent Domestic Violence Advisor provision for Thanet.		TDC Community Safety Manager Domestic Abuse Forum Funding from partner agencies	Thanet has the highest rate of domestic abuse cases in the county (Strategic Assessment 2012) Ensure a consistent approach is made to supporting victims	All high risk cases managed centrally by county contract More cases reaching court from the district than previous year	Continue support for Domestic Abuse victims in court (Kent & Medway Domestic Abuse Strategy 2011-13) Commission a county wide specialized service for domestic abuse advisors (Police Crime Commissioner Plan 2013-17)
Page 148 Prevention & early intervention	DA05: Deliver an education program in primary and secondary schools, which encourages 'positive relationships'. Utilizing existing materials		Oasis Domestic Abuse Service Community Safety Unit Sergeant Kent Police Kent Integrated Adolescent Support Services (KIASS)	High levels of domestic abuse reports in households with children (Strategic Assessment 2012) Influence and safeguard vulnerable people and protect them from a cycle of abuse	Develop program and deliver inputs into at least 5 schools and 150 10-16 year olds	Focus on early intervention, prevention and education around domestic abuse (Kent Community Safety Agreement 2011-14)
	DA06: Develop the Respect Toolkit male mentoring for young men / boys at risk of instigating abuse in relationships.		Oasis Domestic Abuse Service Kent Probation TDC Community Safety Manager Youth Offending Service	Improve early intervention with young people and support the 'Love shouldn't hurt' Kent campaign	Programme delivered successfully to at risk young men / boys Over 10 young males mentored as part of the program	Provide perpetrators with support to understand their actions and hold them to account (Kent & Medway Domestic Abuse Strategy 2011-13)

Violent crime

Theme	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Target repeat/ specific offenders & locations Page 149	<p>VC01: Review existing technical equipment and its ability to impact on violent crime and improve the night time economy. E.g. CCTV, head cameras and radios</p>		<p>TDC Community Safety Manager</p> <p>TDC Environmental Health Manager</p> <p>Thanet Safe LTD</p> <p>Kent Police Licensing officer</p>	<p>Identify the most appropriate ways to have an impact on violent crime</p> <p>To target any available resources most appropriately & support licensed premises</p>	<p>Review completed of available resources</p> <p>Resources deployed and targeting co-ordinated by local intelligence</p>	<p>Support delivery of the Violent Crime Strategy (Kent Police)</p> <p>Making our District Safer (TDC Corporate Plan 2012-16)</p>
	<p>VC02: Support implementation of the national 'Loan Shark' initiative to target areas with known issues and raise awareness amongst vulnerable communities</p>		<p>LIAISE Officer – South East – Trading Standards</p> <p>TDC Community Safety Manager</p>	<p>Reduce any violence associated with illegal money lending & protect vulnerable people</p> <p>Increase intelligence gathered locally around loan sharking</p>	<p>Training delivered to front line officers</p> <p>Marketing campaign distributed</p> <p>3 people identified locally and reported for further investigation</p>	<p>Support local delivery of existing initiatives (Kent Community Safety Agreement 2011- 14)</p>
	<p>VC03: Introduce violent crime as a trigger offence that initiates a compulsory drug test when in police custody</p>		<p>Kent Police Drug Testing on Arrest Lead</p> <p>Kent County Council Drug and Alcohol Team</p> <p>Kent Police Drugs Liaison Officer</p>	<p>Gather more information around violent crimes influenced by substance misuse</p> <p>Identify any additional offending triggers and signpost for appropriate support</p>	<p>Trigger offences agreed</p> <p>Custody sergeants and drug support workers briefed</p> <p>Over 10 offenders tested and those testing positive referred for drugs support</p>	<p>Identify problematic drug users (Kent Drug and Alcohol Action Team business case 2011-12)</p> <p>Deliver local Drug Testing on Arrest Pilots (Home Office Drug Strategy 2010)</p>
Safeguard vulnerable & young people	<p>VC04: Deliver violence awareness training in local secondary schools and promote local support groups to young people</p>		<p>Kent Police Community Safety Unit Sergeant</p> <p>Kent Integrated Adolescent Support Services (KIASS)</p>	<p>Improve intelligence gathering around violence in schools & colleges</p> <p>Noticeable levels of hospital admissions for assault reported as occurring at school or college (Strategic Assessment 2012)</p>	<p>Inputs delivered in at least 3 schools and to 90 young people aged 11-17 years</p> <p>Reduction in young people committing violence related crimes</p>	<p>Reduce the impact of violent crime in communities (Kent Police Violent Crime Strategy)</p>

	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
	VC05: Utilise the SOS mobile trailer as an 'In Case of Emergency' (ICE) drop-in facility in the key night time economy locations. Staffed with nurses and outreach workers under the community pastors scheme		Pipeline Youth Initiative Thanet Churches Clinical commissioning Group TDC Community Safety Kent Police	Reduce night time vulnerability Reduce burden on ambulance service in night time economy Reduce hospital admissions between 2000 and 0400 (Strategic Assessment 2012) Improve general public safety	3 events resourced Evaluation report to show the cost savings made from fewer reports to public services Improved resident feelings of safety through regular survey data	Effectively tackle violent crime (Kent Policing Plan 2011-15) Influence the work of other agencies to ensure the best outcomes for Thanet (Thanet District Council Corporate Plan 2012-16)
Prevention & early intervention Page 150	VC06: Implement the 'Prevent' sports initiative to deliver sports sessions to young people in key locations offering opportunities to integrate into the wider community		Kent Police – Special Branch TDC Community Safety TDC Sport and Leisure Officer	Recognise the power of sport to engage with hard to reach communities Partners make best use of captive audience to get key messages across Reduce the risk of young people being radicalized	Deliver at least 12 sessions and engage with 50 young people Identify and refer any vulnerable people to the 'Channel' support process	Prevent radicalisation or violent extremism in our communities (Police Crime Commissioner Plan 2013-17) Kent Police 'Prevent' strategy

Substance Misuse

Theme	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Target repeat/ prolific offenders & locations Page 151	SM01: Co-ordinate and run targeted evening operations to tackle alcohol and substance misuse in the night time economy. Ensure licensed premises checks, KFRS fire regulation checks and trading standards – weights and measures checks.		Technical Fire Safety Manager – Kent Fire and rescue Service Kent Police Licensing TDC Licensing Trading Standards	High levels of substance misuse in Thanet KCVS perceptions of ‘drug issues’	Deliver 2 initial operations Visit and check all licensed premises for enforcement breaches	Effectively tackle alcohol related crime (Kent Policing Plan 2011-15)
	SM02: Pilot a substance Misuse outreach worker based at QEQM hospital at peak times		Turning Point Clinical Commissioning Group Kent Police Drugs Liaison Officer	Target outreach work to hospital admissions during the evening hours Increase people using support services	Outreach worker there on 4 occasions At least 5 people signposted for support Information distributed at the hospital	Deliver drug and alcohol intervention programs that assist with dependencies (PCC Plan 2013-17)
	SM03: Install Designated Public Place Order (DPPO) signage in prime locations and obtain commitment from partners to enforce the order and signpost treatment services		TDC Community Safety Manager Kent Police Turning Point	Enforce alcohol related anti social behaviour and disorder Increase in complaints related to alcohol Increased support referrals for those needing treatment	Promotional campaign delivered district wide 25 signs installed Police confiscated alcohol on over 30 occasions	Support delivery of the Kent Alcohol Strategy 2010-13
	SM04: Refer anyone convicted of motoring offences, particularly whilst under the influence of substances to ‘Youth Engagement Around Road Safety’ (YEARS) scheme	March 2014	Kent Police Community Safety Unit Inspector Youth Offending Service Kent Fire and Rescue Service Kent Probation	To improve road safety across our district Reduce the high levels of fatalities due to road traffic collisions (Thanet Road safety Profile January 2013) To improve young peoples understanding of the dangers of driving whilst under the influence	Run 2 courses held Over 10 referrals to course Of those referred, over 60% not committed further offences over 6 month period	Undertake enforcement and preventative activity to reduce those injured on Kent’s roads (PCC Plan 2013-17) County care group Road Safety Plan 2013

	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Target repeat / prolific offenders & locations	SM05: Continue to support the Drug Testing on Arrest initiative for Thanet and investigate drug treatment and testing for under 17 year olds		Youth Offending Team Manager – East Kent Kent Police Kent Council for Addiction-young peoples services	Appropriately identify those misusing substances Identify those at risk of further substance dependency and signpost into appropriate support services	Review existing services Plan a pilot for the drug testing of young people	Deliver local Drug Testing on Arrest Pilots (Home Office Drug Strategy 2010) Identify problematic drug users (Kent Drug and Alcohol Action Team business case 2011-12)
Safeguard vulnerable & young people	SM06: Run an alcohol awareness engagement campaign during the summer for under 18's to tackle binge drinking and legal highs and facilitate performance of substance misuse awareness play		TDC Community Safety Manager Pie Factory Music Kenwood Trust Solomon Theatre Group Kent Council for Addiction	Reduce the use of legal highs amongst young people Engage with young people to raise awareness of dangers of substance misuse	Promotional video produced & circulate to young people and youth groups. 5 pop up street performances & 2 theatre performances delivered to over 500 young people	Educate young people of the harm caused by substance misuse (Kent Police Crime Reduction Strategy 2011-15)
Prevention & early intervention	SM07: Replace community sharps boxes in public toilets and install promotional details for self referral to substance misuse treatment provision		TDC Community Safety Manager TDC Waste and Recycling Canons Clerical Group Turning Point	Reduce drug litter in public toilets Promote support services and self-referral into them Evaluation of key usage areas to target support	Contract awarded for boxes to be checked weekly and empty monthly Reports of dumped drug paraphernalia reduced	Educate young people of the harm caused by substance misuse (Kent Police Crime Reduction Strategy 2011-15)
	SM08: Integrate the new combined drug and alcohol service provided by Turning Point and ensure key agencies understand available services	March 2014	Turning Point Area Team Leader TDC Community Safety	Help provide contacts and links with new service Provide a joined up approach to all substance misuse	3 training sessions undertaken by Turning Point to CSP partners frontline officers	Improve greater understanding around mental health and substance misuse (Kent & Medway Strategic Plan for reducing reoffending 2012-15)

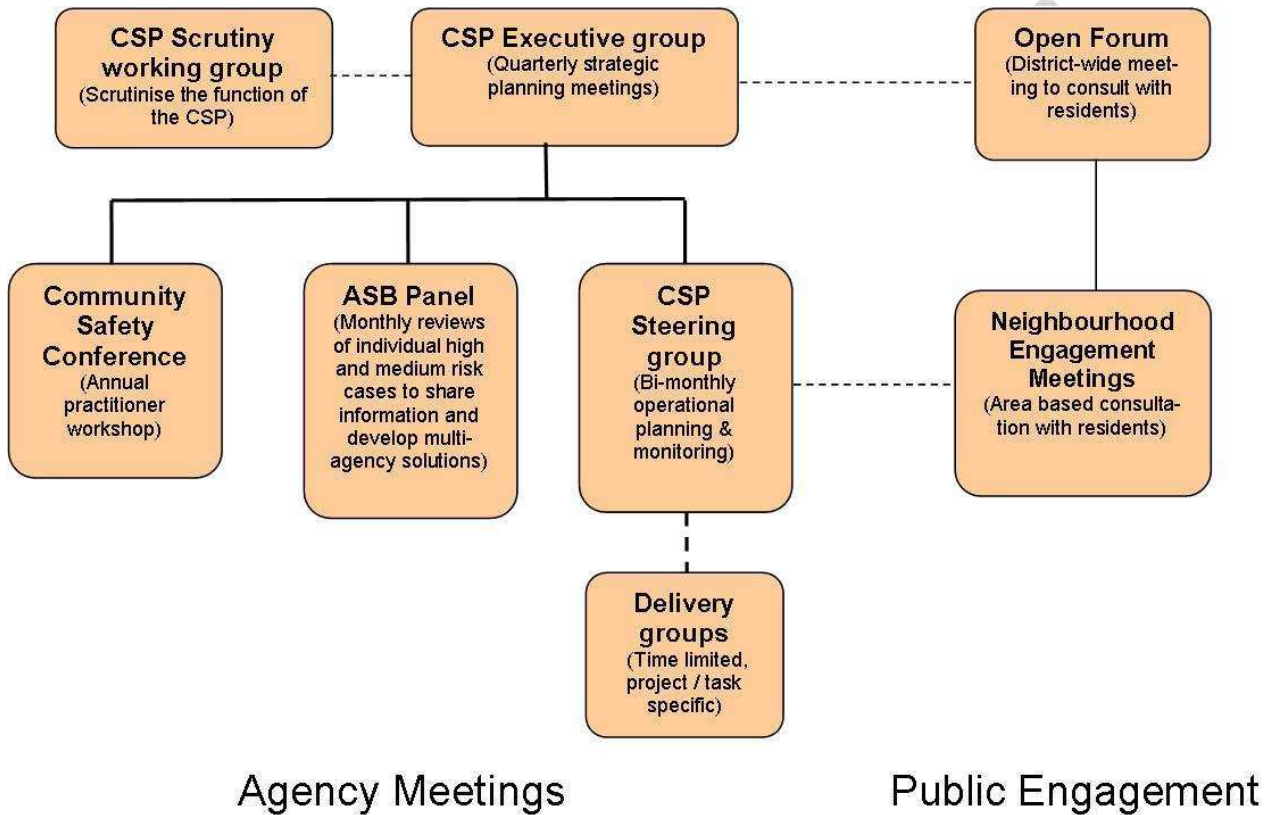
Acquisitive Crime

Theme	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Target repeat/ prolific offenders & locations Page 153	AC01: Improve approach to victims of acquisitive crime and expand the use of Restorative Justice (RJ) clinics to manage of first time offences and ensure victims are involved in a restorative solution		Kent Police Community Safety Unit Sergeant Kent Probation Youth Offending Service Victim Support	Increase offenders acknowledging the consequences of actions Use alternative methods to custody & reduce the criminalization of first time entrants to the Justice System Implement the National Offender Management Service (NOMs) Pathfinder initiative	Increase in awareness and officers referring into the clinic for acquisitive crime offences 50% of first time offenders, put through the panel do not reoffended Offenders offered and engaged with restorative interventions	Utilise restorative practices for first time offenders (Police Crime Commissioner Plan 2013-17) Expand alternatives to custody (Victim support – 5 promises to victims) Restorative Justice Action Plan (2013)
	AC02: Continue to support the Integrated Offender Management (IOM) process and reducing reoffending of those identified as repeat and prolific offenders of acquisitive crime offences	March 2014	Kent Probation Police Community Safety Unit Sergeant TDC Community safety	Increase the intensive multi agency support around the most active offenders Identify those triggers to offending and support pathways to desistance Statutory duty of partnerships to reduce reoffending	A reduction in offending of those persons supported by the IOM process 12 meetings held, monthly attended by partners	Reducing reoffending, cutting crime, saving lives (2010) Kent and Medway Strategic Plan for Reducing Reoffending (2012-15)
	AC03: Run two targeted operations utilising the 'Kent Act' initiative to check second hand stores to ensure compliance with regulations.		KCC Trading Standards Kent Police TDC Community Safety	Increase use of the inspection and enforcement powers as prescribed in the Kent Acts 2001 Reduce handling of stolen goods & disrupt the market for goods distribution	2 operations run Checks on over 30 premises completed and checked for stolen goods	Vigorously target and disrupt rogue traders (Trading Standards Operating Plan 11-12) Work with businesses to reduce the impact of crime (Kent Policing Plan 2012)

Theme	What are we going to do?	When will it be completed?	By Who?	Why are we doing it?	Measures of Success	Links
Safeguarding vulnerable & young people	AC04: Expand the use of Smart water property marking and promote the initiative in key locations		Kent County Council Warden Supervisor Kent Police TDC Community Safety	Improve the identification of stolen goods Make people think about how secure their homes and outbuildings are	100 locations treated 50 people advised about property marking	Raise awareness of property marking (Police Crime Commissioner Plan 2013-17)
	AC05: Increase awareness of personal safety and bogus callers by facilitating the travelling play 'trickster' and an agency 'challenge us - always show ID' campaign.		TDC Community Safety Manager Theatre Group Orbit Housing Association Neighbourhood Watch KCC Trading Standards	Raise awareness of bogus callers with vulnerable people Reduce risk of distraction burglary Encourage residents to ask for identification	At least one performance delivered in Thanet Promotional material distributed 20 x ID challenges	Reduce Acquisitive crime (Kent Policing Plan 2012) Vigorously target and disrupt rogue traders (Trading Standards Operating Plan 11-12)
Prevention & early intervention	AC06: Deliver a burglary awareness project putting balloons through open windows during the summer alerting people to the risk of insecure property		Police Community Support Officers TDC Community Safety Neighbourhood Watch Area Leads Volunteers	Raise awareness of risk of burglary during summer months Reduce high incidents of burglary Target increase in thefts during summer months	Satisfaction survey for residents of properties visited 100 properties visited	Raise awareness of property marking (Police Crime Commissioner Plan 2013-17) Increase prevention (Trading Standards Operating Plan 11-12)
	AC07: Purchase crime prevention products to distribute to the public at community safety events.		TDC Community Safety Manager KCC Community Wardens Neighbourhood Watch Police Architectural Liaison Officer	Increase accessibility to products that make it harder for criminals Evidence from community engagement events about easy access outbuildings	Products reviewed, purchased & distributed to over 100 residents in peak locations	Promote crime prevention activity to reduce acquisitive crime & its impact (Kent Police Crime Reduction Strategy 2011-15)

7. Partnership structure

Agencies of the partnership meet throughout the year via a number of different forums aimed at co-ordinating activity, monitoring trends and ensuring clear information sharing. The partnership also oversees a comprehensive system of consultation with residents through its public engagement structure.



Agency Meetings

Community Safety Partnership Executive Group

Is made up of senior managers from the statutory agencies and other partners who act as a board overseeing the decisions and direction of the partnership. They are responsible for agreeing and ensuring their organisations help to implement the Community Safety Plan.

Community Safety Partnership Scrutiny Working group

This group is co-ordinated by the District Council political members and provides a scrutiny function, ensuring all processes have been complied with and that partners are working together. The group also oversees strategic planning and makes recommendations on the decisions of the partnership.

Community Safety Conference

This is an annual practitioner meeting where the strategic assessment data is reviewed and verified by wider partners, best practice is shared and ideas generated to inform and draft the annual community safety plan.

Community Safety Partnership Steering group

Meets bi-monthly and ensures the practical delivery of the community safety plan, associated projects and encourages inter-agency working on community safety initiatives.

Should further groups need to meet more regularly to ensure the specific delivery of a project or initiative within the Community Safety Plan, or as a response to a sudden emerging trend then this work could be managed by the initiation of a **delivery group**.

Multi-Agency ASB Case Panel

Is an operational panel that meets monthly and is attended by front line practitioners to review and discuss high and medium risk ASB cases that require multi agency provision. This is to ensure joined up working, prevent duplication and ensure information is shared reducing the chance of cases being ignored.

Public Meetings

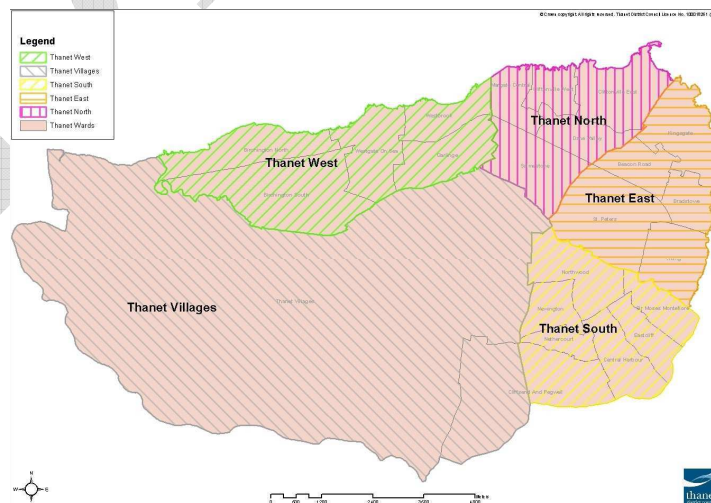
Open Forum

Open Forum events occur twice a year and are an opportunity for residents to meet with senior managers, look at the strategic planning, discuss priority issues and find out about the progress of the partnership against its action plan. It is not an opportunity to make area specific observations. It is also an opportunity for residents to get involved in partnership projects and find out more about Community Safety.

Neighbourhood Engagement Meetings (NEM)

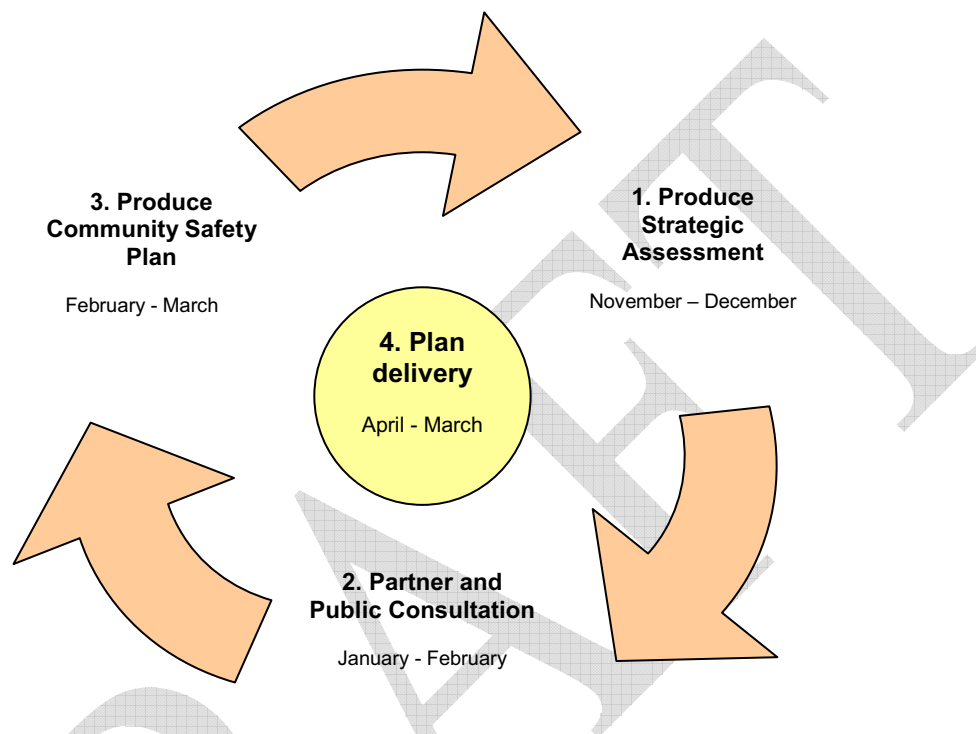
The partnership also delivers Neighbourhood Engagement Meetings to identify the issues that matter most to residents in our local communities. The district is divided into North, East, South and West geographical areas - with those living in more rural areas attending whichever location is closest and most relevant to them. A quarterly meeting takes place for each area replacing the previous structure of 21 Partners and Communities Together (PACT) meetings which was proving unserviceable by the key agencies.

The NEM meeting is attended by police inspectors and PCSOs for that area and district council representatives. Members of the community are free to pose questions or make observations about their area, even down to street level. Meeting dates are advertised on the Kent Police and District Council Websites in advance and are an opportunity to collectively problem-solve community safety issues.



8. Annual cycle

Each year the partnership undertakes a number of processes to formulate this Community Safety Plan. The annual cycle diagram below shows what is done.



➤ **Strategic Assessment**

Each year officers undertake a review of the available partnership data for the area and produce a 'Strategic Assessment' document which is used by practitioners to inform priority setting and planning.

➤ **Stakeholder consultation**

Each year we ensure that we consult on Community Safety priorities with residents and partners and also ensure we are accountable by feeding back on our progress. We do this by meeting with residents at open forums and neighbourhood engagement meetings as well as holding practitioner meetings throughout the year.

In January we held a Community Safety conference for practitioners to review provisional priorities and in February ran a consultation event asking for residents views.

➤ **Producing the Plan**

Following on from the data assessment and partner/public consultation, partners develop specific actions that aim to make an impact on the priority issues that we have established as needing intervention. These actions are finally reviewed and agreed by the senior managers in the relevant agencies and is scrutinised by the political members groups. Delivery of the actions takes place between April and March.

9. Useful Phone Numbers

Thanet District Council	01843 577000
Thanet Gateway services	08458 247 202
Kent Police	101 (In an emergency: 999)
Kent Fire and Rescue Service	01622 692121 (In an emergency: 999)
Kent County Council	08458 247 247
KCA UK (formerly Kent Council for Addiction)	01795 590 635
Eastern and Coastal Kent NHS Patient advice and liaison service:	0800 085 6606
Kent Probation - Thanet Office:	03000 473218
Hyde Housing Association	0800 389 3576
Turning Point	0300 123 1186
Kent Drug And Alcohol Action Team (KDAAT)	01622 221676
National Domestic Violence Helpline	0808 2000 247
Orbit South Housing Association Thanet Office:	0800 678 1221
Sanctuary Housing Association	0800 781 4755
Southern Housing Association	08456 120 021
Town and Country Housing Association	0845 873 1321
Porchlight	0800 5677699
Victim Support:	0845 3030900
Crimestoppers	0800 555 111

To find out who your local Police Community Support Officer and Police Constables are, or to see when your next neighbourhood meeting is visit www.kent.police.uk or call Thanet Community Safety Partnership 01843 577888

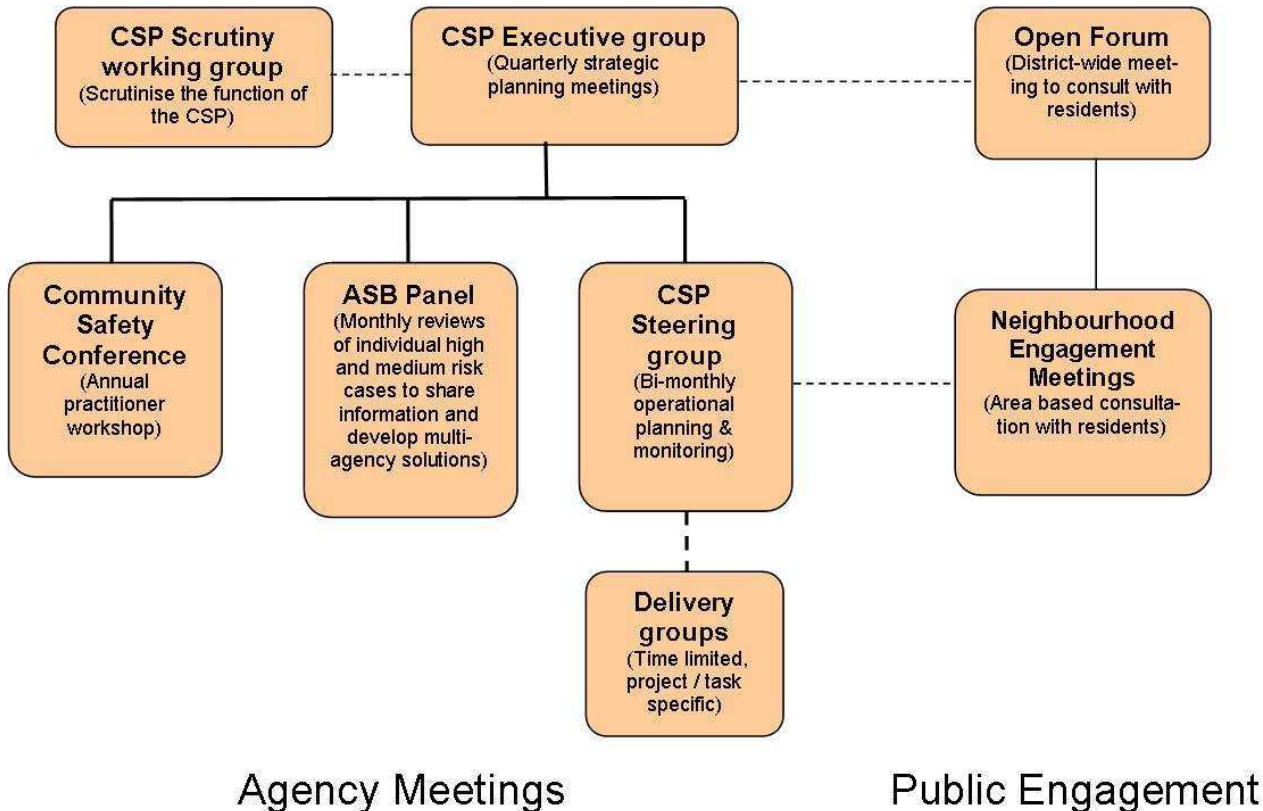
10. Glossary of terms:

ASBO	Anti Social Behaviour Order, a criminal or civil order Local Authorities and Police can apply for to the courts to place prohibitions on an individual who is causing persistent ASB. It is legally binding and carries maximum penalties of imprisonment if breached.
ABA	Acceptable Behaviour Agreement, an informal intervention used by ASB practitioners to agree with potential perpetrators of lower level ASB prohibitions.
Dispersal Order	Order providing police additional blanket powers to disperse groups of 2 or more who are causing ASB or likely to cause ASB for a period of 48 hours. The order must be agreed and signed off by the respective Senior Officers of the Local Authority and Local Police Force.
Drug Testing on Arrest (DTtoA)	Pilot scheme introduced in Thanet for 2011-12 where people arrested for a number of offences which can be linked to supporting substance misuse, such as theft from a motor vehicle and acquisitive crimes, undergo compulsory drug testing. If they test positive, or refuse testing, sanctions are imposed.
Independent Domestic Violence Advisors	Specialist staff that deal with helping victims of domestic abuse. This project is a new county-wide programme co-ordinated by Kent Probation and funded by a range of district and county organizations.
KCA UK (Kent Council for Addiction)	Formerly Kent Council for Addiction , now covering other parts of the UK and known just as KCA UK. Provides substance misuse services. Currently provide youth substance misuse services in East Kent.
Kent Crime and Victimization Survey (KCVS)	Is a telephone survey of randomly selected households across Kent. It asks questions about issues such as experiences of victimisation, confidence in the police, confidence in the Criminal Justice System, feelings of safety, worry about crime and perceptions of anti-social behaviour.
Kent Fire and Rescue Service (KFRS)	The fire and rescue service responsible for delivering services, including rescue and preventative initiatives for each district in Kent.
Looked After Child (LAC)	Children who are in the care of social services.
NOMs-National Offender Management Service	Is an executive agency of the Ministry of Justice and commissions and provides offender services in the community.
NOMs Pathfinder	Each probation trust receives funding from the National Offender Management Service (NOMs) to deliver localised services. One service is the identification and delivery of restorative justice opportunities.
Neighbourhood Engagement Meetings (NEM)	Neighbourhood Engagement Meetings. Localised meetings for residents, geographically based, to discuss community safety issues of concern with local police and council officers.
NEET	Not in Education or Employment or Training
PACT	Partners and Communities Together, previous ward level public engagement meetings with residents and Police and Council officers. Geographical areas have now been amalgamated and are called 'Neighbourhood Engagement Meetings' (see above and on page 25 for a map of geographical areas)
Police Community Support Officers (PCSOs)	Members of support staff employed by Kent Police to support Police Officers in tackling crime and Anti Social Behaviour issues in local communities
Police and Crime Commissioner (PCC)	Elected representatives charged with securing efficient and effective policing and community safety.
S27 dispersal	is a police power, introduced in the Violent Crime Reduction Act 2006, where Officers can give people a direction to leave an area for up to 48 hours, if their presence is, or is likely to cause, alcohol related crime and disorder.
Thanet District Council (TDC)	The local government body for the Thanet District
Youth Inclusion Support Panels (YISP)	Multi agency panel which aims to prevent offending and anti-social behaviour by identifying and supporting young people aged 8–17 who are at high risk of offending and anti-social behaviour, before they enter the youth justice system.
Youth Offending Team	Multi-agency teams set up to manage young offenders, undertaking functions such as setting up reparation plans to ensure community sentences are completed and prevent further reoffending.

Partner
Logos
page

Community Safety Partnership Engagement 2013

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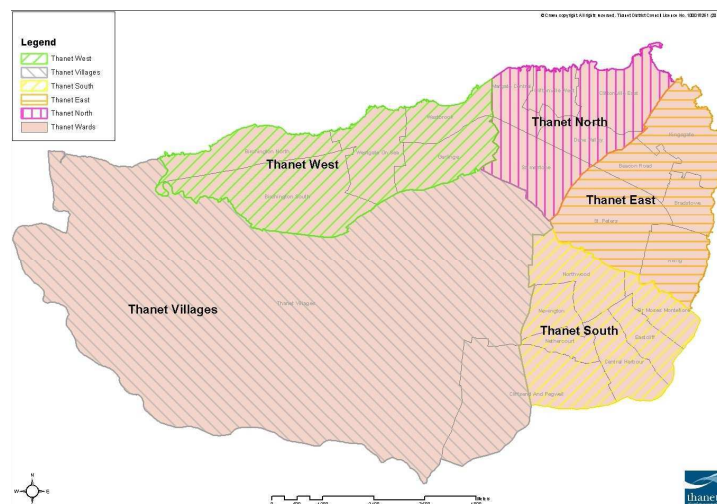
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RESPONSES OF CABINET & COUNCIL TO RECOMMENDATIONS OF THE OVERVIEW & SCRUTINY PANEL

To: **Overview & Scrutiny Panel – 23 April 2013**

Main Portfolio Area: **All portfolios**

By: **Glenn Back, Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **This report is to let the Panel know how Cabinet/Council responded to the recommendations made by the Panel at its meetings and to invite the Panel to consider the best way forward in relation to further scrutiny of such matters.**

For decision

1.0 Introduction and Background

- 1.1 When the Panel makes recommendations to Cabinet/Council, it is felt that the outcomes of those recommendations should formally be reported back to the Panel for its information.
- 1.2 It is for that reason that the responses of Cabinet/Council to recommendations made by the Panel in relation to shared services are set out in Annex 1 to this report.
- 1.3 Although the Panel is unable to change decisions taken by Cabinet or full Council, it may wish from time to time to reflect on the effectiveness of the scrutiny processes followed to date and consider whether any changes should be made in the way it scrutinises such matters in the future.

2.0 Corporate Implications

2.1 Financial

- 2.1.1 These are dependent on whether there are any changes to the scrutiny process and how far reaching such changes are.

2.2 Legal

- 2.2.1 There are no legal implications arising directly from this report.

2.3 Corporate

- 2.3.1 This report enables a feedback to Overview and Scrutiny Panel as regards the outcome of its recommendations to Cabinet and or Council. Reviewing of scrutiny processes is good practice to strengthen the work of scrutiny.

2.4 Equity and Equalities

- 2.4.1 There are none directly arising from this report.

3.0 Recommendation

3.1 The Panel is asked note the report.

Contact Officer:	Glenn Back, Democratic Services & Scrutiny Manager
Reporting to:	Harvey Patterson, Corporate & Regulatory Services Manager (and Monitoring Officer)

Annexes

Annex 1	Cabinet/Council's decisions on Panel Recommendations
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	Harvey Patterson, Corporate & Regulatory Services Manager (and Monitoring Officer)

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>Summary of Overview and Scrutiny Panel Recommendations to Cabinet</p> <p>At the Extraordinary Overview & Scrutiny Panel meeting held on 20 December 2012:</p> <p>Thanet Beaches Contamination Review Task & Finish Group Final Report to OSP</p> <p>Proposed by Cllr Harrison, seconded by Cllr W. Scobie and AGREED to recommend that Cabinet approves the following recommendations:</p> <p>A. RECOMMENDATIONS TO THANET DISTRICT COUNCIL, SOUTHERN WATER AND ENVIRONMENT AGENCY</p> <ol style="list-style-type: none"> 1. Communication: - Thanet District Council, Southern Water and Environment Agency should meet quarterly to look at the emergency response arrangements and ensure that these arrangements are appropriate and up to date; 2. In the event of an emergency, with regards to the initial contact between Thanet District Council and Southern Water; there should be confirmation of any communication between the agencies; so that if a telephone message is left, the call should be returned and if an email is sent, it should be replied to; 	<p>At the Cabinet meeting on 22 January 2013:</p> <p>Overview & Scrutiny Panel Recommendations to Cabinet - Thanet Beaches Contamination Review</p> <p>Councillor Poole proposed, Councillor C. Hart seconded and Members AGREED the findings and subsequent recommendations of the Overview & Scrutiny Panel with an amendment for recommendation 16 as detailed below:</p> <p>A. AGREED RECOMMENDATIONS TO THANET DISTRICT COUNCIL, SOUTHERN WATER AND ENVIRONMENT AGENCY</p> <ol style="list-style-type: none"> 1. Communication: - Thanet District Council, Southern Water and Environment Agency should meet quarterly to look at the emergency response arrangements and ensure that these arrangements are appropriate and up to date; 2. In the event of an emergency, with regards to the initial contact between Thanet District Council and Southern Water; there should be confirmation of any communication between the agencies; so that if a telephone message is left, the call should be returned and if an email is sent, it should be replied to; 	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>3. There was a need to produce and adopt a Contingency Plan for the closure of Thanet Beaches which should be based on the best practice framework model for the South East Region to be developed by the Environment Agency;</p> <p>B. RECOMMENDATIONS TO THANET DISTRICT COUNCIL</p> <p>4. Compensation: - Cabinet be asked to lobby local MPs to amend the legislation that governs the water industry (particularly the sewer management sub-sector) so that in cases whereby flooding caused by the overwhelming of sewer systems it becomes the responsibility of water companies;</p> <p>5. Thanet District Council should be responsible for signage and dissemination of information during emergencies;</p> <p>6. Generic large signage boards (AO size) should be in store; ready to be deployed at strategic points of public access only to the beaches affected by the emergency event. The response to emergencies should be measured and appropriate and ensure that beaches not affected are not closed;</p> <p>7. Social media (to include face book, twitter and local radio stations) should be used to alert the</p>	<p>3. There was a need to produce and adopt a Contingency Plan for the closure of Thanet Beaches which should be based on the best practice framework model for the South East Region to be developed by the Environment Agency;</p> <p>B. AGREED RECOMMENDATIONS TO THANET DISTRICT COUNCIL</p> <p>4. Compensation: - To lobby local MPs to amend the legislation that governs the water industry (particularly the sewer management sub-sector) so that in cases whereby flooding caused by the overwhelming of sewer systems it becomes the responsibility of water companies;</p> <p>5. Thanet District Council should be responsible for signage and dissemination of information during emergencies;</p> <p>6. Generic large signage boards (AO size) should be in store; ready to be deployed at strategic points of public access only to the beaches affected by the emergency event. The response to emergencies should be measured and appropriate and ensure that beaches not affected are not closed;</p> <p>7. Social media (to include face book, twitter and local radio stations) should be used to alert the</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>public about the contamination on the beaches;</p> <p>8. After the beaches have been cleaned, signage should be put up to let visitors and the public know that the beaches are now clean and open. Appropriate signage, including social media should be used to advertise that the beaches have been cleaned and are safe;</p> <p>9. Cabinet be asked to lobby local MPs to amend the legislation that governs the funding of the Environment Agency to enable them to carry out random sampling of bathing water on beaches during the off season (in winter);</p> <p>10. Cabinet be asked to lobby Department for Environment, Food and Rural Affairs (Defra) to provide extra funding for off-season sampling of bathing water on beaches;</p> <p>C. RECOMMENDATIONS TO SOUTHERN WATER</p> <p>11. The response time between alarm action and the physical presence of staff to an emergency site should be 20 minutes and Monitoring CCTV facility should be installed at strategic points at Foreness Point Pumping Station in order to enable early response to emergencies;</p> <p>12. After a prolonged period of drought, there should be more frequent jet washing of the sewer</p>	<p>public about the contamination on the beaches;</p> <p>8. After the beaches have been cleaned, signage should be put up to let visitors and the public know that the beaches are now clean and open. Appropriate signage, including social media should be used to advertise that the beaches have been cleaned and are safe;</p> <p>9. To lobby local MPs to amend the legislation that governs the funding of the Environment Agency to enable them to carry out random sampling of bathing water on beaches during the off season (in winter);</p> <p>10. To lobby Department for Environment, Food and Rural Affairs (Defra) to provide extra funding for off-season sampling of bathing water on beaches;</p> <p>C. AGREED RECOMMENDATIONS TO SOUTHERN WATER</p> <p>11. The response time between alarm action and the physical presence of staff to an emergency site should be 20 minutes and Monitoring CCTV facility should be installed at strategic points at Foreness Point Pumping Station in order to enable early response to emergencies;</p> <p>12. After a prolonged period of drought, there should be more frequent jet washing of the sewer system particularly along known pinch points;</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>system particularly along known pinch points;</p> <p>13. Southern Water communication/compensation procedures should be more responsive and more sympathetic discretion should be used to compensate residents whose properties are affected by sewage flooding;</p> <p>14. In the event of future emergencies, an ad hoc 'Incident Dedicated Contact Point' for customers should be set up;</p> <p>D. RECOMMENDATIONS TO ENVIRONMENT AGENCY</p> <p>15. Request the Environment Agency to consider carrying out random water sampling on beaches in winter due to the increase in winter sports during the off-season.</p> <p>16. Request the Environment Agency to draft a best practice framework model for Contingency Plan for closure of beaches in emergencies.</p> <p>At the Overview & Scrutiny Panel meeting held on 15 January 2013:</p>	<p>13. Southern Water communication/compensation procedures should be more responsive and more sympathetic discretion should be used to compensate residents whose properties are affected by sewage flooding;</p> <p>14. In the event of future emergencies, an ad hoc 'Incident Dedicated Contact Point' for customers should be set up;</p> <p>D. AGREED RECOMMENDATIONS TO ENVIRONMENT AGENCY</p> <p>15. Request the Environment Agency to consider carrying out random water sampling on beaches in winter due to the increase in winter sports during the off-season;</p> <p>16. Thanet District Council work with the Environment Agency, other coastal Local Authorities, and partner organisations, to produce, agree and exercise a plan for marine & beach incident management response. This plan will provide a consistent framework for warning and informing people, businesses and others, with each organisation having a clearly defined set of remits and responsibilities.</p> <p>At the Cabinet meeting on 22 January 2013:</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>Housing Strategy 2012-2016</p> <p>Members agreed to recommend the proposed draft Housing Strategy to Cabinet.</p>	<p>Housing Strategy 2012-2016</p> <p>Councillor D. Green proposed, Councillor C. Hart seconded and Members AGREED:</p> <ol style="list-style-type: none"> To recommend the strategy to Council for approval in February 2013. 	
<p>Allocations Policy</p> <p>Members agreed to recommend the draft Allocations Policy to Cabinet with the additional eligibility criterion to be included in the policy that accrued rent arrears from other social landlords within or outside of Thanet area should be taken into consideration when making housing allocation decisions.</p>	<p>Allocations Policy</p> <p>Councillor D. Green proposed, Councillor C. Hart seconded and Members AGREED:</p> <ol style="list-style-type: none"> That the Overview and Scrutiny Panel comments of “including and making clear that rent arrears and former tenancy debts apply to all social housing providers within or outside the Thanet area” be added into the consultation document; That the Armed Forces Personnel Section of the proposed Allocations Policy be clarified further; The proposed Allocations Policy document and public consultation process. 	

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PROCEDURES FOR DEALING WITH TDC ARTEFACTS – REFERRED TO THE OVERVIEW & SCRUTINY PANEL BY THE GOVERNANCE & AUDIT COMMITTEE

To: **Overview & Scrutiny Panel – 23 April 2013**

Main Portfolio Area: Community Services

By: **Charles Hungwe, Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **N/A**

Summary: The report requests Members of the Overview & Scrutiny Panel to consider the issue regarding 'Procedures for dealing with TDC artefacts' that was referred to the Panel by Members of the Governance & Audit Committee

For Decision

1.0 Introduction and Background

- 1.1 Members of the Governance & Audit Committee considered an agenda item on 'Procedures for dealing with TDC artefacts' on 21 March 2013. This issue had referred to the Committee by the Chairman of the Governance & Audit Committee. Members may wish to refer to the minutes of the Governance & Audit Committee for that meeting, which are in Annex 1 to the report.
- 1.2 Members raised some concerns about the shortcomings of the current management approach to ensure safe keeping of the artefacts. Of particular concern was the absence of a written Council procedure for dealing with TDC artefacts.
- 1.3 Council Officers were currently updating the inventory for the artefacts and substantial changes had been made to inventory monitoring. An officer report on 'A Museums processes document' would be produced for Members' consideration at the net meeting of the Governance & Audit Committee in June 2013.

2.0 Governance & Audit Committee Referral

- 2.1 It was then proposed by Councillor W Scobie, seconded by Councillor Campbell and agreed by Members that:
 - The item 'Procedures for Dealing with TDC Artefacts' be taken to the Overview and Scrutiny Panel.'
- 2.2 The Chairman of the Overview & Scrutiny Panel agreed for that the item be included in the Panel agenda. The Chairman also requested that 'A Statement of concern – Margate Museum and the TDC art collection' and the letter (that was considered at the Governance & Audit Committee meeting) from a member of the public, be included as part of this report are hereby attached as Annex 2 and Annex 3.

3.0 Options

3.1 Members of the Overview & Scrutiny Panel may wish to keep a watching brief on this issue, until after the next meeting of the Governance & Audit Committee at which meeting a officer report on the subject would be considered.

3.2 Members may wish to set up a task & finish group to carry out a review of the procedures, historical and current for managing TDC artefacts and officer recommendations on how best to improve the system.

4.0 Corporate Implications

4.1 Financial and VAT

4.1.1 There are no direct financial implications arising directly from this report.

4.2 Legal

4.2.1 There are no legal implications arising directly from this report.

4.3 Corporate

4.3.1 In this part, the opportunity should be taken to cover such matters as:

4.4 Equity and Equalities

4.4.1 There are no equity and equalities issues arising directly from this report.

5.0 Recommendation(s)

5.1 With reference to the options in Section 3.0, guidance is sought from Members of the Panel.

6.0 Decision Making Process

6.1 This is potential project proposal scrutiny review that the Overview and Scrutiny Panel can undertake. Any outcomes from such a review would be for the purposes of strengthening corporate management systems and recommendations would be referred to Cabinet

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

Annex List

Annex 1	Governance & Audit Committee Unconfirmed/Draft Minutes – 21 March 2013
Annex 2	A Statement of concern – Margate Museum and the TDC Art Collection
Annex 3	Letter considered at Governance & Audit Committee meeting – 21 March 2013 -

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager

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GOVERNANCE AND AUDIT COMMITTEE

Minutes of the meeting held on 21 March 2013 at 7.00 pm in Austen Room, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor John Worrow (Chairman); Councillors Binks, Campbell, Day, Lodge-Pritchard, Moore, W Scobie, S Tomlinson and M Tomlinson

In Attendance: Councillor Driver speaking under Council Procedure Rule 24(1).

267. ALSO PRESENT:

Sue McGonigal – Chief Executive and s151 Officer
Harvey Patterson – Corporate and Regulatory Services Manager
Sarah Martin – Financial Services Manager & Deputy s151 Officer
Nikki Morris – Business Support and Compliance Manager
Janice Wason – Community Development Manager
Christine Parker - Head of the East Kent Internal Audit Partnership
Simon Webb – Deputy Head of Audit – East Kent Audit Partnership
Andy Mack – Director – Grant Thornton UK LLP
Lisa Robertson – Manager – Grant Thornton UK LLP
Sean Hale – Head of ICT – EK Services

268. TRAINING PRESENTATIONS

(a) **Grant Thornton-Audit Commission Verbal Introduction**

A pre-meeting verbal introduction was given by Andy Mack and Lisa Robertson, representatives of Grant Thornton who are our External Auditors.

(b) **Internal Audit/ Introduction Update**

A pre-meeting training presentation was given by our representatives from the East Kent Internal Audit Partnership, Simon Webb and Christine Parker.

269. VARIATION TO AGENDA ORDER

Members agreed to vary the order of the agenda and take items 4 and 5, the minutes and action plan, together. Item 16 had been withdrawn. The next item for discussion was item 17, Procedures for Dealing with TDC Artefacts. The agenda would then be followed in order starting with item 6.

270. RULE 24.1

Councillor Driver – Minute No. 286 – Procedures for Dealing with TDC Artefacts.

271. APOLOGIES

No apologies were received.

272. DECLARATIONS OF INTEREST

There were no declarations of interest.

273. MINUTES OF PREVIOUS MEETING

The minutes of the Governance and Audit Committee meeting held on 11 December 2013, were approved and signed by the Chairman.

A query was raised however on the amended wording to the 'Anti-Fraud and Corruption Policy' that had been requested at the December meeting.

A 'guidance note' is to be added to the Policy to explain the meaning of 'engage' within the Policy.

274. GOVERNANCE AND AUDIT COMMITTEE ACTION PLAN

In referring to item 3 on the Governance and Audit Committee Action Plan in relation to the late raising of an Invoice to TLF for a final sum Members asked why such a delay had taken place. Sue McGonigal, Chief Executive advised that she would find out why but explained some of the Finance Processes to Members. A further question was asked about the processes and whether they were rigorous enough to give assurance. Sue McGonigal said they were and that any queries would be picked up.

An action at item 4 asked that an exercise be undertaken to 'scope' the hours that staff are working to identify where they are working more than their contracted hours. This is also an item (R1001) on the Risk Register and members felt that the Control Measure; use stress audit to inform an improvement plan, was inadequate. Sue McGonigal advised that the Health and Safety Board were looking into this but that the stress audit was just one strand of the issue. The analysis of hours worked by staff is currently missing and following some discussion Sue McGonigal said control measures would be revisited but decisions would have to be made on what the Council do and stop doing.

Sean Hale, Head of ICT for EK Services was at the meeting to answer questions on item 2 of the action plan regarding data Protection Act Compliance and IT equipment disposal. Sean advised Members that processes were now in place to mitigate the risks and East Kent Services have purchased equipment to wipe PC's and Laptops before sending to an external contractor. Staff have been made aware of the ICT Policy regarding removable media devices. Concerns were raised by Members that 'dongles' could be used by staff and taken home and although Sean agreed that they could he explained that IT kept a record of which staff had them and added that they were encrypted and could not be used without a password.

Some other Members still had concerns regarding the security of removable media devices but Sue McGonigal informed the Committee that it would be a disciplinary offence if the Policy was breached in any way. Christine Parker, Head of EKAP added that although processes had been missing they had been addressed and implemented now.

The Action Plan was noted.

275. INTERNAL AUDIT PROGRESS REPORT

Simon Webb, Audit Manager from the East Kent Internal Audit Partnership, outlined the report which summarises the internal audit work completed by EKAP since the last Governance and Audit Committee meeting, together with details of the performance of the EKAP to the 31 December 2012.

There have been 11 Internal Audit assignments completed during the period. Of these four had concluded substantial assurance, five reasonable assurance and one received a split assurance (Dog Warden and Litter Enforcement).

The Council has a statutory duty to provide a stray dog service which is working effectively and on which management can place Reasonable Assurance that the animals

are being picked up. However, it had been found that some of the internal controls over the administration behind the stray dog and general dog control service are currently weak and therefore management can place Limited Assurance on these at present.

The Council's two Dog Wardens are proactive in their role, whilst taking into account the welfare of the dogs themselves. The Enforcement Team has been part of a number of dog fouling and littering prevention campaigns which appear to have had some impact as the number of Fixed Penalty Notices being issued has reduced.

The audit of EK Services Housing Benefit Quarterly Testing (Quarter 3 of 2012-13) had tested 20 claims including new and change of circumstances of each benefit type which had been selected by using Excel software to randomly select the various claims for verification.

Of these 20 benefit claims tested 100% were found to have passed the criteria set by the former Audit Commission's verification guidelines.

In respect of payroll it was noted that the main operational controls within the payroll system are working well with the right people being paid the right amount on time. Of the 21 recommendations made 12 have been implemented and the remainder are either in progress or are being managed. At this time the assurance level remains the same.

Simon Webb provided Members with an update of the performance of the East Kent Audit Partnership to the end of Quarter 3.

Let Properties and Concessions had received 'reasonable assurance'. This department has adapted and coped well considering there is not a current Asset Management Strategy in place with officers currently working off an interim asset disposal plan. A new Asset Management Strategy is currently being drafted by management which will be complete during 2013/14. The involvement and endorsement of elected Members during this process is crucial to ensure elected Members are aware of the financial risks if adequate capital receipts from disposals are not realised. Some members queried whether this implied that there is currently not enough Member interest in this process. Simon Webb advised that more Member involvement would be appropriate.

Other Members had concerns regarding the Grounds Maintenance team who contracted out work that some Members felt could be done in-house. It was suggested that they contact Mark Seed, Director of Operational Services to voice their concerns.

In referring to the rent reviews where 74% are not currently being completed within the required period which could result in a loss of rental income to the Council, Members queried why it was an issue. Sue McGonigal advised that this was a priority but recruitment to vacant posts was difficult.

Moved by Councillor S Tomlinson and seconded by Councillor Campbell that:

"6.1 that the report received by Members and

6.2 that any changes to the agreed 2012-13 internal audit plans, resulting from changes in perceived risk, detailed at 5.0 of the attached report be approved"

MOTION ADOPTED.

276. INTERNAL AUDIT CHARTER AND 2012/13 AUDIT PLAN

Christine Parker, Head of East Kent Audit Partnership outlined the report which gives Members a summary of the way in which the internal audit function provided by the East

Kent Audit Partnership intends to deliver its service for the period 1 April 2013 to 31 March 2014 and details of the coverage it intends to provide controls assurance on.

To assist the Committee meet its terms of reference with regard to the internal control environment reports are regularly produced on the work and remit of Internal Audit.

The Audit Charter establishes the purpose, authority, objectives and responsibility of the East Kent Audit Partnership, in providing an Internal Audit function to the partner councils. The Strategy details how the East Kent Audit Partnership provides the Internal Audit function for the year to 31 March 2014. It also sets out the resources required across the four partnership sites and details how the resource requirements will be met.

The audit plan has been prepared in consultation with the Directors and the Council Statutory S151 Officer. The plan is also designed to meet the requirements expected by the External Auditors for ensuring key controls are in place for its fundamental systems. This Committee is also part of the consultation process, and its views on the plan of work for 2013-14 are sought to ensure that the Council has an effective internal audit of its activities and Members receive the level of assurance they require.

A question was raised by Members regarding why the 'Scheme of Officer Delegations' had not been audited. Simon Webb said that it was a question of whether Members felt it was of a particular priority. Audit resources focussed on key risks to the Authority and this was not considered to be an area with specific concerns. Harvey Patterson added that the 'Scheme of Officer Delegations' was not an area of risk and that the document was updated every year. He added that the Schemes for Officers and Members was recorded and published providing an audit trail.

Moved by Councillor S Tomlinson and seconded by Councillor Campbell that:

“6.1 Members approve to adopt the Internal Audit Charter.

6.2 Members approve to adopt the Internal Audit Strategy for delivery of the internal audit service.

6.3 Members approve the Council's Internal Audit Plan for 2013/14”

MOTION ADOPTED.

277. EXTERNAL AUDIT UPDATE REPORT - MARCH 2013

Lisa Robertson, Manager, Grant Thornton external auditors outlined the report which updates Members on progress to date on the current audit plans and the audit work undertaken since the last update.

Lisa added that an annual fee letter is prepared setting out the fee for the audit and grant certification work for the year. The letter had been issued to officers in November 2012 and appeared on the agenda as a separate item.

In referring to the 'Local Governance Review' it was noted that the analysis carried out demonstrated that council annual accounts and associated documents are often not user-friendly and transparent in communicating key governance messages to the public and other stakeholders. The findings made a compelling case for councils to produce annual reports. Hard copies of the 'Grant Thornton', 'Improving council governance, a slow burner' was made available to Members at the meeting.

Members asked that the questions attached to the letter addressed to the Chair regarding 'How the Governance and Audit Committee oversees management's processes' be circulated to the Committee although it was noted that the answers would

not be materially different to previous years. The Chair was concerned that he had not seen the letter prior to the meeting and asked that it be sent to him in the future and was advised by Lisa that he could seek advice if required.

Members noted the report.

278. REPORT ON GRANT CLAIM CERTIFICATION 2011/12

Lisa Robertson, Manager, Grant Thornton external auditors, outlined the report which summarises the findings from the certification of 2011/12 claims.

Lisa added that she was pleased to advise that overall the Council is performing well in preparing claims and returns.

Members congratulated the East Kent Services Benefits team for their exemplary work regarding the claim returns.

Members noted the report.

279. ANNUAL FEE LETTER 2012/13

Andy Mack, Engagement Lead, Grant Thornton external auditors presented the Annual Fee Letter for 2012/13 which summarises the findings from the 2012/13 audit.

The fee is based on the risk based approach to audit planning as set out in the Code of Audit Practice and work mandated by the Audit Commission for 2012/13 and covers:

- The audit of the Council's financial statements
- The work to reach a conclusion on the economy, efficiency and effectiveness in the Council's use of resources (the value for money conclusion)
- The work on the Council's whole of government accounts return.

Members noted the report.

280. REVIEW OF THE EFFECTIVENESS OF THE GOVERNANCE AND AUDIT COMMITTEE AND ANNUAL REPORT

The Chairman introduced the report which summarises the achievements of the Governance and Audit Committee against its terms of reference for the period 1 April 2012 to 31 March 2013 and details the impact that it has made on the overall system of internal control in operation for that period.

The Chairman thanked the Committee Members for all their hard work through the year and contributions towards the Committee's objectives. Also, to officers of the council for their professional approach to governance matters and to the business of the Governance and Audit Committee.

Moved by Councillor Worrow and seconded by Councillor Binks that:

"Members agree the content of this report and the recommended actions within the action plan, and that Members recommend that the Annual report be forwarded to Full Council"

MOTION ADOPTED.

281. REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S INTERNAL AUDIT ARRANGEMENTS

Sue McGonigal, Chief Executive (s151 Officer) outlined the report which presents the review of the effectiveness of the council's Internal Audit arrangements for 2012/13 as required by The Accounts and Audit (Amendment) (England) Regulations 2011.

The East Kent Audit Manager and Head of East Kent Audit Partnership regularly meet with the Deputy Section 151 Officer to monitor performance against the Audit Plan, and also to discuss any matters arising in relation to the performance of the Audit Partnership. Periodically these meetings are attended by the External Auditors, so that they are able to gain assurance as to the effectiveness of the process. Sue McGonigal was pleased to provide Members with assurance that in her opinion the Partnership operates to high professional standards and delivers to its contract.

It was noted that Members found the clarity of the report and presentation of the findings to be exemplary.

Moved by Councillor Binks and seconded by Councillor S Tomlinson that:

“the Governance and Audit Committee accept the findings of the review of the effectiveness of the council's Internal Audit arrangements for 2012/13”

MOTION ADOPTED.

282. QUARTERLY GOVERNANCE PROGRESS REPORT

Nikki Morris, Business Support and Compliance Manager, summarised the report which provides Governance and Audit Committee with the progress on governance related issues.

The items covered in this report are:

- 1.1.1 Corporate risk register
- 1.1.2 Annual Governance Statement 2011/12 action plan
- 1.1.3 Programme of Reports for 2013/14
- 1.1.4 Terms of reference – annual review
- 1.1.5 Data Quality Framework

Members asked for some clarification regarding risk reference R1010 – There is a mismatch between the large number of assets owned by the council and the low level of funding available to maintain these appropriately. This increases the investment needs for the future to keep these fit for purpose, and to prevent the development of significant health and safety risks. This is particularly relevant for fixed assets that do not generate significant income, but still need to be maintained.

Members were advised that this was informed by the building surveyors.

Moved by Councillor Campbell and seconded by Councillor Binks that:

“5.1 Members note the content of annexes 1 and 2 and had identified any issues on which they required more clarification

5.2 Members note the programme of reports for 2013/14, on the understanding that there may be variations to the programme should the need arise”

MOTION ADOPTED.

283. TREASURY MANAGEMENT UPDATE FOR THE QUARTER ENDED 31 DECEMBER 2012

Sarah Martin, Financial Services Manager and Deputy s151 Officer, outlined the report which updates the Governance and Audit Committee on Treasury Activity during the Quarter ended 31 December 2012.

Sectors Economic Update which was issued by Sector on 9 January 2013 is shown below:-

- Indicators suggest that the economy probably contracted;
- Retail sales weakened but spending off the high street held up;
- Employment continued to rise, albeit at a slower pace;
- Inflation remained stubbornly above the Monetary Policy Committee (MPC) 2% target;
- The MPC paused its programme of asset purchases;
- UK equity prices rose and government bond prices fell;
- The US economy continued to recover at a modest pace.

Sarah added that the Treasury Management Strategy Statement (TMSS) for 2012/13, which includes the Annual Investment Strategy, was approved by the Council on 19 January 2012. It sets out the Council's investment priorities as being:

- Security of Capital;
- Liquidity; and
- Yield

It was also noted that the yield on deposits for the quarter ended 31 December 2012 was 0.73% against a benchmark (average 7-day LIBID rate) of 0.36%. The Council's budgeted deposit return for 2012/13 is £0.179m, and performance for the year to date is £0.178m.

In referring to 'Borrowing' it was noted that no borrowing was undertaken during the quarter.

Moved by Councillor S Tomlinson and seconded by Councillor M Tomlinson that:

"Members note the content of the report"

MOTION ADOPTED.

284. REVISED TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY FOR 2013/14

Sarah Martin, Financial Services Manager and Deputy s151 Officer outlined the report which proposed that the Treasury Management Strategy Statement is revised so that the

maximum investment maturity is increased from 364 days to 370 days, with a maximum of £5m invested with a maturity of over 364 days but not more than 370 days. The revised document was attached at annex 1 to the report.

In referring to the following:-

Country and sector considerations – Due care will be taken to consider the country, group and sector exposure of the Council’s investments. In part, the country selection will be chosen by the credit rating of the sovereign state in Banks 1 above. In addition:

- no more than 10% will be placed with any non-UK country at any time;
- limits in place above will apply to a group of companies;
- sector limits will be monitored regularly for appropriateness

Members asked whether the Council should be doing this.

Sarah advised that she would look into it but confirmed that country limits were in place.

Moved by Councillor Worrow and seconded by Councillor Binks that:

“the Governance and Audit Committee recommend that the revised Treasury Management Strategy Statement be approved by Council”

MOTION ADOPTED.

285. EXCLUSION OF PUBLIC AND PRESS

This item was withdrawn from the agenda.

286. PROCEDURES FOR DEALING WITH TDC ARTEFACTS

Some Members asked why a letter addressed to the Chairman of the Governance and Audit Committee raising concerns about the stewardship of TDC artefacts had been redacted in part. Harvey Patterson, Corporate and Regulatory Services Manager explained that the author of the letter had consented to its circulation to the Committee and not to the public at large. Consequently parts of the letter had been redacted for data protection reasons. However, this did not compromise the reader’s ability to understand the issues being raised.

Councillor Driver, speaking under Council Procedure Rule 24(1) informed the Governance and Audit Committee that the letter made serious allegations in the management of the Councils artefacts involving a serving and ex Councillor. He said that the Overview and Scrutiny Panel should look into this matter. A further email had been received showing more details of the allegation which had been passed to officers.

It was suggested by Sue McGonigal that if criminal activity was suspected then it should be resolved by going to the Police rather than through the Council. Other Members asked whether the Council had a ‘process’ regarding the artefacts. Sue McGonigal advised that an Internal Audit report on Museums and Artefacts had been written in November 2012, the executive summary is as follows:-

‘Management can place Reasonable Assurance on the system of internal controls in operation within the Dickens House Museum and Limited Assurance on the system of internal controls in operation within the Margate Museum.

Many of the issues affecting control effectiveness are historical and inherited weaknesses within the operation of the museums themselves. On a positive note attempts are now being made to make improvements, most significantly at the Margate Museum. This however is not an overnight process and it is acknowledged that this will take time, is subject to budgetary restrictions, officer availability and the goodwill of those volunteers involved in the operational running of the museums'.

Members were concerned that since 2005, when the Maritime Trust left, that there had been no staffing for the museum and no monitoring of who went into the museum had taken place. It was added that it appeared that some items had gone missing. Janice Wason, Strategic Community Manager advised that Kate Wilson, Community Development Officer, who had been working tirelessly on the inventory, was aware of this historic lack in monitoring and had made substantial changes to process since taking over. There was now no lone working at all and the locks to the museums had been changed. Janice reiterated that if anybody knew of items missing and could prove it, then they should go to the appropriate authority.

Other members had concerns that no definitive list was available and queried whether items were stored correctly. It was suggested that although no budget was available that perhaps the Council could obtain prices so that at least the knowledge of the required budget was there. Janice informed Members that several specialists had been in to make valuations on a variety of different items. This would inform the insurance position.

Other Members said that this was only part of the problem and why had the issue not been picked up sooner. It was felt that the Council should 'get on top' of the matter and that it should have been picked up by the Audit. At this point it was proposed that this matter should be taken to the Overview and Scrutiny Panel.

Sue McGonigal advised that the Audit is separate to the inventory and that the Audit is of the processes regarding the management. Sue added that the Council employ several specialists to help with the checking process but that as it has not been deemed a priority for the Council no dedicated budget has been identified. In order to redirect existing budgets Cabinet would need to advise on what the Council should stop delivering in order to prioritise museums and artefacts. No information had been received to identify any items of value had gone missing. The matter has been taken very seriously but is not a priority.

Some Members of the Governance and Audit Committee said that although this may not be a priority it was a question of public perception. Sue McGonigal replied that no assets of any value had been taken and it was a question of proportionality. Other Members said that it was not for consideration by Scrutiny as it was about ensuring that processes were in place. It was also noted that no written procedures for dealing with TDC Artefacts were available at this time. Janice agreed and accepted that a piece of work on Museums procedures would be written.

It was felt by one Member that it would be a waste of officer time to take this matter to the Overview and Scrutiny Panel as the matter under discussion had happened in the past and that the processes were more of a priority.

It was proposed by Councillor Campbell and seconded by Councillor Binks that:

'A Museums processes document be written for Members for the next meeting of Governance and Audit Committee in June 2013'

AGREED.

It was then proposed by Councillor W Scobie and seconded by Councillor Campbell that:

'The item 'Procedures for Dealing with TDC Artefacts' be taken to the Overview and Scrutiny Panel'

AGREED.

Meeting concluded : 8.55 pm

Agenda Item 8

Annex 2

A statement of concern – Margate Museum and the TDC art collection

In 1995 I became associated with the Margate Museum as a volunteer historian and as a member of Thanet District Council and as a Margate charter trustee. I am also the largest donor of artefacts to the Margate museum in modern times that in all accounts makes me a stakeholder.

In 2005 I became very concerned at how the Margate Museum was being managed with a TDC grant. In my opinion I felt that all previous management guidelines set in place by TDC and EKMT to run the Museum were being ignored. I have listed these concerns below in bullet points to a timeline of events.

In 2005 I found the following problems with the Margate Museum:-

- People were having free access to the collection of photographs and archive unsupervised;
- The archives were becoming more photocopies. I was concerned as original material was unlisted and there were no checks. A large number of photographs were missing from the George Hoare wartime scrap book;
- Individual Sunbeam photograph collection duplicates were all listed under the same number as the original. As many as ten identical photographs under the same listing;
- Items were being accepted into the archive and the collection without receipts or being recorded on the accession register;
- Items of no relevance to Thanet were being accepted into the collection. Examples being Victorian bottles from South Wales, printing blocks that had no provenance and a vacuum cleaner;
- Members of the public were enquiring about items that could not be found. An example being a Mr X (name redacted) enquiring about two band uniforms that he had donated, they could not be found. I personally witnessed these items one point in the Museum;
- Items within the Museum could not be found in the designated locations;
- Items from other TDC locations were being added to the collection. An example being Winter Garden items that were not immediately listed. Works of art were also being added to the storeroom from Albion House and other TDC locations. Even though all the items belonged to TDC some had no list numbers therefore they had to be re listed 31 years after becoming TDC property;
- There was no one at the museum with conservation experience. This resulted in newly acquired items being poorly stored in the storeroom. An example like prints and paintings resting against each other in racks;
- It was a well known fact that photographic negatives were decomposing in the collection due to age and dampness.

Following on from my concerns I had in 2005 this led me to further research the background of the main TDC collection of art inherited by TDC from the Borough of Margate. I have listed concerns and details in bullet points below to a timeline.

- My first concern in 2006 was the discovery of two prints hanging on the wall in the former EKTA offices in Victoria Road Margate. They had TDC logos on them and they were TDC numbered. When I checked with the Museum they had no record of them in the TDC data base. However, the people occupying the offices did return them to the Margate Museum as a gesture of good will;
- Following this error I researched further into the history of the TDC art collection and found that the collections of art originated from the Boroughs of Margate and Ramsgate during local government reorganisation in 1974. The Borough of Margate collection originating from the Rowe Bequest and Parker collection. In 1974 the Borough of Margate library collection was also actually transferred to KCC and part of the art and artefact collection went to TDC. This can be confirmed;
- At Ramsgate TDC inherited from the Borough of Ramsgate the contents of Albion House all except the civic items inherited by the Ramsgate Charter Trustees;
- Many of the items received from the Borough of Margate were found to be unlisted and the records were inadequate. I do have a letter that confirms this. It should be also noted that no true figure of what TDC received has been ever recorded;
- In 1985 all the art and artefact items stored at the Margate Old Town Police station were relisted under a manpower service organisation project. Staff was given guidance by the Museum and Galleries Commission. A new functional data base was set up and many unlisted items and listed items were added to the new data base. However with no provenance it was impossible to say as to whether the art items were from the Parker bequest or Rowe bequest. This can be confirmed;
- Some unlisted items stored in one of the cells at the old police station in the old town hall had to be disposed of due to many years in dampness;
- The Margate Museum opened in 1987 with a fully functional data base;
- In 1991 TDC produced a document outlining the disposal and acquisition and collection policy for the Margate Museum. However the management of the TDC art and artefacts at other locations like Albion House was not covered in this document of which I have a copy. The document does mention a TDC owned collection of 17,000 sea shells and I wonder when they were last audited;
- In 1994 the East Kent Maritime Trust took over the management of the Margate Museum and TDC art collections with a direct grant from TDC. The EKMT continued to monitor and audit collections. This included an audit in 1998. The EKMT also acquired donations of items from the public that were added to the collection;
- In 2006 I realised how vulnerable the art collection had become due to the goings on in 2005 and the discovery of two prints in the EKTA building. I did acquire some data on the art collection. In June 2006 I requested a full list of art and artefacts owned by TDC under the freedom of information act. My intention was to research further into

the TDC art collection and cross check with the situation that had been going on at the Museum since 2005. This was refused under the data protection act because TDC claimed I could identify donors. In fact most of the acquisition was from the Rowe Bequest and Parker collection from the 1920's and I did state this. I was as assured that the running of the Museum met all criteria's;

- After the FOI refusal I used external sources to research further into the TDC collection and continued to note the situation at the Margate Museum. I even made a DVD of the collection on display and took photographs. The unedited DVD is now in the possession of TDC;
- In 2007 TDC announced that funding to the Museum was to be stopped;
- In 2007 twenty loaned prints and paintings were returned to the Margate Museum from the judge's quarters at Maidstone assizes. It was found that a number of the prints and paintings were not listed even though they were identified as TDC property. These items were relisted;
- In October 2008 the Museum closed its doors and many loan items were returned.

The East Kent Maritime Trust vacated the Margate museum leaving assets behind and closed the Ramsgate Maritime museum in 2008. In total receiving more than a £1.3 million grant over a fourteen year period to manage both facilities. Following the EKMT departure at the Margate museum no audit of TDC assets took place. The Margate Museum reopened in 2011 with volunteers of the friends of the Margate museum. In late 2012 under the supervision of a TDC officer an audit took place and is still in progress.

Following on from my 2007 research I joined the Friends of the Margate museum and was able to get access to the storage areas. In 2012 I was co opted onto the executive of the friends group to assist with establishing provenance. With more access to the Museum I was able to confirm that prior to closure in 2008 the Museum was not meeting all criteria's as specified at the time of my FOI request in 2006.

I have made observations of the current state when the audit began at the Margate museum and have listed bullet points of my experiences confirming my worst fears as specified in 2005.

- Carbon copy receipts from the accession register of donated items were missing;
- Storage of items in the back storeroom was appalling with piles of paintings and prints in racks resting against each other covered in thick dust. Some items have been damaged as a result. It was found that 680 prints and paintings were found stored in that room;
- There was no managed storage system in the back storeroom;
- There were items in the museum suffering from damp;
- Items were found to be unlisted and with no provenance;
- Items were found to be misidentified;
- Items were found in the collection that had no relevance to Thanet;
- The collection of books was not in a library system or recorded;

- From the audit I now know there is a missing list that prompted me to inform the TDC chairman of governance and audit committee;
- One example of missing items is a TDC listed smuggling album that has items removed with scissors.

From a personal experience I was the instigator of setting up a comic postcard collection at the Margate Museum. I paid for a postcard album and bought comic postcards on the open market and donated them as I made purchases in bulk and duplicate. The EKMT also made funds available to purchase comic postcards of which they did and there were also donations to the collection. This collection is now missing from the Margate museum collection.

XXXX XXXX (name redacted)

7th April 2013.

Cllr John Worrow

2nd March 2013

Dear Cllr Worrow,

I am writing to you as you are the Chairman of Governance and Audit to express my concerns regarding the collection of Art and Artefacts held by Thanet District Council. My concerns are about poor auditing, lack of proper controls, missing items, under valuation and items under insured.

In 2005 I brought this matter up with the then leader of the Council Sandy Ezekiel and his deputy Cllr Roger Latchford who both at the time assured me that the management of the collection met all criteria's

In November 2012 an audit began on the Thanet District Council collection at the Margate Museum using volunteer support from the Friends of the Margate Museum supervised by a TDC officer.

From the audit so far interesting facts have emerged vindicating my original position. For example there are items that have more than one number on the inventory , some items are even unlisted like a valuable Rowlandson print. In storage the collection consists of over 680 pictures with many suffering from neglect. There is also a "missing list" and I doubt if most items have the correct valuations or insurance cover judging by the audit so far.

I am writing to you to raise three issues.

- Why has the collection which is a Council asset and has monetary value been allowed to be neglected for so long without a regular audit and proper controls .
- Why were proper audit controls not put in place in 2005 when the then leader and deputy were aware there was a problem.
- Why has the collection at the Margate Museum never been properly audited when the collection was no longer managed by the East Kent Maritime Trust in 2008 and handed back to TDC control.

Regards

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REJECTED PETITION – TESCO WESTGATE

To: **Overview and Scrutiny Panel – 23 April 2013**

Main Portfolio Area: **Leader of the Council and Cabinet Member for Corporate Regulatory and Strategic Economic Development Services**

By: **Harvey Patterson, Corporate and Regulatory Services Manager**

Classification: **Unrestricted**

Summary: **To outline a petition that has been rejected by the Monitoring Officer.**

For Information

1.0 Introduction and Background

1.1 The Council's petition scheme states that:

"if a petition applies to a planning or licensing application, these may be rejected by the Monitoring Officer alone."

1.2 When the Petition Scheme was reviewed in light of the Localism Act 2011, a new clause was introduced to require the Council's Monitoring Officer to report to the Council's Overview and Scrutiny Panel when a petition was rejected.

2.0 The Current Situation

2.1 The Council received an Epetition on the 24 March 2013 from a member of the public entitled:

"We the undersigned petition the council to refuse the grant of planning permission for the proposed TESCO store, Westgate on Sea."

2.2 The petitioner was advised that the petition had been rejected in accordance with paragraph 12.1 of the Council's Constitution because It related to the Council's Planning or Licensing functions and there were separate statutory processes in place for dealing with such matters.

3.0 Corporate Implications

3.1 Financial and VAT

3.1.1 None

3.2 Legal

3.2.1 None

3.3 Corporate

3.3.1 The Council must abide by its constitution, of which the petition scheme is an integral part.

3.4 Equity and Equalities

3.4.1 None

4.0 Recommendation

4.1 This report is for information only.

Contact Officer:	Harvey Patterson, Corporate and Regulatory Services Manager
Reporting to:	Sue McGonigal, Chief Executive

Annex List

Annex 1	None
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	Harvey Patterson, Corporate and Regulatory Services Manager

REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2012/13

To: **Overview and Scrutiny Panel – 23 April 2013**

Main Portfolio Area: **All Portfolios**

By: **Glenn Back, Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **All**

Summary: **This report reviews the Overview and Scrutiny Panel work programme for 2012/13.**

For Decision

1.0 Introduction and Background

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the meeting on 12 February 2013.
- 1.2 Some of the task and finish groups met in the period February to March 2013 as reflected in the brief updates in Table 1 in the report. Chairmen of the various groups may wish to provide additional verbal updates at the Panel meeting.
- 1.3 It should be noted regarding the work currently being undertaken by the Richborough Household Waste Recycling Centre Review Task & Finish Group; Kent County Council recently announced that they were now re-considering their earlier decision to close the Recycle Centre.
- 1.4 However it should be noted that at a meeting of the Group on 14 February 2013, Members recommended to the Panel the following:
 - That using the information and analysis undertaken by the Richborough Action Group, officers prepare a letter with recommendations for submission to Kent County Council.
- 1.5 Members of the Crime & Disorder Reduction Partnership (CDRP) Working Party met on 26 February 2013 and received an officer progress report on the community safety plan for 2012/13 and priorities for 2013/14. They said that domestic violence was a key community safety priority for the Thanet and made the following recommendation:
 - An appointment be made of a Thanet District Council (TDC) Member to the Domestic Violence Forum (an Outside Body).
- 1.6 The Officer report to the CDRP Working Party advised that the term 'Crime and Disorder Reduction Partnership' was no longer used in legislation. Members

then recommended that the Group be renamed the “Community Safety Partnership Working Party.”

- 1.7 Council officers confirmed with the Chairman of the Thanet Domestic Violence Forum that a TDC Member can represent the Council on the Forum.
- 1.8 On 7 August 2012, Members of the Panel requested that they receive the end of year report and Business Plan for the EK Spatial Development Company, which is attached as Annex 1 to this report, for noting. Members’ comments are therefore invited upon it.
- 1.9 The Electoral Registration Process Review Task & Finish Group met on 13 March 2013 and made the following recommendations to the Panel:
 - That the Electoral Registration Officer is informed that it is this Group’s recommendation that the Home Office funding for the implementation of IER should be ring fenced;
 - That Councillors inform Electoral Services of any known changes in circumstances in the electoral register.
- 1.10 Since the last meeting of the Overview and Scrutiny Panel, Political Groups have submitted names of their members to serve on some the Panel’s working parties and the memberships of these groups has been updated as reflected in Table 1 of the report.

2.0 Notice of Request for Future Agenda Items

- 2.1 There have been requests from Members of the Panel to include the following proposed agenda items in the Work Programme Report for Members’ consideration:
 - a. To re-examine the Council’s assets disposal process;
 - b. To consider the information given to residents when informing them of planning applications;
 - c. Proposals for Health Scrutiny at District level, in relation to Health & Wellbeing Boards.
- 2.2 Additional background information for the proposed work plan items is provided in Annexes 2 to 5 to the report.

3.0 The Work Programme Table

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

- a) **Standing Working Party /Task & Finish Group** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive. In 2012/13 these Groups were categorised as either High Priority or Low Priority work to enable appropriate allocation of Council resources.
- 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) **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.
- d) Note that the Panel decided at the beginning of 2012/13 to discontinue the category of “informal” scrutiny meetings.

Table 1 – Work Programme

Issue	Composition/ Members	Lead Officer	Comment	Status
High Priority Work for 2012/13				
Corporate Improvement and Budget Working Party Date of Establishment: 28.05.08	Cllr Binks - Chairman Cllr Campbell Cllr Grove Cllr W. Scobie Cllr Wise Cllr Worrow	Sarah Martin	The Group met on 18 March 2013 and considered the ‘budget implications of recent staff departures and expected changes to service performance’.	On going
East Kent Hospitals Clinical Strategy Review Task & Finish Group Date of Establishment 29.05.12	Cllr Harrison - Chairman Cllr Cohen Cllr Gibson Cllr E. Green Cllr I. Gregory Cllr King Cllr Wells Cllr Wright	Madeline Homer	The Group met on 20 November 2012. The Group is awaiting the publication of the consultation document and the start of process of the public consultation on a new Clinical Strategy to be conducted by the East Kent Hospitals University Foundation Trust (EKHUFT) Board.	On going
Electoral Registration Process Review Task & Finish Group Date of Establishment 10.01.12	Cllr Cohen - Chairman Cllr K. Dark Cllr Grove Cllr Harrison Cllr Hornus Cllr W. Scobie Cllr M. Tomlinson Cllr S. Tomlinson	Glenn Back	The Group met on 13 March 2013 and made recommendations highlighted elsewhere in this report.	Next meeting is being arranged.

Issue	Composition/ Members	Lead Officer	Comment	Status
Minnis Bay Day Centre Review Task & Finish Group Date of Establishment 17.07.12	Cllr Kay Dark-Chairman Cllr Bruce Cllr Cohen Cllr Coleman-Cooke Cllr King Cllr Matterface	Madeline Homer	The Group met on 4 March 2013 to consider the KCC response to a number of queries Members had raised. They agreed that officers draft another letter to KCC with additional queries and to include a request for the Group to visit the Minnis Bay Day Centre	On going
Shared Services Working Party Date of Establishment: 15.06.10	Cllr Hornus - Chairman Cllr Cohen Cllr Driver Cllr Moore Cllr D. Saunders Cllr Watkins	Karen Paton Matt Sanham	The Group met on 7 March 2013.	On going
Welfare Reform Review Task & Finish Group Date of Establishment 29.05.12	Cllr Campbell Cllr Gibson Cllr King Cllr Moores Cllr Sullivan Cllr Worrow	Madeline Homer	Officers are still awaiting further guidance from Government on approaches to implement the welfare reforms.	On going
Thanet Beaches Contamination Review Task & Finish Group Date of Establishment 17.07.12	Cllr Harrison - Chairman Cllr Campbell Cllr Hibbert Cllr King Cllr Marson Cllr D Saunders Cllr M Tomlinson	Mark Seed	The Group submitted its final report to the Panel on 20 December 2012 and those recommendations were adopted (with minor amendments) by Cabinet on 22 January 2013.	Completed.
Richborough Household Waste Recycling Centre Review Task & Finish Group Date of Establishment 20.12.12	Cllr Gibson-Chairman Cllr E. Green Cllr Gideon Cllr Marson Cllr King Cllr Worrow	Mark Seed	The Group met on 14 February 2013. They agreed that there was no need for the Group to meet again as they recommended that an officer drafts a letter to KCC expressing TDC's concerns regarding the decision to close the Richborough Waste & Recycling Centre.	On Going and no need to again.
Low Priority Work for 2012/13				

Issue	Composition/ Members	Lead Officer	Comment	Status
Airport Working Party Date of Establishment: 02.10.07	Cllr Gideon - Chairman Cllr Alexandrou Cllr Bruce Cllr Gibson Cllr Grove Cllr Harrison Cllr Marson Cllr Worrow	Madeline Homer	The Group last met on 26 September 2012. Another meeting that was scheduled for 19 February 2013 was postponed to a date still to be arranged.	On going
Crime & Disorder Reduction Partnership Working Party Date of Establishment 01.10.09	Cllr Edwards - Chairman Cllr Cohen Cllr Coleman- Cooke Cllr E. Green Cllr Hibbert Cllr King Cllr M Tomlinson Cllr M. Roberts	Martyn Cassell	The Group met on 18 February 2013 to receive an update on the Community Safety Plan 2012/13 and Draft Community Safety Plan 2013/14. They then met again on 26 February 2013 to receive additional information on the two Plans. The recommendations from this Group are reported elsewhere on the agenda.	On going
Presentations				
12/13 Presentations by Portfolio Holders, Directors of Services and Corporate Services Managers	N/A	All Portfolio Holders, Directors of Services and Corporate Services Managers	Each meeting of the Overview and Scrutiny Panel receives a presentation from a Cabinet Portfolio Holder and appropriate Director.	There was no Cabinet Member presentation arranged for this meeting.
12/13	All Working Parties / Task & Finish Groups	All Directors of Services and Corporate Services Managers	Each meeting of the Overview and Scrutiny Panel receives verbal reports (informal reports) from members of working groups. The last meeting of the year would receive final reports from all on-going Groups	
Status to be determined				
Health Scrutiny in relation to Health & Wellbeing Board.	N/A	N/A	This issue is in relation to the soon to be established Wellbeing Boards.	Status to be determined.

Issue	Composition/ Members	Lead Officer	Comment	Status

4.0 Corporate Implications

4.1 Financial

4.1.1 There are no financial implications arising directly from this report.

4.2 Legal

4.2.1 There are no legal issues arising directly from this report.

4.3 Corporate

4.3.1 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.

4.3.2 The Working Parties / Task and Finish Groups assist the work of scrutiny as they carry-out an in-depth study of any issue referred to the groups under their terms of reference.

4.4. Equalities

4.4.1 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.

5.0 Recommendations

5.1 That Members note the report;

5.2 That Members note the membership of the Task & Finish Groups/Working Parties that now reflects recent changes in the composition of political Groups;

As regards the recommendations in relation to the work of the Richborough Household Waste Recycling Centre TFG:-

5.3 That in view of recent comments by KCC that they intend to review their decision and the recommendation from the Richborough Household Waste Recycling Centre TFG; Members consider either of the following options:

a. Forward to Cabinet an officer prepared letter with recommendations for submission to KCC, as referred in Section 1.4 to the report; and

Option 1

b. Decommission the Richborough Household Waste Recycling Centre Review Task & Finish Group;

Or

Option 2

- c. Maintain the task & finish group with a watching brief until KCC formally rescinds the decision to close the Richborough Recycling Centre;

In relation to recommendations of the CDRP Working Party:-

- 5.4 That Members recommend to Cabinet that the Domestic Violence Forum be added to the Thanet District Council list of executive appointed Outside Bodies and that a TDC Member be made a nominee to that Outside Body;
- 5.5 That the Crime & Disorder Reduction Partnership Working Party be renamed the Community Safety Partnership Working Party.

In relation to recommendations from the Electoral Registration Process Review TFG:-

- 5.6 That the Electoral Registration Officer is informed that it is the Panel's recommendation that the Home Office funding for the implementation of IER should be ring fenced;
- 5.7 That Councillors inform Electoral Services of any known changes in circumstances in the electoral register.

As regards the Members requests for future Panel Agenda Items:-

- 5.8 Members views are sought regarding the Member proposed future agenda items in Section 2.0 of the report.

6.0 Decision Making Process

- 6.1 Any decisions on the work programme can be taken by the Panel.

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

Background Papers

Title	Details of where to access copy
None	None

Annex List

Annex 1	EK Spatial Development Company Directors' Report & Financial Statement – for the Year ended 31 March 2012
Annex 2	Notice of Request for A future OSP Agenda Item – Review TDC 's Asset Disposal Process
Annex 3	Notice of Request for A future OSP Agenda Item - Review Information/advice given to residents by TDC when processing planning applications
Annex 4	Notice of Request for A future OSP Agenda Item - Proposal for Health Scrutiny at District level
Annex 5	OSP Chairman's email to KCC – Health Scrutiny at District level

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager

East Kent Spatial Development Company
(A company limited by guarantee)

Directors' report and financial statements
for the year ended 31 March 2012

East Kent Spatial Development Company
(A company limited by guarantee)

Company Information

Member Organisations

Kent County Council (KCC)
University of Kent (UoK)
Locate in Kent (LiK)
Thanet District Council (TDC)
Dover District Council (DDC)
Shepway District Council (SDC)
Canterbury City Council (CCC)
Homes and Communities Agency (HCA)

Directors

C Barron (UoK) (appointed 7 September 2011)
D Everitt (UoK) (appointed 7 September 2011)
P Watkins (DDC) (appointed 1 August 2011)
P Wookey (LiK) (appointed 7 September 2011)
A Clifton-Holt (SDC) (appointed 5 January 2012)
J Gilbey (CCC) (appointed 27 April 2011)
I Johnston (TDC) (appointed 5 January 2012)

Company secretary & Chief executive officer

D Spalding

Company number

04410176

Registered office

Canterbury Innovation Centre
University Road
Canterbury
Kent
CT2 7FG

Auditors

Reeves & Co LLP
Statutory Auditor & Registered Auditors
37 St Margaret's Street
Canterbury
Kent
CT1 2TU

Bankers

NatWest Bank Plc
11 The Parade
Canterbury
Kent
CT1 2SQ

**East Kent Spatial Development Company
(A company limited by guarantee)**

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Statement of total recognised gains and losses	6
Balance sheet	7
Notes to the financial statements	8 - 16

East Kent Spatial Development Company
(A company limited by guarantee)

Directors' report
for the year ended 31 March 2012

The directors present their report and the financial statements for the year ended 31 March 2012.

Directors' responsibilities statement

The directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal activities

The company's principal activity is to promote the economic development and regeneration, with a view to promoting the economic and environmental wellbeing, of an area within the districts of Thanet District Council, Dover District Council, Shepway District Council and Canterbury City Council including, without limitation:

- (a) primarily to undertake or procure the provision of infrastructure works and wider regeneration activities; and
- (b) subject thereto to promote, provide and procure the provision of economic development activities and to promote, provide and procure the provision of other appropriate support activities, including without limitation, advice and training, in each case within or for the benefit of the Target Area.

East Kent Spatial Development Company
(A company limited by guarantee)

Directors' report
for the year ended 31 March 2012

Directors

The directors who served during the year were:

D Tucker (SEEDA) (resigned 7 September 2011)
R Bayford (TDC) (appointed 1 August 2011 & resigned 5 January 2012)
P Cusdin (SEEDA) (resigned 7 September 2011)
C Moore (SEEDA) (resigned 7 September 2011)
K Harvey (SEEDA) (resigned 7 September 2011)
J Sadler (SEEDA) (resigned 7 September 2011)
P Wookey (LiK) (appointed 7 September 2011)
K Lynes (KCC) (appointed 17 January 2012 & resigned 10 May 2012)
R Pascoe (SDC) (resigned 5 January 2012)
A Clifton-Holt (SDC) (appointed 5 January 2012)
C Smith (DDC) (resigned 1 August 2011)
J Gilbey (CCC) (appointed 27 April 2011)
I Johnston (TDC) (appointed 5 January 2012)
A Durowoju (HCA) (resigned 8 April 2011)
C Barron (UoK) (appointed 7 September 2011)
P Watkins (DDC) (appointed 1 August 2011)
D Everitt (UoK) (appointed 7 September 2011)

Provision of information to auditors

Each of the persons who are directors at the time when this Directors' report is approved has confirmed that:

- so far as that director is aware, there is no relevant audit information of which the company's auditors are unaware, and
- that director has taken all the steps that ought to have been taken as a director in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

Auditors

Under section 487 of the Companies Act 2006, Reeves & Co LLP will be deemed to have been reappointed as auditor(s) 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier.

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 12 September 2012 and signed on its behalf.

J Gilbey (CCC)
Director

East Kent Spatial Development Company
(A company limited by guarantee)

Independent auditors' report to the members of East Kent Spatial Development Company

We have audited the financial statements of East Kent Spatial Development Company for the year ended 31 March 2012, set out on pages 5 to 16. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2009) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2012 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

East Kent Spatial Development Company
(A company limited by guarantee)

Independent auditors' report to the members of East Kent Spatial Development Company

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Directors' report.

Emphasis of matter – valuation of other debtors

In forming our opinion on the financial statements, which is not qualified, we have considered the adequacy of the disclosures made in note 1.8 to the financial statements concerning the value of other debtors which is dependent upon performance criteria outside the company's control. The ultimate value of these other debtors cannot be presently determined.

Reeves & Co LLP

Peter Manser (FCA) (DChA) (Senior statutory auditor)

for and on behalf of
Reeves & Co LLP

Statutory Auditor
Registered Auditors

Canterbury

13 September 2012

East Kent Spatial Development Company
(A company limited by guarantee)

Profit and loss account
for the year ended 31 March 2012

	Note	2012 £	2011 £
Turnover	1	720,310	683,658
Cost of sales		(381,212)	(328,166)
		<hr/>	<hr/>
Gross profit		339,098	355,492
Administrative expenses		(283,473)	(320,932)
		<hr/>	<hr/>
Operating profit	2	55,625	34,560
Interest receivable and similar income		5,809	8,421
Interest payable and similar charges		-	(802)
		<hr/>	<hr/>
Profit on ordinary activities before taxation		61,434	42,179
Tax on profit on ordinary activities	4	(10,788)	52,603
		<hr/>	<hr/>
Profit for the financial year	13	50,646	94,782
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 8 to 16 form part of these financial statements.

East Kent Spatial Development Company
(A company limited by guarantee)

Statement of total recognised gains and losses
for the year ended 31 March 2012

	2012 £	2011 £
Profit for the financial year	50,646	94,782
Unrealised surplus on revaluation of investment properties	400,000	282,750
Unrealised movement on valuation of other debtors	568,542	329,338
Associated movement in deferred tax arising from the movement on valuation of other debtors	(110,000)	190,000
	<hr/>	<hr/>
Total recognised gains and losses relating to the year	909,188	896,870
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 8 to 16 form part of these financial statements.

East Kent Spatial Development Company
(A company limited by guarantee)
Registered number: 04410176

Balance sheet
as at 31 March 2012

	Note	£	2012 £	£	2011 £
Fixed assets					
Tangible assets	5		2,786		144
Investment property	6		2,200,000		1,800,000
			<u>2,202,786</u>		<u>1,800,144</u>
Current assets					
Debtors	7	5,506,179		6,679,725	
Cash at bank		2,709,369		2,592,203	
		<u>8,215,548</u>		<u>9,271,928</u>	
Creditors: amounts falling due within one year	8	(603,952)		(255,960)	
Net current assets			<u>7,611,596</u>		<u>9,015,968</u>
Total assets less current liabilities			<u>9,814,382</u>		<u>10,816,112</u>
Creditors: amounts falling due after more than one year	9		(7,586,668)		(9,497,586)
Net assets			<u><u>2,227,714</u></u>		<u><u>1,318,526</u></u>
Capital and reserves					
Revaluation reserve	13		2,200,000		1,800,000
Other reserves	13		(427,056)		(885,598)
Profit and loss account	13		454,770		404,124
			<u><u>2,227,714</u></u>		<u><u>1,318,526</u></u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 12 September 2012.

J Gilbey (CCC)
 Director

The notes on pages 8 to 16 form part of these financial statements.

Notes to the financial statements
for the year ended 31 March 2012

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention as modified by the revaluation of the land and buildings and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE).

1.2 Cash flow

The financial statements do not include a Cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.3 Turnover

Turnover comprises income received in respect of the company's principal activities. It incorporates two main elements; firstly income from investment properties, and secondly grants released (see note 1.7).

Income from investment properties is credited to the profit and loss account on a straight line basis over the rental period.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office Equipment	-	33% straight line
------------------	---	-------------------

Assets under the course of construction are included at cost less impairment. No depreciation is provided until assets are brought into use. Assets under the course of construction will be reclassified on completion to another tangible fixed asset heading or investment properties as appropriate.

The carrying values of tangible fixed assets are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable.

1.5 Investment properties

Investment properties are carried in the financial statements at market values based on the latest valuation. A valuation was carried out by the Directors as at 31 March 2012, which was informed by previous independent professional valuations undertaken by Cluttons LLP as at 15 February 2010 and 31 March 2011.

In accordance with the FRSSE, depreciation is not provided on investment properties that are held as leaseholds having more than 20 years unexpired. This is not in accordance with the Companies Act 2006, which requires all tangible assets to be depreciated. This departure from the requirements of the Act is, in the opinion of the Directors, necessary for the financial statements to give a true and fair view and comply with applicable accounting standards which require investment properties to be included in the financial statements at market value. Had the provisions of the Act been followed, prior to grants being released as described in note 1.7, revenue profits would have been reduced, the revaluation surplus would have been increased and therefore net assets would have been unchanged.

Notes to the financial statements
for the year ended 31 March 2012

1. Accounting policies (continued)

1.6 Operating leases

Rentals under operating leases are charged to the Profit and loss account on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

1.7 Grants

The company's activities are funded primarily by grant aid.

Grants by member organisations are given to finance the general administration of the company. Such grants are recognised in the profit and loss account of the period in which they become receivable.

Other grants receivable of a revenue nature are credited to the profit and loss account in the period to which the expenditure, towards which they are intended to contribute, are incurred.

Grants relating to tangible fixed assets are treated as grants received in advance and are released to the profit and loss account in the period during which any corresponding depreciation or impairment of the costs is made.

Grants received in respect of investment properties have been deducted from the cost of those assets. This is not in accordance with the Companies Act 2006, which requires assets to be shown at their purchase price or production cost and hence grants and contributions to be presented as deferred income. This departure from the requirements of the Act is, in the opinion of the Directors, necessary to give a true and fair view as these assets do not have determinable finite lives and therefore no basis exists on which to recognise grants and contributions as income. The effect of this departure is that the cost of the investment property is £7,471,934 lower than it would otherwise have been (2011: £6,264,677), but the valuation of the property is unchanged.

Grants receivable to finance loans made by the company are transferred from designated grants in advance to unrestricted grants in advance in the period in which repayment of the other debtor to which they relate is made.

Notes to the financial statements
for the year ended 31 March 2012

1. Accounting policies (continued)

1.8 Other debtors

Other debtors comprise loans made to a utility provider to finance new infrastructure works in East Kent. The loans (utility loans) are index linked to RPI and are repayable as and when third parties pay the utility provider to connect to the new utility infrastructure. The amount of utility loan repayable is proportionate to the capacity connected as a percentage of the total capacity of the new utility network.

In order to make these utility loans the company has received grants (see 1.7 above). At the point of repayment, the grant made to finance the utility loan is transferred from designated grants in advance to unrestricted grants in advance .

Although the company's classification is small and it is not therefore required to implement the provisions of FRS26 "Financial instruments: measurement", the company has adopted FRS26 as best practice on accounting for these utility loans. Accordingly the utility loans have been treated as an "available for sale financial asset" and are measured at fair value. Fair value is taken as the directors' best estimate of the discounted future income stream arising from the repayment of the utility loans.

Any movement in the value of this estimate, other than from the draw down or repayment, is taken to other reserves.

There is no certainty over the timing and percentage connection to the network that will be achieved. As such there is significant uncertainty over the carrying value of utility loans. The directors do not envisage 100% connection to the network and therefore they have made a provision to reduce the value of utility loans to their estimated fair value. The accumulated provision is shown as an other reserve, as disclosed in note 13.

1.9 Going concern

There is no certainty over the timing and future value of the other debtor loan repayments and consequently the carrying value of the loans which are valued at the directors' best estimate of fair value.

The recognition of the unrealised deficit relating to the revaluation of other debtors does not impact on the company's financial facilities. The company has started to receive repayments and expects a positive cash flow in future years to arise from the other debtor balances. The company made a profit on ordinary activities after taxation of £50,646 (2011: £94,782). The company has £2,709,369 (2011: £2,592,203) included in cash at the bank. As a consequence the directors believe that the company is well placed to manage its business risks successfully despite the current uncertain economic outlook.

After making enquiries, the directors have a reasonable expectation that the company has adequate financial resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

East Kent Spatial Development Company
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2012

1. Accounting policies (continued)

1.10 Deferred taxation

Full provision is made for deferred tax assets and liabilities arising from all timing differences between the recognition of gains and losses in the financial statements and recognition in the tax computation.

Deferred tax is not provided on timing differences arising from the revaluation of fixed assets in the financial statements.

A net deferred tax asset is recognised only if it can be regarded as more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax assets and liabilities are calculated at the tax rates expected to be effective at the time the timing differences are expected to reverse.

Deferred tax assets and liabilities are discounted.

2. Operating profit

The operating profit is stated after charging:

	2012 £	2011 £
Depreciation of tangible fixed assets:		
- owned by the company	608	72
Auditors' remuneration	5,050	4,900
	<u> </u>	<u> </u>

During the year, no director received any emoluments (2011 - £NIL).

3. Exceptional items

The operating profit is also stated after charging / (crediting):

	2012 £	2011 £
Impairment of tangible fixed assets	(664,914)	(241,276)
Release of grants towards tangible fixed assets	664,914	241,276
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

Assets under the course of construction have been impaired to the higher of their net realisable value and their value in use. Corresponding releases have been made from grants received in advance. Both the impairments and the grant releases have been charged to administration expenses within the profit and loss account resulting in nil overall effect to the profit and loss account.

East Kent Spatial Development Company
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2012

4. Taxation

	2012	2011
	£	£
Analysis of tax charge/(credit) in the year		
UK corporation tax charge on profit for the year	10,750	7,089
Adjustments in respect of prior periods	38	(59,692)
	<u>10,788</u>	<u>(52,603)</u>
Tax on profit on ordinary activities	<u>10,788</u>	<u>(52,603)</u>

Factors affecting tax charge for the year

The tax assessed for the year is lower than (2011 - lower than) the standard rate of corporation tax in the UK of 20% (2011 - 20%). The differences are explained below:

	2012	2011
	£	£
Profit on ordinary activities before tax	<u>61,434</u>	<u>42,179</u>
Profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 20% (2011 - 20%)	12,287	8,436
Effects of:		
Expenses not deductible for tax purposes, other than goodwill amortisation and impairment	168	337
Capital allowances for year in excess of depreciation	(543)	-
Utilisation of tax losses	(1,162)	(1,684)
Adjustments to tax charge in respect of prior periods	38	(59,692)
	<u>10,788</u>	<u>(52,603)</u>
Current tax charge/(credit) for the year (see note above)	<u>10,788</u>	<u>(52,603)</u>

Factors that may affect future tax charges

The company has tax losses carried forward of £415,000 (2011: £990,000). These have resulted in the recognition of a deferred tax asset. The tax losses will be utilised to reduce future taxable profits.

East Kent Spatial Development Company
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2012

5. Tangible fixed assets

	Furniture, fittings and equipment £	Assets under the course of construction £	Total £
Cost or valuation			
At 1 April 2011	2,371	241,276	243,647
Additions	3,250	1,064,914	1,068,164
Transfers to investment properties	-	(1,207,258)	(1,207,258)
At 31 March 2012	<u>5,621</u>	<u>98,932</u>	<u>104,553</u>
Depreciation			
At 1 April 2011	2,227	241,276	243,503
Charge for the year	608	-	608
Impairment (see note 3)	-	664,914	664,914
Transfers to investment properties	-	(807,258)	(807,258)
At 31 March 2012	<u>2,835</u>	<u>98,932</u>	<u>101,767</u>
Net book value			
At 31 March 2012	<u>2,786</u>	-	<u>2,786</u>
At 31 March 2011	<u>144</u>	-	<u>144</u>

6. Investment property

	Long term Leasehold investment property £
Cost	
At 1 April 2011	1,800,000
Grants received	(400,000)
Surplus/(deficit) on revaluation	400,000
Transfers from Assets under the course of construction	400,000
At 31 March 2012	<u>2,200,000</u>
Comprising	
Revaluation surplus - 2010	1,517,250
Revaluation surplus - 2011	282,750
Revaluation surplus - 2012	400,000
At 31 March 2012	<u>2,200,000</u>

East Kent Spatial Development Company
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2012

6. Investment property (continued)

The 2012 valuations were made by the Directors, on an open market value for existing use basis. The valuation was informed by previous independent professional valuations undertaken by Cluttons LLP as at 15 February 2010 and 31 March 2011.

The company's investment property is secured by way of a legal mortgage against the grants made by SEEDA (see note 10).

7. Debtors

	2012 £	2011 £
Due after more than one year		
Other debtors	5,096,189	6,396,215
Deferred tax asset (see note 11)	62,500	150,000
Due within one year		
Trade debtors	10,065	14,010
Grants receivable	151,153	3,248
Prepayments and accrued income	168,772	76,252
Deferred tax asset (see note 11)	17,500	40,000
	5,506,179	6,679,725

Other debtors include loans made to a utility service provider to finance the installation of new network infrastructure. The valuation principles of these loans and related uncertainties are described in note 1.8.

8. Creditors:
Amounts falling due within one year

	2012 £	2011 £
Grants received in advance (see note 10)	168,267	54,073
Trade creditors	132,188	18,250
Corporation tax	10,750	7,089
Other creditors	292,747	176,548
	603,952	255,960

Included within other creditors are amounts totalling £42,276 (£42,276 in grants received in advance) owed to SEEDA secured by way of a legal charge over the leasehold property.

9. Creditors:
Amounts falling due after more than one year

	2012 £	2011 £
Grants received in advance (see note 10)	7,586,668	9,497,586
	7,586,668	9,497,586

East Kent Spatial Development Company
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2012

10. Grants received in advance

	2012 £	2011 £
Unrestricted grants	1,983,424	1,737,724
Designated grants - other debtors	5,715,837	7,717,512
Designated grants - fixed assets	55,674	96,423
	<u>7,754,935</u>	<u>9,551,659</u>

Unrestricted grants

These relate to those grants received by the company that the company is able to use for whatever purpose it deems appropriate. The balance includes HCA funding of £300,430 (2011: £300,430) and converted other debtor grants of £1,682,994 (2011: £1,437,294).

Designated grants - other debtors

These relate to grants received in order to finance the other debtor loans made by the company. They are converted to unrestricted grants once the repayment of the other debtor falls due. The balance includes Single Regeneration Budget funding administered through TDC of £1,412,540 (2011: £1,945,533), funding from the HCA of £2,229,568 (2011: £3,070,849), and funding from the European Regional Development Fund of £1,961,136 (2011: £2,701,130).

The balance also includes funding from the HCA in respect of recoverable deposits totalling £112,593 (2011: £NIL).

Designated grants - fixed assets

These relate to grants received in order to finance fixed assets of the company. The balance comprises SEEDA funding of £nil (2011: £42,276) and funding from the HCA of £55,674 (2011: £54,147).

11. Deferred tax asset

	2012 £	2011 £
At beginning of year	190,000	-
(Charge for)/released during year	(110,000)	190,000
	<u>80,000</u>	<u>190,000</u>

The deferred tax asset is made up as follows:

	2012 £	2011 £
Tax losses carried forward	80,000	190,000

12. Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

East Kent Spatial Development Company
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2012

13. Reserves

	Revaluation reserve £	Other reserves £	Profit and loss account £
At 1 April 2011	1,800,000	(885,598)	404,124
Profit for the year			50,646
Surplus on revaluation of leasehold property	400,000		
Movement on other reserves		458,542	
At 31 March 2012	<u>2,200,000</u>	<u>(427,056)</u>	<u>454,770</u>

Other reserves represent the provision made to reduce utility loans to the directors' best estimate of fair value. See accounting policy 1.8.

14. Contingent liabilities

The company has received grants contingent on meeting certain performance criteria. The Directors are confident that the Company will meet these performance criteria.

15. Capital commitments

At 31 March 2012 the company had capital commitments as follows:

	2012 £	2011 £
Contracted for but not provided in these financial statements	<u>813,332</u>	<u>873,891</u>

In respect of the commitment, the company had an agreement with the HCA that capital grant funding would be made available to the company in respect of qualifying capital expenditure.

16. Related party transactions

During the year the company was refunded premises expenses totalling £955 (2011 charged: £8,679) from TDC, a member of the company. Included within prepayments is an amount of £Nil (2011: £426) relating to monies paid to TDC in advance.

During the year the company received grants from the HCA totalling £1,300,610 (2011: £244,524). The unutilised balance remaining on grants received are shown in note 10.

During the year the company paid rates to CCC of £131,305 (2011: £117,918). At the year end the company was owed £Nil (2011: £2,159).

17. Controlling party

There is no controlling party for the company.

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Agenda Item 10
Annex 2

NOTICE OF REQUEST FOR A FUTURE AGENDA ITEM AT AN OVERVIEW AND SCRUTINY PANEL MEETING

(OSP PRE-) MEETING DATE: 10 April 2013

TITLE OF REQUEST:

To re examine the asset disposal process

CABINET PORTFOLIO/CORPORATE SERVICE AREA:

Community or Operational or Finance

BRIEF SUMMARY/CONTEXT OF REQUEST:

To ensure the process is open, transparent and not vulnerable to abuse by Members/Officers and that best value is obtained, either by way of a cash receipt or community use.

REASON FOR REQUEST:

Recent events and public concern.

EXPECTED OUTCOME:

An open, honest and completely transparent and trusted process

HOW DO YOU SUGGEST THE PANEL WOULD PROGRESS THE PROPOSED WORK:

(Tick as appropriate)

ONE-OFF OFFICER REPORT

ESTABLISH A FORMAL WORKING PARTY

ESTABLISH AN INFORMAL WORKING PARTY

NAME OF MEMBER SPONSOR: M Harrison

SPONSOR SIGNATURE:..... **DATE:** 22 March 2013

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Agenda Item 10

Annex 3

NOTICE OF REQUEST FOR A FUTURE AGENDA ITEM AT AN OVERVIEW AND SCRUTINY PANEL MEETING

MEETING DATE: 10 April 2013

TITLE OF REQUEST:

To consider the information given to residents when informing them of planning applications

CABINET PORTFOLIO/CORPORATE SERVICE AREA:

Housing and Planning

BRIEF SUMMARY/CONTEXT OF REQUEST:

To advise residents of the names and contact details of the relevant ward councillors in the letter advising them of a planning application

REASON FOR REQUEST:

To avoid the constant stream of complaints from residents after a planning decision has been taken when it is too late for ward councillors to do anything to help. Advising residents beforehand will allow them to contact ward councillors before the decision is made and allow representations to be made.

EXPECTED OUTCOME:

Agreed and implemented

HOW DO YOU SUGGEST THE PANEL WOULD PROGRESS THE PROPOSED WORK:

(Tick as appropriate)

ONE-OFF OFFICER REPORT

ESTABLISH A FORMAL WORKING PARTY

ESTABLISH AN INFORMAL WORKING PARTY

NAME OF MEMBER SPONSOR: Cllr M Harrison

SPONSOR SIGNATURE:.....

DATE: 22 march 2013

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**NOTICE OF REQUEST FOR A FUTURE AGENDA ITEM AT AN OVERVIEW AND
SCRUTINY PANEL MEETING**

MEETING DATE: 23 April 2013

TITLE OF REQUEST:

Proposal for District level Health Scrutiny

CABINET PORTFOLIO/CORPORATE SERVICE AREA:

Community Services

BRIEF SUMMARY/CONTEXT OF REQUEST:

The commissioning of health services has been delegated to local/district level structures through government legislation; the Health and Social Care Act 2012. As a result the Thanet Clinical Commissioning Group (Thanet CCG) was established to commission most of the NHS services as from April 2013.

Through the same legislation, the Health and Social Care Act 2012; Kent County Council has also delegated decision making on health delivery matters to district level Health & Wellbeing Boards. It is anticipated that Thanet District Council will set up such a Board by end of June 2013.

Government legislation provides for a flexible approach by Kent County Council in setting up arrangements for health scrutiny in future, which could offer an opportunity for district level scrutiny if KCC were agreeable.

On 28 March 2013 KCC considered at their full Council meeting a report on "Options for the development of the sub architecture for the Kent Health and Wellbeing Board", and confirmed the shadow Kent Health & Wellbeing Board decision made last autumn to support the development of CCG level Health & Wellbeing Boards across Kent. They agreed to delegate to district level Health & Wellbeing Boards the following areas of responsibility:

1. Develop CCG level Integrated Commissioning Strategy and Plan
2. Ensure effective local engagement
3. Local monitoring of outcomes
4. Focus on locally determined health, care and public health needs.

REASON FOR REQUEST:

It appears to be appropriate for District Councils to be afforded the opportunity to scrutinise decisions made by Thanet CCG and the Health and Wellbeing Boards regarding delivery of the local health services.

EXPECTED OUTCOME:

Members of the Overview & Scrutiny Panel may wish to assign a task & finish group the role of exploring opportunities for establishing health scrutiny arrangements at

district level by drafting a proposal for consideration by the Panel before such a proposal is forwarded to Cabinet to engage KCC in discussion on the matter.

HOW DO YOU SUGGEST THE PANEL WOULD PROGRESS THE PROPOSED WORK:

(Tick as appropriate)

- ONE-OFF OFFICER REPORT
- ESTABLISH A FORMAL WORKING PARTY
- ESTABLISH AN INFORMAL WORKING PARTY

NAME OF MEMBER SPONSOR: Councillor Driver

SPONSOR SIGNATURE:..... **DATE:** 4 April 2013

Charles Hungwe

From: Ian Driver <ianddriver@yahoo.co.uk>
Sent: 10 April 2013 12:49
To: caroline.davis@kent.gov.uk
Subject: Thanet Distirct Council Health Scrutiny

Dear Caroline

Thank you for a most helpful discussion.

I said I would set our my points for you to take further as the lead officer on health issues in KCC.

My understanding of the situation is -

1. The Thanet CCG is now operational. It works within the Thanet District Council area
2. The Thanet Health and Well Being Board is likely to be operational by June
3. At the moment scrutiny of the Thanet CCG, the Thanet HWB and other health functions in Thanet is vested with the KCC Health Scrutiny Panel
4. Government legislation/ regulation allows KCC flexibility in how it manages its Health Scrutiny function

My point is that because decisions about health and well being in Thanet have since 1 April been devolved to new district based organisations (CCG and HWB), it makes sense for KCCs Health Scrutiny functions to likewise be devolved to the Thanet District level rather than Maidstone scrutinising issues taking place 70 miles away. My understanding is that Government regulations do allow KCC to adopt this approach.

I would welcome your views on this issue.

The next meeting of the Thanet Overview and Scrutiny Panel is 23 April. Perhaps you might be able to let me have some thoughts in time for meeting.

Yours sincerely

Cllr Ian Driver
Chairman Thanet District Council OSP.

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OVERVIEW AND SCRUTINY PANEL ANNUAL REPORT 2012/13

To: **Overview and Scrutiny Panel – 23 April 2013**

By: **Councillor Driver, Overview & Scrutiny Panel Chairman**

Classification: **Unrestricted**

Summary: This agenda item allows the Chairman of the Overview and Scrutiny Panel to outline the achievements of the Panel covering the period 2012/13 and report to Council on the decision made by the Panel on possible work programme items for 2013/14.

For Decision

1.0 Introduction and Background

- 1.1 Thanet District Council's Overview & Scrutiny Panel is entitled to make an annual report to the Annual Meeting of Council. This report summarises the key achievements of the Overview & Scrutiny Panel during 2012/13 and indicates the Panels' suggested priorities for 2013/14.
- 1.2 The Panel unanimously agreed at the beginning of the 2012/13 to disregard political proportionality when setting out the membership of the working parties/task & finish groups. It is the intention of this report to show the significant contributions made by the scrutiny process to effective decision making by Thanet District Council.

2.0 Some Scrutiny Project Highlights in 2012/13

- 2.1 It should be noted that Cabinet re-affirmed its decision to grant the request of the Overview and Scrutiny Panel a policy development role at the earliest possible opportunity before the Executive makes decisions. As a result the Democratic Services Team was allocated an additional officer resource (0.5FTE) to support the work of Scrutiny in 2012/13 after which the situation would be reviewed.
- 2.2 A further review of proposed scrutiny arrangements for Thanet District Council was undertaken by the Overview & Scrutiny Panel on 12 February 2013. Members recommended the following:
- To recommend to the Constitutional Review Working Party (then Standards Committee and Council) that the Overview & Scrutiny Panel be abolished and replaced by three Overview & Scrutiny Committees as is reflected in the officer report;
 - To recommend that Council approach the East Kent Joint Independent Remuneration Panel for advice regarding the amendment of the Special Responsibility Allowance Scheme to reflect the new scrutiny arrangements.

- 2.3 The Constitutional Review Working Party then recommended to the Standards Committee the following:
- That no change to the current overview and scrutiny committee structure be endorsed.
- 2.4 The Standards Committee concurred with the recommendation from the working party. They agreed to recommend to Council:
- That no change to the current Overview & Scrutiny Committee structure be endorsed at this time.
- 2.5 It should be noted that the first attempt to recruit to the 0.5 FTE vacant post was unsuccessful and a second attempt at recruitment is now under way. This second attempt was delayed until the above review of overview and scrutiny had been completed, in order to assess whether such a review might have any implications for the recruitment process to be undertaken.
- 2.6 The OSP made a number of significant review findings on a number of matters of interest to the district and then made recommendations to Cabinet on both external scrutiny projects and internal executive decisions. These included a review of the contamination of Thanet beaches as a result of repeated sewage spillage incidents during the early part of 2012/13. The Thanet Beaches Contamination Review Task & Finish Group took the lead in carrying out this investigation. The review report with recommendations was submitted to Cabinet by the Panel and agreed by the Executive. This project involved taking evidence from members of the public, and representatives of the Environment Agency and Southern Water.
- 2.7 The external agencies fully cooperated with the work of the Overview & Scrutiny Panel and there was general agreement of the findings and recommendations that sought to ensure that similar contamination incidents would in future be handled more effectively by all the agencies concerned. Post decision implementation work was being arranged through the Operational Services Directorate of Council to put in place the measures agreed that fell within their operational responsibility.
- 2.8 These measures included that Thanet District Council work with the Environment Agency, other coastal Local Authorities, and partner organisations, to produce, agree and exercise a plan for marine & beach incident management response. This plan will provide a consistent framework for warning and informing people, businesses and others, with each organisation having a clearly defined set of remits and responsibilities and improved communication between Thanet District Council, Southern Water and the Environment Agency during emergencies.
- 2.9 The East Kent Hospitals Clinical Strategy Review Task & Finish Group engaged residents' representatives, East Kent Hospitals University Foundation Trust Board and related health care delivery services representatives in reviewing the development of the proposed East Kent Clinical Strategy. The Group was now awaiting the launch of the public consultation to which the Council was invited to participate by the Board.
- 2.10 The Minnis Bay Day Centre Review Task & Finish Group investigated the future of the Minnis Bay Day Centre in view of the concerns raised by Members about the possible closure of the Centre. The Group took evidence from the Kent County Council Cabinet Member for Adult Social Care and Public Health and senior KCC officers. They received assurances that there were no current plans to close the Day Centre. KCC suggested that more innovative approaches to operating the Centre had

to be identified. Thanet District Council received assurances from KCC that the decision regarding the future of the Minnis Bay Day Centre would be made only after a full and public consultation.

- 2.11 The Richborough Household Waste Recycling Centre Review Task & Finish Group was tasked with reviewing the Kent County Council decision to close the Richborough Household Waste Recycling Centre. Members of the Panel decided to set up this group in order to provide additional support to Cabinet. The Cabinet had tasked the Leader of Council to engage KCC leadership in reviewing the decision to close the Centre.

3.0 Report Preparation

- 3.1 The Panel Chairman requested that each Task & Finish Group/Working Party Chairman produced a brief summary of their work and achievements during 2012/13, taking into consideration any views put forward by Members from their respective working parties/task & finish groups. A questionnaire which is attached to this report as Annex 1 was produced to help with the process.

- 3.2 The task & finish group terms of reference in Annex 2, and the questionnaires were used by the Members of each group to prepare brief reports that contributed to the development of the Chairman's Annual Report for 2012/13.

4.0 Summaries of Working Party Achievements/Recommendations

4.1 Corporate Improvement & Budgeting Working Party

The Corporate Improvement & Budget Working Party has been set up to review and scrutinise issues related to corporate performance and the Council's budget. The goal of the working party is to review both service performance and budget processes on an ongoing basis, providing a critical friend challenge to officers if necessary, to ensure the Council provides fair value for the public's money and implements the most efficient and effective use of all resources.

The Working Party received considerable support from Council officers (most particularly from the Chief Executive and officers in the Finance department) through their attendance and contributions towards the committee's objectives during the year.

Concerns were raised regarding the Medium Term Financial Plan's assumption of budgetary reductions of around £4.7million from 2013-2017. Some of the responsibility for delivering this was assigned to the incoming Director of Corporate Services & Transformation. However, the brief tenure of this role prevented the committee from reviewing change-related issues or the likelihood that these reductions were achievable.

4.1.1 Key Highlights

- i. This Working Party has met 5 times in the past financial year and has reviewed the following:
 - a. Outturn position for 2011/2012 against the original budget
 - b. Detailed explanation of the localisation of council
 - c. Budget for 2013/2014
 - d. Medium Term Financial Plan 2013-2017

- ii. Members commented on the 2013/2014 budget, particularly the new tax base calculations, estimated collection rates and the initial proposal to raise council tax in 2013/2014. Both the tax base calculation and council tax were subsequently amended.

4.1.2 Working Party Recommendations for 2012/13

- i. If the Council is dedicated to transparency in its plans and operations, then this Working Party most definitely has a role to play. Service reviews, budget setting and outturns should be regular items on the agenda.
- ii. Other issues such as new initiatives that impact on the budget or provision of services should be brought to committee when appropriate.

4.2 East Kent Hospitals Clinical Strategy Review Task & Finish Group

4.2.1 Key Highlights

- i. Members engaged with representatives from the East Kent NHS Hospitals University Foundation Trust (EKHUFT) in discussion on the proposal for a new clinical strategy for the region, which would impact on the lives of Thanet residents. Of the two meetings that were conducted, one was reserved for a local key stakeholders' engagement.

Participants included a patients group, EK Coastal Ambulance Services, the Royal College of Surgeons and the Thanet Care Commission Group (Thanet CCG). This provided an opportunity for EKHUFT to share their views about the vision for new clinical strategy for East Kent and the process for developing such a strategy. Other stakeholders were also able to articulate their concerns and anxieties regarding the proposals. Members were invited to take part in the public consultation on the proposed clinical strategy that was due to take place in early 2013.

4.2.4 Task & Finish Group Recommendations for 2012/13

- i. There were no final recommendations forwarded to the Overview & Scrutiny Panel. However Members of the Group agreed that the Chairman of the task and finish group writes a letter to the EKHUFT Board expressing Members' concerns regarding the possible unintended negative consequences of the proposed clinical strategy for East Kent on Thanet residents.
- ii. Members would recommend for this group to keep a watching brief until the proposed clinical strategy has been finalised.

4.3 East Kent Spatial Development Company Review Task & Finish Group

4.3.1 Key Highlights

- i. The Group engaged the senior management from East Kent Spatial Development Company in discussion on the performance of the company and received an end of year report to be considered elsewhere on this agenda. Members agreed that there was no further need for the group to meet.

4.3.3 Task & Finish Group Recommendations for 2012/13

- i. There were no specific recommendations that were forwarded to the Overview & Scrutiny Panel.

4.4 Electoral Registration Process Review Working Party

4.4.1 Key Highlights

- i. The Task & Finish Group supported the request by Democratic Services Team to provide additional resources in order to increase the numbers of individuals that register on the electoral register during the canvass. This recommendation was supported by the Council's Electoral Registration Officer and the additional resources applied to the budget helped increase annual voter registration in 2012/13 to 87%.

4.4.2 Task & Finish Group Recommendations for 2012/13

- i. Other more recent recommendations are included elsewhere on this agenda.

4.5 Minnis Bay Day Centre Review Task & Finish Group

4.5.1 Key Highlights

- i. The group met on three occasions and engaged both Kent County Council and service user representatives in discussions on the future of day centres in Thanet in general (in the context of service provision by the County Council) and the future of Minnis Bay Day Centre in particular.
- ii. Members of the Group were able to obtain an undertaking from KCC to the effect that "there were no plans to close the Minnis Bay Day Centre. Instead there were plans to look at ways of expanding the service and usage of the day centre, which included considering youth services."¹
- iii. Further more definitive confirmation was provided in writing by KCC to the effect that "There are no current plans to close the centre (i.e Minnis Bay Day Centre); however I cannot guarantee that it will remain 'as is' for the next three years."²
- iv. The Group was awaiting a KCC response to a request by Members to visit the Minnis Bay Day Centre.

4.5.3 Task & Finish Group Recommendations for 2012/13

There were specific recommendations made by the Group to the Overview & Scrutiny Panel.

4.6 Richborough Household Waste Recycling Centre Review Task & Finish Group

4.6.1 Key Highlights

- i. The Group met once and generally agreed that the decision to close the Richborough Household Waste Recycling Centre was based on what was perceived to be a flawed process for conducting and/or analysing the information from the public consultation carried out by Kent County Council.

4.6.2 Task & Finish Group Recommendations for 2012/13

- ii. Members recommended to the Overview & Scrutiny Panel that using the information and analysis undertaken by the Richborough Action Group, officers prepare a letter with recommendations for submission to Kent County Council.

4.7 Shared Services Working Party

4.7.1 Key Highlights

- i. The Working Party met three times and considered performance reports from the East Kent Services, East Kent Human Resources Partnership and East Kent Housing.

4.7.2 Working Party Recommendations for 2012/13

There were no specific recommendations forwarded to the Panel.

4.8 Thanet Beaches Contamination Review Task & Finish Group

4.8.1 Key Highlights

- i. Members of the task and finish group met five times for formal meetings at which evidence was heard from representatives of the Environment Agency, Southern Water and Thanet District Council staff and local businesses and members of the public who were affected by the sewage spillages on Thanet Beaches.
- ii. All the recommendations of the Group were approved by the Overview and Scrutiny Panel and forwarded to Cabinet and they were agreed. Implementation meetings were arranged between Cabinet and Southern Water representatives to find an approach for implementing the decisions made by Cabinet in order to ensure that an appropriate and more efficient response system would be in place to mitigate any similar incidents in the future.

4.8.2 Task & Finish Group Recommendations for 2012/13

Having completed its review and submitted their recommendations to the Panel as reflected in Annex 3 to the report, the Panel has been requested to decommission the task and finish group.

4.9 Welfare Reform Review Task & Finish Group

At their only meeting of the year, Members were advised that guidance on the Welfare Reform were still to be released by Government. Until then it would be difficult for Members to consider any issues related to the Welfare Reform process in any meaningful way.

4.9.1 Key Highlights

In view of the above, it is not possible to report on this issue.

4.9.2 Task & Finish Group Recommendations for 2012/13

Members recommended to the Panel that an officer interim report be presented at the Overview and Scrutiny Panel on 23 October 2012; that the two local MPs and

representatives from voluntary organisations like Citizens' Advice Bureau, Shelter and Age UK, be invited to make representations to Panel Members at that meeting. Since no further policy direction was received from Government on how the Welfare Reform process would unfold, it was felt that there was no need to engage these stakeholders in discussion until after such guidance was made available to local Councils.

4.10 Airport Working Party

4.10.1 Key Highlights

- i. The group met twice

4.10.2 Working Party Recommendations for 2012/13

The Group did not make any specific recommendations to the Panel.

4.11 Crime & Disorder Reduction Partnership Working Party

4.11.1 Key Highlights

- i. The working party met four times and considered the Community Safety Plan Progress report for 2012/13 and Plan priorities for 2013/14.

4.11.2 Working Party Recommendations for 2012/13

Members recommended that the Draft Community Safety Plan for 2013/14 be adopted by Council. The group generally agreed that domestic violence was the key priority for Thanet and Council had to be seen to play its part in supporting efforts to reduce it. The Group then recommended that Council adds to the Outside Body list the Domestic Violence Forum and appoint a Council nominee for that Forum. They also recommended a change of name for the working party for 2013/14 to Community Safety Partnership Working Party.

5.0 Other Panel Work Activities in 2012/13

5.1 The Panel and its Task & Finish Groups/Working Parties continue to play a key role as a critical friend to the Executive. There were a number of important decisions that Council had to make in this last municipal year and the Panel played its part in advising Cabinet on such decisions. These included the proposals for a new Housing Allocations Policy, Equality Policy; Economic Development Strategy and the Council Budget for 2013/14, all of which were going out to public consultation. The current unfavourable economic environment continued to provide an added challenge to the Council's operating environment.

5.1 All these major policy matters, with the exception of the Economic Development Strategy, are policy framework issues that would be finalised by Council, of which only the Council Budget for 2013/14 has been finalised thus far. It is anticipated that the other outstanding policy development proposals would be concluded in the first quarter of the next municipal year (2013/14).

6.0 Cabinet Portfolio Presentations

6.1 The Panel continued to engage Cabinet by inviting Portfolio Holders to make presentations on subjects generated by the Panel, linking such presentations to the

portfolio holder's terms of reference and anticipated executive decisions as reflected in the published Forward Plan and Exempt Cabinet Report List.

- 6.2 These presentations provided an opportunity for the Overview & Scrutiny Panel to feed into the policy development process and support Cabinet Members to develop responsive and appropriate solutions for the economic and social wellbeing of Thanet residents. The Panel was able to engage Cabinet Members and lead officers in discussion on key scrutiny issues and this proved to be a useful platform for the Panel to play a "critical-friend" role to the Executive.
- 6.3 The Cabinet Members were able to share information and exchange views on a number of strategic issues that included the Allocations Policy, Economic Development Strategy, Housing Strategy, Ramsgate Port and Marina Master Plan and Tenancy Strategy.
- 6.4 Annex 3 has comments on Cabinet and or Council responses to recommendations that came from the Overview and Scrutiny Panel during 2012/13.

7.0 Call-Ins

- 7.1 There were a number of call-ins made by the Panel during this Municipal Year. These included the following
- i) Ramsgate Royal Sands;
 - ii) Notice on Motion referred by Council – Ramsgate Royal Sands;
 - iii) Introduction of Dog Control Order – Dumpton Gap.
- 7.2 The Overview & Scrutiny Panel made a number of significant recommendations to Cabinet in order to ensure compliance to the Royal Sands development agreement by the developer. These are listed in Annex 3 to the report. In response the executive set out a four month deadline for the developer to comply; with the possibility for a review of the Council's options in case of non- compliance. The deadline is to expire at the end of May 2013.
- 7.3 The Panel made a significant contribution to the improvement of the Petitions Scheme by suggesting the following recommendation to the Constitutional Review Working Party:
- 1. That the TDC Petition Scheme be amended so that when a second petition is rejected on the basis that it is generally similar to a previous valid one that has not yet been reported to Council, then the Council should be made aware of the second petition;
 - 2. That Ward Councillor(s) should be informed of all petitions that directly affect their ward once they have been received by Council, regardless of whether they were valid or not.
- 7.4 The Constitutional Review Working Party in turn recommended to the Standards Committee the following:
- 1. That the Petitions Scheme be amended so that when a second petition is rejected on the basis that it is generally similar to a previous valid one that has not yet been reported to Council, then the Council should be made aware of the second petition;

2. That Ward Councillor(s) should be informed of all petitions that directly affect their ward once they have been received by Council, regardless of whether they were valid or not; in the case of petitions that relate to the whole district of Thanet, then all Members should be informed;
 3. That Ward Councillors be informed of E-petitions only after the thresholds of signatures, as set out in the Petitions Scheme, have been reached.
- 7.5 Members of the Standards Committee agreed to recommend to Council all the recommendations from the Constitutional Review Working Party in addition to the following recommendation; that:
1. adding the words “, or counter to,” to paragraph 12.1 of the petitions scheme; this would have the effect that a second petition in support of, or opposed to, a first petition that has yet to be reported to Council, would be referred to in the report to Council.

8.0 Petitions referred to the Overview & Scrutiny Panel

- 8.1 The “No to Night Flights’ Manston” was the only petition that was referred to the Overview & Scrutiny Panel by Council. This petition had been overtaken by events as Council had already made a decision on the issue. The Council decision was based on public consultation responses received by Council.
- 8.2 The ‘Say No to the proposed Tesco superstore at Arlington, Margate’ petition was rejected by Council because this was a regulatory planning decision and was being considered by the Planning Committee.
- 8.3 The petition on ‘Support for’ Dumpton Gap Beach Dog Ban was rejected by Council because an earlier petition generally similar to this one had been received and considered by Council within the six months of receipt of this petition.
- 8.4 There was some debate by Panel Members on whether a petition adjudged to be invalid because a similar petition was due for consideration by Council should be referred to in the report on the valid petition.
- 8.5 This debate led to Members of the Panel recommending to the Constitutional Review Working Party and Standards Committee a review of the Council’s Petition Scheme to address this issue as reported in Section 7.0 of this report.

9.0 Looking Ahead to 2013/14

- 9.1 It is worth noting that although there had been extensive discussion of options for alternative scrutiny arrangements for TDC, leading to a report to the Standards Committee, the Standards Committee accepted suggestions presented to it to postpone any decision until after the processes for establishing the new Health & Wellbeing Boards at District level have been completed. Their recommendations are elsewhere in the agenda for this meeting. This delay is intended to offer Members the opportunity to determine whether there may be a need to make changes to the current scrutiny arrangements in order to assume possible additional scrutiny functions in relation to the Boards that may be devolved to District Councils at the discretion of Kent County Council. It must be added however that there are currently no indications that KCC would like to devolve such scrutiny functions

9.2 The approach of using task and finish groups appeared to have worked very well in 2012/13. Those groups that managed to carry out their assigned tasks were de-commissioned and thereby freeing officer resources to be deployed to other Council activities. It may be worthwhile for the Panel to continue with this approach in 2013/14.

9.3 Members may wish to reconstitute those groups that did not complete their work in 2013/14 and in instances where there is a clear need to refocus the work of the group; the terms of reference would need to be amended to reflect this.

9.4 There were no Member training activities specific to the work of the Overview & Scrutiny Panel in 2012/13. The Panel may wish to identify any Member training needs in relation to overview and scrutiny activities, determine training strategies and facilitate training for Panel members in order to improve their contribution to the scrutiny process. Any identified training needs could be included in the Council wide Member Learning & Development Programme for 2013/14.

10.0 Options

10.1 Members may wish to suggest some amendments to this report.

10.2 Members may choose to accept the report as the basis for the Chairman's 2012/13 Annual Report to Annual Council.

11.0 Corporate Implications

11.1 Financial

11.1.1 There are no direct financial implications arising from this report at this stage. However, requests for training would need to be considered within the context of the funds available for member learning and development.

11.2 Legal

11.2.1 There are no direct legal implications arising from this report.

11.3 Corporate

11.3.1 The Overview & Scrutiny Panel fulfils the Council's requirements under section 21 of the Local Government Act 2000, to establish one or more committees to discharge overview and scrutiny functions.

11.4 Equity and Equalities

11.4.1 There are no equity and equalities issues arising from this report.

12.0 Recommendation(s)

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

13. Decision Making Process

- 13.1 At the end of each Municipal Year, the Chairman of the Overview and Scrutiny Panel presents an annual report to Council for Members to note. The report highlights some of the key activities and outcomes of the work of the Panel and its sub-committees.

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

Annex List

Annex 1	Questionnaire for OSP Working Parties for 2012/13
Annex 2	OSP Working Parties Terms of Reference, 2012/13
Annex 3	OSP Summary of Recommendations to Cabinet and Council – 2012/13
Annex 4	OSP Working Parties Membership Table for 2012/13

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager

¹ Minutes Extract - Minnis Bay Day Centre Review Task & Finish Group – 03 September 2012

² Email Extract - KCC Cabinet Member for Adult Social Care & Public Health to the Minnis Bay Day Centre Review TFG – 28 January 2013

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Agenda Item 11

Annex 2

CORPORATE IMPROVEMENT & BUDGET WORKING PARTY TERMS OF REFERENCE

General

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

Membership, Chairmanship and Quorum

Number of Members	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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. Challenge the alignment of priorities and optimal use of resources to ensure value for money;
2. Participate in the Service Review Programme;
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 2012/2016 Corporate Plan to determine progress in relation to delivering projects and improvements noticeable to residents;

Challenge the assumptions of the Medium Term Financial Strategy;
5. 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;
6. Contribute towards the budget setting process for 2013/14 and subsequent years;
7. Review the implementation and effectiveness of the Service Review Programme;
8. 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 working party 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.

EAST KENT HOSPITALS CLINICAL STRATEGY REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review proposed changes to health delivery services in East Kent with particular emphasis on Thanet District.

Membership, Chairmanship and Quorum

Number of Members	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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

The full terms of reference for the working party are given below:

- i. Ensure the public consultation process for the proposed East Kent Hospitals NHS clinical strategy involves and reflects the views of communities in the Thanet area;
- ii. Seek to minimise any adverse implications and maximise benefits of the proposed East Kent Hospitals NHS Clinical Strategy

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 29 May 2012.

EAST KENT SPATIAL DEVELOPMENT COMPANY REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

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	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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

The full terms of reference for the working party are given below:

- i. Scrutinise the performance of the East Kent Spatial Development Company

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 29 May 2012.

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

General

A Sub-Committee of the Overview and Scrutiny Panel established to review certain matters relating to the electoral registration process.

Membership, Chairmanship and Quorum

Number of Members	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members Only
Restrictions on Chairmanship	Non Executive Members Only
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required

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.

General

It is not within the Terms of Reference of the Panel or the Task & Finish Group to consider matters relating to the registration of an individual or a specific household. There are statutory processes for objecting to a new registration or reviewing an existing registration.

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 10 January 2012.

MINNIS BAY DAY CENTRE REVIEW TASK & FINISH GROUP TERMS OF REFERENCE AND WORK PROGRAMME FOR 2012/13

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise the Minnis Bay Day Centre user fee charges for 2012/13

Membership, Chairmanship and Quorum

Number of Members	Six
Political Composition	2 Labour 2 Conservative 1 Thanet Independent Group 1 Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply	N/A
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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. Reviewing the new user fees for the Minnis Bay Day Centre;
2. Review the potential impact of such charges on Thanet older residents.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 7 August 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 7 August 2012.

RICHBOROUGH HOUSEHOLD WASTE RECYCLING CENTRE REVIEW TASK & FINISH GROUP DRAFT TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the Kent County Council decision to close the Richborough Household Waste & Recycling Centre.

Membership, Chairmanship and Quorum

Number of Members	6
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	3
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

4. To review the recent decision by Kent County Council to close the Richborough Household Waste & Recycling Centre;
2. To assess the likely impact of the KCC decision on Thanet residents particularly those living in Ramsgate, Broadstairs and Margate;
3. To produce a final report with findings and recommendations for consideration by the Overview & Scrutiny Panel.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 20 December 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 20 December 2012.

SHARED SERVICES WORKING PARTY TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

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

Membership, Chairmanship and Quorum

Number of Members	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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. Scrutinise the process for establishing Shared Services;
2. Review the implementation of shared services arrangements that include the following:
 - a) East Kent Services
 - b) East Kent Housing
 - c) East Kent HR Partnership
 - d) 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 working party 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.

THANET BEACHES CONTAMINATION REVIEW TASK & FINISH GROUP TERMS OF REFERENCE AND WORK PROGRAMME FOR 2012/13

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the collaborative working between Thanet District Council, Southern Water and the Environment Agency especially during emergencies.

Membership, Chairmanship and Quorum

Number of Members	8
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	4
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

2. Review the events in relation to the Southern Water sewage release incidents that occurred recently;
3. Review of the Southern Water and Thanet District Council emergency planning arrangements for managing similar incidents;
4. Review the collaborative working arrangements between Thanet District Council, Southern Water and the Environment Agency;
5. Gather evidence in relation to the impact of the sewage release from members of the public and businesses;
6. Make recommendations to the Overview & Scrutiny Panel on how the emergency plan can be made more robust and fit for purpose if appropriate;
7. Submit written interim and final reports with recommendations to the Overview and Scrutiny Panel.

Delegations

None

Notes

This task & finish group was proposed for establishment in principle by the decision of the Overview & Scrutiny Panel on 17 July 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 17 July 2012.

WELFARE REFORM REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

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	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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

The full terms of reference for the task & finish group are given below:

- i. Evaluate the impact of the proposed changes to the benefits system on Thanet residents;
- ii. Review Government proposal for a Council tax reduction system;
- iii. Scrutinise the impact of the proposed changes to the benefits system on potential homelessness in Thanet.

Delegations

None

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 29 May 2012.

AIRPORT WORKING PARTY DRAFT TERMS OF REFERENCE AND WORK PROGRAMME FOR 2012/13

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	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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 of the existing section 106 agreement for the airport;
2. Review the regional airport Strategy for the South East and develop a range of options to enable the Council to support the Airport's future success;
3. 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;
4. Submit written interim and final reports with recommendations to the Overview and Scrutiny Panel.

Delegations

None

Notes

This working party 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 and Scrutiny Panel on 30 August 2011.

CRIME & DISORDER REDUCTION PARTNERSHIP WORKING PARTY TERMS OF REFERENCE

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	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non 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

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 2012/13 will be specifically to:

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

Delegations

None

Notes

This working party 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

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Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>Summary of Overview and Scrutiny Panel Recommendations to Cabinet</p> <p>At the Overview & Scrutiny Panel meeting held on 7 August 2012:</p> <p>Live Margate Housing Intervention Business Plan Proposed by Cllr Driver, seconded by Cllr Campbell and AGREED to recommend that Cabinet does not approve the business plan until Cabinet is satisfied that the business plan:</p> <ul style="list-style-type: none"> i) Includes clear delivery milestones; ii) Includes robust monitoring arrangements; iii) Includes a robust acquisition/procurement approach which will secure value for money in the market place; iv) Includes a clear displacement mitigation strategy; v) Includes a community consultation and engagement strategy; vi) Seeks to achieve a proportion of socially rented housing of 33%. 	<p>At the Cabinet meeting on 23 August 2012:</p> <p>Live Margate Housing Intervention Business Plan Councillor D. Green moved, Councillor Johnston seconded and Members AGREED the following:</p> <ol style="list-style-type: none"> 1. To approve the Business Plan and Financial Model for the Live Margate Housing Intervention Project subject to the provision of a project plan detailing milestones and monitoring of the Business Plan, the production of a Displacement Strategy and Community Engagement strategy; 2. To delegate authority to the Director of Community Services to deliver the Business Plan in consultation with the Portfolio Holder on strategic delivery of the Business Plan; 3. To authorise the Director of Community Services to explore the option for the Council to seek permission from the Secretary of State to become a member of the Homebuy Shared Ownership Scheme. 	<p>There is no requirement for a Council decision on the matter as this is an Executive function.</p> <p style="text-align: right;">Annex 3</p>

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>At the Extraordinary Overview & Scrutiny Panel meeting held on 16 August 2012:</p> <p>'CALL-IN' OF CABINET DECISION IN RELATION TO RAMSGATE ROYAL SANDS</p> <p>Councillor Harrison proposed, Councillor Bayford seconded and Members AGREED the following:</p> <ol style="list-style-type: none"> 1. That before any final decision is made, external due diligence be undertaken and the report brought back to the Overview & Scrutiny Panel; 2. That the points (unanswered Questions/Queries) raised by Members of the Panel be responded to and the report authors be present when the external due diligence report is brought back to the Overview & Scrutiny Panel; 3. That the final decision is made by the Cabinet Member for Commercial Services, the Leader of the Council and the Officers. 	<p>At the Cabinet meeting on 23 August 2012:</p> <p>REPORT BACK - 'CALL-IN' OF CABINET DECISION IN RELATION TO RAMSGATE ROYAL SANDS - OVERVIEW & SCRUTINY PANEL - 16 AUGUST 2012</p> <p>Councillor Poole moved, Councillor Fenner seconded and Members AGREED that:</p> <ol style="list-style-type: none"> 1. As all the concerns expressed by the Overview & Scrutiny Panel have now been addressed, Cabinet confirms its decision taken on 26 July 2012. 	<p>N/A</p>

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>At the Overview & Scrutiny Panel meeting held on 23 October 2012:</p> <p>Localisation of Council Tax Discount Scheme</p> <p>Councillor Campbell proposed, Councillor W. Scobie seconded and Members agreed to recommend to Cabinet Option 2 which is as detailed below:</p> <p>“Adopt the “Kent” CTRS, which is being consulted upon by the majority of the other Kent districts.”</p> <p>At the Overview & Scrutiny Panel meeting held on 23 October 2012:</p> <p>Statement of Gambling Policy</p> <p>Councillor Campbell proposed, Councillor W. Scobie seconded and Members agreed the following:</p> <p>1. That the Overview and Scrutiny Panel recommend to Cabinet and Council that the Policy Statement should be adopted.</p>	<p>At the Cabinet meeting on 8 November 2012:</p> <p>Localisation of Council Tax Discount Scheme</p> <p>Councillor Everitt proposed, Councillor D. Green seconded and Members agreed the following:</p> <p>1. To recommend to Council the adoption of the scheme as proposed in the consultation exercise and Option 2 which is as detailed below:</p> <p>“Adopt the “Kent” CTRS, which is being consulted upon by the majority of the other Kent districts”.</p> <p>At the Cabinet meeting on 8 November 2012:</p> <p>Statement of Gambling Policy</p> <p>Councillor Fenner proposed, Councillor D. Green seconded and Members agreed the following:</p> <p>1. To recommend that Full Council adopt the Statement of Gambling Policy.</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>At the Extraordinary Overview & Scrutiny Panel meeting held on 20 December 2012:</p> <p>OSP Recommendations to Cabinet - Thanet Beaches Contamination Review</p> <p>Councillor Harrison proposed, Councillor W. Scobie seconded and Members agreed that:</p> <p>A. RECOMMENDATIONS TO THANET DISTRICT COUNCIL, SOUTHERN WATER AND ENVIRONMENT AGENCY</p> <ol style="list-style-type: none"> 1. Communication: - Thanet District Council, Southern Water and Environment Agency should meet quarterly to look at the emergency response arrangements and ensure that these arrangements are appropriate and up to date; 2. In the event of an emergency, with regards to the initial contact between Thanet District Council and Southern Water; there should be confirmation of any communication between the agencies; so that if a telephone message is left, the call should be returned and if an email is sent, it should be replied to; 	<p>At the Cabinet meeting on 22 January 2013:</p> <p>OSP Recommendations to Cabinet - Thanet Beaches Contamination Review</p> <p>Councillor Poole proposed, Councillor C. Hart seconded and Members agreed the findings and subsequent recommendations of the Overview & Scrutiny Panel with an amendment for recommendation 16 as detailed below:</p> <p>A. AGREED RECOMMENDATIONS TO THANET DISTRICT COUNCIL, SOUTHERN WATER AND ENVIRONMENT AGENCY</p> <ol style="list-style-type: none"> 1. Communication: - Thanet District Council, Southern Water and Environment Agency should meet quarterly to look at the emergency response arrangements and ensure that these arrangements are appropriate and up to date; 2. In the event of an emergency, with regards to the initial contact between Thanet District Council and Southern Water; there should be confirmation of any communication between the agencies; so that if a telephone message is left, the call should be returned and if an email is sent, it should be replied to; 	<p>N/A</p>

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>3. There was a need to produce and adopt a Contingency Plan for the closure of Thanet Beaches which should be based on the best practice framework model for the South East Region to be developed by the Environment Agency;</p> <p>B. RECOMMENDATIONS TO THANET DISTRICT COUNCIL</p> <p>4. Compensation: - Cabinet be asked to lobby local MPs to amend the legislation that governs the water industry (particularly the sewer management sub-sector) so that in cases whereby flooding caused by the overwhelming of sewer systems it becomes the responsibility of water companies;</p> <p>5. Thanet District Council should be responsible for signage and dissemination of information during emergencies;</p> <p>6. Generic large signage boards (AO size) should be in store; ready to be deployed at strategic points of public access only to the emergency event. The response to emergencies should be measured and appropriate and ensure that beaches not affected are not closed;</p>	<p>3. There was a need to produce and adopt a Contingency Plan for the closure of Thanet Beaches which should be based on the best practice framework model for the South East Region to be developed by the Environment Agency;</p> <p>B. AGREED RECOMMENDATIONS TO THANET DISTRICT COUNCIL</p> <p>4. Compensation: - To lobby local MPs to amend the legislation that governs the water industry (particularly the sewer management sub-sector) so that in cases whereby flooding caused by the overwhelming of sewer systems it becomes the responsibility of water companies;</p> <p>5. Thanet District Council should be responsible for signage and dissemination of information during emergencies;</p> <p>6. Generic large signage boards (AO size) should be in store; ready to be deployed at strategic points of public access only to the beaches affected by the emergency event. The response to emergencies should be measured and appropriate and ensure that beaches not affected are not closed;</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>7. Social media (to include face book, twitter and local radio stations) should be used to alert the public about the contamination on the beaches;</p> <p>8. After the beaches have been cleaned, signage should be put up to let visitors and the public know that the beaches are now clean and open. Appropriate signage, including social media should be used to advertise that the beaches have been cleaned and are safe;</p> <p>9. Cabinet be asked to lobby local MPs to amend the legislation that governs the funding of the Environment Agency to enable them to carry out random sampling of bathing water on beaches during the off season (in winter);</p> <p>10. Cabinet be asked to lobby Department for Environment, Food and Rural Affairs (Defra) to provide extra funding for off-season sampling of bathing water on beaches;</p>	<p>7. Social media (to include face book, twitter and local radio stations) should be used to alert the public about the contamination on the beaches;</p> <p>8. After the beaches have been cleaned, signage should be put up to let visitors and the public know that the beaches are now clean and open. Appropriate signage, including social media should be used to advertise that the beaches have been cleaned and are safe;</p> <p>9. To lobby local MPs to amend the legislation that governs the funding of the Environment Agency to enable them to carry out random sampling of bathing water on beaches during the off season (in winter);</p> <p>10. To lobby Department for Environment, Food and Rural Affairs (Defra) to provide extra funding for off-season sampling of bathing water on beaches;</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>C. RECOMMENDATIONS TO SOUTHERN WATER</p> <p>11. The response time between alarm action and the physical presence of staff to an emergency site should be 20 minutes and Monitoring CCTV facility should be installed at strategic points at Foreness Point Pumping Station in order to enable early response to emergencies;</p> <p>12. After a prolonged period of drought, there should be more frequent jet washing of the sewer system particularly along known pinch points;</p> <p>13. Southern Water communication/compensation procedures should be more responsive and more sympathetic discretion should be used to compensate residents whose properties are affected by sewage flooding;</p> <p>14. In the event of future emergencies, an ad hoc 'Incident Dedicated Contact Point' for customers should be set up;</p>	<p>C. AGREED RECOMMENDATIONS TO SOUTHERN WATER</p> <p>11. The response time between alarm action and the physical presence of staff to an emergency site should be 20 minutes and Monitoring CCTV facility should be installed at strategic points at Foreness Point Pumping Station in order to enable early response to emergencies;</p> <p>12. After a prolonged period of drought, there should be more frequent jet washing of the sewer system particularly along known pinch points;</p> <p>13. Southern Water communication/compensation procedures should be more responsive and more sympathetic discretion should be used to compensate residents whose properties are affected by sewage flooding;</p> <p>14. In the event of future emergencies, an ad hoc 'Incident Dedicated Contact Point' for customers should be set up;</p>	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>D. RECOMMENDATIONS TO ENVIRONMENT AGENCY</p> <p>15. Request the Environment Agency to consider carrying out random water sampling on beaches in winter due to the increase in winter sports during the off-season.</p> <p>16. Request the Environment Agency to draft a best practice framework model for Contingency Plan for closure of beaches in emergencies.</p>	<p>D. AGREED RECOMMENDATIONS TO ENVIRONMENT AGENCY</p> <p>15. Request the Environment Agency to consider carrying out random water sampling on beaches in winter due to the increase in winter sports during the off-season;</p> <p>16. Thanet District Council work with the Environment Agency, other coastal Local Authorities, and partner organisations, to produce, agree and exercise a plan for marine & beach incident management response. This plan will provide a consistent framework for warning and informing people, businesses and others, with each organisation having a clearly defined set of remits and responsibilities.</p>	
<p>At the Overview & Scrutiny Panel meeting held on 15 January 2013:</p> <p>Allocations Policy</p> <p>Members agreed to recommend the draft Allocations Policy to Cabinet with the following additions:</p> <ol style="list-style-type: none"> 1. A clear Appeals Procedure; 2. Ensure medical grounds are comprehensive and include mental health; 	<p>At the Cabinet meeting on 22 January 2013:</p> <p>Allocations Policy</p> <p>Councillor D. Green proposed, Councillor C. Hart seconded and Members agreed:</p> <ol style="list-style-type: none"> 1. That the Overview and Scrutiny Panel comments of “Including and making clear that rent arrears and former tenancy debts apply to all social housing providers within or outside the Thanet area” be added into the consultation document; 	

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>3. Include that the rent arrears apply to all social housing providers within or outside the Thanet area.</p>	<p>2. That the Armed Forces Personnel Section of the proposed Allocations Policy be clarified further;</p> <p>3. The proposed Allocations Policy document and public consultation process.</p>	
<p>At the Overview & Scrutiny Panel meeting held on 15 January 2013:</p> <p>Housing Strategy 2012-2016</p> <p>Members agreed to recommend the proposed draft Housing Strategy to Cabinet.</p>	<p>At the Cabinet meeting on 22 January 2013:</p> <p>Housing Strategy 2012-2016</p> <p>Councillor D. Green proposed, Councillor C. Hart seconded and Members agreed:</p> <p>1. To recommend the strategy to Council for approval in February 2013.</p>	<p>At the Full Council meeting on 7 February 2013:</p> <p>Housing Strategy 2012-2016</p>

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Agenda Item 11

Annex 4

Table 1 – OSP WORKING PARTIES STRUCTURE 2012/13

Issue	Composition/ Members	Lead Officer	Status
High Priority Work for 2012/13			
Date of Establishment: 28.05.08 Corporate Improvement and Budget Working Party	Cllr Binks - Chairman Cllr Campbell Cllr Grove Cllr W. Scobie Cllr Wise Cllr Worrow	Sarah Martin Adrian Halse	On going
Date of Establishment 29.05.12 East Kent Hospitals Clinical Strategy Review Task & Finish Group	Cllr Harrison - Chairman Cllr Cohen Cllr Gibson Cllr E. Green Cllr I. Gregory Cllr King Cllr Wells Cllr Wright	Madeline Homer Janice Wason	On going
Date of Establishment 10.01.12 Electoral Registration Process Review Working Party	Cllr Cohen - Chairman Cllr K. Dark Cllr Grove Cllr Harrison Cllr Hornus Cllr W. Scobie Cllr M. Tomlinson Cllr S. Tomlinson	Glenn Back	On going
Date of Establishment 17.07.12 Minnis Bay Day Centre Review Task & Finish Group	Cllr K. Dark – Chairman Cllr Bruce Cllr Cohen Cllr Coleman-Cooke Cllr King Cllr Matterface	Madeline Homer Janice Wason	On going
Date of Establishment 20.12.12 Richborough Household Waste Recycling Centre Review Task & Finish Group	Cllr Gibson - Chairman Cllr E. Green Cllr Gideon Cllr King Cllr Marson Cllr Worrow	Mark Seed Harvey Patterson	On going
Date of Establishment: 15.06.10 Shared Services Working Party	Cllr Hornus – Chairman Cllr Driver Cllr Cohen Cllr P. Moore Cllr D. Saunders Cllr Watkins	Mark Seed Karen Paton Matt Sanham Craig George	On going
Date of Establishment 17.07.12 Thanet Beaches	Cllr Harrison - Chairman Cllr Campbell Cllr Hibbert	Mark Seed Harvey	On going

Issue	Composition/ Members	Lead Officer	Status
Contamination Review Task & Finish Group	Cllr King Cllr Marson Cllr D Saunders Cllr M Tomlinson Cllr Worrow	Patterson	
Date of Establishment 29.05.12 Welfare Reform Review Task & Finish Group*	Cllr Campbell Cllr Gibson Cllr King Cllr Moores Cllr Sullivan Cllr Worrow	Janice Wason Madeline Homer	On going
Low Priority Work for 2012/13			
Date of Establishment: 02.10.07 Airport Working Party	Cllr Ms Gideon - Chairman Cllr Alexandrou Cllr Bruce Cllr Mrs Gibson Cllr Grove Cllr Harrison Cllr Mrs Marson Cllr Worrow	Madeline Homer Nicola Walker Justine Wingate	On going
Date of Establishment 01.10.09 Crime & Disorder Reduction Partnership Working Party	Cllr Wiltshire - Chairman Cllr Cohen Cllr Coleman-Cooke Cllr Edwards Cllr E. Green Cllr Hibbert Cllr King Cllr M. Tomlinson	Martyn Cassell Janice Wason	On going
Date of Establishment 29.05.12 East Kent Spatial Development Company Review Task & Finish Group**	Cllr Bayford Cllr Binks Cllr Harrison Cllr King Cllr Moore Cllr Worrow	Madeline Homer	On going

*The Group is still to elect a Chairman;

**The Group met informally on two occasions and referred future work to the Overview & Scrutiny Panel

FORWARD PLAN AND EXEMPT CABINET REPORT LIST: – 25 APRIL 2013 – 14 NOVEMBER 2013

To: **Overview and Scrutiny Panel – 23 April 2013**

Main Portfolio Area: **All**

By: **Glenn Back, Democratic Services and Scrutiny Manager**

Classification: **Unrestricted**

Summary: To update Panel Members on the revised Forward Plan and Exempt Cabinet Report 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

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 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 this 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.

2.0 Corporate Implications

2.1 Financial

2.1.1 None

2.2 Legal

2.2.1 None

2.3 Corporate

2.3.1 None

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, Ext 7005

Annex List

Annex 1	Forward Plan and Exempt Cabinet Report List
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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 AND EXEMPT CABINET REPORT LIST

25 APRIL 2013 TO 14 NOVEMBER 2013

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, Democratic Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, Nicholas.hughes@thanet.gov.uk , telephone number 01843 577208.

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 Clive Hart

Leader of the Council and Cabinet Member for Economic Development and Regeneration Services

Councillor Alan Poole

Deputy Leader of the Council and Cabinet Member for Operational Services

Councillor Iris Johnston

Cabinet Member for Community Services

Councillor David Green

Cabinet Member for Housing and Planning Services

Councillor Michelle Fenner

Cabinet Member for Business, Corporate and Regulatory Services

Councillor Rick Everitt

Cabinet Member for Financial Services

25 April 2013 to 14 November 2013

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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 exempt information to be considered when the decision is taken	Documents submitted to the Decision Maker
Equality Policy	The current comprehensive Equality Policy will be replaced by a new policy.	1.Cabinet Overview and Scrutiny Panel Cabinet Council 2.Sarah Carroll, Strategic Organisational Development Manager	Councillor Michelle Fenner, Cabinet Member for Business, Corporate and Regulatory Services	28 Mar 13 30 Apr 13 20 Jun 13 11 Jul 13	PFP		Draft Policy Action Plan Equality Impact Assessment

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 exempt information to be considered when the decision is taken	Documents submitted to the Decision Maker
Agreement of Community Safety Partnership Plan for 2013-14	This ensures that the Council meets its statutory obligation of the Crime and Disorder Act 1998 in bringing together partners	1. Overview and Scrutiny Panel Cabinet Council 2. Martyn Cassell, Community Safety and Leisure Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	23 Apr 13 25 Apr 13 16 May 13	PFP		Community Safety Partnership Plan, 2013-2014
Seeking approval of Thanet Air Quality Action Plan 2013	Compliance with the requirements of Part IV of The Environment Act 1995	1. Cabinet 2. Morgan Sproates, Environmental Protection Manager	Councillor Michelle Fenner, Cabinet Member for Business, Corporate and Regulatory Services	25 Apr 13	Key		Report and Action Plan
Local authority mortgage scheme	If approved, the council will enter into the Kent-wide mortgage scheme	1. Cabinet Council 2. Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor David Green, Cabinet Member for Housing and Planning Services	29 May 13 11 Jul 13	Key		Copies of documentation from lender and sector

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 exempt information to be considered when the decision is taken	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. Overview and Scrutiny Panel Overview and Scrutiny Panel Cabinet Council 2. Victoria May, Housing Options Manager	Councillor David Green, Cabinet Member for Housing and Planning Services	15 Jan 13 23 Apr 13 29 May 13 11 Jul 13	Policy Framework		Draft policy
Tenancy Strategy	Develop a Tenancy Strategy for Thanet	1. Overview and Scrutiny Panel Cabinet Council 2. Craig George, Housing Services Manager Tel: 01843 577220	Councillor David Green, Cabinet Member for Housing and Planning Services	28 May 13 29 May 13 11 Jul 13	PFP		Tenancy Strategy
Approval of Economic Development Strategy	An adoption of Economic Development Strategy	1. Overview and Scrutiny Panel Cabinet 2. Rob Hetherington, Economic Development and Regeneration Manager	Councillor Clive Hart, Leader of the Council and Cabinet Member for Economic Development and Regeneration Services	28 May 13 29 May 13	Key		Final Strategy

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 exempt information to be considered when the decision is taken	Documents submitted to the Decision Maker
Design for Future Climate Change	Accept Recommendations from Consultants	1. Overview and Scrutiny Panel Cabinet Council 2. Rob Hetherington, Economic Development and Regeneration Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	28 May 13 20 Jun 13 11 Jul 13	Key		Bid Document Agreement with the Technology Strategy Board
Thanet Parking Policy 2013-14	Policy on parking issues in Thanet, including fees and charges for 2013-2014	1. Overview and Scrutiny Panel Cabinet Council 2. Mark Seed, Director of Operations Tel: 01843 577742	Councillor Alan Poole, Deputy Leader of the Council and Cabinet Member for Operational Services	28 May 13 20 Jun 13 11 Jul 13	Key		The Big Parking Review Summary Parking Policy 2012-2013
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. Overview and Scrutiny Panel Cabinet Council 2. Mark Seed, Director of Operations Tel: 01843 577742	Councillor Alan Poole, Deputy Leader of the Council and Cabinet Member for Operational Services	28 May 13 20 Jun 13 11 Jul 13	Key		Draft Master Plan

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 exempt information to be considered when the decision is taken	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 David Green, Cabinet Member for Housing and Planning Services	Before 1 Aug 13	Key		Project Agreement and Back to Back Agreement
Revised Procurement Strategy	Revised Procurement Strategy adopted	1.Cabinet 2.Karen Paton, Strategic Procurement Manager	Councillor Michelle Fenner, Cabinet Member for Business, Corporate and Regulatory Services	1 Aug 13	Non-Key		Cabinet Report and Strategy Document
Budget Outturn Report	To present the budget outturn for 2012/13 for General Fund, Housing Revenue Account and Capital Programmes	1.Cabinet 2.Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor Rick Everitt, Cabinet Member for Financial Services	1 Aug 13	Non-Key		Covering report with annex
A Disabled Facilities Grant (DFG) Policy	We will have a clear approach to DFG delivery	1.Overview and Scrutiny Panel Cabinet 2.Tanya Wenham, Housing Regeneration Manager	Councillor David Green, Cabinet Member for Housing and Planning Services	22 Oct 13 14 Nov 13	Key		Cabinet Report and Policy Document

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