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OVERVIEW & SCRUTINY PANEL

26 MARCH 2015

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Thursday, 26 March 2015** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor Gideon (Chairman); Councillors: Campbell (Vice-Chairman), Driver, Dwyer, Fenner, Gibson, I Gregory, K Gregory, Hornus, Huxley, King, Matterface, Moore, Poole, D Saunders, M Saunders, M Tomlinson, S Tomlinson and Worrow

A G E N D A

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 13 January 2015, copy attached.
4. **EXTERNAL FUNDING AND GRANTS PROTOCOL** (Pages 5 - 30)
5. **THANET COMMUNITY SAFETY PLAN FOR 2015-2016** (Pages 31 - 62)
6. **REJECTED PETITION - MANSTON AIRPORT** (Pages 63 - 64)
7. **REVIEW OF OSP WORK PROGRAMME 2014/15** (Pages 65 - 68)
8. **OVERVIEW & SCRUTINY PANEL ANNUAL REPORT TO COUNCIL 2014/15** (Pages 69 - 88)
9. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST - 02 APRIL 2015 - 31 DECEMBER 2015** (Pages 89 - 98)

Declaration of Interest form - back of agenda

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OVERVIEW AND SCRUTINY PANEL

Minutes of the meeting held on 13 January 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Gideon (Chairman); Councillors Bayford, Campbell, Dwyer, Fenner, K Gregory, Huxley, King, Matterface, Moore, Poole, D Saunders, M Tomlinson and Worrow

In Attendance: Councillors: Johnston, D Green and E Green

441. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Gibson;
Councillor I. Gregory, substituted by Councillor Bayford;
Councillor Hornus, substituted by Councillor Marson;
Councillor Driver, substituted by Councillor King.

442. DECLARATIONS OF INTEREST

Councillor Johnston, Leader of Council informed the meeting that she had in the past attended a Save The Manston Airport Group meeting at which she gave a donation of £20 to the Group. The Leader said that she had made similar declarations at Cabinet and Council meetings when this issue was discussed and that Mr Steven Boyle, Legal Services Manager & Monitoring Officer had on those occasions advised Members that it was his assessment that the Leader would not be required to avoid voting on the Manston Airport agenda item at these meeting.

Councillor Gideon reported to the meeting that her cousin worked as a spokesperson for Party A and that although this could be perceived as a potential conflict of interest she had little contact with her cousin. Councillor Gideon has no financial interest in the issue under discussion and she never discussed matters not in the public domain with her cousin. Cllr Gideon was advised by the Monitoring officer outside the meeting that based on the information provided this did not constitute a significant interest under the Council's Code of Conduct.

443. MINUTES OF PREVIOUS MEETING

Councillor Gideon said that she wanted the meeting to note that the comments attributed to Councillor Harrison that 'the Vattenfall Community Project Fund had not been utilised since 2009;' were factually inaccurate.

Councillor Campbell proposed, Councillor Dwyer-King seconded and Members agreed the minutes.

444. MINUTES OF EXTRAORDINARY MEETING

Councillor Campbell proposed, Councillor D. Saunders seconded and Members agreed the minutes.

445. CALL IN: CABINET DECISION OF 11 DECEMBER 2014: MANSTON AIRPORT

The Chairman said that the purpose of the call-in was to find out whether appropriate procedures were followed in arriving at that Cabinet decision. The cross-party call-in had

been prompted by some Members of the Panel who expressed some concerns regarding 'inadequate reasons' given for the decision made by Cabinet.

Paul Cook, Director of Corporate Resources & S151 officer set out the due diligence undertaken and the reasons behind the Cabinet decision on the matter. These were as follows:

1. Investment resources evidence was not demonstrated by Party A;
2. The email statement from Party A, which was provided to the Council from Party A's solicitors showed an investment amount set aside of \$1,6million and a separate \$400,000 set aside as a general line of credit that might be called on for this and other projects. Council viewed the \$1,6million as insufficient considering such factors as the value of land which would be involved in the CPO process;
3. Three years' financial accounts were not provided by Party A as requested by Council. Council observed that the accounts provided by Party A complied with State of Delaware income tax requirements but not with generally accepted US accounting principles. According to the accounting policies included in the accounts provided, the accounts were not intended to present the fund's financial position
4. The accounts provided in any case covered only a fraction of Party A's activities;
5. The balance sheet was unaudited and appeared to be unconsolidated. Council was therefore unable to make further appropriate assessments.
6. The business plan did not demonstrate a viable project;
7. The duration of the business plan provided was not adequate. There was no 20 year plan as required by Council. The business plan provided only covered a five year period. The Falcon Report required a 20 year business plan.
8. The business plan did not make adequate provision for CPO costs; site acquisition and development of the airport;
9. Some of the business plan expenditure assumptions and some of the income assumptions appeared optimistic.

Paul Cook said that Council had received feedback from its external auditors, Grant Thornton, LLP who commented that they had no issues with the decision taken by Council on this indemnity partnership matter. He said that Council had received counsel's opinion confirming the conduct of the soft marketing exercise was appropriate. The Council had compared its process with that used by other local Councils in seeking a CPO indemnity partner for a major project. Paul Cook said the process used by TDC was comparable to that used by the other local councils.

Some Members were concerned that Council had put 'too much weight' on the advice given by the Falcon Report. Other Members acknowledged that Cabinet had kept other Political Group Leaders informed of the progress regarding the sourcing for a CPO Indemnity Partner. Councillor Johnston, Leader of Council said that Cabinet extended deadlines to Party A to submit all the information that was required to assess their viability as an indemnity partner. However despite the extension of deadlines, the information handed to Council was still inadequate to confirm the viability of Party A as a potential indemnity partner. Madeline Homer, Acting CEx advised the meeting that the costs incurred by Council to date regarding the soft marketing and legal advice was £26,000 and this figure excluded officer time.

Councillor Bayford proposed, Councillor Marson seconded and Members unanimously agreed that the following:

That the decision that ‘That no further action be taken at this present time on a CPO of Manston’ be reviewed by Cabinet on receipt of new information from the Minister of Transport.

The Chairman adjourned the meeting for five minutes to allow members of the public to leave the Chamber after this issue had been concluded.

446. LEADER'S UPDATES - EXECUTIVE UPDATES ON PROGRESS ON KEY PROJECTS

The Leader reported to the meeting that she had attended neighbourhood engagement meetings that included Ramsgate Matters where update reports on key Council projects were presented. She attended the Boat Show in London on 13 January 2015 at which Ramsgate Port had a stand. Cllr Johnston advised the meeting that the Royal Sands mediation was still on going. A Members Briefing would be held in February to provide updates on the Dreamland. Funding for the cliff wall survey had been received by Council and the Royal Pavillion agreement had been signed by Council and Wetherspoons.

Madeline Homer said that she would continue to provide updates on the Royal Sands mediation process The Cabinet Member responsible for that service area was kept informed of progress to date.

The report was noted.

447. PROPOSED TDC GRANT ALLOCATIONS AND MONITORING PROTOCOL - OSP RECOMMENDATION TO CABINET

Mr Paul Cook, Director of Corporate Resources advised the meeting that the report would be brought to the next scheduled meeting of the Panel on 10 March 2015.

448. THANET PARKING POLICY 2015-2020

Mark Seed, Director of Operational Services introduced the item. He said that there was a need to come up with an effective parking policy for Thanet to cover business, leisure and residential areas and reconcile competing demands whilst achieving safe use of roads. A key aim was to support the local economy. The policy aimed to create space for residents who wanted to park near their properties. The policy would also support the environmental agenda

Mark Seed said that the new policy would take into consideration concerns raised by residents and Members regarding some areas in the district that were experiencing parking problems. The policy would also try to balance the challenges posed by balancing peak demand and under-utilised parking spaces in some parts of the district. Mr Seed said that his team would try to simplify the arrangements for pre-booking for coach parking in allocated areas in the district for 2015/16. Members congratulated the Operational Services Team that conducted the survey on parking charges and the comprehensive report provided for the Panel meeting.

Some Members requested for more enforcement to on-street car sales in the district. Members were advised that this issue could only be dealt by the Parking Service if waiting restrictions were in place. Officers agreed to assess the current management of this issue as part of the Licensing Services and the anti-social behaviour unit.

The report was noted.

449. REJECTED PETITION - CCTV IN ALBION GARDENS

The report was noted.

450. REVIEW OF OSP WORK PROGRAMME 2014/15

Councillor King gave a brief verbal update regarding the work of the TDC Artefacts Management Review Task & Finish Group (TFG). He said that he had been advised by officers that the bid by Council to the Heritage Lottery Fund had received a positive response. Councillor King then requested that a meeting of the sub-group be arranged by officers as soon as was possible in order to formally share this information with other members of the TFG.

Madeline Homer, Acting CEx said that she would check for any further updates regarding the funding bid and pass on the message to the sub-group.

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

1. To note the report;
2. To delegate to the Corporate Performance Review Working Party, the authority to make recommendations on the corporate performance report directly to Cabinet.

451. FORWARD PLAN AND EXEMPT CABINET REPORT LIST - 20 JANUARY 2015 - 1 AUGUST 2015

The report was noted.

Meeting concluded: 9.20 pm

External Funding and Grants Protocol

To: **Overview and Scrutiny Panel – 26 March 2015**

Main Portfolio Area: **Corporate**

By: **External Funding Officer**

Classification: **Unrestricted**

Ward: **All**

Summary: **To present the new External Funding and Grants Protocol.**

For Decision

1.0 Introduction

1.1 The purpose of this paper is to introduce the revised External Funding Protocol to take account of changes recommended by Overview and Scrutiny in relation to community grants.

2.0 Background

2.1 The original External Funding Protocol put in place robust procedures to prevent breaches of external funding grant conditions and possible repayment of grants as a result.

3.0 Current Position

3.1 The protocol was previously approved by Governance and Audit on 24 September 2014 and is regularly reviewed. This revised version reaffirms the procedures, but in addition provides guidance around community grants.

3.2 The revised External Funding and Grants Protocol is presented at **Annex 1**.

3.3 Consideration was given as to whether a separate protocol was required. However, on reflection the last funding that fell into the Community Grant category was money received by Vattenfall back in 2010. Prior to that be-quests and grants to be given and distributed for community use were very rarely received and would have meant any protocol specifically written for this purpose would be in danger of failing into insignificance through underutilisation. The External Funding protocol is a high profile document that Officers are fully aware of and regularly updated on, by incorporating the Scrutiny recommendations within that report means that it was more visible to officers.

3.4 Section 106 or developer contributions are outside of the remit of the protocol as these are governed by separate legal agreements.

4.0 Corporate Implications

4.1 Financial

4.1.1 There are no direct financial implications; the protocol ensures that potential financial risks are considered prior to, during and after grant drawdown to avoid adverse impact on the Council's finances.

4.2 Legal

4.2.1 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Interim Director of Corporate & Regulatory Services (S151 Officer), Paul Cook, and this report is helping to carry out that function.

4.3 Corporate

4.3.1 Corporate priorities rely in part on the success of external funding applications. The protocol assists the Council in applying and managing the risk associated with external funders requirements.

4.4 Equity and equalities

4.4.1 There are no equity or equality issues arising from this report.

5.0 Recommendation

5.1 That Overview and Scrutiny recommends to the Governance and Audit Committee the adoption of the revised External Funding and Grants Protocol.

Contact Officer:	Clive Bowen, External Funding Officer, 01843 577225
Reporting to:	Nicola Walker, Interim Head Of Financial Services

Annex List

Annex 1	External Funding and Grants Protocol
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Corporate Consultation Undertaken

Finance	Clive Bowen, External Funding Officer
Legal	N/A



External Funding and Grants Protocol

Thanet District Council

1.0 Introduction

- 1.1. External funding is an important source of income to the Council, but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council.
- 1.2. Grants provided by the Council help to deliver corporate priorities and outcomes, but it is important that these grants are managed responsibly and offer value for money.
- 1.3. There is a need for a protocol that standardises processes relating to external funding and the payment of grants to ensure consistency and clarity and to protect the Council from unidentified risks.

2.0 Objectives of the Guidance Notes

- 2.1. The objectives of these guidance notes are to ensure that:
 - Corporate Plan/Council priorities are considered when seeking external funding and bids concentrate on these areas, rather than bidding for funds that divert internal resources to non priority areas.
 - Before taking on external funding due consideration is given to the funder's conditions and rules.
 - Issues that may arise from the funding are identified and considered appropriately e.g. legal, VAT and capacity issues.
 - Exit strategies are considered and identified where appropriate.
 - All financial implications arising from external funding are identified e.g. match funding requirements and ongoing unsupported revenue costs etc.
 - Members are involved appropriately in approving funding bids.
 - Thanet District Council, its Members and staff are protected through the keeping of correct records.
 - The correct authorisation is obtained to enter into an agreement for external funding for a project.
 - All funding in respect of the project is received and properly accounted for.
 - All claims for funds are made by the due dates.
 - The project progresses as approved.
 - Monitoring takes place in a timely manner.
 - All expenditure is properly incurred and recorded.
 - All project outcomes, outputs and results are achieved.
 - There are procedures in place for any grants made from the project.
 - There is an audit trail for all expenditure and income relating to the project.
 - Any requirements from external funders are met.
 - Any significant changes to the project are notified to the external funder as soon as they become apparent.
 - Equality and diversity aspects of externally funded projects are considered.
 - Grants are paid to sustainable organisations.

- Expenditure and outputs in relation to grants provided are monitored to ensure the grant has delivered value for money.
- Grants paid to organisations over £1,000 have a grant offer letter (**Annex 4**).

2.2. Application of the guidance set out may vary from project to project and information on particular requirements for project monitoring and record retention is likely to be provided by individual funders. It is of vital importance that the funder's guidance is followed.

3.0 Definition of External Funding and Grants

3.1. This protocol applies to external funding/contributions and grants paid to third parties that are as follows:

	Grants/Contributions paid to / received equal to or in excess of	Definition
External Funding received by the Council	>=£0	Any grant that carries conditions, where several outcomes or regular returns are required to be reported to the funder.
External Funding received by the Council	>=£5,000	Any grant that carries only one outcome e.g. the writing of a report or the monitoring of the number of participants in an event.
Un-ring-fenced grants and contributions received by the Council	>=£10,000	Any sum received in excess of £10k, un-ring-fenced means a sum received that has no conditions placed upon it and does not result in a specific outcome.
Grants paid by the Council to third parties	>=£5,000	Any grant paid to third parties however funded.

3.2. This protocol does **not** apply to the following grants that pose low or no risk to the authority:

	Grants/Contributions paid to / received	Definition
External Funding received by the Council	£0-£4,999	Any grant that carries only one outcome
Un-ring-fenced grants and contributions received by the Council	£0-£9,999	Any sum received in excess of £10k, un-ring-fenced means a sum received that has no conditions placed upon it and does not result in a specific outcome.
Grants paid by the Council to third parties	£0-£4,999	Any grant paid to third parties however funded, however all grants over £1,000 require a grant offer letter

- 3.3. Grants or funding under these levels should not disregard this protocol and should still use it as guidance, should any grants under £5,000 carry a single outcome the project manager should still ensure that the grant conditions are adhered to as required.
- 3.4. The levels have been set to balance the safeguarding of external and internal funds against the level of administration required in protecting the authority.
- 3.5. All grants paid to third parties over £1,000 should have a grant offer letter, a standard agreement is contained at **Annex 4**.

4.0 Community contributions and Un-ring-fenced grants

- 4.1. There are two types of funding that need additional guidance and these are community contributions and un-ring-fenced grants.
- 4.2. Where a grant is wholly un-ring-fenced and has been given to the authority, either by an individual or other external funder, these monies are allocated to the un-ring fenced grants reserve. The approval process for these grants, as approved by Cabinet, will then apply to monies drawn down from this reserve.
- 4.3. For community contributions the following shall apply:
 - 4.3.1. That should a property or financial sum be be-quested to the authority then the legal department shall assess the conditions imposed on the be-quest and the gift will be treated as ring-fenced unless otherwise stated in the be-quest.
 - 4.3.2. When a contribution is given to an area of Thanet for the purposes of community use (with the exception of Section 106 or developer contributions as these are governed by separate legal agreements), consultation should be undertaken with the appropriate stakeholders and community groups prior to allocating the money to community projects:
 - 4.3.3. Once agreement from the relevant groups is obtained the grant can be utilised as proposed by the Council. Consultation should only be undertaken if the funding is in excess of £50,000 or if it is a condition imposed by the grantee.
 - 4.3.4. Where there are competing demands for funding a scoring matrix should be devised to aid Cabinet in making a final decision on the allocation of funding.

5.0 General Guidance on different types of external funding

- 5.1. External funding can take many forms and as such it is not possible to write guidance on all of them as part of the protocol which is why each grant needs to be appraised individually.
- 5.2. However, there are a number of key funders and this section is designed to give grant applicants an idea as to which funding sources are likely to be easier to apply to.

5.3. **European Funding**

- 5.4. European funding now takes several forms, funding can be paid through the Local Enterprise Partnerships coming from central government (i.e. ERDF/ESF), directly from a lead partner (i.e. Interreg) or a managing authority (i.e. European Fisheries Fund).
- 5.5. Grant rates vary considerably through every programme and again each requires detailed analysis particularly around match funding and audit requirements.
- 5.6. As these Audit requirements are complex, they require a lot of officer time by the project team (including central services) to ensure compliance.
- 5.7. Any bid for European funding under £50,000 must have financial sign off before a bid is drafted, as the financial benefits of the bid are unlikely to outweigh the officer time required to administer the funders required process.
- 5.8. In addition, programmes such as Interreg require a lot of overseas meetings which also involves a lot of officer time.

5.9. **Heritage Lottery Fund (HLF)**

- 5.10. Over the last few years the HLF have had a larger pot of money to distribute due to an increase in lottery ticket sales and a higher percentage allocation of those sales compared to other lottery organisations.
- 5.11. This has resulted in a large grant pot to which heritage focused projects can bid into which for Thanet with its historic background provides an excellent opportunity to finance large regeneration schemes.
- 5.12. The HLF programmes typically operate in one of two ways. For the smaller programmes a one stage bidding process with a quick outcome for smaller grants or a two stage bidding process for larger grants.
- 5.13. Stage one of the two stage process involves the grant applicant bidding for development funding to assist with work up costs of a scheme such as surveys and designs, with the stage 2 bid then being for the actual physical development.
- 5.14. Although the lottery schemes are not as difficult to audit compared with the European programmes for larger schemes the two stage process will lead to a delay from project initiation to project completion.
- 5.15. Claims are typically quarterly, unless large enough to warrant monthly returns which generally makes monitoring of the schemes easier.

5.16. **Other funders**

- 5.17. The remainder of other funders including HCA, DCLG, KCC etc. will all have their own funding conditions which will need to be abided by and these will need to be carefully assessed with the External Funding Officer assisting in their assessment.

6.0 Roles and Responsibilities

- 6.1. For any projects where the Council is the applicant for the external funding, the Council is normally ultimately responsible for everything that happens during the lifetime of the project. This may mean that if conditions are breached by a third party benefitting from the funds, the Council will have to repay any clawback of funds even though it may not be possible to reclaim this from the third party.
- 6.2. In addition should grants be paid to third parties, these grants should only be paid if value for money can be guaranteed and that evidence is provided to support what the grant was used for.
- 6.3. The **Section 151** Officer has overall responsibility for external funding and grants and is specifically required to:
 - Maintain and review of the Council's External Funding and Grants Protocol.
 - Ensure that all funding notified by external bodies is received and properly recorded in the Council's accounts.
 - Ensure that the match-funding requirements are considered prior to entering into agreements and that future capital/revenue budgets reflect these requirements.
 - Ensure that all claims for funds are made by the due date, where he/she is specifically responsible for submitting grant claims.
 - Arrange and maintain adequate insurance cover for the project in accordance with Council's policy.
 - Ensure that audit requirements are met.
 - Ensure that grants paid to third parties offer value for money.
- 6.4. **Second Tier Managers** are required to:
 - Consult with the Section 151 Officer on any application for external funding prior to its submission to SMT.
 - Ensure that the proposed project meets the funder's criteria.
 - Organise appropriate training of relevant staff involved in the project.
 - Ensure that appropriate internal records are kept particularly by the Project Manager.
 - Determine how long to keep the records of each project in conjunction with the external funder and S151 Officer.
 - Ensure that all claims for funds are made by the due date, where he/she is specifically responsible for submitting grant claims.
 - Ensure that the project progresses in accordance with the agreed project plan, conditions and project outcomes and that all expenditure is properly incurred and recorded.
 - Maintain adequate supporting documentation to enable claims for funding to be fully evidenced and maximised.

- Prepare reports for Members and Senior Management Team as appropriate on externally funded projects in their service area.
 - Comply with the External Funding and Grants Protocol.
 - Consult with SMT/S151 Officer/Accountancy prior to the awarding of a grant to a third party.
- 6.5. For each scheme, a **Project Manager** will be designated. Where the project manager is external to the Council a designated officer or Second Tier Manager should ensure that all the requirements of the project manager have been fulfilled. The Project Manager is responsible for:
- Delivering the project and liaising with partners, staff and the external funder(s),
 - Preparing delivery plans for approval.
 - Ensuring that capital and revenue income and expenditure is identified correctly in conjunction with the S151 Officer/Accountancy and ensuring that the correct coding in eFinancials is adhered to.
 - Identifying any 'timing' rules on funding particularly for any roll forwards to future periods.
 - Arranging for the drawing up of any contract/grant/service level agreement with partners so that each partner knows what is expected of them, this is particularly important when paying grants to third parties.
 - Ensuring that financial checks of grant recipients are carried out so that any grant provided is not put at risk should the company go into liquidation.
 - Financial checks should be undertaken as a matter of course should grants be paid up front in advance of expenditure being undertaken, a financial check may not be required if the grant is being provided to offset expenditure already incurred and evidenced by the third party. Should a check be required on an individual rather than a company, the Council should seek their written permission to perform this.
 - That grants are paid prudently (e.g. stage payments linked to work that has or will be undertaken) to ensure that no funds are put at risk in line with the grant/service level agreement. All grants over £1,000 must have a grant offer letter; a draft is included in **Annex 4**.
 - Regular checks should be undertaken on a grant recipients performance in relation to a grant received, if paid through stage payments compliance with the grant conditions should be checked prior to the release of the next stage payment, otherwise it should be undertaken regularly at times in line with an agreed timetable.
 - A charge should be placed on a property where an awarded grant to a third party is for property acquisition or improvement. This should be done in conjunction with the legal department.
 - Ensuring that any organisation that will receive any element of the external funding, either as a partner of the Council, or as a grant recipient, has a diversity policy that is compatible with the Council's policy.

- Ensure appropriate due diligence checks of third party applications are undertaken. These checks must be more stringent when a grant is in excess of £5,000.
- Identifying insurance needs for the project and ensuring that these are in place, in conjunction with the S151 Officer.
- Liaising with the Council's VAT Officer to consult about any potential VAT issues.
- Keeping the internal records for the project in accordance with advice from the Head of Service, External Funding Officer and S151 Officer.
- Monitoring the records kept by any partners and subcontractors in relation to the project and ensuring that these meet the funders requirements.
- Undertaking a periodical check to ensure that no conditions attached to the grants for the project have been breached.
- Comply with the External Funding and Grants Protocol.

6.6. **Accountancy** has the responsibility for:

- Setting up, safekeeping and maintaining a main file for each project/funding source.
- Create and inform managers of appropriate coding within eFinancials for all external funding .
- Co-ordinating and monitoring the progress of all projects that are externally funded.
- Where required preparing and submitting external funding returns in conjunction with the Project Manager.
- Assessing the impact of new external funding bids in line with the External Funding and Grants Protocol.

7.0 Authorisation

- 7.1. Before any application is made for external funding, the application form or proposal for an application, including the application form to be completed should be sent to the External Funding Officer.
- 7.2. The External Funding Officer will examine the application and report to SMT the main points of the application and any comments they might have.
- 7.3. Once SMT have made a decision to approve or refuse the application for funding, this will be reported back to the author of the application by the External Funding Officer.
- 7.4. Any grants that are to be paid to third parties should also receive approval by SMT prior to be awarded.
- 7.5. Should there be the need for an urgent decision on an external funding bid or grant award, the S151 or deputy S151 officer will have authority to approve these prior to them being reported to SMT.

8.0 Records

- 8.1. Records need to be kept to demonstrate the progress and delivery of the project. Where records are to be kept electronically the funders approval to this must be sought.
- 8.2. Records should not just be kept on internal expenditure, but where the project and funders conditions dictate, also external providers of services or receivers of grant.
- 8.3. Expenditure and outcome records should be obtained from any grant recipient that receives a grant either externally funded or from internal funds, to ensure they have used the grant for the purposes for which it was given.
- 8.4. Records must show:
 - A sufficient audit trail which should be traceable right back to the original document, demonstrating, for example, the expenditure, an invoice and bank statement.
 - Exact evidence of expenditure.
 - Internal staff costs – salary records, detailed timesheet (to show time allocated to the project) and any apportionment methodology.
 - External staff costs – invoices, detailed timesheets.
 - Other costs – invoices, payment receipts, apportionment methodology, copies of leasing/hire agreements, source documents for overheads.
 - Records of eligible beneficiaries and steps taken to discern their eligibility.
 - Evidence of proper procurement.
 - Evidence of any auditable, accountable match funding.
 - Compliance with any publicity, equal opportunities and environmental requirements.
 - Clear records of any businesses supported for state aid purposes.
 - Evidence to support the output measures that as a minimum meet the funder's requirements e.g. this may be national insurance numbers for jobs created.
 - Evidence of insurance documents for third party grant recipients to be reviewed by the Council's insurance officer, e.g. a grant being provided for an event.
- 8.5. The core documentation required to be kept on the project file is:
 - The report seeking SMT approval of the application, and the minute approving the project, or the minute of the management meeting/ portfolio holders written agreement in the event that special powers are invoked due to urgency.
 - The funding application.
 - The offer letter from the external funder and any subsequent revisions.
 - Copies of any correspondence with the external funder.
 - Copies of any agreed changes and variations to the project.
 - Copies of all claim forms.
 - Working papers showing how the claims have been calculated.

- File notes of any issues relating to the project. These file notes must be signed and dated by the originator.
 - Documentation to support the outputs achieved.
- 8.6. For the purchase of fixed assets including second hand equipment an inventory should be maintained if required by the funder, please see **Annex 3** for details on records to be maintained. Where the purchase of an asset exceeds £10k then the project will become a capital project and the project should have had a capital bid form completed for it prior to submitting an application for external funding.
- 8.7. For procurement, the Council's Financial Procedure Rules, Contract Procedure Rules, Procurement Strategy and Procurement Code of Practice will apply as a minimum. The external funder may make some additional requirements. Copies of quotations/ tender documents must be kept.
- 8.8. Records of any match funding or income must be kept showing:
- Details of match funding.
 - Details of any match funding in kind.
 - Details of any income received.
 - Bank statements
 - Audited accounts
 - Working papers
 - Details of any match funding in the form of volunteer time provided it is eligible, supported with the required evidence (e.g. timesheets, hourly rate calculations).
- 8.9. The external funder may require that some additional project specific records are kept. This should be checked with the external funder.

9.0 Claiming the External Funds

- 9.1. The offer letter from the external funder is likely to be the contract by which the external funder provides funds to the Council. It should set out amongst other things:
- Start and end dates for the project
 - The expected outputs /outcomes/results.
 - The total eligible expenditure.
 - The maximum amount of grant and the grant rate.
 - Start dates for eligible expenditure.
 - Date of financial completion.
 - Timing of payments of funds to the Council.
 - Dates for submitting grant claims and any final claims or other required documentation.
 - Definitions, for example, of what constitutes eligible expenditure for grant purposes
- 9.2. Standard claims must be submitted in the required form and method by the due dates and accompanied by any supporting documentation required by

the external funder. Usually this will be details of the actual progress of the project compared with that expected and set out in the offer letter.

- 9.3. Usually the external funder will require a progress report at regular intervals even if no claim for grant is made.

10.0 Receipt of Grant

- 10.1. The Project Manager should ensure that any grant claimed is paid to the Council by the due date(s) and traced to the correct code in the financial ledger. Any non-receipt of grant must be reported to the External Funding Officer or S151 Officer immediately.
- 10.2. Accountancy should be notified promptly of details of grant payments expected for cash flow purposes.

11.0 Notifying Significant Changes

- 11.1. No matter how well a project is planned and managed, there may still be unforeseen circumstances in the way the project is delivered.
- 11.2. Where a change to a project is considered to be “significant” and impacts on the original funding bid, it is essential to notify the external funder and seek written approval to change the project before any changes are made. The definition of a “significant” change must be obtained from the external funder before the commencement of the project.
- 11.3. Changes can be financial or non-financial i.e. outputs, outcomes or results.

12.0 Monitoring the Project

- 12.1. Monitoring is the core of good project management and is useful to identify strengths and weaknesses that can be improved or built upon. It is also essential to ensure that the project is proceeding as planned to avoid possible claw back of grant paid to the Council and to ensure that grants paid to third parties deliver value for money.
- 12.2. A monitoring system must be set up for each project.
- 12.3. The monitoring system should comprise:
- The use of key baseline working documents based on the objectives of the project or grant provided, the desired outcomes and the projected spend. These are likely to be a time bound baseline plan for achieving the outcomes consistent with the approved project and a financial profile linked to outputs.
 - The record keeping system set up to record the data that provides information for interim and final reports and project evaluation. Examples might include:
 - A project specification that demonstrates the need for the project and details the aims and specific objectives of the project.
 - Details of participants/beneficiaries, materials and reports.

- Time records for staff working on the project detailing their activity.
- Agreed milestones in relation to output delivery.
- The projects financial records which are the spreadsheets and schedules detailing expenditure and income relating to the project. These are the basis of the grant claims and must identify the costs incurred in the delivery of the project, both direct and apportioned. Separate cost codes may need to be set up but these must be linked to the Council's main financial records in order to provide the audit trail, and backed up by source documentation (invoices, petty cash claims, travel expense claims and remittance advices for income).
- The non financial records which need to be coherent and designed in such a way as to collect all relevant data required to prove eligibility of activity and link to other documents.

12.4. Separate systems will be required for internal and external monitoring. External monitoring will involve the monitoring of partners whose roles and responsibilities, activities and organisational systems may be very different to the Council's.

12.5. Monitoring of scheme expenditure, outputs, outcomes and results must take place at regular quarterly intervals or such more regular times as determined by the external funder.

13.0 Standard of Evidence Needed to Support the Outputs/ Results Claimed

13.1. This is a vital part of the monitoring process and there must be clear evidence established to back up any outputs achieved. There must also be explanations as to why any outputs claimed are different to those set out in the approved project.

10.2. Below are some examples of actual supporting evidence required by funders and TDC to support expenditure. As can be seen, the requirements may be quite onerous but it is vital that funder's requirements are met or value for money is assured, in order to prevent a breach of conditions and/or a potential repayment of external funding. These are only examples and it is important to identify the appropriate requirements, including that of any relevant funder(s).

- New Business Start Ups:
 - ✓ Location of new business.
 - ✓ Letters of incorporation, initial bank set up, rental or purchase agreements for premises.
 - ✓ Evidence of the ownership of the new company in order to prove that it is not a new branch subsidiary or joint venture of an existing company.
- Companies Receiving Substantive Support:
 - ✓ Location of company.
 - ✓ The needs analysis for the support.
 - ✓ A statement showing the type of support received.

- ✓ Time sheets for each element of support received and supported by diary entries.
 - ✓ If the support has been given in cash, actual defrayal will be required. Evidence will need to be provided which will link the cash received to a payment within the period of the claim for support.
- Number of Marketing Initiatives:
 - ✓ The needs analysis for the intervention and the type of activity undertaken.
 - Number Entering Self Employment:
 - ✓ Names and addresses of beneficiaries, copies of business stationary, utility bills, and any business plan.
 - ✓ A declaration from the beneficiary explaining how the intervention has directly resulted in the output.
 - Brownfield Land Reclaimed:
 - ✓ Location of site
 - ✓ Evidence that the land is not of potential economic use without the support.
 - ✓ A surveyor's report, which identifies the actions, required to bring the site up to an acceptable standard.
 - ✓ Evidence to show that there is a potential economic use for the site if it was to be decontaminated.
 - Jobs Created:
 - ✓ Location of job, address of employee and national insurance number.
 - ✓ Job description and recruitment advertising.
 - ✓ Employment dates and hours worked.
 - Safeguarded Jobs:
 - ✓ Location of job, address of employee and national insurance number.
 - ✓ Evidence of the potential threat to the position due to redundancy or other reason. This could be in the form of letters to the employee, management discussion minutes, formal announcements etc.

10.3 If the funder does not automatically specify what supporting evidence is required then a request should be made as to the required documentary form before the commencement of the project.

14.0 Post Completion of a Project

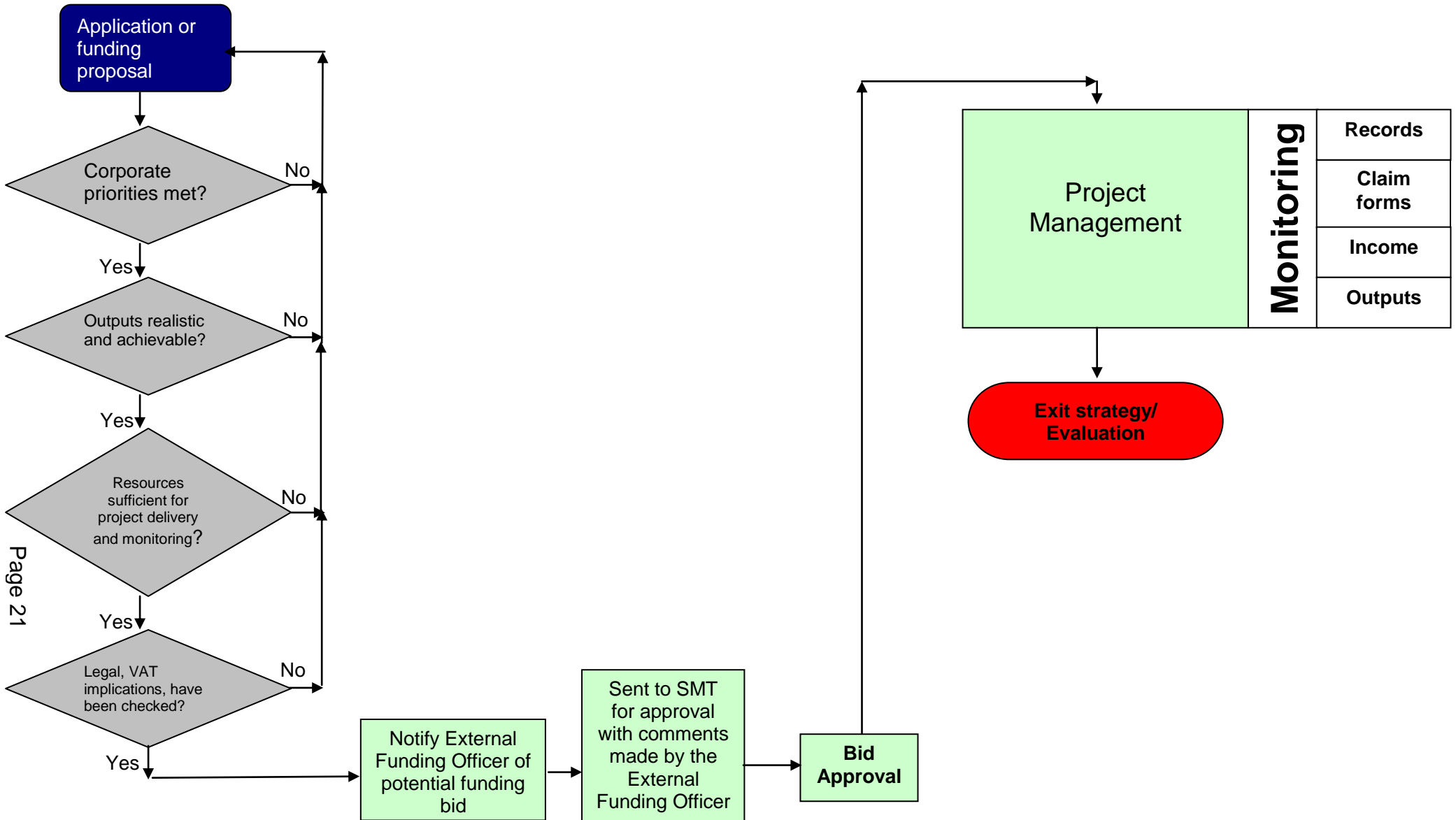
- 14.1. Any final audited statement of grant expenditure required by the external funder should be submitted by the due date together with any "end of project" report required.
- 14.2. Records should be retained as set out in the funder's requirements or in accordance with statute where this exceeds the funder's requirements.
- 14.3. Funder's output conditions should continue to be monitored to ensure that any breaches are identified in a timely manner and appropriate action should be taken to ensure that external funding repayments are minimised.

- 14.4. Before disposing of any assets either fully or partially financed from external funding, any relevant conditions should be identified and considered.
- 14.5. Where appropriate the approved exit strategy should be followed.
- 14.6. Where a grant has been provided to a third party a summary of what has been achieved by the project, its outcomes and expenditure evidence of the whole project should be reviewed to ensure the grant has achieved its original aims.

15.0 Summary/Conclusion

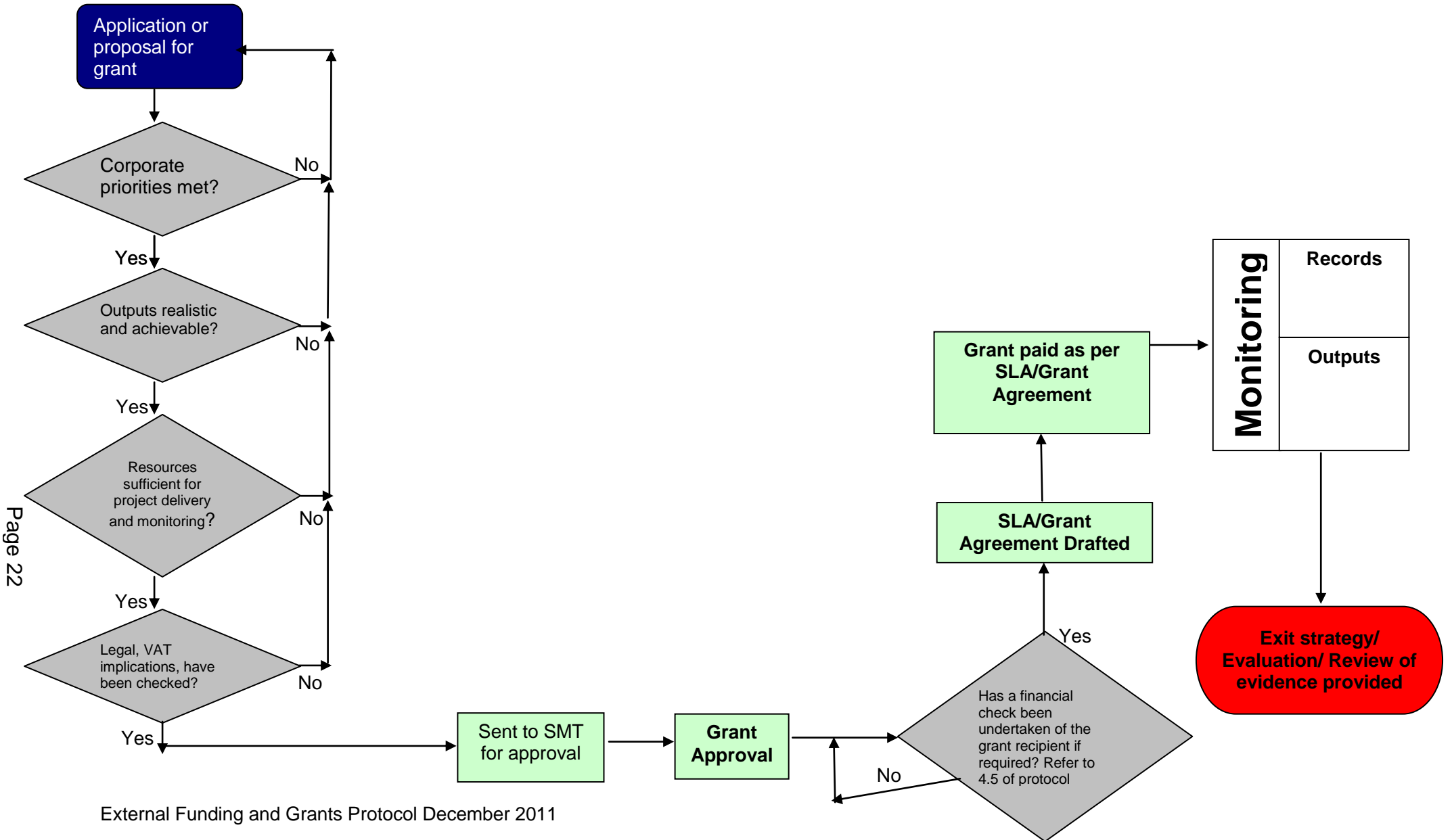
- 15.1. Although external funding may sound somewhat daunting, by ensuring that the background work is carried out initially there can be long term benefits.
- 15.2. It is important that the proposed project fully meets the funder's criteria and that the funder's rules and regulations are fully identified, clearly understood and that they can be met.
- 15.3. The Council's External Funding and Grants Protocol should be followed, and if approved, the project needs to be closely monitored and any necessary action should be timely. Acceptable records need to be maintained during the project lifetime and retained in line with TDC/funder's requirements and statute whichever is the longer period.
- 15.4. Flow charts detailing the process for external funding and the payment of grants to third parties can be seen in **Annex 1** and **Annex 2**.
- 15.5. External funding and grants are important to the Council for delivering the Corporate Plan improvements and the Council's priorities. In order to achieve these objectives, processes around external funding and grants need to be well managed and by following the External Funding and Grants Protocol those involved in external funding and the payment of grants will be able to meet these requirements.

Process for External funding / contributions in excess of £10k



Page 21

Process for payment of grants to third parties



Page 22

Purchase of fixed assets

For second hand equipment the following must be kept:

- A declaration by the seller that it has not been purchased within the last 7 years with the aid of national or EEC grant.
- Proof that it does not exceed the market value or cost of similar new equipment.

For all fixed assets bought, built or improved using external funding an inventory must be kept showing:

- Date of purchase
- Description of asset
- Price paid net of recoverable VAT
- Amount and source of external funding used
- Location of asset and of any title deeds
- Serial or identification numbers
- Date of disposal
- Sale proceeds net of VAT

ADDRESS OF RECEIPIENT HERE

Dear ,

Grant Agreement between Thanet District Council and Grant Recipient
Project Title: Project Title

1. APPROVAL

This letter is to inform you that Thanet District Council ('TDC') has approved the above Project, on the terms and conditions referred to in this letter.

Please read this letter carefully and return a signed copy within 14 days from the date hereof to:

Officer Name,
 Officer Job Title,
 Thanet District Council,
 PO Box 9,
 Cecil Street,
 Margate,
 Kent,
 CT9 1XZ

By signing this agreement on behalf of Company Name, the Company is agreeing to deliver the outputs specified for the funding level agreed within the timescale shown and to abide by the conditions included within this letter.

2. DETAILS OF GRANT OFFER

- 2.1 The grant level over the lifetime of the Project is expected to be £Grant Sum.
- 2.2 TDC has approved a grant of £Grant Sum for the delivery period from Delivery dates.
- 2.3 Please read and check Appendix 1 carefully as it is part of the offer contained in this letter setting out the conditions that Company Name is agreeing to perform. **Any failure to meet the conditions and terms shown may result in the grant being reduced, withdrawn, suspended or repaid.**

3. MONITORING REQUIREMENTS

- 3.1 Payment is made in advance/arrears (adjust as appropriate) and will be paid as per the below agreed cash flow:

January	£x
February	£y
March	£z
	£Grant Sum

- 3.2 Grant payments will be made in **advance/arrears (adjust as appropriate)** based on a profile of expenditure to be incurred **in the quarter following payment (adjust as appropriate)**; this must be profiled against the headings detailed in **Appendix 1**. It is the responsibility of **Company Name** to maintain accurate financial records that prove defrayal and to supply copies when required to TDC, **funders name if externally funded**, Audit Commission or other partner auditors who will inspect these records as part of a regular verification process and open to audit at any time.
- 3.2 **Company Name** will report to TDC **in line with regular reports to funders name (if externally funded)**, expenditure milestones and key indicators. Evidence of the achievement of outputs and financial records (originals) must be kept and be available for inspection by TDC, **funders name if externally funded** and/or auditors. They may also be subject to regular audit and/or monitoring visits of the Project on the same basis, as above.
- 3.3 **Company Name** must comply with any other visits, inspections or Project evaluation assessments required by TDC or **external funder**.

4. STANDARD GRANT CONDITIONS FOR DELIVERY PROJECTS

- a) **Company Name** must maintain details of assets acquired, built or improved, wholly or partly using the grant worth more than £2,500 and provide details of such assets on a quarterly basis to TDC who will maintain an asset register. Any assets falling within this sub-paragraph which have been disposed of shall be similarly recorded.
- b) Records of expenditure must be kept until notified by TDC that they can be destroyed.
- c) If there has been a failure by **Company Name** to comply with the requirements set out in this letter TDC may reduce, suspend or withhold payments and/or require all or part of the grant to be repaid in particular where:
- 1) the Company has failed to keep and maintain the records as specified in this letter;
 - 2) any attempt is made to transfer or assign any rights, interests or obligations created under this offer letter, or to substitute any person in respect of any such rights, interests or obligations without the written agreement, in advance of TDC;
 - 3) the composition of the Project changes or ceases to exist as a result of insolvency or dissolution or otherwise.
- d) TDC may also reduce, suspend, or withhold grant payment and/or require all or part of the grant to be repaid, if it has reason to believe that:
- 1) the grant or any part thereof has not been used for the purpose for which it was given; or
 - 2) insufficient measures are being taken by **Company name** to investigate and resolve any reported irregularity;
 - 3) **External funder (if appropriate)** may withdraw or reduce the grant award to the Council, or has done so.

- e) Grants cannot be used for any political or religious purpose.
- f) **Company name** must acknowledge financial support from **external funder** and TDC in publicity/promotional material and in any annual reports.
- g) TDC will expect that any contracts entered into by **Company name** as part of the Project, will be by tender in line with HLF requirements. TDC will require a copy of any competitive tender procedures to be used by the **Company name**. If these are not appropriate, or if **Company name** does not have any such procedures, then TDC's procedures shall be adopted. If it is not intended to tender a contract, TDC must be informed and the reasons provided prior to any award.

5. SPECIAL CONDITIONS

- 5.1 The terms and conditions, annexes, appendices and requirements are deemed to be additional to and an integral part of the terms and conditions detailed within this Letter of Offer.
- 5.2 **Company name** must give 7 working days prior written notice to TDC if it plans to dispose of, or change, the use of any capital asset.
- 5.3 **Company name** must be aware of its legal responsibilities as an employer and, in particular, comply with and adhere to relevant legislation on Equal Opportunities and Health and Safety. Accordingly, **Company name** will indemnify Thanet District Council against any costs, claims, demands and liability arising directly or indirectly out of any breach or non-observance thereof.
- 5.4 **Company name** must have employers' liability insurance [for no less than [£5,000,000]] to cover any claims by staff, including disease or injury caused in the workplace, and will produce a copy of such policy to TDC as and when required to do so.
- 5.5 In addition, **Company name** will effect insurance to cover public liability and any grant aided equipment [for no less than [£5,000,000]] and shall provide evidence of such policy to the Council as detailed in 5.4 above.
- 5.6 Publicity and information about the Project must be freely and regularly available and in accordance with **funders** guidance.
- 5.7 All relevant statutory permissions and regulations shall be applied for and acted upon, including planning permission, fire precautions and Health and Safety legislation, by and at the cost of **Company name**.
- 5.8 TDC shall have a right to terminate this Agreement and to require repayment of the grant forthwith by notice in writing if **Company name** shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining of this Agreement or grant or other agreement with TDC or for showing or forbearing to show favour or disfavour to any person in relation to this Agreement or any other agreement with TDC or if the like acts shall have been done by any person employed by it or acting on its behalf (whether with or without the knowledge of **Company name**) or if in relation to any contract with TDC **Company name** or any person employed by **Company name** or acting on behalf of **Company name** shall have committed any offence under the Bribery Act 2010 or shall have

given any fee or reward the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.

5.9 Funder name may monitor the Project for up to 10 years after its completion at intervals of one, five and ten years adjust as appropriate. TDC may request additional information from Company name in order to comply with these funders name monitoring checks whereupon Company name shall provide the same in a timely manner.

5.10 Documents must be retained by Company name for 25 years from the permission to start date or the date of this agreement, whichever is the later.

Please sign both copies of the Offer Letter in Section A below, retain one copy and return one copy to Officer Title at TDC.

Yours sincerely

Officer name
Officer title

SECTION A

Company name hereby agrees and undertakes to adhere to the grant terms and conditions contained and/or referred to in this Offer Letter.

Signed by (name of duly authorised signatory) on behalf of **Company name**

Signed

Print Name

Position

Date

Conditions of Grant Appendix 1

1. Project Delivery

The Grant recipient shall be:

Company name, Registered No. **0000000**

2. Funding, Outputs and Milestones Profile

Project outputs and milestones for the Project, to be completed by **project completion date** shall be as follows:

Funding funder / TDC	
Outputs e.g. Assist in providing signage and interpretation throughout the site.	✓
Milestones Engage people, particularly young people	✓

4. Reporting and Monitoring

Company name shall provide regular reports on progress to TDC at regular intervals and as otherwise required

Company name shall provide any further documentation and supporting evidence required by TDC or **funder** forthwith upon request.

5. Payments

The total maximum grant value shall be £**Grant sum**.

Invoices should be submitted to TDC **in line with the eligible categories for funder (if appropriate)**, subject to agreement on eligible expenditure and provision of agreed evidence. (Expenditure on any one category is not allowed to exceed that stated below without prior agreement and only up to a maximum of £**Grant sum** in total):

Cost Heading	Amount
Heading 1	£x
	Grant sum

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THANET COMMUNITY SAFETY PLAN FOR 2015 – 2016

To: **Overview and Scrutiny Panel – 26 March 2015**

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 2015-16.

The report asks for the principles of the Community Safety Plan including its priorities and emerging issues to be agreed following approval from the Community Safety Partnership 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' (County Council, Police, Fire, Probation, Health via Clinical Commissioning Groups) 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 further big changes proposed to the police and community safety landscape with the new 'Anti-social Behaviour, Crime and Policing Bill' being passed, wholesale changes to the Probation Service and the commissioning of victim support services to be undertaken by Police and Crime Commissioners. 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 emerging issues for 2015-16.
- 1.5 The Community Safety Plan priorities and draft action plan were considered by the CSP Working Party on 3rd March 2015 and received support from cross party members.

2.0 Thanet Community Safety Plan 2015/16 – 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 (CSP).
- 2.3 Kent County Council community safety unit collated a range of data sets from county organisations. District Council Community Safety Officers then co-ordinated an assessment of this data. This was done considering patterns, trends and shifts in order to identify the priorities. Data was also compared to other districts in Kent and areas similar to Thanet. All key agencies supplied a representative to input into this process and this provides the basis for developing what we will do in the year to come to try and stop/reduce the impact.
- 2.4 A summary of the strategic assessment is provided within the draft Community Safety Plan found at annex 1. The partners took a slightly different approach than previous years. The traditional crime types Anti-social Behaviour, Domestic Abuse, Violent Crime, Substance Misuse, Acquisitive Crime and Road Safety continued to be identified as needing focus but agencies felt tackling them individually often led to a short term fix and wanted to attempt looking at the links/causes/risks involved in each. This led us to 4 priorities which cut across each of the crime types above and were therefore explored further at the annual Community Safety Conference;
- 1) Safeguarding People vulnerable to committing or being victim of crime;
 - 2) Reducing Re-offending;
 - 3) Tackling the drivers of crime and anti-social behaviour;
 - 4) Engaging with Partners and the Community.
- 2.5 Over 70 staff from agencies in the CSP attended the Community Safety Conference to discuss the priorities and identify 'emerging issues' that would fall under one or more of the priorities. Similar to last year it was decided that actions would be created under each emerging issue but that the action plan needs to be a fluid document that is able to change direction throughout the course of the year to ensure resource is directed to the most pressing issues and also because many actions could contribute to more than priority. The draft Community Safety Plan including the list of emerging issues is found at Annex 1.
- 2.6 Responsibility for delivery of the Community Safety Plan is shared amongst the senior managers of statutory members of the CSP Executive Group. The Executive group agreed the draft Community Safety Plan principles at their meeting of 26th February 2015, with understanding that the 'proposed actions' column may change either prior to the final publication of the plan or throughout the year as new trends/issues arise that outweigh the previously considered ones. The measure of success column is drafted but the individual leads for each action will determine the ultimate measures of success and feed this back into both the CSP Executive group and then via the Community Safety Partnership Members Working Party process.
- 2.7 Alongside the partner consultation, resident feedback is an essential part of the process. The CSP hold 16 Neighbourhood Engagement Meetings a year to give the

opportunity for the community to report local issues. These issues are dealt with accordingly by the relevant agency at the time but trends from the NEMs are also used to inform the strategic plan you see in Annex 1.

An online survey for residents to comment on whether they support the priorities ran the whole month of February. Response was lower than in previous years however more advertising was done than ever before. The feedback has however been used to amend the plan in-line.

Furthermore the Community Safety Forum held on 10th February 2015 was well attended with 38 attendees. Over 70% agreed or strongly agreed with the priorities and only 6% disagreed with no-one strongly disagreeing.

- 2.10 The CSP Working Party received a presentation of the draft plan at the meeting held on 3rd March 2015 and agreed to make a recommendation to Overview and Scrutiny to agree the principles of the plan and the suggested priorities/emerging issues.

3.0 Options

- 3.1 To approve the Draft Thanet Community Safety Plan 2015/16 principles, priorities and emerging issues as set out in Annex 1.
- 3.2 To make suggestions for improvement and then approve the Draft Thanet Community Safety Plan 2015/16 principles, priorities and emerging issues as set out in Annex 1.

4.0 Corporate Implications

4.1 Financial

- 4.1.1 District Council Community Safety staff facilitate the Community Safety Partnership alongside their TDC function of anti-social behaviour case management. Salaries for these staff are covered within the budget for 2014-15.
- 4.1.2 The Kent Police and Crime Commissioner (PCC) has confirmed that Thanet Community Safety Partnership will be awarded a grant of £33116 to assist in the delivery of the CSP functions. This will be used for commissioning organisations, distributing to local groups for specific crime prevention projects and the development of publicity material to better inform residents of the help available to them.

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 draft Community Safety Plan priorities in 2015-16 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

- 5.1 That, taking into consideration the recommendations from the CSP Working Party from 3rd March 2015; the Overview and Scrutiny Panel recommends to Cabinet the priorities and emerging issues in the Thanet Community Safety Plan 2015/16 as set out in Annex 1 are approved.

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:	Penny Button, Head of Safer Neighbourhoods x7425
	Larissa Reed, Director of Community Services x7123

Annex List

Annex 1	Draft Community Safety Plan 2015-2016
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Corporate Consultation Undertaken

Finance	Clive Bowen, External Funding Officer
Legal Services	Steven Boyle, Interim Legal Services Manager
PR	Hannah Thorpe, PR and Publicity Manager



Community Safety Plan 2015/2016

Draft

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1. Foreword

Welcome to our partnership plan for 2015-16, 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.

For 2014-15 the partnership agreed to focus on; Anti-Social Behaviour (ASB), Domestic Abuse, Violent Crime, Substance Misuse, Acquisitive Crime, Road Safety and Public and Agency Engagement. To tackle these priorities, 37 multi-agency actions under 15 identified emerging issues, were agreed by partners.

To date, 29 actions have been completed, 6 remain ongoing and due for completion by the end of the financial year and 2 actions are to be carried over.

We would like to thank all of the agencies within the partnership, who have jointly worked to achieve a number of positive outcomes including, implementing three Dispersal Orders to be more equipped in tackling ASB, delivering training inputs to multi skill officers and improve efficiency, facilitated purchase of new equipment and recruitment of volunteers to tackle speeding rural areas, targeted specific operations to support victims of Domestic Abuse. We would also like to thank residents and community groups who have attended and supported the local Neighbourhood Engagement Meetings which are a vital way for us to consult with the public and ensure views are heard. We have introduced the 'Community Safety Fund' and seen a number of successful bids from local groups trying to help tackle issues in their ward or street.

Further legislative changes by the government were finalised towards the end of 2014 to give practitioners a new toolkit to robustly tackle Anti-Social Behaviour, and training on this has been delivered to partners. The Transforming Rehabilitation agenda is underway which has changed the way the offenders are managed, and the partnership is working jointly with the Probation services to ensure a smooth transition to ensure that we are robustly targeting prolific offenders.

The Kent Police and Crime Commissioner (PCC), on top of last year's grant funding, awarded £11,000 for restorative justice work and this has been allocated to fund mediation provision for partners, as well as training on methods and delivery of restorative justice. The PCC has pledged to continue to support Community Safety Partnerships and has agreed a grant of £33,116 for 2015-16 to support activity. This will be partly spent by the agencies to help deliver the actions in the plan but will also used to continue with the 'Community Safety Fund' that local groups can bid for.

The Community Safety landscape continues to evolve and the partnership continues to face challenges in having to adapt the way services and initiatives are delivered. For 2015-16 we are looking at new themes, following a review of the year's data and consultation with Community Safety Partners. These focus areas or themes will be **Safeguarding, Reducing Re-offending, Drivers of crime, and Engagement**. Under these 4 themes we have identified 12 emerging issues which will be tackled through a number of actions, which you will see in more detail later in this document.

Chief Inspector Simon Thompson

**Thanet District Commander
Kent Police**

Cllr Iris Johnston

**Cabinet member for Community Safety
Thanet District Council**

2. Background and context

The Crime and Disorder Act 1998, changed the way crime and anti-social behaviour was to be tackled, as it is 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 (CSP's).

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 delivery of an action plan are met.

Our statutory partners are: Thanet District Council, Kent County Council, Kent Police, Kent Fire and Rescue Service, Kent Probation and Thanet Clinical Commissioning Groups (which have the responsibility for health services locally). 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.

How does this link with the national, county and local context?

In developing this plan a number of relevant strategies and plans were considered. This ensures that we comply with relevant national and local strategic direction. These plans include but are not limited to:

- *Legal Aid, Sentencing and Punishment of Offenders Act 2012*
- *Protection of Freedoms Act 2012*
- *Police Reform and Social Responsibility Act 2011*
- *Anti-Social Behaviour, Crime and Policing Act 2014*
- *Offender Rehabilitation Act 2013-14*
- *Children and Families Act 2013-14*
- *Helping Troubled Families turn their lives around (Home Office 2013)*
- *Prevent Strategy 2011*
- *Counter Terrorism and Security Bill 2014-15*
- *Police Crime Commissioner Plan 2013-17*
- *Kent Community Safety Agreement 2014-17*
- *Kent and Medway Domestic Abuse Strategy 2013- 16*
- *Kent Policing Plan 2011-15*
- *Kent and Medway Strategic Plan for Reducing Reoffending (2012-15)*
- *Kent Fire and Rescue Service Safety Plan (2013-15)*
- *Thanet District Council Corporate Plan 2012-16*

3. Key achievements for 2014/15

Last year's community safety plan focused on Anti-Social Behaviour, Domestic Abuse, Substance Misuse, Violent Crime, Acquisitive Crime, Road Safety and Public and Agency Engagement . 37 actions were set and to date 28 have been completed. 4 actions have been delayed due to various changes with agencies, but will be reviewed as part of this year's actions. Here is a brief summary of some of the successes this year.

Anti-Social Behaviour

- The Partnership alongside the RNLI delivered a project to train one of the districts police community support officers as a beach lifeguard to tackle ASB in hotspot areas. The PCSO trained as a lifeguard with the RNLI and has patrolled the main beaches and made a number of rescues over the summer season on Thanet main tourist beaches, whilst dealing with seasonal ASB and being a visible presence for the public. 9 ASB incidents, 3 drugs incidents and 11 safety issues, with 11 missing children and several first aid incidents as well as a water rescue (on day 1!). During those incidents, he advised around 70 individuals as well as engaging with many other people via community announcements about leaving rubbish, water safety, ASB and personal safety and security.
- A Number of actions have been completed to implement the new tools and powers. Training day for front line practitioners has been held. Briefings held for staff and members took place during November, public briefings were carried out as part of the Neighbourhood Engagement meeting structure and at the annual Community Safety Open Forum.
- Targeted outreach sessions delivered by KCC EARLY HELP workers and Thanet District Council's Sport 4NRG programme to hot spot locations, experiencing ASB or nuisance.
- Enforcement action has been taken successfully on a number of cases, this has included formal warning letters issued by officers, acceptable behaviour agreements issued to those causing nuisance behaviour within our communities and referrals to mediation for long standing neighbour disputes.
- Four dispersal orders have been implemented, one around Leopold St car park, Ramsgate, another around Mill lane car park, Margate, one at a location in Manston, and one in Westgate around the train station. This has given police additional powers to tackle nuisance groups, and ensured that residents gained respite from the issues.

Domestic Abuse

- Partners have continued to run regular seasonal awareness campaigns aligned with national campaigns including in the run up to Valentines day with advertisements going out in local press to inform about domestic abuse, giving advice on support services and information on the Independent Domestic Violence Advisor Service (IDVA).
- Police centrally co-ordinated support during the world cup during July, and IDVA's were based at Police Force Control Centre giving specialist advice to victims. This provision is being co-ordinated on a county basis with IDVA support embedded into Police responses.
- Partners have carried out a review of services to identify gaps in provision for victims and perpetrators, to inform future projects. E-learning training is scheduled to be produced for partners to train and improve awareness of services and issues facing victims.

- Thanet has also seen an 84% increase in attendance at the One Stop Shop, with people accessing help and advice from the key agencies.

Violent Crime

- TCSP supported the work of the Margate Task Force in building a better intelligence picture of gang activity. Thanet is currently a Home Office Ending Gangs and Youth Violence pilot area, and partners are working on improving data sharing between agencies to help tackle issues related to this.
- Targeted support for young people committing high impact crime has been delivered through the Youth Empowerment Services (YES+) scheme and supported by partners. 275 young people have accessed YES+ Services.
- Police have increased patrolling of identified hotspots and have instigated early intervention with known offenders. Enforcement of strict licensing regulations has been stepped up.

Substance Misuse

- The Community Pastors project has been funded for 2014-15 by the partnership. Community Pastors have been out patrolling hotspot night time economy areas on key evenings to offer support to the public. 930+ hours of volunteer work have been completed by the 30 community pastors, engaging with over 1500 people.
- Kent Fire and Rescue Service have delivered two Youth Engagement Around Road Safety (YEARS) courses in Thanet in liaison with the Youth Offending Service. Young people convicted of a road traffic offence attended.
- Public Health have commissioned Turning Point in the Accident and Emergency department in QEQM to undertake alcohol screening and brief interventions to tackle alcohol misuse.
- Seasonal awareness campaigns targeting substance misuse and other priorities have been advertised in local press, for example 'Safer Christmas' campaign.
- The Intoxicate programme has engaged with 1134 year 9 contacts with 57 separate sessions to date. A further 37 sessions have been booked to be delivered in Local Secondary Schools. The main themes this year have been Misuse of drugs, Alcohol, Smoking, STIs and citizenship. Bespoke sessions are being arranged for targeted young people identified by other organisations.

Acquisitive Crime

- Awareness raising has been done through the 'Safer Christmas' campaign that was advertised in local press included information about acquisitive crime and inform people about increased risk of house burglary at that time of year.
- PCSOs have been checking second hand outlets every week to ensure compliance with the Kent Act, to tackle those that may be selling stolen items. CSOs have been running a UMIC car for 2nd hand dealer checks every Thursday. Every 2nd hand outlet has been checked for compliance with the Kent Act

- A Security Marking event was run by KCC wardens at St Nicholas at Wade Primary School. Over 32 Bike locks were handed out on bike and scooter marking. Advice was also given out and posters handed to school.
- Police have been working with Challenger Troop and Dame Kelly Holmes Trust – both targeting young people at risk of offending or being a victim (about 30 completed across the 2 projects).
- Young people who are repeat offenders have also been targeted through the YES+ programme and diversionary work.
- The local Integrated Offender Management (IOM) programme has continued to be supported by the partnership, with different agencies working together, to ensure problem solving and decisions around the offender are coordinated.

Road safety

- The “Licence to Kill” event was held at Margate Winter gardens. 2 performances were delivered at Margate Winter Gardens with approximately 500 students attending from Thanet schools.
- ‘Speedwatch’ volunteers have been supported by KCC Wardens and KFRS in a rural operation to tackle those driving at excessive speeds and persistent offenders, with two teams going around 7 area’s that were identified as having speeding issues, and over 100 vehicles registered as speeding. Warning letters were sent to those who were identified. Funding has also been granted to maintain their equipment so future operations may go ahead.
- ‘Brake Week’ campaigns were run during November targeting secondary schools to raise awareness of road safety, including parking and driving issues at school drop off and pick up times. This was supported by PCSOs and KCC Wardens. A poster campaign was also issued and followed up by public engagement inputs.
- Road safety advertising campaign went out in local press in November to raise awareness of Speedwatch operations, restorative justice pilot, dispersal zones, and cycling on pavements/shared spaces.

Public and Agency Engagement

- A community safety engagement day was held at the Kent Fire and Rescue facility at Westwood with over 1000 people attending.
- Neighbourhood Engagement meetings have been scheduled for the year and have been promoted online on the TCSP website, in poster format and on social media with an average of around 30 people attending. A training input has been delivered for the public volunteers who chair and secretary the meetings. 16 meetings take place throughout the year at different locations within the four areas of Thanet North, South, East and West.
- Operation Cleansweep and Operation Streetweek have been running throughout the year and partners continue to support along with other safety campaigns such as ‘Safer Autumn’ and ‘Safer Winter’.
- Shared spaces campaign poster and leaflet produced and distributed across key shared space locations. Advice given through CSP promotion campaign and advertorial produced and displayed in the KM Extra, November 2014 for Road Safety week.

4. How does it all work?

Strategic Assessment

The Community Safety Partnership has to identify emerging crime and disorder trends and this is done through the production of a Strategic Assessment of the district. Data is analysed from all of the partners to produce recommended priorities.

The priorities are then compared with other districts 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. 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.

Stakeholder Consultation

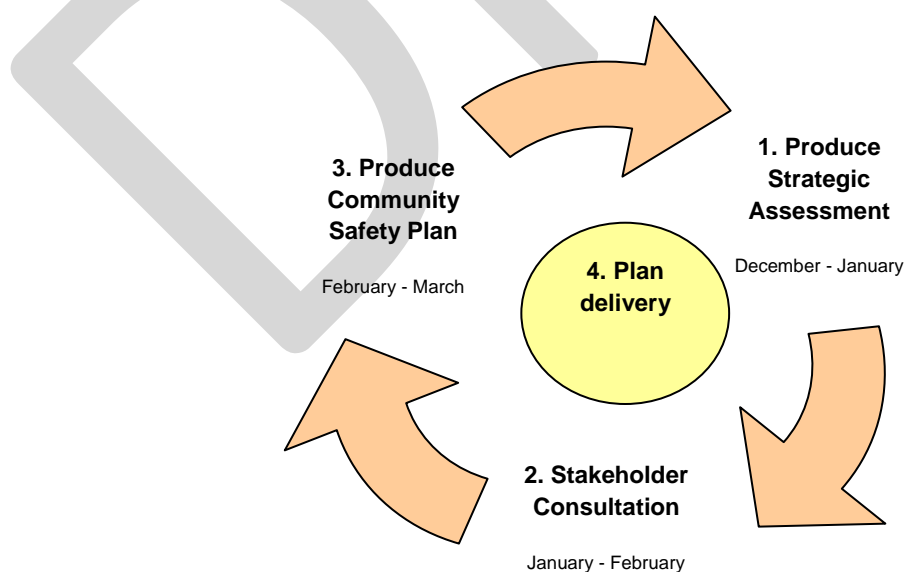
Each year we ensure that we consult on Community Safety priorities with residents and partners and also ensure we are accountable by feeding back on our progress. We do this by meeting with residents at the community safety forum and neighbourhood engagement meetings as well as holding practitioner meetings throughout the year.

In December we held a Community Safety conference for practitioners to review provisional priorities and in February ran a consultation event asking for residents views on the list of the top priorities to ensure we understand the issues that impact them the most.

Producing the Plan

Following on from the data assessment and partner/public consultation, specific actions are developed by partners that aim to make an impact on the priority issues that we have established. These actions are finally reviewed and agreed by the senior managers in the relevant agencies and scrutinised by the Council's political groups.

The plan is then delivered throughout the financial year of April – March, with regular performance monitoring to make sure we are achieving what we set out to.



5. Priorities for 2015/16

The following areas were identified through the Strategic Assessment, partners conference day and resident consultation, and are recommended as priorities for the 2015-16 partnership plan. They also broadly align with the County Community Safety Agreement for 2014-17.

We continue to see issues with anti-social behavior, domestic abuse, violent crime, substance misuse, road safety and acquisitive crime. However we have recognised that these all fit into the priorities below. Here is some guidance on what the new priorities will include:

Safeguarding

We recognise the need to protect those most vulnerable from harm. This priority will focus work around mental health, domestic abuse, e-safety, gang activity, preventing radicalisation and exploitation of vulnerable people. The following statistics give an overview of why these issues have been highlighted to be addressed.

<ul style="list-style-type: none">• Thanet continues to have the highest levels of domestic abuse in the county. 856 of the 3350 incidents recorded were repeat incidents, also the highest in the county. We have seen an increase in incidents compared to the same period in 2012-13. The district has the highest level of MARAC cases in the county (Excluding Medway) (KMDASG Annual Report 2014). However Thanet has also seen an 84% increase in attendance at the One Stop Shop, with people accessing help and advice from the key agencies.
<ul style="list-style-type: none">• A total of 235 looked after children (LAC) were recorded by Kent County Council as being placed in Thanet Apr 13 – Mar 14. Out of a total of 1842 (13%). For 2013-14 Thanet recorded 167 missing Looked After Children incidents. There were 2063 referrals to specialist childrens services for Thanet (out of a total of 14298 for Kent). More than 154 Thanet families have been identified in the first cohort of the national Troubled Families initiative.
<ul style="list-style-type: none">• We are seeing an increase in gang related activity and a migration from London boroughs, associated with organised criminal networks as well as the supply of drugs and use of drugs to exploit and recruit vulnerable people.
<ul style="list-style-type: none">• Thanet had the highest levels of hospital admissions for suicide and self-harm (Kent and Medway Public Health Observatory 2013).
<ul style="list-style-type: none">• Across Kent, Thanet has the highest number of adults with a learning disability living in the community who are known due to accessing social care services.
<ul style="list-style-type: none">• 9 out of 10 children aged 5-10years have access to the internet at home, with 1 in 5 of 12-15 year olds saying they know how to disable parental controls. On average 12-15 year olds have never met 3 in 10 of their "friends" listed on their main social media profile (Ofcom Media Literacy Reports 2013-14). In 2012, there were 1,145 public reports of online grooming (CEOP 2012)
<ul style="list-style-type: none">• Current issues we face in preventing terrorism include the international conflicts, the changing face of terrorism as a result and an increased National threat. Nationally there is also a projected rise in right wing extremism.

Through this plan we aim to:

- Improve support to vulnerable people of all ages
- Improve partnership with the Courts Service
- Work in partnership to increase our capacity to deal with mental health cases
- Raise awareness of E-safety and support people who are victims of online scams

Reducing re-offending

A lot of offences are committed repeatedly by a small minority of individuals. The partnership is looking to keep a continued focus on those individuals at the greatest risk of offending or who already repeatedly offend and commit high volume crimes. This will include actively targeting those that commit repeated acquisitive crimes, such as theft and burglary offences, as well as first time offenders to try and divert them into more positive activities. The following statistics give an overview of why these issues have been highlighted to be addressed.

<ul style="list-style-type: none">• Kent, Surrey and Sussex Community Rehabilitation Company (KSS CRC) and the National Probation Service (NPS) work to reduce re-offending and protect the public. Thanet has the second highest number of service users open to probation in the County, who are subject to Community orders, Suspended sentence orders, post release licences and on the integrated offender management programme which is a multi-agency approach to reducing re-offending. Re-offending rates remain around 10% for Thanet, slightly higher than the County average.
<ul style="list-style-type: none">• The number of young people convicted of a crime in Thanet (2013/14) was 234, with the three most common offences being: Violence against the person (145) Theft and handling stolen goods (108) Criminal damage (91) (Then motoring offences (45), public order (33) and domestic burglary (25))
<ul style="list-style-type: none">• Deter Young Offenders programme targets children and young people identified as the most likely to re-offend, and reduce their re-offending through a joint approach with the Youth Offending service and other partners. 95.0% of young people in the cohort are known to Children's Specialist Services.

Through this plan we aim to:

- Identify and disrupt gang activity
- Improve community support and help rehabilitation of offenders
- Make better use of positive role models
- Use restorative justice to repair some of the harm caused by crime and ASB

Drivers of Crime and Anti-Social Behaviour

The partnership is also proposing to focus work on tackling underlying issues that either, cause crime and anti-social behaviour (ASB) to be committed, or make it worse. This will include work to tackle substance misuse and alcohol, deprivation and hardship, violence and nuisance behaviour.

<ul style="list-style-type: none">• Thanet has seen a decrease in reported ASB to Kent Police since 2011/12, which is in line with a general reduction in recorded incidents seen across the county. Thanet has had the highest volume of ASB in the County with 6160 incidents reported to Kent Police. Based on data from April to September 2014 Margate Central ward had the highest volume of incidents in the District.
<ul style="list-style-type: none">• Due to significant changes to police recording practices it is not possible to compare violent crime against last year. However from the Kent Police data we can say that Thanet recorded the highest number of incidents of violent crime -at 3,750 and violence against the person (VAP) -at 3329, between October 2013 and September 2014 for the County. From April to September 2014 Margate Central ward saw the highest rate of violent crime and VAP in the District.
<ul style="list-style-type: none">• Excessive consumption of alcohol is a growing problem in Kent and across the Country. Estimates suggest that 49,843 adults drink at 'high risk' levels in Kent, showing evidence of harm to their own physical and mental health. Thanet has the highest rate of alcohol related recorded crime for the County with 1088 in 2012/13.
<ul style="list-style-type: none">• Recorded incidents of drug offences have seen a decrease on the previous year for the time period Oct- Dec 2013/14. Attention is also being given to New Psychoactive Substances (NPS) or 'Lethal Highs' which are substances designed to give similar effects to controlled drugs such as Cannabis, Cocaine or Ecstasy, but are not controlled by the Misuse of Drugs Act. A campaign has been launched in the county led by Trading Standards with the support of Police to try and tackle this problem. In Thanet, hospital admissions for mental and behavioural disorders due to psychoactive substance use has increased by 5.8% for the timescale Sep 2013- Aug 2014 compared to the previous year.
<ul style="list-style-type: none">• Thanet has the second highest percentage of young people 16-18 years old not in education, employment or training (NEET) in the County, with 9.79% being recorded in Sep 2014. This can be a predictor of involvement in crime, unemployment, low income and other risk factors.

Through this plan we aim to:

- Raise awareness amongst key groups at risk through advertising campaigns and engagement
- Target substance and alcohol misuse in problematic locations
- Work with local communities to ensure support for those living in deprivation

Engagement

The partnership recognises the need to be dynamic and respond to the views of local people as well as raise awareness of the work that is going on behind the scenes. The final focus area is proposed to be around engagement. This will include holding regular Neighbourhood Engagement Meetings, supporting and promoting national and regional campaigns as well as and delivering training and awareness raising sessions to key groups.

- Public perceptions relate to what our communities believe to be the truth about crime and community safety and how confident and safe they feel in their local area. Each agency will hold a huge amount of information that can be shared with others to help inform actions and make interventions. Frontline staff also need to be aware of the priorities and actions and how they contribute to the delivery of this plan. We need to be able to get our messages out to groups we currently lack representation from such as young people, older people and those of working age.

Through this plan we aim to:

- Raise the profile of the partnership and projects
- Target specific groups at risk with community safety messages that will benefit them
- Identify issues that matter most to residents and work in partnership to find solutions
- Improve information sharing amongst the partners

Monitoring the plan

There is a need for the plan to be a flexible and dynamic document. We will use real-time data to re-assess the proposed actions and complete the measures of success column as this will enable us to be focused on the most pressing issues at the time and ensure we can set targets that are achievable and will make the required impact. These will be set by partners forming specific working groups to agree the way forward.

The CSP executive board will be responsible for monitoring the emerging issues and the delivery of actions and this will be independently scrutinised by the district's CSP working party.

SAFEGUARDING

Emerging issue	Which of the other current priorities does this impact upon?			Proposed Actions	Lead agency Support agencies	Measures of Success / Outcomes
	Drivers of crime and ASB	Reducing re-offending	Engagement			
1. Vulnerable young people at risk, including those at risk of Child Sexual Exploitation and Gang involvement.	✓	✓	✓	1. Strengthen links with local services supporting 'Looked After Children', including education and care homes. Facilitate dedicated accredited youth worker or positive role model to conduct additional visits to care facilities, strengthening links to agencies and building trust with young people.	KCC Early Help Children's Social Services Kent Police – Missing Persons Officer Virtual school	<ul style="list-style-type: none"> • Involvement in support plans for young people placed in Thanet • Stronger links established with local care providers • Increase in intelligence and information received from young people • Produce a mapping document of local care homes.
				2. Review support services for local vulnerable young people including third and voluntary sector.	Children's Social Services KCC Early Help TDC MTF	<ul style="list-style-type: none"> • Mapping document for opportunities created • Link to existing referral scheme or set up new.

				3. Consider findings of the Ending Gangs and Youth Violence peer review programme with the Home Office and embed recommendations.	TDC MTF Kent Police	<ul style="list-style-type: none"> Working group to consider findings Amended structures, New direction documents created Thanet Children at Risk of Exploitation Group established
				4. Challenge placements from out of area and participate in any assessments of appropriateness	Kent Police TDC Children's social services	<ul style="list-style-type: none"> 5 placements challenged
2. Limited Mental Health – resources/ High volume of MH cases.	✓	✓	✓	5. Training for practitioners to have additional mental health awareness skills – ‘Mental Health First Aid’ to create ‘Mental Health Champions’ with increased understanding of conditions and agency processes	The Beacon Kent Police NHS / CCG KCC Early Help CAMHS	<ul style="list-style-type: none"> No. of people trained No of sessions delivered Increased awareness in staff -to help people manage low self-esteem, anxiety and self-harm. Advice given as a result / referrals made to MH services by trained staff
				6. Pursue options for Street Triage project. MH worker – or trained practitioner with Police Officer responding to MH / crime calls.	KCC Public Health The Beacon Kent Police	<ul style="list-style-type: none"> 25 people triaged Take up rate for those referred
3. Sharing good practice amongst partners on Domestic Abuse	✓	✓		7. Produce e-learning package for courts service on Domestic Abuse changes, Mental Health and ASB.	Oasis / TDAF Courts Kent Police	<ul style="list-style-type: none"> Package produced and distributed Court officers and magistrates trained
				8. Ensure that CSP disseminate the lessons learned from Domestic Homicide reviews	Oasis / TDAF TDC	<ul style="list-style-type: none"> Learning disseminated to key partners

4. E-safety - Vulnerability of people to scams	✓		✓	9. Additional training to partner staff (briefing morning) on scams and e-safety	KCC E-safety KCC Wardens KCC Trading Standards	<ul style="list-style-type: none"> Briefing morning delivered No of professionals attending Examples of how training boosts awareness across agencies and residents
				10. Deliver key information sessions at Neighbourhood Engagement Meetings and in schools. Utilise former scam victims to contribute.	KCC Wardens Kent Police KCC Trading Standards TDC	<ul style="list-style-type: none"> Increase in awareness and increase in online reported scams to Trading Standards / Kent Police as a result Advice given by KCC wardens to 50 victims of scams Inputs given at all NEMS
5. Guiding vulnerable people away from radicalisation through the Prevent strategy	✓			11. Ensure that schools and youth groups are promoting “ZAC” and “WRAP” programmes to young people.	Kent Police Prevent staff and Special Branch KCC Early Help	<ul style="list-style-type: none"> Monitoring of which schools have delivered sessions using the ZAC and wrap tools.
				12. Ensure frontline partners are aware of the ‘Channel’ support process and how to make referrals to this.	TDC Kent Police Prevent coordinator	<ul style="list-style-type: none"> Training inputs delivered to CSP partners. Panels co-ordinated when cases raised with full partner cooperation.

DRIVERS OF CRIME AND ANTI-SOCIAL BEHAVIOUR

Emerging issue	Which of the other current priorities does this impact upon?			Proposed Actions	Lead agency Support agencies	Measures of Success / Outcomes
	Safeguarding	Reducing re-offending	Engagement			
6. Alcohol and substance misuse contributing to crime and ASB	✓	✓	✓	13. Co-ordinate the community safety elements of the Thanet Alcohol Strategy; - Drink Drive campaigns - Community Pastors - Sobriety Tags - Tackling youth alcohol issues - Research breathalysing and drug testing on the doors of Night time economy hot spots and support with Turning Point outreach	KCC Public Health Kent Police TDC KCA Turning Point	<ul style="list-style-type: none"> Established through Alcohol Task and Finish group Key campaigns promoted through different media
				14. Pilot the use of 'Body Worn Video' devices by Police Officers and pursue possible agreements with night time economy security staff	Kent Police	<ul style="list-style-type: none"> Breakdown of cases where video technology has led to prosecution/arrest. Public perception figures for safety in NTE hotspots.

				15. Support Community Pastors to continue with their work in the NTE, in particular targeting events such as Folk Week.	TDC Community Pastors Turning Point KCA	<ul style="list-style-type: none"> • Provide key dates, times and locations for pastors to target. • 42 weeks of outreach delivered. • Report on outcomes and costs savings on emergency service resources •
7. Support those who may be vulnerable to committing crime.	✓	✓	✓	16. Map support services and create leaflet/posters for raising awareness of where people can go for help.	MTF Thanet Community Networks	<ul style="list-style-type: none"> • Reduction in dependency on emergency relief <ul style="list-style-type: none"> • Increase in attendances/referrals to support services
				17. Continue to support the Integrated Offender Management process and integrate any other service providers who can support the process.	KSS CRC Kent Police TDC	<ul style="list-style-type: none"> • IOM supported- agencies attending monthly meetings
				18. Focus on reducing first time entrants to the criminal justice system through a range of education and enforcement programmes.	KCC Early Help	<ul style="list-style-type: none"> • TBC

REDUCING RE-OFFENDING

Emerging issue	Which of the other current priorities does this impact upon?			Proposed Actions	Lead agency Support agencies	Measures of Success / Outcomes
	Safeguarding	Drivers of crime and ASB	Engagement			
8. Widen agency support for offenders	✓	✓		19. Agencies to link into Integrated Offender Management and Deter Young Offenders programmes. Look at opportunities available to support re-integration through community based programmes to raise aspirations and employment prospects working with voluntary and community sector. .	KSS CRC National Probation Service KCC Early Help KCC Wardens Yes + Voluntary sector	<ul style="list-style-type: none"> Existing provision reviewed and mapped, gaps identified. 20 ex-offenders referred into suitable programmes Reduction in re-offending in those individuals Qualitative feedback / case studies
				20. Extend 'Neighbourhood Responsibility Panel' provision as a 'one stop shop' placing individual at centre of support plan. Work with offenders and victims.	KSS CRC National Probation Service MTF	<ul style="list-style-type: none"> Offenders completed course and supported through NRP process Victim support and satisfaction levels increase

<p>9. Need to make better use of positive role models</p>	<p>✓</p>	<p>✓</p>		<p>21. Continue provision for 1:1 mentoring, utilising ex-offenders where appropriate</p>	<p>KCC Early Help YES+</p>	<ul style="list-style-type: none"> • 12 individuals receive 1:1 mentoring • Perceptions/attitudes measured at start/finish showing changes.
				<p>22. Utilise public services and/ or armed forces to deliver diversionary programmes.</p>	<p>KFRS</p> <p>KCC Early Help YES+</p> <p>Veteran links / armed forces Other service providers</p>	<ul style="list-style-type: none"> • 2 Courses delivered • Reduction in re-offending of those that have completed courses

ENGAGEMENT

Emerging issue	Which of the other current priorities does this impact upon?			Proposed Actions	Lead agency Support agencies	Measures of Success / Outcomes
	Safeguarding	Drivers of crime and ASB	Reducing re-offending			
10. Need to improve engagement with young people	✓	✓	✓	23. Review existing provision in schools and co-ordinate programmes to avoid duplication. Themes to mirror TCSP priorities	TDC CSU Partnership communications KCC Early Help KFRS Kent Police VCS sector Oasis	<ul style="list-style-type: none"> • Produce a directory of services for partners • KCC Early Help targets • No. of schools sessions delivered by partners • Total no. of pupils reached
				24. Capture the views of young people on community safety matters - Youth Strategy review consultation - Run council “chamber days” where officers can engage with school pupils about their communities and safety issues.	TDC CSU Partnership communications KCC Early Help KFRS Kent Police	<ul style="list-style-type: none"> • Consultation with young people carried out on community safety issues, providing partners with a better understanding of emerging issues for young people.

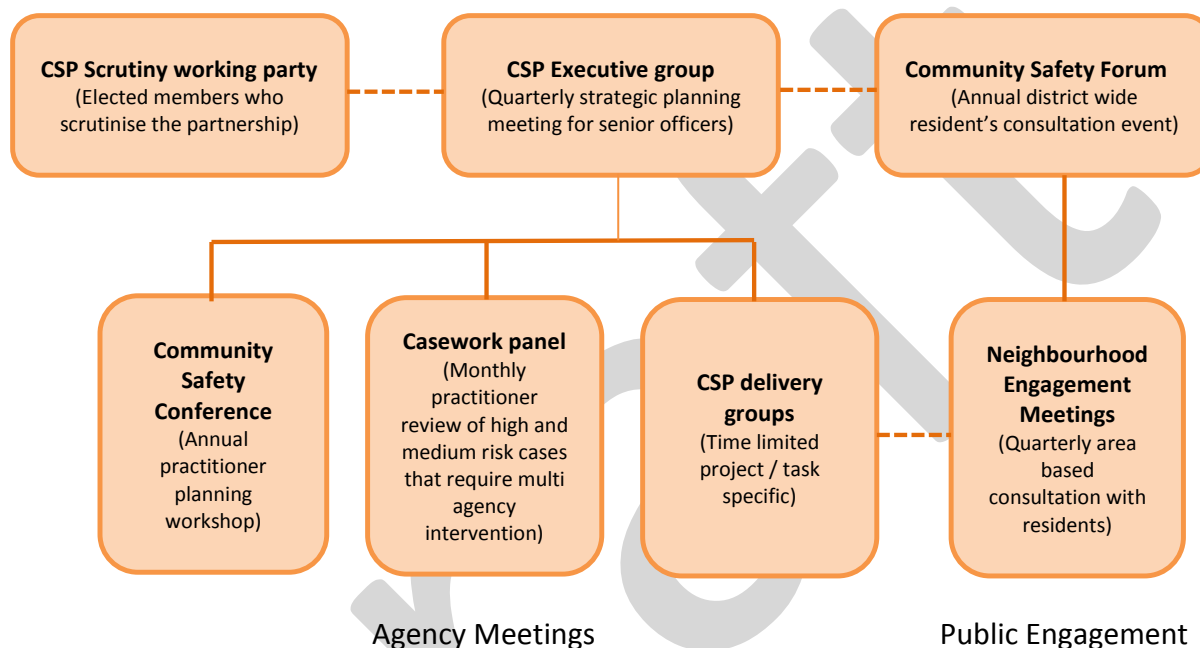
<p>11. Need for partnership messages to be reaching intended audiences and celebrate agency success stories</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>25. TCSP Communications Strategy refreshed to co-ordinate and promote CSP activity including social media activity and website, use of existing newsletters/parish magazines, purchase of partnership merchandise, event attendance and build on the existing successful advertorials including key messages of;</p> <ul style="list-style-type: none"> - Road Safety - Substance misuse - Anti-Social Behaviour - Acquisitive crime - Violent Crime - Domestic Abuse 	<p>TDC Communications</p> <p>TDC CSU</p> <p>ALL</p>	<ul style="list-style-type: none"> • Better use of social media-increased followers and website hits • One contacts list for the partnership produced for promotional messages to be sent out. • Increased attendances at resident meetings • Increased surveys completed • Scan of positive messages in press • Merchandise given out at x number of key events • SOS trailer deployed at least 5 times
				<p>26. Pilot new structure for Neighbourhood Engagement Meeting process expanding officer attendance to wider agencies /departments.</p>	<p>TDC CSU</p> <p>TDC Communications</p> <p>Voluntary sector organisations</p> <p>NEM community representatives. All CSP partners</p>	<ul style="list-style-type: none"> • Identification of new customers previously unknown to services • One drop in style NEM piloted • Increased attendance at NEMs
				<p>27. Create Road Safety Task and Finish Group to look at key projects for the year</p>	<p>KFRS</p>	<ul style="list-style-type: none"> • TBC

12. Better data / information exchange amongst partners and increased training	✓	✓	28. Refresher information sharing / data protection training for all CSP staff to ensure legal and efficient exchange of information on all community safety issues	TDC CSU Kent Police ALL	<ul style="list-style-type: none"> No. of officers attended training All agencies signed up to Kent and Medway Information Sharing Agreement.
			29. Review existing meeting structures and membership to improve timely exchange and professional relationships. Co-locate TDC, Police Community Safety Units and Margate Taskforce.	ALL partners senior management	<ul style="list-style-type: none"> Meetings streamlined, guidance for partners on casework panel referrals produced. Clear remits for each group, meeting Staff time saved
			30. Compile a list of training programmes on offer for community safety professionals to ensure continued professional development of staff.	TDC CSU	<ul style="list-style-type: none"> Agency leads for all topics list produced and circulated

Appendices

i. Partnership structure

Agencies of the partnership meet throughout the year via a number of different forums aimed at coordinating 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 coordinated 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 Delivery groups

Delivery groups are set up to for the delivery of a specific partnership initiative, or as a response to a sudden emerging trend. They meet as frequently as is required and feed back to the Community Safety Partnership Executive Group.

Multi-Agency Casework Panel

Is an operational panel that meets monthly and is attended by front line practitioners to review and discuss high and medium risk cases that require multi-agency enforcement. This is to ensure joined up working, prevent duplication and ensure information is shared reducing the chance of cases being ignored.

Public Meetings

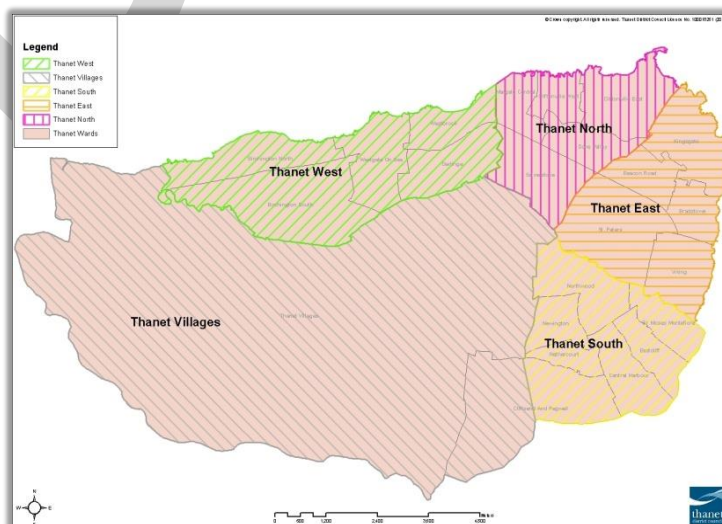
Community Safety Forum

This is a focus group that includes local Councillors, neighbourhood watch co-ordinators, chairs of resident associations and other public groups to meet with senior managers from each of the CSP agencies and 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.

The NEM meeting is attended by a range of partners including police officers and PCSOs for that area, district council representatives and KCC Wardens. 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 Thanet District Council Websites in advance and are an opportunity to collectively problem-solve community safety issues.



ii. 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
Kent County Council	03000 414141
KCA UK (formerly Kent Council for Addiction)	01795 590 635
Eastern and Coastal Kent NHS Patient advice and liaison service:	01795 590 635
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 For more information on any of the partnership, visit www.thanetcommunitysafety.org.uk

You can subscribe to our email distribution list by emailing:
community.safety@thanet.gov.uk

iii. 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. Can also be called an Acceptable Behaviour Contract or ABC.
Child Sexual Exploitation (CSE)	Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.
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 (DtoA)	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.
Integrated Offender Management (IOM)	Integrated Offender Management (IOM) is an overarching framework that allows local and partner agencies to come together to ensure that the offenders whose crimes cause most damage and harm locally are managed in a co-ordinated way.
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.
KDAAT	Kent County Council's Drug and Alcohol Team
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.
Multi Agency Risk Assessment Conference	Multi agency meeting held to deal with high risk cases of domestic abuse and ensure a coordinated community response.

(MARAC)	
Missing person (MISPER)	Abbreviation used by Police and other agencies for a Missing Person
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
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.
Prevent	National Strategy to tackle radicalization and prevent terrorism.
Troubled Families	Programme tackling families with complex problems and needs, or those that are causing problems to the community around them. The initiative aims to reduce the cost of these families to the tax payer by coordinating the support they receive from different agencies.
YEARS project	A Youth Engagement Around Road Safety project that can be delivered to schools or groups at risk of offending.
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.

The responsible authorities of the Thanet Community Safety Partnership are;



**Kent
Police**

**National
Probation
Service**



Thanet Clinical Commissioning Group



**Kent Fire &
Rescue Service**

Thanks also go to all of the other members of the Community Safety Partnership



REJECTED PETITION – MANSTON AIRPORT

To: **Overview and Scrutiny Panel – 26 March 2015**

By: **Steven Boyle, Interim Legal Services Manager and Monitoring Officer**

Classification: **Unrestricted**

Summary: **To outline a petition that has been rejected by the Monitoring Officer.**

For Information

1.0 Introduction and Background

1.1 When the Petitions 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 petition on the 16 December 2014 from a member of the public:

“Say yes to the CPO of Manston. Work with Riveroak to make Planes fly again from Manston”

2.2 The petitioner was advised that the Council's Monitoring Officer had rejected the petition in accordance with paragraph 1.1 of the Council's petition scheme – that the petition was “substantially the same as one already received within the preceding twelve months”. The Council had already received the following petition on 26 June 2014:

“We the undersigned petition the council to make a compulsory purchase of Manston, Kent's International Airport. We would also like Thanet District Council to look into the possibility of members of the public to buy bonds into this purchase”.

2.3 The petition consisted of both a paper petition and an Epetition, however the Epetition was not run through the Council's website and so would have been rejected irrespective of the decision by the Monitoring Officer referenced above. The Epetition had been “signed” by 2109 people and the paper petition contained 2305 signatures would have been considered as valid if the petition had been not been rejected for the above reason.

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. The constitution requires the Overview & Scrutiny Panel to be advised if the Monitoring Officer rejects a petition.

3.4 Equity and Equalities

3.4.1 None

4.0 Recommendation

4.1 This report is for information only.

Contact Officer:	Steven Boyle, Interim Legal Services Manager and Monitoring Officer
Reporting to:	Madeline Homer, Interim Chief Executive

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	Steven Boyle, Interim Legal Services Manager and Monitoring Officer

REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2014/15

To: **Overview and Scrutiny Panel – 26 March 2015**

Main Portfolio Area: **All Portfolios**

By: **Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **All**

Summary: **This report reviews the Overview and Scrutiny Panel work programme for 2014/15.**

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 Annual Panel meeting on 13 January 2015.
- 1.2 During this municipal year, the QEQM Hospital A & E Review sub-group only met once on 22 July 2014. The work of the sub-group stalled due to the lack of cooperation by the external agencies to undertake the review.
- 1.3 Since this review project was set up in response to a petition that was referred to the Overview & Scrutiny Panel by full Council on 3 December 2013, the Panel would need to consider reporting back to Full Council on the challenges faced in trying to undertake a scrutiny process on this issue and perhaps, offer recommendations for an alternative approach to addressing the issues raised by the petitioners..

2.0 The Work Programme Table

- 2.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:
 - a) **Standing Working Party /Task & Finish Group** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
 - b) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel's work programme.
 - c) **Status to be determined** – possible additions to the work programme. The Panel will need to decide whether to undertake work on them, and if so, how that work will be organised.

Table 1 – OSP Work Programme for 2014/15

Issue	Composition/ Members	Lead Officer	Comment	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Campbell (Chairman) Cllr Cohen Cllr K. Gregory Cllr Huxley Cllr King Cllr D. Saunders Cllr S. Tomlinson Labour Group (vacant)	Martyn Cassell; Jessica Bailey	The sub-group met on 22 January and 3 March 2015. Members considered and recommended for adoption the Draft Community Safety Plan for 2015/16. The draft Plan is elsewhere on the agenda for this Panel meeting.	On going
Date of Establishment: 28.05.08 Corporate Performance Review Working Party	Cllr Gideon (Chairman) Cllr Campbell Cllr I. Gregory Cllr Grove Cllr Matterface Thanet Independent Group (vacant)	Paul Cook; Nicola Walker	The working party met on 9 March 2015 and received an update report from the Chairman of the Improvement Board, Acting CEx and Director of Corporate Resources. At the same meeting, Members also received a report on 'some thoughts about 'EK Services Performance, Emerging Vision and Thoughts on the Future' from the new Director of EK Services.	On going
Date of Establishment: 29.05.12 Electoral Registration Process Review Working Party	Cllr Campbell Cllr Cohen Cllr K. Gregory Cllr Hornus Cllr W. Scobie	Glenn Back	The sub-group has not met since being reconstituted in May 2014. A meeting needs to be convened to review the implementation of Individual Electoral Registration, receive an update on the 2014 "transitional" canvass and consider key registration issues in the run-up to the May 2015 election.	On going
Date of Establishment: 14.01.14 QEQM Hospital A & E Task & Finish Group	Cllr Hornus (Chairman) Cllr Campbell Cllr Dwyer Cllr K. Gregory Cllr P. Moore Cllr King Cllr Wright	Penny Button	A way forward is still to be agreed with the Chairman in view of the difficulties faced by the sub-group to get the cooperation of the external agencies to take part in the review.	On going A meeting needs to be arranged to agree a way forward.

Issue	Composition/ Members	Lead Officer	Comment	Status
Date of Establishment: 23.04.13 TDC Artefacts Management Review Task & Finish Group	Cllr King (Chairman) Cllr M. Tomlinson Cllr Hornus Cllr Matterface Cllr Dwyer	Louise Askew; Kate Wilson	The sub-group met on 4 February 2015 and received an update report from officers. They advised the meeting that although Council had received positive feedback from the Heritage Lottery Fund with regards to the submitted project enquiry form. Officers are still reviewing the project in light of the HLF comments then proceeding with the TDC external funding protocol.	On going
Date of Establishment 27.05.14 Members' Planning Protocol Review Task & Finish Group	Cllr K Gregory (Chairman) Cllr Campbell Cllr Cohen Cllr Dwyer Cllr D Saunders	Simon Thomas	The sub-group is still to a follow-up up meeting to the one they had on 17 July 2014.	On going
Presentations				
13/14 Presentations by Portfolio Holders and Corporate Services Managers	N/A	All Portfolio Holders and Corporate Services Managers		
Watching Brief Items				
Pleasurama Site Development Review – Executive Decision Implementation	OSP	Mark Seed; Edwina Crowley	The OSP agreed to keep a watching brief on the issue as Cabinet implemented the decision agreed on 20 February 2014	OSP keeping a watching brief on the issue
Status to be determined				
N/A	N/A	N/A	N/A	N/A

3.0 Corporate Implications

3.1 Financial

3.1.1 There are no financial implications arising directly from this report.

3.2 Legal

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

3.3 Corporate

3.3.1 The work programme should help to deliver effective scrutiny. An active Scrutiny programme is part of good governance and will, ultimately, underpin the Council's use of resources assessment.

3.3.2 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.

3.4 Equalities

3.4.1 None directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

4.0 Recommendations

4.1 That the Panel notes the report;

4.2 Members guidance is sought regarding how to progress the work of the QEQM Hospital A&E Review Task & Finish Group.

5.0 Decision Making Process

5.1 Any decisions on the work programme can be taken by the Overview & Scrutiny Panel.

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

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Finance	n/a
Legal	n/a

OVERVIEW & SCRUTINY PANEL ANNUAL REPORT TO COUNCIL 2014/15

To: **Overview & Scrutiny Panel – 26 March 2015**

By: **Cllr Gideon, Chairman of the Overview & Scrutiny Panel**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: This agenda item allows the Chairman of the Overview and Scrutiny Panel to outline the achievements of the Panel covering the period 2014/15 and agree a report to Council, which would note any suggestions made by the Panel on possible work programme items for 2015/16.

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 2014/15 and indicates the Panels' suggested priorities for 2015/16.
- 1.2 The Panel unanimously agreed at the beginning of the 2014/15 to disregard political proportionality when setting out the membership of the working parties/task & finish groups. The report will demonstrate the significant contributions made by the scrutiny process to effective decision making by Thanet District Council.
- 1.3 Members may wish to note that Full Council agreed at the meeting on 2 October 2014 that 'at each of its ordinary meetings, Council will receive a written report introduced by the Chairman of the Overview and Scrutiny Panel on the work undertaken by the Overview and Scrutiny Panel since the last Council meeting. Such a report will be subject to comment or debate in the usual way.'
- 1.4 Since then the Chairman of the Panel has presented regular reports on the scrutiny activities being undertaken. Subsequent sections of the report provide some highlights of the scrutiny activities for 2014/15.

2.0 Community Safety Partnership Working Party

- 2.1 The working party performed the statutory scrutiny function of the Community Safety Partnership on behalf of the Panel and reports back any recommendations for consideration to the main Panel.
- 2.2 The sub-group continued to monitor, through update reports at each meeting, the implementation of the current Community Safety Plan for Thanet. One of the highlights of the sub-group's work activities was receiving a presentation

from the Kent Fire and Rescue service on the work of the Road Safety Partnership. Members were advised that highway engineering works carried out over the years had eradicated 90% of accident black spots, and that there were a number of initiatives currently in place to increase road safety awareness, particularly working with school children.

- 2.3 Members were also advised that key changes were being made to how the Probation Services worked with the establishment of two services, the National Probation Service (NPS) which focused on high risk cases, and the Community Rehabilitation Centre (CRC) which worked with low to medium risk cases for offenders who demonstrated a degree of co-operation.
- 2.4 The Offender Rehabilitation Act which enables these changes came into force in February 2015. The Act requires that anyone who spent time in custody would be supervised for a year. The intention was to reduce re-offending as research suggested that re-offending rates halved when individuals were supervised. Such changes would enhance safer neighbourhoods for Thanet residents.
- 2.5 The sub-group considered and recommended to the Panel, the draft Community Safety Plan for 2015/16. The Panel would consider the draft Plan at the 26 March meeting, before making recommendations to Cabinet.

2.7 Working Party Recommendation to the Panel

- 2.8 Members recommend that the working party be reconstituted in 2015/16.

3.0 Corporate Performance Review Working Party

- 3.1 The Panel delegated some power to the working party to comment on the corporate performance report and offer recommendations directly to Cabinet. The sub-group met on 29 January 2015 under the new terms of reference referred to earlier and made significant observations which included additional information required for inclusion to the corporate performance report.
- 3.2 The sub-group considered a report on the Improvement Plan that was drawn up for the Improvement Board to monitor corporate performance by TDC. Members noted the various activities including Member Induction training that has been planned for post the May 2015 Elections.
- 3.3 The working party invited the Chairman of the Improvement Board to be in attendance at the next meeting of the sub-group to engage Members in discussion on the progress towards performance improvement by the Council. The Board Chairman made a presentation to the sub-group meeting on 9 March 2015 and responded to a number of queries from Members. The Board Chairman reported that Peer Members were satisfied with the progress made by Thanet District Council towards addressing the corporate governance issues that had been raised in the Peer Review Report.
- 3.4 The sub-group acknowledged the feedback from the (Peer Review) Improvement Board. This included implementing an effective Communication Strategy to evidence the improved service delivery and enhance the reputation of the Council.

3.5 The sub-group was advised by the newly appointed Director of EK Services that Shared Services was on target to make the 25% savings by end of 2015/16; in line with the original targets set at the inception of the partnership. The partner Councils have been handed back money at the end of each year from some of the savings realised. Members were informed about service performance and emerging thoughts about the future of Shared Services in view of the new five year agreement that was approved in February 2015.

3.6 Working Party Recommendation to the Panel

3.7 Members recommend that the working party be reconstituted in 2015/16.

4.0 Electoral Registration Process Review Task & Finish Group

4.1 The sub-group continued to maintain a watching brief for most of 2014/15. As the May 2015 General Election day draws closer, the demands placed upon the Elections Team have been steadily increasing. Preparatory work that includes recruitment of count and polling station staff, cross boundary working with neighbouring Councils dealing with the new complex IER requirements that have to be fulfilled ahead of the elections which are adding to the pressures on officer time. There Electoral Services Team has also seen staff changes to one of its key posts.

4.2 These challenges are further increased by the fact that there are three different elections taking place on this same day. This has meant that it has not been possible to convene a meeting of the Working Party in during this municipal year.

4.3 Task & Finish Group Recommendations to the Panel

4.3.1 That the task & finish group be reconstituted in 2015/16 to review the second year of Individual Electoral registration, and the first "full" canvass under IER (noting that the 2014 canvass related only no void properties and people that had not responded to the previous canvass).

5.0 Members Planning Protocol Task & Finish Group

5.1 The sub-group met once and made some useful suggestions that included the following, that:

- a) The district Planning Committee Chairman to announce just before planning applications are considered at meetings that although the comments received from interested groups, including parish and town councils, would be taken into consideration, those comments would not be pre-determinative, nor would they in any way fetter the discretion of the committee;
- b) An opportunity to be offered to parish and town councillors to receive "soft touch" training on planning principles.
- c) Training be provided for district councillors to clarify how they can avoid giving the impression at town or parish meetings that their minds are "closed" in relation to a planning application;

- d) Legal and Planning officers produce a report encompassing all the suggestions highlighted above.
- 5.2 The sub-group was still to receive an officer report that will help members make recommendations to the Panel for onward submission to the Planning Committee.
- 5.3 Task & Finish Group Recommendations to the Panel**
- 5.4 Members recommend that the task & finish group be reconstituted in 2015/16 to produce the one-off report suggested above.
- 6.0 QEQM Hospital A & E Review Task & Finish Group**
- 6.1 The sub-group was set-up by the Panel as a result of a referral of a petition to the Panel by Council on 5 December 2013. The prayer of the petition was 'We the undersigned protest against changes to emergency services at QEQM A&E department.' The group has found it difficult to persuade the key stakeholders (i.e., external agencies) to agree to take part in the review work, possibly as a result of the statutory power of health scrutiny residing with the County Council.
- 6.2 Task & Finish Group Recommendations to the Panel**
- 6.3 Members recommend that the Chairman of the Panel reports back to Full Council the difficulties faced by Members in getting cooperation from the relevant external agencies in carrying forward the request of the petition that was referred to the Panel for investigation and seek the consent of Full Council to refer the key questions of the petition to Kent County Council's Health Scrutiny Committee.
- 7.0 TDC Artefacts Management Review Task & Finish Group**
- 7.1 The group received a progress update from officers regarding the Council's application for Heritage Lottery Funding (HLF). At the sub-group meeting on 4 February 2015, Members were advised that feedback from HLF was supportive of the application which focused on the museum space.
- 7.2 The sub-group hoped to get support from the executive before the end of the current Municipal Year; to resolve the issue of funding for the recruitment of a professional archivist to support to work of the documentation project for the Margate Museum artefacts. However at the time of drafting this report, the sub-group had not received the anticipated commitment.
- 7.3 Task & Finish Group Recommendations to the Panel**
- 7.4 Members recommended that the task and finish group be reconstituted in 2015/16 to continue with the work as per the current terms of reference.

8.0 Call-In of Cabinet Decisions

- 8.1 The Panel made five call-ins in 2014/15 of the following Cabinet decisions:
- a. Petition to Council - Margate Harbour;
 - b. Thanet Markets: Margate Weekly General Market;
 - c. Ramsgate Maritime Plan;
 - d. Manston Airport Royal;
 - e. Sands Development.
- 8.2 Panel Members agreed to take no further action regarding the Cabinet decisions on the first three issues above. However, regarding the Manston Airport issue relating to whether Council should pursue a 'Compulsory Purchase Order generated a lot of debate within Council and in the local media. The Panel asked Cabinet to reconsider its decision and take into account the following recommendations:
- a. That no further action be taken at the present time on a CPO of Manston Airport, on the basis that the Council has not identified any suitable expressions of interest that fulfil the requirements of the Council for a CPO indemnity partner and that it does not have the financial resources to pursue a CPO in its own right;
 - b. That this decision be reviewed by Cabinet on receipt of any new information from the Minister of Transport.
- 8.3 In response Cabinet agreed the following:
- a. That no further action be taken at the present time on a CPO of Manston Airport, on the basis that the Council has not identified any suitable expressions of interest that fulfil the requirements of the Council for a CPO indemnity partner and that it does not have the financial resources to pursue a CPO in its own right;
 - b. That this decision be reviewed by Cabinet on receipt of any new information from the Minister of Transport.
- 8.4 The debate also drew the attention of Government who offered to consider the matter. Council was still awaiting feedback from the Minister of Transport regarding the information submitted by the TDC executive.
- 8.5 In response to the recommendation from the Panel after a call-in of the Royal Sands that 'Cabinet instructs officers to negotiate with Cardy to obtain the best consideration for Council in relation to the Royal Sands Development;' Cabinet Authorised the project team (in consultation with the S151 Monitoring Officer, Head of Paid Service and Cabinet Member for Finance and Estates) to progress with negotiations involving variations to the existing agreement (or a new agreement as provided for within the existing contract) in respect of Royal Sands.
- 8.6 These negotiations were to be undertaken in accordance with existing delegations and within the parameters as detailed in the report that went to Cabinet on 16 October 2014; with the proviso that best consideration was achieved in the process.

- 8.7 Cabinet also agreed that if further information becomes available during these negotiations that would result in there being a significant negative effect on the consideration owed, particularly as a result of the cliff wall surveys, then the matter should be brought back to Cabinet for further strategic review.

9.0 Post Hoc/Post Decision Scrutiny of Cabinet Decisions

- 9.1 The Overview & Scrutiny Panel undertook a post decision review of a Cabinet decision on the 'Vattenfall Community Funding Project.' The review was the result of the concerns expressed by some Members regarding the decision making process used to make the final allocation of the community funding.

- 9.2 There was an exchange of views between the lead Cabinet Member on the issue and the Panel. The outcome of the debate was the recommendation to Cabinet that; 'a protocol for the allocation and monitoring of non-ring-fenced grants and gifts be developed and presented to the Overview & Scrutiny Panel within the next three months.' Officers redrafted the 'External Funding and Grants Protocol' to include governance provisions as to how community grants could best be managed by the Council. The issue is reported elsewhere on the agenda and it is anticipated that the proposed additions to the Protocol will be presented to the Governance & Audit Committee for adoption.

10.0 Cabinet Presentations at OSP Meetings

- 10.1 The Leader advised Members at the Panel meeting on 13 January 2015 that the Royal Sands mediation was still on-going and that a Members' Briefing would be held in February to provide updates on Dreamland. Funding for the cliff wall survey had been received by Council and the Royal Pavillion agreement had been signed by Council and Wetherspoons.

11.0 Corporate Implications

11.1 Financial and VAT

- 11.1.1 There are no financial implications arising directly from this report.

11.2 Legal

- 11.2.1 There are no significant legal implications arising directly from this report. A presentation of the OSP Chairman's report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.

11.3 Equity and Equalities

- 11.3.1 There are no equity and equalities implications arising directly from this report.

12.0 Recommendations

Members are requested to agree the following recommendations:

- 12.1 To maintain a watching brief on the issue regarding the Royal Sands negotiation between Council and Cardy;
- 12.2 To recommend to the incoming Overview and Scrutiny Panel in 2015/16; the reconstitution of the following sub-groups;
 - a. Community Safety Partnership Working Party;
 - b. Corporate Performance Review Working Party;
 - c. Electoral Registration Process Review Task & Finish Group;
 - d. Members Planning Protocol Review Task & Finish Group;
 - e. TDC Artefacts Management Review Task & Finish Group;
- 12.3 To report back to Full Council the difficulties faced by the Panel in getting cooperation from the relevant external agencies in carrying forward the request of the petition and seek the consent of Full Council to refer the key questions of the petition to Kent County Council's Health Scrutiny Committee;
- 12.4 To agree that the Chairman presents the Annual Report to the next scheduled Full Council meeting.

13.0 Decision Making Process

- 13.1 The Council Constitution allows the Chairman of the Overview & Scrutiny Panel to present a report at the end of Each Municipal Year detailing a summary of scrutiny work undertaken by the Panel and its sub-groups for Members' information.

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 used to for sourcing additional Member views
Annex 2	Terms of Reference for TFGs/Working Parties – 2014/15

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	N/A

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Questionnaire for OSP Working Parties/Task & Finish Groups

The Listed Questions are meant to provide guidance for writing up the Working Parties/Task & Finish Groups (TFGs) Annual Reports.

(Attached are the Working Party/TFG Terms of Reference)

1. What recommendations did you submit to the Overview and Scrutiny Panel during 2014/15?

2. What other work has your Working Party/TFG conducted this year?

3. What has changed as a result of the recommendations or the work that has come from your Working Party/TFG?

4. What were the difficult challenges that your sub-group encountered? Do you have any suggestions as how such challenges/barriers could be overcome in future to improve the scrutiny process?

5. Do you think that your Working Party/TFG has scope for a continued contribution to the Council's scrutiny programme in 2015/16? If so, what is it that you think could further be achieved through the work of the Working Party/TFG in 2015/16?

6. Do you have any other comments you wish to make regarding your Working Party/TFG?

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COMMUNITY SAFETY PARTNERSHIP WORKING PARTY TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the working party was to scrutinise key community safety issues in Thanet and make recommendations to the Community Safety Partnership through the Overview & Scrutiny Panel.

Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 Labour 3 Conservative 1 Thanet Independent Group 1 Independent Group
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 2014/15 will be specifically to:

1. To review the implementation and effectiveness of the Community Safety Partnership Plan.
2. To scrutinise the Council's and key partners approach to anti-social behaviour (ASB) investigations and Environmental Enforcement;
3. To understand the changes to the ASB, Policing and Crime Act legislation and its local impact;
4. To scrutinise the Community Safety Partnership road safety initiatives in Thanet;

5. To scrutinise the changes to Probation and Youth offending Services with reference to Thanet;
6. To look at Health's role in Community Safety Partnerships.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009. These terms of reference were agreed by the Overview & Scrutiny Panel on 19 August 2014.

CORPORATE PERFORMANCE REVIEW WORKING PARTY TERMS OF REFERENCE FOR 2014/15

General

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

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	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. To monitor the performance of the Medium Term Financial Plan;
2. To monitor the savings in Shared Services;
3. To evaluate major projects that Council is involved in;
4. To review the 2012/2016 Corporate Plan to determine progress in relation to delivering projects;
5. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and propose action points for improvement;
6. To review the impact of lack of income and other revenue shortfall in forward budget, and debt management strategies;
7. To review the Council's progress against the Peer Review Improvement Plan.

Delegations

1. Delegate authority by the Overview & Scrutiny Panel (on 13 January 2015) to make recommendations on the corporate performance report directly to Cabinet.

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 19 August 2014.

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2013/14

General

A Sub-Committee of the Overview and Scrutiny Panel was established to review certain matters relating to the electoral registration process.

Membership, Chairmanship and Quorum

Number of Members	Five
Political Composition	2 Labour 2 Conservative 1 Thanet Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members Only
Restrictions on Chairmanship	Non Executive Members Only
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. To review the implementation of Individual Electoral Registration;
2. To review the postponed 2013/14 Canvass;
3. To advise the Council's Electoral Registration Officer on options for improving the level of voter registration across the District as a whole;
4. 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.

MEMBERS PLANNING PROTOCOL REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

General

A Sub-Committee of the Overview & Scrutiny Panel was established to review and scrutinise issues related to Members Planning Protocol and call-in procedure.

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	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. The scope of the group for 2014/15 will be specifically to:

1. Review the role of councillors taking decisions on planning applications at both town/parish council and district council level to ensure that the system for processing planning applications remains credible;
2. Review the role of councillors taking decision on planning applications at town/parish, district and county council level to ensure that the processing of planning applications between the three different levels of local government remains credible in the view of the public;
3. To produce a final report with recommendations for submission and where changes to the planning protocol and call-in procedure are proposed, the sub-group would refer these to the Overview and Scrutiny Panel and if appropriate forward any final recommendations to the Constitutional Review Working Party.

Delegations

None

Notes

This working party was established by the decision of the Overview & Scrutiny Panel on 27 May 2014. These terms of reference were agreed by the Overview & Scrutiny Panel on 19 August 2014.

QEQM HOSPITAL A&E REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review matters related to the operation of the QEQM Hospital's Accidents and Emergency Services in response to a petition referred to the Overview & Scrutiny Panel by Full Council on 5 December 2013.

Membership, Chairmanship and Quorum

Number of Members	Seven
Political Composition	3 Labour 3 Conservative 1 Independent Group
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
Co-option Arrangements	None
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. The scope of the group for 2014/15 will be specifically to:

1. To investigate the process currently adopted by East Kent Hospitals University Foundation Trust (EKHUFT) in the provision of trauma services, including how choices are made regarding the transfer of trauma unit patients;
2. To investigate the process for undertaking major changes to trauma services, including the way in which public consultation is undertaken ; and if public consultation is not undertaken, the way in which urgent decisions are taken and who is informed;
3. To investigate how a public body like Thanet District Council is informed in urgent cases where there will be no public consultation on a health delivery services decision that is significant to the local community due to the timescales involved; and how public/stakeholders views are taken into consideration;

4. To investigate whether and how accessibility issues are taken into consideration when making health delivery decisions (for example, the ability of relatives/friends to visit trauma units some distance from Thanet);
5. To investigate the pattern of visits to the Accidents & Emergencies Department at QEQM Hospital, to explore whether there are “repeat patients”, and if so, the factors that might contribute to that, and how it might be avoided;
6. To investigate whether the delivery of emergency services is driven by clinical issues or lack to funding;
7. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and if appropriate to Cabinet for forwarding to the EKHUFT Board.

Delegations

None

Notes

This task & finish group was established in principle by the decision of the Overview & Scrutiny Panel on 14 January 2014 in response to a petition referred to the Overview & Scrutiny Panel by Full Council on 5 December 2013.

TDC ARTEFACTS MANAGEMENT REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review management of artefacts owned by Thanet District Council and advise Cabinet through the Overview & Scrutiny Panel.

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	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Cooption agreed by the Overview & Scrutiny Panel	One Member of the public has been co-opted as a specialist (Non voting member)
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. The scope of the group for 2012/13 will be specifically to:

1. To investigate the existence of potential funding streams to support the project work on updating the documentation of the TDC artefacts collection at the Margate Museum;
2. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and then Cabinet.

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 23 April 2013.

FORWARD PLAN AND EXEMPT CABINET REPORT LIST

To: **Overview and Scrutiny Panel – 26 March 2015**

Main Portfolio Area: **All**

By: **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 the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

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:	Paul Cook, Interim Director of Corporate Resources & s151 officer, Ext 7617

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

2 APRIL 2015 TO 31 DECEMBER 2015

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 14 calendar days before the date of that meeting.

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

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

Availability of documents

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

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

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

Councillor Iris Johnston
Councillor Richard Nicholson

Leader of the Council and Cabinet Member for Community Services
Deputy Leader of the Council and Cabinet Member for Housing
and Planning Services

Councillor David Green
Councillor Mike Harrison
Councillor Elizabeth Green
Councillor Rick Everitt

Cabinet Member for Strategic Economic Development Services
Cabinet Member for Operational Services
Cabinet Member for Business and Corporate Resources
Cabinet Member for Financial Services and Estates

2 April 2015 to 31 December 2015

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
EK Homeless Strategy 2015-2019	An adopted East Kent Strategy, which will cover Thanet and fulfil the statutory requirement to have a homeless strategy (Homeless Act 2002)	1.Cabinet Council 2.Tanya Wenham, Head of Housing Services	Councillor Richard Nicholson, Deputy Leader and Cabinet Member for Housing & Planning Services	Thursday, 2 Apr 15 Thursday, 23 Apr 15	Policy Framework		Draft Homeless Strategy 2014-2019 for consultation Final Homeless Strategy 2014-2019 for adoption

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Transfer of the Fort Road Hotel from the general Fund to the HRA		1.Cabinet 2.Tanya Wenham, Head of Housing Services	Councillor Richard Nicholson, Deputy Leader and Cabinet Member for Housing & Planning Services	Thursday, 2 Apr 15	Key		Cabinet report
Adoption of a Health & Safety Policy	A framework for Health and Safety Enforcement across the district.	1.Cabinet 2.Debbie Huckstep	Councillor Mrs Iris Johnston, Leader of the Council and Cabinet Member for Community Services	Thursday, 30 Apr 15	Non-Key		Cabinet report
Corporate Performance Report December 2014 - March 2015	Cabinet to note the performance of the council to date	1.Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor Elizabeth Green, Cabinet Member for Business and Corporate Resources	Thursday, 30 Apr 15	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Budget Monitoring Qtr1	Cabinet to note the report and agree any financial changes	1.Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor Rick Everitt, Cabinet Member for Financial Services and Estates	Thursday, 30 Jul 15	Key		Cabinet report
Corporate Risk Register	Cabinet to agree the Corporate Risk register for the year and delegate authority to the Risk Champion	1.Cabinet 2.Paul Cook, Director of Corporate Resources and S.151 Officer	Councillor Elizabeth Green, Cabinet Member for Business and Corporate Resources	Thursday, 30 Jul 15	Non-Key		Cabinet report
Annual Treasury Review	Cabinet to review of the investment and borrowing activities of the Council	1.Governance and Audit Committee Cabinet 2.Paul Cook, Director of Corporate Resources and S.151 Officer	Councillor Rick Everitt, Cabinet Member for Financial Services and Estates	Wednesday, 24 Jun 15 Thursday, 30 Jul 15	Non-Key		Committee and Cabinet reports
Budget Outturn for 2014-15	Cabinet to review the financial performance of the Council for the year 2014-15 and agree movements to reserves	1.Cabinet 2.Paul Cook, Director of Corporate Resources and S.151 Officer	Councillor Rick Everitt, Cabinet Member for Financial Services and Estates	Thursday, 30 Jul 15	Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Corporate Performance Report Qtr1	Cabinet to note the performance of the Council to date	1.Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor Elizabeth Green, Cabinet Member for Business and Corporate Resources	Thursday, 30 Jul 15	Non-Key		Cabinet report
Broadstairs and St Peter's Neighbourhood Development Plan	Broadstairs and St Peter's Town Council to prepare a Neighbourhood Development Plan for Broadstairs and St Peter's	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Councillor Richard Nicholson, Deputy Leader and Cabinet Member for Housing & Planning Services	Thursday, 30 Jul 15	Non-Key		Report to Cabinet
Ramsgate Neighbourhood Development Plan	Ramsgate Town Council to prepare a Neighbourhood Development Plan for Ramsgate	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Councillor Richard Nicholson, Deputy Leader and Cabinet Member for Housing & Planning Services	Thursday, 30 Jul 15	Non-Key		Report to Cabinet

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Thanet Local Plan 2011-2031 Preferred Options	To consider the Thanet Local Plan Preferred Options document after the consultation results	1.Council 2.Adrian Verrall, Strategic Planning Manager	Councillor Richard Nicholson, Deputy Leader and Cabinet Member for Housing & Planning Services	Wednesday, 30 Sep 15	PFP		Report to Cabinet
The determination of the licensing policy statement for the next five years	Compliance with the 2003 Licensing Act in reviewing the policy every five years	1.Council 2.Phil Bensted, Regulatory Services Manager	Councillor Mrs Iris Johnston, Leader of the Council and Cabinet Member for Community Services	Thursday, 3 Dec 15	PFP		Report to Council
The determination of the gambling policy statement for the next three years	Compliance with the 2005 Gambling Act in reviewing the policy every three years	1.Council 2.Phil Bensted, Regulatory Services Manager	Councillor Mrs Iris Johnston, Leader of the Council and Cabinet Member for Community Services	Thursday, 3 Dec 15	PFP		Report to Council

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a personal interest?

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

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

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

Effect of having a personal interest in a matter

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

When an exemption may be applied

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

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

Is my personal interest also a prejudicial interest?

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

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

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

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

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

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

What if I am unsure?

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

DECLARATION OF PERSONAL AND, PERSONAL AND PREJUDICIAL INTERESTS

MEETING

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

IS YOUR INTEREST:

PERSONAL

PERSONAL AND PREJUDICIAL

NATURE OF INTEREST:

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

NAME (PRINT):

SIGNATURE:

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