

Date: 12 October 2015
Our ref: Cabinet/Agenda
Ask For: Charles Hungwe
Direct Dial: (01843) 577186
Email: charles.hungwe@thanet.gov.uk

CABINET

22 OCTOBER 2015

A meeting of the Cabinet will be held at **7.00 pm on Thursday, 22 October 2015** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzing and Townend

AGENDA

Item No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.

3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)

To approve the summary of recommendations and decisions of the Cabinet meeting held on 10 September 2015, copy attached.

4. **CORPORATE PERFORMANCE QTR1 AND QTR2 REPORT** (Pages 5 - 26)

5. **PROPOSED COUNCIL FUNDING OF THE DOCUMENTATION OF TDC ARTEFACTS COLLECTION, MARGATE MUSEUM** (Pages 27 - 30)

6. **QEQM HOSPITAL PETITION - COUNCIL REFERRAL TO CABINET** (Pages 31 - 38)

Declaration of Interest form - back of agenda

Item
No

Subject



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CABINET

**Minutes of the meeting held on 10 September 2015 at 7.00 pm in Council Chamber,
Council Offices, Cecil Street, Margate, Kent.**

Present: Councillor Christopher T Wells (Chairman); Councillors L Fairbrass, Brimm, Stummer-Schmertzing and Townend

In Attendance: Councillors Ashbee, Bayford, Buckley, Campbell, Collins, J Fairbrass, I Gregory, K Gregory, Jaye-Jones, Piper, D Saunders, M Saunders, Savage, Smith and Taylor-Smith

283. APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

284. DECLARATIONS OF INTEREST

Councillor Jay-Jones made a declaration of a disclosable pecuniary interest (DPI) on Agenda Item 9 (Public consultation-designation of the proposed Conservation Areas, Cliftonville West).

285. MINUTES OF PREVIOUS MEETING

Councillor Lin Fairbrass proposed, Councillor Townend seconded and Members agreed the minutes to be a correct record of the previous meeting.

286. CORPORATE PRIORITIES 2015-2019

Cabinet observed that the proposed new corporate priorities and values are being made in an economic context of further spending cuts following the Government's Comprehensive Spending Review in November 2015. In order for the Council to maintain frontline service delivery; there was a need to be more focused by reducing the amount of Corporate Priorities from eleven to three. These priorities were aimed at improving the quality of life for Thanet residents.

The Leader agreed to consider the suggestions from Shadow Cabinet Members for the need to review the design of current council services to better focus on delivery of services in the light of the proposed Council priorities for 2015-19. The Leader also agreed to review the current approach for the collection of green waste, but advised that this would have budgetary implications. He also agreed to look at the introduction of staff suggestion box.

The following Members spoke under Council Procedure Rule 24.1:

Councillor Bayford;
Councillor Taylor-Smith;
Councillor K. Gregory;
Councillor I. Gregory.

Councillor Wells proposed, Councillor Brimm seconded and Members agreed to recommend the report and the proposed Corporate Plan 2015–2019 (with any amendments) to be presented to Full Council on the 15 October 2015.

287. UPDATE REPORT ON THE CORPORATE RISK REGISTER

Members considered the report that represented an update of the existing corporate risk register. It was important that the Council assessed its strategic risks as part of its Annual Governance Statement. The adoption of new corporate priorities will inevitably require the need to identify new risks to consider alongside the existing ones.

The following Members spoke under Council Procedure 24.1:
Councillor Collins;
Councillor Taylor-Smith;
Councillor I. Gregory.

Councillor Wells proposed, Councillor Townend seconded and Members agreed to note the report.

288. SALE OF A STRIP OF LAND AT MARINA ESPLANADE, RAMSGATE

The meeting was advised that the developer was granted planning permission to develop seven residential flats at Marina Esplanade in Ramsgate, in 2012 and construction has now been completed. Unfortunately a small part of the property overhangs the council's land and the developer was now seeking permission to acquire the title of the land, without this the developer will not be able to sell some of the flats. The piece of land has been valued and the price agreed was £20,000 net of professional fees.

Councillor Bayford spoke under Council Procedure 24.1.

Councillor Townend proposed, Councillor Stummer-Schmertzling seconded and Cabinet agreed to dispose of the site for the sum of £20,000 with the purchaser being responsible for the payment of the Council's Legal and Surveyor's fees.

289. EVALUATION OF RETENTION OR DISPOSAL OPTIONS FOR COASTGUARD COTTAGES, VICTORIA PARADE, RAMSGATE

Cabinet acknowledged that the building in question required extensive repair and refurbishment. The high cost of maintaining these unique buildings meant that they are readily suited to the Council's social housing stock and could not be easily maintained as part of routine planned maintenance programmes.

Councillor Lin Fairbrass proposed, Councillor Brimm seconded and Cabinet agreed the following recommendations:

- i. The proposed disposal strategy set out in section 3.3 of this report, including the immediate marketing of the 5 vacant properties, and subsequent marketing of further properties as they become vacant and the Council's freehold interests flat blocks, communal grounds, boundary walls and paths;
- ii. To authorise the Director of Community Services to negotiate and agree terms and complete transfers for all disposals in relation to this site;
- iii. To utilise up to £30,000 of the value of the receipts obtained to fund the costs of marketing and disposal;
- iv. An HRA capital budget of £324,000 to fund essential works, to be vired from the HRA Major Repairs Reserve;
- v. To authorise the Director of Community Services to negotiate a reasonable and proportionate contribution to the costs of the work from the leaseholder owner, taking

into account all of the circumstances and take necessary steps to recover these amounts;

- vi. That the receipts from the sales should be used to support the Council's HRA activities.

290. ADOPTION OF LOCAL DEVELOPMENT SCHEME

Cabinet received the report on the adoption of the Local Development Scheme. Planning regulations require that the Council prepared and maintained a local development scheme, which was a work programme for local planning policy documents. The Scheme had to be kept under review on a regular basis.

Councillor Bayford and Councillor Campbell spoke under Council Procedure Rule 24.1.

Councillor Lin Fairbrass proposed, Councillor Townend seconded and Cabinet resolved to bring the revised Local Development Scheme into effect on 11 September 2015 (or if necessary as soon as possible thereafter)

291. PUBLIC CONSULTATION-DESIGNATION OF THE PROPOSED CONSERVATION AREAS, CLIFTONVILLE WEST

After declaring a pecuniary interest on the issues to be considered under this item, Councillor Jay-Jones left the Chamber before consideration of the item.

The Council has a duty to determine which parts of their area are areas of special architectural or historic interest the character of which it is desirable to preserve or enhance, and to designate those areas as conservation areas under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A public consultation will be carried out before formal designation as Conservation Areas.

The Leader agreed to consider the request from the Shadow Deputy Leader and Shadow Member for Regeneration & Enterprise Development that a grants scheme to support improvements on properties that were located in designated conservation area be set up and that there was a need to respond accordingly to the work load of the conservation function if the designation was approved. He said that these suggestions had budgetary implications for Council.

Councillor Savage spoke under Council procedure 24.1.

Councillor Lin Fairbrass proposed, Councillor Stummer-Schmertzling seconded and Cabinet agreed the following:

- 1 To carry out an eight weeks public consultation exercise from 11 January 2016 to 7 March 2016 on the proposed designation of conservation areas at the Northdown Road, Edgar Road/Sweyn Road, Clifftop, Norfolk Road/Warwick Road/Surrey Road and Clifton Place/Grotto Gardens; and progress as part of the management plan for adoption as a designated Conservation Area subject to the public consultation;
- 2 That officers report back to Cabinet on the results of consultation on all the proposed Conservation Areas.

292. DREAMLAND - PROGRESS UPDATE

Cabinet received the progress update report as a follow up to the one they received July 2015, which anticipated a project overspend of £2,225,000. Funding for the shortfall had been identified as being Dreamland reserves, car parking income, borrowing and estimated income from the operator.

Councillor Bayford and Councillor Campbell spoke under Council Procedure 24.1.

Councillor Stummer-Schmertzling proposed, Councillor Wells seconded and Cabinet approved additional funding of £2.225m as set out in section 5.1 of the Cabinet report.

Meeting concluded: 7.58 pm

Corporate Performance Report

To: **Cabinet – 22 October 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Corporate Governance**

Classification: **Unrestricted**

Ward: **All wards**

Summary: **Presenting the Corporate Performance Report for the period April 2015 to August 2015 - setting out the performance of the Council against the medium term financial strategy and the corporate plan.**

For Decision

1.0 Introduction and Background

1.1 The Council's Corporate Plan (CP) 2012-16 was approved in April 2012. It sets out 11 key priorities for the Council. In line with recommendations from the Peer Review in 2014 Cabinet have agreed four 'focus areas' that consolidate the priorities of the CP:

1. Environment & Place
2. Economic Development
3. Housing
4. Communication

1.2 The activities undertaken by the council in support of the Corporate Plan continue to be captured within individual team service plans.

1.3 This report and annex was considered at the Performance Review Working Party on 30 September 2015 alongside shared service performance reports from East Kent Services and East Kent Housing. The series of observations were made as follows:

Topic	Observation	Action being taken
Project (PR061)	Next Steps Project: Further information required on progress update.	Implemented in Annex 1 of this report
Project (PR024)	Dreamland: As the Head of Service is no longer in post, suggest relevant Directors name is provided instead.	Implemented in Annex 1 of this report
Project (PR001)	Develop the Local Plan: Needs updating to take into account more recent meetings since the production of the report.	Implemented in Annex 1 of this report
Project (PR062)	Troubled Families Programme: Details requested of the towns/wards that the programme has been	The extension is not geographic it is an extension of time and

	extended to.	further clarification has been provided in Annex 1
Project (PR042)	Develop New Approaches to Undertaking Street Cleansing: The use of the acronym ATV can All Terrain Vehicle be used for clarification.	Implemented in Annex 1 of this report
Project (PR067)	Customer Focussed Improvement within Waste and Cleansing Workforces: Needs an update on the waste service improvements to date.	Improvements made have been detailed in the Achievements to date summary.
EKH Major Aids and Adaptions	Update required as to why the delivery of major aids is slow	CEx of East Kent Housing to respond back to CPRWP

2.0 Current performance against strategic and management goals

- 2.1 The Corporate Performance Report attached as **Annex 1** contains updates to the end of August 2015 on two main elements of the business:
1. Project manager's updates on key projects
 2. Management of the business, including figures from all shared services, customer response data and health & safety statistics.
- 2.2 This year 24 key projects address corporate plan focus areas. 5 have been completed, 16 are on target and 3 require attention
- 2.3 Revenues & Benefits Team data shows that targets are being met
- 2.5 Customer Services data on computer and telephone systems show that systems availability and response time targets are being met, and that the level of call abandonment by telephone callers is within target expectation.
- 2.6 Human Resource (HR) data shows that target times for responses are being met.
- 2.7 East Kent HR have provided sickness figures to the end of August 2015. The average number of days sick per full time equivalent for the year so far is 6.31 days. Whilst members have requested more detailed information by department/sickness due to the size of some departments it is not possible to disclose this information as to do so puts at risk the ability to identify individuals and could breach the Data Protection Act.
- 2.8 Responses to Freedom of Information (FOI) and customer complaints is currently below target. However, a departmental review has been undertaken of the process for complaints, as result of this the authorisation process for the response to complaints has been shortened and it is anticipated this will assist officers in responding within the target timescales.
- 2.9 The Health and Safety of our staff, resident, visitors, and volunteer and community groups is a key priority and we have undertaken a fundamental review of how this is managed and controlled in partnership with an external advisor. This is part of a culture change to ensure that we fully understand what our statutory responsibilities are and that suitable controls are in place to protect staff and the public.

- 2.10 Ramsgate Royal Harbour as at the end of August had already exceeded targets set for visiting leisure vessels by an extra 942 taking the total to 5,367. This is the highest level of visiting leisure vessels since August 2011.

3.0 Options

- 3.1 To note the Council's performance.

4.0 Corporate Implications

4.1 Financial and VAT

- 4.1.1 All activities listed have been planned within the council's agreed budget. Remedial actions will usually be carried out within existing budgets, where this is not possible funding proposals will be taken through the appropriate channels in keeping with the council's established financial controls.

4.2 Legal

- 4.2.1 There are no specific legal implications to this report.

4.3 Corporate

- 4.3.1 This report provides members with an update on the council's progress against its Corporate Plan focus areas.

4.4 Equity and Equalities

- 4.4.1 The equality implications of each of the projects identified in the report will be considered as part of the project planning process in accordance with the Council's equality policy.

5.0 Recommendation(s)

- 5.1 That Cabinet note the council's performance.

Contact Officer:	Nicola Walker, Interim Head Of Finance
Reporting to:	Tim Willis Director of Corporate Resources & s151 officer

Annex List

Annex 1	Corporate Performance Report for the period April 2015 to August 2015
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Background Papers

Title	Details of where to access copy
Corporate Plan 2012-16	http://www.thanet.gov.uk/council_democracy/corporate_plan_2012_to_16.aspx

Corporate Consultation Undertaken

Finance	N/A
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer
Communications	Hannah Thorpe, Interim Head Of Communications

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Corporate Performance Report: Annex 1

For the period April 2015 to August 2015



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Section 1: Introduction & Summary

The purpose of this report is to demonstrate the council's performance for the period 1st April to 31st August 2015 in relation to the 2012-2016 Corporate Plan. The report sets out the key projects used to check on progress in terms of the council's four core focus areas – Environment & Place, Economic Development, Housing and Communications. Where a project is not on target an explanation is given and remedial actions are identified.

Also, further detail is given on 'Managing the Business', including staff sickness levels, customer response performance and reports on the larger partnerships funded by the Council.

This report does not contain details of the numerous operational activities ongoing in each service area that contribute to delivering what is important and will make a difference to all in the District. However, these will be reported at year end to give an overview of the year.

Summary position: Corporate Plan Projects Progress as at end of August 2015

Alert	Status	Environment and Place	Economic Development	Housing	Communication	Total	%
✓	Project completed	2 ✓✓	3 ✓✓✓	0	0	5	21%
★	Project on target	4 ★★★★	4 ★★★★	5 ★★★★★	3 ★★★	16	67%
●	Project scope/ target date requires attention	2 ●●	0	1 ●	0	3	12%
▲	Project requires amendment	0	0	0	0	0	
X	Project aborted/closed	0	0	0	0	0	
	Total	8	7	6	3	24	

Achievements

- This year 24 key projects are now tracking the core priorities of the corporate plan. As at the end of August 2015, 19 (88%) of the key projects are on target or completed.
- Notable achievements include a number of projects that have faced severe logistical challenges, but by following sound procedure are working towards the long-term betterment of Thanet:
 - **Yacht Valley Project, Ramsgate:** This project is now complete. It has attracted nearly £470,000 of external funding that has enabled refurbishment of the Military Road arches and improved harbour facilities.
 - **Dreamland Heritage Park:** This is one of the economic game-changers in Thanet. Works are on site in the cinema, the scenic railway and external areas. The park opened to the public for the first time on 19th June 2015.
 - **Margate Housing Intervention project:** This is another multi-strand and complex series of projects to tackle one of the most challenging housing areas in the South East. The Housing Regeneration Team's purposes have been consistent; though the real rewards will take place over decades.
 - **Selective Licencing Scheme:** This legal breakthrough project is enabling the Council to work with the private sector to prevent deterioration in the housing stock in Margate and Cliftonville.
 - **The National Food Hygiene Rating Scheme:** This programme has introduced an updated method for protecting the standards in Thanet's food establishments.
 - **Community Safety Plan:** The Community Safety Plan was successful for 2014-15 which had a focus on: Anti-Social Behaviour, Domestic Abuse, Violent Crime, Substance Misuse, Acquisitive crime and Road Safety. 35 actions were completed; work is on progress with the 2015-16 plan, with currently 7 actions completed and 22 currently under way. <http://thanet.gov.uk/publications/community-safety/community-safety-plan/>
 - **North Sea Wall:** The project was delivered below budget with additional permission to spend the remaining budget on additional elements. Three separate lengths of sea wall have refurbished protecting the coastline and residents between Grenham Bay and Mildred's Bay. <http://thanet.gov.uk/your-services/emergencies/westgate-flood-and-coastal-protection/north-thanet-sea-wall/>
 - **Street Cleansing improvements:** Improvements have been made to the cleansing of streets in Thanet including:
 - The Bin it for Good anti-litter campaign #BinItForGood <http://thanet.gov.uk/the-thanet-magazine/press-releases/2015/september/bin-it-for-good-launches-in-margate/>
 - A new FIDO (Faeces Intake Disposal Operation) machine to combat dog mess and keep Thanet clean and beautiful <http://thanet.gov.uk/the-thanet-magazine/press-releases/2015/august/council-invest-in-new-dog-waste-cleaning-machine-for-thanet/>

Section 2: Reporting on the Corporate Plan and Focus Areas

Focus 1 - Environment and Place

•Waste and recycling •Destination Management Plan •Sport & Leisure in Thanet •Street Scene •Margate Task Force

Key Projects

Alert	Description	Head of Service	Due Date	Progress update	Explanation (if not on target) and next steps / remedial action
●	The 'Next Steps' waste collection project (PR061)	Gavin Waite	Oct 2015	Work has been underway to implement round efficiency following the use of a comprehensive route modelling software called Webaspx. Work is presently being undertaken to rationalise rounds where possible to ensure they are more efficient, with the intention to implement the full review early next year after the Christmas period – rather than the proposed October date. It should be noted that this is focused on maximising productivity and does not impact residents on either the materials we collect or the receptacles they use.	
●	Deliver the Dreamland Heritage Amusement Park (PR024)	Larissa Reed	May 2015	<p>The park opened to the public on the 19th June 2015 on time with the operators programme. This was achieved with partial possession of particular zones and subsequent handover to the operator for the park. The remaining uncompleted zones are progressing and a review of works and programme is being undertaken.</p> <p>The scenic railway structure is complete. The trains and track contract is in progress and being monitored with reviews to ensure earliest delivery of the ride.</p>	<p>The programme for remaining areas is being reviewed in consideration with an operating park. Works are progressing on site.</p>
★	Implement the Destination Management Plan (DMP) (PR065)	Larissa Reed	Mar 2016	<p>The Destination Management Plan is a strategic economic development document. It is being reviewed together with the Economic Growth & Regeneration Strategy with the aim of amalgamating these documents into one strategy. This will make it easier to show the way these documents work together and linkage between the actions.</p> <p>The documents will be reviewed including the action plan and taken to Cabinet in March 2016.</p>	
✓	Implement the Thanet Community Safety Plan (PR012)	Penny Button	Mar 2015	Final evaluation completed. Of the 37 actions 35 were completed successfully, one is in progress and one was unable to be delivered due to changes in processes. The final evaluation document will be reported to the next meeting of Community Safety Partnership Working Group. The Community Safety Forum was held in February to update residents on progress against the plan and look ahead at the next plan.	

Alert	Description	Head of Service	Due Date	Progress update	Explanation (if not on target) and next steps / remedial action
★	Review sport, leisure and play facilities in Thanet (PR053)	Penny Button (Strategic) & Gavin Waite (Operation)	Dec 2015	New Sport and Active Recreation Strategy was completed and signed off by Cabinet in February 2015. Enhancing sports facilities remains a focus area in the 2015-2019 plan. A Playing Pitch strategy and review of Sports Pavilions at outdoor pitch venues is currently underway with a cross department working group which is likely to take 12-18 months and will give a robust assessment of our outdoor sports sites.	
★	Implement the National Food Hygiene Rating Scheme (FHRS) (PR011)	Penny Button	Mar 2016	We continue to work well on this project and are exceeding targets	
★	Efficiencies in CCTV provision (PR048)	Gavin Waite	Dec 2015	Additional project work still being undertaken..	
✓	North Thanet Sea Wall reconstruction (PR030)	Mike Humber	Jun 2015	The North Thanet Sea Wall Scheme (as contracted) was completed at the end of July 2015. Additional works are still going on though. However this is good news as the original contract was completed under budget and we have gained permission to spend some of the remaining 100% grant funds on the additional elements.	

Focus 2 - Economic Development

•The Local Plan •Transport Infrastructure •Invest Thanet •Ramsgate Port & Harbour •Helping Troubled Families

Key Projects

Alert	Description	Head of Service	Due Date	Progress update	Explanation (if not on target) and next steps / remedial action
★	Develop the Local Plan (PR001)	Larissa Reed	Feb 2017	The Draft Thanet Local Plan Preferred Options Documents went out to consultation from 9 Jan – to 3 March 2015. In light of emerging evidence it is likely to be reviewed by the informal Local Plan Working Group on 19 October 2015. The Pre-submission Consultation is due to be published in Feb/Mar 2016 with an expected Examination in Sept-Oct 2016.	
★	Transport Strategy for Thanet (PR014)	Larissa Reed	Feb 2017	The Transport Strategy was reported to the Joint Transport Board in March 2015.	
✓	Planning enforcement protocol review (PR063)	Larissa Reed	Mar 2015	The revised protocol was reported to Planning Committee in August 2015.	
★	Implement the Economic Growth & Regeneration Strategy Action Plan (PR066)	Larissa Reed	Mar 2016	The Economic Growth & Regeneration Strategy Action Plan is going to be amalgamated with the Destination Management Plan (and its subsidiary document the Beach Management Plan) to ensure a cohesive economic strategy that shows linkage between these key strategic documents. It is expected that the documents will be amalgamated into one strategy with renewed focus on key areas of economic development and this will be presented to Cabinet by March 2016	
Page 15 ✓	Yacht Valley project – Ramsgate Harbour and Port (PR004)	Robert Brown	Mar 2015	Western Gully pontoons are now being installed, final snagging has taken place and the project is now complete.	
★	Troubled Families Programme (PR062)	Penny Button	Mar 2017	Thanet has achieved its target of identifying 365 families for the three year period of the programme. The programme has now been extended for another two years. Following the extension to this programme it has been redesigned and we are in the process of looking at new delivery formats	
✓	Develop a new parking policy (PR060)	Gavin Waite	March 2015	The parking policy was approved by Cabinet on 19 th February 2015.	

Focus 3 - Housing

•More Affordable Housing •Housing Intervention •Council Housing •Empty Properties

Key Projects

Alert	Description	Head of Service	Due Date	Progress update	Explanation (if not on target) and next steps / remedial action
★	Excellent homes for all (PR059)	Bob Porter /Tanya Wenham	Sep 2016	Working in partnership with 5 other Local Authorities and Kent County Council, this PFI development consists of two developments which are currently under construction. Completion of 9 units for Mental House customers at Library House, (former Newington Library) will be completed in October 2015. 49 Units at Extra Care Sheltered at the previous Newington School site will be completed In April 2016.	
★	Deliver the Margate Housing Intervention Project (PR019)	Bob Porter /Tanya Wenham	March 2022	The timescale of this project is 2012-2022. TDC have purchased seven properties within Cliftonville West and Margate Central and two properties have been completed and let. Works are due to start next week on three further refurbishments. The remaining properties are at various stages of planning and works will be tendered to progress these.	
★	Deliver the Selective Licensing Scheme in Margate and Cliftonville (PR041)	Bob Porter /Tanya Wenham	April 2016	Significant efforts are being made to ensure the scheme is comprehensively enforced. Over 20 landlords have been prosecuted for non-compliance (highest fine £20,000) and over 900 property inspections have been completed. Some 600 homes have been made safe since the beginning of the scheme. Housing conditions have improved, anti-social behaviour has reduced by 28.7%, and empty properties are on the decline. A progress review has been published and is on the council's website. A further review will be published in September 2015.	
Page 16	Develop an in-house scheme for managing private rented accommodation (PR020)	Bob Porter /Tanya Wenham	To be agreed	This project has been delayed due to staffing resources within the Housing Options Team. A review is underway of the resources needed to deliver this project and the contribution that it could make to the provision of temporary accommodation for homeless people. A further update will be provided in the next report.	
★	Complete HRA asset management strategy (PR023)	Bob Porter /Tanya Wenham	Sep 2015	A project plan has been drawn up for this; however work has not yet started. A steering group will be appointed to carry this work forward.	
★	Delivery of HCA empty homes funding 2012-2015 (PR022)	Bob Porter /Tanya Wenham	Sep 2015	This project is approximately 90% complete with 6 properties out of the 30 purchased currently being refurbished. It is anticipated that these will be complete within the next few weeks. The project will then be complete.	

Focus 4 – Communication

•Acting on Peer Review •Consultation Means Listening •Devolving Decision Making •Partnership

Key Projects

Alert	Description	Head of Service	Due Date	Progress update	Explanation (if not on target) and next steps / remedial action
★	Develop new approaches to undertaking street cleansing to improve results and public perception, whilst reducing costs (PR042)	Gavin Waite	Sep 2015	<p>A significant amount of work has now been completed, including the introduction of street enforcement officers issuing fixed penalty notices, FIDO dog fouling machine, 2 mechanical sweepers, an All-terrain Vehicle with an integrated spraying unit used for weeding, dog dispensing bins and the authority has been chosen as one of only 7 Councils in the country to trial the sponsorship of litter bins.</p> <p>There has also been a significant improvement in the beach cleaning programme with better use of resources and new equipment.</p> <p>Whilst a significant amount of work has been undertaken, this is still under constant review to ensure the service continually improves.</p>	
★	Engage communities in developing solutions for waste management and street cleanliness (PR047)	Gavin Waite	May 2015	<p>Two trials are being undertaken.</p> <p>The first is the use of bin inserts instead of red sacks, to see if this improves the amount of material recycled and also reduce handling and lifting issues for our collection crews.</p> <p>The second is the development of an education and enforcement programme to ensure that residents in flats use their seagull proof bags correctly, reducing the amount of litter in highly populated areas.</p>	
★	Customer focussed improvement within waste and cleansing workforces (PR067)	Gavin Waite	Dec 2015	<p>Positive engagement with all community groups continues to be a priority, with several groups already established to discuss operational issues and engage as to how these are developed to ensure they meet the needs of the residents.</p>	

Section 3: Managing the business: Shared services, staff & customer relations

East Kent Housing Services to Thanet Council house tenants:

RAG	Ref	Performance Indicator	2015-16					Target
			2013-14	2014-15	Q1	Q2 (to Aug)	Q3	Q4
G	EKHD0006T / EKHD0003T	Average re-let time in days (all stock excluding major works)	13.90	11.62	13.73	13.48		15
A	EKHD0009T / EKHD0003T	Average re-let time in days (all stock including major works)	24.70	22.54	23.02	21.35		24
A	EKHD0046T	Total current residential arrears (including court costs)	£211,478	£205,028	£222,910	£216,672		£235,000
G	EKHD0048T/EKHD0046T	% responsive repairs completed in time	100%	100%	99.79%	99.79%		98%
G	EKHD0099T/EKHD0098T	Overall customer satisfaction with day to day repairs	Not compiled	99.72%	100%	100%		98%
	EKHD0058T	Number of minor aids & adaptations (under £1,000) completed	Not compiled	28	12	23		
		Cost of minor aids & adaptations (under £1,000) completed	Not compiled	£10,820	£4,102	£15,178		£50,000
	EKHD0059T	Number of major aids (over £1,000) & adaptations completed in Thanet	Not compiled	58	4	11		
		Cost of major aids (over £1,000) & adaptations completed in Thanet	£200,480	£222,852	£10,693	£119,444		£226,535
		Average number days taken to complete all aids & adaptations	Not compiled					To be decided

Client side comment on EK Housing performance:

Revenues & Benefits

Services to Thanet benefit claimants (latest position at period end):

RAG	Ref	Performance Indicator	2013-14	2014-15	2015-16				Target
					Q1	Q2 (to Aug)	Q3	Q4	
G	EKS13t	Average time to process all new claims & change events in Housing Benefit (HB) & Council Tax Benefit (CTB) (days)	7.21	7.03	6.94	6.89			9.43
G	EKS14t	% correct HB and CTB decisions	97.49%	96.81%	97.42%	97.11%			95.90%
A	EKS18t	% Council Tax collected	96.00%	96.15%	29.53%	47.38%			96.00%
A	EKS19t	% Business rates collected	98.76%	98.53%	32.63%	49.17%			98.05%

Client side comment on Revenues & Benefits performance: The two areas that are very slightly below profile are Business Rates and Council Tax collection. Due to variations each month as properties come on and off the charges, the target each month is variable and fluctuates both up and down. Therefore, for the purposes of the report, we have shown the actual collection in money as at the end of August and the percentage of the end of year target as at August. We currently remain confident that these will come back on track as we move forward during the second half of the year.

Business Rates – There is a small shortfall against the expected profile for August. This is due to an increase in property charges being levied in August, of approximately £500k. The first instalments for these are not due until September and once collected should bring collection rates back within target.

Council Tax - The very slight shortfall in CT collection compared with the expected profile; this is due to three days of payments that were profiled for action in August being moved into September. These should bring the collections back on track.

Customer Services: Computers and phones

Services to TDC staff and customers: Computers and phones
(latest position at period end):

RAG	Ref	Performance Indicator	2013-14	2014-15	2015-16				Target
					Q1	Q2 (to Aug)	Q3	Q4	
G	EKS01t	% of helpdesk calls resolved within agreed target response time	97%	95%	97.00%	97.00%			95%
G	EKS02t	% of service desk calls resolved within a day	70%	69%	67.00%	67.00%			50%
G	EKS04t	% availability of email service	100%	100%	99.67%	99.80%			95%
G	EKS05t	% availability of corporate website	99.96%	99.98%	99.99%	99.97%			99.5%
G	EKS09t	Average face-to-face waiting time for phone calls (mins)	9.23	6.97	06:01	06:13			10
G	EKS25t	% of calls dealt with by automation	27.06%	29.59%	29.19%	26.65%			20%
G	EKS10t	% abandoned calls	11.29%	7.57%	5.55%	5.47%			12.1%

Client side comment on ICT & contact centre performance:

All targets are currently being met.

Human Resources

Response levels from HR to TDC (latest position at period end):

RAG	Ref	Performance Indicator	2013-14	2014-15	2015-16				Target
					Q1	Q2 (to Aug)	Q3	Q4	
G	EKHR01t	% calls answered by HR within 15 seconds	85%	85%	86%	85%			80%
G	EKHR02t	% customer overall satisfaction with HR	99%	100%	100%	100%			80%
G	EKHR04t	% calls answered by HR at first point of contact	96%	96%	98%	97%			80%
G	EKHR05t	% emails responded to by HR within 3 days	99%	100%	97%	97%			80%
G	EKHR06t	% contracts of employment issued within 4 weeks	98%	100%	100%	100%			80%
G	EKHR07t	% offer letters sent within 2 days	98%	81%	100%	100%			80%

Client side comment on HR performance:

All targets are currently been met

Staff Sickness

RAG	Ref	Performance Indicator	2013-14	2014-15	2015-16				Targets
					Q1	Q2 (to Aug)	Q3	Q4	
Long Term Sickness									
		Days lost	3,184.9	4,170	1,162	2,107			
		% of sickness	63%	72%	78%	79%			
		Average number of long-term days sickness per FTE	7.15	9.35	2.7	4.98			
Short Term Sickness									
		Days lost	1,802.7	1,471	325	559			
		% of sickness	36%	25%	22%	21%			
		Average number of short-term days sickness per FTE	4.05	3.30	0.8	1.32			
Totals									
		Average number of staff (FTE)	445	446	426.4	423			
		Total days lost due to staff sickness	4,987.6	5,829	1,487	2,670			
R		Average number of days sickness per FTE	11.2	13.07	3.5	6.31			8

Comment on sickness trends: The sickness levels are high for the current financial year.

Managers will be reminded of the importance of following the Absence Management Policy (which sets out triggers at which point specific action is taken ultimately leading to a capability review if sickness continues) to pro-actively manage sickness through Management Forum, Team meetings and as part of the objective setting for appraisals.

CMT (with the support of EKHR) monitor overall sickness levels at a strategic level with a view to understanding trends and mitigating actions where appropriate . Increase awareness of staff to utilise Council-provided on-line and other support services to maintain their own physical and mental health, including a counselling service.

Customer Services: Customer contact:

RAG	Ref	Performance Indicators	2013-14	2014-15	2015-16				Target
					Q1	Q2 (to Aug)	Q3	Q4	
Number of FOIs received									
		Numbers of FOIs responded to	715	795	169	305			
		Numbers of FOIs responded to on time	615	669	136	243			
R		% compliance with target (within 20 days)	86%	84%	79%	80%			90%
Complaints & Compliments									
		Number of Compliments received	159	137	47	64			
		Number of Complaints received	497	428	58	89			
		Numbers of Complaints responded to on time	444	353	49	72			
R		% compliance with target (within 10 days)	88%	82%	84%	81%			90%

Comment on customer contact trends: The response time for FOI's and complaints is currently below target.

Freedom of Information – Hot Topics

- Manston Airport
- Dreamland
- Pleasurama

Health & Safety

The following health and safety report is for information purposes only. Health and safety is a crucial responsibility of everyone within the council.

RAG	Ref	Performance Indicator	2015-16						
			2013-14	2014-15	Q1	Q2 (to Aug)	Q3	Q4	YTD
		Total number of reported accidents/incidents, calculated from:	183	153	36	15			51
		<i>a. Accidents/ incidents/aggression to employees, agents or contractors</i>	70	63	11	0			11
		<i>b. Accidents/ incidents/aggression to members of the public</i>	113	90	25	15			40
		Number of reported verbal/physical incidents to employees	3	1	0	0			0
		Number of near miss incidents	0	1	0	0			0
		Number of Accidents/ incidents registered resulting in employers or public liability insurance/compensation claims	105	86	22	15			37
		Number of claims settled	92	64	8	2			10

Comment on health & safety performance: Each accident is assessed individually by the relevant manager for the service involved, who looks at the circumstances and whether these drive the need to make changes. In addition, the nature and number of accidents is assessed council wide by the officer and union H&S Committee to look at patterns and trends and whether these need additional action. The council wide figures are affected by the relatively large manual labour force employed by the council, but the trend looked at over several years has been for fewer accidents.

Section 4: Key Performance Indicators

RAG	Date up to	Ref	Performance Indicator	2015-16			
				2013-14	2014-15	Actual	Target
G	Aug 2015	LI369	% of Environmental Health service requests responded to in the service standard response time	90.26%	84.65%	95.18%	90%
A	Jun 2015	LI363	No. of Community Safety Plan initiatives delivered	33	35	7	30
	6 monthly	LI539	No. of sport or play facilities improved	8	8	Not due	8
G	Quarterly	NI157a	% of major applications processed in 13 weeks	60.98%	74.19%	100%	60%
G	Quarterly	NI157b	% of minor applications processed in 8 weeks	70.75%	66.11%	71.8%	70%
G	Jun 2015	LI203	Average length of time to process DFGs (referral to completion, in weeks)	66.32	47.95	45.51	66
G	Jun 2015	LI251a	No. of private sector housing notices issued on landlords	189	158	31	120
G	Jun 2015	LI401	No. of empty properties brought back into use	120	210	29	110
G	Jun 2015	LI543	No. of dwellings where action taken to improve living conditions	245	428	101	200
G	Jun 2015	LI405D	No. of cases where homelessness was prevented	302	371	139	302
G	Jun 2015	LI545	No. of formal inspections undertaken to assess health & safety risks in dwellings	586	704	132	300
G	Jul 2015	NI195aTH	% streets with litter below acceptable levels	0.34%	1.58%	0.64%	5.0%
G	Jul 2015	NI195bTH	% streets with detritus below acceptable levels	0.26%	0.50%	1.04%	7.0%
G	Jul 2015	NI195cTH	% streets with graffiti below acceptable levels	1.51%	1.00%	0.32%	2.0%
G	Jul 2015	NI195dTH	% streets with fly posting below acceptable levels	0.17%	0.00%	0.00%	0.5%
G	Quarterly	LI362	No. of street scene enforcement actions	546	507	340	500
G	Aug 2015	LI138	No. of visiting leisure vessels at RRH	4,832	4,721	5,367	4,425
G	Jun 2015	LI340	No. of fishing and angling boats in Ramsgate Marina	38	37	40	38

*Those items that are denoted as collated quarterly will be populated for final quarter one report

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PROPOSED COUNCIL FUNDING OF THE DOCUMENTATION OF TDC ARTEFACTS COLLECTIONS, MARGATE

To: **Cabinet Report – 22 October 2015**

Main Portfolio Area: **Community Services**

By: **Katherine Wilson, Community Regeneration Officer**

Classification: **Unrestricted**

Ward: **Margate Central**

Summary: This report sets out the Overview and Scrutiny Panel recommendation that external funding through the Heritage Lottery Fund should be pursued as a matter of priority to accelerate the documentation of council owned artefacts.

For Decision

1.0 Background

- 1.1 At the Overview & Scrutiny Panel meeting on 18 August 2015, Members reviewed the one-off Officer Report that set out three options that supported Council's efforts to secure funding for the recruitment of a professional Archivist working on a part time basis to lead the Artefacts Collection documentation at the Margate Museum.

2.0 Current Situation

- 2.1 After reviewing the documentation processes in place within Margate Museum, the Artefact Management Review Task and Finish Group Members identified made a recommendation to accelerate the work being carried out by volunteers to catalogue the artefact collections.

We currently have three volunteers who work one morning a week for three hours. Although they are high quality volunteers who do an excellent job, it is felt they would benefit from advice and guidance from a professional archivist.

The costs of this would be in the region of £25,000 per annum for two years.

It is proposed that the archivist would be working with the volunteers, would increase the number of artefacts that could be archived by approximately 15-20 objects per day. The archivist would work with the volunteers indexing, photographing and uploading details onto a database. They would also support and advise the current volunteers and train new volunteers.

- 2.2 Overview and Scrutiny were made aware of the budgetary constraints on the museum, and suggested that officers work to secure external funding to finance the archivist.

Officers have the capacity to apply for a grant from the Heritage Lottery fund to pay for the post of an archivist.

3.0 Options

3.1 **Option 1:** The Cabinet supports the Overview and Scrutiny Panel recommendation that the application for external funding be made to the Heritage Lottery Fund for an Archivist is pursued as a matter of priority.

3.2 **Option 2:** The Cabinet supports no further action, and the volunteers continue to undertake the project

Proposal for Decision:

‘that delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.’

4.0 Next Steps

4.1 Officers will prioritise the writing and submission of a Heritage Lottery Fund application that will accelerate the documentation of the Council artefacts collections.

5.0 Corporate Implications

5.1 Financial and VAT

5.1.1 In the current financial climate keeping the museum budget the same would be a commitment. Pursuing external grants would be a cost effective way forward. There would be no cost to the council.

5.1.2 It is important to note that Heritage Lottery Fund requires any digital outputs to be useable and available free of charge for non-commercial use for five years after the completion of the project.

5.2 Legal

5.2.1 None, as the collections are owned by the council.

5.3 Corporate

4.3.1 Continuing the improvement of care and conservation of the Council's collection would help to meet aims under Priority 8: Diverse cultural facilities' and activities as the collections are fundamental to the success of the museums as tourist attractions.

5.4 Equity and Equalities

5.4.1 The Council's collection exists because for centuries councillors and residents have taken the time and expense to save the artefacts for the next generation. The collections can be accessed by anyone and celebrates the many successes of local people and Thanet. The museum is open to everyone and has an inclusive entry price of £1.50 with accompanied children

free. Its school programme is popular with local schools and is attracting schools from outside Thanet.

6.0 Recommendation:

The following proposal is set out for decision:

- 6.1 'That delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.'

7.0 Decision Making Process

- 7.1 This is a Cabinet decision.

Contact Officer:	Kate Wilson, Economic development Officer Tel: 01843 5777037
Reporting to:	Larissa Reed, Director of Community Services (interim)

Annex List

None	N/A
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Background Papers

Title	Where to Access Document
None	N/A

Corporate Consultation Undertakes

Finance	None
Legal	None

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QEQM HOSPITAL PETITION - COUNCIL REFERRAL TO CABINET

To: **Cabinet – 22 October 2015**

Main Portfolio Area: **Community Services**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: The report introduces a petition to Thanet District Council on QEQM Hospital's Accident & Emergency Services that are being proposed for downsizing by the East Kent Hospitals University Foundation Trust (EKHUFT) as part of their proposed new strategy for delivery of health services in the region.

For Decision

1.0 Introduction and Background

1.1 On 16 July 2015, Council considered a petition on the downsizing of Accident and Emergency Service at the QEQM hospital. The prayer of the petition read as follows:

“We the undersigned, call upon Thanet District Council to vigorously oppose any plans by the East Kent Hospital Trust to downsize or end the provision of high quality Accident and Emergency services at the QEQM hospital at Margate.”

1.2 The meeting was advised that the Leader of Council and senior Council officers engaged the CEO of the East Kent Hospitals University Foundation Trust in discussion and requested that Thanet local views be taken into consideration during the review to be undertaken by EKHUFT. The report to Council is attached as Annex 1 to this Cabinet report.

1.3 After debating the petition, Members agreed the following:

“That the Council refer the petition to Cabinet and recommend that Cabinet set up a Cabinet Advisory Group which would consider the petition in tandem with other emerging proposals from the East Kent Hospitals University Foundation Trust.”

1.4 It is Council's understanding that the issues regarding the re-organisation of the QEQM Hospital's Accidents & Emergency Services will be made public towards the end of 2015. It is therefore appropriate for Council to consider ways of ensuring that local views are taken on board when the anticipated review takes place.

1.5 At an appropriate time, Cabinet would need to report back to Council on what action has been taken regarding the Full Council recommendation.

2.0 Cabinet Response to the Petition Referral by Full Council

2.1 In order for Thanet District Council to best articulate the concerns of the residents with regards to the proposed review of the QEQM Hospital's Accidents and

Emergency Services, a QEQM Hospital Cabinet Advisory Group (CAG) should be set up to study the issue more closely and advise Cabinet.

- 2.2 Taking into consideration the view of the CAG, Cabinet will thereafter agree an approach to engage and influence the EKHUFT review process. Draft terms of reference, membership size of and representation on the proposed QEQM Hospital Cabinet Advisory Group are attached as Annex 2 to the report.

3.0 Proposed Terms of Reference of the QEQM Hospital Cabinet Advisory Group

- 3.1 The following are the proposed draft terms of reference for consideration by Cabinet:

- a) Study the proposed re-organisation of the QEQM Hospital's Accidents & Emergency Services;
- b) In the event that EKHUFT conducts a public consultation, prepare a draft Thanet District Council response to the consultation;
- c) Produce a final report for consideration by Cabinet.

4.0 Options

- 4.1 Members may choose to set up the QEQM Hospital Cabinet Advisory Group as recommended by Full Council.
- 4.2 Members may opt not to set up a Cabinet Advisory Group.

5.0 Corporate Implications

5.1 Financial and VAT

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

5.2 Legal

- 5.2.1 There are no legal implications arising directly from this report.

5.3 Equity and Equalities

- 5.4.1 There are no equity and equalities issues arising directly from this report.

6.0 Recommendations

Cabinet is asked to agree the following recommendations:

- 6.1 As per the recommendation of Full Council; establish the QEQM Hospital Cabinet Advisory Group;
- 6.2 Set the membership at 9 Councillors;
- 6.3 Representation on the CAG to be as follows:
5 UKIP; 2 Conservative; 1 Labour; 1 Democratic Independent Group (DIG);
- 6.4 Approve the draft terms of reference as set out in Annex 2 of the report.

7.0 Decision Making Process

- 7.1 This is a referral from Full Council that Cabinet can make a decision on and the decision is subject to call-in by the Overview & Scrutiny Panel.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Tel: 01843 577186
Reporting to:	Nicholas Hughes, Committee Services Manager

Annex List

Annex 1	Petition to Council Report – 16 July 2015
Annex 2	Proposed terms of reference and membership size of the QEQM Cabinet Advisory Group

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	Nicola Walker, Interim Head of Financial Services
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

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PETITION TO COUNCIL – ACCIDENT AND EMERGENCY SERVICE

To: **Council – 16 July 2015**

By: **Larissa Reed, Director of Community Services**

Classification: **Unrestricted**

Wards: **All**

Summary: **A petition to the Council has been received in relation to downsizing the Accident and Emergency Service at the QEQM hospital.**

For decision

1.0 Introduction and background information

- 1.1 Under the Council's petitions scheme, if a petition contains more than 1,000 signatures, the petition organiser will be offered five minutes to present the petition at a meeting of Council; and, at the meeting at which the presentation of the petition takes place, Council will debate the petition and decide how to respond.

2.0 Current Situation

- 2.1 A petition organised by Cllr Peter Campbell has been validly signed by 1,502 persons. The petition prayer reads:

"We the undersigned, call upon Thanet District Council to vigorously oppose any plans by the East Kent Hospital Trust to downsize or end the provision of high quality Accident and Emergency services at the QEQM hospital at Margate.

- 2.2 In addition to the 1,502 persons who have validly signed the petition, 153 signatures were disallowed as they were deemed invalid in accordance with the Council's petition scheme. Of the 1,502 valid signatures 1,469 were from inside Thanet.
- 2.3 Mrs Margaret Symonds has been nominated by Councillor Campbell to present the petition at this meeting; she will, under the petitions scheme, have up to five minutes in which to speak.
- 2.4 The Leader and senior council officers met with the CEO of the East Kent University hospital trust and asked that local people were fully and properly consulted in any decisions made about changes to healthcare provision in Thanet. This has also been raised by the Thanet Health and Wellbeing Board who have also agreed the need for full public consultation on any changes.

3.0 Options

- 3.1 As the Council does not have and direct control over this matter the Council could consider making representations on behalf of the petitioners to the East Kent Hospital Trust. In addition Health Scrutiny is part of the functions of Kent County Council (KCC), therefore the Council could refer the petition to KCC consider.

4.0 Corporate Implications

4.1 Financial

4.1.1 There are no financial implications identified within this report.

4.2 Legal

4.2.1 This matter is dealt with under the Council's scheme for dealing with petitions from the public which is contained within the constitution.

4.3 Corporate

4.3.1 In accordance with the Council's petitions scheme, if a petition contains more than 1,000 signatures, Council will debate the petition and decide how to respond.

4.4 Equity and Equalities

4.4.1 There are no specific equity and equalities issues arising from this report.

5.0 Recommendations

5.1 The Council can debate the petition and either:

- a) Make representations to the East Kent Hospital Trust.
- b) Refer the petition to Kent County Council Health Scrutiny Panel for them to consider.
- c) Refer the petition to the Overview and Scrutiny Panel for review.
- d) The Council's representative on the Thanet Health and Wellbeing Board (THWB) raise the petitioner's concerns at the next THWB Meeting.

6.0 Decision Making Process

6.1 As the Council is not responsible for the provision of Accident and Emergency Services, Full Council can decide on the taking the appropriate action as described in the report.

Contact Officer:	Larissa Reed, Director of Community Services
Reporting to:	Madeline Homer, Chief Executive

Annex List

None	N/A
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Corporate Consultation Undertaken

Finance	Nicola Walker, Head of Financial Services
Legal	Tim Howes, Head of Legal & Democratic Services and Monitoring Officer

Agenda Item 6

Annex 2

QEQM HOSPITAL CABINET ADVISORY GROUP TERMS OF REFERENCE FOR 2015/16

General

A Sub-Committee of Cabinet is being proposed for established to review certain matters relating to the proposed review of Accidents and Emergency Services at QEQM Hospital.

Membership, Chairmanship and Quorum

Number of Members	Nine
Political Composition	5 UKIP; 2 Conservative; 1 Labour; 1 Democratic Independent Group (DIG)
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Cabinet Member for Community Services/Leader of Council?
Restrictions on Membership	None
Restrictions on Chairmanship	None
Quorum	Five
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. Study the proposed re-organisation of the QEQM Hospital's Accidents & Emergency Services;
2. In the event that EKHUFT conducts a public consultation, prepare a draft Thanet District Council response to the consultation;
3. Produce a final report for consideration by Cabinet.

General

The work of the CAG is restricted to the stated terms of reference highlighted above and will be considered to be completed once a final report has been forwarded to Cabinet and the Group will cease to exist.

Notes

This Cabinet Advisory Group is being proposed for establishment at the Cabinet meeting on 22 October 2015. These terms of reference are to be considered for approval at that meeting.

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

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

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

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

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

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

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

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

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

An associated person is defined as:

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

An Authority Function is defined as: -

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

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

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

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

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

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

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

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

MEETING.....

DATE..... AGENDA ITEM

DISCRETIONARY PECUNIARY INTEREST ☐

SIGNIFICANT INTEREST ☐

GIFTS, BENEFITS AND HOSPITALITY ☐

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

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

NAME (PRINT):

SIGNATURE:

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