

Public Document Pack



Date: 18 May 2015
Our ref: Overview & Scrutiny Panel/Agenda
Ask For: Charles Hungwe
Direct Dial: (01843) 577186
Email: charles.hungwe@thanet.gov.uk

OVERVIEW & SCRUTINY PANEL

26 MAY 2015

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

Membership:

To Be Confirmed at Annual Council on 21 May 2015

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 26 March 2015, copy attached.

4. **MINUTES OF EXTRAORDINARY MEETING** (Pages 5 - 6)

To approve the Minutes of the Extraordinary Overview and Scrutiny Panel meeting held on 28 April 2015, copy attached.

5. **ESTABLISHING OF THE OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2015/16** (Pages 7 - 24)

Declaration of Interests Form

This page is intentionally left blank

OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 26 March 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Gideon (Chairman); Councillors Campbell, Dwyer, I Gregory, K Gregory, Huxley, King, Matterface, Moore, D Saunders, M Saunders and S Tomlinson

452. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Gibson;
Councillor Fenner;
Councillor Poole;
Councillor Driver, substituted by Councillor King;
Councillor M. Tomlinson, substituted by Councillor S. Tomlinson;
Councillor Hornus, substituted by Councillor M. Saunders.

453. DECLARATIONS OF INTEREST

There were no declarations of interest.

454. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor D. Saunders seconded and Members agreed the minutes of the Panel meeting held on 13 January 2015.

455. EXTERNAL FUNDING AND GRANTS PROTOCOL

Paul Cook, Director of Corporate Resources introduced the report. He said that officers redrafted the External Funding and Grants Protocol to take into account the comments from the Overview & Scrutiny Panel that the protocol ought to have a commentary on community grants, including those grants which were not ring-fenced.

Member requested that further clarification be included in the Protocol document regarding Members involvement in the award granting process. They suggested that the definition for 'appropriate Member involvement' be set out in the document. A clear definition for the term 'sustainable organisations' should be provided in the Protocol as well as notes on who would set out the measurement for what could be viewed as constituting sustainability. Paul Cook agreed to review the document in the context of the suggestions made by Members and make the changes. Officers will also develop a matrix to be used to adjudicate on competing demands to determine the projects that would in the end be awarded the grants.

Councillor Campbell proposed, Councillor Dwyer-King seconded and Members agreed that the Overview and Scrutiny Panel recommends to the Governance and Audit Committee the adoption of the revised External Funding and Grants Protocol; subject to the proposed amendments that have been highlighted above.

456. THANET COMMUNITY SAFETY PLAN FOR 2015-2016

Martyn Cassell, Community and Leisure Manager led discussion on the subject. He said that the draft Community Safety Partnership Plan 2015/16 had been developed by partner agencies along with contributions made by residents gathered through an online

survey and open residents meetings. The draft Plan had been reviewed by the Community Safety Partnership Working Party. The Chairman of the working party thanked Mr Cassell and Members of the sub-group for the work done throughout the year.

Councillor Campbell proposed, Councillor D. Saunders seconded and Members agreed that, taking into consideration the recommendations from the Community Safety Partnership Working Party from 3rd March 2015; the Overview & Scrutiny Panel recommends to Cabinet that the priorities and emerging issues in the Thanet Community Safety Plan 2015/16 as set out in Annex 1 be approved by Full Council.

457. REJECTED PETITION - MANSTON AIRPORT

There being no debate on the issue, Members noted the report.

458. REVIEW OF OSP WORK PROGRAMME 2014/15

The Chairman of the Member Planning Protocol Review Task & Finish Group (TFG) expressed disappointment at the lack of progress in drafting the required one-off officer report for the sub-group to consider and recommend to the Planning Committee through the Panel. Larissa Reed, Director of Community Services assured Members that officers were going to arrange a meeting of the sub-group that would take place within two weeks of the Panel meeting.

Members were concerned that if the sub-group met they would not be able to make recommendations to the Panel before Annual Council as there were no scheduled meetings of the Panel arranged until after Annual Council. The Chairman of the Panel suggested that the Overview & Scrutiny Panel delegated the authority to the Members Planning Protocol Review TFG so that the sub-group could make recommendations directly to the Planning Committee.

Councillor Gideon proposed, Councillor Campbell seconded and Members agreed the suggested changes and wording to the Planning Committee Chairman's opening remarks before commencement of business at each Planning Committee meeting; subject to ratification by the Members Planning Protocol Review TFG and it being constitutionally appropriate.

Members who sit on the TDC Artefacts Management Review TFG were concerned that officers submitted a bid to the Heritage Lottery Fund (HLF) which encompassed more than the TFG had requested assistance for. The sub-group had requested Cabinet to provide £25,000 for the hiring of a professional Archivist to speed up the cataloguing of the artefacts in the Margate Museum. However officers submitted a HLF bid for the capital works on the Margate Museum, which was a long term capital project and outside the remit of the task and finish group.

The Panel said that a sub-group report should have been drafted for consideration by the Overview & Scrutiny Panel requesting that the Panel recommends to Cabinet that £25,000 be set aside for the hiring of the professional Archivist to lead on the cataloguing of artefacts in the Margate Museum project.

Members noted the report.

459. OVERVIEW & SCRUTINY PANEL ANNUAL REPORT TO COUNCIL 2014/15

The Chairman expressed disappointment at the lack of support by external agencies that were approached by the QEQM Hospital A&E Review TFG to investigate issues arising from a petition that was submitted to Full Council. The Chairman of the TDC Artefacts Management Review TFG was concerned at the lack of progress of reviewing the

artefacts management by the Council. Members were disappointed that Council has not to date set aside the required funding for the hiring of an Archivist to support the on-going work of the volunteers at the Margate Museum. The Panel Chairman said whilst acknowledging that sub-groups faced a number of challenges in undertaking their review work; the sub-groups should have come back to report these difficulties to the main Panel during the course of the year.

Councillor Gideon proposed, Councillor Campbell seconded and Members unanimously agreed that in future the Overview & Scrutiny Panel Chairman conducts quarterly meetings with working parties/TFGs Chairmen and lead officers, to check on progress of review projects on the Panel's work programme.

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

1. To maintain a watching brief on the issue regarding the Royal Sands negotiation between Council and Cardy;
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;
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;
4. That the Chairman presents the Annual Report to the next scheduled Full Council meeting.

460. FORWARD PLAN AND EXEMPT CABINET REPORT LIST - 02 APRIL 2015 - 31 DECEMBER 2015

There being no debate on the item, Members noted the report.

Meeting concluded: 7.50 pm

This page is intentionally left blank

EXTRAORDINARY OVERVIEW & SCRUTINY PANEL

Minutes of the extraordinary meeting held on 28 April 2015 at 7.15 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Peter Campbell (Chairman); Councillors Bayford, Binks, Driver, Dwyer-King, Edwards, Fenner, K Gregory, Huxley, Matterface, Moore, Poole, D Saunders, M Saunders and M Tomlinson

In Attendance: Councillors Johnston, King, Nicholson and Wells

461. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Gibson;
Councillor Gideon, substituted by Councillor Bayford;
Councillor I. Gregory, substituted by Councillor Binks;
Councillor Hornus, substituted by Councillor M. Saunders;
Councillor Worrow, substituted by Councillor Edwards.

462. DECLARATIONS OF INTEREST

There were no declarations of interest.

463. OVERVIEW & SCRUTINY PANEL CALL-IN OF A CABINET DECISION - TRANSFER OF FORT ROAD HOTEL FROM THE GENERAL FUND TO THE HOUSING REVENUE ACCOUNT

Councillor Campbell, as the Chairman of the meeting invited Councillor Wells to speak under Council Procedure Rule 24.1, as per the Member's request. Councillor Wells said that when expressions of interests were invited by the Council two potential developers expressed their interest, but later withdrew when the freehold tenancy that was associated with the Fort Road Hotel was withdrawn. He said that the proposed development of social housing units would be one of the most expensive forms of social housing to be constructed as 'it was rumoured that between three to six units' would cost about £950,000. He urged the Panel to refer the decision back to Cabinet.

Madeline Homer, CEx gave a brief back ground to the issue. She said that the subject on the Fort Road Hotel had been to Cabinet on five occasions and a report with options was presented to Members at each of those Cabinet meetings. Market testing was undertaken after permission was obtained from Cabinet and an iconic sign was installed on the building. Madeline Homer said that one of the drawbacks regarding that property being attractive to prospective developers was the lack of amenities on the land on which the property was situated.

One solution proposed was to acquire the adjacent land. Other options that included setting up a preservation trust were mooted. However this did not materialise. Although some negotiations were entered into with one potential developer, those negotiations were terminated when the developer could not provide evidence that they could finance the development of the property. Since no further expressions of interest were lodged with the Council, officers presented a report to Cabinet on 2 April 2015 seeking a decision on how to progress this issue.

The Chairman then invited Panel Members to debate the call-in. One member expressed concern about the lack of additional background information to the issue. However they were advised that such back ground information was the publicly available reports that had been considered on previous occasions by Cabinet. Madeline Homer confirmed that the Council did not withdraw the freehold that is associated with the property.

Other Members were concerned that the issue had been determined by Cabinet without the usual cross-party consultation and wider Member contribution that could have also involved going through a scrutiny process. They suggested that the Panel could set up a task and finish group to consider the evidence on how the Council conducted the market testing for the Fort Road Hotel and the results of that test.

Councillor Bayford proposed and Councillor K. Gregory seconded that Cabinet reconsiders its decision made on 2 April 2015.

Speaking under Council Procedure Rule 24.1, Councillor Johnston, Leader of Council said that the issue had gone on for too long and needed resolution. She said that a number of previous Cabinet Administrations had failed to resolve the issue.

The Chairman requested Members to decide on the proposal put forward by Councillor Bayford and seconded by Councillor K. Gregory, 'that Cabinet reconsiders its decision made on 2 April 2015.

When put to vote, the following outcome was obtained:

7 Members voted in favour of the proposal;
8 Members voted against the proposal.

The motion was lost.

The Chairman then called on Members to put forward alternative proposals to for the Panel to decide on. Councillor Poole proposed, Councillor Campbell seconded and Members agreed the following:

That Members recommend to a future meeting of the Overview & Scrutiny Panel that a sub-group be set up to review the issue in greater detail.

Meeting concluded: 7.50 pm

ESTABLISHING THE OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2015/16

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

Main Portfolio Area: **All Portfolios**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

Summary: **This report sets out possible activities of the Overview and Scrutiny Panel for 2015/16 and asks the Panel to determine the priority areas of work for the new municipal year.**

For Decision

1.0 Introduction and Background

- 1.1 This paper allows the Panel to establish and agree the Overview and Scrutiny Panel work programme for 2015/16. Ordinarily, this report would have been produced in consultation with the Chairman of the Panel. However at the stage of producing the report there was no Chairman in post, due to the May elections.
- 1.2 Members are requested to consider whether to reconstitute the formal Task & Finish Groups that had been undertaking scrutiny work in 2015/16 and whose work had not yet been completed. The structure of the previous year's work programme is reflected in Table 1 in Annex 1 of the report as are the recommendations of the outgoing Overview and Scrutiny Panel as at the end of 2014/15.

2.0 Some outstanding issues from the previous municipal year

- 2.1 In deciding which sub-groups to reconstitute, Members may wish to note the following activities from the end of the previous municipal year:
- 2.2 Members are advised that, towards the end of the municipal year; on 29 April 2014; a request by a non-Panel Member to consider the role of twin hatted Councillors in Planning decision making at both parish/town and district Council levels was debated at the meeting. Panel Members agreed to include the issue on the work programme for 2014/15, set-up a sub-group which met for their last meeting of the previous municipal year on 15 April 2015 and considered the following action points that had been raised at a previous sub group meeting:
- 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 pre-determine, nor would they in any way fetter, the discretion of the committee.

- b) A form of words to be included in planning officers' reports to clarify the point made at (a) above;
 - c) An opportunity to be offered to parish and town councillors to receive "soft touch" training on planning principles.
 - d) Training 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.
- 2.3 With authority from the Overview and Scrutiny Panel meeting on 26 March 2015, the sub-group then agreed recommendations that they forwarded directly to the Planning Committee. They recommended the following:
- i) That the matter relating to Action Points (a) and (b) set out above; be referred to the Chairman of the Planning Committee for information. It may be necessary in particular cases for clarification of the materiality of Parish or Town Councils comments to be made to Committee members to consider;
 - ii) That the matter relating to Action Points (c) and (d) be addressed through the provision of Member training after the 7 May 2015 Elections and that this training be extended to cover Town/Parish as well as District Councillors.
- 2.4 The Planning Committee is still to sit for their first meeting in 2015/16 to consider these proposals. Once the recommendations have been considered by the Planning Committee, feedback will be reported to the Panel.
- 2.5 Towards the end of the previous Municipal Year, the Panel reported to Council on 23 April 2015 that Members had found it difficult to review the issues pertaining to the petition that had been referred to them by Council regarding the perceived changes to the Queen Elizabeth Queen Mary Hospital Accident and Emergency Services due to the lack of cooperation by the appropriate external agencies.
- 2.6 The Panel recommended that 'Full Council gives its consent to the Overview & Scrutiny Panel to refer the key questions of the petition on the perceived 'changes to the QEQM Hospital A&E Services' to the Kent County Council's Health Overview & Scrutiny Committee.' That was because KCC had a statutory health scrutiny function, whereas the District Council does not.
- 2.7 The Chairman of the 2014/15 Panel called-in a Cabinet decision on Fort Road Hotel. The Cabinet decision was as follows:
- a. To transfer the Fort Road Hotel from the general fund to the housing revenue account;
 - b. To allocate the property for housing purposes;
 - c. The use of HRA balances and 141 receipts where appropriate to undertake the development works up to £950K;

- d. The use of repairs reserve to fund the General Fund costs already incurred prior to transfer.
- 2.8 The reason for the call-in was that the Chairman 'believed that not all the options for the site had been considered.' At the extraordinary Overview & Scrutiny Panel meeting held on 28 April to consider the call-in, Members agreed to refer a recommendation on the issue to the 2015/16 Panel, that a sub-group be set up to review the issue in greater detail.
- 3.0 Recommendations agreed by the outgoing 2014/15 Overview & Scrutiny Panel to be forwarded to the Overview and Scrutiny Panel in 2015/16**
- 3.1 To maintain a watching brief on the issue regarding the Royal Sands negotiation between Council and Cardy;*
- 3.2 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.
- 3.3 At an extraordinary Overview & Scrutiny Panel meeting on 28 April 2015 Members agreed to recommend to a future Panel the following:
- 3.4 That a sub-group be set up to review the Cabinet decision on the Fort Road Hotel to undertake "post-hoc" review. A post-hoc review is a scrutiny investigation that does not affect the specific decision that was taken, but rather seeks to develop general recommendations from the processes and circumstances surrounding that decision.
- 3.5 It must be noted that the new Overview & Scrutiny Panel is not under any obligation to adopt the recommendations made by the outgoing Panel towards the end of 2014/15. On the other hand, the Members may well find those suggestions helpful in determining the Panel's work programme.
- *NB** It should be noted that since the Panel meeting on 26 March 2015, it is now known that Cardy Construction Ltd completely bought out SFP Ltd and will now proceed with the construction on the former Pleasurama site on the Ramsgate seafront. It might be then that the Overview and Scrutiny Panel maintains a watching brief to ascertain if the construction work has actually started in earnest.
- 4.0 Suggested approach to the work of scrutiny for 2015/16**
- 4.1 For information, Table 1 in Annex 1 shows the number and size of Working Parties in 2014/15 that could be suggested for 2015/16. The structure of groups in 2015/16 will be informed by the Panel's decision on proportionality (amongst other things).
- 4.2 If the Panel is agreeable to re-establishing the formal Working Parties /Task & Finish Groups from the previous Municipal Year, then Members should reconsider the 2014/15 terms of reference for the groups that are being proposed for 2015/16, as reflected in Annex 2 of the report, to confirm that they remain appropriate for 2015/16.

- 4.3 On the other hand, if the Panel wishes to establish new Working Parties /Task & Finish Groups, it will need to agree terms of reference that can govern the business of the sub-groups and direct the work of the officers supporting them.
- 4.4 Each Task and Finish Group would need to prepare a programme of their work, indicating the issues to be considered (in accordance with their assigned terms of reference) and the timetable for completing their tasks.
- 4.5 When setting up Groups, Members need to decide whether to waive the application of political proportionality as the Panel has done in previous years.

5.0 Corporate Implications

5.1 Financial

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

5.2 Legal

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

5.3 Corporate

- 5.3.1 The work programme should help to deliver effective policy decision making by scrutinising executive decisions before, and at times after, implementation.
- 5.3.2 The Task and Finish Groups assist the work of scrutiny as they would carry-out an in-depth study of any issue referred to the groups under their terms of reference. An active Scrutiny programme is part of good governance.

5.4 Equalities

- 5.4.1 No implications arise 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.

6.0 Recommendations

Political proportionality

- 6.1 With regard to the application of political proportionality to Task & Finish Groups/Working Parties, the Panel:
 - a. Agrees to establish the membership of Working Parties /Task & Finish Groups with due regard to political proportionality, or
 - b. Unanimously agrees to disregard political proportionality when setting up the Working Parties / Task & Finish Groups.
- 6.2 The implications of the above decision on the possible composition of sub-groups will be presented to the Panel following an analysis of the result of the District election.

Sub-groups to be established

- 6.3 Determine which Task and Finish Groups to establish; determine their composition between Political Groups (reflecting the decision above) and nominate Members to serve on them.

Terms of reference

- 6.4 Agree terms of reference for any newly established sub-groups.
- 6.5 Agree that before any consideration of substantive business all Groups would be required to complete the project template at their first meeting and report the details back to the next available Overview and Scrutiny Panel for approval.
- 6.6 Agree that before any consideration of substantive business any re-established Groups would be required to review their respective terms of reference at their first meeting and report any suggested changes to the next available Overview and Scrutiny Panel for approval.

7.0 Decision Making Process

- 7.1 These are all decisions that can be taken by the Panel.

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

Annex List

Annex 1	Table 1 – OSP Draft Work Programme for 2015/16
Annex 2	Task & Finish Groups/Working Parties Draft Terms of Reference for 2014/15

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Legal	Steven Boyle, Head of Legal and Democratic Services & Monitoring Officer
Finance	Nicola Walker, Interim Head of Financial Services

This page is intentionally left blank

Table 1 – Proposed Work Programme for 2015/16

Issue	Size of Group in 2014/15	Lead Officer	Recommendations made by outgoing Overview and Scrutiny Panel at the end of 2014/15
High Priority Work for 2014/15			
Date of Establishment 01.10.09 Community Safety Partnership Working Party	8	Martyn Cassell Jessica Bailey	The role of scrutinising performance of the Community Safety Partnership is statutory one that has to be undertaken by the main Panel. However it is up to the Panel to delegate such s function to its sub-committees during each municipal year as it sees fit.
Date of Establishment: 28.05.08 Corporate Performance Review Working Party	6	Nicola Walker	The working party should continue to work through 2015/16 and provide recommendations to improve the performance of the Council.
Date of Establishment 10.01.12 Electoral Registration Process Review Working Party	5	Glenn Back	In view of the new Individual Electoral Registration process that was implemented in 2014 and whose database was used for the 7 May 2015 General and Local Council Elections, the sub-group may wish to review how the process was managed and how the new system performed. The sub-group would therefore need to be reconstituted in 2015/16 to carry-out this review and offer recommendations as is appropriate.
Date of Establishment: 27.05.14 Members Planning Protocol Review Task & Finish Group	6	Simon Thomas Suki Montague	The sub-group had their last meeting of the municipal year on 15 April 2015 and made some recommendations to the Planning Committee. They may need to maintain a watching brief to see how the Planning Committee will respond to those recommendations. Alternatively, it might be that the Panel may decide to reconstitute this sub-group at a later stage, depending on the how the sub-group's recommendations to the Planning committee are responded to.

<p>Date of Establishment: 23.04.13 TDC Artefacts Management Review Task & Finish Group</p>	<p>6</p>	<p>Louise Askew Kate Wilson</p>	<p>The sub-group has still got some work to complete especially regarding ensuring that a successful bid is made by the Council to the Heritage Lottery Fund to increase the budget for managing the artefacts collection.</p> <p>At the end of 2014/15, Members of the sub-group were exploring other approaches for securing funding to pay for the hiring of a professional Archivist to support the Cataloguing of artefacts at the Margate Museum currently being done by volunteers. This work would need to be undertaken in 2015/16.</p>
---	----------	--------------------------------------	--

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	To Be Detailed
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 provided for under the Crime and Disorder (Overview & Scrutiny) Regulations 2009. 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 investigations and Environmental Enforcement;
3. To specifically look at housing management of anti-social behaviour and powers to deal with issues especially in terms of tenancy agreements;
4. To debate key issues relevant to the three areas listed, interview key witnesses, make findings and suggest recommendations for improvement.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009.

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	To Be Detailed
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 challenge the alignment of priorities and optimal use of resources to ensure value for money;
2. To make recommendations to the development of the Peer Review Report Action Plan and monitor progress of the implementation of that Action Plan;
3. To participate in the Service Review Programme;
4. To evaluate partnerships the Council is party to in order to ensure effective use of resources and a return on investment of those partnerships;
5. To review the 2012/2016 Corporate Plan to determine progress in relation to delivering projects and improvements noticeable to residents;
6. To review the implementation and effectiveness of the Service Review Programme through quarterly/bi-annual service performance monitoring of TDC Departments;
7. To keep a watching brief on all developments in relation to the Shared Services project;

8. 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;
9. To review the impact of lack of income and other revenue shortfall in forward budget, and debt management strategies;
10. To conduct an annual review of the Corporate Plan 2012-2016 to determine progress and propose actions points for improvement.

Delegations

None

Notes

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

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

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	To Be Detailed
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 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	To Be Detailed
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.

**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	To Be Detailed
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
Co-option agreed by the Overview & Scrutiny Panel	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 review the past management of the Council and its agents' management of art and artefacts and advise on ways of recovering lost/missing artefacts;
2. To scrutinise the Council's management systems and procedures in relation to Council owned art and artefacts and best practice and make recommendations the OSP and then Cabinet;
3. To propose criteria to be used by Council when accepting donations of artefacts, including reviewing insurance implications;
4. 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.

This page is intentionally left blank

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.