

Public Document Pack

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OVERVIEW & SCRUTINY PANEL

18 AUGUST 2015

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 18 August 2015** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor D Saunders (Chairman); Councillors: G Coleman-Cooke (Deputy Chair), Bambridge, Campbell, Connor, Curran, Dennis, Dixon, Elenor, Falcon, E Hillman, Martin and Parsons

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 - 2)
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 26 May 2015, copy attached.
4. **CABINET MEMBER PRESENTATION - COUNCILLOR WELLS, LEADER OF COUNCIL**
The Leader of Council to share the Cabinet's four year vision with Members of the Panel.
5. **CORPORATE PRIORITIES 2015-2019** (Pages 3 - 10)
6. **PROPOSED REVIEW OF COMMERCIAL BUSINESS USE OF PUBLIC BINS** (Pages 11 - 20)
7. **PROPOSED REVIEW OF THE WINTER GARDENS AS A MAJOR EVENTS VENUE** (Pages 21 - 26)
8. **PROPOSED COUNCIL FUNDING OF THE DOCUMENTATION OF TDC ARTEFACTS COLLECTIONS, MARGATE** (Pages 27 - 30)

Item
No

Subject

9. **MEMBER REQUEST FOR OSP TO EXAMINE THE PWC REVIEW OF CPO INDEMNITY PROCESS FOR MANSTON AIRPORT** (Pages 31 - 34)
10. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME 2015/16** (Pages 35 - 48)
11. **FORWARD PLAN & EXEMPT CABINET REPORT LIST 05 AUGUST 2015 - 29 FEB 2016** (Pages 49 - 62)

Declaration of Interest form - back of agenda

OVERVIEW & SCRUTINY PANEL

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

Present: Councillor David Saunders (Chairman); Councillors Bambridge, Campbell, G Coleman-Cooke, Connor, Curran, Dennis, Dixon, Falcon, E Hillman, Martin and M Saunders.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Parsons for whom Councillor M. Saunders was present as substitute.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

Councillor D. Saunders proposed, Councillor Campbell seconded and Members agreed the minutes of the Panel meeting held on 26 March 2015.

4. MINUTES OF EXTRAORDINARY MEETING

Councillor D. Saunders proposed, Councillor Campbell seconded and Members agreed the minutes of the Extraordinary Panel meeting held on 28 April 2015, subject to the inclusion of a question posed by Councillor Johnston to Councillor Wells.

5. ESTABLISHING OF THE OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2015/16

Nick Hughes, Committee Services Manager introduced the report which outlined the work programme from the previous year and proposed a work programme for Members to consider for the 2015/16 year.

It was noted that the Overview and Scrutiny Panel (OSP) had previously agreed to ask that Full Council write to Kent County Council's Health Overview and Scrutiny Committee, to request that they address the key questions of a petition regarding perceived changes to the QEQM Hospital A&E Services. However due to recent proposed changes in health care provision it was agreed that the OSP should also maintain a watching brief and monitor any future developments.

Councillor D Saunders proposed, Councillor Coleman-Cooke seconded and Members agreed to establish the membership of the Working Parties/Task and Finish Groups with due regard to political proportionality.

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

Councillor D Saunders proposed, Councillor Campbell seconded and Members agreed that the Members Planning Protocol Review Task & Finish Group was not to be reconstituted, however a watching brief was to be kept to enable its reconstitution at later date if deemed necessary by the Panel.

Councillor Campbell proposed, Councillor M Saunders seconded and Members agreed that TDC Artefacts Management Review Task & Finish Group was not to be reconstituted, however a report should be brought to a future Overview and Scrutiny Panel regarding artefacts management, which looked in particular at the need for the employment of a part time archivist.

Members agreed that in order to establish whether a sub-group would be required, a report regarding the Winter Gardens should be brought to a future meeting of the Overview and Scrutiny Panel. The report should focus particularly on the provision of disabled access from the lower ground level to street level, signage at street level for parking facilities, and street signage for the venue.

Councillor Campbell proposed, Councillor M Saunders seconded and Members agreed that each of the sub-groups would have seven Members, consisting of four UKIP Members, two Conservative Members, and one Labour Member.

Councillor Campbell advised that he would be the Member representing Labour on each of the sub-groups, and it was noted that in the absence of nominations from the other parties on the evening, it was agreed that a request be made to the Conservative and UKIP Leaders.

Members noted that each of the sub-groups would have the opportunity to review their terms of reference at their first meeting. Therefore, for the three reconstituted sub-groups, Members agreed that the terms of reference be as shown in annex two of the report with the exception that each sub-group would have its membership amended to seven Members.

Meeting concluded: 7.40pm

Corporate Plan Review

To: **Overview and Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **Leader and all Portfolios**

By: **Madeline Homer, Chief Executive**

Classification: **Unrestricted**

Ward: **Whole District**

Summary: The Corporate Plan is a policy framework document and is subject to the Council's Budget and Policy Framework Procedure Rules which provides the Overview and Scrutiny Panel with an opportunity to comment on the draft proposals before they are finalised by Cabinet and submitted to Council.

This report provides the Overview and Scrutiny Panel with the details of the proposed new Corporate Plan 2015-2019 and requests feedback.

For Information

1.0 Introduction and Background

1.1 The council's current Corporate Plan was published in 2012 and covers the period of 2012 – March 2016.

1.2 Since the publication of the, 2012-16 Corporate Plan, the council has faced significant challenges, coupled with the change of Political Administration and future funding pressures, it is considered timely to re-set the council's corporate priorities for the next four years.

1.3 The proposal to re-set the corporate priorities also supports, one of the key messages arising from the Local Government Association Peer Review in 2014.

“Clarify what you want to achieve and how you are going to do it and then put the appropriate resources in place – a rationalised set of priorities will drive the Medium Term Financial Plan.”

2.0 The Current Situation

2.1 Through the proposed new priorities, the council will: continue to shape the future of the district by maximising the use of the current powers it holds; ensuring accountability to the electorate it serves; innovating where new opportunities present themselves; and collaborating with partners to deliver the best possible services within the funds available to the council.

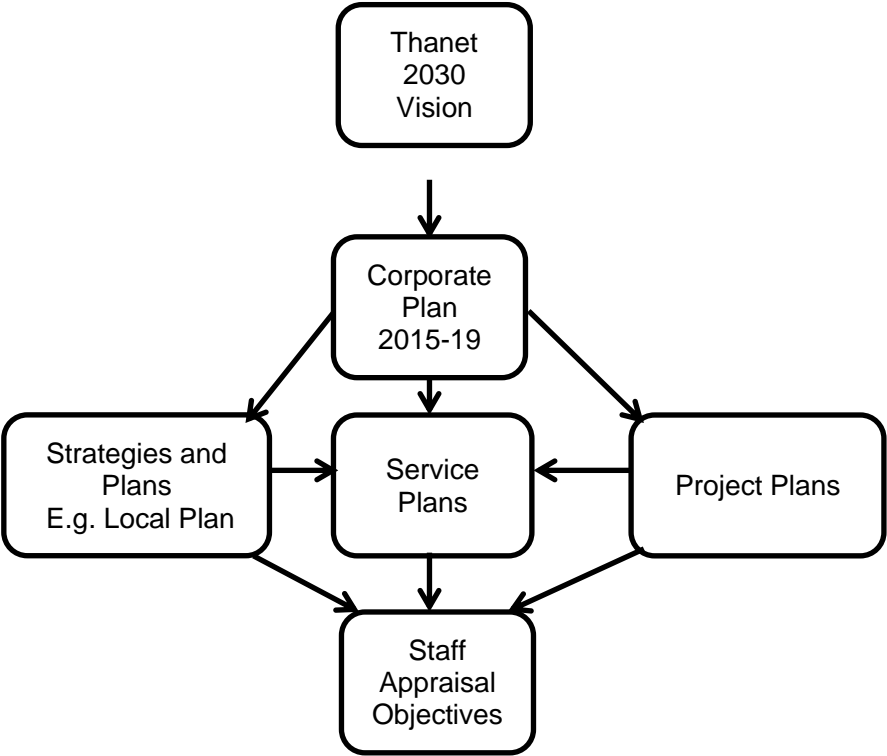
2.2 The proposed corporate values identify the way the council will work in order to deliver its priorities.

- 2.3 The council is responsible for a wide range of statutory and discretionary services and through the proposed new priorities it will take an outcome focussed approach to find the right way to deliver its services.
- 2.4 The largest challenge the council faces over the next four years is to deliver further improvements to its services with reduced funding and resources. This will require the council to work with its partners and residents to minimise the impact of the challenge ahead and manage the expectations on the council within its limited resources.
- 2.5 The proposed new priorities will underpin the 2030 Vision for the district (which can be found on the council website <http://thanet.gov.uk/about-us/thanet-vision-2030/>) and will be delivered through the annual focused operational service plans. The council's performance and governance framework will ensure that the council has the ability to monitor and manage the achievement of the outcomes from the proposed new priorities, through aligned performance measures and specific improvement actions.
- 2.6 The proposed new corporate priorities and values are attached to this report as Annex 1.

3.0 Linking the corporate priorities to Service Plans and Projects

- 3.1 The corporate priorities have been designed as a strategic document which aims to impact on the long-term future of Thanet. The strategic goals set out within the document, are supported by more detailed plans and strategies which set out service specific projects, actions and targets.
- 3.2 Diagram 1 below shows how these plans and strategies fit together. The diagram has six elements:
- a) The 2030 Vision for Thanet which sets out the broad aims for the district.
 - b) The Corporate Plan which is the council's medium term planning document and it identifies the key priorities and aims that the council will focus on over a four year period.
 - c) Service Plans are the operational plans of the different departments within the council; they include details on specific projects, actions and targets.
 - d) There are a number of other strategies and plans tackling specific issues which cross cut across the council's different departments. These are tied closely to service plans to ensure that individual departments keep on track with their contribution to the Corporate Plan.
 - e) Projects are planned, monitored and reviewed in accordance with the council's project management framework.
 - f) Staff appraisal objectives are linked to the departmental targets and are monitored through the council's staff appraisal process.

Diagram 1



3.3 As stated in Priority 2 of the Draft Corporate Plan 2015-19, the achievement of the council’s long-term aims will require the council to work in partnership with other organisations from the public, private and voluntary sectors. These organisations will also have strategies and plans which will contribute to the delivery of the priorities set out in the Draft Corporate Plan.

4.0 Options

4.1 This report is presented to the Overview and Scrutiny Panel as part of the consultation process. The panel is asked to provide feedback on the draft Corporate Plan (Annex 1) at this meeting.

4.2 Recommend the report to Cabinet for onward submission to Full Council.

5.0 Proposed Next Steps

5.1 The presentation of this report to the Overview and Scrutiny Panel is the final stage in the consultation process. Following this, the report will be provided to Cabinet on the 10 September 2015 for recommendation to Council on the 15 October 2015.

5.2 If approved by Council the priorities will be translated directly into the Operational Service Plans for 2016-17. This will enable each priority to be monitored through the Council’s Performance Management Process.

6.0 Corporate Implications

6.1 Financial and VAT

6.1.1 The detailed objectives within all three proposed new priorities will need to be deliverable in line with the Council’s budget and Medium Term Financial Strategy.

6.2 Legal

5.2.1 The Constitution requires that the Council's Plan be adopted by Full Council in accordance with the Budget and Policy Framework Procedure Rules.

6.3 Corporate

6.3.1 The council is responsible for a wide range of statutory and discretionary services and through the proposed new priorities it will take an outcome focussed approach to find the right way to deliver its services.

6.4 Equity and Equalities

6.4.1 An Equalities Impact Assessment has been undertaken and there is no reason to state at this time that the content of the proposed new Corporate Priorities will negatively impact on any groups with protected characteristics. The priorities focus on improving the quality of life in Thanet for all. Opportunities to further the aims of the Duty will be investigated during equality impact analysis of individual projects, plans and strategies arising from the priorities.

7.0 Recommendation(s)

7.1 Express the views of the Overview and Scrutiny Panel and recommend the report to Cabinet for onward submission to Full Council.

8.0 Decision Making Process

8.1 This is a policy framework document to go to Full Council and is subject to the Council's Budget and Policy Framework Procedure Rules which provides the Overview and Scrutiny Panel with an opportunity to comment on the draft proposals before they are finalised by Cabinet and submitted to Council.

8.2 Subject to approval of Cabinet, the report and the proposed Corporate Plan 2015 – 2019 will be recommended to Full Council.

Future Meeting	Date
Cabinet	10 September 2015
Full Council	15 October 2015

Contact Officer:	Nicola Walker - Interim Head of Finance
Reporting to:	Tim Willis – Director of Corporate Resources

Annex List

Annex 1	Proposed new Corporate Priorities 2015-2019
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Background Papers

Title	Details of where to access copy
Equalities Impact Assessment	Email: Carol.cook@thanet.gov.uk
Thanet Vision 2030	http://thanet.gov.uk/about-us/thanet-vision-2030/

Corporate Consultation Undertaken

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

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These corporate values identify the way the Council will work in order to deliver its priorities.

Value 1: Delivering Value for Money

This will involve us:

- Transforming and targeting resources to deliver the right services, in the right way, to improve our customer experience, whether delivered directly, in partnership or commissioned externally.
- Ensuring that we are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. Expecting the same standards of partners and stakeholders.
- Delivering services in the most cost effective and efficient way.
- Ensuring we achieve a stable and sustainable budget, capable of withstanding financial pressures.

Value 2: Supporting the Workforce

This will involve us:

- Recruiting competent, committed and motivated people.
- Setting high performance standards and actively supporting our staff to reach them.
- Encouraging staff to come forward with new ideas to improve and develop services.
- Treating our customers fairly and professionally in the delivery of good quality customer service.
- Being a forward thinking, innovative employer, encouraging new ways of working.

Value 3: Promoting Open Communications

This will involve us:

- Providing clear, meaningful, honest and timely communications.
- Developing new methods of communication and guidance in choosing the most appropriate method of communication for the intended audience.
- Listening to and understanding our resident's needs and using this information to continue improving our services.
- Keeping residents informed about plans and work, in a way, which is clear and easy to understand.

Corporate Priorities 2015 to 2019

Working Together for



These corporate priorities identify the areas the Council will focus on over the next four years.

Priority 1: Delivering Quality Frontline Services

Aim: A clean, Safe and Welcoming Environment

Encourage pride in our district by focussing on what matters most to residents – keeping Thanet clean and safe. We are determined frontline services get it right first time.

This will involve us:

- Continuing improvement to waste and recycling services, reducing waste and increasing recycling;
- Keeping streets, parks and open spaces clean for residents and visitors;
- Maintaining zero tolerance approach to encourage positive behaviour, and help improve our environment.

Priority 2: Supporting Neighbourhoods

Aim: Improve Everyone's Health and Wellbeing

We will work with partner agencies to support people make better lifestyle choices, through the Thanet Health and Wellbeing Board and operationally through a range of services provided directly to residents.

This will involve us:

- Continuing commitment to work with the Public, Private, Voluntary and Community Sector to ensure the best outcomes for Thanet;
- Ensuring local residents have access to good quality housing, which meets people's changing needs and aspirations that is safe and affordable;
- Continuing work with our partners to improve community safety.

Priority 3: Promoting Inward Investment and Job Creation

Aim: A prosperous local economy with competitive local businesses

It is our vision to accelerate growth and achieve greater economic prosperity for our district. We will seek opportunities for inward investment and high quality job creation, working with partners to ensure we have the right infrastructure in place.

This will involve us:

- Actively seeking inward investment, exploring the potential for an Enterprise Zone; encouraging new and existing businesses which support growth of the local economy;
- Working with partners to make the most of the buildings and land we own; maximising commercial opportunities for key assets;
- Working with investors and our communities to enable us to maximise the potential benefits development can bring to the district.

BUDGET: £19m; CAPITAL INVESTMENT: £41m for 2015-16 and future years

LIKELY SAVINGS REQUIRED FOR 2015/16-2018/19: £2.6m by planning ahead, managing costs and transforming services.

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PROPOSED REVIEW OF COMMERCIAL BUSINESS USE OF PUBLIC BINS

To: **Overview & Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **Operational Services**

By: **Senior Democratic Services Officer/Service Development Manager (Operational Services)**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: **The purpose of the report is to introduce the issue that was raised by Members for consideration as a possible scrutiny review project.**

For Decision

1.0 Introduction and Background

- 1.1 At a Governance and Audit Committee meeting on 24 June 2015, Members agreed to refer a request that Councillor David Saunders, Chairman of the Overview & Scrutiny Panel considered including an item on the Panel agenda calling on Members to 'look at the practice adopted by some businesses of using public bins to remove their rubbish rather than arranging for the disposal of their waste separately.'
- 1.2 Members of the Governance & Audit Committee further sited some particular examples and felt that this activity was an added burden on the waste and recycling department which could be investigated.
- 1.3 Members observed that such practice by these business organisations amounted to fraudulent procurement of a Council service that they would not have paid for. They were concerned that this practice was a burden on the Council budget as these business waste collections had not been budgeted for. The Committee requested that ways had to be found to minimise the practice, with the aim of stopping it altogether.

2.0 Current Waste Collection by TDC

- 2.1 Officers produced a table of practices that appear to lend credence to the assertion made by Members as a number of incidents cited in Annex 1 to the report appear to show a pattern of practice adopted by some businesses with regards taking advantage of the public waste collection system being used by businesses to get their waste collected 'for free' by the Council's Waste and Recycling Collection Services.
- 2.2 Some of the officers observed that part of the problem may be caused by the fact that the public waste bins are not labelled with the 'no industrial waste' sign on the side-body of the bin. This was a historical issue which the Street Scene Enforcement Team is addressing as the team put on fly tipping signs on all the large 1280 bins. The signs are made of special cracked paper to stop removal.
- 2.3 In order to get a more informed view of the issue, it might be that the Panel would need to take further evidence from Council staff working in the waste and recycle collection service and Street Scene Enforcement to determine the gravity and prevalence of the problem and make recommendations to the Executive.

3.0 Enforcement by the Street Scene Team

3.1 Current civil enforcement approaches that are being used by the Council's Street Scene Team include the following:

- i) Trade waste agreements are checked annually with a rolling programme of checks throughout the year. So far this year businesses in Margate, Broadstairs and parts of Ramsgate have already been checked with Westgate and Birchington currently being undertaken. All other areas will be completed by the end of the year. A watching brief is kept for any new businesses opening and a visit is made as soon as practicable by an enforcement officer.
- ii) Approximately 4492 complaints are received by the Street Scene Enforcement Team each year and any that may relate to commercial waste are investigated and documentation checked as a first instance. The problem with monitoring trade waste agreements is they can be cancelled at any-time by the business or by the commercial remover, for example, for non-payment of bill.
- iii) Two prosecutions have recently taken place for commercial waste dumping and not storing commercial waste correctly. A carpet store in Ramsgate - Lewis Carpets were fined approximately £800 for not having a trade waste agreement and for not containing their waste and paid a total of £540 in Fixed Penalty Notices over an extended period. A defendant was fined approximately £2000 for dumping furniture at two locations in Cliftonville after undertaking paid house clearances.
- iv) The street scene officers work closely with CCTV and any hotspot areas for fly-tipping or commercial waste dumping are monitored. Mobile CCTV has also been deployed at particular known hotspots.
- v) Officers carry out re-active responses to areas where bags are split by seagulls, mostly in town centres and investigate the origins of the bags. As there are so many flats and bedsits above commercial properties work has to be done to identify where the rubbish has come from, and serve the appropriate notice either on the business or flat. Unfortunately, we have to find evidence amongst the rubbish as to where the rubbish came from as ultimately we have to prove in a court of law beyond all reasonable doubt who committed the offence and not who we think dumped / placed the rubbish. Warning letters are sent to properties / businesses where we believe the misuse of the bins has originated but cannot prove.
- vi) The four street scene officers between them have 28 current fly tipping incidents under investigation and each fly tip has to be investigated to the standard of a police investigation. In addition they have to investigate all the dumping on private land and serving of PDPA notices and deal with black sack dumping and seagull proof bag offences. 314 PDPA notices (rubbish on private land) have been served during the last year plus 314 Section 46 / 47 notices (repeat dumped black bag offences by either businesses or householders).
- vii) Education plays a big part of the officer's job from dealing with businesses explaining their responsibilities regarding their rubbish and what action can be taken for non-compliance. Officers meet regularly with Waste & Recycling staff to discuss on-going rubbish issues from dumped rubbish, missed collections to inappropriate collection areas to find a resolution.

3.2 The problems of commercial waste dumping, identified by enforcement officers, are localised with differing types of misuse of waste bins in each town. In the lower sea end of Cliftonville commercial misuse of the bins centres around landlords dumping furniture from recently vacated flats, in Northdown Road it is excess waste from fast food outlets. Margate, Broadstairs, Westgate and Birchington all experience incidents of commercial

dumping which are investigated once we are informed or have been found by enforcement officers. Glass is dumped into the recycling banks in each of the towns but this has historically been condoned by the council as it increases recycling rates. In Ramsgate a number of the fast food outlets put black bags by the bins for collection which we continue to monitor. The offence is generally a random occurrence so can be difficult to detect but the CCTV is asked to be aware of the problem and report any suspicious dumping which is immediately investigated.

3.3 Small change that could make a difference and assist the enforcement team include: stencilling 'No Trade Waste' and 'Domestic Bagged Waste Only' on the lids of all street bins. Although this is already done for 'Domestic Bagged Waste Only' when bins are replaced the signage is often left off. The enforcement team could do this task as they know where the bins are located. Better information sharing between street cleansing teams and their supervisors to inform street scene enforcement of regular dumping issues as until we know there is a problem we cannot take action. In hotspot areas street sweepers to carry cameras so enforcement can see the extent of the problem before the area is swept.

3.4 A review would not help at this time as the enforcement officers already use all the appropriate legislation available and take action where we can and when informed of a problem. The above recommendations could be of help and time should be given to see if they are successful.

4.0 Options

4.1 Members may wish to debate the report and take no further action.

4.2 The Panel could decide to consider the report and agree to conduct a more in-depth review that would include collecting evidence and thereafter make recommendations to Cabinet, depending on the findings of such a scrutiny investigation.

5.0 Corporate Implications

5.1 Financial

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

5.2 Legal

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

5.4 Equity and Equalities

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

6.0 Recommendations

6.1 Members are requested to note the report;

6.2 With reference to comments in section 3.0 and options in section 4.0 of the report, Members are asked to give guidance on how they would like to progress this issue.

7.0 Decision Making Process

7.1 The Overview & Scrutiny Panel can set up a sub-committee to assist Members of the Panel with conducting in-depth investigation on an issue of significant interest to Council and the district and make recommendations to an appropriate body of Council for decision.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

Annex List

Annex 1	Examples of Commercial Use of Public Bins
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	Nikki Walker, Interim Head of Financial Services
Legal	Colin Evans, Assistant Solicitor

Commercial use of public bins

Type of bins being used by commercial entities	Detail	Collection methodology	Examples
Recycling Bring Banks – paper and card	We have experienced a good deal of abuse of these bins by the trade, particularly in the form of disposal of the local newspapers (although we are not aware of the source).	Weekly collection. If required a separate ad-hoc collection can be put on but this will generally mean that this will be landfilled due to the inability to provide the correct vehicle	<p>We had a problem in Albion Street car Park, Broadstairs with local business using the bins as excess for trade card board. All waste agreements checked and in order. No longer a problem.</p> <ul style="list-style-type: none"> • St Peters Park Road car park, Braodstairs • St Mildreds Bay car park, Westgate
Recycling Bring Banks – glass	Glass recycling is operated by a contractor at nil cost to the authority – any abuse of these facilities in terms of contamination and/or commercial use would be at the risk of the contractor	The contractor collects these when full	<p>N/A</p> <p>Enforcement had problems with bags of glass being left by the glass bank in Cottage Car Park, Margate. We believe it is local businesses adjacent to the car park. All trade waste agreements have been checked and are in order. We believe excess glass is being</p>

Type of bins being used by commercial entities	Detail	Collection methodology	Examples
			placed by the bins. This also happens at other locations and was condoned at one time as it increased the council's recycling rates
Recycling Bring Banks – tins and cans	There appears to be very little abuse of these by the trade	Fortnightly collection	N/A
Recycling Bring Banks - General	There is a general issue of trade waste being tipped around the bins and/or the bins being contaminated by waste		This is a particular problem in supermarket car parks where a number of these bins are placed
Large waste bins for beach users	<p>Significant amounts of waste from local take-aways are being put into the bins. This is a relatively grey area – local traders should and usually do provide bins in their immediate vicinity but once the customer leaves the vicinity this waste effectively becomes litter waste which the authority should collect.</p> <p>Also some of the more discreet beach bins experience disposal of trade waste in the evenings</p>		<p>This is a grey area as most of the seafront fast food businesses do have bins for packaging / food eaten outside their premises but once the customer walks along the seafront, or goes onto the beach, they will put said packaging into bins provided by TDC.</p> <ul style="list-style-type: none"> • Margate Harbour • Joss Bay • Walpole Bay

Type of bins being used by commercial entities	Detail	Collection methodology	Examples
Large waste bins for residents – on private property	These bins attract commercial waste either with or usually without the agreement of the residents		Enforcement would take action if required but this can be difficult to identify.
Large waste bins for residents – on-street bins	<p>A number of 1280 litre waste bins are placed on the street for the use of nearby residents, however these see a very high level of abuse by the following:</p> <ul style="list-style-type: none"> • Licensed waste carriers who refuse to pay for legal tipping • Unlicensed waste carriers who are unable to pay for legal tipping • Local shops and businesses who refuse to pay for waste disposal 		<p>Athlestan Road – regularly used for builders waste</p> <p>We monitor bins and have prosecuted builders for fly tipping. Problem is, if rubbish is bagged it is not technically fly tipping if placed in bins. If we are able to identify builder we will prosecute for trade waste offences.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Athlestan Road – regularly used for builders waste • First Avenue, Margate • Lewis Crescent, Margate • Edgar Road, Margate • Garfield Road, Margate • Hatfeild Road, Margate • Kingswood Heights, Broad Street, Ramsgate • Dalby Square, Cliftonville

Type of bins being used by commercial entities	Detail	Collection methodology	Examples
Bulky Waste Collections	<p>In the Cliftonville area we provide a full time vehicle and crew to clear away rubbish from the street which includes a wide range of commercial waste usually due to house clearances by landlords and residents</p>		<p>Cliftonville. We have prosecuted perpetrators found dumping furniture.</p>
Street Cleansing Service	<p>In areas which have a daily street cleansing regime the staff will collect all waste early in the morning on the street in order to ensure a clean environment at the start of the day. Many residents are on a weekly black sack collection for their waste and often simply place their bags out when they think their collection day is, only to be collected by the street cleaning crews. Unfortunately it is known that the crews also pick up trade waste as it is not clear to them which is which.</p> <p>Any black bags out on the day of the refuse collection will be picked up as it is not possible for the crews to differentiate (unless it is very obvious in terms of bag colour, weight or quantity when it becomes an enforcement issue).</p>		<p>Fast food outlets along Northdown Road.</p> <p>All trade waste agreements are regularly checked and all are generally in order. Bins are used for excess food waste. We try to monitor these outlets and use CCTV.</p>

Type of bins being used by commercial entities	Detail	Collection methodology	Examples
	<p>A number of charity shops leave or do not claim unwanted donations out on the street thus effectively becoming dumped rubbish which we are required to clear.</p>		<p>Street Scene have spoken to these charities shops and often it is members of the public leaving items outside shops for charity purposes and other members of the public rummaging these bags causing a mess before shop has had a chance to take into premises. CCTV has also monitored this occurring.</p>

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PROPOSED REVIEW OF THE WINTER GARDENS AS A VENUE FOR MAJOR EVENTS

To: **Overview & Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **Estates Management**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: **The purpose of this report is to explore the possibility and value of conducting a scrutiny review of the some aspect of the design of the Winter Gardens building.**

For Decision

1.0 Introduction and Background

- 1.1 A request was made by a Member of the Panel who raised some concern over design issues relating to the Winter Gardens as a venue for major events like hosting the local and parliamentary election counts. The Member who brought the issue up to the attention of the Panel also observed that the disabled access to the venue from the ground floor was not satisfactory.
- 1.2 They indicated that there was poor lighting at the venue and the street level signage for parking facilities was not that clear and so was the signage that could be used to link the Winter Gardens and Turner Contemporary was not that good either.
- 1.3 Members agreed to receive a one off officer report that would help the Panel decide whether the issue was within their remit to scrutinise. The objective of this report therefore is to provide contextual information that Members may find relevant in making their decision on whether to go ahead with the proposed scrutiny review.

2.0 Winter Gardens Tenancy and Building Maintenance

- 2.1 Thanet Council are the landlord of the Winter Gardens, a Grade II listed structure, the premises shown on the attached plan is leased to Your Leisure (tenant) on a long lease. The lease provides for the tenant to comply with all statutory requirements which would include the Equalities Act 2010 (which superseded the Disability Discrimination Act 2005, read in conjunction with the Disability Discrimination Act 1995, (DDA)).
- 2.3 It should be noted that under this lease the tenant is responsible for day to day repairs including redecoration, but replacement works are down to the landlord where the fixture or fitting needs replacing.
- 2.2 The Equalities Act 2010 provides for 'only reasonable adjustments need to be made to the design of the building to make it accessible to all users. Under the current lease arrangement, the tenant is responsible for day to day repairs

including redecoration, but replacement works are down to the landlord where the fixture or fitting needs replacing. However some detailed notes regarding reasonable steps to be taken to make adjustments to a building are provided in Section 20, (1-10d), of the Act are as detailed under 'Duty to Make Adjustments' as shown below:

Duty to make adjustments

- (1) Where this Act imposes a duty to make reasonable adjustments on a person, this section, sections 21 and 22 and the applicable Schedule apply; and for those purposes, a person on whom the duty is imposed is referred to as A;
- (2) The duty comprises the following three requirements;
- (3) The first requirement is a requirement, where a provision, criterion or practice of A's puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage;
- (4) The second requirement is a requirement, where a physical feature puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage;
- (5) The third requirement is a requirement, where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to provide the auxiliary aid;
- (6) Where the first or third requirement relates to the provision of information, the steps which it is reasonable for A to have to take include steps for ensuring that in the circumstances concerned the information is provided in an accessible format;
- (7) A person (A) who is subject to a duty to make reasonable adjustments is not (subject to express provision to the contrary) entitled to require a disabled person, in relation to whom A is required to comply with the duty, to pay to any extent A's costs of complying with the duty;
- (8) A reference in section 21 or 22 or an applicable Schedule to the first, second or third requirement is to be construed in accordance with this section;
- (9) In relation to the second requirement, a reference in this section or an applicable Schedule to avoiding a substantial disadvantage includes a reference to:
 - (a) Removing the physical feature in question;
 - (b) Altering it, or
 - (c) Providing a reasonable means of avoiding it.
- (10) A reference in this section, section 21 or 22 or an applicable Schedule (apart from paragraphs 2 to 4 of Schedule 4) to a physical feature is a reference to:
 - (a) A feature arising from the design or construction of a building;
 - (b) A feature of an approach to, exit from or access to a building;

- (c) A fixture or fitting, or furniture, furnishings, materials, equipment or other chattels, in or on premises, or
- (d) Any other physical element or quality.

2.4 To adapt a Grade II listed structure so that it does comply with the Equalities Act 2010 can only be done in conjunction with a major refurbishment project.

2.5 The Winter Gardens is one of a number of properties/land leased to Your Leisure and Council, through an officer working group, are now reviewing the current contracts with a view to identifying ways to resolve the funding of major capital works required to refurbish the building to bring it up to current standards. This project team reports to a Cabinet Member responsible for Communities and the review work was likely to take about 3 months. The group is led by the Interim Director for Community Services.

2.5 The project team has made good progress and a report recommending a resolution to the Winter Gardens will be produced for consideration by Cabinet no later than December 2015. It might be advisable for Members to await that report and ascertain the position to be taken by Cabinet after which the Panel may be in a better position to decide whether there is a need to scrutinise the issue as proposed.

3.0 Street Signage

3.1 The issue regarding street signage that would help the public to easily locate the Winter Gardens could be referred to Your Leisure by officers. Your Leisure would then need to advise us if the issue is within their responsibility to address or not.

3.2 Members may wish to note that officers do acknowledge the importance of good street signage, but this would require some significant resource allocation. Currently Council did not have a budget allocation for such a review, but a review would be factored in as part of the longer term plans for the Winter Gardens.

4.0 Options

4.1 With the aim of resolving the refurbishment of the building which will include making reasonable adjustments for accessibility compliance, Members may wish to maintain a watching brief on the issue and await the Cabinet position that is likely to be made known after the on-going review is completed.

4.2 In the meantime the Panel could ask officers to write to Your Leisure Ltd requesting that they consider updating the street signage relating to the Winter Gardens to make it easy for the public to locate the venue.

5.0 Corporate Implications

5.1 Financial and VAT

5.1.1 There are no financial implications arising directly from this report as the focus is on exploring the possibility of undertaking a scrutiny review of the design aspects of the Winter Gardens and determining suitability of the venue as venue for major events.

5.2 Legal

5.2.1 There are no significant legal implications arising directly from this report as the focus is on exploring the possibility of undertaking a scrutiny review of the design

aspects of the Winter Gardens and determining suitability of the venue as venue for major events.

5.2.2 Any legal implications that may arise directly from this report are would relate to seeking internal Council legal guidance in order to correctly determine where the responsibility lies for ensuring that the building in question complies with the Equalities Act 2010 in making the venue and its environs accessible to all users who may wish to use the facility.

5.4 Equity and Equalities

5.4.1 There are equalities issues that would arise of the debate to be generated by this report. The legislative provisions cited in section 2.2 (1-10d) protect the rights of all individuals (without discriminating any individuals due to their disabilities) to be able to access buildings that are used for public activities.

6.0 Recommendations

Taking into consideration options provided in section 4.0 of the report Members are requested to:

6.1 Agree to maintain a watching brief on the issue and await the completion of the current tenancy agreements review being conducted by the Executive;

6.2 Agree to task officers to write to Your Leisure Ltd requesting that they consider updating the street signage relating to the Winter Gardens to make it easy for the public to locate the venue from appropriate geographic locations in Margate.

7.0 Decision Making Process

7.1 The Overview and Scrutiny Panel can set up and assign a sub-committee to conduct in-depth reviews of any issues of relating to the functions of the Council and any other matters that affects the local area (i.e Thanet District area) and make recommendations to appropriate bodies of Council.

7.2 Such a decision would need to be made in the context of any other on-going Council activities in the relation to the matter under debate.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	Nikki Walker, Interim Head of Financial Services
Legal	Dawn Cole, Senior Legal Officer

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

To: **Overview and Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **Community Services**

By: **Katherine Wilson, Economic Development and Regeneration, Community Services**

Classification: **Unrestricted**

Ward: **Margate Central**

Summary: **This report sets out the proposed strategy to access funding to accelerate the documentation of council owned artefacts collections.**

For Decision

1.0 Background

- 1.1 At the Overview & Scrutiny Panel meeting on 26 May 2015 Members discussed the work that was done by the previous TDC Artefacts Management Review Task & Finish Group in 2014/15.
- 1.2 The Panel requested that a one-off officer report be produced for the Panel meeting on 18 August 2015. The report would be expected to offer recommendations that support 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, Members identified the need to accelerate the work being carried out by volunteers to catalogue the artefact collections. They recommended the Council set aside funding for a professional archivist. The current salary for a professional archivist is in the region of £25,000 per year. As the archivist would be working with the volunteers, an archivist working part-time over two years would be most useful. Working on 15-20 objects per day including indexing, photographing and uploading details onto a database would equate to approx. 4,000 objects being catalogued over the 2 year period.
- 2.2 The budget constraints on the museum means officers have to secure external funding to finance the extra archivist and associated costs. Officers are currently working on a Heritage Lottery application for Our Heritage that will support the cataloguing of the artefact collection.

3.0 Options

- 3.1 **Option 1:** The Panel recommends to Cabinet that the application for external funding through the Heritage Lottery Fund be pursued as a matter of priority.
- 3.2 **Option 2:** The Panel recommends no further action, other than await the outcome of officer efforts at securing funding from the Heritage Lottery Fund as highlighted in section 2.0 of the report.
- 3.3 **Option 3:** The Panel requests the Council considers the potential for funding a post as part of their staff funding budgets. However, this option is difficult to carry through as officer observations in section 4.1 of the report indicate that the current financial environment is restrictive.

4.0 Corporate Implications

4.1 Financial and VAT

- 4.1.1 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.
- 4.1.2 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.

4.2 Legal

- 4.2.1 None, as the collections are own by the council.

4.3 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.

4.4 Equity and Equalities

- 4.4.1 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.

5.0 Recommendation

- 5.1 With regards to the officer observations in sections 2.0 and 4.1 and options in section 3.0 of the report respectively; Members of the Overview and Scrutiny Panel are requested to support the accessing of external funding, including Heritage Lottery Fund.

6.0 Decision Making Process

- 6.1 The Task and Finish group will report their findings to the Overview and Scrutiny Panel who in turn would approve recommendations to forward to Cabinet.

Contact Officer:	Kate Wilson, Economic development Officer Tel: 01843 5777037
Reporting to:	Edwina Crowley, Economic Development & Asset Management

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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MEMBER REQUEST FOR OSP TO EXAMINE THE PwC REVIEW OF CPO INDEMNITY PROCESS FOR MANSTON AIRPORT

To: **Overview and Scrutiny Panel – 18th August 2015**

By: **Monitoring Officer**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: The report sets out a request from Councillor Iris Johnston for the Panel to examine the report 'Review of CPO Indemnity Process for Manston Airport', and to consider a number of issues in relation to the report, its preparation and recommendations.

For Decision

1.0 Introduction and Background

1.1 At the appointment of the Department for Transport, Pricewaterhouse Coopers (PwC) provided consultancy on a due diligence review in assessing a potential indemnity partner in relation to the Compulsory Purchase of the Manston Airport site.

1.2 The report commissioned by the Department for Transport, was published by PwC on the 25th June 2015 and is available at :

<https://www.gov.uk/government/publications/manston-airport-pwc-review-into-the-process>

1.3 Whilst the report was not commissioned by the Council it does relate to processes undertaken by the Council and is therefore appropriate for consideration by the panel.

2.0 Notice to include the item on the agenda

2.1 In accordance with the Council's Constitution, Councillor Iris Johnston has given notice that she wishes the Overview and Scrutiny Panel to examine the report and consider:

- a. Why did the Council fail to provide 20 documents to PwC;
- b. The Council should have sent everything it held and not expect RiverOak to cover anything but their own records;
- c. There are a number of criticisms of the Council that need examination and reference to the PIN expectations in particular;
- d. As the Leader at the time I insisted that the Council be open and transparent in all our actions and I had hoped we had complied;
- e. I feel we should revisit the Transport Committee report which at some areas is at odds with PwC.

2.2 The Chairman of the Overview and Scrutiny Panel is also of the opinion that the report should be reviewed by the Panel.

2.3 The purpose of this report is to bring the notice from Councillor Johnston to the attention of the Overview and Scrutiny Panel and not to debate the issues, other than is required to determine how the Panel wish to deal with the matter. There is no Officer report about the PwC report or any of the issues raised by Councillor Johnston, since that would be premature.

3.0 Options

3.1 The Panel notes the matters raised and takes no further action.

3.2 The Panel notes the matters raised and includes in its work plan a future report from officers.

3.3 The Panel notes the matters raised and makes recommendations to Cabinet.

4.0 Corporate Implications

4.1 Financial and VAT

5.1.1 There are no financial implications.

4.2 Legal

4.2.1 This matter is being dealt with by the Overview and Scrutiny Panel in accordance with the Constitution.

4.3 Equity and Equalities

4.3.1 There are no equalities implications.

5.0 Recommendations

5.1 With reference to the options offered in section 3.0 of the report, guidance is sought from Members of the Panel on how to progress this issue;

5.2 If option 3.2 is agreed, then officers will need clear guidance on the nature, scope and particular issues which the Panel wish the officers to advise upon in that report.

6.0 Decision Making Process

6.1 The Panel could refer any recommendations for action to Cabinet.

Contact Officer:	Tim Howes, Interim Head of Legal & Democratic Services and Monitoring Officer, Ext 7906
Reporting to:	Madeline Homer, CEx,

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	N/A

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REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2015/16

To: **Overview and Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **All Portfolios**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

Summary: **This report reviews the Overview and Scrutiny Panel work programme for 2015/16.**

For Decision

1.0 Introduction and Background

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Annual Panel meeting on 26 May 2015.
- 1.2 Members reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Electoral Registration Process Review Task & Finish Group. Each of these sub-committees was tasked to elect a chairman, agree a work programme and suggest amendments to the terms of reference that were considered by the Panel on 26 May 2015.
- 1.3 Each of these sub-groups met in first two weeks of July and suggested amendments to their terms of reference which are attached to the report as Annex 1.

2.0 QEQM Petition referred to KCC

- 2.1 On 10 July 2015, a letter from TDC was sent to KCC Health Overview & Scrutiny Committee Chairman advising him of the Council's resolution to refer the QEQM Petition to the County Council for resolution. The letter which is in Annex 2 to the report, detailed key issues that were raised in the petition that was considered by Full Council on 5 December 2013.
- 2.2 A response was sent back to TDC on 17 July 2015 advising Council that KCC's Health Overview & Scrutiny Panel and East Kent Hospitals University Foundation Trust (EKHUFT) had 'on-going engagement with regards to the development of a new clinical strategy.' Details of the response are in Annex 3 to the report.
- 2.3 Since the petition had been referred to the Overview & Scrutiny Panel by Full Council, a report back to Council would need to be produced to advise on the response from Kent County Council. Members are being asked to note the KCC response and refer it to a Full Council meeting scheduled for 15 October 2015.

2.4 The Panel could still decide to keep a watching brief to monitor the progress towards developing the new clinical strategy for the region whilst maintaining a special interest on its implications for Thanet District.

3.0 Proposed Reviews

3.1 There have been requests by Members of the Panel, non-Panel Members and the public asking the Overview & Scrutiny Panel to undertake a review of each of the following issues:

- i) Proposed review of some business properties unbudgeted for waste collection;
- ii) Proposed review of Winter Gardens design and suitability as a venue for major public activities;
- iii) Proposed review of the Price Waterhouse Coopers Ltd report on Manston Airport CPO market research.

3.2 Details for these proposed reviews are covered elsewhere on the agenda.

3.3 Members also agreed at the first Panel meeting of the year that a one off report be brought before the Panel, setting out a proposal for TDC funding of the project on documentation of TDC Artefacts collection at the Margate Museum. This issue is reported in more detail elsewhere on the agenda.

4.0 The Work Programme Table

4.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:

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

Table 1 – OSP Work Programme for 2015/16

Issue	Composition/ Members	Lead Officer	Comment	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Bambridge (Chairman) Cllr Campbell Cllr Curran Cllr Dixon Cllr Elenor Cllr Falcon Cllr Martin	Martyn Cassell; Jessica Bailey	The working party met on 2 July 2015 and elected Cllr Bambridge as the Chairman. They also suggested changes to the draft terms of reference whose recommendations are attached to this report as Annex 1. The next meeting of the working party will be on 14 September 2015.	On going

Issue	Composition/ Members	Lead Officer	Comment	Status
Date of Establishment: 28.05.08 Corporate Performance Review Working Party	Cllr G. Coleman- Cooke (Chairman) Cllr Bambridge Cllr Campbell Cllr Connor Cllr Curran Cllr Denis Cllr E. Hillman	Tim Willis; Nicola Walker	The working party met on 6 July 2015 and elected Cllr Glenn Coleman-Cooke as the Chairman. They also agreed amendments to the terms of reference as reported elsewhere in the report. The next meeting of the working party will on 30 September 2015.	On going
Date of Establishment: 29.05.12 Electoral Registration Process Review Working Party	Cllr K. Gregory (Chairman) Cllr Campbell Cllr G. Coleman- Cooke Cllr Connor Cllr Falcon Cllr Game Cllr Martin	Cliff Robinsons; Lyn Davey	The TFG met on 7 July 2015 and elected Cllr K. Gregory as the Chairman. They agreed amendments to the terms of reference which are attached to the report. The sub-group would meet next on 8 October 2015.	On going
Presentations				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Corporate Management Team		
Watching Brief Items				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP made recommendations that the issue be referred to KCC Health Overview & Scrutiny Committee and Council approved that recommendation on 23 April 2015. The OSP agreed to keep a watching brief on the issue. However a response has now been received from KCC and is detailed in section 2.0 and officer recommendations are offered in section 6.0 of the report.	OSP keeping a watching brief on the issue
Status to be determined				
N/A	N/A	N/A	N/A	N/A

5.0 Corporate Implications

5.1 Financial

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

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 scrutiny. An active Scrutiny programme is part of good governance and will, ultimately, underpin the Council's use of resources assessment.

5.3.2 The Working Parties / Task and Finish Groups assist the work of scrutiny as they carry-out an in-depth study of any issue referred to the groups under their terms of reference.

5.4 Equalities

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

6.0 Recommendations

Members of the Overview & Scrutiny Panel are being asked to:

6.1 Note the report;

6.2 Agree the amended terms of reference as proposed by the three sub-groups in Annex 1 of the report;

6.3 Refer the Chairman of KCC Health Overview & Scrutiny Committee's response in Annex 3 of the report to Full Council meeting on 15 October 2015;

6.4 Agree to keep a watching brief to monitor the progress by EKHUFT towards developing the new clinical strategy for the region whilst maintaining a special interest on its implications for Thanet District.

7.0 Decision Making Process

7.1 Any decisions on the work programme can be taken by the Overview & Scrutiny Panel and where appropriate recommendations and report backs are made to other appropriate decision making bodies of Council.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting To:	Nick Hughes, Committee Services Manager, Ext: 7208

Annex List

Annex 1	Updated Draft Terms of Reference of the Working Parties/TFGs for 2015/16
Annex 2	TDC Letter to KCC Health Overview & Scrutiny Committee
Annex 3	Email Response from KCC Health Overview & Scrutiny Committee

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Finance	n/a
Legal	n/a

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**COMMUNITY SAFETY PARTNERSHIP WORKING PARTY TERMS OF REFERENCE FOR
2015/16**

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	Seven
Political Composition	4 UKIP 2 Conservative 1 Labour
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the working party are given below under the Crime and Disorder (Overview & Scrutiny) Regulations 2009, hereby attached.

The scope of the group for 2015/16 will be specifically to review the performance of the Community Safety Partnership with regards to implementing the following key priorities:

1. Safeguarding people vulnerable to committing or being a victim of crime;
2. Reducing Re-offending;
3. Tackling the drivers of crime and Anti-Social Behaviour;
4. Engaging with partners and the community.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009. These terms of reference are to be considered by the Overview & Scrutiny Panel on 18 August 2015.

CORPORATE PERFORMANCE REVIEW WORKING PARTY TERMS OF REFERENCE FOR 2015/16

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	Seven
Political Composition	4 UKIP 2 Conservative 1 Labour
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. 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 savings; and propose action points for improvement;
2. To monitor the performance of the Medium Term Financial Plan;
3. To evaluate major projects Council is involved in;
4. To review the 2015-19 Corporate Plan to determine progress;
5. To review the strategies of Council to overcome the impact of lack of income and other revenue shortfalls in forward budget, debt management strategies and provision of services to residents;
6. To review the Council's progress against the Peer Review Improvement Plan.

Delegations

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

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 28 May 2008. These terms of reference are to be considered by the Overview & Scrutiny Panel on 18 August 2015.

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2015/16

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	Seven
Political Composition	4 UKIP 2 Conservative 1 Labour
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members Only
Restrictions on Chairmanship	None
Quorum	Four
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 annual Canvass for 2014/15 in order to inform the electoral registration process for 2015/16;
3. Receive the findings of the internal review regarding printing and postal votes arrangements for the May 2015 Elections;
4. To contribute ideas for consideration by the Council's Electoral Registration Officer (through the Overview & Scrutiny Panel) 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. These terms of reference are to be considered by the Overview & Scrutiny Panel on 18 August 2015.

Date 10 July 2015
Ref QEQM/PJB



Councillor Brookbank
Chair of Health Overview & Scrutiny Committee
C/O Lizzy Adam
Room 1.99, Sessions House
County Hall
Maidstone
ME14 1XQ

Dear Cllr Brookbank

Following on from a petition received by Thanet District Council Full Council on 5 December 2013 protesting against changes to emergency services at Queen Elizabeth, Queen Mothers accident and emergency department the overview and scrutiny panel established a task and finish group to look into matters.

The terms of reference for the task and finish group were:

1. To investigate the process currently adopted by East Kent Hospitals University Foundation Trust (EKHUFT) in the provision of trauma services, including how choices are made regarding the transfer of trauma unit patients;
2. To investigate the process for undertaking major changes to trauma services, including the way in which public consultation is undertaken ; and if public consultation is not undertaken, the way in which urgent decisions are taken and who is informed;
3. To investigate how a public body like Thanet District Council is informed in urgent cases where there will be no public consultation on a health delivery services decision that is significant to the local community due to the timescales involved; and how public/stakeholders views are taken into consideration;
4. To investigate whether and how accessibility issues are taken into consideration when making health delivery decisions (for example, the ability of relatives/friends to visit trauma units some distance from Thanet);
5. To investigate the pattern of visits to the Accidents & Emergencies Department at QEQM Hospital, to explore whether there are "repeat patients", and if so, the factors that might contribute to that, and how it might be avoided;
6. To investigate whether the delivery of emergency services is driven by clinical issues or lack to funding;
7. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and if appropriate to Cabinet for forwarding to the EKHUFTBoard.

In order to inform these terms of reference a number of health professionals were invited to attend meetings throughout 2014, these included representatives from the ambulance service, health consultants, accident and emergency union officers, Royal College of Nursing and the Chief Executive of East Kent Hospitals University Foundation Trust. Unfortunately none of

these agencies were agreeable to informing the task and finish group and as such they were unable to scrutinise the concerns of the residents of Thanet.

The petition was referred back to Full Council by the Overview & Scrutiny Panel with the following recommendation which were approved by Full Council on 23 April 2015:

“That in view of the observations in paragraph 6.1 (of the Council report); 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.”

I am therefore requesting your support and assistance in addressing the key issues raised in the terms of reference highlighted above.

Yours sincerely



Ms P Button
Head of Safer Neighbourhoods
01843 577425
penny.button@thanet.gov.uk

Thanet District Council
PO Box 9
Cecil Street
Margate
Kent
CT9 1XZ

01843 577000

From: HOSCLDS01@kent.gov.uk [mailto:HOSCLDS01@kent.gov.uk]
Sent: 17 July 2015 15:36
To: Penny Button
Subject: Thanet District Council - QEQM Petition

Dear Penny

Mr Brookbank has asked me to respond to your letter dated 10 July.

The Health Overview and Scrutiny Committee has had on-going engagement with EKHUFT with regards to the development of their new clinical strategy. In their most recent presentation to the Committee on 5 June, the Trust covered a number of areas and this can be viewed online here: <https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=112&MId=5840&Ver=4>. The Trust is due to return to the Committee in October with a further update and the Committee will continue their involvement with the developing strategy going forwards.

If you wish to be kept informed of developments, I can add you to the distribution list and you will be notified when future Agendas are published. The meetings are held in public but are also webcast and can be viewed live or by subsequent broadcast via the Council's internet site - <http://www.kent.gov.uk/about-the-council/how-the-council-works/committees-and-meetings/watch-council-meetings>.

Kind regards

Lizzy

Lizzy Adam
Scrutiny Research Officer
Strategic & Corporate Services (Governance & Law)

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FORWARD PLAN AND EXEMPT CABINET REPORT LIST

To: **Overview and Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **All**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Summary: **To update Panel Members on the revised Forward Plan and Exempt Cabinet Report List (hereby referred to as the Forward Plan) of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items**

For Decision

1.0 Introduction and Background

- 1.1 The law requires that the Council regularly publish a Forward Plan of Key Decisions. Thanet's Forward Plan and Exempt Cabinet Report List is updated monthly and published on the Council's internet site www.thanet.gov.uk.
- 1.2 The aim of the Forward Plan is to allow the general public and Council Members to see what decisions are coming up over the next few months and how they will be handled i.e. whether a decision will be taken by Cabinet or Council, and whether there will be input from Overview & Scrutiny during the process.
- 1.3 Overview & Scrutiny receives an updated copy of the Forward Plan at each Panel meeting. The Panel can identify any item on the Forward Plan to be added to the Overview and Scrutiny work programme in order to be scrutinised further. A copy of the latest version of the Forward Plan is attached at Annex 1 to the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

2.0 Corporate Implications

2.1 Financial

2.1.1 None

2.2 Legal

2.2.1 None

2.3 Corporate

2.3.1 None

2.4 Equalities

2.4.1 None.

3.0 Recommendation

3.1 Members' instructions are invited.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext.7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

Annex List

Annex 1	Forward Plan and Exempt Cabinet Report List
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Background Papers

Title	Details of where to access copy
None	n/a

Corporate Consultation Undertaken

Finance	Not applicable
Legal	Not applicable



FORWARD PLAN AND EXEMPT CABINET REPORT LIST

5 AUGUST 2015 TO 29 FEBRUARY 2016

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet's behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council's budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as "key" if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as "other".

Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Democratic Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, Nicholas.hughes@thanet.gov.uk, telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

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

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

Availability of documents

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

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

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

Councillor Chris Wells

Councillor Lin Fairbrass

Councillor Helen Smith

Councillor John Townend

Councillor Suzanne Brimm

Councillor Hunter Stummer-Schmertzing

Leader of the Council

Deputy Leader of the Council and Cabinet Member for Community Services

Cabinet Member for Corporate Governance

Cabinet Member for Financial Services and Estates

Cabinet Member for Operational Services

Cabinet Member for Regeneration and Enterprise Services

5 August 2015 to 29 February 2016

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Corporate Risk Register	Cabinet to agree the Corporate Risk register for the year and delegate authority to the Risk Champion	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Helen Smith, Cabinet Member for Corporate Governance Services	10 Sep 15	Non-Key		Cabinet report
Project Motorhouse, Ramsgate	To consider the agreement with Project Motorhouse	1.Cabinet 2.Edwina Crowley, Head of Economic Development and Asset Management	Councillor Christopher T Wells, Leader of the Council	10 Sep 15	Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Pierremont Hall, Broadstairs	To provide an update to Cabinet with recommendation	1.Cabinet 2.Edwina Crowley, Head of Economic Development and Asset Management	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Sep 15	Key		Cabinet report
Retort Community Centre, Broadstairs	To provide an update to Cabinet with recommendation	1.Cabinet 2.Edwina Crowley, Head of Economic Development and Asset Management	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Sep 15	Key		Cabinet report
To progress with public consultation on the designation of the proposed Conservation Areas at Northdown Road, Edgar Road/Sweyn Road, Clifftop, Norfolk Road/EWarwick Road/Surrey Road and Clifton Place/Grotto Gardens	To implement the Council's aim to initiate the process of designating the area of Cliftonville conservation areas to ensure that the architecture and quality of housing in these areas is protected for generations to come	1.Cabinet 2.Jacob Amuli, Conservation Area Officer	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Sep 15	Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Adoption of Local Development Scheme	Sets the work programme for development plan documents	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Sep 15	Non-Key		Cabinet report
Sale of Land at Marina Esplanade, Ramsgate	Cabinet to approve sale	1.Cabinet 2.Edwina Crowley, Head of Economic Development and Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	10 Sep 15	Non-Key		Cabinet report
Corporate Priorities 2015-2019	Council to agree the Corporate Priorities 2015-2019	1.Overview & Scrutiny Panel Cabinet Council 2.Madeline Homer, Chief Executive Tel: 01843 577123	Councillor Christopher T Wells, Leader of the Council	18 Aug 15 10 Sep 15 15 Oct 15	Policy Framework		Overview & Scrutiny Panel report Cabinet report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Dreamland	The future of the Dreamland Estate	1.Cabinet 2.Edwina Crowley, Head of Economic Development and Asset Management	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Sep 15	Key		Cabinet report
Coastguard Cottages, Ramsgate	Consideration of the condition and future options for the Council owned properties at Coastguard Cottages, Ramsgate	1.Cabinet 2.Bob Porter, Interim Head of Housing	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Sep 15	Key	This report is exempt by virtue of schedule 12A, as follows: 1. (Para 1) The report contains confidential information that relates to an individual, and 2. (para 3) The report contains information relating to the financial of business affairs of any particular person.	Cabinet report
Corporate Performance Report Qtr1		1. Corporate Performance Review Working Party Cabinet 2. Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor Helen Smith, Cabinet Member for Corporate Governance Services	Before 22 Oct 15 22 Oct 15	Non-Key		working party report Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Corporate Performance Report Qtr2		1.Cabinet, Corporate Performance Review Working Party Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor Helen Smith, Cabinet Member for Corporate Governance Services	Before 9 Oct 15 22 Oct 15	Non-Key		Corporate Performance Review Working Party report Cabinet report
Thanet Local Plan 2011-2031 Preferred Options	To consider the Thanet Local Plan Preferred Options document after the consultation results	1.Council 2.Adrian Verrall, Strategic Planning Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	15 Oct 15	PFP		Council report
Budget Monitoring Qtr2	Cabinet to note the report and agree any financial changes	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	22 Oct 15	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Asset Management	To consider surplus assets	1.Cabinet 2.Edwina Crowley, Head of Economic Development and Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	22 Oct 15	Key		Cabinet report
Budget Strategy 2016-17	Cabinet to agree the strategy for 2017-18 Budget	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	12 Nov 15	Key		Cabinet Report
Fees & Charges 2016/17	Council to agree fees and charges for 2016-17	1.Cabinet Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	12 Nov 15 3 Dec 15	PFP		Cabinet report Council report
The determination of the licensing policy statement for the next five years	Compliance with the 2003 Licensing Act in reviewing the policy every five years	1.Council 2.Phil Bensted, Regulatory Services Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	3 Dec 15	PFP		Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
The determination of the gambling policy statement for the next three years	Compliance with the 2005 Gambling Act in reviewing the policy every three years	1.Council 2.Phil Bensted, Regulatory Services Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	3 Dec 15	PFP		Council report
Publication of pre-Submission draft Local Plan	Formal publication of Council's proposals for the future development plan for the district	1.Overview & Scrutiny Panel Cabinet Council 2.Adrian Verrall, Strategic Planning Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	20 Oct 15 12 Nov 15 3 Dec 15	PFP		OSP report Cabinet report Council report
Adoption of a Health & Safety Policy	A framework for Health and Safety Enforcement across the district.	1.Cabinet 2.Debbie Huckstep	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	10 Dec 15	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Budget and Medium Financial Plan 2016-2020	Cabinet to agree the draft budget	1.Cabinet Cabinet Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	10 Dec 15 21 Jan 16 4 Feb 16	PFP		Cabinet report Council report
Corporate Performance Report Qtr3	Cabinet to note the performance of the Council to date	1.Corporate Performance Review Working Party Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor Helen Smith, Cabinet Member for Corporate Governance Services	Before 14 Jan 16 21 Jan 16	Non-Key		Corporate Performance Review Working Party report Cabinet report
Mid Year Treasury Report 2015-16	G&A Committee, Cabinet and Council to note the Mid Year Treasury Report	1.Governance and Audit Committee Cabinet Council 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Councillor John Townend, Cabinet Member for Financial Services and Estates	9 Dec 15 21 Jan 16 25 Feb 16	Key		Governance & Audit Committee report Cabinet report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Budget Monitoring Qtr3	Cabinet to note the report and agree any financial changes	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	21 Jan 16	Key		Cabinet report
Treasury Management Strategy 2016-17	Cabinet to agree the Treasury Management Strategy	1.Cabinet Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	21 Jan 16 4 Feb 16	Key		Cabinet report Council report
Council Tax 2016-17	Council to agree Council Tax Base	1.Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Feb 16	Key		Council report

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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.