

# Public Document Pack



Date: 1 February 2016  
Our ref: OSP/Agenda  
Ask For: Charles Hungwe  
Direct Dial: (01843) 577186  
Email: charles.hungwe@thanet.gov.uk

## OVERVIEW & SCRUTINY PANEL

9 FEBRUARY 2016

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 9 February 2016** 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, Dexter, Dixon, Elenor, Falcon, Jaye-Jones, Parsons and Potts

## AGENDA

Item  
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 6)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 15 December 2015.
4. **MINUTES OF EXTRAORDINARY OSP MEETING**  
To approve the Minutes of the Extraordinary Overview & Scrutiny Panel meeting to be held on 26 January 2016.  
  
Minutes to follow.
5. **OVERVIEW AND SCRUTINY PANEL RECOMMENDATIONS** (Pages 7 - 14)
6. **THANET COMMUNITY SAFETY PLAN FOR 2016-2017** (Pages 15 - 30)
7. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2015/16**  
(Pages 31 - 36)
8. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR THE PERIOD 13 JANUARY 2016 - 30 JUNE 2016** (Pages 37 - 48)

Item  
No

Subject

**Declaration of Interest form - back of agenda**



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## OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 15 December 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Bambridge, Campbell, Connor, Curran, Dennis, Dexter, Dixon, Elenor, Falcon, Jaye-Jones, Parsons and Potts

**In Attendance:** Councillors: Ashbee, Brimm, J Fairbrass, L Fairbrass, M Saunders and Taylor-Smith

### 30. APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

### 31. DECLARATIONS OF INTEREST

Councillor Dixon declared a disclosable pecuniary interest regarding agenda Item 7 (Selective Licensing in Cliftonville West and Margate Central).

### 32. MINUTES OF PREVIOUS SCHEDULED MEETING

Councillor Campbell proposed, Councillor G. Coleman-Cooke seconded and Members agreed the minutes as a correct record of the ordinary Panel meeting held on 20 October 2015.

### 33. MINUTES OF EXTRAORDINARY MEETING - 17 NOVEMBER 2015

Councillor Campbell proposed, Councillor Potts seconded and Members agreed the minutes as a correct record of the extraordinary Panel meeting held on 17 November 2015.

### 34. MINUTES OF EXTRAORDINARY MEETING - 26 NOVEMBER 2015

Councillor Campbell proposed, Councillor Potts seconded and Members agreed the minutes as a correct record of the extraordinary Panel meeting held on 26 November 2015.

### 35. CABINET MEMBER PRESENTATION BY COUNCILLOR BRIMM, PORTFOLIO HOLDER FOR OPERATIONAL SERVICES

In her presentation to the Panel Councillor Brimm reported that currently staff working in the parks, grounds and playgrounds were carrying out the following key activities:

- Grass cutting of parks and other grounds owned by the Council;
- Sports ground maintenance through the Your Leisure Partnership;
- Management of shrubs, beds and hedges in parks and other grounds owned by TDC;
- Tree Management including East Kent Housing;
- Provision of Allotments;
- Development, maintenance and safety inspections of Play Areas and Skate Parks including East Kent Housing;
- Grounds maintenance for East Kent Housing through a Service Level Agreement;
- Grave digging and maintenance of Cemeteries;

- Weed control to all parks, open spaces and foreshores (typically three times per annum);
- Minor works including planned and reactive works in parks, open spaces, toilets, car parks and the installation of parking meters.

Current Service Statistics	Figures
Area maintained	Approx. 1,000,000 m <sup>2</sup>
Number of parks and open spaces maintained	110
Number of vehicles	20
Sports Grounds	14
Tennis Courts	18
Cemeteries	9
No. of burials per year	300
Play Areas	44
Skate Parks	3
Flower Beds, excluding shrub areas	63

The portfolio holder said that not all the staff employed within the service were focussed on planned maintenance. To put this into perspective, in 2010 the Operational Services employed 63 full time staff and last year this had been reduced to 40 full time equivalents, a reduction of 37%. Furthermore, staff do not work on weekends.

Although there had been a significant reduction in the number of staff, the Service had worked hard to maintain service levels. Understandably, there had been reductions in the frequencies of most operations with most routine operations (grass cutting, hedges, shrub and flower bed maintenance) being affected. Council was no longer carrying out in-house high level tree care as was previously the case.

Over the last 5 years, the public, visitors and members' expectations had remained high. In relation unfortunately, Council no longer had the resources to fulfil these expectations. However Members should note that there were only 10 formal complaints received in 2014/15.

Councillor Brimm explained that Council parks and open spaces were important to the people who live and visit Thanet and were therefore priority for the current Cabinet administration, as demonstrated in the corporate priority one statement which aims to 'creating a welcoming environment'. Cabinet was working on an Open Spaces and Parks Strategy for the next 20 years. Councillors and residents would be fully engaged during this process in order to inform the strategy, but it is likely that some hard choices would need to be made around the number of parks and open spaces that the Council can support as funding would clearly be limited.

Councillor Brimm said that the Strategy would need to decide on such options as, 'does the Council maintain all current parks and flower beds to the same standard or a smaller number but to a higher quality.' Given the significant works required to produce this strategy, delivery is not anticipated until late 2016 / early 2017. Currently, the team was working with over twenty voluntary organisations and the intention was to develop the relationships between Council and community groups to the benefit of the local communities that were served by Council.

The current support activities being offered to volunteer groups by Council including the following;

- Enabling volunteers, user groups and other stakeholders to take ownership and help maintain open spaces;
- Train volunteers in horticultural techniques to make them more effective;
- Develop and enhance volunteer networks across the District;
- Ensure Health and Safety compliance;

- Liaising with groups to ensure tasks and output delivered at optimal times for maximum benefit;
- Develop formal agreements to ensure work is undertaken to a required frequency and standard.

In conclusion Councillor Brimm said that the staff Operational Service remained committed to delivering the best service within the existing budgets and would continue to look at all opportunities where possible to improve and enhance the service they provide to the public.

The Chairman then opened the discussion to all Panel Members and Councillor Brimm responded to Member questions. It was pointed out by Panel members that Thanet attracted the more mature visitors whose high points for visiting the area would include the site of beautiful and well maintained and blooming flowers in the area. They noted with concern the procurement problems for flower plants that had been experienced in the past for Albion Road in Ramsgate and other parts of Broadstairs. Trimming of plants was not carried out until after major events (like the Dickens Week) had taken place in the district.

Speaking under Council Procedure 24.1, one Member said that street cleansing and waste collection should be done in liaison with flowerbeds clearance. This would offer a holistic approach to keeping the public spaces clean and in a welcoming condition. They suggested that this approach should be included in the proposed twenty year strategy that Cabinet was working on.

Officers were requested to look into the issue regarding grounds at St Johns Church in Margate Central, which appear to have gone for a long time without grounds maintenance except for intermittent volunteers who cut the grass. Gavin Waite agreed to look into the matter. Gavin Waite further explained that the purchase of replacement vehicles for Operational Services had been approved. This was expected to improve the performance of the grounds maintenance team. Members suggested that TDC consults Parish and Town Councils as part of the process of drafting the twenty year Strategy.

The Chairman thanked Councillor Brimm for the presentation.

### **36. SELECTIVE LICENSING IN CLIFTONVILLE WEST AND MARGATE CENTRAL**

Having declared a disclosable pecuniary interest on the agenda item at the beginning of the meeting, Councillor Dixon left the Council Chamber before discussion commenced on 'Selective Licensing in Cliftonville West and Margate Central.'

Richard Hopkins, Housing Regeneration Team Leader led discussion and gave a background to the subject. He highlighted the following that:

- The current selective licensing scheme was a success;
- Privately rented homes are required to be licenced and landlords are required to effectively manage their properties and keep them in a safe condition;
- Enforcement of the current scheme started in 2013 after a judicial review that took two years to resolve;
- About 1000 inspections have been carried out and about 66% of the properties inspected were found to have health hazards or failed to meet other licensing requirements;
- 21 landlords had been prosecuted successfully and had received fines of up to £20,000;
- All fines are retained by the criminal justice system but TDC applies for a contribution to prosecution costs;

- Landlords are required to take reasonable steps to ensure that Anti-Social Behaviour does not emanate from their properties;
- It was observed that anti-social behaviour reported incidents had declined significantly (ie by 28.7% since 2011);
- The current scheme is due to expire on 20 April 2016, five years after coming into force.

It was against this background that a proposal to renew the Selective Licensing Scheme to cover similar parts of Cliftonville West and Margate Central was developed. This proposal would include an additional 150 licensable properties. Richard Hopkins advised Members that a public consultation had been conducted over ten weeks and 72% of the respondents were in favour of renewing the Scheme as opposed to 18% who were against renewal. Public support had significantly increased from the previous consultation in 2010 which recorded 49% in favour and 44% against the Scheme.

Members agreed that the survey information was comprehensive and commended the officer report as being detailed and informative. They said the Scheme was not detrimental to the heritage of the area. In response to further Member questions Richard Hopkins made the following comments:

- The council will be carrying out district wide research in 2016 to ascertain whether any other discrete areas should be considered for selective licensing;
- Enforcement costs were not paid for by the landlord licence fees;
- Licence fees are not annual and only one fee is payable for each licence, which usually lasts for 5 years;
- There are discounts for landlords who applied for renewal at least 6 weeks in advance and for accredited landlords;
- Requirements relating to external decorations will be applied to licences where possible;
- The public consultation had brought up waste problems as a particular issue of concern for residents;
- A condition on waste will be included in the landlord's licence to ensure that they take reasonable steps to prevent waste problems;
- Housing Regeneration Team (HRT) coordinate their enforcement activities with the Margate Task Force;
- Other Council officers outside the HRT would be authorised under selective licensing to increase enforcement activities;

Bob Porter, Interim Head of Housing Services advised the Panel that Council had acquired properties in Margate and had been converting them to good quality family homes, which are being let out to Council tenants This intervention is also helping to regenerate the area..

The Scheme discourages poor landlords from moving into the designated area. Officers reported that anecdotal evidence was suggesting that, in the last six months, there had been encouraging trend of owner occupiers buying properties in the area covered by the Selective Licensing Scheme.

Councillor Coleman-Cooke proposed, Councillor Parsons seconded and the Panel agreed to recommend to Cabinet that a further selective licensing designation is made in respect of certain parts of Cliftonville West and Margate Central as set out in the annexed proposal document.

### **37. REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2015/16**

In response a Member query, Madeline Homer, CEx advised the meeting that although Cabinet had set up a QEQM Hospital Cabinet Advisory Group, the group had not yet met

as Council was still awaiting the appointment of a new CEx for the East Kent Hospitals University Foundation Trust.

The Clinical Commissioning Group (CCG) together with EKHUFT have set up a Strategic Board and TDC officers would be seeking more information on the terms of reference of the new Board and meet the new EKHUFT CEx.

The report was noted.

**38. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR THE PERIOD 11 NOVEMBER 2015 - 31 MAY 2016**

Members requested that officers in Democratic Services produce and circulate to all councillors forwarding notes that explain the purpose of the Forward Plan. This was in order to provide clarity on how Members can make use of the Plan and its contents.

Members noted the report.

Meeting concluded: 8.15 pm

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## RESPONSES OF CABINET & COUNCIL TO RECOMMENDATIONS OF THE OVERVIEW & SCRUTINY PANEL

To: **Overview & Scrutiny Panel – 09 February 2016**

Main Portfolio Area: **All portfolios**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **N/A**

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Summary: **This report is to let the Panel know how Cabinet responded to the recommendations made by the Panel at its meetings and to invite the Panel to consider the best way forward in relation to further scrutiny of such matters.**

### **For decision**

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#### **1.0 Introduction and Background**

- 1.1 When the Panel makes recommendations to Cabinet/Council, it is felt that the outcomes of those recommendations should formally be reported back to the Panel for its information.
- 1.2 It is for that reason that the responses of Cabinet/Council to recommendations made by the Panel in relation to shared services are set out in Annex 1 to this report.
- 1.3 Although the Panel is unable to change decisions taken by Cabinet or full Council, it may wish from time to time to reflect on the effectiveness of the scrutiny processes followed to date and consider whether any changes should be made in the way it scrutinises such matters in the future.

#### **2.0 Corporate Implications**

##### **2.1 Financial**

- 2.1.1 These are dependent on whether there are any changes to the scrutiny process and how far reaching such changes are.

##### **2.2 Legal**

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

##### **2.3 Corporate**

- 2.3.1 This report enables a feedback to Overview and Scrutiny Panel as regards the outcome of its recommendations to Cabinet and or Council. Reviewing of scrutiny processes is good practice to strengthen the work of scrutiny.

##### **2.4 Equity and Equalities**

- 2.4.1 There are none directly arising from this report.

### 3.0 Recommendation

3.1 The Panel is asked note the report.

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

#### Annexes

Annex 1	Cabinet/Council's decisions on Panel recommendations
Annex 2	OSP Recommendations to Cabinet: Budget 2016-17 and Medium Term Financial Plan 2016-20

#### Background Papers

Title	Details of where to access copy
None	N/A

#### Corporate Consultation Undertaken

Finance	N/A
Legal	N/A

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<b>Summary of Overview and Scrutiny Panel Recommendations to Cabinet</b>		
<p><b>Budget 2016-17 and Medium Financial Plan 2016-2020</b></p> <p>Councillor I. Gregory proposed, Councillor Taylor-Smith seconded and Members agreed the 19 January 2016 Cabinet recommendations to Council that:</p> <p>1. The Panel accepts the budget as it stands with the addendum that no further capital expenditure goes ahead in 2016/17 until the capital programme has been fully reviewed.</p>	<p>Members are asked to note that the recommendation of the Panel that 'No further capital expenditure goes ahead in 2016/17 until the capital programme has been fully reviewed,' was considered by Cabinet on 28 January 2016 resulting in the following Cabinet Decision:</p> <p>1. That Members do not accept the recommendation from Overview and Scrutiny Panel based on the reasons set out in the supplemental Cabinet report.</p>	<p>None</p>

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### **OVERVIEW AND SCRUTINY RECOMMENDATIONS TO CABINET: BUDGET 2016-17 AND MEDIUM TERM FINANCIAL PLAN 2016-20**

To: **Extraordinary Cabinet - 28 January 2016**

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

By: **Portfolio Holder for Finance and Estates**

Classification: **Unrestricted**

Ward: **All wards**

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**Summary:** **To consider the recommendations of Overview and Scrutiny Panel in respect of the 2016-17 Budget and 2016-20 Medium Term Financial Plan**

#### **For Decision**

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#### **1.0 INTRODUCTION**

1.1 The purpose of this report is for Cabinet to consider the recommendations of Overview and Scrutiny Panel on 26 January 2016 in respect of the 2016-17 Budget and 2016-20 Medium Term Financial Plan, as approved by Cabinet on 19 January 2016.

#### **2.0 OVERVIEW & SCRUTINY PANEL RECOMMENDATIONS**

2.1 In its scrutiny of the Budget, Overview & Scrutiny Panel (OSP) on 26 January made the following recommendations to Cabinet:

That the Panel accepts the budget as it stands, with the addendum that no further capital expenditure goes ahead in 2016-17 until the capital programme has been fully reviewed.

2.2 In discussions around this recommendation OSP members questioned the continued suitability of the capital project scoring matrix, with particular reference as to whether or not all the capital spending scheduled for 2016-17 had been subject to being tested against the new corporate priorities.

#### **3.0 POSSIBLE CABINET RESPONSES TO OSP**

3.1 Cabinet could choose to accept the OSP recommendation and add it to Cabinet's recommendations to Council; or it could choose to reject the OSP recommendation. Reasons to reject include:

3.2 Fit to Corporate Priorities

- Each of the capital projects that will incur expenditure in 2016-17 have been matched to the new corporate priorities.
- In terms of the 2016-17 programme of £4,332k in the Budget report Annex 2, a list of the projects and reference to corporate priorities is set out below:

<b>Project</b>	<b>£000</b>	<b>Corporate priority</b>
Disabled Facilities Grants	1,277	Priority 2: Supporting Neighbourhoods - Ensuring local residents have access to good quality housing
CCTV Upgrade	243	Priority 1: A Clean and welcoming environment - Maintaining zero tolerance to encourage positive behaviour to help improve our environment Priority 2: Supporting Neighbourhoods - continuing to work with partners to improve community safety
Dreamland	450	Priority 3: Promoting Inward Investment and job creation
Ramsgate Port & Harbour - Low Carbon Plan	339	Priority 3: Promoting inward investment - Working with partners to make the most of the buildings and land we own. Maximising commercial opportunities for key assets Value 1: Delivering Value for money through efficiency savings against electricity costs and income generation by feeding back to the National Grid
Swimming Pool/Sports Halls Essential Capital Repairs	30	Priority 3: Promoting Inward Investment - Actively seeking inward investment which supports growth in the visitor economy. Maximising commercial opportunities for key assets
Operational Services Vehicle Replacement Programme	750	Priority 1: A Clean and welcoming environment - continuing to improve waste and recycling services
Ramsgate Harbour - Smart Metering	168	Priority 3 - Promoting Inward investment which support growth in the Visitor Economy by improving the experience for visiting boat owners Value 1: Delivering Value for money by transforming and targeting resources to deliver the right services in the right way to improve the customer experience. Also better income collection as no vessels are missed
Ramsgate Port - Berth 4/5 Replacement	1,000	Priority 3: Promoting Inward Investment - Actively seeking inward investment which supports growth in the visitor economy. Also by having the Infrastructure in place. Value 1: Value for Money by ensuring we achieve a stable and sustainable budget - by protecting existing contractual arrangements and encouraging further use
Capitalised salaries	75	n/a
<b>Total</b>	<b>4,332</b>	

- A full list of current capital projects, some of which may slip into 2016-17 but which are not included in the Cabinet budget report, is available and all projects are matched to corporate priorities.

### 3.3 Financial considerations

- Removing externally funded projects could result in repayment of grant with interest for which there is no budget set aside.
- Cancellation of projects could damage the credibility of the council in the eyes of external funders.
- If a project is aborted and there is no asset created, the costs would have to be written off to revenue for which there is no budget.
- Some projects have already entered into contractual agreements so to pull out will depend on the break clause of the contract and could have financial penalties as well as damage relationships with partners.

- Changes to the borrowing of the Council would require a revised Treasury Report to go to Governance & Audit Committee, Cabinet and Council.
- Some schemes such as the Low Carbon Plan have a built-in assumption for income generation/efficiency savings and would have a revenue impact and so would require compensating budget savings.

### 3.4 Unpicking past decisions

- Capital projects are subject to evaluation and prioritisation, before inclusion in the programme for member approval. All the capital schemes scheduled to be spent in 2016-17 have already been through this process. The recommendation would reverse past decisions of Cabinet and Council, including the 24 November 2015 Cabinet decision on the 2016-17 capital programme.
- A newly elected Council is likely to establish new priorities. This does not mean that everything previously agreed but not acted upon, should be subject to a fresh decision.

## 4.0 POSSIBLE OPTION FOR OSP

4.1 In recognition of the essence of OSP's concerns, Cabinet may wish to suggest that OSP includes within its own work programme a review of the process of prioritisation for capital projects. This would not involve OSP in making decisions regarding any capital projects or programmes, but would allow OSP the opportunity to comment on the criteria used to prioritise capital projects.

## 5.0 OPTIONS

5.1 Cabinet could choose to accept the OSP recommendation and add it to Cabinet's recommendations to Council; or it could choose to reject the OSP recommendation.

## 5. CORPORATE IMPLICATIONS

### 6.1 Financial and VAT

Contained in the body of the report.

### 6.2 Legal

None.

### 6.3 Corporate

As explained in the report, Cabinet's budget proposals and in particular, the capital programme, will contribute towards the delivery of corporate priorities.

### 6.4 Equity and Equalities

There are no equality issues relevant to Cabinet's consideration of the Overview and Scrutiny Panel's recommendation.

## 7.0 Recommendation(s)

7.1 That Members do not accept the recommendation from Overview and Scrutiny Panel based on the reasons set out above.

Contact Officer:	Tim Willis – Director of Corporate Resources and S151 Officer
Reporting to:	Madeline Homer, Chief Executive

## Background Papers

Title	Where to Access Document
Budget 2016-17 and Medium Term Financial Plan 2016-2020	Cabinet 19 January 2016

## Corporate Consultation Undertaken

Legal	Tim Howes, Director of Corporate Governance
Communications	Hannah Thorpe, Head of Communications



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## THANET COMMUNITY SAFETY PLAN FOR 2016 – 2017

To: **Overview and Scrutiny Panel – 9 February 2016**

By: **Jessica Bailey – Community Safety Team Leader**

Classification: **Unrestricted**

Ward: **All wards**

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**Summary:** **This report details the process undertaken by Thanet Community Safety Partnership to develop the Thanet Community Safety Plan for 2016-17.**

**The report asks for the provisional themes and focus areas for the Community Safety Plan to be agreed, subject to the approval and monitoring, by the Community Safety Working Party, to enable partner agencies to work jointly to help improve Community Safety in the district.**

### **For Decision**

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#### **1.0 Introduction**

- 1.1 The council has a statutory duty via the Crime and Disorder Act 1998 to work jointly with other 'responsible authorities' which includes County Council, Police, Fire, Probation and Health services, to reduce crime and disorder and reoffending through the facilitation of a Community Safety Partnership (CSP). Thanet District Council facilitates the CSP on behalf of these agencies.
- 1.2 Each CSP is required to undertake an annual assessment of all relevant agency data to identify emerging crime and disorder trends. These trends, along with feedback from public and partner consultation, then inform focus areas and themes for Community Safety Plan activity for the coming year.
- 1.3 This report identifies the process undertaken to develop the Community Safety Plan for 2016-17 and asks members to agree the focus areas and the process for monitoring delivery.
- 1.4 Due to the changes in the timetabling of meetings this year, the draft plan for 2016-17 will be considered by the CSP Working Party on 1<sup>st</sup> of February (after the deadline for this meeting's documents) and any recommendations will be available in a supplementary report and verbally on request.

#### **2.0 Thanet Community Safety Plan 2016/17 – Process**

- 2.1 The focus areas for the Community Safety Plan are established through a process of data analysis, consultation and collaborative planning.
- 2.2 Partnership data is firstly provided by all agencies, assessed by Kent County Council Community Safety Unit and then reviewed locally.

- 2.3 The initial review of data for Thanet shows a positive reduction in all crime, of 4.3%, (Jan- Dec 2015 compared to Jan – Dec 2014), which is consistent with country trends. Thanet does however still face some challenges with regards to some crime categories, deprivation and vulnerability indicators.
- 2.4 Following data analysis, a practitioner stakeholder event is then held, where officers, informed by the data and local knowledge, discuss emerging issues and share their own organisation's objectives. Over 90 stakeholders from 16 public, private and voluntary agencies attended the event, held in December 2015.
- 2.5 A draft set of focus areas are formulated and residents are then consulted for their views based on local perceptions of safety in the district. The consultation was held during January 2016 and had 393 responses, which exceeds the joint sum of previous years and 72% of respondents either very strongly, or strongly supported the proposed themes.
- 2.6 Proposals for the Community Safety Plan for 2016-17 continue on a similar focus to last year, looking at broader themes rather than individual crime types. By taking a holistic approach, action can be taken simultaneously on both disrupting those offenders that continue to cause significant harm, but also to provide continued support to those vulnerable people in greatest need.

### **3.0 Proposed focus areas for 2016-17**

3.1 The Community Safety Plan will focus on the following focus areas;

- **Reducing Offending and Reoffending**
  - Divert first time entrants and repeat offenders from the criminal justice system;
  - Prevent low level anti-social behavior from escalating into criminality;
  - Tackle violence and crimes that cause the most harm to communities.
- **Safeguarding our most vulnerable people**
  - Identify and support those susceptible to all forms of exploitation;
  - Break cycles of abuse and vulnerability;
  - Address isolation and improve community based support .
- **Improving community confidence and agency collaboration**
  - Raise awareness and education of community safety activity across the district;
  - Integrate and co-locate services to improve delivery and replicate innovation;
  - Engage and empower communities through positive re-enforcement;
  - Use reparation and volunteer support to improve the physical environment.

3.2 These compliment the strategic priorities of the new Thanet Leadership Group which have oversight of the CSP and other key boards such as Health and Well-Being and Invest Thanet.

3.3 They also allow each of the partners to relate them to their own objectives such as the Kent Police and Kent Fire and Rescue Service control strategies. This will ensure partnership efforts compliment but don't duplicate ongoing work.

### **4.0 Delivery of the Plan**

4.1 Unlike previous years, partners have decided not to create the action plan straight away. As the development process starts in December, some objectives that were

set were either no longer feasible for implementation by April or had changed direction. This restricted the partnership's ability to be able to respond dynamically to the most challenging issues facing the district.

- 4.2 Having broader themes, will enable a fluid partnership response to Community Safety, which can evolve and adapt as required, and be more flexible and responsive to crime trends and issues that emerge as the year progresses.
- 4.3 This also takes into consideration feedback from Community Safety practitioners and that public when they have raised additional emerging issues throughout the year, that the partnership has been restricted by the rigidity of the pre-set action plan, to having to potentially commit to resources via a plan written before the new financial years allocations were confirmed.
- 4.4 It is proposed that delivery will be managed by the establishment of task and finish groups, in early April 2016, focussing on each of the three focus areas.
- 4.4 Each group will be co-ordinated and driven by an operational lead officer, who will be supported and overseen by a strategic lead officer from a mixture of partnership agencies. This two tier structure at both an operational and strategic level, will provide a more thorough mechanism for delivery of the Community Safety Plan for 2016-17.
- 4.5 On inception, each Task and Finish project group will formulate action plans and establish realistic measures of success. It is proposed these action plans are submitted to the Community Safety Working Party for agreement at their first meeting in 2016-17.

## **5.0 Accountability and performance management**

- 5.1 Each task and finish group will report back to the Community Safety Working Party and Executive Board at each meeting to ensure accountability.
- 5.2 Update will also be provided at a strategic level to the Leadership Board, to ensure priorities remain aligned with wider remits, and to prevent duplication with other multi agency groups.

## **6.0 Options**

- 6.1 To approve the Draft Thanet Community Safety Plan 2016/17 themes and focus areas, as set out in Annex 1.
- 6.2 To make suggestions for additions and then approve the Draft Thanet Community Safety Plan 2016/17 themes and focus areas, as set out in Annex 1.

## **7.0 Corporate Implications**

### **7.1 Financial**

- 7.1.1 District Council Community Safety staff facilitate the Community Safety Partnership alongside their TDC function of anti-social behaviour case management. Salaries for these staff are covered within the budget for 2016-17.
- 7.1.2 The Kent Police and Crime Commissioner (PCC) has confirmed the CSP will be awarded a grant of approximately £31957 depending on their final government

settlement. This will be available for the Task and Finish groups to ensure delivery of the actions and expenditure will be agreed by the TCSP Executive Group.

## **7.2 Legal**

- 7.2.1 In relation to any decision or project implemented by any department in the local authority, under section 17 of the Crime and Disorder Act 1998, the local authority has a duty to do all that is reasonable to prevent crime and disorder.
- 7.2.2 This Community Safety Plan provides evidence of compliance by the District Council and other responsible authorities of the statutory functions contained within the Crime and Disorder Act 1998 and subsequent updates in other legislation.

## **7.3 Corporate**

- 7.3.1 The draft Community Safety Plan priorities in 2016-17 support the corporate plan objectives, Priority 1: A clean and Welcoming Environment and Priority 2: Supporting neighbourhoods. This directly supports 'continuing to work with partners to improve community safety'. Taking a partnership approach also supports corporate value 1: Delivering value for money, particularly around targeting resources and delivering more cost effective services.

## **8.0 Recommendation(s)**

- 8.1 That, taking into consideration recommendations from the CSP Working Party meeting on the 01 February 2016, the Overview and Scrutiny Panel recommends to Cabinet the focus areas in the Thanet Community Safety Plan 2016/17 as set out in Annex 1 are approved.

## **9.0 Decision Making Process**

- 9.1 As the Community Safety Plan is a policy framework document, this report will go to Cabinet with final approval reserved to Council.

Contact Officer:	Jessica Bailey, Community Safety Team Leader x7737
Reporting to:	Penny Button, Head of Safer Neighbourhoods x7425 Rob Kenyon, Director of Community Services x7123

## **Annex List**

Annex 1	Draft Community Safety Plan 2016-2017
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## **Corporate Consultation Undertaken**

Finance	Matt Sanham, Financial Services Manager
	Clive Bowen, External Funding Officer
PR	Hannah Thorpe, Interim Head of Communications
Legal Services	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer



## Community Safety Plan 2016/2017



[www.thanetcommunitysafety.org](http://www.thanetcommunitysafety.org)

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## 1. Foreword

Welcome to our Community Safety Partnership Plan for 2016-17, which outlines how all of the agencies are going to collectively tackle crime and disorder issues in Thanet this year.

The plan also updates residents about what we achieved in 2015-16. We would like to thank all of the agencies within the partnership, who have jointly worked to achieve a number of positive outcomes.

We would also like to thank the Police and Crime Commissioner for Kent, Ann Barnes for her continued support of Thanet Community Safety Partnerships (TCSP) having agreed a grant of £31,957 for 2016-17. The fund is used to pilot and plan activity that is outside of the core budgets of the agencies meaning we can look at new and innovative approaches to resolve issues. Part of this money is also set aside for residents and volunteers to bid into for small amounts that will have a big impact to locally driven initiatives.

We continue to see reductions in all crime, of 4.3%, (Jan- Dec 2015 compared to Jan – Dec 2014) but continue to face challenges around violent crime and the underlying causes that contribute to people committing crime or disorder. We also recognise that reacting to issues with enforcement is not always the right route. Therefore the CSP will work alongside other key boards in the district such as the Health and Well-Being Board and Invest Thanet to tackle the root causes. Section 4 explains this in more detail.

As part of this we welcome the Margate Taskforce into the Community Safety Partnership structures. They have undertaken innovative activities using their 'Social Justice model' within their focus wards of Cliftonville West and Margate Central. Whilst they will continue to focus on these areas, the activity will be replicated in others areas of need across the district. Early 2016 will see a wider co-location of key agencies in the Council offices. This will mean better sharing of information and quicker multi-agency responses to problems.

There have been a number of threats across the UK and wider, that mean we need to continually re-assess where our resources are directed, to target them most effectively to have the greatest impact. 2016-17 sees a continuation of the thematic approach we introduced last year. This allows us to approach our work flexibly.

Our focuses for the year therefore are;

1. Reducing offending and Re-offending
2. Safeguarding our most vulnerable people
3. Improving Community Confidence and agency collaboration

As ever the views of residents are extremely important to us. We have undertaken a number of consultations on this document and appreciate regular feedback at our many public engagement sessions. Working together as agencies with the support of local organisations and residents will all help towards our aim of making Thanet a safer place.

**Chief Inspector Sharon Adley**  
**Thanet District Commander**  
**Kent Police**

**Cllr Lin Fairbrass**  
**Cabinet Member for Community Safety**  
**Thanet District Council**

## 2. Background and context

### 2. Who are Thanet Community Safety Partnership?

The Crime and Disorder Act 1998, changed the way crime and anti-social behaviour was to be tackled, as it is recognised that in order to be effective, agencies needed to work together to address the issues collectively. Each local area formed a Crime and Disorder Reduction Partnership (CDRP) which are now called Community Safety Partnerships (CSPs).

Thanet's Community Safety Partnership (TCSP) is made up of key statutory partners that must ensure specific obligations such as public engagement and delivery of an action plan are met.

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

We also work with a large number of other public and private sector partners as well as voluntary and community groups to collectively implement and deliver initiatives that will help all areas of Thanet become a safe place to live, work and visit.

### Why do we have a plan?

The Crime and Disorder Act 1998 places obligations on the Community Safety Partnership to produce an annual Community Safety Plan, to outline how all partners intend to work together to impact upon crime and disorder, substance misuse and reduce reoffending in the local area.

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

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

- *Kent Community Safety Agreement 2014-17*
- *Thanet District Council Corporate Plan 2015-19*
- *Kent Police Control Strategy 2015-2018*
- *Police Crime Commissioner Plan 2013-17*
- *Kent Fire and Rescue Service Safety and Wellbeing Plan (2016-18)*
- *Kent and Essex Police Gangs Strategy 2016*
- *Kent and Medway Domestic Abuse Strategy 2013- 16*
- *Kent and Medway Strategic Plan for Reducing Reoffending (2012-15)*
- *Legal Aid, Sentencing and Punishment of Offenders Act 2012*
- *Protection of Freedoms Act 2012*
- *Police Reform and Social Responsibility Act 2011*
- *Anti-Social Behaviour, Crime and Policing Act 2014*
- *Offender Rehabilitation Act 2014*
- *Children and Families Act 2014*
- *Helping Troubled Families turn their lives around (Home Office 2013)*
- *Prevent Strategy 2011*
- *Counter Terrorism and Security Bill 2015*
- *Ending Gang Violence and Exploitation 2016*
- *Information sharing Agreement for Kent and Medway v 4 (Last updated 2014)*



### 3. Key achievements for 2015/16

Last year's community safety plan focused on four themes with a total of 30 actions. 6 have been fully completed as this plan was being produced and the remaining 24 are well underway to completion. A summary of the key achievements in each theme can be found below.

#### **Safeguarding People vulnerable to committing or being a victim of crime**

- Strengthened the ways we work jointly to support vulnerable young people,
- Delivered intensive multi agency family support at 15 family support panels, and improved joint working with social services
- Working with the Home Office as part of the Ending Gangs and Youth Violence peer review and have shared best practice
- Challenged inappropriate out of area placements of vulnerable people
- Produced an e-learning package for training on Domestic Abuse legislation changes
- Raised awareness and shared best practice around Domestic Homicide reviews

#### **Reducing re-offending**

- Police continue to use personal body worn cameras as a visible deterrent and to improve evidence capture and 8 licensed premises have also adopted this provision
- Joint agency work in tackling repeat and persistent Anti-Social Behaviour
- Seconded an Early Help worker into the Margate Task Force to strengthen diversionary support to those at risk of offending
- Made better use of positive role models , through supporting the 'Say it' Child Sexual Exploitation programme intervention in local schools
- Delivered a gangs 'outreach' programme for young people, with St Giles Trust

#### **Tackling the drivers of crime and anti-social behaviour**

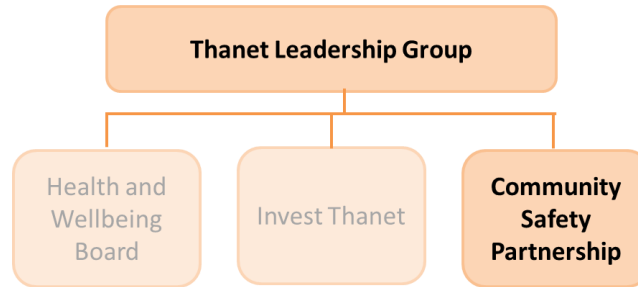
- Extended availability of 'One Stop Shop' support services, 14 'Neighbourhood Responsibility Panels' have been held, supporting 21 clients.
- Delivered additional training for front line workers around Mental Health, championing the dual diagnosis programme
- Co-ordinated and supported delivery of the Thanet Alcohol Strategy
- Undergone and delivered training on 'online safeguarding ' and 'Preventing Extremism'.
- Continued to support the Community Pastor Scheme – 58 patrols were carried out over peak periods, which equated to 1200 volunteer hours. Direct advice and support was given to 1758 people.

#### **Engaging with partners and the community**

- Reviewed existing engagement provision in schools – over 1500 pupils engaged with
- Consulted with young people through Kent Youth Service to understand their views
- Invited schools into the council to meet with CSP agencies
- Developed an extensive communications programme and continued to put messages out on all media platforms to raise awareness of CSP services and projects
- Held 17 public meetings and increased responses to our annual safety consultation , particularly including a younger demographic

## 4. Partnership Structure

The Community Safety Partnership is responsible to the Thanet Leadership Group and the Community Safety Working Party (sub group of Overview and Scrutiny Panel)



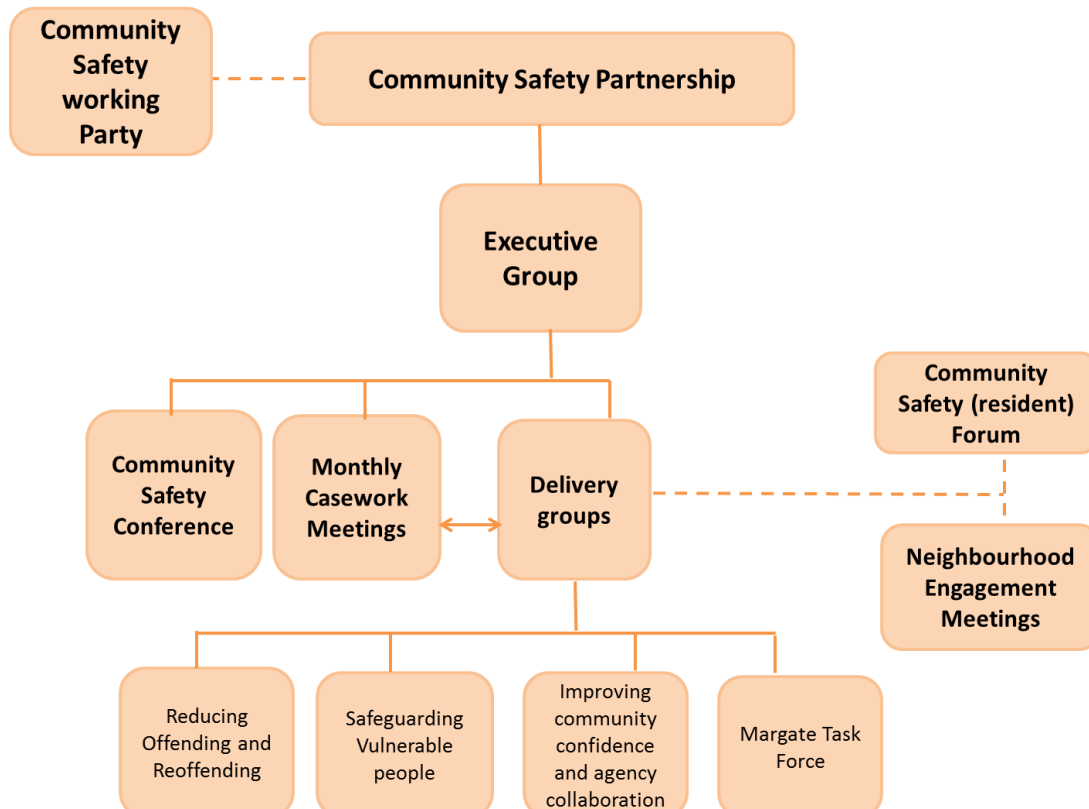
### Leadership Group

This group consists of senior managers of the key agencies and provides strategic oversight to the Community Safety Partnership, as well as other multi agency structures including the Health and Wellbeing Board and Invest Thanet. The purpose of the Leadership Group is to align these three boards around three strategic priorities for the district:

1. Safeguarding Young People
2. Improved Mental Health
3. Young People get the Best Start in Life

### Community Safety Partnership

Agencies of the partnership meet throughout the year via a number of different forums aimed at coordinating activity, monitoring trends and ensuring clear information sharing.



### **Executive Group**

Is made up of managers from the statutory agencies and other partners who oversee the decisions and direction of the Community Safety Partnership. They are responsible for agreeing and ensuring their organisations help to implement the Community Safety Plan.

### **Community Safety Partnership Scrutiny working group**

This group is coordinated by the District Council political members and provides a scrutiny function, ensuring all processes have been complied with and that partners are working together. The group also holds the agencies to account on delivery of the action plan.

### **Community Safety Conference**

This is an annual practitioner meeting where the strategic assessment data is reviewed and verified by wider partners, best practice is shared and ideas generated to inform and draft the annual community safety plan.

### **Delivery groups**

Thematic delivery groups ensure the Community Safety Partnership is delivered operationally. These groups focus on developing specific actions under each of the partnership themes, as well as driving forward any longstanding initiatives included within the partnership, such as the Margate Task Force, who along with the combined Community Safety Unit will now undertake activity district wide.

The delivery groups remain dynamically responsive to any issues as they emerge, whilst providing a partnership response to the Community Safety focus areas and are accountable to the Community Safety Partnership Executive Group.

### **Monthly (Multi-Agency) Casework Meetings**

The main operational meeting that meets monthly, is the Community Safety Casework Panel Meeting, and is attended by front line practitioners to review and discuss high and medium risk cases that require multi-agency enforcement. This is to ensure joined up working, prevent duplication and ensure information is shared reducing the chance of cases being ignored. There are spin off meetings that also meet to discuss additional risks and support needs, such as mental health and offender management.

### **Community Safety (residents) Forum**

This is a focus group that meets annually that includes local Councilors, neighbourhood watch coordinators, chairs of resident associations and other public groups to meet with senior managers from each of the CSP agencies to look at the strategic planning, discuss areas to focus on issues and find out about the progress of the partnership against its action plan. It is also an opportunity for residents to get involved in Community Safety projects.

### **Neighbourhood Engagement Meetings**

The partnership also delivers Neighbourhood Engagement Meetings to identify the issues that matter most to residents in our local communities. The district is divided into North, East, South and West geographical areas – with those living in more rural areas attending whichever location is closest and most relevant to them. A quarterly meeting takes place for each area.

The NEM meeting is attended by a range of partners including police officers and PCSOs for that area, district council representatives and KCC Wardens. Members of the community are free to pose questions or make observations about their area, even down to street level. Meeting dates are advertised on the Kent Police and Thanet District Council Websites in advance and are an opportunity to collectively problem-solve community safety issues.

## 5. How does it all work?

### Strategic Assessment

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

These themes are then compared with other districts and ranked against a number of factors, including volume, trend over time, resident's perception and how much it is felt the partnership can influence. The top ranked themes are analysed in greater depth, to help guide practitioners in formulating actions that they feel will have an impact on each focus area.

### Stakeholder Consultation

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

In December we held a Community Safety conference for practitioners to review provisional areas to focus on and in January ran a consultation event asking for residents views on wider community safety issues, as well as the proposed themes for 2016-17 to ensure we understand the issues that impact most on our communities.

### Producing the Plan

Following on from the data assessment and partner/public consultation, specific actions are developed by partners that aim to make an impact on the themes and focus areas that we have established. The plan is then delivered throughout the financial year of April – March, with regular performance monitoring to make sure we are achieving what we set out to.

### Scrutiny and monitoring

The Community safety Plan is reviewed and scrutinised by a series of groups including the Community Safety Working Party, CSP Executive and formal Council scrutiny meetings. Once agreed, further monitoring is undertaken throughout the year.



## 6. Our plans for 2016/17

There remains a continued need to target the resources we have most effectively to have the greatest impact around those that pose the greatest threat of risk or harm, whilst remaining flexible enough to adapt to issues quickly as they emerge.

A review of agency data shows that Thanet continues to face challenges across a number of crime types, as well as high demand on services, high levels of deprivation and unemployment.

Proposals for this year therefore continue to adopt a thematic approach, taking into consideration the ongoing strategies of CSP partners, by providing a series of aims which will continue to evolve and respond dynamically to issues as they emerge.

### 1. Reducing offending and Re-offending

#### We aim to:

- Divert first time entrants and repeat offenders from the criminal justice system
- Prevent low level anti-social behavior from escalating into criminality
- Tackle violence and crimes that cause the most harm to communities

### 2. Safeguarding our most vulnerable people

#### We aim to:

- Identify and support those susceptible to all forms of exploitation
- Break cycles of abuse and vulnerability
- Address isolation and improve community based support

### 3. Improving Community Confidence and agency collaboration

#### We aim to:

- Raise awareness and education of community safety activity across the district
- Integrate and co-locate services to improve delivery and replicate innovation
- Engage with and empower communities through positive re-enforcement
- Use reparation and volunteer support to improve the physical environment

## 7. Useful Phone Numbers

<b>Thanet District Council</b>	01843 577000
Thanet Gateway services	08458 247 202
<b>Kent Police</b>	<b>101</b> (In an emergency: <b>999</b> )
<b>Kent Fire and Rescue Service</b>	<b>01622 692121</b>
<b>Kent County Council</b>	03000 414141
KCA UK (formerly Kent Council for Addiction )	01795 590 635
<b>Eastern and Coastal Kent NHS</b> Patient advice and liaison service:	01795 590 635
<b>Kent Probation – Thanet Office</b>	03000 473218
<b>Hyde Housing Association</b>	0800 389 3576
<b>Turning Point</b>	0300 123 1186
<b>Kent Drug And Alcohol Action Team (KDAAT)</b>	01622 221676
<b>National Domestic Violence Helpline</b>	0808 2000 247
<b>Orbit South Housing Association</b> Thanet Office	0800 678 1221
Sanctuary Housing Association	0800 781 4755
<b>Southern Housing Association</b>	08456 120 021
<b>Town and Country Housing Association</b>	0845 873 1321
<u>Porchlight</u>	0800 5677699
<b>Victim Support</b>	0845 3030900
Crimestoppers	0800 555 111
Margate Task Force	01843 577 536

To find out who your local Police Community Support Officer and Police Constables are, or to see when your next neighbourhood meeting is visit [www.kent.police.uk](http://www.kent.police.uk) or For more information on any of the partnership, visit [www.thanetcommunitysafety.org.uk](http://www.thanetcommunitysafety.org.uk)

You can subscribe to our email distribution list by emailing: [community.safety@thanet.gov.uk](mailto:community.safety@thanet.gov.uk)

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The responsible authorities of the  
Thanet Community Safety Partnership are;



**Kent  
Police**

**National  
Probation  
Service**



**Thanet Clinical Commissioning Group**



**Kent Fire &  
Rescue Service**

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





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

To: **Overview and Scrutiny Panel – 09 February 2016**

Main Portfolio Area: **All Portfolios**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

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

### **For Decision**

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#### **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 15 December 2015. The report also presents a new format for reporting on the work programme by providing additional information on the indicative work programme for 2015/16 to enable Members to appreciate the work load for the Panel.
- 1.2 Brief progress comments for each sub group are included in Table 2 of the report. Chairmen and other Members of the working parties could provide additional comments during the debate of this item at the Panel meeting.

#### **Current Activities**

#### **2.0 Corporate Performance Review Working Party**

- 2.1 The next meeting of the working party is being arranged for 8 February 2016 and at that meeting Members will receive a Quarter 3 performance monitoring report. Officers will also be able to share with Members an outline of the measures of success and Key Performance Indicators (KPIs) for the new Corporate Plan and the progress made by the Council in implementing the action plan for improved corporate performance as advised by the Peer Review report.

#### **3.0 Community Safety Partnership Working Party**

- 3.1 The sub-group met on 14 December 2015 and received performance monitoring reports on crime statistics in the district and the activities that had been undertaken by the partnership in engaging with the community. Of particular note was the comment by Chief Inspector Sharon Adley that the rolling year statistics still showed a reduction in all crime reported – with good reductions in crime categories such as burglary dwelling.
- 3.2 The meeting was also advised that Thanet currently had a police officer and a PCSO who specifically focus on domestic abuse and work closely with our partner agencies

to reduce repeat victims and repeat offending. The Partnership had received £33,116 from the Police and Crime Commissioner and part of that fund was being used to buy up advert spaces in local newspapers to put out good messages about the CSP's achievements.

#### 4.0 Electoral Registration Process Review Task & Finish Group

4.1 After the sub-group meeting on 8 October 2015, officer drafted a letter in November that was sent out to the Cabinet Officer requesting for resource support for improved voter registration in Thanet. Council was now awaiting a response from Government.

#### 5.0 Key Agenda Items for Future Overview & Scrutiny Panel Meetings

5.1 Table 1 highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2015/16. The items are sourced from the Forward Plan, whilst others are standing items or would have been requested by Panel or non-Panel Members. Table 2 reports on progress to date on the activities of all the sub groups set up by the Panel in 2015/16.

5.2 Terms of reference of each of the current sub groups are set out at the end of the report for ease of reference by Members during Panel debates.

#### 6.0 The Sub Group Activities and Watching Briefs Report Updates Table 2

6.1 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) **Watching briefs** – possible additions to the work programme. The Panel will need to decide whether to undertake work on them, and if so, how the work will be organised in the light of progress towards policy development of the issue by the decision make.

**Table 1 – Current OSP Work Programme for 2015/16**

Overview & Scrutiny Panel Meeting Date	Indicative Agenda Items	Issue Source
<b>26 January 2016 (extra meeting)</b>	Budget and Medium Financial Plan 2016-2020	Budget & Policy Framework - Forward Plan
<b>09 February 2016</b>	Agreement of Community Safety Partnership Plan for 2016-17	Policy Framework – Forward Plan
	Review of Overview & Scrutiny Panel Work Programme	Standing Agenda Item - OSP terms of reference
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

<b>26 April 2016</b>	Cabinet Member Presentation	
	Review of Overview & Scrutiny Panel Work Programme	Standing Agenda Item – OSP terms of reference
	OSP Annual Report to Council 2015-16	Standing Agenda Item - OSP terms of reference
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>24 May 2016</b>	Establishing 2016-17 OSP Work Programme	Standing Agenda Item - OSP terms of reference
	Agree draft terms of reference of each of the newly established sub committees	OSP terms of reference
	Agreeing Membership for the sub committees	OSP terms of reference
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

**Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2015/16**

<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
<b>Date of Establishment</b> <b>01.10.09</b> Community Safety Partnership Working Party	Cllr Elenor (Chairman) Cllr Bambridge Cllr Campbell Cllr Curran Cllr Dixon Cllr Falcon	Martyn Cassell;	The group met on 14 December to receive a progress update on crime statistics in Thanet and 'Engaging with Partners and the Community.' Another meeting has also been arranged for 1 February 2016 to review the proposed Community Safety Partnership Plan for 2016/17	On going
<b>Date of Establishment:</b> <b>28.05.08</b> Corporate Performance Review Working Party	Cllr G. Coleman-Cooke (Chairman) Cllr Bambridge Cllr Campbell Cllr Connor Cllr Curran Cllr Denis Vacant (UKIP seat)	Tim Willis; Nicola Walker	The sub-group last met on 14 September 2015. The next meeting for the sub-group is on 8 February 2016 when the Members will receive TDC corporate performance reports for Q3. They will also receive performance reports from EK Services, EKHR and EK Housing.	On going

<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
<b>Date of Establishment:</b> <b>29.05.12</b> Electoral Registration Process Review Task & Finish Group	Cllr K. Gregory (Chairman) Cllr Campbell Cllr G. Coleman-Cooke Cllr Connor Cllr Falcon Cllr Game	Cliff Robinsons; Lyn Davey	The sub-group met on 8 October 2015 and assigned officer the task to draft a letter to Cabinet Office seeking resource support to improve voter registration in Thanet.	On going
<b>Presentations</b>				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
<b>Watching Brief Items</b>				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP made recommended that the response from the Chairman of the KCC Health Overview & Scrutiny Committee be forwarded to Full Council on 15 October 2015.  The Panel also agreed to keep a watchful 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.	OSP keeping a watching brief on the issue
Proposed review of the Winter Gardens as a major events venue	OSP	Head of Economic Development & Asset Management	On 18 August 2015, Panel Members agreed to maintain a watching brief on the issue and to await the completion of the current tenancy agreements review being conducted by the Executive.	OSP keeping a watching brief on the issue

## 8.0 Corporate Implications

### 8.1 Financial

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

### 8.2 Legal

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

### 8.3 Corporate

8.3.1 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.

8.3.2 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.

### 8.4 Equalities

8.4.1 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.

## 9.0 Recommendation

9.1 Members are asked to note the report.

## 10.0 Decision Making Process

10.1 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

None	N/A
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### Background Papers

Title	Details of where to access copy
None	None

### Corporate Consultation Undertaken

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

## **Additional Notes: Terms of Reference of the OSP Sub Groups**

All sub groups are required to report back regularly to the Panel

### **Community Safety Partnership Working Party**

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.

### **Corporate Performance Review Working Party**

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.

### **Electoral Registration Process Review Task & Finish Group**

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.

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## FORWARD PLAN AND EXEMPT CABINET REPORT LIST

To: **Overview and Scrutiny Panel – 09 February 2016**

Main Portfolio Area: **All**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

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**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**

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#### **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](http://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

**13 JANUARY 2016 TO 30 JUNE 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](mailto: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](mailto: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

Leader of the Council

Councillor Lin Fairbrass

Deputy Leader of the Council and Cabinet Member for Community Services

Councillor Derek Crow-Brown

Cabinet Member for Corporate Governance

Councillor John Townend

Cabinet Member for Financial Services and Estates

Councillor Suzanne Brimm

Cabinet Member for Operational Services

Councillor Hunter Stummer-Schmertzing

Cabinet Member for Regeneration and Enterprise Services

### 13 January 2016 to 30 June 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
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  19 Jan 16  4 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 2016-17 and Medium Financial Plan 2016-2020	Cabinet to agree the draft budget	1.Cabinet  Overview & Scrutiny Panel  Cabinet  Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Jan 16  26 Jan 16  28 Jan 16  4 Feb 16	Policy Framework		Cabinet report Overview & Scrutiny Panel report  Extraordinary Cabinet report  Council report
Council Tax Base	To agree the base for Council Tax for budget setting	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Jan 16	Budget setting		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	19 Jan 16  4 Feb 16	Key		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
Pierremont Hall	Review progress of negotiations with the Town Council following their Community Right to Bid, and give consideration to a Community Asset Transfer or approve sale on the open market.	1.Cabinet 2.Lesley Trim, Estates Surveyor	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Jan 16	Key		Cabinet report
Retort House	To enable Cabinet to consider a Community asset Transfer if the Community Right to Bid does not proceed.	1.Cabinet 2.Lesley Trim, Estates Surveyor	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Jan 16	Key		Cabinet report
Selective Licensing in Cliftonville West and Margate Central*	Cabinet to determine whether to designate an area in Cliftonville West and Margate Central for the purposes of selective licensing	1.Overview & Scrutiny Panel  Cabinet 2.Richard Hopkins, Housing Regeneration Team Leader Tel: 01843 577402	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	15 Dec 15  19 Jan 16	Key		Overview & Scrutiny Panel 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
Empty Property Project - Purchase of adjoining land 69-73 King Street, Ramsgate**	To seek authority to purchase of adjoining land 69-73 King Street, Ramsgate	1.Cabinet 2.Richard Hopkins, Housing Regeneration Team Leader Tel: 01843 577402	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Jan 16	Non-Key	The matter under consideration is in connection with commercially sensitive information regarding commercial negotiations between the Council and a third party. The purpose of the negotiations is to maximise the commercial interests of Council and the handling of such issues requires that such information be kept confidential and therefore exempt from publication in the public domain. Any disclosure of such information may compromise the negotiating position of Council. Keeping the information exempt is therefore in the interest of Council in particular that of the public interest in general.	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
Agreement of Community Safety Partnership Plan for 2016-17	This ensures that the Council meets its statutory obligation of the Crime and Disorder Act 1998 in bringing together partners	1. Community Safety Partnership Working Party  Overview & Scrutiny Panel  Cabinet  Council 2. Martyn Cassell, Community Safety and Leisure Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	1 Feb 16  9 Feb 16  3 Mar 16  31 Mar 16	Policy Framework		Community Safety Partnership Working Party report  Overview & Scrutiny Panel report  Cabinet report  Council report
Council Tax 2016-17	Council to agree Statutory Resolution	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	Policy Framework		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 Christopher T Wells, Leader of the Council	8 Feb 16  3 Mar 16	Non-Key		Corporate Performance Review 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
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	3 Mar 16	Key		Cabinet report
Housing Revenue Account New Build Programme	Approve the delivery of 58 new affordable homes in Thanet and budget expenditure.	1.Cabinet 2.Lauren Hemsley, Senior Housing Strategy Officer Tel: 01843 577062	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	3 Mar 16	Key		Cabinet report
Housing Intervention Progress Report	Approval of the intervention programme and budget expenditure.	1.Cabinet 2.Ashley Stacey, Strategic Housing Officer	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	3 Mar 16	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
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	Not before 31st May 16  Not before 31st May 16  Not before 31st May 16	Policy Framework		OSP report  Cabinet report  Council report
<p>NOTE 1 *The decision on 'Selective Licensing in Cliftonville West and Margate Central' is Urgent and therefore should be exempt from call-in by the Overview &amp; Scrutiny Panel. The decision is Urgent because, if Cabinet decide to make a designation, it must, owing to statutory requirements, be confirmed on or before 20 January 2016 if a continuous selective licensing scheme is to be achieved. Calling in the decision would delay the making of a designation and prejudice the Council's interest in particular and that of the public in general.</p>							
<p>NOTE 2 **The matter under consideration is in connection with commercially sensitive information regarding commercial negotiations between the Council and a third party. The purpose of the negotiations is to maximise the commercial interests of Council and the handling of such issues requires that such information be kept confidential and therefore exempt from publication in the public domain. Any disclosure of such information may compromise the negotiating position of Council. Keeping the information exempt is therefore in the interest of Council in particular that of the public interest in general.</p>							

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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.