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Date: 18 April 2016
Our ref: OSP/Agenda
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OVERVIEW & SCRUTINY PANEL

26 APRIL 2016

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 26 April 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, Martin and Parsons

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 09 February 2016, copy attached.
4. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2015/16**
(Pages 5 - 12)
5. **ANNUAL OVERVIEW & SCRUTINY PANEL REPORT TO COUNCIL FOR 2015/16**
(Pages 13 - 22)
6. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR THE PERIOD 13 APRIL 2016 - 28 FEBRUARY 2017** (Pages 23 - 36)

Declaration of Interest form - back of agenda

Item
No

Subject



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OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 9 February 2016 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

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

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

42. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Connor and Councillor Dennis.

43. DECLARATIONS OF INTEREST

There were no declarations of interest.

44. MINUTES OF PREVIOUS 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 15 December 2015.

45. MINUTES OF EXTRAORDINARY OSP MEETING

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

46. OVERVIEW AND SCRUTINY PANEL RECOMMENDATIONS

Madeline Homer, CEx explained to Members that although Cabinet did not accept, the executive acknowledged the OSP concerns and suggested that the Panel includes within its work programme a review of the process of prioritisation for capital projects. They however added that this scrutiny would not involve the Panel 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.

Members noted the report.

47. THANET COMMUNITY SAFETY PLAN FOR 2016-2017

Penny Button, Head of Safer Neighbourhoods gave a rundown of the key aspects of the new format for the draft Thanet Community Safety Partnership Plan for 2016/17. The main features of the new approach are that the Plan now highlights key priorities for three themes which are:

1. Reducing offending and reoffending;
2. Safeguarding our most vulnerable people;
3. Improving community confidence and agency collaboration.

Each of these themes will have a delivery group whose initial task would be to provide details of the action plan for their respective theme priorities. The officer then requested the Panel to offer suggestions and recommend the draft Plan to Cabinet for onward submission to Council.

Members acknowledged that this was a new approach and it would take them some time to get used to it. They were concerned that no action plans had been identified at the early stages of drafting the Plan and that there were some community safety concerns like crime and antisocial behaviour where the Partnership ought to show that they have a proactive Plan to tackle these issue as opposed to having a reactive approach.

Members reiterated the point that the Plan ought to address perception issues that the Partnership was proactive and not reactive to fighting crime in the district. Penny Button said that the action plans would be ready in May 2016. She said that the new approach would offer flexibility to the Partnership in order to reactive to emerging issues during 2016/17. One Member advised that officers could consider inviting the Thanet Independent Police Advisory Group to the Partnership's stakeholder meetings and in response officers said that they were aware of the Group and would be inviting them to future stakeholder meetings.

The Chairman said that officers would need to reword some sections of the draft Plan to include Member suggestions so that the Plan is viewed as being proactive.

Councillor Campbell proposed, Councillor Parsons seconded and Members agreed to that subject to the suggested changes to the wording of some sections of the draft Plan, that, taking into consideration recommendations from the Community Safety Partnership 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 for onward submission to Council.

48. REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2015/16

Madeline Homer advised the meeting that Martyn Cassell would be leaving the Council's employment and thanked him for the support he provided to the work of the Panel.

Councillor Campbell proposed, Councillor D. Saunders seconded and Members agreed to formally thank Mr Martyn Cassell for the support he gave to the work of the Overview and Scrutiny Panel, particularly for the Community Safety Partnership Working Party.

Madeline Homer also advised the meeting that she was working on the terms of reference of the QEQM Hospital Cabinet Advisory Group.

Members noted the report.

49. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR THE PERIOD 13 JANUARY 2016 - 30 JUNE 2016

Councillor Campbell, proposed, Councillor Bambridge seconded and Members agreed that Councillor Stummer-Schmertzling, Cabinet Member for Regeneration and Enterprise Development be invited to next meeting of the Panel to make a presentation on issues relating to Thanet Regeneration.

However the Chairman said that in order for him to invite Councillor Stummer-Schmertzling, Members across the political groups ought to forward to him specific questions that they would like the portfolio holder to come and address. These questions could be sent to the Panel Chairman after the meeting.

Members noted the report.

Meeting concluded: 7.35 pm

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

To: **Overview and Scrutiny Panel – 26 April 2016**

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 09 February 2016. 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 working party met on 8 February 2016 and received Quarter 3 performance monitoring reports from TDC, EK Services, EKHR and EK Housing. Officers also shared with Members an outline of the proposed 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.
- 2.2 The EK Services report highlighted the fact that staff had worked under significant pressure due to the implementation of the single system project that saw one platform set up for revenue and benefits for Thanet District Council, Dover District Council and Canterbury City Council. Universal Credit system had now been set up for the three partner councils.
- 2.3 Member suggested that the use of tablets and smart phones had increased exponentially and EK Services could consider creating website linkages on common areas across the partner authorities. In response officers said that they were exploring various web application options.

- 2.4 Members were advised that Council had produced a Position Statement in preparation for the follow-up Peer Review that was then conducted over two days on 25-26 February 2016. A Members Briefing was held to share the contents of the Statement with all councillors. A part of its corporate performance overview, the working party was now awaiting the Council's response to the feedback from the review.

3.0 Community Safety Partnership Working Party

- 3.1 The sub-group met on 1 February 2016 and received an update on crime statistics for the district as well as a monitoring report which summarised activities that had been undertaken by the partnership agencies in delivering the Community Safety Plan during 2015-16. Of particular note was the comment by Chief Inspector Sharon Adley that the rolling year statistics still showed a reduction in all crime reported, particularly in victim based crime; with good reductions in crime categories such as burglary dwelling.
- 3.2 Officers reviewed the reports and discussed a number of areas of activity that have taken place during this year. This included the work of the Margate Task Force which had now been collocated into the Community Safety Unit at the Council and localised fund for voluntary groups to bid into for small scale community safety initiatives. Discussions were also had around the national 'Prevent' agenda, and workshops that were being help to raise awareness of this and the 'Channel' process to support individuals who may be at risk of radicalisation.

Members also discussed proposals to develop a support hub for minority groups and reminded members of the Community Safety Fund that could be accessed by any local groups from any part of the district to support work they may be considering in this area.

- 3.3 In response to the officer report, Members observed that vulnerability to radicalisations was made worse because of increased levels of deprivation. They suggested that money spent on youth activities was money well spent as such initiatives were meant to work with the youth at an early age and help prevent radicalisation.
- 3.4 Members also reviewed the proposed Community Safety Plan for 2016-17 and acknowledged the proposed focus areas of: Reducing Reoffending, Safeguarding Vulnerable People and Community Confidence and agency Collaboration. Delivery groups would be reporting back in due course with additional actions and outcomes.

4.0 Electoral Registration Process Review Task & Finish Group

- 4.1 The sub group has not met since the last meeting of the Overview & Scrutiny Panel. After their last meeting in October last year, officers then drafted a letter in November that was sent out to the Cabinet Office requesting for resource support for improved voter registration in Thanet. Council has since received communication from the Cabinet Office indicating that a financial package had been agreed in principle and that Councils will be advised of the details in due course.
- 4.2 Members met again on 11 April 2016 and considered the following items on their agenda:
- a) Latest registration figures over the last 6 months;
 - b) Raising awareness/ take up of registration options;
 - c) Polling Districts;
 - d) End of year recommendations to the Overview & Scrutiny Panel.

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.

5.0 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
26 April 2016	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
24 May 2016	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

Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Elenor (Chairman) Cllr Bambridge Cllr Campbell Cllr Curran Cllr Dixon Cllr Falcon	Penny Button; Jessica Bailey	The group met on 1 February 2016 to review the proposed Community Safety Partnership Plan for 2016/17 which they recommended for adoption to the Panel.	On going
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 Dennis Cllr Jay-Jones	Tim Willis; Nicola Walker	The sub-group last met on 8 February 2016 and received the TDC corporate performance reports for Q3. They also got an update on performance reports from EK Services, EKHR and EK Housing.	On going
Date of Establishment: 29.05.12 Electoral Registration Process Review Task & Finish Group	Cllr K. Gregory (Chairman) Cllr Campbell Cllr G. Coleman-Cooke Cllr Connor Cllr Falcon Cllr Game	Claire Hawken	The sub-group met on 8 11 April 2016 and received a report that showed that there was improved voter registration in the district. However there were some areas where low voter registration was prevalent and the Electoral Services Team was working strategies to improve the uptake of registration in those areas.	On going
Presentations				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
Watching Brief Items				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to Full Council on 15	OSP keeping a watching brief on the issue

Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
			<p>October 2015 and Members noted the report.</p> <p>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.</p> <p>The cross-party QEQM Hospital Cabinet Advisory Group will have their first meeting on 21 April 2016 to agree their terms of reference and work programme.</p>	
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

7.0 Corporate Implications

7.1 Financial

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

7.2 Legal

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

7.3 Corporate

7.3.1 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.

7.3.2 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.

7.4 Equalities

7.4.1 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.

8.0 Recommendation(s)

8.1 Members are asked to note the report.

9.0 Decision Making Process

9.1 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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OVERVIEW & SCRUTINY PANEL ANNUAL REPORT TO COUNCIL 2015/16

To: **Overview & Scrutiny Panel – 26 April 2016**

By: **Cllr D. Saunders, Chairman of the Overview & Scrutiny Panel**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: This agenda item allows the Chairman of the Overview and Scrutiny Panel to outline the achievements of the Panel covering the period 2015/16 and agree a report to Council, which would note any suggestions made by the Panel on possible work programme items for 2016/17.

For Decision

1.0 Introduction and Background

- 1.1 Thanet District Council's Overview & Scrutiny Panel is entitled to make an annual report to the Annual Meeting of Council. This report summarises the key achievements of the Overview & Scrutiny Panel during 2015/16 and indicates the Panels' suggested priorities for 2016/17.
- 1.2 The Panel unanimously agreed at the beginning of the 2015/16 to disregard political proportionality when setting out the membership of the working parties/task & finish groups. Each of the sub-group membership was set at seven to have 3 UKIP, 2 Conservative, 1 Labour and 1 Democratic Independent Group. Members established three working parties which were the Corporate Performance Review Working Party, Community Safety Partnership Working Party and Electoral Registration Process Review Task & Finish Group.
- 1.3 During this municipal year, the Chairman of the Panel presented to Council five reports on the scrutiny activities being undertaken. The main focus of the reports came from the work activities of the Corporate Performance Working Party and Community Safety Working Party.
- 1.4 Annex 1 highlights the terms of reference for the three sub groups that were on the Panel's work programme for 2015/16.

2.0 Induction training of the Overview & Scrutiny Panel

- 2.1 The Panel would like to acknowledge that the induction training that was provided to all members of the Panel at the start of the current municipal year was helpful as it provided newly elected Members with an initial insight into the role and function of the Overview & Scrutiny Panel in the Council's decision making and policy development process. It increased the confidence

and helped create a better understanding for Members who were new to the role of a councillor after the May 2015 elections.

3.0 Community Safety Partnership Working Party

- 3.1 The working party performed the statutory scrutiny function of the Community Safety Partnership on behalf of the Panel and reports back any recommendations for consideration to the main Panel.
- 3.2 They received update reports on how the Partnership was tackling crime and anti-social behaviour in the district. Members also discussed the national 'Prevent' initiative, and workshops that were being held to raise awareness of this and the 'Channel' process to support individuals who may be at risk of radicalisation.
- 3.3 The sub-group considered and recommended to the Panel, the draft Community Safety Plan for 2016/17. The Panel considered the draft Plan at its meeting of 26 March before making recommendations to Cabinet.

4.0 Corporate Performance Review Working Party

- 4.1 Some Members felt that as a sub-group, their review work had covered a wide brief that involved various Council projects, housing, street cleaning, selective licensing, transport and local plan. At each meeting, Members were able to talk openly and raised points with the officers and if answers were not readily available officers would provide that information forthcoming at a later date, outside the meeting.
- 4.2 Members felt that some of the issues that they raised during meetings were taken into consideration by officers and amendments made to recommended courses of Cabinet and or officer decisions. One of the issues that were of concern to some Members was the East Kent Housing Delivery Plan 2016/17 that listed priorities and promises that were commendable but it was felt to be both unworkable and unrealistic in its content. This was due to the vague nature of some of the promises within the plan and lacked information on substantive action points.
- 4.4 During this year, the sub group received tremendous support from senior officers from EK Services, EK Housing and TDC. It is hoped that in 2016/17 the sub group will be able to carry-out a time specific significant one off review on an issue of their choice that falls within their terms of reference. It is hoped that the outcome of that review project would inform the improvement of the council's corporate performance.

5.0 Electoral Registration Process Review Task & Finish Group

- 5.1 The sub-group received a review report regarding how the Council had managed the May 2015 Elections. These Elections posed some significant electoral administration challenges due to the requirement to manage for the first time Parliamentary, District and Parish/Town Councils elections being held on the same day. This was in addition to the recent major changes brought about by the introduction of the new Individual Electoral Registration system.

- 5.2 Members gave credit to the Electoral Services Team for a job well done in successfully managing the May Election considering the significant challenges that the department faced during this election.
- 5.3 It is commendable that the sub-group suggested that in order to enhance the voter registration in the District and given the uncertainties around the future of the annual canvass process; representations be made to the Cabinet Office, to ensure the Government continues to adequately fund the IER process and so ensure there is effective promotion.
- 5.4 These representations to the Cabinet Office were made in a letter sent out on 18 November 2015 and the letter requested for continued Government funding of the Individual Electoral Registration (IER) process in years to come to ensure effective resource availability to promote registration. Council received a Cabinet Office update that was also sent out to all other local Councils on 31 March 2016. In the correspondence the Cabinet Office indicated that they had agreed, in principle, a finance package for IER with Her Majesty's Treasury for the next four years.
- 5.5 The Cabinet Office will fully fund the net costs associated with the introduction of IER for 2016/17. They will provide Local Authorities with further information about the initial allocations in April and hope to make financial transfers before the end of May. As in previous years, there will be another Justification Led Bid (JLB) process starting in January during which Local Authorities can bid for further funding if required
- 5.6 As the May 2016 Kent Police and Crimes Commissioner Election day draws closer, preparatory work that includes recruitment and training of count and polling station staff, is ongoing.
- 6.0 Watching Brief Issue: QEQM Hospital Services Review by East Kent Hospitals University Foundation Trust (EKHUFT)**
- 6.1 The Panel has noted that the Leader of Council has set up a cabinet advisory group on the subject and their first meeting is scheduled for 21 April 2016. No new information has been produced by EKHUFT to date.
- 7.0 Watching Brief Issue: TDC Artefacts Collection Management Review at the Margate Museum**
- 7.1 This issue was carried forward from the previous municipal years. The Panel received an officer report and on 18 July 2015 recommended to Cabinet that 'the application for external funding through the Heritage Lottery Fund be pursued as a matter of priority.'
- 7.2 In response on 22 October 2015 Cabinet agreed 'that delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.
- 7.3 Recent staff vacancies has meant that it has not been possible to advance this bid but it will now be taken forward by the new Director of Community Services, Rob Kenyon.

7.4 Feedback from Panel Members

- 7.4.1 In preparation for this report some Members have given feedback that the current scrutiny work programme and approach does not lend itself to robust pre-decision scrutiny and as a result they felt that the Panel has had a limited role to play in policy development. They indicated that the impact of scrutiny in the decision making process has been limited particularly with regards to 'holding decision makers to account' and acting as 'check and balance' to the executive. Annex 2 has the list of questions that Panel members had to consider in providing their feedback.
- 7.4.2 During this municipal year, the Panel has not undertaken any external scrutiny investigation on an issue which affects the local area.
- 7.4.3 The Panel could consider whether it would like to recommend that Cabinet supports an approach for the Panel or its sub-committees to undertake time limited one off reviews of significant policy or other corporate matters for consideration by Cabinet whilst taking in to account the demands on Officer time.

8.0 Call-In of Cabinet Decisions

- 8.1 The Panel called-in one Cabinet decision in 2015/16, on Manston Airport. The report required Cabinet Members to make a decision on the way forward regarding identifying an indemnity partner if Council were to go ahead with making an application for the Compulsory Purchase Order (CPO) of Manston Airport.
- 8.2 The Cabinet decision was:
- a. That having reviewed its position, details of which are contained in the Cabinet report, that no further action be taken at the present time on a CPO of Manston Airport, on the basis that RiverOak do not fulfil the requirements of the Council for an indemnity partner;
 - b. To note that this is the second time that RiverOak have not fulfilled the requirements of the Council for an indemnity partner.
- 8.3 The Panel agreed to take no further action regarding this matter. Both the Cabinet and Panel meetings generated a significant level of public interest and Member debate.

9.0 Cabinet Presentations at OSP Meetings

- 9.1 The Panel engaged the Leader of Council and the Cabinet Member for operational Services at two separate meetings on 18 August and 15 December 2015 respectively. The Leader shared the Cabinet vision with regards to the Council's new corporate priorities and values for 2015/19. This debate was significant in that it established the executive's position for the new budget proposals for 2016/17.
- 9.2 The Operational Services Portfolio Holder presentation advised the Panel that Cabinet were working on a new Open Spaces and Parks Strategy for Thanet for the next twenty years. The Panel awaits the public consultation process and the finalised Strategy document.

10.0 Corporate Implications

10.1 Financial and VAT

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

10.2 Legal

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

10.3 Equity and Equalities

10.3.1 There are no equity and equalities implications arising directly from this report. However it is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.

11.0 Recommendations

11.1 The Panel may wish to make recommendations regarding the information outlined in section 7.4 of the report.

11.2 To agree that the Chairman presents the Annual Report to the next scheduled Full Council meeting.

12.0 Decision Making Process

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

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

Annex List

Annex 1	Terms of Reference for TFGs/Working Parties – 2015/16
Annex 2	Questionnaire used for sourcing additional Member views

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

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

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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Proposed Questionnaire for OSP Working Parties – 2015/16

The Listed Questions are meant to provide guidance for writing up the working parties Annual Reports.

(Attached are the Working Party Terms of Reference for Members' Guide)

1. What recommendations did you submit to the Overview and Scrutiny Panel during 2015/16?

2. What changed as a result of the recommendations that came from your Working Party/Sub Group?

3. Do you think that your Working Party/Sub Group has scope for a continued contribution to the Council's scrutiny programme in 2015/16? If so, what is it that you think could further be achieved through the work of the Working Party/Sub Group in 2016/17?

4. State any other recommendations you would like the Overview and Scrutiny Panel to consider in relation to methods of working or the Working Party/Sub Group brief.

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FORWARD PLAN AND EXEMPT CABINET REPORT LIST

To: **Overview and Scrutiny Panel – 26 April 2016**

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

13 APRIL 2016 TO 28 FEBRUARY 2017

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

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 April 2016 to 28 February 2017

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 Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Cabinet to adopt a statement of principles, to determine level of monetary penalties, and to delegate enforcement arrangements.	1.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	28 Apr 16	Non-Key		Cabinet report
Result of the soft market testing exercise for an indemnity partner for a CPO at Manston Airport	Consideration of a formal procurement process if the exercise identifies appropriate interest.	1.Cabinet 2.Tim Howes, Director of Corporate Governance and Monitoring Officer	Councillor Christopher T Wells, Leader of the Council	28 Apr 16	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
Outturn Report Corporate Plan 2012-2016	Final report on the achievements against the previous Corporate Plan	1. Corporate Performance Review Working Party Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 16 Jun 16 16 Jun 16 14 Jul 16	Non-Key		CPRWP report Cabinet report Council report
Budget Monitoring Qtr1	Update on Qtr 1 Budget Monitoring	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Sep 16	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
Performance Report Qtr 1	Update on Qtr 1 Performance Report	1. Corporate Performance Review Working Party Overview & Scrutiny Panel Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 30 Jul 16 16 Aug 16 8 Sep 16 13 Oct 16	Non-Key		CPRWP report OSP report Cabinet report Council report
Agreement of Council Safeguarding Children and Vulnerable Adults Policy	This ensures that the Council meets its statutory obligations around safeguarding.	1. Cabinet 2. Penny Button, Head of Safer Neighbourhoods	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	28 Jul 16	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
Updated Air Quality Technical & Planning Guidance 2016	<p>The principle aim of the AQ Technical & Planning Guidance is to coordinate an emission mitigation approach to the improvement of air quality across Thanet.</p> <p>This will enable key issues, including road traffic, transportation and development, to be addressed in an integrated manner and will assist in the promotion of effective Air Quality monitoring, management and education across a broader geographic area.</p> <p>The report seeks Cabinet approval to amend the Air Quality Action Plan to include updated Technical Planning Guidance.</p>	<p>1. Cabinet 2. Amanda Berry, Environmental Health Officer</p>	<p>Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services</p>	<p>28 Jul 16</p>	<p>Non-Key</p>		<p>Cabinet report</p>

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	16 Aug 16 8 Sep 16 13 Oct 16	Policy Framework		OSP report Cabinet report Council report
Outturn 2015/16	Cabinet to review the financial performance of the Council for the year 201/16 and agree movements to reserves.	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Sep 16	Key		Cabinet report
Budget Strategy 2017/18	Cabinet to agree the budget strategy for 2017/18 budget	1. Overview & Scrutiny Panel Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16 17 Nov 16	Budget setting		OSP 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 Qtr2	Update on Qtr2 Budget Monitoring	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16	Non-Key		Cabinet report
Agreement of Events Policy	This ensures that the Council has a clear decision making process and charging policy.	1. Overview & Scrutiny Panel Cabinet 2. Suzie Hooper, Events and Community Projects Officer	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	16 Aug 16 20 Oct 16	Non-Key		OSP report Cabinet report
Performance Report Qtr 2	Update on Qtr 2 Performance Report	1. Corporate Performance Review Working Party Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 28 Oct 16 17 Nov 16 1 Dec 16	Non-Key		CPRWP 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
Fees and Charges 2017/18	Council to agree the fees and charge 2017/18	1. 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	25 Oct 16 17 Nov 16 1 Dec 16	Budget setting		OSP report Cabinet report Council report
Treasury Management Strategy 2017/18	To agree the Councils Treasury Management Strategy	1. Governance and Audit Committee Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	7 Dec 16 17 Jan 17 9 Feb 17	Budget setting		G&A 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 and Medium financial Plan 2017-2021	To agree the draft budget 2017-2021	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	17 Jan 17 26 Jan 17 31 Jan 17 9 Feb 17	Budget setting		Cabinet report OSP report Cabinet No.2 report Council report
Mid Year Treasury Report 2016-17	Update on Treasury Performance for Mid year	1.Governance and Audit Committee Cabinet Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	7 Dec 16 17 Jan 17 9 Feb 17	Non-Key		G&A Committee report Cabinet report Council report
Budget Monitoring Qtr3	Update on Qtr 3 monitoring	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	31 Jan 17	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
Performance Report Qtr3	Update on Qtr3 monitoring	1. Corporate Performance Review Working Party Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 13 Jan 17 31 Jan 17 23 Feb 17	Non-Key		CPRWP report Cabinet report Council report
Council Tax Base 2017/18	To agree the Council Tax Base	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Budget setting		Cabinet report
Council Tax - Statutory Resolution	To agree the Statutory Resolution	1. Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	23 Feb 17	Budget setting		Council report

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a personal interest?

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

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

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

Effect of having a personal interest in a matter

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

When an exemption may be applied

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

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

Is my personal interest also a prejudicial interest?

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

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

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

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

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

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

What if I am unsure?

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

DECLARATION OF PERSONAL AND, PERSONAL AND PREJUDICIAL INTERESTS

MEETING

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

IS YOUR INTEREST:

PERSONAL

PERSONAL AND PREJUDICIAL

NATURE OF INTEREST:

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

NAME (PRINT):

SIGNATURE:

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

