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Date: 16 January 2017
Our ref: Overview & Scrutiny Panel/Agenda
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OVERVIEW & SCRUTINY PANEL

26 JANUARY 2017

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Thursday, 26 January 2017** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor D Saunders (Chairman); Councillors: G Coleman-Cooke (Deputy Chair), Ashbee, Campbell, Connor, Curran, Dennis, Dexter, Dixon, Falcon, Hayton, Jaye-Jones, Martin, Parsons and Rusiecki

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 13 December 2016, copy attached.
4. **EXCEPTIONAL HARDSHIP SCHEME**
report to follow
5. **BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2017-2021**
report to follow
6. **REVIEW OF OSP WORK PROGRAMME FOR 2016/17** (Pages 5 - 18)
7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 07 DECEMBER 2016 - 31 MAY 2017** (Pages 19 - 32)

Item
No

Subject

Declaration of Interest form - back of agenda



Please scan this barcode for an electronic copy of this agenda

OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 13 December 2016 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Bayford, Campbell, Curran, Dennis, Dexter, Dixon, Falcon, Hayton, Jaye-Jones, Martin and Piper

In Attendance: Councillors: K Coleman-Cooke, Piper, M Saunders, Taylor-Smith and Tomlinson

80. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Connor;
Councillor Rusiecki, substituted by Councillor L. Piper;
Councillor Parsons, substituted by Councillor Bayford.

81. DECLARATIONS OF INTEREST

There were no declarations of interest.

82. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Jaye-Jones seconded and Members agreed the minutes to be a correct record of the meeting that was held on 25 October 2016.

83. MINUTES OF EXTRAORDINARY MEETING

Amendments

The minutes should reflect that Councillor Bayford was in attendance.

Councillor Campbell proposed, Councillor Dexter seconded and Members agreed that subject to the above amendment, the minutes be agreed as a correct record of the extraordinary meeting that was held on 21 November 2016.

84. POST IMPLEMENTATION REVIEW OF DREAMLAND PHASE ONE - LESSONS LEARNED

Christine Parker, Head of East Kent Internal Audit Partnership, led the discussion. Mrs Parker leads the audit team that works independently for Dover, Canterbury, Shepway and Thanet local authorities. She gave an overview of the work conducted by her in reviewing the Dreamland project after being commissioned by the Corporate Management Team (CMT). The focus of the audit was on project management and to identify any lessons learnt by the organisation.

The structure of the report was according to the following themes;

- Project management;
- Governance arrangements;
- Financial managements
- Project risk management.

The report concluded that there were some lessons learnt that included the council being able to identify what projects to push back and which to embark on once satisfied with

the operational capacity of the council to manage such projects taking into consideration the project risks in the context of overall resource impact for the organisation. The report concluded with an action plan for reference going forward.

Speaking under Council procedure 20.1, Councillor Tomlinson suggested that Members of the Panel set up a working group to carry out further in-depth review of the Dreamland project on what had gone wrong.

When the debate was opened up to the Panel Members made the following comments:

- The report was fine, but the Panel would have wanted to sponsor their own report, hence the need to set up a working group;
- Need for further clarification on some areas in the report including basic project management;
- Council should have consistently used Smart Measurable Attainable Realistic Timely (SMART) methodology in order to manage risk for this project;
- Governance arrangements should have been robust enough to withstand staff turnover;
- Can it be confirmed that SHL went through the proper due diligence process that was amended in December 2014 considering that the operator selection had been first approved in April 2010 and later in May 2014;
- Did SHL meet all the criteria when they submitted their bid in the second procurement process;
- There should have been a Master File for such a multi departmental corporate project to eliminate risk;
- What has been put in place to communicate to Cabinet and Members when a corporate project is not meeting targets;
- Commended the Council's Finance Department on the demonstration of strong financial management systems being place for the duration of this project;
- There is a need to consider how much political influence has affected some of the decisions made for this project.

In response Madeline Homer, CEx said that:

- Members had requested for a report on the Dreamland to understand the finance, governance and project management of this project;
- There is a need for clarity on what it is that Members wanted to review which had not been covered by the report before the Panel;
- Any scrutiny review would have resource implications for the organisation;
- There is a comment in the report that states that there was no political influence in the decisions made relating to this project and it may not be appropriate for the Panel to review political aspect of a project.

Councillor Campbell proposed that the Panel stood down the Electoral Registration Process Review Working Party and set up a Dreamland Working Group and Councillor Bayford seconded the proposal.

Tim Howes, Director of Corporate Governance advised that it was entirely appropriate for the Panel to set up a seven member working group. Nick Hughes, Committee Services Manager then added that in the case of a seven member sub group and the sub group was set up on the basis of proportionality then it would translate to a membership of 4 UKIP, 2 Conservative and 1 Labour Members.

In conclusion Councillor Campbell proposed, Councillor Bayford seconded and when put to vote Members agreed that the Panel stood down the Electoral Registration Process Review Working Party and set up the Dreamland Working Group, made up of seven members.

85. REVIEW OF THANET DISTRICT COUNCIL SCRUTINY ARRANGEMENTS

Nick Hughes introduced the item for debate and said that the proposals before the Panel were premised on the need to adopt an effective scrutiny process and based on the principle of ruthless efficiency whilst bearing in mind the limited corporate resources available to the council. Mr Hughes said that scrutiny was best when it looked at issues that Members did not know the answers to.

Mr Hughes also advised that the proposals had no implications for call-in as this facility would continue to run as per the current arrangement and that the Democratic Services team would only adjudicate on proposed projects submitted by Members, using the criteria that would have been adopted by the Panel. CMT would review the adjudication done by Democratic Services to ensure that officers had done their work correctly and cross-check against resource availability.

Councillor Campbell proposed, Councillor Bayford seconded and Members unanimously agreed that:

1. Adopt an approach for a work programme made up of:
 - i. Three Working Parties;
 - ii. One Scrutiny Review;
 - iii. Continued one off reports considered by the Overview and Scrutiny Panel (including presentations from Cabinet Members);
2. Adopt the OSP Agenda Item Request Template attached at Annex 1 to the report;
3. Adopt a system for prioritisation of scrutiny review projects that includes a scoring matrix using the template attached as Annex 3 to the report;
4. Adopt the use of Scrutiny Review Project Scoping Form attached at Annex 4 to the report.

86. REPORT BACK ON REJECTED PETITIONS

Members noted the report.

87. REVIEW OF OSP WORK PROGRAMME FOR 2016/17

Nick Hughes reminded the Panel that having established the Dreamland Working Group, there was a need to stand down one of the working parties. Members agreed to stand down the Electoral Registration Process Review Working Party.

Councillor Jaye-Jones proposed, Councillor L. Piper seconded and Members agreed to set up the Dreamland with a membership size of seven that was politically proportionate as follows:

- 4 UKIP;
- 2 Conservative;
- 1 Labour.

Councillor Campbell indicated that he would like to be a member of this new on the working group. The Chairman requested that after the meeting, the political groups put forward names of their political group representatives the new sub group.

Members noted the report.

88. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 09 NOVEMBER 2016 - 30 APRIL 2017

Councillor Campbell advised the meeting that the Community Safety Partnership Working Party met on 12 December and received additional presentations from Victim Support and EK Rape Crises Centre on 'Sexual Offences Victims Support in Thanet,' having received an initial report from a representative from Kent Police Sexual Investigation Team.

Councillor Campbell said that the working party came up with some recommendations which will be presented to the next scheduled meeting of the Panel.

Members noted the report.

Meeting concluded: 7.45 pm

REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2016/17

Overview and Scrutiny Panel **26 January 2017**

Report Author **Senior Democratic Services Officer**
 Portfolio Holder **Councillor Crow-Brown, Cabinet Member for Corporate Governance**
 Status **For Decision**
 Classification: **Unrestricted**
 Key Decision **No**
 Ward: **Thanet Wide**

Executive Summary:

The purpose of this report is to update Panel Members on the progress regarding the work of the Panel, most of which is undertaken through three working parties. This report reviews the work programme for 2016/17.

Recommendation(s):

1. Members are requested to note the report;
2. Members are also requested to forward to Cabinet the following recommendations from the Community Safety Partnership Working Party (*with finance officer suggested amendments in track changes*):
 - a) Thanet District Council *will* approach town councils in Thanet to *request* funding *of* £188 *to finance* one day per week, *of* EK Rape Crisis Centre counselling services if Thanet District Council *will* provide a room for the counselling sessions *on a match funding basis*;
 - b) Approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet;
 - c) A letter be written to the PCC to raise concern about the changes to policing in the area and write a letter advising the PCC that approaches were being made to town councils in Thanet to support the EK Rape Crisis Centre and inquire if the Commissioner was willing to work with town councils in this effort.

Deleted: provide
Deleted: for
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CORPORATE IMPLICATIONS

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| Financial and Value for Money | There are no financial implications arising directly from this report. However, if Cabinet agree any other recommendations other than those mentioned within the body of this report there could be financial implications for the council in that any further commitment for Thanet District Council to provide funding will require the identification of a suitable funding source. |
| Legal | There are no legal issues arising directly from this report. |

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| Corporate | 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. | | | | | | | | |
| Equalities Act 2010 & Public Sector Equality Duty | <p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p>There no equity and equalities issues arising directly from this report 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. It should also be noted that a review to be conducted by one of the working parties focuses on protecting vulnerable individuals of the local community from violence.</p> | Please indicate which aim is relevant to the report. | | Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, | ✓ | Advance equality of opportunity between people who share a protected characteristic and people who do not share it | | Foster good relations between people who share a protected characteristic and people who do not share it. | ✓ |
| Please indicate which aim is relevant to the report. | | | | | | | | | |
| Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, | ✓ | | | | | | | | |
| Advance equality of opportunity between people who share a protected characteristic and people who do not share it | | | | | | | | | |
| Foster good relations between people who share a protected characteristic and people who do not share it. | ✓ | | | | | | | | |

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| CORPORATE PRIORITIES (tick those relevant)✓ | |
| A clean and welcoming Environment | |
| Promoting inward investment and job creation | |
| Supporting neighbourhoods | ✓ |

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|--|---|
| CORPORATE VALUES (tick those relevant)✓ | |
| Delivering value for money | ✓ |
| Supporting the Workforce | |
| Promoting open communications | ✓ |

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 24 May 2016. The Panel reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Electoral Registration Process Review Working Party. This is an update of the work programme since the previous meeting held on 13 December 2016.
- 1.2 Table 1 in Annex 1, highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2016/17. The items are sourced from the Forward Plan, Table 2 shares brief progress comments for each sub group are in subsequent.

1.3 Annex 2 provides information on the current scrutiny reviews Chairmen and other members of the working parties could provide additional comments during the debate of this item at the Panel meeting.

1.4 Annex 3 reflects the current priority table for proposed scrutiny review topics.

2.0 Community Safety Partnership Working Party

2.1 The working party met on 12 December and received the second of a two part presentation on Victim support facilities in Thanet and the second presentation was from Victim Support and East Kent Rape Crisis Centre. In conclusion to the presentations, Members agreed a set of recommendations to forward to the Overview & Scrutiny Panel.

2.2 The Panel is therefore being asked to consider the following recommendations that were agreed by the working party that:

- “1. Thanet District Council approach town councils in Thanet to provide funding for £188 one day per week, EK Rape Crisis Centre counselling services if Thanet District Council would provide a room for the counselling sessions.
2. Approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet.
3. A letter be written to the Police Crime Commissioner (PCC) to raise concern about the changes to policing in the area and write a letter advising the PCC that approaches were being made to town councils inn Thanet to support the EK Rape Crisis Centre and inquire if the Commissioner was willing to work with town councils in this effort.”

2.3 It is important to note that £188 of funding is needed on a weekly basis and therefore the total needed is near to £10,000 per annum.

3.0 Corporate Performance Review Working Party

3.1 Members met on 22 November and received performance reports for the second quarter of the year. In response to a report on the management of corporate projects tool kit that was being developed by council, Members agreed that once the tool kit was in place, the working party would identify a limited number of corporate projects to review.

3.2 The meeting was advised by East Kent Services that an appointments facility had been recently been launched at the Gateway and initial feedback shows a high level of customer satisfaction. Members commended the new appointments facility and requested that consideration be given to the elderly population, many of whom may not be computer literate.

3.3 It was also reported that the take up of Universal Credit (UC) in Thanet had been slow. The programme would be moving to full roll out stage in 2017, which effectively starts to deliver the six benefits to all sections of the population, many of whom are currently not being dealt with by UC.

4.0 Dreamland Working Group

4.1 The Panel set up the Dreamland Working in response to the report that was presented to the Members on 13 December 2016.

4.2 The sub group will have their first meeting on 02 February to draft terms of reference and agree a work programme which hopefully will be guided by realistic deadlines for completing the review work.

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

Annex List

| | |
|---------|---|
| Annex 1 | Sub group activities and key agenda items updates |
| Annex 2 | Current scrutiny reviews |
| Annex 3 | Priority Table for proposed scrutiny reviews |

Background Papers

| Title | Details of where to access copy |
|-------|---------------------------------|
| None | N/A |

Corporate Consultation

| | |
|----------------|--|
| Finance | Nicola Walker, Technical Finance Manager |
| Legal | Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer |

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

- a) **Standing Working Party** – 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 dependent upon any changes in the status of these items.
- *NB: The Independent Group has been unable to assign a member from their Group to the Corporate Performance Review Working Party.

| Table 1 – Current OSP Work Programme for 2016/17 | | |
|---|--|---|
| Overview & Scrutiny Panel Meeting Date | Indicative Agenda Items | Issue Source |
| 26 January 2017 | Budget and Medium Financial Plan 2017-2021 | Financial Services item on the Forward Plan |
| | Extreme Hardship Scheme | Financial Services item |
| | Review OSP Work Programme for 2016/17 | Standing Agenda Item |
| | Forward Plan & Exempt Cabinet Report List | Standing Agenda Item |
| 14 February 2017 | Cabinet Member Presentation | |
| | Review of OSP pilot public speaking scheme | Corporate Governance item |
| | Review OSP Work Programme for 2016/17 | Standing Agenda Item |
| | Forward Plan & Exempt Cabinet Report List | Standing Agenda Item |
| 25 April 2017 | Cabinet Member Presentation | |
| | Review OSP Work Programme for 2016/17 | Standing Agenda Item |
| | Forward Plan & Exempt Cabinet Report List | Standing Agenda Item |
| 23 May 2017 | Review OSP Work Programme for 2016/17 | Standing Agenda Item |
| | Forward Plan & Exempt Cabinet Report List | Standing Agenda Item |

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17

| Sub Group/Issue | Composition/ Members | Lead Officer | Comment on Progress | Status |
|---|--|-------------------------------------|--|---------------|
| Date of Establishment 01.10.09 Community Safety Partnership Working Party | Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr Martin Cllr M. Saunders | Penny Button; Jessica Bailey | The group received a follow-up presentation from EK Rape Line and Victim Support on 12 December and agreed recommendations as highlighted in recommendations section of this report. | On going |
| Date of Establishment: 28.05.08 Corporate Performance Review Working Party | Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Jaye-Jones Vacant (Independent Group)* | Tim Willis | The working party met on 22 November 2016 and received Qtr.2 performance reports from TDC, EK Services (including EKHR) and EK Housing. Their next meeting is on 16 February. | On going |
| Date of Establishment: 13.12.16 Dreamland Working Group | Cllr Ashbee Cllr Bayford Cllr Dennis Cllr Dixon Cllr Johnson Cllr Martin Cllr Rusiecki | Madeline Homer | The sub-group will meet for their first meeting on 02 February. | On going |
| Presentations | | | | |
| 2015/16 Presentations by Portfolio Holders and Directors of Services | N/A | All Portfolio Holders and Directors | | |

| Watching Brief Items | | | | |
|---|------------|---------------------|---|--|
| <p>05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E</p> | <p>OSP</p> | <p>Penny Button</p> | <p>OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to Full Council on 15 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>An initial public consultation for a Health and Social Care Sustainability and Transformation Plan (STP) was launched by EKHUFT, social care and public partners in Kent and Medway on 13 October 2016 and ended on 23 December.</p> <p>As a result of this development, the QEQM Hospital Cabinet Advisory Group met on 13 December and drafted a response to this consultation. This was forwarded to EKHUFT by officers on behalf of council.</p> <p>Members were advised that a follow-up consultation will be conducted mid this year to finalise the reform proposals.</p> | <p>OSP keeping a watching brief on the issue</p> |

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| <p>Proposed review of the Winter Gardens as a major events venue</p> | <p>OSP</p> | <p>Head of Economic Development & Asset Management</p> | <p>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. Members may wish to note that an item on 'Asset Management Plan' is due to come to the Panel is coming to the Panel on 26 January 2017 and thereafter will be taken to Cabinet on 09 March 2017. A decision to adopt an Asset Management Plan will be taken at Cabinet.</p> | <p>OSP keeping a watching brief on the issue</p> |
|--|------------|--|---|--|

Annex 2

Current Scrutiny Reviews

| | |
|---------------------------------|--|
| Review | |
| Chairman | |
| Membership | |
| Lead Officer | |
| Administrator | |
| Scope | |
| Present position | |
| Expected completion date | |

NB: Currently there are no scrutiny reviews

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Annex 3

Prioritising Scrutiny Review Topics – Scoring Matrix

It is anticipated that there will be many topics suggested to be the subject of Scrutiny reviews and to the people that suggested them they will be the most important subject to be considered, however this cannot be a way to prioritise review topics. In order to manage the work load more effectively, there can only be one scrutiny review to be run concurrently with the working party activities at any one time.

In order to ensure fairness Democratic Services have created a framework that all suggested topics should be scored against. This will ensure that all topics are treated fairly and make the reasoning behind the order in which Scrutiny Reviews are undertaken clear and transparent.

The framework contains six criteria that each topic suggestion will be scored against. Democratic Services in conjunction with the Chairman of the Overview and Scrutiny Panel will then score the topic on each of these criteria out of 20 giving a total score out of 120. The scores are then forwarded to the Corporate Management Team (CMT) for approval and to assist them in the planning of resource allocation to the suggestions made. The list will then be sent to the Chairman for his information.

The five criteria will be:

- Is the topic related to a priority or value within the Council's Corporate Plan?
Yes – The topic directly relates to one of the three Priorities or three Values – 20 points;
Partially – The topic can be related to one of the three Priorities or three Values – 10 points;
No – The topic doesn't relate to the one of the three Priorities or three Values – 0 points.
- Is the topic of high public concern?
Yes – the matter is of high public concern, it is a public facing service and it has been the subject of questions/petitions at Council in the last two months and/or a group or representative group have been in touch with the Chairman of the Panel regarding this issue. – 20 points;
Partially – The matter is of some public concern, it is a public facing service, but hasn't been the subject of questions/petitions at Council in the last two months and/or a member of the public has been in touch with the Chairman of the Panel regarding this issue. – 10 points;
No – The matter is not of public concern, it relates to back office function and has not been the subject of recent public comment – 0 points.
- Is the topic currently underperforming as per the Council's quarterly performance monitoring?
Yes – the performance indicator is currently red – 20 points;
Partially – the performance indicator is currently orange – 10 points;
No – the performance indicator is currently green – 0 points.
- Will the topic result in recommendations that save that Council money or generate income?
Yes – There is definitely scope for recommendations as a result of the review for the Council to save money or generate income – 20 points;
Maybe – There is potentially scope for recommendations as a result of the review for the Council to save money or generate income;
No – The suggested topic is not about a topic that could result in monetary savings or income generation – 0 points.

- How long has the suggestion been on the list?

More than 12 months – 20 points;
Between six and 12 months – 10 points;
Less than six months – 0 points.

- Review Type: What are the officer resource implications?

1 Day – 4 weeks Review: **limited officer resource allocations required** for a successful review – 20 points;
More than 4 weeks and up to 3 months – **significant officer resource allocations required** for a successful review – 10 points;
More than 3 months: **very significant officer resource allocation required** for a successful review – 5 points.

The Scoring Table

Each suggested topic will then be entered into a table with their score, the higher the score the higher up the table that topic will be and the sooner that topic will be undertaken. This table will be included in the work programming report at every Overview and Scrutiny Panel meeting to allow the panel to see what topics will be considered next. Democratic Services will also recheck the scores each time the work programming report is created in order to ensure that the scores reflect the time each suggestion has been on the list.

A copy of the scoring table is shown on the following page.

In addition to the scoring table Democratic Services will also include the following summary table in each work programming report. This allows the Panel to see the progress of the current scrutiny review.

Scrutiny Review Prioritisation Table

| Title of the Scrutiny Review & Review Type (resource implications) | | Date added to the scoring table | Membership | Is the topic related to a priority or value within the Council's Corporate Plan? | Is the topic of high public concern? | Is the topic currently under-performing as per the Council's quarterly performance monitoring? | Will the topic result in recommendations that save that Council money or generate income? | Time on the list? | Implications for officer resource allocation | Total | Rank |
|--|------------------|---------------------------------|------------|--|--------------------------------------|--|---|-------------------|--|-------|-----------------|
| Title | Review Type | | | | | | | | | | |
| Example topic 1 | +3 months review | 21/07/16 | | 20 | 20 | 10 | 10 | 0 | 5 | 65 | 1 st |
| Example topic 2 | 1 day review | 16/07/26 | | 10 | 0 | 0 | 20 | 0 | 20 | 50 | 2 nd |

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FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

| | |
|-----------------------------|---|
| Overview and Scrutiny Panel | 26 January 2017 |
| Report Author | Senior Democratic Services Officer |
| Portfolio Holder | Councillor Crow-Brown, Cabinet Member for Corporate Governance |
| Status | For Information |
| Classification: | Unrestricted |
| Key Decision | No |
| Reasons for Key | N/A |
| Previously Considered by | None |
| Ward: | Thanet Wide |

Executive Summary:

To update Panel Members on the revised Forward Plan and Exempt Cabinet Reports 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.

Recommendation(s):

Members' instructions are invited.

CORPORATE IMPLICATIONS

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| Financial and Value for Money | There are no financial implications arising directly from this report. |
| Legal | There are no legal implications arising directly from this report. |
| Corporate | The Forward Plan is a publication of key decisions, policy framework. |
| Equalities Act 2010 & Public Sector Equality Duty | Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it. Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership. |

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|--|--|---|
| | Please indicate which aim is relevant to the report. | |
| | Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, | |
| | Advance equality of opportunity between people who share a protected characteristic and people who do not share it | |
| | Foster good relations between people who share a protected characteristic and people who do not share it. | ✓ |
| There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that policy decisions being made and service delivery to residents match these. | | |

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| CORPORATE PRIORITIES (tick those relevant)✓ | |
| A clean and welcoming Environment | |
| Promoting inward investment and job creation | |
| Supporting neighbourhoods | ✓ |

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|--|---|
| CORPORATE VALUES (tick those relevant)✓ | |
| Delivering value for money | ✓ |
| Supporting the Workforce | |
| Promoting open communications | ✓ |

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.

| | |
|------------------|--|
| 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 & Exempt Cabinet Reports List |
|---------|--|

Background Papers

| | |
|--------------|--|
| Title | Details of where to access copy |
| None | N/A |

Corporate Consultation

| | |
|----------------|--|
| Finance | Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer |
| Legal | Matt Sanham, Financial Services Manager |

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FORWARD PLAN AND EXEMPT CABINET REPORT LIST

11 JANUARY 2017 TO 30 JUNE 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, Committee 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

11 January 2017 to 30 June 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 |
|--------------------------------------|--|--|--|--|---------------|---|--|
| 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 | Non-Key | | 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 |
|---|-------------------------------------|--|--|---|----------------|---|---|
| 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 |
| Appointment of Council's External Auditor for 2018-19 and onwards | | 1. Governance and Audit Committee Council 2. Tim Willis, Director of Corporate Resources and S151 Officer | Councillor John Townend, Cabinet Member for Financial Services and Estates | 7 Dec 16 9 Feb 17 | Non-Key | | G&A Committee report Council report |
| Budget and Medium financial Strategy 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 |

| 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 |
|--|--|---|--|--|----------------------|--|--|
| 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 |
| General Fund Capital Programme Monitoring Report | To agree the revised capital programme | 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 | Key | | Cabinet report |
| Fixed Penalty Notices (FPN) of £400 for the offence of Fly-tipping | To decide on whether to set a fine for the fixed penalty and if so at what level or to allow the default level to apply. | 1.Cabinet 2.Trevor Kennett, Interim Senior Enforcement Manager | Councillor Suzanne Brimm, Cabinet Member for Operational Services | 17 Jan 17 | Non-Key | | Cabinet 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 |

| 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 |
|--|---|---|--|---|----------------|---|---|
| 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 |
| Purchase of Multi-Storey Car Parks | To buy the multi-storey car parks with a loan instead of paying rent to make long term budgetary savings. | 1.Cabinet Council 2.Tim Howes, Director of Corporate Governance and Monitoring Officer Robin Chantrill-Smith, Civil Enforcement Manager, Gavin Waite, Director of Operational Services | Councillor Suzanne Brimm, Cabinet Member for Operational Services | 31 Jan 17 23 Feb 17 | Budget setting | | Cabinet report Council report |
| The adoption of a Thanet Council Lottery | Agree on the framework for running Thanet Council Lottery. | 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 | Information relating to the financial or business affairs of any particular person (including the authority holding that information) | 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 |
|----------------------------------|--|--|--|---|---------------|---|--|
| 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 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 |
| Exceptional Hardship Scheme | Agreeing the Exceptional Hardship Scheme to be adopted to cater for reductions in the Council tax Support scheme at Thanet from April 2017 | 1. Overview & Scrutiny Panel Cabinet Council 2. Tim Willis, Director of Corporate Resources and S151 Officer, Mark Emery, Operational Support Manager | Councillor John Townend, Cabinet Member for Financial Services and Estates | 26 Jan 17 31 Jan 17 23 Feb 17 | Non-Key | | Overview & Scrutiny Panel report Cabinet report Council report |

| Decision to be Considered | What the Decision will mean | 1. Decision Path/ 2. Lead Officer | Lead Cabinet Member | For Decision by (in case of O & S, consultation date) | Decision Type | Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972 | Documents submitted to the Decision Maker |
|---------------------------|---------------------------------------|--|--|---|---------------|---|--|
| Decision to be Considered | What the Decision will mean | 1. Decision Path/ 2. Lead Officer | Lead Cabinet Member | For Decision by (in case of O & S, consultation date) | Decision Type | Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972 | Documents submitted to the Decision Maker |
| Asset Management Plan | Adoption of the Asset Management Plan | 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 | 14 Feb 17 9 Mar 17 | Non-Key | | Overview & Scrutiny Panel report Cabinet 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 |
|------------------------------------|--|---|---|---|----------------|--|---|
| 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 2. Tim Willis, Director of Corporate Resources and S151 Officer | Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services | 16 Feb 17 9 Mar 17 | Non-Key | | CPRWP report 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 |
| Westcliffe Hall | The decision would be to proceed to market the site. | 1. Cabinet 2. Matthew Hill, Head of Asset Management | Councillor John Townend, Cabinet Member for Financial Services and Estates | 9 Mar 17 | Non-Key | Information relating to the financial or business affairs of any particular person (including the authority holding that information). | Cabinet report |

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 £25 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 Committee Services 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.