

# Public Document Pack

Date: 05 June 2017  
Our ref: Cabinet/Agenda  
Ask For: Charles Hungwe  
Direct Dial: (01843) 577186  
Email: charles.hungwe@thanet.gov.uk



## CABINET

**15 JUNE 2017**

A meeting of the Cabinet will be held at **7.00 pm on Thursday, 15 June 2017** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillor Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzing and Townend

## 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 3 - 6)

To approve the summary of recommendations and decisions of the Cabinet meeting held on 27 April 2017, copy attached.

4. **FUTURE OPTIONS FOR THE COUNCIL'S CLOSED CIRCUIT TELEVISION (CCTV) SERVICE** (Pages 7 - 16)

5. **REPRESENTATION ON EXECUTIVE APPOINTED OUTSIDE BODIES FOR 2017/18** (Pages 17 - 22)

6. **ASSET DISPOSALS (INCLUDING WESTCLIFFE HALL)**

Report to follow

7. **EXCLUSION OF PUBLIC AND PRESS** (Pages 23 - 26)

8. **IMPROVEMENTS IN HOUSING BENEFIT / COUNCIL TAX SUPPORT VERIFICATION PROCESS** (Pages 27 - 38)

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

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## CABINET

**Minutes of the meeting held on 27 April 2017 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor Wells (Chairman); Councillors L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzling and Townend

**In Attendance:** Councillors Bayford, Game, I Gregory, K Gregory, Savage, Taylor-Smith, Matterface, Ashbee, Grove, Campbell, Dawson, Dexter, J Fairbrass, Fenner, Johnston, Partington, L Potts, R Potts, D Saunders, M Saunders and Shonk

### **422. APOLOGIES FOR ABSENCE**

There were no apologies received at the meeting.

### **423. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **424. MINUTES OF PREVIOUS MEETING**

Councillor Lin Fairbrass proposed, Councillor Crow-Brown seconded and Members agreed the minutes as a correct record of the meeting held on 09 March 2017.

### **425. NEW ON AND OFF STREET PARKING SCHEMES**

Cabinet noted that currently there were five off street car parking areas that were free of charge. If these areas were changed to pay and display with an hourly charge in line with other areas, additional revenue would be generated for the Council and that revenue would partly be used for running and maintenance costs of these areas. It was hoped that charging would also assist with better turnover of vehicles and marked parking bays would help deal with inconsiderate parking.

Cabinet further observed that there were a number of on street parking areas around the district that could benefit by having a resident's parking scheme, pay and display or both. Some of these areas were currently time limited bays. Enforcement of these time limited bays was drawn out, as officers needed to return to check vehicles, which was not the most effective use of officer time. Council would go to public consultation with the proposals for new schemes. This process would include having a statutory consultation before adopting the new parking schemes.

The following Members spoke under Council Procedure 20.1:

Councillor Dawson;  
Councillor Campbell;  
Councillor I. Gregory;  
Councillor Game;  
Councillor Partington;  
Councillor Taylor-Smith;  
Councillor Matterface;  
Councillor K. Gregory;  
Councillor Grove;  
Councillor Dexter;  
Councillor Ashbee;

Councillor Savage;  
Councillor Johnston;  
Councillor Bayford.

Councillor Brimm proposed, Councillor Wells seconded and Cabinet agreed that all new areas for on and off street parking go out to public consultation and are implemented in accordance with the phased approach.

**426. ESTABLISHMENT OF A GOOD CAUSES LOTTERY IN THANET**

Members observed that the establishment of a local lottery is a concept being explored by a number of local authorities across the country. Aylesbury Vale, Tonbridge and Malling, Portsmouth and Mendip have set up their own lottery schemes. At a time when there are increasing pressures on resources, lotteries are seen as a way of providing supplementary funding for councils.

Cabinet was advised that although there was the option to run the lottery in-house, it would require significant amounts of resources. To procure the services of an External Lottery Manager (ELM), on contract terms to be agreed was considered a more attractive option.

Councillor Matterface spoke under Council Procedure 20.1.

Councillor Townend proposed, Councillor Wells seconded and Members agreed the following:

1. That Cabinet approves the process to establish a Good Causes Lottery in Thanet in accordance with the 9 February Council decision regarding the budget for 2017-18;
2. That the purpose of the Lottery is to raise funds for local Good Causes which benefit Thanet residents;
3. That the Director of Corporate Resources & Section 151 Officer be given delegated authority to appoint an External Lottery Manager (ELM) subject to due diligence and appropriate procurement activity;
4. That all income and expenditure in relation to the lottery be administered within a lottery reserve, administered by the S151 Officer;
5. That the Director of Corporate Governance & Monitoring Officer be given delegated authority to promote and operate the lottery on behalf of the council and establish personal licence holders as part of the internal governance arrangements.

**427. ASSET DISPOSAL PROGRAMME 2017-18**

Council uses its property assets for a range of purposes including direct delivery of services, revenue generation and supporting corporate plan objectives. The current general fund portfolio is diverse and is reviewed regularly in relation to maintenance liability, revenue generation and capital appreciation.

The Medium Term Financial Strategy was premised among other factors on ongoing cost savings in the maintenance of assets to be achieved by rationalising the asset base. In addition the capital programme required funding from receipts generated from asset disposal and part of that disposal process would include the option for community group ownership of some of the assets which are of community value.

Members were advised that Cabinet was being asked to agree an in-principle decision before the disposal process was commenced. A final decision would be made by Cabinet at the appropriate time in the disposal process.

The following Members spoke under Council Procedure 20.1:

Councillor Game;  
Councillor Campbell;  
Councillor K. Gregory;  
Councillor Partington;  
Councillor L. Potts;  
Councillor Johnston;  
Councillor Dawson;  
Councillor Matterface;  
Councillor Taylor-Smith.

Cabinet agreed to withdraw from the disposal list, the land adjacent to the Northdown Park (which is maintained by Margate Garden Gate Project).

Cabinet also clarified that the Quarterdeck (which has a 99 year lease that expires in 2063) will be unaffected by the proposed asset disposal.

Thereafter Councillor Townend proposed, Councillor Wells seconded and Members agreed the following, subject to the above amendment and clarification:

1. To proceed with the disposal of assets listed in Annex 1 (to the Cabinet report), with sale proceeds being used to fund the asset management and capital programme;
2. To proceed with the transfer of assets listed in Annex 2 (to the Cabinet report), to Parish & Town Councils and eligible Community Groups to ensure their continued use for the benefit of the community;
3. To agree to further investigations being undertaken in respect of further properties to be listed and brought forward for disposal in the future.

Meeting concluded: 8.00 pm

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**Future Options for the Council's Closed Circuit Television (CCTV) service**

Cabinet	<b>15<sup>th</sup> June 2017</b>
Report Author	<b>Trevor Kennett, Head of Operational Services</b>
Portfolio Holder	<b>Councillor Brimm, Cabinet Member for Operational Services</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>Yes</b>
Reasons for Key	<b>Significant effect on communities</b>
Ward:	<b>All Wards</b>

**Executive Summary:**

On the 13<sup>th</sup> November 2014 the Cabinet of the Council resolved that the control room be retained in the medium term at its current location but with financial provision made to co-locate it and a tender exercise undertaken for the replacement of the control system, cameras, and mobile CCTV equipment.

This report now seeks approval from Cabinet for the required option to achieve the above.

**Recommendation(s):**

To comment on which option should be pursued by officers for the future provision of the Council's CCTV service.

**Officers would recommend Option 4 for adoption.**

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	<p>There could be cost saving opportunities for capital and revenue budgets with a number of the options outlined in this report.</p> <p>Some options that have the potential for staff redundancy, redeployment or relocation. Potential one-off redundancy costs would in the region of £46,000 plus actuarial strain for 2 members of staff, which would need to be further calculated.</p> <p>For some options there would be Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 requirements – The TUPE regulations will apply for outsourcing CCTV service activities to Canterbury City Council. Thanet District Council would undertake all cost implications for TUPE within a service level agreement.</p>
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<b>Legal</b>	<p>Providing CCTV cameras throughout the district is not a statutory duty however section 17 of the Crime and Disorder Act 1998 states – ‘Duty to consider crime and disorder implications. Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area’.</p> <p>Surveillance Camera code of Practice issued by the Surveillance Camera Commissioner and the Home Office. This code of practice is issued by the Secretary of State under Section 30 of the Protection of Freedom Act 2012 Act.</p> <p>The statutory code of practice has twelve principles, these are:</p> <ol style="list-style-type: none"> <li>1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.</li> <li>2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.</li> <li>3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.</li> <li>4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.</li> <li>5. Clear rules, policies and procedures must be in place.</li> <li>6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, any such images &amp; information should be deleted when the purpose has been discharged.</li> <li>7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted. The disclosure of images should only be carried out for lawful purposes.</li> <li>8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.</li> <li>9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.</li> <li>10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.</li> <li>11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.</li> <li>12. Any information used to support a surveillance camera system which matches against a reference database for matching purposes should be accurate and kept up to date.</li> </ol>
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<b>Corporate</b>	<p>The priorities that have impact on the enforcement activities of Operational Services are:</p> <p>Priority 1, Clean and welcoming environment - Maintaining zero tolerance to encourage positive behaviour to help improve our environment.</p> <p>Priority 2, Supporting neighbourhoods - Continuing to work with partners to improve community safety.</p> <p>Priority 3: Promoting inward investment and job creation - Actively seeking inward investment, exploring the potential for using Enterprise Zones; encouraging new and existing businesses which support growth in the local and visitor economy. Working with partners to make the most of the buildings and land we own. Maximising commercial opportunities for key assets.</p>								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<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 &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></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></td> </tr> </table> <p>It is the author's opinion that the Public Sector Equality Duty (PSED) is not engaged by the subject matter. In accordance with the continuing nature of the Duty the Council will keep the matter under review.</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.	
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	✓
Promoting open communications	✓

## 1.0 Introduction & Background

- 1.1 The use of CCTV as a tool to deter, detect and assist operations against crime has grown enormously in recent years. There were now over 4 million CCTV cameras in operation within the UK and this number has trebled within the last 3 years. Whilst there were great expectations about the dramatic effect that they were likely to have

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on crime when they were first introduced during the early 1990s, there now appears to be a more realistic view of their likely contribution to reducing crime.

- 1.2 Thanet District Council commenced a CCTV service in 1997 through a combined resource of a government grant and parking revenue contributions. The service focussed initially on car parks with some on-street deployment. The system expanded over 19 years to its current capacity with around 100 fibre optic linked and 3 radio linked cameras.
- 1.3 The existing system has cameras located at Margate, Westbrook, Cliftonville, Ramsgate and Broadstairs. Birchington Parish Council has invested separately in a spate system although images can be viewed by the CCTV service. East Kent Housing also has CCTV cameras within their tower blocks which can also be viewed within the CCTV service.
- 1.4 The owners and main funders of the CCTV system including staff are Thanet District Council. The total cash cost to the Council for this services is £352,130, with contributions from the on-street parking account of £37,920 and the housing revenue account of £42,660. Therefore the net cost is £252,580.
- 1.5 The current CCTV service has had little or no investment since its implementation in the late 1990s. This has resulted in much of the current equipment becoming obsolete or not being supported any longer by manufacturers. Unless significant investment is given to the current system urgently it is highly likely that parts of the network will stop working without the option to repair.
- 1.6 In November 2014 the Cabinet of the Council resolved that the CCTV control room be retained in the medium term at its current location but with financial provision made to co-locate the control centre and a tender exercise undertaken for the replacement of the control system, cameras, and mobile CCTV equipment.
- 1.7 There is a Capital budget of £409,000 available for the upgrading of the CCTV service and infrastructure, included in this figure is £33,000 set aside for mobile CCTV equipment.
- 1.8 There are currently 6 FTE CCTV operators (£167,000 including overtime) that work 8 hour shifts. They cover the control room 24 hours a day, 7 days a week. Whenever an operator is off sick or on annual leave, other operators' cover their shift's by each working 12 hour shifts. This incurs overtime to keep the 24 hour coverage.

## **2.0 Context**

- 2.1 CCTV plays a vital part in the Council's responsibility to consider the reduction of crime and disorder in the delivery of its functions, as part of the Council's statutory obligations under section 17 of the Crime & Disorder Act 1998.
- 2.2 The current CCTV system is becoming obsolete, which affects its use and performance. In 2016 Kent Police made over 600 applications to view and seize evidential CCTV footage from the system. However only around 250 actual seizures of evidence took place, mainly because of the degradation and lack of clarity of the images.
- 2.3 The CCTV capital programme approval of £409,000 for upgrading the CCTV system gives the Council a unique and vital opportunity to secure the long-term needs of the CCTV service. For the CCTV to have a sustainable future solution we need to ensure that whatever option is pursued it ensures the Council is not in a similar position in

future years by having ageing, obsolete equipment in future years' time as further, substantial capital investment will be required again.

- 2.4 Options 3 & 4 could help future proof our CCTV system by ensuring we have sufficient capacity and capability for switching from analogue to digital recording methods. In addition, there is proper maintenance of equipment and transmission networks to ensure that they continue to work effectively in future years.

### 3.0 The Report Detail

- 3.1 There are four main options for the future provision of the Council's CCTV service as outlined below. The estimated capital and revenue financial breakdown for each option is in **Appendix 1**.

#### 3.2 Option 1 – Decommission the CCTV system

**Summary – To totally decommission and remove the entire CCTV system and network**

- 3.2.1 The Council could decide to leave the current CCTV system and service as is. This option would ultimately end in de-commissioning the system as each piece of equipment fails, as the majority of the equipment is no longer supported or is obsolete.
- 3.2.2 The financial cost to the Council would be around £100,000 (capital) over a period of 12-18 months as we would simply not repair cameras and equipment when it stopped working. The system could last an unknown period of time but would ultimately have to be de-commissioned properly to remove street CCTV columns, cameras and BT transmission equipment.
- 3.2.3 The reputational cost would be high as it could appear to the public and police that the Council is not committed to crime reduction and the safety of the public. However many Councils are considering this option as no funding is available from central Government or the police to support the huge costs in running a CCTV system.
- 3.2.4 This option could involve the redundancy or relocating of 6 members of staff as outlined in the financial section of this report, over a period of time. (Circa £46,000)
- 3.2.5 This option would eventually release Hawley Square as a Council asset to be sold or reallocated to another service area. (Circa £300,000).
- 3.2.6 This option would give a capital saving in year-1 of £309,000 and potential substantial revenue savings of around £500,000 over 2-years and beyond as the service would end.

#### 3.3 Option 2 – Relocate & upgrade systems

**Summary – To move the existing CCTV 24/7 Control room totally out of its current location in Hawley Square and relocate it within the Council Offices at Cecil Street. Replace all of the current CCTV equipment, such as Cameras, recorders, matrix and control room monitoring equipment.**

- 3.3.1 This option would through a procurement tendering project relocate and renew the entire CCTV control room and equipment to the Council's Civic Centre.

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- 3.3.2 All street town centre dome CCTV cameras (around 70 cameras) would be replaced as well as upgrades for the telecommunications matrix and the digital recording equipment.
- 3.3.3 This option would also release 40 Hawley Square as a Council asset that could be sold or reallocated to another service area. (Circa £300,000).
- 3.3.4 This option would see the CCTV operate as it does now, but with a new control centre and new CCTV equipment.
- 3.3.5 This option has no potential staff redundancies.
- 3.3.6 This option gives revenue financial savings of £65,000 in year-one only, as there would be no maintenance costs for the new equipment, which will be under warranty.
- 3.3.7 Of the 4 options this is the most financially expensive with a 2-year revenue cost of £556,000. This options also requires the total capital budget of £409,000.
- 3.3.8 This option is a medium-term solution as although equipment will be updated and replaced the working life of mechanical CCTV equipment is around 5 to 7 years. This would mean that from 2023 further capital investment would be required.
- 3.4 Option 3 – Enter in to a partnership with Canterbury City Council to monitor our CCTV system and to upgrade the CCTV equipment as option 1

**Summary - To move the existing CCTV 24/7 Control room totally out of its current location in Hawley Square and to get Canterbury City Council to monitor remotely our cameras in their control centre at Canterbury. Replace all of the current CCTV equipment, such as Cameras, recorders, matrix and control room monitoring equipment.**

- 3.4.1 This option would mean that the 24/7 monitoring and management of the CCTV system would be undertaken by Canterbury City Council's CCTV control centre in Canterbury under a service level agreement.
- 3.4.2 This option would mean that the Council could de-commission the CCTV control room at Hawley Square releasing it as a corporate asset that could be sold or reallocated to another service area. (Circa £300,000).
- 3.4.3 This option could involve potential redundancies or relocation of 6 members of staff as outlined in the financial section of this report. (Circa £46,000) Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 will apply for outsourcing CCTV service activities to Canterbury City Council. Thanet District Council would undertake all cost implications for TUPE within a service level agreement.
- 3.4.4 £360,000 of the capital budget to upgrade the CCTV system network would need to be spent to ensure we had new cameras and equipment for monitoring. It would also include the transmission upgrades needed for Canterbury City Council to be able to monitor our system using their own equipment.
- 3.4.5 This option does not require any capital spend for a new control centre as our images would be monitored by Canterbury City Council in their control centre at Military Road, Canterbury.

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- 3.4.6 Of the 4 options this is the second most financially inexpensive option with a 2-year revenue cost of £411,000. This option also requires a capital budget of £360,000.
- 3.4.7 This option is a medium-term solution as although equipment will be updated and replaced the working life of mechanical CCTV equipment is around 5-7 years. This would mean that from 2023 further capital investment would be required.
- 3.4.8 This options gives a higher transmission cost in year 1 (£100,000) because of the new connection work that would be required to the Canterbury CCTV system network.
- 3.4.9 This option gives a financial saving of around £38,000 (revenue) and £49,000 (capital) in year-one, which is made up of no maintenance costs for the new equipment, which will be under warranty, no control centre refurbishment and salary savings less redundancy costs. In year-2 and beyond there would be financial revenue savings of around £105,000.

### 3.5 Option 4 - Managed Security system with British Telecom and Canterbury City Council

**Summary – To go into a partnership with BT for them to be responsible for all camera upgrades including equipment and network, maintenance and transmission costs. Canterbury City Council to monitor our cameras in their control centre at Canterbury.**

- 3.5.1 This proposal addresses Thanet District Council's requirements by offering an IP CCTV solution and town centre public Wi-Fi platform capable of being a starting point for future 'Smart City' developments.
- 3.5.2 This option would mean that the 24/7 monitoring and management of the CCTV system would be undertaken by Canterbury City Council's CCTV control centre in Canterbury.
- 3.5.3 For this option the procurement of goods/services will be subject to the Public Contract Regulations 2015 and TDC Contract Standing Orders. As there are existing government framework agreements (PCR2015 compliant) which extensively cover Network Services, these will be explored in the first instance as a preferred procurement route. Alternative to this, the Council will independently carry out a full EU Procurement.
- 3.5.4 This option would start to give the Council's BTs Smart City status to around 20 locations across the district, which includes Wi-Fi transmission points that utilises our existing network. This means that the Council would be able to offer free public Wi-Fi across the district. The Council could also utilise this development for other services areas such as parking. This Smart City development, which is included in the costs of BT upgrading our CCTV service would normally cost in the region of £200,000 if undertaken as a separate standalone project.
- 3.5.5 This option fixes all maintenance and transmissions costs for the CCTV system for a 10 year period, which gives the Council a more sustainable and stable cost base up until 2027.
- 3.5.6 Hawley Square would be released as a corporate asset, which could be sold or reallocated to another service area. (Circa £300,000).

- 3.5.7 This option could involve the potential redundancies or relocation of 6 members of staff as outlined in the financial section of this report. (Circa £46,000) Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 will apply for outsourcing CCTV service activities to Canterbury City Council. Thanet District Council would undertake all cost implications for TUPE within a service level agreement.
- 3.5.8 This option would give revenue savings of around £10,000 after redundancy costs in year-1 and around £119,000 from year-2 onwards. This option requires £360,000 being spent from the capital project giving a one-off saving of £49,000.
- 3.5.9 This option is the most cost effective option from year 2 for the on-going delivery of CCTV services.

## 4.0 Conclusion

- 4.1 Decommissioning the CCTV is by far the cheapest financial option for the Council.
- 4.2 All other options require the majority of the identified Capital budget to be spent to upgrade the CCTV system and network. However for options 3 and 4 there could be capital savings if a competitive procurement tender exercise was undertaken on the CCTV cameras and equipment as no control centre upgrades would be required.
- 4.3 If option 2 were pursued there would potentially be further options available by mixing elements of the four main options outlined within this report or to change the service currently offered, such as reducing the hours of operation, such as reducing the hours covered by the CCTV operators and removing the overtime budget used for 24/7 coverage.
- 4.4 Officers would recommend that Option 4 is pursued as it provides the best value for money and the most stable and sustainable for the CCTV service over future years.

Contact Officer:	Trevor Kennett, Interim Head of Operational Services
Reporting to:	Gavin Waite, Director of Operational Services

## Corporate Consultation

<b>Finance</b>	Matthew Sanham, Finance Manager
<b>Legal</b>	Colin Evans, Assistant Litigation Solicitor

## CCTV Options Estimated Costs

Estimated cost description	Option 1 - decommission the CCTV service	Option 2 - Relocate to Civic Centre and upgrade system	Option 3 - Partnership with Canterbury City Council and upgrade system	Option 4 - Managed Digital (IP) System (BT) with CCC monitoring and district wide free public Wi-Fi
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### Capital Expenditure

70 x CCTV Cameras	£0.00	£180,000.00	£180,000.00	£180,000.00
3 x Matrix's renewal	£0.00	£180,000.00	£180,000.00	£180,000.00
Decommission cameras	£100,000.00	£0.00	£0.00	£0.00
Control Room relocation and upgrade	£0.00	£49,000.00	£0.00	£0.00
<b>Sub Total Capital Expenditure</b>	<b>£100,000.00</b>	<b>£409,000.00</b>	<b>£360,000.00</b>	<b>£360,000.00</b>

### Year 1 Revenue costs

Maintenance (Year-1 warranty)	£0.00	£0.00	£0.00	£0.00
Transmission	£0.00	£77,000.00	£100,000.00	£130,000.00
Operation	£0.00	£167,000.00	£60,000.00	£60,000.00
Redundancy costs (Year 1 only)	£46,000.00	£0.00	£46,000.00	£46,000.00
<b>Revenue sub-total</b>	<b>£46,000.00</b>	<b>£244,000.00</b>	<b>£206,000.00</b>	<b>£236,000.00</b>

### Year 2 & future Revenue costs

Maintenance	£0.00	£65,000.00	£65,000.00	£0.00
Transmission	£0.00	£80,000.00	£80,000.00	£130,000.00
Operation	£0.00	£167,000.00	£60,000.00	£60,000.00
<b>Revenue sub-total</b>	<b>£0.00</b>	<b>£312,000.00</b>	<b>£205,000.00</b>	<b>£190,000.00</b>



**REPRESENTATION ON EXECUTIVE APPOINTED OUTSIDE BODIES FOR 2017/18**

Cabinet	<b>15 June 2017</b>
Report Author	<b>Committee Services Manager</b>
Portfolio Holder	<b>Cllr Derek Crow-Brown, Cabinet Member for Corporate Governance Services</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Previously Considered by	<b>Council – 11 May 2017</b>

**Executive Summary:**

This report informs Cabinet of the Leader’s choice of appointments to the Executive outside bodies for 2017/18.

**Recommendation(s):**

That Cabinet agrees the list of nominations to the Executive-related outside bodies as shown at Annex 1 of the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising directly arising from this report.
<b>Legal</b>	There are no legal implications arising directly arising from this report.
<b>Corporate</b>	The Council appoints representatives to outside bodies in order to express the views of the Council to those bodies on the work they undertake, and to feed back to the Council issues emerging from those bodies that relate to Council activities.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	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.

	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 are no specific equity and equality considerations that need to be addressed in this report.	

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

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 It was agreed at the meeting of Council on 24 February 2011 that any list of outside bodies would be split in to two lists: those outside bodies that relate to an Executive function and hence should be appointed by the Cabinet and those that are appointed by Council.
  
- 1.2 It is for Council to decide on those outside bodies it feels relate to an Executive function and hence should have a Cabinet Member appointed to them, but for Cabinet to agree the nominations to those outside bodies.
  
- 1.3 The Leader’s delegated powers were amended to allow him to propose his nominations for the Executive outside bodies to the Cabinet.

## 2.0 The Current Situation

- 2.1 Council agreed the list of Executive outside bodies and the number of Councillors to be appointed to them, as described at paragraph 1.2 of this report at its Annual meeting on 11 May 2017. That list is attached at Annex 1 to the report.
  
- 2.2 The Leader has provided Democratic Services with his list of nominations to the Executive outside bodies and those names are included in the list at Annex 1 of the report.
  
- 2.3 Cabinet is the decision making body only for making nominations to existing Bodies agreed by Council. Any newly proposed Outside Bodies would need to be agreed at Full Council.

Contact Officer:	Nick Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

## Annex List

Annex 1	List of Executive Outside Bodies for 2017/18
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## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
<b>Legal</b>	Ciara Feeney, Head of Legal Services

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# Agenda Item 5

## Annex 1

Proposed list of Executive Outside Bodies for the year 2017/18. (Nominations to be agreed by Cabinet)

<b>Name Executive of Outside Body</b>	<b>No. of Reps</b>	<b>Representative</b>
British Ports Association	1	Councillor Hunter Stummer-Schmertzing
British Resorts Association (AGM, Annual Conference and Executive Meetings)	1	Councillor Jonathan Curran
Community Safety Partnership	1	Councillor Lin Fairbrass
Domestic Violence Forum	1 + 1 sub	Councillor Janet Falcon Councillor K Gregory (sub)
East Kent Opportunities Ltd	1	Councillor Chris Wells
East Kent Spatial Development Company	1	Councillor Hunter Stummer-Schmertzing
Kent Police and Crime Panel	1	Councillor Trevor Shonk
Local Government Association Coastal Special Interest Group	1	Councillor Hunter Stummer-Schmertzing
Local Government Association District Councils' Network	1	Councillor Chris Wells
Local Government Association (General Assembly)	1	Councillor Chris Wells
Local Government Association Strategic Aviation Specialist Interest Group	1	Councillor Derek Crow-Brown
Margate Town Partnership	1	Councillor Mick Tomlinson
South East England Councils	1	Councillor Lin Fairbrass
Supporting People in Kent Commissioning Body	1	Councillor Lin Fairbrass
Thanet Harbour Users' Groups	1 + 1 sub	Councillor Hunter Stummer-Schmertzing Councillor L. Fairbrass (sub)
Thanet Quality Bus Partnership	1	Councillor Jennifer Matterface
Tourism South East	1	Councillor Hunter Stummer-Schmertzing
Your Leisure Thanet Sub Group	2	Councillor Suzanne Brimm Councillor Lin Fairbrass

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<b>EXCLUSION OF PUBLIC AND PRESS</b>
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Cabinet	<b>15 June 2017</b>
Report Author	<b>Andrew Stevens, Assistant Director, EK Services</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>

**Executive Summary:**

To seek approval for the implementation of improvements to the verification process for new claims to Housing Benefit and Council Tax Support.

**Recommendation:**

That the public and press be excluded from the meeting for Annex 1 to the report at agenda item 8 as it contains exempt information as defined in Paragraphs 7 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no direct financial implications arising from the report.								
<b>Legal</b>	As per Part 1 of Schedule 12A and Part VA of the Local Government Act 1972 (as amended).								
<b>Corporate</b>	Thanet District Council will endeavour to keep the number of exempt reports it produces to a minimum in order to promote transparency.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<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 &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></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></td> </tr> </table> <p>There are no specific equity and equality considerations that need to be addressed in this report.</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.									

# Agenda Item 7

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

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 Whilst the starting point for all public meetings of the Council is to admit the public and press, they may be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted that confidential or exempt information would be disclosed. Under such circumstances, confidential or exempt information may be excluded from the public agenda. The public and press must be excluded from meetings if confidential information will be considered and disclosed, and such material must be excluded from the public agenda.

### Meaning of confidential information

- 1.2 Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

### Exempt information – discretion to exclude public

- 1.3 Subject to Article 6 of the Human Rights Act 1998 (right to a fair trial) the public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that “exempt” information would be disclosed.

## 2.0 Exempt information

- 2.1 The full rules are set out in Part 1 of Schedule 12A and Part VA of the Local Government Act 1972 (as Amended) and are as shown below:

### Paragraph 7

- 2.2 *Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.*

## 3.0 Reason Why Agenda Annex 1 in Item 8 is considered to be “exempt”

- 3.1 The report author has classified Agenda Item 8 as disclosing exempt information under Paragraph 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime, thereby suggesting that the press and public be excluded from the meeting whilst this item is debated. The Department for Work and Pensions have explicitly said that “*The information held in the Policy, which would include the risk categories, should not be made public due to the sensitivity of its contents*” (DWP Circular S11/2011).

## 4.0 Justification/Public Interest Test

- 4.1 Annex 1 to the report at Agenda item 8 is restricted as the information contained within it is exempt under paragraph 7 of Part 1 to Schedule 12A to the Local Government Act 1972 (as amended). Whilst the Council will always try to keep

# Agenda Item 7

exempt information to a minimum, in this case disclosure of the information contained within the report would certainly prejudice the Council because of the DWP stated requirement to not make this public as mentioned above.

4.2 It is therefore considered that the public interest is served by the non-disclosure of the information contained within Annex 1 to the report at agenda item 8.

## 5.0 Not Excluding the Press and Public

5.1 There will be occasions when the meeting may decline to exclude the press and public from the meeting. If that occurs it does not simply mean that those members of the press and public who are present are allowed to stay for the discussion of the item(s). Declining to exclude the press and public would also mean that the press and public are allowed access to the actual report contained within the confidential part of the agenda (what Democratic Services refer to as the “pink pages”).

5.2 Members may wish to note that if a committee member is of the view that it is possible that the recommendation in this report may not be approved at the meeting, they should let Democratic Services know (as soon as they have read the agenda papers before the meeting); in order that spare copies are made available ready to be distributed, if necessary, at the meeting.

5.3 If the referred item is not exempted, Democratic Services would also make arrangements for the report to be retrospectively published on the Council’s website.

## 6.0 Decision Making Process

6.1 If the press and public are to be excluded for the agenda item; this Committee must exercise its power to agree the recommendation.

Contact Officer:	Andrew Stevens, Assistant Director, EK Services
Reporting to:	Tim Willis, Director of Corporate Resources and s151 officer

## Corporate Consultation

Legal	Ciara Feeney, Head of Legal Services
Finance	Matt Sanham, Corporate Finance Manager

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**IMPROVEMENTS IN HOUSING BENEFIT / COUNCIL TAX  
SUPPORT VERIFICATION PROCESS**

Cabinet	<b>15<sup>th</sup> June 2017</b>
Report Author	<b>Andrew Stevens, Assistant Director, EK Services</b>
Portfolio Holder	<b>Cllr John Townend, Portfolio Holder for Financial Services &amp; Estates</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted (Appendix 1 is to be treated as restricted under Paragraph 7 (Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime) of Part 1 of Schedule 12A of the Local Government Act 1972</b>
Key Decision	<b>Yes</b>
Reasons for Key	<b>Significant effect on communities</b>
Previously Considered by	<b>N/A</b>
Ward:	<b>All</b>

**Executive Summary:**

1. To inform Cabinet of the proposal for EK Services to implement improvements to the verification process for new benefit claims for Housing Benefit and Council Tax Support. This is by way of introducing a "Risk Based Verification" scheme which is an integral part of the new Digital Benefits system and aimed at reducing cost, paperwork and time in the benefits claim process. The new policy is intended to focus on verifying claims for benefit using a "risk based" approach whilst improving the experience for the customers.
2. To obtain the approval of the committee to the Risk Based Verification (RBV) policy by way of their signature on the policy. The council's s151 officer will also approve the policy to meet DWP requirements.

**Recommendation(s):**

1. Cabinet approve the implementation of a Risk Based Verification policy for new claims to Housing Benefit and Council Tax Support.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	The cost of the purchase of the system has been approved by EK Services MT and is fully funded by EK Services. The implementation of a Digital Benefits system (including Risk Based Verification) is a key part of the EKS strategy to reduce costs and process which will help EKS meet its challenging budget savings targets.
<b>Legal</b>	The DWP dictate that a RBV policy must be approved by Committee and the Council's s 151 officer and that specific details of the policy itself must be treated as sensitive and restricted from publication. External Audit will expect to see a correctly signed copy of the policy when they undertake the benefits subsidy audit.

<b>Corporate</b>	The risks of introducing such a policy are considered to be very low. Many other councils use RBV and the introduction of a Digital Benefits System is a natural fit to TDC's own digital ambitions.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<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 &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></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></td> </tr> </table> <p>The introduction of a RBV policy means that over 50% of benefit customers will not need to supply evidence and information to the current levels. Any additional checks are done by officers behind the scenes. There is no detrimental impact to any customer group of introducing such a scheme. The intention is to make the claim process easier and quicker for people, many of whom need help with their rent urgently to retain the roof over their head. A basic, screening, Customer Impact Assessment has been completed and is included as Appendix 2.</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.									

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

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	✓
Promoting open communications	

## 1.0 Introduction and Background

- 1.1 Local authority Benefits Services are responsible for processing new claims and change of circumstances in relation to Housing Benefit (HB) (on behalf of the DWP) and Council Tax Support (CTS).
- 1.2 All HB claims and CTS applications require a level of evidence verification that provides sufficient assurance against the risk of fraud and error. The level of evidence verification applied is not set out in regulations as a mandatory requirement. The only requirement is that sufficient evidence and information is provided by the customer in order for the local authority to correctly determine entitlement to benefit. Taking a risk-based approach to the level of evidence and information required offers the

## Agenda Item 8

opportunity for potential efficiency savings and will result in vital support being offered to customers as quickly as possible to avoid arrears and homelessness.

- 1.3 The DWP has, for some time now, processed new claims for benefit using Risk Based Verification software which provides a real time risk assessment on the claim as the claim details are being entered into the processing system.
- 1.4 The software is supplied by the Callcredit group who previously developed it working in partnership with the DWP. It is a tried and tested solution which EKS have already piloted for some time in Dover.
- 1.5 EK Services are introducing a Digital Benefits system in the summer of 2017 which will enable customers to self serve 24/7 from any device and RBV is an integral part of making that system as user friendly as possible. The RBV element of this new integrated system costs in the region of £50k pa for all three councils. It is fully funded by EK Services as part of the overall digital benefits project.
- 1.6 Essentially, RBV helps to secure the benefits system against those who may attempt to defraud it, whilst at the same time making it simpler for the majority of customers. The customer journey is improved through fewer interactions with the council, and the customer should experience an improvement in the speed of service provided.

### **2.0 Further background information**

- 2.1 RBV is a method of applying different levels of evidential checks to benefit claims. The level of checking is dependent on a complex mathematical risk profile given to each customer. The higher the deemed risk, the higher the amount of resources used to establish that the claim is genuine and the circumstances are as stated.
- 2.2 Local authorities are still required to comply with the relevant legislation relating to the production of National Insurance numbers to provide evidence of identity. RBV makes maximum use of intelligence to target more extensive verification activity on those claims shown to be at greater risk of fraud and error.
- 2.3 RBV assigns a risk rating to each claim – the risk rating determines the level of verification required. Simply, claims are categorised as either low (only essential verification checks are made), medium (verification checks as usual), or high risk (enhanced stringency applied to verification).
- 2.4 RBV software is delivered with reports that enable the scheme to be monitored. Blind-sampling is automated within the system to validate the process. Furthermore, benefits Assessment Officers are able to increase the risk category should they have concerns about an individual case. As a safeguard, increasing the risk rating can only be done with the authority of a senior officer, and risk rating can never be downgraded.
- 2.5 RBV allows resources to be targeted at those claims with the highest risk of fraud and error, and helps prevent resources being expended on low risk claims. By doing this, the speed at which new benefit claims are processed can be improved, and the reduced verification levels on low risk claims will generate a reduction in outgoing post and incoming documents.
- 2.6 Essentially, RBV helps to secure the benefits system against those who may attempt to defraud it, whilst at the same time making it simpler for the majority of customers.

# Agenda Item 8

The customer journey is improved through fewer interactions with the council, and the customer should experience an improvement in the speed of service provided.

## 3.0 Options

- 3.1 Option 1 – Do not introduce a Risk Based Verification scheme. This option will result in the current process for administering benefit claims continuing. The impact would be that we could not implement a Digital Benefits system, could not improve the customer experience, reduce paperwork or reduce costs. This option is not recommended.
- 3.2 Option 2 – Introduce a Risk Based Verification scheme. This option will allow us to offer a far more modern and cost effective service to our customers. It will result in us targeting resources at those claims which are more likely to result in fraud and error whilst simplifying and streamlining processes for the majority of our customers. This option is recommended.

Contact Officer:	Andrew Stevens, Assistant Director, EK Services. 07525 668450
Reporting to:	Tim Willis, Director of Corporate Resources and s151 officer

## Annex List

Annex 1	RBV policy (RESTRICTED AND NOT FOR PUBLICATION)
Annex 2	Customer Impact Assessment screening form

## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Ramesh Prashar, Head of Financial Services
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer

Document is Restricted

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## Appendix 2 - Customer Impact Screen



<b>Topic</b>	Risk Based Verification policy
<b>For decision by (name and date)</b>	Cabinet – 15 <sup>th</sup> June 2017
<b>Date of screening assessment</b>	2 <sup>nd</sup> May 2017
<b>Author</b>	Andrew Stevens, Assistant Director, EK Services

<b>Introduction to the proposal and background</b>	The CIA is to accompany the proposal for EK Services to implement a Risk Based Verification regime in relation to new benefit claims for Housing Benefit and Council Tax Support. This is an integral part of the new Digital Benefits system and aimed at reducing cost, paperwork and time in the benefits claim process. The new policy is intended to focus on verifying claims for benefit using a “risk based” approach whilst improving the customer experience.
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	Negative Impact		Benefits		Evidence
	Yes	No	Yes	No	
<b>protected characteristics</b>					<ul style="list-style-type: none"> <li>Briefly describe initial thoughts on who will be affected and how (positively &amp; negatively)</li> <li>What evidence/data have you used to inform your judgement?</li> <li>Highlight which protected characteristics will require full analysis based on the screening process, including details of issues you need to explore further – if full analysis is not required please explain why.</li> </ul>
Age		X	X		Although the individual details & impact regarding RBV are not known at the outset a general rule is that older people are generally considered to be “low risk” in a RBV system. This means they are less likely to have to send in as much information and evidence as younger people which is a positive impact for them.
Gender (Sex)		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Disability		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Race		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Sexual Orientation		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Gender Reassignment		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Pregnancy &		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.

Maternity					themselves in.
Religion & Belief		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Marriage & Civil Partnership		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
Socio-economic/ social inclusion		X		X	This characteristic does not have a direct impact (positive or negative) on the risk category an individual customer finds themselves in.
<b>Final recommendation arising from the screening process.</b>					There is no significant impact (positive or negative) on any individual characteristic due to introducing a RBV policy. The introduction of a RBV policy means that over 50% of benefit customers will not need to supply evidence and information to the current levels. Any additional checks are done by officers behind the scenes. There is no detrimental impact to any customer group of introducing such a scheme. The intention is to make the claim process easier and quicker for people, many of whom need help with their rent urgently to retain the roof over their head.
<b>Opportunities to further the aims of the PSED</b>					
<b>1. Eliminate Unlawful discrimination, harassment, victimisation &amp; any other conduct prohibited by the Act.</b>					N/A
<b>2. Advance Equality of Opportunity</b>					N/A
<b>3. Foster good relations</b>					N/A

## 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.