

Public Document Pack

Date: 07 August 2017
Our ref: Overview & Scrutiny Panel/Agenda
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OVERVIEW & SCRUTINY PANEL

15 AUGUST 2017

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 15 August 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, Grove, Parsons, S Piper 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 3 - 8)

To approve the Minutes of the Overview and Scrutiny Panel meeting held on 23 May 2017, copy attached.

4. **MINUTES OF THE EXTRAORDINARY OVERVIEW & SCRUTINY PANEL** (Pages 9 - 12)

To approve the Minutes of the extraordinary Overview and Scrutiny Panel meeting held on 26 July 2017, copy attached.

5. **REVIEW OF THE OSP WORK PROGRAMME FOR 2017/18** (Pages 13 - 32)

6. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 12 JULY 2017 - 31 DECEMBER 2017** (Pages 33 - 42)

Declaration of Interest form - back of agenda

Item
No

Subject



Please scan this barcode for an electronic copy of this agenda.

OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 23 May 2017 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor D Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, Connor, Curran, Dexter, Dixon, Grove, Jaye-Jones, Martin, Parsons and Rusiecki

In Attendance: Councillors Brimm, K Coleman-Cooke, M Saunders, Shonk, Taylor and Taylor-Smith

116. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Falcon and Councillor Dennis.

117. DECLARATIONS OF INTEREST

There were no declarations of interest.

118. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Connor seconded and Members agreed the minutes as a correct record of the meeting that was held on 24 April 2017.

119. ESTABLISHING THE OSP WORK PROGRAMME FOR 2017/18

Members were in agreement that the Panel should reconstitute the 2016/17 sub-groups for them to work to the same terms of reference and with the same membership size.

Councillor Campbell proposed, Councillor Jaye-Jones seconded and Members:

1. Unanimously agreed political proportionality when setting up the sub groups.
2. Agreed the membership size of seven per sub group;
3. Reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Dreamland Working Group;
3. Agreed the terms of reference as reflected in Annex 2 to the Panel report;
4. Agreed that before any consideration of substantive business any re-established Groups would be required to review their respective terms of reference at their first meeting and report any suggested changes to the next available Overview and Scrutiny Panel for approval;
5. Agreed that before any consideration of substantive business all Groups would be required to complete the project template at their first meeting and report the details back to the next available Overview and Scrutiny Panel for approval;

Councillor Dexter proposed, Councillor Campbell seconded and the Panel further agreed the following recommendation:

1. To keep a watching brief on the work in progress regarding the development of a new health delivery strategy for East Kent by the East Kent Hospitals University Foundation Trust (EKHUFT).

120. PETITION ON 2017 PARKING CHARGES

A Member asked whether the Chairman would be allowing public speaking during discussion of this item as there was some public interest. In response the Chairman advised Members that although initially there had been some interest from the public to speak on the parking item, they later declined to take up the opportunity. This meant that only the organiser of the petition would be speaking to any of the items.

The discussion of the item then began with Mr Roy Irving being invited by the Panel Chairman to address the meeting at which point Mr Irving presented the petition on 2017 parking charges.

Thereafter the Panel discussed the petition as requested by Full Council and Members made the following comments:

- Revenue generated from parking charges should be directed to the same service in order to improve that service;
- Any surplus should be carried forward to the following year rather than be allocated to the general fund;
- Increased parking charges would discourage visitors from outside the district to visit the area's attractions and local residents would also be discouraged for the same reason;
- Cabinet should have a rethink about the new parking charges that are now in place for 2017/18;

Councillor Brimm, Cabinet Member for Operational Services suggested that in debating the petition, the Panel should consider the proposals that were included in the briefing note that was tabled at the meeting.

The Chairman then gave Members a moment to study the proposals outlined within the briefing note, which are attached at Annex 1 to the minutes. Further debate was had and Members made the following comments:

- Some Members were pleased that Cabinet had shown some degree of flexibility as reflected by the new proposals in the briefing note;
- The increase in the parking charges for 2017/18 were necessitated by the decrease in funding from central government;
- Reverting to the 2016/17 parking charges could in turn attract more visitors and hence more revenue;
- More parking spaces particularly in busier parking areas, could be installed with parking metres;
- The new parking charges would not necessarily increase revenue from that source;
- There is a need to consider both on-street and off-street parking at the same time in order to come up with a fair and realistic price structure, as each impacted on the other;

In response to Gavin Waite, Director of Operational Services gave the following response:

- The 2017/18 fees and charges were considered by the Overview & Scrutiny Panel before Cabinet recommended these to Full Council for adoption;
- Through the briefing note tabled at the Panel meeting (*Annex 1 to the minutes*) the Executive had offered option 1 and option 2 from which the Panel could recommend a new charge structure for the five parks referred in the note;

- Option 1 would lead a loss of income of £10,000 and option 2 would cost council £20,000;
- Officers could not give guarantees that savings could be found within Operational Services to absorb the loss if Council reverted the parking charges to the 2016/17 levels.

Tim Howes, Director of Corporate Governance advised the Panel that if Members recommended that Council reverted to the 2016/17 parking charges, they also would need to consider recommending alternative revenue sources to compensate for the loss of income resulting from such a recommendation.

Councillor Jaye-Jones proposed that the Panel recommended Option 2 in the briefing note to Cabinet however the Chairman advised that Members were already debating initial motion and so could not debate another, without resolving the first.

Councillor Campbell proposed, Councillor Ashbee seconded and the Panel recommended that Cabinet revert to the 2016/17 parking charges for the five seasonal car parks and to find the resulting shortfall from adjustments in other service areas.

121. **FUTURE OPTIONS FOR THE COUNCIL'S CLOSED CIRCUIT TELEVISION (CCTV) SERVICE**

Gavin Waite introduced the report and highlighted the following:

- Operational Services had conducted a review of the CCTV system and concluded that the current system was obsolete and needed replacing;
- Officers were recommending option 4 which entailed partnering with Canterbury City Council and BT;
- There were no procurement implications for identifying BT as a partner in the proposed service with particular reference to using their fibre optic any other potential service provider would have to use that same BT facility.

Members sought clarification on a number of issues as follows:

- Would the new system being proposed in option 4 be able to stream recordings from Canterbury City Council to Thanet District Council and the local Police;
- Would BT install more hotspots in places where there were 'dead spots' in places where new cameras may need to be set up?
- Did the areas where the new cameras would be installed currently have fibre optic capability?
- Who owned the building currently housing the Council's CCTV system?
- How would Thanet Safe Radio continue to operate if option 4 was adopted by TDC?
- Would there be continuity during the transition when Cabinet adopted option 4?
- How long would it take set up option 4 and get it running?
- Upgrading the CCTV system should be an absolute priority as crime was going up across the country;
- How difficult would it be to extend the system once it became operational?

In response Gavin Waite made offered the following explanations:

- Canterbury City Council currently operated 500 cameras with 4 operators monitoring the cameras at any one time, 24/7, and in comparison TDC had 80 cameras operated by 1 officer at any one time;
- The new system would be capable of streaming images to the Police in real time and also record;
- There was no intention to increase the Wi-Fi network;
- Mobile units for providing Wi-Fi might have to be procured for some locations;

- The building currently housing the council's CCTV system was owned by the council;
- If option 4 was adopted by Cabinet, the building would go on the asset disposal list;
- Thanet Safe Radio had been advised of this development and would have to move if the changes go through;
- TDC would consult the Radio station;
- The transition to the new system would be seamless;
- Setting up the new system would be quick because significant ground work has already been undertaken;
- Town/parish councils would be able to piggyback on to the new system as the contract agreement would have such a provision;

Councillor Campbell proposed, Councillor Ashbee seconded and Members agreed to recommend that Cabinet adopts Option 4 which is summarised below as:

"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."

122. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 10 MAY 2017 - 30 NOVEMBER 2017

Members requested that a report on "Risk Based Verification policy for the administration of Housing Benefit / Council Tax Support claims" be presented at a future Panel meeting for post scrutiny to assess the impact of the new policy.

Meeting concluded: 8.00 pm



Briefing Note

18th May 2016

Re: Parking Fees & Charges

Briefing author: Trevor Kennett, Interim Head of Operational Services

The Council has received a petition from 829 valid signatories relating to the parking fees and charges increase agreed in the Council’s budget for 2017 – 2019, which came in to effect on the 1st April 2017.

The petition stated:

“We the undersigned petition the Council to: We want Thanet District Council to reconsider their increase in parking charges for 2017. Especially in relation to the increase in off street car park charges. Thanet relies on tourism and visitors and the excessive price increases will have a detrimental effect on visitor numbers. The increase for the first hour of parking from £1.60 to £4.00 is not justified and as well as deterring visitors it may also stop people shopping locally where the car parks are in town centres. Thanet needs to encourage tourism and these new charges can only have a negative effect.”

Context

1. Parking charges have not significantly increased since 2009.
2. The average price increase across the car parks, excluding the 5 seasonal and 1 all-year round car parks is 20p per hour
3. The increase from £1.60 to £4.00 only affects 5 seasonal car parks and 1 all-year-round car park across the district.
4. The 5 seasonal car parks that have the new £4 one hour charge between 1 April – 31 October are:
 - a. Albion Street, Broadstairs.
 - b. Chandos Square, Broadstairs.
 - c. Broadstairs Harbour, Broadstairs.
 - d. Joss Bay, Broadstairs.
 - e. Marine Esplanade, Ramsgate.

	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours/All Day
Current Charge 2017/18	£4.00	£6.00	£8.00	£10.00	£12.00
New Charge Option 1	£2.00	£4.00	£6.00	£8.00	£12.00
New Charge Option 2	£2.50	£4.00	£6.00	£8.00	£12.00



5. The above seasonal car parking charges are 1 hour £4, 2 hours £6, 3 hours £8, 4 hours £10 and all day £12.

Winter charges on the above 5 car parks vary between 80p per hour, £1.10 per hour and £1.20 per hour up to the maximum of 5 hours which gives 24 hours parking.

5. Dreamland, Margate has the new £4 one hour charge all year round.
 - a. The charges are 1 hour £4, 2 hours £6, 3 hours £8, 4 hours £10 and all day £12.

The following car parks across the district are **not** affected by the new £4 charge

See Appendix 1

It is worth noting the following for the majority of our car parks on this list, that:

- First hourly parking rates start at 20p and go to a maximum of £1.10, with the exception of the Harbour.
- The average increase across the majority of these car parks is 20p per hour

Pricing modelling

The 2017 – 2018 budgets was agreed and based on projected income modelling and based on the front loading of the new £4 charge.

We have re-run the pricing modelling based on a reduced £2 charge for the first hour and then keeping the back loading of £12 for all day parking.

The projected loss of income across the budget for the 6 car parks would be approximately £20,000.

We have re-run the pricing modelling based on a reduced £2.50 charge for the first hour and then keeping the back loading of £12 for all day parking.

The projected loss of income across the budget for the 6 car parks would be approximately £10,000.

EXTRAORDINARY OVERVIEW & SCRUTINY PANEL

Minutes of the extraordinary meeting held on 26 July 2017 at 5.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, Connor, Dexter, Martin, S Piper, Rusiecki, Taylor and Taylor-Smith

In Attendance: Councillors: K Coleman-Cooke and M Saunders

123. APOLOGIES FOR ABSENCE

The following Members have given their apologies:

Councillor Dixon;
Councillor Falcon;
Councillor Dennis;
Councillor Grove;
Councillor Parsons, substituted by Councillor Martin;
Councillor Curran, substituted by Councillor Taylor-Smith.

124. DECLARATIONS OF INTEREST

There were no declarations of interest.

125. OSP CALL-IN OF KEY OFFICER DECISION - CLOSURE OF RAMSGATE DISTRICT OFFICE

Dominic Whelan, Director of Shared Services who leads East Kent Services (EKS) introduced the item for debate by providing a presentation on the rationale for the decision taken to close the Ramsgate District Office. Mr Whelan provided some background context in regard to the changing nature and demand for Customer Services and the financial drivers and technological considerations that had been taken into account when making the decision.

The aim is to use technology and telephone contact centre provision in a way that would deliver services to residents in an affordable and viable way but also recognise that a one size does not fit all' and the needs of the very vulnerable need to be taken into account.

Mr Whelan explained that EKS had reviewed its service delivery processes for all the partner district areas which led to the decision to close the area offices in Ramsgate, Whitstable, Herne Bay, Aylesham, Deal and Sandwich. The financial situation means that EKS has to find £834,000 of savings this year in order to ensure a balanced budget following reductions in the management fees and in order to contain growth in costs such as salaries and contract inflation.

A member of the public spoke on the item.

Andrew Stevens, Assistant Director (Customer Delivery) in EKS made additional comments to the presentation and advised the meeting that:

- The Ramsgate Office would be closed with effect from 1 September 2017;
- The office was currently operational on a part time basis with two staff who each worked part time making one full FTE;

- The main activity at that office was for residents to drop in forms and documents for processing benefits claims;
- EKS would still offer face to face service to residents at the main Gateway;
- EKS introduced a web chat and the uptake by residents has been encouraging;
- 82% of the residents who use the Ramsgate Office are working age;
- Visitor numbers to the office has been going down over the years;
- The uptake of council tax e-billing is 12,000 residents as at March 2017;
- EKS has been working with Age UK and hosting workshops for the elderly to provide them with skills to access on line services.

Mr Whelan said that moving forward EKS are planning to use existing Compliance Officers, who currently conduct Business Rates visits, to carry-out home visits to the elderly or individuals with disability and assist with requested customer services, in exceptional circumstances to assist those unable to access services.

In response to the officers' presentation, Members raised the following points:

- Residents would like assurances to be given that consideration would be given to the provision of a dedicated telephone line to attend to their queries;
- What would councillors do with queries that would be coming from residents once the Ramsgate District Office is closed?
- That there may be an increase in workload for Councillors as a result of this action;
- What is the total financial savings to be made by closing the Ramsgate Office?
- How the introduction of the new residents parking voucher scheme that will begin at the end of this month will impact? There has been a perceived lack of engagement with residents to advise them of the pending closure by EKS;
- EKS should engage with key members of the community such as residents association chairmen and secretaries to share information of the closing of the Ramsgate office;
- Ramsgate Town Council could be approached to take over some of the functions like collection of forms and documents from residents as there was a mail collection undertaken by the Council;
- Could a computer terminal be provided at the Town Council offices for customers to use? This point was also reiterated by a Councillor who noted that Broadstairs had done similar when the Council services were removed ten years ago;
- How will the office closure be communicated to residents and a request to ensure that the location of the Margate Gateway was made clear to the public, for those who do not know it at present;
- Are customer service centre staff trained to the same level in order to answer queries adequately across the districts?

In response to Member queries Dominic Whelan and Andrew Stevens made the following points:

- Call Centre staff were fully trained to respond to residents queries across the districts; the services provided currently at Ramsgate were the same as at all other
- The face to face changes across the whole of EKS would save about £200,000. The closure of Ramsgate office would bring in circa £30,000 savings within the overall; figure.
- The closure of area offices across the districts is designed to reduce the expensive service provision and enable EKS to minimise impact to staff in other key areas such as Benefits and Telephone Contact.

Mr Whelan explained that if EKS were to maintain the small amount of staff at the outlying area offices, the impact would be felt in a disproportionate way in the

telephone contact centre, due to the fact that they handle a much greater level of work than the area offices. As the churn of staff in Customer Services is high, it is expected that the reduction in posts, which generate the savings, will not require redundancies, although this cannot be guaranteed.

Mr Whelan thereafter agreed to carry-out the following action points that:

- EKS were working with TDC Communications Team on a planned engagement of residents regarding the closure of the Ramsgate office and would seek views from Ramsgate Town Council staff on ideas for communicating with residents;
- Liaison would take place with Ramsgate Town Council with a view to installing a dedicated telephone line for Ramsgate residents to channel their queries to Customer Services;
- EKS will engage Ramsgate Town Council to work out what arrangements could be made to enable the Town Council offices to take up some of the provision for items, such as waste collection bags and possibly even an internet portal attending to residents queries;
- EKS would attend neighbourhood engagement meeting to advise residents on the office closure;
- EKS would engage Ramsgate ward councillors to provide them with information that they could use moving forward, to address likely queries from residents once the Ramsgate office has been closed and in order to ensure that Councillors knew where to direct queries to, so they could inform residents;
- EKS would engage with Parking Enforcement regarding logistics for the sale of vouchers for the new residents parking voucher scheme.

Councillor Campbell proposed the following steps to mitigate the impact of the closure of the Ramsgate District Office; Councillor Taylor-Smith seconded and Members agreed the following recommendations that:

1. Officers liaise with Ramsgate Town Council to formally agree the best way to continue to offer services to residents in Ramsgate;
2. Officers attend neighbourhood engagement meeting in Ramsgate in August to advise residents' associations on the pending Ramsgate office closure.

Mr Whelan agreed to carry-out these recommendations.

Meeting concluded: 5.55 pm

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**REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK
PROGRAMME FOR 2017/18**

Overview and Scrutiny Panel **15 August 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 2017/18 and suggests a time limited work stream on reviewing proposals in the draft Local Plan.

Recommendation(s):

Members are also requested to agree the following:

1. Note the report;
2. Establish a Local Plan Working Group or;
3. That the Overview & Scrutiny Panel be the Local Plan Working Group;
4. That if Members have opted to set up a new sub group with a limited Panel membership, then either:
 - a) Establish membership to the sub group taking into account political proportionality or;
 - b) Unanimously disregard political proportionality;
 - c) The membership size;
5. The terms of reference which are 'to review the proposed draft Local Plan and make recommendations to the Panel;
6. To work to the indicative timetable set out in Annex 4 to the report.

The Panel is also asked to consider the recommendation from the Community Safety Partnership Working Party that:

7. A request be forwarded to the executive that a presentation be made at a Members Briefing session on 'Council services to the homeless in Thanet.'

CORPORATE IMPLICATIONS									
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.								
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.								
Equality 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Please indicate which aim is relevant to the report.</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="text-align: center; width: 50px;">✓</td> </tr> <tr> <td style="padding: 2px;">Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td style="padding: 2px;">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> </tbody> </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.	✓								

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

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 23 May 2017. The Panel reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Dreamland Working Group. This report provides an update of the work programme since the May.

- 1.2 Chairmen and members of the working parties could provide additional comments during the debate of this item at the Panel meeting.
- 1.3 Table 1 in Annex 1, highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2017/18. The items are sourced from the Forward Plan, Table 2 shares brief progress comments for each sub group are in subsequent.
- 1.4 Annex 2 provides information on the current scrutiny reviews. Currently there are no scrutiny reviews being conducted by the Panel. 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 20 July and agreed to review two topics; Crime Statistics in Thanet and topical Operational Services issues including parking enforcement (at schools) and fly tipping in the district. Additional topics will be identified during the year.
- 2.2 Members also recommended to the Panel that a request be forwarded to the executive that a presentation be made at a Members Briefing session on 'Council services to the homeless in Thanet.'

3.0 Corporate Performance Review Working Party

- 3.1 The sub group met on the 27 June 2017 and received Quarter 4 performance reports, from TDC, East Kent Services and East Kent Housing. Members gave positive feedback to the good TDC fourth quarter corporate performance, particularly the trend of improvement. They also noted officer comments that the April/May performance in Q1 of this year showed a continued positive trend and thanked the staff for the positive performance.
- 3.2 The working party was also advised that EK Services (in partnership with TDC, CCC and DDC) recently received a national award for their 'Behaviour Change' work at the Municipal Journal Awards. Members commended the EK Services performance report which reflected good performance across the services provided.
- 3.3 East Kent Housing reported good performance with the capital programme expenditure having increased, which demonstrated increased work activity. They had centralised the complaints procedure and were currently recruiting a complaints officer to manage the new system. East Kent Housing (EKH) had carried out inspections to check fire safety measures at the six tower blocks and completed new Fire Risk Assessments (FRA's) for these.
- 3.4 EKH is continuing to work with TDC, Department of Communities & Local Government (DCLG) and Kent Fire & Rescue Services (KFRS) to respond to information requirements. EKH has additionally communicated with residents to provide reassurance about the safety of their homes and to remind them of evacuation plans in the event of a fire.
- 3.5 Validation checks are to be carried out at the blocks to give added assurance and double check that they comply with current building regulations. KFRS has also inspected Arlington House and were satisfied that these were appropriate. TDC officers in private sector housing department were part of the joint inspection team. There were no issues of concern that were raised from that inspection.

4.0 Dreamland Working Group

- 4.1 The sub group met for its fourth and last meeting on 31 July and received a presentation on the Dreamland Project, the historical facts regarding the works undertaken from the initial construction, architectural designs used and current refurbishment works and costs involved.
- 4.2 Members were also briefed of the current progress regarding Phase 2 of the project which would see the Council identifying potential operator(s) for the restaurant, café and bars.
- 4.3 Members concluded that some important lessons had been learnt about project management and were satisfied despite the challenges, that Phase 1 had been successfully carried out and laid a good foundation for Phase 2. The lessons learnt would be used to successfully manage Dreamland Phase 2.
- 4.4 The Working Group made the following summary:
 - a. Lessons have been learnt in Phase 1 to inform the implementation of Dreamland Phase 2 project;
 - b. Phase 1 has turned to be successful, with some initial challenges;
 - c. Phase 2 Work is being completed under budget;
 - d. Combined private and public sectors big investment in Phase 1 has made a difference to the successful completion of the project;
 - e. New project management system has made a difference to the management of the project;
 - f. Officers and the meeting chair will draft a summary of learning points and action points to share with the Panel.
- 4.5 It is therefore recommended that the Panel de-commissions the Dreamland Working Group and identify other work streams, most notably a review of the draft Local Plan.

5.0 Reviewing the Draft Local Plan – pre decision scrutiny

- 5.1 The Council is currently working on a draft local Plan that will be formally published early in 2018. It is hoped that once Cabinet has formally resolved to recommend the draft Plan document to Council for Publication, the Overview & Scrutiny Panel will have an opportunity to conduct a pre-decision scrutiny on the proposals in the Plan.

Establish a Working Group

- 5.2 The scrutiny process could be conducted through a sub group. The sub group would go through a series of briefings/workshops facilitated by officers in the Planning Department. This approach would enable Members to study the proposals in the draft Local Plan in more depth at a strategic point in the decision making process as this will offer them an opportunity to make recommendations for consideration by the Panel leading onward submission to Cabinet and then Council.
- 5.3 It is therefore proposed that the Panel considers adopting the approach being proposed in the report that includes setting up a sub group and working through a schedule of workshop sessions leading up to recommendations being presented to the November Panel meeting as shown in Annex 4 to the report. This approach tries to reflect the views expressed by the Panel when last considering the draft local plan in 21 November 2016.
- 5.4 However this proposal is based on the assumption that the Dreamland Working Group would have concluded its work and presented its views to the Panel on 15 August. This

proviso is so that the scrutiny work load is kept within manageable proportions bearing in mind resource limitations.

OSP as the Working Group

- 5.5 As an alternative to setting up a new and separate sub group with a limited number of Panel members, the Panel could agree that the entire Overview & Scrutiny Panel becomes the Local Plan Working Group. This enables participation in the more in-depth review of the draft Local Plan by all members of the Panel.

6.0 Call-In of Cabinet Decisions

- 6.1 The Panel called-in a key officer decision on the 'Closure of the Ramsgate District Office' and the issue was considered at an extraordinary meeting on 26 July.
- 6.2 Although Members did not suggest any changes to the actual decision made they requested that mitigatory measures be put in place in order to manage the adverse effects the decision might have on some residents. The Director of East Kent Services, (the decision maker) agreed to take some measures highlighted in the extraordinary Panel minutes in the link provided here: [Extraordinary OSP Minutes](#).

7.0 Cabinet Presentations at OSP Meetings

- 7.1 The Panel Chairman requested for Member contributions to ideas for topics that could be suggested to Cabinet Members for presentations at future Panel meetings. One such proposal was for the Leader of Council to give an update on the proposals for the East Kent Merger and the implications arising from the decision by Cabinet not to pursuing that initiative further as a result of similar decision being made by the neighbouring local authorities.
- 7.2 The Leader agreed in principle to be in attendance at the Panel meeting on 24 October to engage the Panel in discussion on the following topic:
- 'Since the proposals for an East Kent Merger have now ended, what plans does TDC have to address future budgetary concerns?'

8.0 OSP Recommendations to Cabinet - Implementation Monitoring

- 8.1 The Panel considered a petition on Parking Charges for 2017/18 that had been referred to the Panel Full Council and recommended that Cabinet reconsiders the decision made by Council and revert the parking charges to the 2016/17 levels and look for savings from other service areas to fund that decision.
- 8.2 The petition was reported back to Full Council on 13 July as is required by the petition scheme. Full Council referred the issue to Cabinet who in turn acknowledged the petition and the OSP recommendations.
- 8.3 On 27 July Cabinet re-iterated its decision made at an extraordinary meeting on 18 July to introduce a new residents' only parking voucher scheme which would see charges for daily parking reduced to £2.50 (if bought as single tickets) and £2.00 if one bought a £40.00 booklet of voucher tickets.
- 8.4 The new scheme would start at the end of July 2017 and would run until end of October and in subsequent years, would continuously run from April to October. This final Cabinet decision will be reported back to Full Council for information.

Agenda Item 5

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 57186
Reporting to:	Nick Hughes, Committee Services Manager, Ext: 57208

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
Annex 4	TDC Indicative Timetable for adopting the draft Local Plan

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Ramesh Prashar, Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance

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 2017/18		
Overview & Scrutiny Panel Meeting Date	Indicative Agenda Items	Issue Source
15 August 2017	Cabinet Member Presentation	
	Draft Local Plan (included in the OSP work programme report)	Community Services
	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
4 th week in October 2017	OSP Local Plan Sub-Group workshop session	Community Services
24 October 2017	The Leader’s Presentation – Update on the proposals for the East Kent Merger	
	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
1 st week in November 2017	OSP Local Plan Sub-Group workshop session	Community Services
2 nd week in November 2017	OSP Local Plan Sub-Group workshop session	Community Services
21 November 2017	Cabinet Member Presentation	
	Draft Local Plan	Community Services
	Fees & Charges 2018/19	Financial Services

	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
25 January 2018	Cabinet Member Presentation	
	Budget 2018/19 & Medium Term Financial Plan 2018-22	Financial Services
	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
13 February 2018	Cabinet Member Presentation	
	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
17 April 2018	Cabinet Member Presentation	
	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2017/18				
Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Curran Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr XXXX Cllr M. Saunders	Penny Button; Jessica Bailey	The sub group will meet for their first meeting of the new municipal year on 20 July.	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 27 June and received Qtr.4 performance reports from TDC, EK Services (including EKHR) and EK Housing. Their next meeting is on 04 September.	On going
Date of Establishment: 13.12.16 Dreamland Working Group	Cllr Dixon (Chairman) Cllr Ashbee Cllr Bayford Cllr Dennis Cllr Campbell Cllr XXXX Cllr Rusiecki	Madeline Homer; Tim Howes	The next meeting of the group met on 31 July and details of the outcome of the meeting are reported elsewhere in the report.	It is reported that the work of this working group be terminated as reported elsewhere in the report.
Presentations				
2017/18 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 this issue.</p>

<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' was considered and recommended to Cabinet by the Panel on 14 February 2017 and thereafter Cabinet adopted the Plan on 9 March 2017.</p> <p>There being no further issues to consider regarding this matter it is suggested that the item be dropped from the watching brief section.</p>	<p>It is recommended that this issue is taken off the OSP watching brief.</p>
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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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Agenda Item 5

Annex 4

TDC INDICATIVE TIMETABLE FOR ADOPTING THE DRAFT LOCAL PLAN

OSP sets up working group	Cabinet agrees draft plan for Publication	OSP sub group workshop session	OSP sub group workshop session	OSP sub group workshop session	OSP recommends draft plan to Cabinet	Cabinet recommends draft plan to Council	Extra Council agrees draft Plan for Publication, and subsequent submission to Planning Inspectorate for Examination
15 Aug 2017	19 Oct	4 th week in Oct	1 st week in Nov	2 nd week in Nov	21 Nov	7 Dec	18 Jan 2018

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FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

Overview and Scrutiny Panel	15 August 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

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.

	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.		

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

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 57186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 57208

Annex List

Annex 1	Forward Plan & Exempt Cabinet Reports List
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	
Legal	Matt Sanham, Financial Services Manager

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FORWARD PLAN AND EXEMPT CABINET REPORT LIST

12 JULY 2017 TO 31 DECEMBER 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".

Agenda Item 6

Annex 1

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

12 July 2017 to 31 December 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
2016/17 Performance report	Out turn report for the financial year	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	27 Jun 17 27 Jul 17	Non-Key		CPRWP report Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
2016/17 Finance report	Out turn report for the financial year	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	27 Jul 17	Non-Key		Cabinet report
Closure of Ramsgate District Office	The Ramsgate District Office will close to the public from 1st September 2017.	1.Director of Shared Services (EK Services) 2.Dominic Whelan, Director of Shared Services	Cabinet Member for Financial Services and Estates	Before 1 Sep 17	Key		
Quarter 1 Budget monitoring report	Update on the budget position and forecast for the year	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Sep 17	Non-Key		Cabinet report
Public Spaces Protection Order (PSPO) for Dog fouling & control	Introduce a new PSPO across the district for the control of dog fouling and the control of dogs	1.Cabinet 2.Trevor Kennett, Interim Head of Operational Services	Councillor Suzanne Brimm, Cabinet Member for Operational Services	19 Sep 17	Key		Cabinet report

Annex 1

Agenda Item 6

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 Disposal Programme 2017-18	To determine whether to dispose of property assets, subject to ward member consultation	1.Cabinet 2.Tim Howes, Director of Corporate Governance and Monitoring Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	19 Sep 17 19 Oct 17 16 Nov 17 14 Dec 17 16 Jan 18 30 Jan 18 15 Mar 18 03 May 18	Key		Cabinet report
Quarter 2 Budget monitoring report	Update on the budget position and forecast for the year	1.Cabinet 2.Councillor John Townend, Cabinet Member for Financial Services and Estates	Councillor John Townend, Cabinet Member for Financial Services and Estates	16 Nov 17	Non-Key		Cabinet report

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £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.