



Date: 17 January 2018
Our ref: Overview & Scrutiny Panel/Agenda
Ask For: Charles Hungwe
Direct Dial: (01843) 577186
Email: charles.hungwe@thanet.gov.uk

OVERVIEW & SCRUTINY PANEL

25 JANUARY 2018

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Thursday, 25 January 2018** 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, Martin, Parsons, R Potts 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 - 4)
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 21 November 2017, copy attached.
4. **EAST KENT HOUSING - PROPOSED NEW FORMAL RESIDENT INVOLVEMENT STRUCTURE** (Pages 5 - 42)
5. **2018-19 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2018-22** (Pages 43 - 150)
6. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2017/18** (Pages 151 - 166)
7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 10 JANUARY 2018 - 30 JUNE 2018** (Pages 167 - 176)

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 21 November 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, Dexter, Parsons, Rusiecki, Partington, Bayford and Taylor

In Attendance: Councillor Brimm

139. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Dennis;
Councillor Falcon;
Councillor Grove;
Councillor R Potts;
Councillor Dixon, substituted by Councillor Taylor;
Councillor Curran, substituted by Councillor Partington;
Councillor Martin, substituted by Councillor Bayford

140. DECLARATIONS OF INTEREST

There were no declarations of interest.

141. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Ashbee seconded and Members AGREED the minutes as a correct record of the meeting that was held on 24 October 2017.

142. DRAFT THANET LOCAL PLAN - PUBLICATION STAGE

Councillor Lin Fairbrass, Deputy Leader introduced the report and made the following correction to Paragraph 2.31 of the report after the sentence ending "...new settlements":

"The Council sought additional advice on the potential role of new settlements in meeting increased housing demand."

Mr Solly and Mr Stevens were invited by the Chairman to address the Panel as part of the Scheme for Public Participation.

Councillor Brimm spoke under Council Procedure rule 20.1.

The Panel discussed the report and made the following comments:

-Concerns were raised about evidence presented in the draft Local Plan in relation to the former Manston airport site and that consultation responses had not been given enough weight.

-Concerns were also raised regarding economic development strategy and employment.

-Policies relating to rural development and housing were contradictory and there were not enough guarantees made in relation to the improvement of infrastructure.

-It was queried whether the letter regarding intervention powers from Secretary of State for Communities would apply to Thanet's particular circumstances.

Madeline Homer, Chief Executive advised the Panel that the Council had not yet responded to the letter from the Secretary of State for Communities and Local Government but that DCLG's intervention was an option for consideration if the Local Plan was not progressed.

It was proposed by the Chairman and seconded by Councillor Campbell:

"That the Overview & Scrutiny Panel recommend to Cabinet:

- a) That Cabinet agree the proposed changes to the draft Local Plan set out in the report and that the draft Local Plan, Sustainability Appraisal and draft Transport Strategy be published under Regulation 19 for a period of 6 weeks to allow comments to be made;
- b) That Cabinet agree to publish the Thanet Landscape Character Assessment for comment, with the intention of adopting it as a Supplementary Planning Document (SPD);
- c) That Cabinet recommend to Council that, following the Publication period, the draft Local Plan be submitted to the Planning Inspectorate for Examination; and
- d) That Cabinet agree the proposed amendments to the Local Development Scheme.

Upon being put to the vote, the motion was declared LOST.

143. FEES AND CHARGES 2018/19

Tim Willis, Director of Corporate Resources introduced the report.

Following debate, Councillor Campbell proposed and Councillor Bayford seconded:

"Remove the cremation fee for unviable babies, and to remove the increase to the collection fee for bulky waste."

Upon being put to the vote, the motion was declared CARRIED.

144. REPORT ON REJECTED PETITION

Nick Hughes, Committee Services Manager introduced the report.

The Panel noted the report.

145. REVIEW OF OSP WORK PROGRAMME FOR 2017/18

The Panel noted the report.

146. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 08 NOVEMBER 2017 - 31 MAY 2018

The Panel noted the report.

Meeting concluded: 7.50pm

<p>East Kent Housing Proposed new formal resident involvement structure</p>
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Overview and Scrutiny Panel	25 January 2018
Report Author	Matt Gough, East Kent Housing, Director of Customer Services
Portfolio Holder	Councillor Rev. Stuart Piper, Cabinet member for Housing and Open Spaces
Status	For Information and commend on the recommendations
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet wide

Executive Summary:

This report sets out the detail developed in partnership with residents to support the proposed new formal resident involvement structure and support the effective involvement of residents in our housing services. The purpose of this report is to seek comments from Thanet District Councils Overview and Scrutiny Committee.

Residents have been supported by East Kent Housing (EKH) and an Independent Advisor to develop the proposed new structure and the following documents which set out the structure detail;

- New Resident Panel Terms of Reference
- New Local Groups Terms of Reference
- Revised Code of conduct
- New Relationship and communication between groups
- Role descriptions

This report sets out:

- The proposed new structure;
- Summary of the recommendations as set out in the appended documents;
- Proposed implementation timeframe.

Recommendation(s):

Members are requested to:

- Consider this report, structure and appendices;
- Endorse the recommendation to invite and appropriate Councillor(s) to attend local group meetings to participate and observe, in relation to local council services;
- Note the proposed implementation timescales.

CORPORATE IMPLICATIONS

Financial and Value for Money

There are no financial implications arising directly from the report or implementation of the proposed new resident involvement structure

Legal	<p>The proposals would require an amendment to the Management Agreement which are set out in section 4 of this report</p> <p>The recommended new resident involvement continues to meet the HCA's Tenant Involvement and Empowerment Standard and Housing Act.</p>								
Corporate	The proposals to improve resident involvement structures support the corporate value of promoting open communications.								
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;"> <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="text-align: center;">✓</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p>There are no equality issues arising directly from this report but there is a need to retain a strong focus and understanding on issues of diversity amongst the residents engaged in housing services. The reviewed code of conduct (appendix 3) supports equality. An equalities impact assessment will be carried out before the proposals are agreed.</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

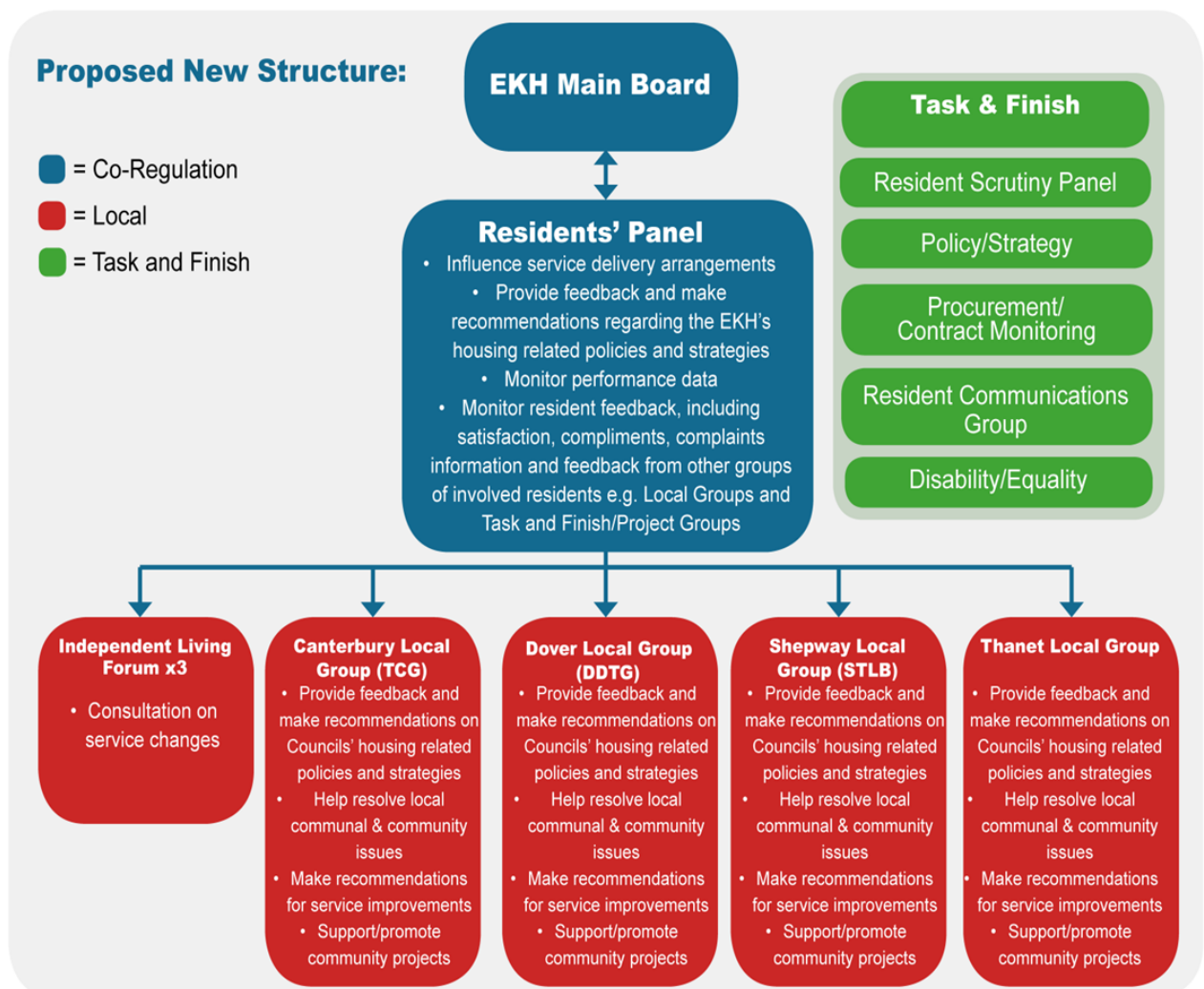
- 1.1 East Kent Housing currently has a formal resident involvement structure which has four area boards (one for each council area), four residents on the main EKH Board (one from each council area) and four local groups (one for each area) which tend to consider the same information as the area boards. It also has a tenant scrutiny panel, and a communications group, all made up of residents, and a Service Improvement sub-committee, also involving residents.
- 1.2 The Tenant Scrutiny Panel (TSP) carried out a review of the formal resident involvement structure and provided recommendations which included:-
- I. A residents panel covering the whole of the EKH area
 - II. Maintaining and reviewing the roles of local groups

- III. Increased focus of task and finish project groups to produce specific and timely outcomes
- IV. Reducing the duplication of groups
- V. A consistent approach to the structure of groups, including their terms of reference, number of meetings agendas and their aims and objectives.

In order to develop these recommendations a group of wider residents from the four areas have been supported by an Independent Tenant Advisor to work with EKH to develop and recommend the new structure and the supporting documentation; as part of the work and the development of the revised structure EKH have sought to retain the link back to the original recommendations of the Tenant Scrutiny Panel. In order to illustrate how the recommendations have been progressed EKH have considered each in turn along with details of how improvements have been progressed.

2.0 Detail

The proposed new structure set out below has been amended to include the recommendations with regards to the roles of the Panel/groups received from the wider consultation.



2.1 Residents' Panel (Terms of reference – Appendix 1)

Role of the Panel - The Residents' Panel will replace the four Area Boards, and will consider issues across the EKH area. This is reflected in the new working arrangements for EKH, whereby staff now work across the whole area.

The purpose of the Residents' Panel is to work with EKH to influence policies and strategies and to scrutinise performance on behalf of all EKH residents.

The Residents' Panel would carry out the following activities:

- Influence service delivery arrangements.
- Provide feedback and make recommendations regarding EKH housing related policies and strategies;
- Monitor performance data and make recommendations on how performance can be improved;
- Monitor resident feedback, including satisfaction, compliments, complaints information and feedback from other groups of involved residents e.g. Local Groups and Task and Finish/Project Groups. Make recommendations for improvements.

Membership -

The Panel will comprise of twelve resident members, three from each of the four council areas. A selection process will be used to appoint members who will serve a 3 year term with a maximum of 3 terms.

Resident Board Members - An EKH Resident Board Member will attend the Residents' Panel meetings and act as a link person between the Panel and the Board. Their role in relation to the Panel will include the following:

- To receive feedback from the Panel and report this information to the next available meeting of the EKH Board;
- To provide feedback and updates from EKH Board meetings to the Residents' Panel.

This will ensure the linkage between the local groups, area panel and main Board, as it is essential that the voice of residents is heard as part of the governance structure.

Meetings - The Residents' Panel will meet quarterly and will be quorate when eight out of the twelve members are present. EKH will provide involvement and secretarial support to the Panel.

Timing of meetings – Currently the regularity of meetings varies across the 4 areas, and it is proposed that the meeting intervals will move to quarterly to reflect the wider Board and Committee timings. Whilst for some areas meetings are currently quarterly for other areas this change has been met with concern. Some residents felt the time between meetings would be too long and there would be too many items on agendas to be able to effectively debate and provide recommendations.

For those areas where there have been concerns raised EKH have agreed to ensure that residents are supported so that local group meeting agendas and forward plans will be agreed/managed with Chairs. In addition to which with the move towards local groups focusing on local issues it is not anticipated at this time that more than 4 meetings per year will be necessary. The use of task and finish groups will enable residents to be engaged on bigger projects which may require more time for consultation and for their recommendations to be reported.

EKH have committed to responding to questions and any issues raised at local group meetings within 10 days of receiving their minutes. Any issues not responded to within this timescale will be highlighted to the EKH Management Team and to the Residents' Panel for scrutiny. This new procedure will also help the local groups to know that concerns will be raised to the highest level, and is another mechanism in ensuring that the tenant's voice is heard.

EKH has also committed to review the new structure including the meeting schedule after a 12 month period following implementation. On this basis residents were happy to agree the quarterly meeting schedule.

2.2 Role of Local Groups (Terms of reference – Appendix 2)

The role of the local groups has been considered and the new terms of reference have been set out within Appendix 2 and are summarised below.

The purpose of each Local Group will be to work with EKH, Councils, tenants and leaseholders to resolve local community issues, to support local community projects and to consider local opportunities for estate improvements, if appropriate. In addition to EKH attending Local Group meetings appropriate Councillor(s) for housing will be invited to attend to participate and observe, in relation to local council services.

2.3 Increased Focus of Task and Finish Project Groups

The proposed structure as set out above includes for specific task related groups which will have a specified brief to consider specific issues that will be time limited and will report their findings through the formal EKH structure. This will ensure we are making the most of the commitment being made by residents to drive forward improvements and deliver positive outcomes in a targeted way.

2.4 Reduce the Duplication of Groups

A reduction in duplication will be achieved by the proposed revisions to the structure as previously outlined. The number of times information will be considered will be reduced, and this will help to ensure that feedback is consistent and acted upon.

2.5 A Consistent Approach to the Structure of Groups, Including their Terms of Reference, Number of Meetings Agendas and their Aims and Objectives

Revised Code of Conduct (Appendix 3) - Residents reviewed the code adding the EKH values and including examples of minor/serious breaches to bring clarity as to behaviours that are not considered acceptable. A section on how concerns about behaviours can be raised has also been added and how a breach of the code will be managed.

New Relationship and communication between groups (Appendix 4) - Residents' were keen to ensure there is a clear relationship and communication between the groups within the new structure. Appendix 4 sets out how each group will commit to working together and how and when they will share information with each other and wider residents in the future.

Role descriptions (Appendix 5) - The role description document has been developed with the help of residents to clarify for all residents involved at a formal level the roles of committee members and the qualities and abilities needed to carry out these roles

effectively. This document will also support residents when considering standing or selecting committee members in the future.

3.0 Consultation planned or undertaken

Extensive work has been undertaken with engaged residents. The proposals are supported by residents and have been developed by them, and they contribute to improved governance at EKH and a greater ability for the Board to hear the voice of residents.

4.0 Wording amendment to the Management Agreement

East Kent Housing manage the Housing Revenue Account stock on behalf of Thanet District Council, the details of this agreement are set out within a Management Agreement. The agreement sets out responsibilities and obligations on both organisations and whilst the responsibility for resident involvement is the responsibility the agreement makes reference to the current structure. In order for the agreement to reflect the proposed structure it is proposed that the agreement be revised to reflect the proposed changes. The details of the proposed changes are set out below:-

- Section 4 Tenant and Leaseholder Involvement;
Substitute 'Area Board' with 'Residents' Panel';
- Section 13 Consultation with statutory and other bodies;
Substitute 'Area Board' with 'Residents' Panel/Local Groups'.

Section 63 of the Management Agreement makes provision for the council to make variations to the management agreement from time to time and give reasonable notice of the variations to East Kent Housing.

In order for these changes to be made the proposals will need to be implemented as set out below.

5.0 Implementation of the new structure

It is proposed that the new structure be in place in time for the start of the new 2018/19 financial year.

The Resident Involvement Team will continue to work with residents to;

- agree the recruitment processes for the new Resident Panel (Oct – Dec);
- finalise process for requesting information or escalating concerns including timeframes (Oct – Dec);
- recruit members of the new Residents' Panel (Feb);
- recruit additional members to local groups (Jan – Feb);
- provide training to Panel and Local Group members on the new way of working (Mar);
- schedule meetings to ensure effective feedback between Local Groups, Resident Panel and Board (Jan – Feb).

Contact Officer:	Michelle Thomas, East Kent Housing, Resident Involvement Manager Telephone: 01304 872410
Reporting to:	Matt Gough, East Kent Housing, Director of Customer Services

Annex List

Annex 1	Residents' Panel Terms of Reference
Annex 2	Local Groups Terms of Reference
Annex 3	Resident Involvement Code of Conduct
Annex 4	New Relationship and Communication between groups
Annex 5	Role Descriptions

Corporate Consultation

Finance	Ramesh Prashar, Head of Financial Services
Legal	Sophia Nartey, Interim Head of Legal Services
Housing	Bob Porter, Head of Housing

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Appendix 1

Residents' Panel Terms of Reference

1. Role of the panel

- a. The main aim of the Residents' Panel is work in partnership with East Kent Housing (EKH) to influence policies and strategies and to scrutinise performance on behalf of all EKH residents
- b. The Residents' Panel will carry out the following activities in meeting the above aim:
 - Influence service delivery arrangements
 - Provide feedback and make recommendations regarding the EKH's housing related policies and strategies
 - Monitor performance data and make recommendations on how performance can be improved.
 - Monitor resident feedback, including satisfaction, compliments, complaints information and feedback from other groups of involved residents e.g. Local Groups and Task and Finish/Project Groups. Make recommendations for improvements.

2. Membership

a. Numbers and composition

The Panel will comprise twelve resident members, three from each of the four council areas. There will be a place for one leaseholder to be a member. However, if there are no expressions of interest from leaseholders, the leaseholder place will be taken up by a tenant, resulting in a Panel of twelve tenant members.

b. Membership criteria

Members of the Residents' Panel must be tenants or a leaseholder of one of the four councils. In addition, any member of the Residents' Panel can be a member of up to a maximum of two other groups (i.e. a local group and/or a Task and Finish/Project Group.)

c. Restrictions on membership

The following will not be eligible to be a member of the Residents' Panel:

- Home owners
- Tenants of other landlords
- Current EKH Board members
- Current councillors
- EKH or Council officers
- Any resident who is in breach of their tenancy agreement, where the breach has led to legal action being taken by EKH i.e. possession proceedings have commenced
- If a tenancy breach arises after a resident has joined the Panel, they will be removed from the Panel and a replacement member will be appointed (see section 3: Selection of members). A

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Annex 1

member removed from the Panel because of a tenancy breach will be able to re-join the Panel twelve months after they have remedied the tenancy breach in question, if they are selected.

- Anyone who has an 'unspent' conviction (as defined in the Rehabilitation of Offenders Act 1974)
- Any resident who has committed a serious breach of the code of conduct for involved residents
- Anyone who is unreasonably persistent or a vexatious complainant, as defined by the Housing Ombudsman and set out in EKH's Vexatious Complaints Policy (March 2015).
- Anyone who is motivated to join the Panel to address their own personal grievances.

In addition, only one member of any household will be able to be a member of the Residents' Panel at any one time.

d. Resident Board Members

EKH's Board will appoint a Resident Board Member to attend the Residents' Panel meetings and act as a link person between the Panel and the Board and their role in relation to the Panel will include the following:

- To receive feedback from the Panel and report this information to the next available meeting of EKH's Board
- To provide feedback and updates from Board meetings

e. Length of membership

Members will serve for a period of three years. The maximum number of terms that a member can serve is three consecutive terms (i.e. a maximum of nine years in total).

3. Selection of members

- a. Each Local Group will select 3 residents to participate in the Residents' Panel. Anyone who is selected must commit to serving a three-year term.
- b. Anyone who is interested in joining the Panel must demonstrate, by completing a short expression of interest form, that they have (or have the potential to develop) the following abilities and experience:
 - Ability to question
 - Confident
 - Able to work as part of a team
 - Able to speak on behalf of all residents, instead of representing their own interests
 - Understand issues regarding social housing
 - Communicate effectively
 - Demonstrates a commitment to attending meetings and participating in the activities of the Panel

- c. Local group members and wider EKH residents can express an interest in joining the Panel. The Local Group will work with EKH's officers to carry out a selection process.
- d. At least one Local Group member per area will have a place on the Residents' Panel, to ensure there is a link between the Board, Residents' Panel and each Local Group.
- e. Each Local Group will also select a substitute Panel member who would be able to commit to attending Residents' Panel meetings, in the event that their selected Resident Panel member(s) can attend. This situation is likely to arise in the case of a personal emergency or other unavoidable commitment arising.
- f. If a resident cannot complete their 3-year term, the relevant Local Group will elect a replacement and the replacement member will complete the remainder of the retiring member's 3-year term.

4. Panel roles and selection

- a. The Residents' Panel will elect a chair and a vice chair each year.
- b. Only the voting members of the Residents' Panel will be able to participate in the election of a chair and vice chair.
- c. The candidate who polls the most votes will be elected as chair (and the same will apply to the election of vice chair).
- d. If the chair and vice chair cannot attend a meeting of the Residents' Panel, the members attending the meeting will elect a chair for that meeting.
- e. The election of chair and vice chair will be decided by a simple majority of members attending the meeting

5. Meetings

a. Agenda items

The following standard items will be considered at each meeting of the Residents' Panel:

- Consultation/information items from EKH
- EKH Performance information
- EKH Customer satisfaction, compliments and complaints data
- Feedback of key issues from Local Groups e.g. issues that have not been resolved at a local level despite repeated requests for responses; issues that may require intervention by other Groups or be escalated to Board
- Feedback from Task and Finish Groups/Project Groups, including Scrutiny Panel reports

b. Frequency and location

The Residents' Panel will meet quarterly. The timing of its meetings will be scheduled to fit in with EKH's Board meeting cycle, to ensure that feedback from Residents' Panel can be reported to the Board in a timely manner. The Panel's meetings will be held in a central location.

c. Pre – meetings

The tenant and leaseholder members of the Panel will hold a short pre-meeting, on the day of their quarterly meeting, without officers and Board members. However, the Panel members can choose to invite their support officer (from the Resident Involvement Team) to attend. The purpose of this meeting will be to prepare for the formal meeting.

d. Quorate

The Panel will be quorate when eight out of the twelve members are present. However, if the Panel is not quorate and there are no items requiring a decision, the meeting can proceed.

Wherever possible, the Panel should reach a consensus decision when making recommendations. If a vote is taken, a simple majority will suffice to reach a decision. If there is a tie, more information will be requested and additional time will be allowed for discussion and decision making. However, if there is no further information or if there is insufficient time available, the chair person will have the deciding vote.

e. Agenda and Minutes

EKH will provide secretarial support for the Panel. An officer will be nominated to work with the chair of the Panel to arrange the distribution of the agenda (once this has been agreed by the Chair), to take and circulate minutes of the Panel's meetings. The agenda, minutes from the Panel's previous meeting and reports to be considered at the meeting will be circulated to the Panel members, Resident Board Members, and the officers at least five working days in advance of the next meeting.

f. Absences

Any member of the Panel who misses two consecutive meetings, without giving apologies, will be contacted by the Chair or Vice Chair. If the Panel member misses a further two consecutive meetings, they will be asked to attend a meeting with the Chair of the Panel and the Resident Involvement Manager to discuss the reasons for their absence. As a result of this meeting, the Chair of the Panel will write to the Panel member advising of the agreed course of action e.g. Panel member will start attending meetings again, support will be provided or the member will step down from the Panel temporarily or permanently.

g. Substitutes

Each Local Group must be represented at each Panel meeting. Therefore, at least one selected Local Group member of the Panel should attend each of the Residents' Panel's meetings. In the event that no selected Local Group member(s) is available to attend a Panel meeting, the Local Group can nominate a substitute member to cover the absence.

h. Officers

EKH Officers will be requested to attend Residents' Panel meetings to present information and to receive feedback and recommendations from the Panel members.

i. AGM

The Residents' Panel will hold an Annual General Meeting each year. The purpose of the meeting will be as follows:

- To elect the chair and vice chair
- To provide a report about the Panel's activities and outcomes in the previous year

Anyone will be able to attend the Residents' Panel's AGM. AGM's will be advertised. However, so that accessible and safe arrangements can be made, anyone who wants to attend should inform the Resident Involvement Team in advance.

Anyone who wants to attend the AGM will only be able to raise a question or make a comment if they submit these 14 working days in advance of the meeting (before the AGM papers are distributed) and if the chair allows the question/comment.

6. EKH support

- a. As mentioned in Section 5.e above, EKH will provide a nominated officer who will provide secretarial support for the Panel.
- b. In addition, the officer will work with the Panel to agree venues, dates and times for meetings.
- c. The officer will also arrange transport for Panel members, as required, and arrange for the payment of expenses, in line with EKH's Expenses and Incentives Policy.

7. Escalation protocol

A protocol for requesting information and escalating that request in the event of no response is shown in Appendix A.

8. Communications

- a. The Panel's minutes will be available online or on request.
- b. The Panel will write an article about what they have achieved each year, to be included in the Annual Report.
- c. A separate document is available showing the relationships between the Groups.

9. Dispute resolution

- a. The Residents' Panel will develop effective working relationships with EKH. However, there may be occasions when the Panel and EKH may not be able to reach an agreement regarding a particular issue.
- b. Should a dispute/disagreement arise between the Panel and an officer or team leader/manager, the Chair of the Panel will approach a senior manager and ask them to mediate. If the dispute occurs between the Panel and a senior manager, the Chair of the Panel will seek mediation by the Chair of the Board. It is proposed that all such disputes be dealt with in 10 working days; if longer is required, the timescale should be agreed by both parties.

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- c. If the dispute is with the Board, the Residents' Panel and Board may seek an independent mediator. (The Panel and Board will come to a joint agreement about who will mediate). Any such dispute should be dealt with in no more than one month.
- d. Any disputes that arise within the Panel will be dealt with under the terms of the Code of Conduct.

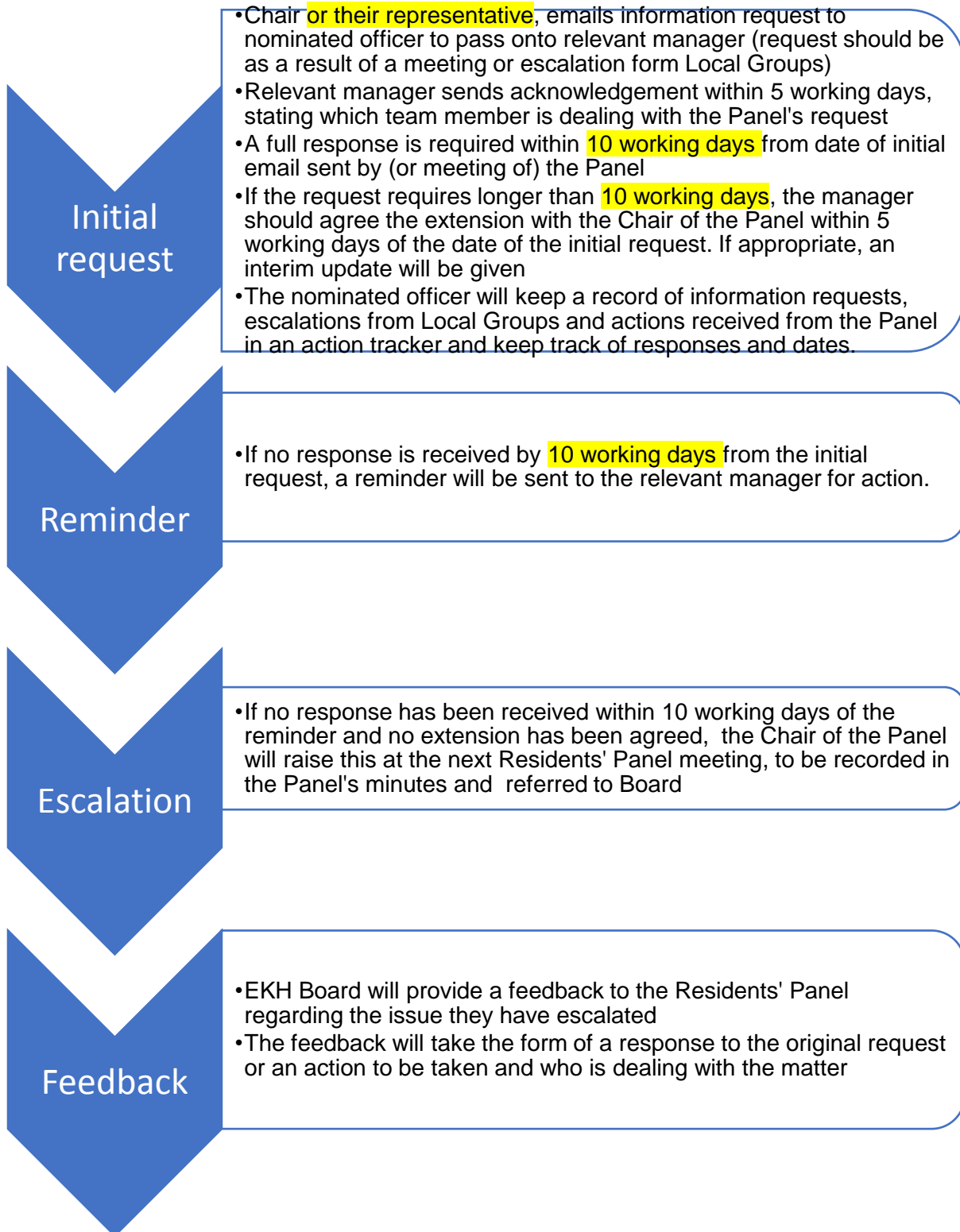
10. Review process

The Residents' Panel's Terms of Reference will be reviewed 1 year after it is implemented and then at least every three years thereafter, by the Panel members and officers working together.

Date:

Date of next review:

Appendix A: Information request & escalation process



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Appendix 2

Local Groups Terms of Reference

1. Role of the Local Groups

- a. The aim of each Local Group will be to work with EKH, Councils, tenants and leaseholders to resolve local community issues, to support local community projects and to oversee estate improvements.
- b. The Local Groups will carry the following functions in meeting the above aim:
 - Provide feedback and make recommendations regarding the Councils' housing related policies and strategies
 - Raise local communal & community issues, not individuals' issues, with EKH and the local council on behalf of tenants and leaseholders and recommend solutions
 - Make recommendations for service improvements
 - Support and/or promote community projects

2. Membership

a. Numbers and composition

Each Local Group will have a maximum of twelve members. Each of these members will have voting rights.

b. Membership criteria

Local Group members should be a tenant or leaseholder of the local council.

A Group can involve one 'independent' member; this will be someone who has an interest in the area/local community and/or someone who can bring additional, relevant skills or knowledge to support the work of the Group. However, it should be noted that expenses will not be payable to 'independent' members, in line with EKH's Resident Involvement Expenses and Incentives Policy (approved by the Board in March 2017), nor will they have voting rights.

c. Restrictions on membership

The following will not be eligible for membership of Local Groups:

- Any tenant who is in breach of their tenancy conditions and EKH has commenced possession proceedings
- Anyone who has an 'unspent' conviction (as defined in the Rehabilitation of Offenders Act 1974)

d. Non-voting members

The following people will be invited to attend the Local Groups' meetings but will not have voting rights:

- Local councillors (including the Portfolio Holder for Housing) - they will be invited to attend, participate and observe, in relation to local council services. Invitations will usually be limited to the portfolio holder and shadow portfolio holder for housing

Agenda Item 4

Annex 2

- EKH Resident Board members – each Resident Board Member will attend the Local Group meetings in their district. They will receive feedback housing related issues from Local Groups to the Board and will provide feedback and updates from Board meetings.
- Independent members (i.e. members who are not EKH tenants or leaseholders)

Invitations to attend will also be extended to EKH and Client Officers, contractors and local businesses when their specific input is required. The Local Group will write to invitees, setting out the date, time and venue for the meeting, the agenda and a description of the information the Group requires and the reasons the information is required.

e. Length of membership

There will be no limit on the length of time anyone can be a member of the Local Group.

3. Selection of members

- a. The Local Group members, along with support from EKH, will carry out periodic publicity campaigns to help attract new members. Publicity methods may include, but not limited to, promoting membership of the Local Groups through community events/consultation and promotional information. Groups will also be required to carry out their own promotional activities to attract new members?
- b. Anyone interested in joining a Group should attend 3 consecutive meetings, to help them and the Group to assess whether involvement in a Local Group is right for the interested person. After the third meeting, the Local Group will decide, by means of a vote, whether the interested person should be invited to become a member. Anyone who is chosen to become a member of a Group must meet the eligibility criteria set out in 2.c. above.

4. Panel roles and selection

- a. Each Local Group will have a chair, vice chair and secretary as a minimum.
- b. Any Group that will be directly managing funds on behalf of their Group should appoint a treasurer.
- c. Nominations will be sought for each role each year in advance of the Group's AGM. (Secret) Ballots will be held by each Group to select the Chair, Vice Chair and Secretary (and the Treasurer if applicable). The ballot will be held at the AGM for each Local Group.
- d. Groups can choose to have other positions, if these are deemed essential to the running of the Group, and to select a member to take up these positions using the selection process mentioned above in 4c.

5. Meetings

a. Agenda items

Each Local Group will consider the following items on a regular basis:

- Local issues – each Group will work in partnership with EKH and the local council to resolve local issues. However, if the Local Group is unable to resolve an issue despite repeated attempts (i.e. an issue is raised at two consecutive meetings and remains unresolved), the Group will escalate their concerns to the Residents' Panel. Please see escalation process set out in Appendix A.
- Local Council consultations regarding housing related policies and strategies
- Community Projects
- Feedback from Residents' Panel and Task and Finish/Project Groups – Local Group representatives who are members of the Residents' Panel will provide feedback from the Panel meeting. A summary or round up of the Task and Finish/Project Group activities will be given to Local Groups. This information may be provided in the form of a regular e-newsletter rather than provided at each Local Group meeting.
- Monitor feedback from estate inspections, accompanied by action plans to address issues identified.

b. Frequency

Local Groups will meet quarterly and their meetings will fit in with the cycle of meetings for Residents' Panel and Board.

c. Quorum

Local Groups will be quorate when three quarters of the members (e.g. 8 out of 12) are present. Wherever possible, the Group should reach a consensus when making recommendations. If a vote is taken, a simple majority is required to ratify a decision. In the case of a tie, the chair person will have a casting vote.

d. AGM

Local Groups will hold an AGM each year. The purpose of the meeting will be as follows:

- To elect chair, vice chair, secretary (and treasurer and any other positions, if applicable)
- To provide a report about the Group's activities and outcomes in the previous year
- To announce which community, housing related projects will be supported by the Group

Local EKH tenants and leaseholders, councillors, EKH Board members and officers will be invited to attend the AGMs.

6. Local Group Independence

- a. The Local Groups will take responsibility for the following activities:
 - Setting the agendas for their meetings
 - Take minutes of the Group's meetings, with support and training from EKH
 - Send invitations to officers, councillors, Board members, contractors or any other persons that the Group need in order to deal/respond to issues on their agenda
 - Send meeting agendas and minutes to EKH for distribution
- b. Support and promote the opportunity to carry out tenant surveys, in partnership with EKH, about repairs, grounds maintenance, etc, and to use this information to feedback to local contract meetings
- c. To help Groups to operate effectively, EKH will provide up to date information, for example, regarding improvement and planned maintenance programmes and about the contracts for services in their district.

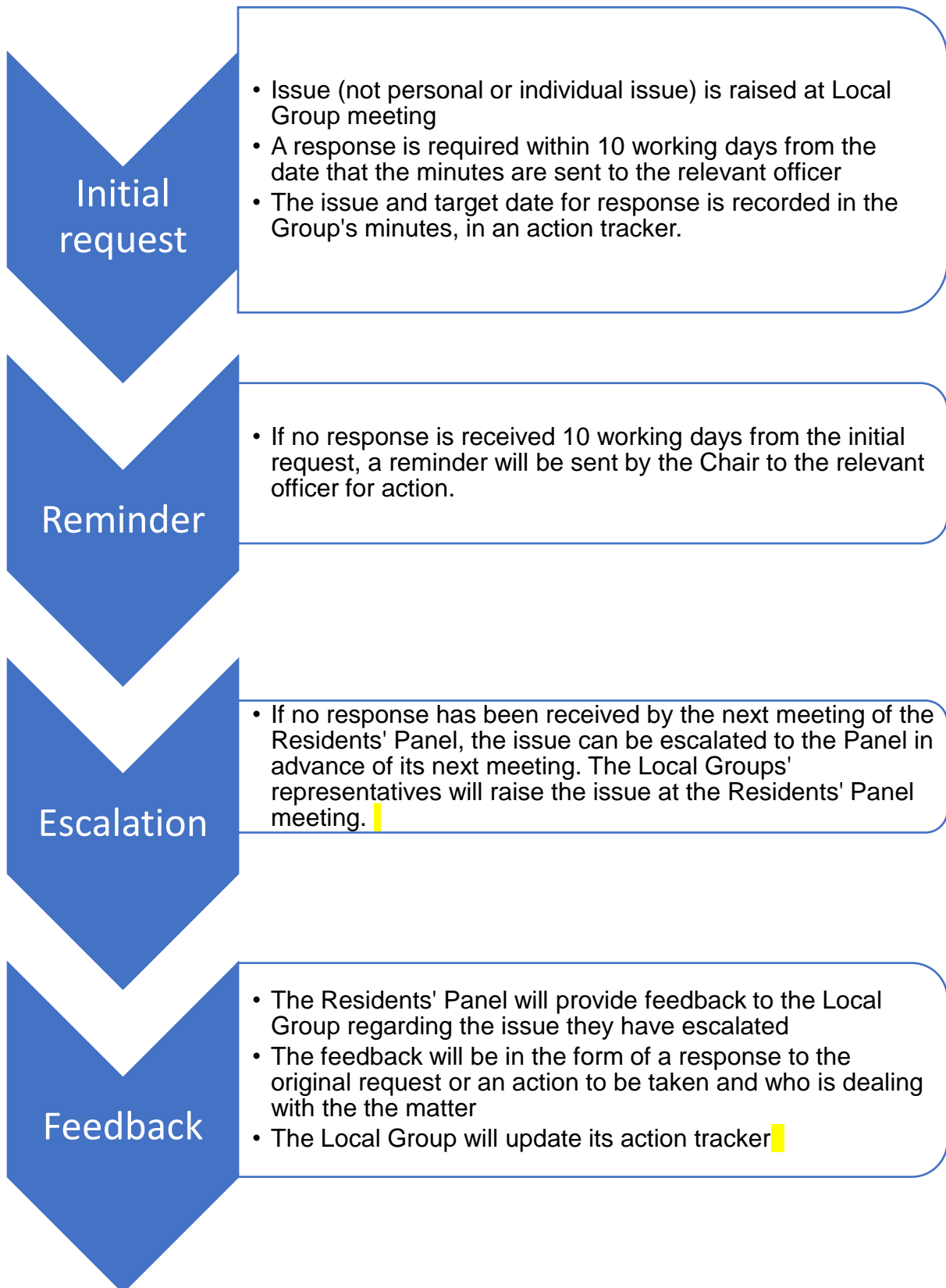
7. Review process

The Local Groups' Terms of Reference will be reviewed 1 year after it is implemented and then at least every three years thereafter, by the Panel members and officers working together.

Date:

Date of next review:

Appendix A: Escalation protocol – example



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Appendix 3

Resident Involvement Code of conduct



1) Values

All involved residents are expected to share the following EKH values:

- a. Approachable – be open and welcoming to all
- b. Trustworthy – be honest and transparent when getting involved with EKH
- c. Respectful – treat everyone fairly and politely, respecting differences and the need for confidentiality
- d. Progressive – learn from each other and innovate

2) General conduct

Tenants and leaseholders are expected to:

- a. behave in a manner that will not cause offence to others
- b. not use abusive or offensive language
- c. not seek preferential treatment for themselves, friends or relatives
- d. support tenants and leaseholders who are new to resident involvement and make them feel welcome
- e. make decisions in an efficient, fair and responsible way
- f. refer any resident who contacts them with a neighbour dispute or complaint to EKH
- g. not to use social media to make personal, discriminatory or political statements or comments when acting on behalf of one of EKH's involved residents' groups (e.g. a Local Group, Residents' Panel, Scrutiny Panel, Task and Finish Groups)
- h. not to use unhelpful or personal criticism towards EKH or their contractors
- i. show respect to other involved residents and EKH officers and their representatives

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Annex 3

- j. abide by the code of conduct when taking part in any activities with or on behalf of EKH or on behalf of Local Groups recognised by EKH
- k. not to publicly discuss issues raised at meetings, before the minutes have been agreed and issued

3) Conduct at meetings and other formal involvement activities

All who attend meetings and other formal involvement activities are expected to:

- a. support and respect the Chair
- b. arrive on time for meetings, or, if late, enter the meeting quietly so as not to disrupt the meeting
- c. follow the agenda and help the Chair to keep to time
- d. indicate to the Chair when they wish to contribute to a debate or comment on any agenda item and wait for the Chair to indicate it is their turn to speak
- e. switch off or place on silent mobile phones and do not use during the meeting (permission may be granted by the Chair in special circumstances). This applies to all who attend meetings e.g. it also includes officers and visitors. It also includes not using tablets and phones to check messages and emails during meetings, unless the chair of the meeting has given consent to do so
- f. not interrupt or speak over someone who is already talking
- g. not to hold separate conversations whilst meetings are in progress and whilst other members of the meeting are addressing the group
- h. listen to others and respect their views and allow open discussion
- i. not raise political views or personal issues, unless personal experience is relevant and would add weight and clarity to the agenda item.
- j. disclose if they have a personal interest that may affect or influence a discussion or decision and not participate in such discussions or decisions (it may be appropriate for the relevant person(s) be asked to leave the meeting while the matter is debated)
- k. not be under the influence of alcohol or illegal drugs, nor consume any during the involvement activity

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- l. not speak or write on behalf of the group without prior agreement of the group. Make any correspondence sent on behalf of the group available to all members of the group.
- m. respect the decisions reached by the group/panel and refrain from raising again
- n. support new group/panel members to help them settle in

4) Confidentiality

- a. EKH is committed to a policy of openness and transparency. However there may be times when participating tenants and leaseholders have access to sensitive information this could include:
 - Personal information
 - Commercial information
- b. Tenants and leaseholders are expected to:
 - ensure confidential documents (including electronic versions) are kept secure. Confidential information will not appear in meeting minutes and sensitive documents will be clearly marked at such.
 - ensure safe disposal of confidential information i.e all confidential information should be returned to EKH so that appropriate arrangements can be made
 - respect others confidentiality, and don't mention specific cases which may lead to embarrassment or identification of an individual's circumstances.
- c. Breaking confidentiality may result in a breach of the Data Protection Act 1988 or Human Rights Act 1998 which may amount to a criminal offence.

5) Equality

- a. All those participating in any resident involvement activity will not discriminate on any ground against other attendees, whether they are tenants, leaseholders, general public, councillors, council/EKH staff.
- b. All those who participate have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion or any other matter which may cause people to be treated unfairly.

- c. Prejudice towards a person because of their race, religion, sexual orientation, gender, disability, or because they are transgender is considered a hate crime.

6) Breaches of the code of conduct

6.1 Dealing with Minor Breaches of the Code

- a. Examples of a minor breach of the Code of Conduct will include (but will not be limited to) the following:
- Being unhelpfully critical of others e.g. other involved residents, officers and contractors
 - Talking over other people repeatedly
 - Raising personal issues repeatedly in a meeting or during/ carrying out an organised activity
 - Repeatedly turning up for meetings but not contributing, despite having been given encouragement and support
- b. Anyone wishing to report a minor breach should do so within 10 working days of the incident occurring
- c. Where a minor breach of the code is identified, the Chair or EKH Officer will give a verbal warning.
- d. If the minor breach continues/is repeated, the following action will be taken
- The Chair and EKH Officer will arrange for a private meeting with the individual concerned to discuss in more detail.
 - The Group/Panel will take a vote about the individual's continuing involvement
 - The outcome of the discussion and vote will be confirmed in writing within 5 working days.
 - If the minor breach has been committed by the Chairperson or by a person who is not a member of a formal group, the EKH Officer will take the above-mentioned action.

6.2 Dealing with Serious Breaches of the Code

- a. Some examples of serious breaches of the code include (although this is not an exhaustive list):
- Acting in a discriminatory manner
 - Appearing under the influence of alcohol or illegal drugs/substances
 - Inappropriate behaviour such as harassment, bullying, intimidation
 - Persistent disregard of others and/ or rulings of the Chair or activity leader
 - Inappropriate use of social media
 - Breaching the confidentiality requirements
 - Use of inappropriate and/or offensive language
- b. Anyone wishing to report a major breach should do so within 10 working days of the incident occurring
- c. Should any of the above behaviours, in the opinion of the Chair or EKH Officer, happen during a meeting or involvement activity, the person concerned will be asked to leave the meeting/activity immediately. Following a report or observation of a serious breach of the Code, the EKH Officer and the Chair will arrange a private meeting with the person

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concerned to discuss the situation. The matter will be investigated and the Chair and EKH Officer will consider the type of further appropriate action, such as a final warning or exclusion from involvement activities.

- d. The decision to exclude from involvement activities may be 'permanent', if the serious breach of the code is severe, for example:
- If the breach involves behaviour that is discriminatory, or behaviour that results in a complete breakdown in the trust between the panel member and other residents and/or staff.
 - If physical violence is involved
 - If the breach involves verbal or physical intimidation and/or bullying, or bullying or intimidation carried out in writing e.g. by letter, email or using social media

This decision will be confirmed in writing within 5 days of the decision.

- e. If an allegation of serious breach of the code is made against the Chair, the EKH Officer and Resident Involvement Manager will handle the matter.

f. Raising concerns

It may not always be practical or appropriate for a breach to be raised at a meeting e.g. if a member of a group is feeling intimidated or feels that they are not being given the chance to contribute effectively. Equally, a breach may occur outside of a meeting. In these circumstances, a resident should contact an EKH officer at the earliest opportunity, and no longer than 10 working days after the incident occurs, and report the issue so that it can be dealt with quickly and effectively in line with the process outline above.

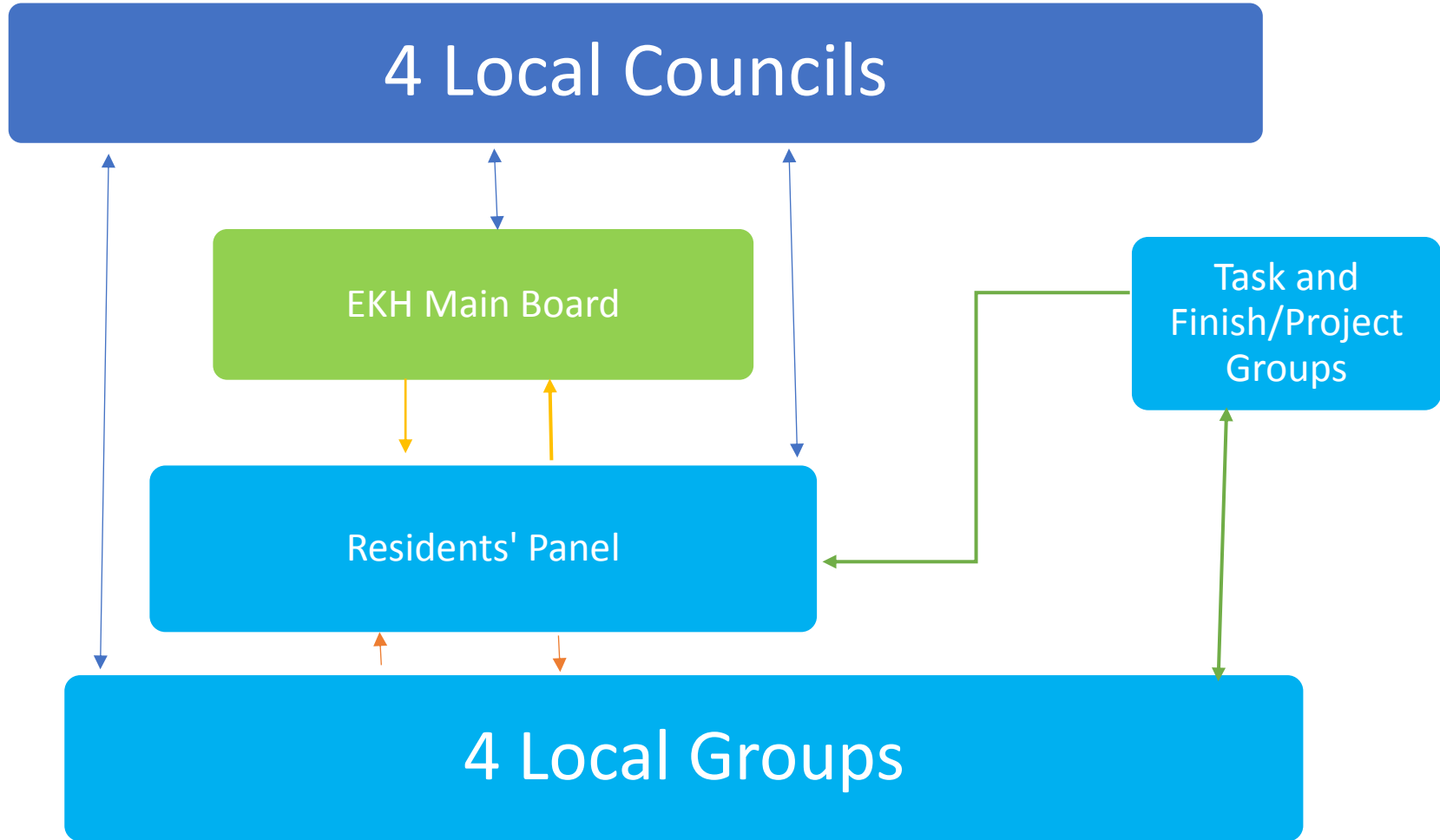
g. Appeals to exclusions from involvement activity

Any member excluded from involvement may appeal against the decision. To do so they should raise their appeal with EKH's Director of Customer Services within 7 working days of the final notice of the exclusion. The Director of Customer Services will consider the appeal within 7 working days and feedback with a decision, in writing within a further 7 working days. Residents who remain dissatisfied with the decision may at any point use the formal complaints process.

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Appendix 4

Relationships between different parts of the new involvement structures and governance arrangements



Timing of meetings

The meeting timetable for the Local Groups, Residents' Panel and EKH Board will be synchronised. Local Groups and Residents' Panel will meet in advance of EKH Board so that the Panel's minutes or a report can be sent to Board at each cycle.

Communications

The table below sets out how communications between the Groups could work:

Group	With whom?	What?	How?	How often?
Residents' Panel	EKH Board	<ul style="list-style-type: none"> • Feedback on consultation issues • Recommendations regarding policies, performance and customer feedback • Comments relating to Scrutiny Panel reports • Escalated issues from Residents' Panel and Local Groups that have not been resolved. 	Report to be presented to Board by Resident Board Member(s); or RP minutes sent to Board; or a summary of meetings including any escalated items	Each Residents' Panel and Board Cycle
	Local Groups	<ul style="list-style-type: none"> • Feedback from Residents' Panel meetings • Feedback from Task and Finish Groups and Scrutiny Panel • Feedback/responses in relation to escalated issues 	<p>Members of the Residents' Panel will feedback to their respective Local Groups.</p> <p>Summary points of the Residents' Panel meetings to be shared with the Local Groups.</p>	Following each Residents' Panel meeting.
	Task and Finish Groups	<ul style="list-style-type: none"> • Residents Panel can request that a task and finish group be set up 		

Group	With whom?	What?	How?	How often?
		to review a specific issue and report back, providing the issues are in line with EKH priorities.		
	Scrutiny Panel	<ul style="list-style-type: none"> Residents' Panel can request that Scrutiny Panel review a specific topic. However, it will be the Scrutiny Panel's decision regarding when they carry out that review. 		
	All EKH residents	<ul style="list-style-type: none"> Feedback from Residents' Panel meetings An annual report about the Panel's outcomes 	Residents' Panel minutes to be posted on EKH's website. Publication of a separate report, or details to be included in the published Annual Report to Tenants or Impact Assessment	Quarterly Annually
Local Groups	Residents' Panel	<ul style="list-style-type: none"> Escalate issues that have not been resolved locally (see escalation process in Terms of Reference). In some instances, this may trigger a recommendation to set up a task and finish group or a trigger for a Scrutiny Panel review e.g. if there are repeated issues raised about a service and/or will trigger a recommendation to Board Provide feedback on consultation issues 	Members of the Local Group who are also members of the Residents' Panel and will therefore act as link people. Also, there will be Resident Board members who will link between Board, Residents' Panel and Local Groups.	As and when required.

Group	With whom?	What?	How?	How often?
	Scrutiny Panel	<ul style="list-style-type: none"> • See above, issues raised by the Local Groups may result in triggering a recommendation to review • Provide feedback on Scrutiny Panel reports, via Residents' Panel 	<p>Via the Residents' Panel</p> <p>Scrutiny Panel reports will be available to Local Groups online and included in e-newsletters</p>	To fit in with timetable for scrutiny reviews.
	Local residents	<ul style="list-style-type: none"> • Keep local people informed about the work of the Group • Provide information about outcomes achieved • Publicity about community projects 	<p>Local Group minutes to be posted on EKH's website.</p> <p>Information about outcomes to be included in the Annual Report or Impact Assessment.</p> <p>Residents can also attend the Local Group's AGM to hear about achievements.</p> <p>Include information in e-newsletter and on EKH website. Include information on social media via EKH.</p>	<p>Bi-monthly</p> <p>To fit in with timings of projects and events.</p>
Task and Finish Groups	Residents' Panel	<ul style="list-style-type: none"> • Feedback from projects for information. 	Task and Finish Group report to Residents' Panel. Information will also be available in the e-newsletter.	To fit in with project timetables.
Scrutiny Panel	Residents Panel	<ul style="list-style-type: none"> • Scrutiny reports following reviews 	Scrutiny report to be presented to Residents'	To fit in with scrutiny review timetables.

Group	With whom?	What?	How?	How often?
			Panel before Board and comments sought from Residents' Panel.	
	Local Groups	<ul style="list-style-type: none"> Share scrutiny review reports and action plans produced in response to their recommendations 	Make Scrutiny Panel reports available on line and in summary in the e-magazine	To fit in with scrutiny review timetables.
	All EKH residents	<ul style="list-style-type: none"> Share scrutiny review reports and action plans produced in response to their recommendations, after the reports have been presented to Board 	Display on EKH's website and include information in the Annual Report and/or Impact Assessment.	To fit in with scrutiny review timetables.

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Appendix 5**Role description for Chairperson of Group or Panel****1. Overview of the role**

The role of the Chairperson is to ensure that:

- The Group or Panel functions properly
- There is full participation at meetings
- Decisions are made efficiently and effectively and carried out

2. Functioning of the Group

The Chairperson is responsible for the following specific tasks relating to the functioning of the Group or Panel:

- To plan and run meetings in accordance with the Terms of Reference and code of conduct
- To ensure matters are dealt with in an orderly and efficient manner
- To facilitate change and address conflict within the Group or Panel
- To plan for recruitment of members

3. Represent the Group

The Chairperson will be expected to:

- Communicate effectively the vision and purpose of Group or Panel
- Advocate for and represent Group or Panel at meetings with external agencies
- Submit funding bids on behalf of the Group or Panel

4. Chairing meetings

During a meeting, the Chairperson should:

- Welcome everyone and request details of any apologies received
- Ensure the agenda is followed, including managing the time available for the meeting
- Bring impartiality and objectivity to meetings and decision making
- Ensure that there is full participation at the meetings and facilitate, not dominate, the discussions taking place
- If a vote is carried out at a meeting, and there is no conclusive outcome, the Chairperson will have the casting vote

5. Qualities and abilities required

The Chairperson will require the following key qualities and skills:

- Good leadership skills
- Good communication and interpersonal skills
- A commitment to equality and diversity

- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed up
- Good time keeping and attendance
- Tact and diplomacy
- Understanding the roles and responsibilities of the Group
- A commitment to personal development

6. Time commitment

The role of Chairperson requires an estimated time commitment of xxx days/hours per week/month

Vice chairperson of a Group or Panel

1. Duties of the Vice Chairperson

The Vice Chairperson will:

- a) Support the Chairperson in preparing for and managing meetings
- b) Deputise for the Chairperson when they are unavailable to prepare for, attend and chair meetings
- c) The Vice Chair will deputise for the Chair in representing the Group or Panel, when required
- d) To support the chairperson in ensuring the efficient and effective operation of the Group or Panel, in line with its Terms of Reference and Code of Conduct

2. Qualities and abilities

The Vice Chairperson will have the following abilities and qualities, or have the potential to develop these abilities and qualities with support from the Chairperson and with training:

- a) Good leadership skills
- b) Good communication and interpersonal skills
- c) A commitment to equality and diversity
- d) Impartiality, fairness and the ability to respect confidences
- e) Ability to ensure decisions are taken and followed up
- f) Good time keeping and attendance
- g) Tact and diplomacy
- h) Understanding the roles and responsibilities of the Group
- i) A commitment to personal development

Secretary of Local Group

1. Duties of the Secretary

The Secretary shall perform the following duties:

- a) Receive and forward correspondence to the relevant member(s) of the Group
- b) Assist the Chairperson in arranging meetings, including the Annual General Meeting. This will include agree meeting venues and invitation with EKH. EKH to circulate invitations
- c) Record apologies received in advance of each Group meeting and report such apologies at the meeting
- d) Take minutes of each of the Group's meetings
- e) Checking and agreeing the meeting minutes with Chair and EKH prior to circulation
- f) Provide minutes from each Group meeting in advance of the next meeting in a timely manner for EKH to circulate
- g) Keep accurate, up to date membership records

2. Qualities and abilities required

- a) Good organisational and planning skills
- b) Good literacy skills (computer literacy would be an advantage)
- c) Ability to set up and maintain records

Treasurer of Local Group

1. The main duties of the Treasurer

The Treasurer shall:

- a) Receive any membership fees (if the Group has these), grants or other contributions. All funds received will be deposited promptly in the Group's bank account
- b) Pay all bills and invoices when ordered to do so by the Group, only making payments with written authority signed by two members of the Group (one of whom must be the Chairperson)
- c) Keep clear and up to date records of all of the Group's financial transactions, including all copies of remittances, invoices, receipts and expenses forms
- d) Report the Group's account transactions and the balance, at each Group meeting and at the AGM
- e) Ensure that the Group's funds are being spent in line with the objectives set out in the constitution
- f) Ensure any grant funding is used in accordance with the grant criteria
- g) Keep an inventory of any equipment purchased/owned by the Group

2. Qualities and abilities required

- a) Good numeracy skills
- b) Ability to keep accurate account details either in writing or in an electronic spreadsheet
- c) Good administration and record keeping skills

Covering Report - Budget and Medium Term Financial Strategy 2018-2022

Overview & Scrutiny Panel **25 January 2018**

Report Author **Director of Corporate Resources and s151 officer**

Portfolio Holder **Cllr-John Townend, Finance and Estates**

Status **For Recommendation**

Classification: **Unrestricted**

Key Decision **No**

Ward: **All Wards**

Executive Summary:

This is a covering report to present the Budget and Medium Term Financial Strategy 2018-2022 which was considered by Cabinet on 16 January 2018.

Recommendation(s):

Overview and Scrutiny Panel is invited to comment on the attached report.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report other than those highlighted in the Cabinet report attached.
Legal	There are no legal implications arising directly from this report other than those highlighted in the Cabinet report attached.
Corporate	There are no corporate implications arising directly from this report other than those highlighted in the Cabinet report attached.
Equalities Act 2010 & Public Sector Equality Duty	There are no equalities implications arising directly from this report other than those highlighted in the Cabinet report attached.

Decision Making Process

This is a covering report to present the Budget and Medium Term Financial Strategy 2018-2022 which was considered by Cabinet on 16 January. Overview and Scrutiny Panel is invited to comment on the attached report. Any feedback from the Panel will be reported to Cabinet on 30 January.

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BUDGET 2018-19 AND MEDIUM TERM FINANCIAL STRATEGY 2018-22

Cabinet	16 January 2018
Report Author	Director of Corporate Resources and S151 officer
Portfolio Holder	Cllr John Townend, Cabinet Member Finance and Estates
Status	For Decision
Classification:	Unrestricted
Key Decision	Yes
Reasons for Key	Budget and Policy Framework
Ward:	All Wards

Executive Summary:

This report presents the budget for the General Fund, Housing Revenue Account, Capital Programme and the Treasury Management Strategy documents for 2018-19 and the Medium Term Financial Strategy for 2018-22.

Recommendations:

1. Cabinet recommends to Council on 8 February 2018:

1.1 That the Medium Term Financial Strategy at Annex 1 is approved.

General Fund

1.2 That the General Fund revenue budget estimates for 2018-19 are approved.

1.3 That following on from the decision made by Ramsgate Town Council not to continue with the subsidy for free Saturday parking at the Royal Harbour car park, as outlined in section 4.2 and 4.3, the Council agree to charge for parking on Saturday at the Royal Harbour car park and free Saturday parking will revert to Cannon Road car park from 1 April 2018 as originally recommended in the 2016-17 Fees and Charges report considered at the Council meeting on 3 December 2015.

Housing Revenue Account (HRA)

1.4 That the HRA budget estimates for 2018-19 to 2021-22 and the Housing Revenue Account services charges as shown at **Annex 3** are approved.

Capital Programme

1.5 That the General Fund and Housing Revenue Account capital budgets for 2018-19 are approved.

1.6 That a new capital project addressing homelessness pressures, as set out in section 9.29, is included within the General Fund capital programme for 2018-19 to be funded by prudential borrowing.

<u>Treasury Management</u>	
1.7	That the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy as shown in Annex 5 are approved.
1.8	That the Flexible Use of Capital Receipts Strategy for 2018-19 as shown in Annex 6 is approved.
1.9	That the Section 151 Officer's Assurance Statement as set out in section 13 of this report is noted.

CORPORATE IMPLICATIONS									
Financial and Value for Money	<p>The financial implications of the budget are laid out within the body of the report.</p> <p>Based upon the financial risk assessment, it would at this stage be appropriate to maintain General Fund balances of at least 12% of the net service revenue base.</p>								
Legal	<p>Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources, and this report is helping to carry out that function.</p> <p>The requirements of other relevant statute have been referenced within the body of this report, where relevant.</p>								
Corporate	<p>Corporate priorities can only be delivered with robust finances. Both the draft budget and the level of reserves recommended in this report are believed to be sufficient to meet these priorities and develop services.</p>								
Equalities Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 equality issues identified in respect of the savings highlighted in these budget proposals as these budget cuts will not impact on service delivery. Any further impacts of the budget proposals identified at service level will be assessed by the service managers where there is a relevance to the duty. A full assessment of the equality impact will be undertaken for any specific service changes.</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 5

Annex 1

	<p>A residents survey was undertaken during September and October 2017 covering a range of questions about the local area, the services the council provides and how residents would like the council to keep them informed. It also asked for views on the future budget and what residents would do if a service they cared about was at risk of being cut.</p> <p>The HRA budget, including the proposed rent and service charge increases, was presented to the Thanet Area Board on 22 November 2017.</p>
--	--

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. Executive Summary

1.1 The Budget Strategy considered by Cabinet on 16 November 2017 gave Members an update on the various changes that would impact on the council's future financial position.

1.2 The Medium Term Financial Strategy (MTFS) sets out the council's strategic approach to the management of its finances and presents indicative budgets and council tax levels for the medium term. It covers the General Fund revenue account, the Housing Revenue Account (HRA) and the Capital Programme, and includes grant funded projects. It also comments on the significant risks facing the council in the forthcoming years and explains what is being done to reduce those risks. The main objectives of the council's MTFS are to:

- (i) Explain the financial context within which the council is set to work over the medium term.
- (ii) Identify the financial resources needed to deliver the council's priority outcomes.
- (iii) Provide a medium term forecast of resources and expenditure.
- (iv) Achieve a stable and sustainable budget capable of withstanding financial pressures.

1.3 This report considers:

- (i) The General Fund budget proposals for 2018-19.
- (ii) The Medium Term Financial Strategy (MTFS) to 2021-22.
- (iii) The Housing Revenue Account (HRA) budget proposals for 2018-19 onwards.
- (iv) The Capital Programme 2018-19 onwards.
- (v) Treasury Management strategy documents for 2018-19.

- (vi) Flexible Use of Capital Receipts Strategy 2018-19.

2. Introduction and Background

- 2.1 The financial pressures that face local government are well known. Despite these pressures however, the council remains committed to both the maintenance of service delivery and providing community outcomes that enhance the quality of life for the residents of Thanet.
- 2.2 That commitment is reflected in the Budget for 2018-19 contained herein and the financial projections for the following years up to 2021-22.
- 2.3 This report finalises the funding position for 2018-19 based on the provisional Local Government Finance Settlement announced on 19 December 2017. It also sets out budget pressures and service priorities that are reflected in the setting of the 2018-19 budget. The council's Medium Term Financial Strategy (MTFS) has been rolled forward to cover 2018-2022 with updated assumptions where appropriate. It also reflects savings themes to manage the future financial position.
- 2.4 The annual review of the council's reserves has been undertaken. The proposed reserve balances are considered to be adequate for supporting the council's ongoing needs and plans.
- 2.5 The budget assumptions for the Housing Revenue Account (HRA) are outlined within the report and the proposed HRA balance is considered to be sufficient to support the initial requirements of the HRA Business Plan, although further work remains to be done to balance later years after 2024. The proposed Housing revenue and capital budgets were presented to the Thanet Area Board for consultation and comment on 22 November 2017 and reflect the feedback from that consultation.
- 2.6 The capital programme is dependent on the council's ability to generate capital receipts or to support borrowing to fund spending. The programme within this report focuses on the council's core priorities, of meeting health and safety requirements and schemes that will generate a revenue saving or income.

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3. Corporate Plan 2015 to 2019

3.1 The council's Corporate Plan has been approved for the period 2015-19. The plan sets out the council's programme of priorities for the four year period and identifies three core aims that will help focus efforts towards achieving the vision.

Priority 1: A clean and welcoming environment – We want to encourage pride in our district by keeping Thanet clean. We are determined frontline services get it right. This will involve us:

- Continuing to improve waste and recycling services, reducing waste and increasing recycling.
- Keeping streets, parks and open spaces clean for residents and visitors.
- Maintain zero tolerance to encourage positive behaviour to help improve our environment.

Priority 2: Supporting neighbourhoods – We will work with partner agencies through the Thanet Health and Wellbeing Board to support people to make better lifestyle choices and operationally through our range of services provided directly to residents. This will involve us:

- Continuing our commitment to work with the public, private, voluntary and community sector to ensure the best outcomes for Thanet.
- Ensuring local residents have access to good quality housing, which meets people's changing needs and aspirations that is safe and affordable.
- Continuing to work with partners to improve community safety.
- Proactively enabling a collaborative partnership to reduce health inequalities.

Priority 3: Promoting inward investment and job creation – Our vision is to accelerate growth and achieve greater economic prosperity for our district. We will seek opportunities for inward investment, high quality job creation and work with partners to ensure we have the right skills, infrastructure and plans in place. This will involve us:

- 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 buildings and land we own. Maximising commercial opportunities for key assets.
- Writing a Local Plan which sets planning strategies and policies that support growth of the economy.
- Working with education training providers to develop the skills agenda for the benefit of residents and local businesses.

3.2 The council has agreed a list of corporate values to identify the way the council will work in order to deliver its priorities and these are as detailed below:

Value 1: Delivering value for money – Transforming and targeting resources to deliver services in a cost effective and efficient way that is open, honest, accountable and sustainable financially.

Value 2: Supporting the workforce – Maintaining a skilled and motivated workforce that are encouraged to achieve high performance standards encouraging new ways of working and new ideas, whilst delivering a good quality of customer service.

Value 3: Promoting open communications – Listening to the needs of the community and using this information to continue to improve our services Providing

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clear, meaningful and timely communication in the most efficient manner in a way that is easy to access and understand.

- 3.3 Co-existing alongside the Corporate Plan are a number of other service related plans, such as the HRA Business Plan individual service plans, and capital and asset management strategies.
- 3.4 This Medium Term Financial Strategy and the Annual Budget Report provide a key link between all of these plans. They underpin all of these other strategic documents, by translating the plans, actions and non-financial resources into financial terms so as to evidence their affordability and sustainability. In addition to presenting the budget projections of the council's plans, these documents cover the planned approach to the financial management arrangements needed to obtain the maximum value from the council's assets.

4. Budget 2018-19

- 4.1 At its meeting on 16 November 2017, Cabinet received information on initial funding and proposals in the Budget Strategy, including the fees and charges policy. In addition, the proposed fees and charges for the year ahead were put to Cabinet for consideration. Fees and charges were subject to scrutiny by the Overview and Scrutiny Panel on 21 November. The Panel made two recommendations, to remove the cremation fee for non-viable babies and remove the planned increase to bulky waste collection charges. Cabinet on 30 November agreed to make these changes to the fees and charges, together with the removal of the cremation fee for stillborn babies.
- 4.2 Council on 7 December 2017 approved the fees and charges as agreed at 30 November Cabinet, with the exception of the parking charges in respect of the Royal Harbour and Cannon Road car parks, Ramsgate. This was pending the agreement of Ramsgate Town Council for the continuation of the subsidy for free Saturday parking at the Royal Harbour car park. Council also agreed the flexible use of capital receipts, for which an application has been made to the DCLG. This will enable the use of £1million of 2017-18 capital receipts to be used to fund revenue investment that has an ongoing revenue benefit – specifically, the corporate restructuring and digital transformation.
- 4.3 Since the Council meeting on 7 December 2017, Ramsgate Town Council have met and voted in favour of not continuing the subsidy for free Saturday parking at the Royal Harbour car park and understand that free Saturday parking will revert to Cannon Road car park from 1 April 2018 as originally recommended in the 2016-17 Fees and Charges report considered at the Council meeting on 3 December 2015.
- 4.4 The information set out in this report represents the financial expression of the council's existing Corporate Plan over the next four years, against a backdrop of significant financial pressures.
- 4.5 The 2017-18 half yearly budget monitoring has been used for the forecast outturn position and this has been reflected in the reserves position as at 31 March 2018 set out in this report. Any variation from this at the year-end will be reported to Cabinet during Spring 2018 with recommendations from the Section 151 Officer regarding any surplus or deficit balances.

2018-19 Provisional Local Government Finance Announcement

- 4.6 The provisional Local Government Finance Settlement for 2018-19 was announced on 19 December 2017. This covered the consultation on the local government finance settlement for 2018-19 with indicative figures provided for 2019-20. The settlement is broadly in line with the indicative figures for 2018-19 announced in the four year settlement last year. Key issues from the announcement are outlined below:
- The 2018-19 New Homes Bonus provisional allocations have been announced. The number of years that the scheme will be based upon will reduce to 4 years in 2018-19, as previously announced. Also, the scheme will only reward growth in homes above the assumed 0.4% baseline per annum. Following consultation, the Government confirmed no further changes to the system in 2018-19 but is minded to maintain them in 2019-20. Table 5 below illustrates the impact on the council of the changes that were introduced from 2017-18 onwards. From 2017-18 to 2018-19 the reduction in

New Homes Bonus is over £800k compared to the position this time last year. Members are reminded that the changes were introduced to divert resources to the Adult Social Care Support Grant.

- Government has recognised the sector's call for further flexibility in setting council taxes and is allowing councils the ability to increase their core Council Tax requirement by a further 1%.
- The Kent and Medway bid to be a pilot for 100% business rates retention in 2018-19 has been successful (see below).

4.7 The funding announced as part of the provisional Finance Settlement for 2018-19 is outlined in Table 3.

Table 3 – Government Funding (as adjusted to reflect pilot in 2018-19)

	2018-19 Provisional £'000	2019-20 Provisional £'000
Revenue Support Grant	-	98
Business rates baseline	13,130	13,397
Tariff adjustment	(7,460)	(8,428)
Settlement Funding Assessment	5,670	5,067

Business Rates Retention

4.8 The council is currently part of the Kent Wide Pool for Business Rates. The pool consists of twelve Kent local authorities comprising Kent County Council, Kent Fire and Rescue and ten Borough and District Councils. By pooling, any levy payments that would have been made to Central Government in relation to business rate growth can be saved and distributed to the members of the Pool. All Kent authorities jointly signed up to apply to the Government to be a pilot for 100% business rates retention during the next financial year. It is pleasing to see that the Kent and Medway bid is one of 10 new pilots agreed by Government. In view of the uncertainty surrounding the financial impact of this pilot, no additional income has been anticipated from being in a 100% rates retained pool. However, it is believed that the council will see benefits being realised from its membership.

4.9 The Business Rates retention figure represents the council's current share of the total amount collected from local businesses, less a tariff payment to central government. The estimated amount for 2018-19 is outlined in Table 4. It is assumed that we will retain a similar amount in future years. These amounts include a provision for losses resulting from any successful appeals by rate payers against the rateable value of their properties. Appeals are dealt with by the Valuation Office Agency and their success or failure is beyond the council's control.

Table 4 – Estimated Business Rates Retention (to be confirmed)

	2018-19 Indicative £'000	2019-20 Indicative £'000	2020-21 Indicative £'000	2021-22 Indicative £'000
Business Rates	5,870	5,245	5,045	5,045

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- 4.10 With the council being a member of the Kent and Medway business rates pool pilot in 2018-19, its rates retention figure is larger than the later years to recognise that no revenue support grant is receivable under this system.

New Homes Bonus

- 4.11 The New Homes Bonus was introduced from 2011-12 as a financial incentive and reward for housing growth. The grant is based on a national average Council Tax value of additional homes including any properties brought back into use. There is also an additional premium for affordable homes. The Bonus was originally payable for 6 years.
- 4.12 However, the changes introduced in the 2017-18 Local Government Finance Settlement mean that the scheme is based upon 4 years from 2018-19 onwards. The scheme will now also only reward growth in homes above a 0.4% growth baseline.
- 4.13 For 2018-19, the council is due to receive £1.011m in New Homes Bonus. This is some £869k lower than the 2017-18 allocation due to the changes outlined in paragraph 4.6. The profile of the expected grant payments is outlined in Table 5, although the impact on NHB of the move to 100% business rates retention is unknown.

Table 5 – New Homes Bonus (to be confirmed)

	2016-17 £'000	2017-18 £'000	2018-19 £'000 Est	2019-20 £'000 Est	2020-21 £'000 Est	2021-22 £'000 Est
Yr 1	509					
Yr 2	536					
Yr 3	403	403				
Yr 4	562	562				
Yr 5	425	425	425			
Yr 6	485	485	485	485		
Yr 7		*5	5	5	5	
Yr 8			96	96	96	96
TOTAL	2,920	1,880	1,011	712	338	96

* This figure has been reduced as a result of the top slicing decision announced in December 2016.

- 4.14 The New Homes Bonus remains a flexible, non-ringfenced fund for Local Authorities to spend as they deem appropriate. This could include:
- Re-investing in housing or infrastructure.
 - Support for local services or facilities.
 - General financial support to hold down Council Tax levels.
- 4.15 For some time the council has used the New Homes Bonus to support the General Fund Budget. For 2018-19, the council will continue to treat the grant funding as general financial support.

- 4.16 Due to the changes in the New Homes Bonus allocations the impact of the provisional Local Government Finance settlement is a reduction in funding for the council of £1.3m in addition to the grant reduction.

5. Council Tax Base & Collection Rate

- 5.1 Under section 33 of the Local Government Finance Act 1992 (as amended) and supporting Regulations, the council must make an annual calculation of its tax base. The tax base is the total number of properties on which Council Tax will be charged expressed as a band D equivalent, after allowing for discounts, exemptions and losses on collection. The method of calculation is prescribed in the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 5.2 The tax base is used in the calculation of the Council Tax Requirement, to produce the standard amount of Council Tax for a band D property, in relation to both the District and the major precepting authorities.
- 5.3 As in previous years, the calculation of the tax base has been amended to take account of the Council Tax Support Scheme (CTSS). The replacement of Council Tax Benefit with CTSS effectively reduces the tax base as CTSS is provided as a discount against the Council Tax liability rather than a rebate which was previously repaid to the Council via Government Subsidy.
- 5.4 The impact of CTSS, has, in part, been offset by the previously approved changes to the council tax discounts. The resultant tax base for 2018-19 is 42,905 and is being considered by Cabinet for approval on this same agenda. This compares to a figure of 42,069 for 2017-18. An assumed growth of 0.5% has been included within the MTFS for future years.
- 5.5 The calculation of the Council Tax Base for a given year includes an assumption of the percentage of amounts due which are actually collected. The forecast collection rate has been assumed as 97.75% and has been incorporated within the Medium Term Financial Strategy calculations.

Note - Please see Section 8 for Council Tax increase implications.

6. Collection Fund

Council Tax

- 6.1 Following a calculation of the income and expenditure in the Collection Fund relating to Council Tax for this year, it is estimated that there will be an accumulated surplus of £658k to be distributed in respect of Council Tax by 31 March 2018. Table 6 shows how this will be distributed. This estimate remains to be finally confirmed.

Table 6 – Estimated Collection Fund Surplus Distribution (tbc)

Authority	Amount £'000
Thanet District Council	100
Kent County Council	467
Kent Police and Crime Commissioner	62
Kent Fire and Rescue Service	29

- 6.2 This distribution is covered by legislation. Since the Council Tax receipts collected have exceeded our forecast there is additional income. This has to be shared amongst all precepting authorities in accordance with their original precept value (for Thanet District Council that equates to about 14%). This amount must then be included within the budget for 2018-19 to reduce our Council Tax Requirement for that year.

Retained Business Rates

- 6.3 It is estimated that there will be no surplus/deficit on the business rates Collection Fund. This is the figure that has been estimated in the NNDR1 submission to the government at the end of January 2018.
- 6.4 With the council being part of a 100% retained business rates retention pilot for next year, the impact of any changes will be managed through the Collection Fund.

7 General Fund Revenue Budget

7.1 The summary revenue budget and forecast for 2018-19 is outlined in Table 7 below.

Table 7 – Summary General Fund Revenue Budget & Forecast to 2018-19

	£'000	£'000
Opening Funding Position		18,079
Budget pressures (including inflation and excluding Settlement Funding)		1,868
Income generation and efficiencies	-2,757	
Fees and charges	-390	
Total Savings		-3,147
Net Budget Requirement		16,800
Funded by:		
Government funding (including RSG, Business Rates and New Homes Bonus)		-6,985
Collection Fund surplus		-100
Council Tax		-9,715
Net Financing		16,800
Tax Base		42,905
Indicative Band D Council Tax		£226.44
% Increase on Band D		2.99%
£ increase on Band D		£6.57
General Reserve b/fwd		2,011
Contribution to/from reserve		-
General Reserve c/fwd		2,011

The MTFs and Addressing the Funding Gap

- 7.2 The MTFs provides the framework within which the council will achieve its aspirations.
- 7.3 The council will continue to explore opportunities to identify and secure additional income with which to support services. It is clear that there is also the opportunity to balance its budget through the strict management of expenditure levels and securing efficiencies.
- 7.4 Services need to continue to drive through efficiencies and continually review their working practices and operations to try and make them as efficient as possible.
- 7.5 Savings, efficiencies and increases in fees and charges are proposed to bridge the funding gap in 2018-19 of £2.808 million as outlined below in Table 8.

Table 8 – Proposed Savings Targets

Proposals	£'000
-----------	-------

Fees and charges	-390
Review of income budgets	-230
Review of expenditure budgets	-207
Corporate restructuring	-564
EKS outsourcing	-250
New food hygiene service net income	-30
New trade waste service net income	-100
Port income as per MTFS	-250
Foreshores commercial opportunities	-150
Your Leisure/Winter Gardens	-350
Events grants	-64
Floral grants	-15
Re-profiling of Minimum Revenue Provision	-130
Organisational efficiencies	-78
Total Savings Proposals	-2,808

- 7.6 A significant amount of work has gone into balancing the council's budget for 2018-19. The council's previous MTFS forecast that a further £1.9m in savings would be required (over 2017-18) but there have been additional in-year growth pressures. It is vital that all fees and charges, savings and efficiencies proposals are monitored and acted on during 2018-19 along with strict control over spending. Cabinet will receive regular budget monitoring reports throughout the course of the year.

Working Balances and Reserves

- 7.7 Section 32 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their Council Tax Requirement.
- 7.8 The Section 151 Officer is responsible for providing advice so that decisions taken on reserves represent proper stewardship of public funds. Reserves should be set at a level at least sufficient to meet any unexpected increase in expenditure or shortfall in income in the ensuing year that cannot be met from within the approved budget. Any decision that fails to take into account his advice may require a report to be made to the council under Section 114 of the Local Government Finance Act 1988.
- 7.9 Section 25 of the Local Government Act 2003 includes a duty on the Section 151 Officer to report, at the time the Council Tax is set, on the robustness of the budget calculations as well as the adequacy of the council's reserves and other matters (see Section 11 'Section 151 Officer's Assurance').
- 7.10 The Act also provides an enabling power for the Secretary of State to specify a statutory minimum level of reserves (Section 26 of the 2003 Act). The level of reserves is also a factor the external auditor will consider in appraising the council's financial standing. In providing advice to the council on the level of reserves, the Section 151 Officer has also had regard to professional guidance provided by CIPFA.
- 7.11 These safeguards are further reinforced through detailed scrutiny by our external auditors, which includes a methodology to assess the financial performance and standing of the authority.
- 7.12 When reviewing medium term financial plans and preparing annual budgets,

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Members should consider the establishment and maintenance of reserves. These may be held for three main purposes:

- (i) As a working balance to help cushion the impact of unexpected budgetary pressures.
- (ii) As a contingency to cushion the impact of significant unexpected events or emergencies.
- (iii) As a means of building up funds to meet known or predicted requirements and again to prevent significant fluctuations in net budget cost between years (earmarked reserves).

- 7.13 General Fund reserves consist of a number of earmarked reserves, together with an unallocated general reserve.
- 7.14 All reserves and balances form part of the General Fund but the Housing Revenue Account balance is specifically 'ring fenced' for use in connection with that account.
- 7.15 In addition to the cash-backed reserves described above, local authorities maintain a number of other reserves in the balance sheet. Some are required for statutory reasons and other reserves are required to comply with proper accounting practice. In either case these balances are not available for investment.
- 7.16 As part of the MTFS approved in February 2017, a minimum General Fund reserve of £2.0m was agreed. In accordance with best practice, an annual risk assessment is undertaken to check the level required for 2018-19. Revised calculations show that the assessed level should remain at £2.0m.
- 7.17 Although this report on adequacy of reserves is specific to 2018-19, the council should bear in mind that adequacy should also be judged against longer-term plans.
- 7.18 The council is currently predicting a significant funding gap every year with the General Fund reserve depleted during 2020-21, if the funding gap is not addressed. Whilst it is not permissible or feasible for the council to rely on the use of reserves on an ongoing basis to balance its budget, it may apply reserves as part of a short term strategy to manage, for example, a period of transition during which efficiency savings are identified to provide a longer term solution. Until the budgets for each year are balanced it is prudent for the council to plan on maintaining a level of reserves in excess of the minimum recommended level.
- 7.19 In addition to the General Fund reserve, the council keeps a number of earmarked reserves on the Balance Sheet. These reserves are required in order to comply with proper accounting practice, whilst others have been created to earmark resources for known or predicted liabilities. The balance of these Reserves as at 1 April 2017 was around £6.3 million.
- 7.20 A summary of the reserves, allowing for the budget proposals, is shown in Table 9 below.

Table 9: Council Reserves

Reserves	31 Mar 17	Movement	31 Mar 18	Movement	31 Mar 19
	£000	£000	£000	£000	£000
General Fund	2,011	-	2,011	-	2,011
HRA	6,714	-333	6,381	-286	6,095
Earmarked-GF	6,339	-490	5,849	110	5,959
Earmarked-HRA	5,367	-3,755	1,612	-286	1,326

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Capital receipts	7,120	-5,307	1,813	-	1,813
Major Repairs Reserve	8,359	-2,390	5,969	-1,112	4,857
Total	35,910	-12,275	23,635	-1,574	22,061

Residents Survey 2017

- 7.21 A residents survey was undertaken during September and October 2017 covering a range of questions about the local area, the services the council provides and how residents would like the council to keep them informed. It also asked for views on the future budget and what residents would do if a service they cared about was at risk of being cut.
- 7.22 The council received 630 responses, a response rate of over 10%.
- 7.23 It was found from the responses that nearly two-thirds were surprised that the council only receives 14p in every £1 from the overall Council Tax bill. Over 40% of respondents showed agreement to the statement that the council provides value for money for the Council Tax that is paid. Residents were more likely to support transferring services to parish/town councils and reducing councillor numbers if a service was at risk of being cut. However, they would be less likely to support an increase in council tax, making one off donations and doing nothing and expecting the service to be cut, in such a case.
- 7.24 Respondents felt that the three things that most need improving in Thanet are clean streets, job prospects and thriving towns. The council's budget and Medium Term Financial Strategy supports the corporate priorities set out within the Corporate Plan which very much focuses on delivering in these areas of concern.

8. Council Tax Referendum and Council Tax

- 8.1 As part of the 2011 Localism Act, Council Tax capping in England has been abolished and replaced by new powers for residents to approve or veto excessive tax increases through a referendum. If the residents vote against the increase, the council will have to revert to a Council Tax level that is compliant with the Government's proposed increase.
- 8.2 A Council Tax referendum principle of 3% & over and £5 will apply for 2018-19 to all shire districts.
- 8.3 The Government has announced that they will not be introducing referendum principles for parish and town councils, a proposal which they consulted on as part of the summer technical consultation on the 2018-19 settlement. They will keep the level of precepts set by town and parish councils under review and may introduce referendum principles in the future.
- 8.4 To hold a referendum is a costly exercise to undertake, with estimates in excess of £50,000, and would have to come from the council's budget. This means that other savings would have to be identified to fund it. In addition, the council would have to have justifiable cause to put to the electorate for what is regarded as an excessive increase.
- 8.5 Members are asked to note that the provisional Local Government Settlement announced in December 2017 assumes that councils will increase Council Tax levels by up to 3%. The financial effect of a 2.99% rise is as follows:

Table 10 – Council Tax Increase yields

Year	2.99% increase £'000
2018-19	282
2019-20	290

9. General Fund Capital Programme

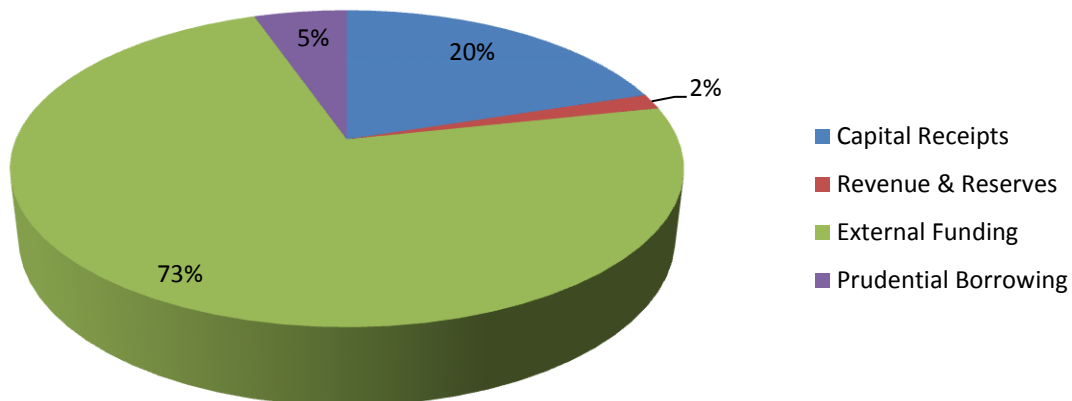
- 9.1 This section considers the Capital Programme and supporting Strategy for the period 2018-19 to 2021-22.
- 9.2 A minimum level of £10k has been set for capital expenditure on a fixed asset which is expected to be in use for more than one year. Expenditure below this value is not treated as capital and is therefore not recorded on the asset register or funded from capital resources. Capital expenditure also includes qualifying grants and loans, such as those provided for the enhancement of buildings to increase the extent to which they can be used by a disabled or elderly person. Capital expenditure can be met from borrowing, capital receipts, capital grants or revenue contributions.
- 9.3 Due to the complex and large scale nature of capital projects, the original budgets have to be based on estimations that often need revising as the project advances. This in turn leads to re-phasing of the capital programme, in order to keep the overall costs within the agreed bottom line.
- 9.4 **The Asset Management Plan**
- 9.5 By far the largest element of the council's capital worth (as represented by the fixed asset values on the Balance Sheet) is in its property holdings, with a total of £220 million showing as the net book value of all property assets as at 31 March 2017 (after depreciation has been applied). In line with Government and best practice guidelines, the council is required to have prepared and published an Asset Management Plan (AMP) which outlines its approach to its material asset holdings. This is to ensure that it acts responsibly in terms of undertaking a stewardship role over valuable public assets whilst deriving the maximum use from them in terms of service delivery so that value for money is able to be evidenced.
- 9.6 The council's Asset Management Plan outlines the principles, criteria and processes that form the cornerstone of the Capital Programme. This requires a continuous assessment of the relative value of an asset (both financial and non-financial) in order to ensure that the council's investment in its assets is working to optimum effect. This is especially important in the current financial climate, where assets that are no longer viable or surplus to requirements need to be disposed of in order to reduce the council's liabilities and to generate capital receipts to fund new developments or be transferred for Community benefit.
- 9.7 **The Capital Budget Strategy**
- 9.8 Although the Asset Management Plan is used to inform the contents of the Capital Budget, it is only one element. In order to ensure that the Capital Budget is able to meet the council's needs in the wider sense and to manage the impact on the revenue budget, the development and use of the Capital Programme is underpinned by a Capital Strategy as follows:
- To maintain an affordable four-year rolling capital programme.
 - To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.
 - To undertake Prudential Borrowing only where there are sufficient monies to meet in full the implications of capital expenditure, both borrowing and running costs.

- To maximise available resources by actively seeking external funding and disposal of surplus assets.
- To engage local residents in the allocation of capital resources where appropriate.

- 9.9 Due to the limited availability of capital receipts and the need to contain the level of borrowing undertaken to minimise the revenue impact, it has been necessary to review the Capital Programme. This is to ensure sufficient funding is available for existing schemes that have commenced and that any new projects are of the highest corporate priority and/or reduce the pressure on the revenue account.
- 9.10 Applications for Capital Bids have been reviewed by the Capital Programme Group and scored against a weighted matrix to ensure they focus on the council's core priorities, health and safety requirements, the generation or protection of income streams and affordability. The level of resources available raises a number of issues and risks for future years, which need to be addressed. Over the past few years the council has seen significant constraints in its available capital receipts. It is difficult to estimate the funding level achievable as a number of changes often arise to the asset disposal programme once the consultation process has been completed. In the event that sufficient disposals cannot be realised in 2018-19 onwards this will result in a need to reduce or defer the capital programme or to borrow, thus increasing the revenue pressure on the General Fund. Regular monitoring will need to be reported back to members and the Capital Programme adjusted accordingly.
- 9.11 There is limited scope for future investment in new assets or making improvements to existing buildings. The Asset Management Plan is key in delivering resources to the Capital Strategy and reducing the size of the council's asset and property portfolio. It is imperative that limited resources do not damage the council's ability to maintain its significant income streams as assets deteriorate from lack of investment. The current portfolio is not maintainable with the current funding available for repairs and maintenance and resources available and given the council's funding position this is unlikely to improve. It is likely that over the next four years some difficult decisions will need to be made on some of the asset holdings. There are limited capital resources to fund any overspends/new requirements which could occur during the financial year. Any additional schemes during the financial year will require an existing scheme to be deferred or funds re-allocated unless there is headroom in the General Fund to borrow.
- 9.12 **Available Capital Funding**
- 9.13 Capital expenditure can be financed from revenue resources, capital grants, usable capital receipts and borrowing. The General Fund can only be used to fund General Fund related capital expenditure, and the Housing Revenue Account (HRA) can only finance expenditure on HRA assets; there can be no cross subsidisation between accounts. In both cases, the revenue resources are limited.

A summary of the 2018-2022 capital resources utilised to fund the Capital Programme is detailed in Annex 2, but shown graphically below.

Funding of the Capital Programme 2018-19



- 9.14 **Capital Grants** – these are offered by external funders to assist with certain types of expenditure. Capital grants include: Environment Agency, Lottery funding and European grants. The Better Care Fund allocation for 2018-19 is estimated at £2.789m of which £2.342m has been set aside to fund the Disabled Facilities Grants within the capital programme with the rest being utilised by County for other disabled adaptations. The 2018-19 Capital Programme also includes projects to bolster Thanet’s Sea Defences and these are fully funded by the Environment Agency.
- 9.15 **Capital Receipts** – When a fixed asset is sold, provided that the sale receipt is over £10k, the income has to be treated as a “capital receipt”, which means that it can only be used to fund capital expenditure. All of the monies received from the disposal of General Fund assets are available to the Council for use.
- 9.16 Before the start of each financial year, a Flexible Use of Capital Receipts Strategy should be prepared as part of the Annual Budget documents. This sets out the rare occasions the council can apply to Government to capitalise expenditure that would normally be deemed as revenue. Government has advised that the council can apply to capitalise the costs of transformational revenue reform projects. The Capital Receipts Strategy is set out in Annex 3 and details the criteria where this may be considered as per guidance issued by Government.
- 9.17 The level of capital receipts available from the sale of surplus assets has been very constrained over the last few years. Reasons for this have included the economic situation, assets being removed from the disposal list following consultation, and capital funding being switched from reserves to capital receipts wherever possible due to significant pressures on the council’s revenue budget. Members should note that an estimated £0.941m in capital receipts has been forecast to fund the 2018-19 programme derived in part from the asset disposal report present to Cabinet on 16 November 2017. This will be monitored closely during the financial year, as it may be necessary to adjust the programme in year depending on asset disposal and funding outcomes.
- 9.18 The capital receipt from the Royal Sands Development has not yet been allocated to capital project(s) within the capital bid process and scoring regime, apart from £0.750m for the Ramsgate Harbour Gate & Bridge project in the 2017-18 capital programme.

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- 9.19 **Unsupported Borrowing** – The Local Government Act 2003 gave local authorities the ability to borrow for capital expenditure above the level supported by Government Grant, provided that such action complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Prudential Borrowing (“The Prudential Code”); the objectives of which are to ensure that capital investment plans are affordable, prudent and sustainable. Essentially, it provides a number of controls to ensure that the council does not incur additional debt without fully understanding the financial implications both now and in the future. It is anticipated that borrowing of £0.250m will be required to support the General Fund Capital Programme in 2018-19.
- 9.20 **Capital Projects Reserve** – Balances in this reserve were materially reduced in 2015-16 due to significant pressures on the council’s budget, and it is anticipated this will continue in 2018-19 onwards.
- 9.21 The Capital Programmes for 2018-19 to 2021-22**
- 9.22 The following budget amount has been re-profiled from the 2017-18 capital programme to 2018-19: Thanet Groyne Reconstruction (£388k).
- 9.23 **Existing Programmes already agreed** – Programmes already agreed from previous years within the four year programme are the Disabled Facilities Grant, Property Enhancement Programme, Operational Services Vehicle Replacement Programme, Leopold Street Multi-Storey Car Park, Louisa Bay to Dumpton Gap Sea Wall Work, Westbrook to St Mildred’s Sea Wall Work, Viking Bay Flood Defence Scheme, Stone Bay Sea Wall Work, Ramsgate Harbour Water Supply Upgrade and Thanet Groyne Reconstruction.
- 9.24 **Funding position** - Due to continuing pressure on the council’s funding position, the new capital projects below are predominantly ‘spend to save’, income generation, health and safety and externally funded projects. The absence of a new Asset Management Plan and comprehensive disposals programme has made it difficult to project the estimated capital receipt income anticipated over the next 4 years. Those capital projects that have no identified funding source and are reliant on capital receipts will need to be reconsidered by Cabinet and council once capital receipts have been received and the project funding identified.
- 9.25 **New Capital Projects**
- 9.26 Capital bids for the forthcoming years have been reviewed and scored. Where projects require prudential borrowing further details can be found within the attached Annex 3.

Capital Table 1: New Capital Projects

New Capital Project	Project Outline
Email System Replacement	To ensure continued access to email facilities across the Council.
End User Computing Refresh of Devices	Renewal of desktop computers, laptops, tablets and other peripherals across the Council.
TDC Computing Infrastructure	Renewal of network infrastructure and solutions across the Council.
Ellington Park	Restoration, refurbishment and

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	modernization of Ellington Park, Ramsgate.
Northdown Road Townscape Heritage	Grant scheme for Northdown Road, Cliftonville to improve the historical environment, community pride, public image and visitor numbers, and to support businesses.
Botany Bay Car Park	To enhance the car park and increase income generation.
Broadstairs Flood and Coast Protection Scheme	To ensure Broadstairs continues to be protected from coastal erosion and increase the level of flood protection afforded by the harbour arm.
Ramsgate Harbour Sluice Gate	Enhancements for health and safety purposes, and to protect income.
Replacement of Lead Lights at Port	Enhancements for navigational, health and safety purposes, and to protect income.
Port of Ramsgate East Pier Building Structural Improvements	Enhancements for health and safety purposes, to protect income, and to preserve the character of the East Pier Building on the listed pier.
Port of Ramsgate Fuel Barge Access Ramp	Enhancements for health and safety purposes (replacing a vertical ladder with a ramp).
Port of Ramsgate Berth One Refurbishment	Major refurbishment to protect income.
Replace Pontoon Piles	To extend the life of the existing pontoon system infrastructure at Ramsgate marina.
Pontoon Decking Improvement East and West Inner Marina	To replace the existing decking at Ramsgate marina, which is coming to the end of its working life and regularly being repaired, with slip resistant and low maintenance decking.
Upgrade of Western and Eastern Amenity Blocks	To refurbish existing customer facilities at Ramsgate port/harbour to protect income and reduce frequent and unplanned work.

9.27 The Draft Capital Budgets 2018-19 to 2021-22

9.28 The draft General Fund Capital Expenditure Budget for 2018-19 that is proposed for Members' approval is £4.689m (including 2017-18 re-profiling identified below), which will be funded in the main from capital grants, usable capital receipts and prudential borrowing. This is shown in summary format below.

Capital Table 2: Draft Capital Programme 2018-2022

	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Statutory and Mandatory Schemes	0	2,342	2,342	2,342	2,342
Schemes continuing from prior years	0	0	0	0	0
Annual Enhancement Schemes	0	378	703	2,620	700
Wholly/Part Externally Funded Schemes	388	695	693	3,335	780
Construction, Replacements and Enhancements	0	811	175	3,310	0
Capitalised Salaries	0	75	75	75	75
Total Capital Programme Expenditure	388	4,301	3,988	11,682	3,897
Capital Resources Used:					
<i>Capital Receipts and Reserves</i>	0	1,014	453	830	275
<i>Capital Grants and Contributions</i>	388	3,037	3,010	5,597	3,122
<i>Contributions from Revenue</i>	0	0	25	50	0
<i>Prudential Borrowing</i>	0	250	500	5,205	500
Total Funding	388	4,301	3,988	11,682	3,897

9.29 Further to the process set out in section 9.10 and Cabinet agreeing to the draft capital programme in its Budget Strategy, an item has come forward subsequently for inclusion within next year's programme, that Cabinet is asked to support. New capital investment of £1.63m is proposed, to be funded by prudential borrowing, that aims to effectively address some of the homelessness pressures being faced within the district and will contribute towards reducing the council's expenditure on homelessness. The project has been scored in the usual way and has been approved by the responsible officer team (Capital Programme Group).

10. Housing Revenue Account (HRA) Budget 2018-19

10.1 The council's responsibilities in respect of the need to keep a Housing Revenue Account (HRA) are contained within Section 74 of the Local Government and Housing Act 1989 ('The Act') and its use is heavily prescribed through statute. The HRA records all of the revenue expenditure and income relating to land, dwellings and other buildings provided under Part II of the Housing Act 1985 and corresponding earlier legislation. It must be kept separate from the General Fund revenue account and therefore is to all intents and purposes ring-fenced. Although the HRA for an individual year may result in a deficit, it is a requirement of 'The Act' that overall it must maintain a surplus, which means that expenditure must be carefully planned to remain within the limits of the anticipated income streams over the medium term.

The Housing Revenue Account Strategy

10.2 The main strategic objectives of the Housing Revenue Account, which provide the underlying principles for financial planning, and allow the council to remain within the legislation, are as follows:

- To maintain a Housing Revenue Account that is self-financing and reflects both the requirements of residents and the strategic visions and priorities of the council.
- To maintain current housing stock at Decent Homes Plus standard
- To increase or improve the council's housing stock through new build and bringing empty properties back into use.
- To consider the disposal of stock that is not viable to generate capital receipts for re-investment in new or existing stock.
- To maximise the recovery of rental incomes by moving void properties to "target rent", reducing the number of void properties and minimising the level of rent arrears and debt write offs.
- To maintain a minimum level of HRA reserves of £800k but with a target level of reserves of £1m.

10.3 In April 2015 the government announced a proposal to require that councils sell high value stock to fund the extension of Right to Buy to housing association tenants. As detailed in the Housing and Planning Act 2016, the Secretary of State has the power to make a council sell a proportion of their vacant stock to pay a 'high value asset levy' which will reflect the high value homes they are expected to sell. To finance the payment, a local authority must consider selling its interest in any higher value housing that has become vacant. In November 2015 councils had to provide detailed stock data. However, the determination defining higher value and the method for calculating the amount of payment due to the Secretary of State has yet to be determined.

10.4 Until further information is made available as to how the scheme will be administered it has not been possible to reflect this within the current budget estimates. Once the guidance has been issued this will need to be reflected in the budget and the 30 Year HRA Business Plan.

10.5 Thanet first went live with Universal Credit in October 2015, limited only to new claimants and those with a change of circumstances. From July 2017 the roll out of

the Universal Credit programme continued and extended to families as well as single claimants. Thanet has a higher than average percentage of the population claiming out of work benefits in the District. From the phased introduction programme, Thanet presented the highest number of claimants on Universal Credit across the Kent authorities at 15 people per 1,000 of the population, nearly double the average across Kent, being 8. There are many potential issues for Thanet residents, including IT skills, budgeting support, educating private sector landlords, anti-social behavior, and crime and health implications. 18-21 year olds in the district will also be heavily at risk due to the changes. Payments of Universal Credit are made in arrears and it takes approximately 6 weeks before the first payment is made. It will be paid direct to claimants into a bank account of their choice and no longer paid direct to the landlord. £50k has been allocated to Welfare Reform, to assist with the impact of Universal Credit and it is initially anticipated that this will be required to contribute to the bad and doubtful debt allowance.

10.6 Details of the HRA estimates

Expenditure Budgets

10.7 The main assumptions that have been applied to the HRA for the 2018-19 expenditure budgets are summarised below:

10.8 **Contract and Price Inflation** - For direct expenditure budgets, price increases have been included at 2.5%, which is the best estimate of the level of inflation at this point in time, unless there is a known inflation factor within a specific contract, in which case this has been used.

10.9 Repairs and Maintenance

Day to Day Repairs Contract	A new 4 year contract started in January 2017. Contract inflation is based on the average of Jan-Dec CPI inflation rates of the previous financial year. The economic forecast for the average of Jan-Dec 2017 is 2.7%
Cleaning Contract	A new 3 year contract started in July 2016 with an option to extend for a further 2 years. Contract inflation is applied in July and linked to July CPI. Contract inflation is 2.6% for 2018-19.
Cyclical External Refurbishment and Repairs Contract	A new 7 year contract started in April 2016. The contract included a no inflation clause for the first 2 years with fluctuations to commence from 2018 based on BCIS Tender Price Index. The inflation for 2018-19 is 3%.
Gas Servicing	A new 5 year contract started in April 2017. Contract inflation is based on January CPI. Contract inflation is 2.6% for 2018-19.
Water Safety	Water safety is now included in the gas servicing contract. The new contract has generated a saving of £16k.
Refuse Chute & Paladin Bin cleaning	The day to day repairs contract now includes these services and has generated a saving of £7k.
Equipment - Paladin Bin Replacement Programme	EKH are currently reviewing the replacement programme. A number of the paladin bins will need to be replaced in line with the fire safety recommendations.

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Handyman Services	£1k saving as this service is now included in the repairs contract
Dry Riser cabinets	Repairs not required in 2018-19, saving of £1.5k
Rodent Control and Damp Proofing Works	Works have decreased, £2.5k to be re-allocated to repairs administration software support, £24k saving achieved.
Keep It Clean	£3k saving while the scheme is under review.
Asbestos Removal	Medway Insulation have been contracted to scan in the asbestos data. Back scanning of historic data will complete in 2017-18 at a cost of £9.5k. Annual maintenance is £2.5k. Ongoing annual budgetary growth will be required. £2.5k to be moved from the disinfestation saving to repairs administration software costs.

- 10.10 **Supervision and Management General** – The council agreed at its meeting in February 2010 that an ALMO was the preferred option for sharing Landlord Services in East Kent. The East Kent Housing ALMO (EKH) was formed and from 1 April 2011 it commenced the management of the council's social housing.

The ALMO management fee is calculated on an activity based costing basis, in that the council's charge is based on the amount of staff provided to deliver the service and their supporting budgets. The 2018-19 management fee base budget is currently under review by East Kent Housing and will be finalised later this financial year. However in the interim it is assumed that the core management fee will remain the same.

A number of supervision and management budgets are subject to change due to internal recharges based on staff costs following the TDC restructure.

The number of court application referrals has increased. This has impacted on the budget and growth of £5k has been applied from 2018-19.

- 10.11 **Supervision and Management Special** – Electricity contracts were reviewed in September 2017 and a new fixed term contract is now in place. There will be an increase in cost to the HRA of approximately £40k based on current rates of consumption.
- 10.12 **Rents, Rates, Taxes and Other Charges** – The Empty Homes Programme and Ramsgate Intervention Programme fully completed in 2016-17. A number of sites in the Margate Intervention programme also completed in 2016-17 and a few other sites are due to complete in 2017-18. Following early delays, a revised timetable for the approved new build programme has been agreed with the Homes and Community Agency. Phase 1 and 2 will hopefully complete in 2018-19 and phase 3 in 2019-20. The budgets that the council holds as a landlord have been reviewed and reduced for running costs. These include Council Tax, utility standing charges on empty Margate Intervention sites and running costs of leased halls and has generated a saving of £13k.
- 10.13 **Allowance for Bad or Doubtful Debts** – The allowance for bad or doubtful debts for 2018-19 will remain the same at £170k, however the £50k welfare reform contingency budget may be need to be utilised if the roll out of Universal Credits impacts on the arrears balances at the same level as the Universal Credit pilot Local Authorities. Whilst it is anticipated that there could be an impact on debt collection

due to the welfare changes based on current debt levels it is anticipated that the current provision is sufficient. An increase in court intervention, evictions and rechargeable works orders are having a significant impact on former tenant arrears and recovery

- 10.14 **Depreciation for Fixed Assets** – In accordance with the statutory requirements, the council has to make a depreciation charge to reflect the use of the HRA assets over their useful lives. Depreciation is the decline in the value of the asset over time due to wear and tear. The estimated depreciation charge for dwellings is calculated at £3.6m in 2018-19, the depreciation charge for other HRA assets is estimated to be £139k.
- 10.15 **Debt charges** – Since the self-financing settlement, the council has operated a two loan pool approach whereby the HRA and GF are each responsible for the repayment of their own apportionment of loans. As part of the self-financing settlement, the HRA had its debt capped at £27.792m. As at the 1 October 2017 the HRA had £20.04m of loans outstanding. A loan repayment of £816k becomes due for repayment during 2018-19.

Income Estimates - The main assumptions that have been applied to the HRA for the 2018-19 Income budgets are summarised below:

- 10.16 **Rent Increases** –The council operates two distinct rent policies across its housing stock. Social rents, which are applied to the council's original housing stock and affordable rents which are applied to all properties within the Margate and Ramsgate Intervention programmes, empty homes programme, new build programme and acquisitions programme.
- 10.17 Since April 2002, social rents have been set based on a formula set by Government. The intention was to align council rents with those of housing associations by adopting a formulaic approach to calculating rents, known as rent restructuring. Landlords were expected to move the actual rent of a property to the formula rent over staged increases through applying the guidance set by Government of Retail Price Index plus 0.5% plus up to an additional £2 where the rent is below the formula rent for the property.
- 10.18 Affordable Rents are linked to local market rents and to the Local Housing Allowance for the area. Rents are applied to individual properties at the lower of either 80% of the local market rent or the Local Housing Allowance.
- 10.19 As part of the Summer Budget 2015 the Government announced that both Social and Affordable Rents would be reduced by 1% a year for four years up to 2020-21. The rent baseline for the reductions is the rent payable on 8th July 2015.
- 10.20 The financial impact of the 1% baseline reduction in rents continues to reduce the available income within the Housing Revenue Account. As a result, the Council's New Build Programme has been reviewed and scaled back to ensure affordability.
- 10.21 A local authority may be granted an exemption (in full or in part) if the Secretary of State considers the authority would be unable to avoid financial difficulties if it were to comply with the requirements. Local authorities must explore thoroughly what it can do to mitigate any financial risk, including looking at contractual commitments, before applying for an exemption. Although we have had to scale back development programmes and estimate a deficit in 2018-19, we have had a surplus in previous financial years, so currently do not qualify for an exemption. If the higher value assets determination payment is resumed, this will need to be reviewed.

- 10.22 The Prime Minister recently announced that additional resources would be made available to support new house building by both local authorities and housing associations. The press statements included that from April 2020 rent increases would resume to CPI + 1% for 5 years.
- 10.23 Rental estimates are based on the government guidance for a rental decrease of 1% for 2018-19 and 2019-20 and a 2% inflationary increase from 2020-21 onwards.
- 10.24 Social rents will be decreased by 1% in line with the Government rent guidance. Across the whole stock the average rent is £80.36, this is an average decrease of £0.77p per property.

HRA TABLE 1 – AVERAGE SOCIAL HOUSING PROPERTY RENTS	
Property	Est. Ave Rent
Bedsits	£55.59
1 Bed Flat	£66.45
1 Bed House	£76.94
2 Bed Flat	£74.53
2 Bed House	£82.84
3+ Bed Flat	£86.24
3 Bed House	£92.82
4 Bed Flat	£89.05
4 Bed House	£101.70
5 Bed House	£109.65

- 10.25 Affordable rents will also be decreased by 1% in line with Government rent guidance.

HRA TABLE 2 – AVERAGE AFFORDABLE RENTS INC OF SERVICE CHARGES	
Property Type	Average Actual Rent
1 Bed House	£76.94
1 Bed Flat	£72.86
2 Bed House/ Bungalow	£91.45
2 Bed Flat	£100.67
3 Bed House	£117.11
3 Bed Flat	£134.33
4 Bed House	£139.26
4 + Bed Flat	£144.88

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- 10.26 Affordable rent guidance requires that on each occasion that an affordable tenancy is issued, whether let to a new tenant or if an existing tenancy is re-issued, the rent must be reviewed, taking into account a new valuation. The only exception is where the property is re-let to the same tenant following a probationary period coming to an end. Detailed arrangements are set out in the council's Tenancy Strategy which is due for review in the coming period.
- 10.27 **Non Dwelling Rents** - Income generated from aeriels on tower blocks is expected to increase as a number of leases are due for renewal; £8k is anticipated in extra income. Garage rents will remain the same at £12 per week while a programme of repairs is drafted.
- 10.28 **Service Charge Increases** –Service charges are calculated based on actual cost.
- 10.29 **Heating Charges** – Heating charges will be recovered on actual cost based on usage and contract price and then apportioned across the block dependant on bedroom size.
- 10.30 **Investment Income** – This consists of interest accruing on mortgages granted in respect of Right to Buy sales and interest on HRA balances. The base rate remains low which in turn means that investment interest will be low. The budget for 2018-19 of £35k is based on achieving an average interest rate of 0.25%.
- 10.31 **The Housing Revenue Account Reserves**
- 10.32 The council operates three HRA reserves: a HRA Major Repairs Reserve, the HRA Balance Reserve and the HRA New Properties Reserve:
- 10.33 **Housing Revenue Account Major Repairs Reserve** –. An amount equivalent of the actual depreciation charge for dwellings is transferred to the Major Repairs Reserve to fund capital works to the existing stock. The estimated transfer to the Major Repairs Reserve for 2017-18 is £3.63m.
- 10.34 This funding, together with previous allocations of supported borrowing and revenue contributions, with good management, has enabled the council to maintain the housing stock in a good condition. The council currently maintains its social housing to Decent Homes Plus standard. A stock condition survey was carried out in 2016-17 which has highlighted works and major repairs that need to be carried out in the coming years; the estimated cost of these works is estimated to be around £8m. The HRA has 6 high rise blocks of flats; following the Grenfell tower block fire detailed fire safety reports have been carried out and a number of enhanced fire safety works have been identified. These need to be carried out as soon as possible and estimated costs are currently £900k for the high rise tower blocks. Other blocks will also need additional fire safety works to comply with recommendations. EKH are currently drafting a programme of works and estimated costs. As at 1 April 2017 this reserve balance was £8.36m.
- 10.35 **Housing Revenue Account Balance Reserve** – This reserve holds the balance of the HRA Account and is used to draw down to balance the revenue budget and smooth out any peaks and troughs within the 30 year business plan. It is maintained by annual contributions from the HRA. As at 1 April 2017 this reserve balance was £6.71m.
- 10.36 **HRA New Properties Reserve** – This reserve holds funds set aside to fund either new build properties or the acquisition of suitable properties for use within the HRA. Earmarked match funding for the Margate Intervention, New Build Programme and 141 Acquisition Programme has been set aside in this reserve as agreed by Cabinet. As at 1 April 2017 this reserve balance was £5.37m and is due to be drawn

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down during the 2018-19 and 2019-20 programmes. Income generated from affordable rents will continue to be set aside in this reserve for re-investment.

HRA TABLE 3 - DRAFT - HOUSING REVENUE ACCOUNT BUDGET				
	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Expenditure				
Repairs & Maintenance	3,265	3,338	3,413	3,490
Supervision & Management – General	3,328	3,255	3,255	3,255
Supervision & Management – Special	724	735	752	770
Rents, rates, taxes and other charges	257	257	257	257
Bad or doubtful debts provision	170	170	170	170
Depreciation/impairment of fixed assets	3,771	3,771	3,771	3,771
Capital Expenditure funded from HRA	300	300	300	300
Debt Management Costs	9	9	9	9
Non-service specific expenditure	1,381	1,381	1,381	1,381
Gross Expenditure Sub Total	13,206	13,216	13,308	13,403
Income				
Dwelling Rents (gross)	-12,786	-12,687	-13,004	-13,413
Non-dwelling Rents (gross)	-139	-148	-158	-166
Charges for services and facilities	-480	-515	-523	-574
Contributions towards expenditure	-349	-349	-349	-349
Income Sub Total	-13,754	-13,699	-14,034	-14,502
Net Costs of Services Sub Total	-549	-483	-725	-1,098
HRA Investment Income	-35	-70	-105	-140
Debt Interest Charges	1,007	962	982	1,008
Government Grants and Contributions	-1,034	-345	0	0
Adjustments made between accounting basis and funding basis	897	-620	-965	-965
(Surplus)/Deficit on HRA	286	-556	-813	-1,195
Housing Revenue Account Balance:				
Estimated Surplus at Beginning of Year	-6,381	-6,095	-6,651	-7,464
(Surplus)/Deficit for Year	286	-556	-813	-1,195
Estimated Surplus at End of Year	-6,095	-6,651	-7,464	-8,659

* Please note that Supervision and Management General costs are subject to change and provide an estimated projection

Capital Funding

- 10.37 **Capital Grants** – These are offered by Government Departments to assist with certain types of expenditure. The HRA has been awarded £1.37m funding towards the delivery of a new build programme for 51 new affordable units within the district from the Homes and Communities Agency (HCA) Affordable Homes Programme 2015-18.
- 10.38 **Unsupported Borrowing** – A housing debt cap of £27.792m has been set for the council, being the maximum amount the HRA can borrow which must not be exceeded. This differs from the way the maximum debt levels are set within the General Fund, which are governed by the Prudential Code and the setting of a number of indicators.
- 10.39 **HRA Capital Reserves** – A summary of the HRA reserves has been detailed in section 7.2. The major repairs reserve is used to fund expenditure on the council housing stock and debt repayment, whilst the new properties reserve is utilised to fund the creation of new affordable homes.

The Capital Programmes for 2018-19 to 2020-21

- 10.40 The Roofing programme was due to be re-tendered in 2016-17 but has been delayed until 2018-19. The flat roofs that were due to be replaced in 2017-18 will now be carried out in 2018-19 and 2019-20. Slippage of £300k from 2017-18 and an additional £100k is required in 2019-20 to enable a catch up programme to be undertaken. The roofing and structural works at block 4-15 Royal Crescent that were due to be carried out in 2017-18 have been delayed as the stock condition survey has identified roofing and structural works at block 19-23 that are also required. It is likely to be more cost effective to deal with both blocks at the same time and a detailed assessment is underway. Slippage of £200k is required from 2017-18 for the 2 Royal Crescent blocks. An increased budget is required from 2019-20 onwards to replace the roofs identified from the stock condition data and to catch up with a backlog of roofing works from the past 2 years.
- 10.41 A number of properties have been identified as needing window and door replacements. Some of these properties require specialist works. A new contract is due to start in Q3 2017-18. Slippage of £35k is required from 2017-18 to enable the backlog of works to be carried out.
- 10.42 Kitchen and bathroom replacements, electrical re-wiring and heating replacements have been identified from the stock condition data. Previous backlogs have now been caught up and proposed budgets are for a future on-going programme.
- 10.43 The planned refurbishments budget is being utilised to replace the door entry systems. The majority of the replacements that were required are now complete, with the remaining systems being replaced in 2018-19 and 2019-20.
- 10.44 A report was carried out to review fire safety in 2015-16. The three year programme was due to complete in 2017-18. However, in light of recent events, KFRS have been instructed to carry out new fire risk assessments. The revised risk assessments have identified additional fire safety works that need to be carried out. Some works have commenced in 2017-18 with additional funds being identified. However, a further £810k is required to complete the recommendations during 2018-19. From 2019-20, £100k will be required to continue with the non-urgent fire safety recommendations.
- 10.45 As mentioned previously in section 9.40 roofing and structural works at blocks 4-15 and 19-23 Royal Crescent have been aligned to reduce costs. Works at both blocks

will now be carried out at the same time utilising slippage of £600k from 2017-18. The balconies at the low rise blocks have been delayed to enable the roofing works to be carried out at the same time, to reduce costs for which £900k is required to carry out the structural works, £387k slippage, £213k in 2018-19 and £300k in 2019-20. Works from 2019-20 onwards have been identified from the stock condition data.

- 10.46 A number of properties have been identified as needing thermal insulation improvements. A new contract is due to start in Q3 2017-18 and therefore £24k slippage is required from 2017-18 to enable the backlog of works to be carried out.
- 10.47 The lift replacement programme is also currently under review. Lift refurbishments at Invicta House have been completed whilst Brunswick Court, Trove Court and Kennedy House lifts are now in need of urgent refurbishment or replacement. Brunswick Court lifts are due to be replaced during 2017-18, along with 1 or both of the lifts at Trove Court and Kennedy House. Lifts are still due to be replaced at Staner Court, Harbour Towers, Janice Court and Turner Court. It is proposed to allocate £260k into the capital programme from 2019-20 to 2022-23 to be able to carry out the remaining replacements from the major repairs reserve.
- 10.48 Trove Court and Kennedy House soil stacks are due for replacement. A consultancy report was commissioned in 2017-18 to identify the works required and £200k has been budgeted in 2018-19 to carry out these works.
- 10.49 Disabled adaptations will remain the same for 2018-19. This is a demand-led budget and will be reviewed annually.
- 10.50 The Estate Improvements budget has been removed while the additional fire safety works are carried out. Once the fire safety works are complete, the budget will be reviewed.
- 10.51 A new SMART meter bill has been released and EKH are currently reviewing the bill to determine if there are any landlord obligations.
- 10.52 The vacant HRA shop and flats above, at St Johns Crescent, Ramsgate are in need of refurbishment. It is proposed to convert the shop to affordable housing to create new affordable homes and refurbish the flats to Decent Homes Standards. This will be funded from the £100k set aside in 2017-18 for Buy Backs and 1-4-1 receipts.
- 10.53 The Margate Housing Intervention Programme set out to transform the housing market in two of England's most deprived wards, Cliftonville West and Margate Central. The properties that are currently in the programme will continue to be developed. The programme will continue to be closely monitored and the rental income generated re-invested.
- 10.54 With the flexibilities now available as part of the self-financing changes, the council is currently developing an HRA Asset Management Strategy to review land and buildings within the HRA, including garage sites to ensure they are being put to best use and obtaining value for money for the tenants. This has been the driving factor towards the first tranche of a new development programme for the HRA consisting of 51 new units. The original programme consisted of 58 units, however as well as the previously reported delay in project commencement; the original costs have increased, resulting in 2 of the sites being removed from the current programme due to affordability and deliverability. These 2 sites will be reviewed and considered for another programme if further funding is available. The new build development programme is funded by HCA grant funding, HRA reserve balances and prudential borrowing and the programme is scheduled to complete in 2019-20.

- 10.55 A £2.1m new acquisitions programme was considered at Cabinet on 25 October and is due to start during 2017-18. This will be funded by £630k of right to buy 141 receipts and £1.5m from HRA balances and will provide new affordable homes.
- 10.56 A detailed breakdown of the HRA capital programme is provided in Annex 4.

The Draft Capital Budgets 2018-19 to 2021-22

- 10.57 The draft Housing Revenue Capital Programme for 2018-19 that is proposed for Members' approval is £4.484m, which will be funded from the HRA reserves and revenue contributions to capital. A summary of this programme and the proposed funding sources are shown in the following table:

TABLE 4 – HRA CAPITAL PROGRAMME				
	2018-19	2019-20	2020-21	2021-22
	£'000	£'000	£'000	£'000
Total HRA Capital Programme Expenditure	4,484	3,695	3,188	3,347
<i>HRA Capital Resources Used:</i>				
HRA Major Repairs Reserve	3,793	2,978	2,400	2,400
HRA Revenue Contributions	300	300	300	300
New Properties Reserve	391	417	488	647
Total Funding	4,484	3,695	3,188	3,347

11. Treasury Management 2018-19

- 11.1 The Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2018-19 were considered by Governance and Audit Committee on 6 December 2017. The report to the Committee and annexes are attached as Annex 5.
- 11.2 The Committee agreed to approve the report and annexes and that it be approved by Cabinet and Full Council.
- 11.3 Cabinet is asked to consider and approve the Treasury Management strategy documents for 2018-19 for recommendation to Full Council.

12. Flexible Use of Capital Receipts Strategy 2018-19

- 12.1 Before the start of each financial year, a Flexible Use of Capital Receipts Strategy should be prepared as part of the Annual Budget documents. This sets out the rare occasions the council can apply to Government to capitalise expenditure that would normally be deemed as revenue. Government has advised that the council can apply to capitalise the costs of transformational revenue reform projects. The Capital Receipts Strategy is set out in Annex 6 and details the criteria where this may be considered as per guidance issued by Government.

13. Section 151 Officer's Assurance Statement

General Fund

- 13.1 Section 25 of the Local Government Act 2003 requires that, when the council is considering next year's budget and Council Tax levels, the council's Section 151 Officer (the Director of Corporate Resources) must report on:
- The robustness of the estimates, and
 - The adequacy of the proposed financial reserves.
- 13.2 The estimates are considered to be robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and fees and charges income.

Housing Revenue Account (HRA)

- 13.3 Section 25 of the Local Government Act 2003 also requires that, when the council is considering the HRA budget and rent levels, the council's Section 151 Officer (the Director of Corporate Resources) must report on:
- The robustness of the estimates, and
 - The adequacy of the proposed financial reserves.
- 13.4 The estimates are considered robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these

have been reflected in both expenditure and income.

14. Council Tax Requirement 2018-19

- 14.1 The full Council Tax resolution will be included within a separate report to Full Council on 22 February 2018.

15. Options

- 13.1 The scenario presented in this report, and the recommendations following, have been drafted to meet the requirements of agreed budget strategies and to take account of prevailing economic conditions. Any of the assumptions could be varied; however, there would be too many possible permutations to present in this report.

Contact Officer:	Ramesh Prashar – Head of Financial Services Gary Whittaker – Interim Finance Manager
Reporting to:	Tim Willis–Director of Corporate Resources and S151 Officer

Annex List

Annex 1	Medium Term Financial Strategy 2018-2022
Annex 2	General Fund draft Capital Programme
Annex 3	HRA Service Charges
Annex 4	HRA draft Capital Programme
Annex 5	Treasury Management Strategy documents for 2018-19
Annex 6	Flexible Use of Capital Receipts Strategy 2018-19

Background Papers

Title	Details of where to access copy
Budget Strategy for 2018-19 - Cabinet 16 th November 2017	https://democracy.thanet.gov.uk/documents/s58075/Cabinet%2016%20Nov%20-%20Budget%20Strategy.pdf
Fees and Charges 2018-19 – Council 7 th December 2017	https://democracy.thanet.gov.uk/documents/s58451/Council%207th%20Dec%2017%20-%20Fees%20and%20Charges.pdf

Corporate Consultation

Finance	N/A
Legal	Tim Howes, Director of Corporate Governance

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The Medium Term Financial Strategy 2018 - 2022

Thanet District Council

Introduction

The Medium Term Financial Strategy (MTFS) sets out the council's strategic approach to the management of its finances and presents indicative budgets and Council Tax levels for the medium term. It covers the General Fund revenue account, the Housing Revenue Account and the Capital Programme, and includes grant funded projects. It also comments on the significant risks facing the council in the forthcoming years and explains what the council is doing to reduce those risks.

The main objectives of the MTFS are to:

- explain the financial context within which the council is set to work over the medium term
- identify the financial resources needed to deliver the council's priority outcomes
- provide a medium term forecast of resources and expenditure
- achieve a stable and sustainable budget capable of withstanding financial pressures.

Separate four-year plans have been developed that accord with the respective budget strategies for each of the council's separate financial accounts, namely; the General Fund revenue and capital accounts and the Housing Revenue Account. The objective of these plans is a safe and sustainable budget over the medium term.

The National and Local Economic Outlook

The council finds itself in an extremely challenging financial period as Central Government continues with its drive to reduce the national deficit. Local government as a whole has continued to face larger reductions than other parts of the public sector. This council has, as a result, seen significant cuts in funding over the last five years and as a result of the 4-year settlement funding, further cuts are known for years 2018-19 and 2019-20, with uncertainty remaining for 2020-21 onwards. The council has already made substantial savings, primarily resulting from the reduction in government grant. These savings have been achieved through a variety of approaches including sharing services with our neighbouring councils, reviewing staff structures and service efficiencies. However there remains pressure to deliver further savings to balance the 2018-19 budget and it is increasingly difficult to find these without impacting on services.

The Business Rates Retention Scheme (which is detailed further within this MTF5) provides further uncertainty. The financial risk associated with businesses leaving the district will sit with the council (subject to a safety net) whilst any incentive from encouraging new business growth is likely to be minimal. To mitigate risk, among other things, the council is a partner to the successful bid for the Kent region to be a pilot for 100% business rates retention for 2018-19.

The General Fund Revenue Account

The General Fund revenue account is where all of the expenditure and income that relates to the day-to-day running costs of the core services, excluding Housing Revenue Account, of the council is recorded.

The net budget requirement (after taking into account income from fees and charges and other specific grants) is met by a combination of Central Government Funding (42%) and Council Tax (58%). With just over half of the Council's net budget being funded from Government, a reduction in this funding makes the task of continuing to improve and evolve whilst honouring the commitment to keep council tax increases as low as possible very difficult to achieve.

The budget estimates for the General Fund revenue account over the next four years are summarised in Table 1.

Table 1

Summary General Fund Revenue Proposals and Impact 2018–22

	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Net Budget Requirement	16,800	16,118	15,489	15,750
Increase in Council Tax %	2.99%	2.2%	2.1%	2.1%
Increase in Council Tax £	£6.56	£4.99	£4.91	£4.95

Reserves

Councils must have regard to the level of reserves needed for estimated future expenditure when calculating the budget requirement. The council has reviewed its level of reserves, taking account of the financial risks that could pose a threat to the authority over the medium term. As a result of this exercise, the council has set its optimal level of general reserves of at least 12% of the net revenue budget, which is felt to be a sufficient level of contingency. There are no plans over the medium term to use any of the general reserves to support the base budget.

In addition to the general reserve, a number of earmarked reserves exist. These reserves have been drawn down substantially recently but it is planned to replenish them over the medium term. These remaining reserves are set aside for specific purposes and generally allow funds to be saved over a number of years for large and often one-off items of expenditure, thereby smoothing the impact on council tax. The need for these reserves has also been considered over the medium term.

The Housing Revenue Account

The Housing Revenue Account is used by the council to record expenditure and income that relates to the operation of its council houses. These include costs of maintaining the houses, expenses for running communal areas and the overheads associated with council house services.

The Housing Revenue Account has to be budgeted and accounted for separately. Strict rules govern what can be charged to this account. Any money remaining in the budget at the end of the financial year is carried forward in a special reserve for future housing needs and cannot be used by the council for other purposes.

The budget projections for the Housing Revenue Account for the medium term are shown in the table below.

Table 2

Summary Housing Revenue Account Revenue Proposals 2018–22

	2018-19	2019-20	2020-21	2021-22
	£'000	£'000	£'000	£'000
Expenditure	13,206	13,216	13,308	13,403
Income	-13,754	-13,699	-14,034	-14,502
Net Cost of Services	-549	-483	-725	-1,098
Other	835	-73	-88	-97
Net Operating Expenditure	286	-556	-813	-1,195
HRA Balance:				
Surplus at the start of the year	-6,381	-6,095	-6,651	-7,464
Surplus at the end of the year	-6,095	-6,651	-7,464	-8,659

The Capital Programme

The council's Capital Programme includes capital expenditure associated with both the General Fund and Housing Revenue Account. The programme is driven by the need to get maximum value for money from the council's assets by making sure that they are well maintained and remain fit for purpose, within the limits of available funding.

Although the council can borrow to fund its capital expenditure, the cost of the repayments often makes this option unaffordable and so its future capital requirements in the medium term will depend upon a well-managed programme of asset disposals; using assets that are no longer suitable or cost effective to fund the acquisition and development of assets for improved service delivery. The council's Asset Management Strategy outlines the principles, criteria and processes that form the cornerstone of the Capital Programme. This requires a continual assessment of the relative value of an asset (both financial and non-financial) in order to ensure optimal investment in assets. This is especially important in the current financial climate, where assets that are no longer viable or surplus to requirements need to be disposed of in order to reduce liabilities and to generate capital receipts for investment.

Due to the limited availability of capital receipts and the need to contain the level of borrowing undertaken to minimise the revenue impact, it has been necessary to review the Capital Programme. This is to ensure sufficient funding is available for existing schemes that have commenced and that any new projects meet the corporate priority and/or reduce the pressure on the revenue account. Bids have been assessed, scored and reviewed to ensure they focus on the core priorities of the council. It is important therefore, that only the most important schemes are selected against the limited resources.

The asset investment plans over the next four years are summarised in the table overleaf.

Table 3

The Capital Programme 2018–22

	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Statutory and Mandatory Schemes	2,342	2,342	2,342	2,342
Schemes continuing from prior years	-	-	-	-
Annual Enhancement Schemes	378	703	2,620	700
Wholly/Part Externally Funded Schemes	695	693	3,335	780
Construction, Replacements and Enhancements	811	175	3,310	-
Capitalised Salaries	75	75	75	75
Housing Revenue Account Schemes	4,484	3,695	3,188	3,347
Total Capital Programme Expenditure	8,785	7,683	14,870	7,244
Capital Resources Used:				
Capital Receipts and Reserves	5,198	3,848	3,718	3,322
Capital Grants and Contributions	3,037	3,010	5,597	3,122
Contributions from Revenue	300	325	350	300
Prudential Borrowing	250	500	5,205	500
Total Funding	8,785	7,683	14,870	7,244

Council is being asked to agree to an additional capital item that wasn't considered as part of the draft Capital Programme included within the Budget Strategy (and therefore not within the above table). This is towards addressing some of the homelessness pressures and will cost £1.63m in 2018-19, to be funded from prudential borrowing.

Detailed Medium Term Financial Strategy

The following pages provide more detail of the council's financial plans over the medium term. The 2018-19 budget is balanced, and general reserves are forecast to remain above £2m. The net budget requirement, for the council's own purposes, is £16.8m.

The Local Government Finance Environment

The cost of local authority services are funded primarily from council tax, business rates, fees and charges, Government and other grants.

The council is able to generate income from charging for a range of discretionary services, however the ability to raise revenues through this route is limited, due to the constraints that are placed on it through a variety of different legislation.

Government grant is allocated by a complex model which amongst other things takes account of the relative need of an area and the ability to raise taxes locally (based on an area's council tax base). It is made up of two elements: the baseline funding level (in respect of business rates) and the Revenue Support Grant (to support council services). The council has faced significant cuts in funding over a number of years, this has seen the net revenue budget reduced substantially, although the original four year settlement did give some assurance regarding future funding. For the purpose of the MTFS these reductions have been factored in as follows: 8.0% 2018-19 and 9.3% 2019-20.

The impact of other welfare reforms associated with reducing housing benefit entitlement has led to an increase in homelessness and rent arrears. This is yet another uncertainty that could significantly impact on MTFS assumptions and the effect of this will continue to be monitored.

Council Tax Referendum and Council Tax Increases

The council tax system requires local householders to contribute directly to the cost of local service provision. The collection of council tax is administered by the council on behalf of itself, parish and town councils, Kent County Council, the Kent and Medway Fire and Rescue Service and the Kent Police and Crime Commissioner. The element of council tax that relates specifically to Thanet is calculated after having taken into account expenditure needs and ability to fund these from all other income sources. For 2018-19 the Government has determined that any council tax increases at 3% and above and £5 and over will be considered excessive and therefore any authority proposing an increase above this level will therefore be subject to consultation with the public via a referendum. The cost of such a referendum would fall on the council to be met. Thanet's higher limit of Council Tax increase is 2.99%.

This MTFS assumes an increase of £6.57 to the 2018-19 Council Tax, equivalent to 2.99%, with subsequent increases of around £5 per annum thereafter. The tax base upon which the council tax is set has been agreed as 42,905 Band D equivalents for 2018-19. This reflects a proposed collection rate of 97.75% which is considered reasonable in light of recent payment trends.

The Local Context

Quality Services Directed Towards Community Priorities

District councils have a duty to provide a range of services for the local community and visitors and much of these services are governed by statute. Although this sets out what the council must do, there is often some choice as to how it is done. For example, there is a legal responsibility to collect refuse, however there is a choice as to frequency and method of collection.

Each local area or district will have its own particular needs and so, in addition to its statutory services, most authorities also provide a range of services that are discretionary, where it believes the outcomes of providing a particular service are worth the inputs in terms of resources needed.

As part of the development of the Budget and MTFs, all statutory services should be adequately resourced and discretionary services for which funding is to be provided should deliver beneficial outcomes that are proportional to the cost of providing them.

The constraints on the budget mean that services and future developments need to be prioritised. In some cases, planned service enhancements have had to be scaled back and future investments re-phased. The council previously adopted new ways of working, including shared services, to enable it to concentrate on the core council aims whilst still delivering basic council services well. There remains a commitment to promoting a culture of continuous improvement to ensure the delivery of good value for money.

The Corporate Plan Framework

The council's Corporate Plan has been approved for the period 2015-19. The plan sets out the council's programme of priorities for the four year period and identifies three core aims that will help focus efforts towards achieving the vision:

Priority 1: A clean and welcoming environment – We want to encourage pride in our district by keeping Thanet clean. We are determined frontline services get it right.

This will involve us:

- Continuing to improve waste and recycling services, reducing waste and increasing recycling.
- Keeping streets, parks and open spaces clean for residents and visitors
- Maintain zero tolerance to encourage positive behaviour to help improve our environment

Priority 2: Supporting neighbourhoods – We will work with partner agencies through the Thanet Health and Wellbeing Board to support people to make better lifestyle choices and operationally through our range of services provided directly to residents;

This will involve us:

- Continuing our commitment to work with the public, private, voluntary and community sector to ensure the best outcomes for Thanet.
- Ensuring local residents have access to good quality housing, which meets people's changing needs and aspirations that is safe and affordable.
- Continuing to work with partners to improve community safety.
- Proactively enabling a collaborative partnership to reduce health inequalities.

Priority 3: Promoting inward investment and job creation – Our vision is to accelerate growth and achieve greater economic prosperity for our district. We will seek opportunities for inward investment, high quality job creation and work with partners to ensure we have the right skills, infrastructure and plans in place.

This will involve us:

- 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 buildings and land we own. Maximising commercial opportunities for key assets.
- Writing a Local Plan which sets planning strategies and policies that support growth of the economy.
- Working with education training providers to develop the skills agenda for the benefit of residents and local businesses.

The Council has agreed a list of corporate values to identify the way the council will work in order to deliver its priorities and these are as detailed below:

Value 1: Delivering value for money – Transforming and targeting resources to deliver services in a cost effective and efficient way that is open, honest, accountable and sustainable financially.

Value 2: Supporting the workforce – Maintaining a skilled and motivated workforce that are encouraged to achieve high performance standards encouraging new ways of working and new ideas, whilst delivering a good quality of customer service.

Value 3: Promoting open communications – Listening to the needs of the community and using this information to continue to improve our services. Providing clear, meaningful and timely communication in the most efficient manner in a way that is easy to access and understand.

Co-existing alongside the Corporate Plan are a number of other service related plans, such as the HRA Business Plan individual service plans, and capital and asset management strategies.

This Medium Term Financial Strategy and the Annual Budget Report provide a key link between all of these plans. They underpin all of these other strategic documents, by translating the plans, actions and non-financial resources into financial terms so as to evidence their affordability and sustainability. In addition to presenting the budget projections of the council's plans, these financial strategy documents cover the planned approach to the financial management arrangements needed to obtain the maximum value from the council's assets.

The General Fund Revenue Account

Overview

The General Fund revenue account is charged with any expenditure incurred on delivering services or meeting day to day expenses that are not covered by legislation relating to the

Housing Revenue Account, or cannot be treated as capital expenditure. The majority of Thanet's expenditure is charged here.

Expenditure is funded from income raised through charging for goods and services (except if it relates to council houses or is of a capital nature) plus grants, business rates and council tax.

Fees and Charges

The fees and charges policy establishes the corporate principles for charging for services. The three key principles are:

- Compliance with all legal requirements for setting charges and income generation. Where appropriate, this will override other factors to ensure the risk of legal challenge is minimised.
- The charging arrangements for any service should meet the full cost of providing the service where possible and include sound arrangements for income collection. The full cost of provision includes a share of central costs and a forecast for the effects of inflation.
- The appropriateness of charges set may be dependent on the wider aims and context of the service and as a result other aspects, such as the impact on service users, must be considered rather than just financial gain when setting fees and charges.

To adhere to these principles, the following guidelines are used when setting fees and charges each financial year:

- Charging decisions will be taken in the context of the council's priorities as set out in its Corporate Plan;
- Access, affordability and elasticity of demand will be considered;
- Charges will be consistent with the council's policies e.g. consideration will be given to any disproportionate impact on vulnerable groups and those least able to pay;
- Where services are provided on a trading basis, charges will be set at the maximum level the market can bare without eroding demand such that the overall financial position of the service offering is weakened;
- Charges will be benchmarked with comparable local authorities and where they are identified as being significantly lower than in other comparable authorities, increases will be fast tracked in order to bring them in line;
- Any exemptions and concessions on standard charges will be clearly justified. They will only be provided for services where benefits to the recipient groups are clearly evidenced. The council will consider the adoption of a concessions policy as part of the review of fees and charges to help address inequalities within the district. Any approved policy will be included on the council's website; and
- Enforcement charges will be set at a level proportionate to the nature of the offence and comparable charges in comparable authorities.

Application of these guiding principles aims to ensure that fees and charges are set within a framework of value for money management; whereby financial, performance, access and equity are considered fully and appropriately and decisions taken represent a transparent and balanced approach.

External Funding

Historically, the council has been very successful at attracting external funding. External funding is potentially a very important source of income to the council, but funding conditions need to be carefully considered to ensure that they are compatible with aims and objectives. The external funding and grants protocol standardises the process relating to external funding to ensure consistency and clarity and to protect the council from unidentified risks. The protocol has improved processes over external funding streams by:

- Identifying and publicising the terms and conditions relating to external funding;
- Ensuring risks associated with external funding are identified, considered and managed;
- Ensuring exit strategies are considered where appropriate;
- Ensuring that all financial implications are identified e.g. match funding requirements and ongoing unsupported revenue costs;
- Ensuring that legal and VAT issues are identified and considered;
- Ensuring capacity issues are considered i.e. do we have the resources to deliver the project?
- Ensuring that the external funding being sought is considered within the context of the Corporate Plan and council priorities;
- Ensuring that projects are monitored and that evidence and output data required by funders is collected, and any issues around these areas are highlighted in a timely manner;
- Increasing robustness particularly when there are staffing changes;
- Clarifying roles and responsibilities.

Developing the General Fund Revenue Budget

The General Fund Budget Strategy

Fundamental to the development of the budget and Medium Term Financial Strategy is an overarching Budget Strategy, the objective of which is a safe and sustainable budget that will deliver the policies and aspirations of the council over the medium term. The strategy was approved by Cabinet on 16 November 2017 and is as follows:

The Council's Revenue Budget Strategy is:

- To adequately resource the council's statutory services and the corporate priorities as set out within the Corporate Plan.

Annex 1

- To maintain a balanced General Fund such that income from fees and charges, Council Tax and Government and other grants is sufficient to meet all expenditure.
- To maintain Council Tax increases as low as possible to avoid a local referendum, subject to a satisfactory level of Government Grant.
- To maintain the General Fund Reserve at a level that is sufficient to cover its financial risks and provide an adequate working capital.
- To maximise the council's income by promptly raising all monies due and minimise the level of arrears and debt write offs, so as to optimise its treasury management potential.
- To actively engage local residents in the financial choices facing the council.
- To minimise the impact on the general public and business communities from charges levied by the council as set out within its approved fees and charges.

These principles will enable the development of a budget that is sufficient to meet the council's ongoing day to day business activities as well as progress its priorities as contained within the Corporate Plan. Such clear linkages between financial and business planning are the cornerstone of robust budget management practices.

The budget for 2018-19 and the three years that follow is developed by building in anticipated inflationary increases and budgetary growth needed for service developments, after which planned savings, growth in income and the use of reserves are reflected. This all has to be done so as to keep to a minimum the resulting increase in council tax.

The Budget Build Process

The paragraphs that follow show how the base budget for 2018-19 is created.

Budgetary Pressures

Each of the different types of base budget pressure is discussed in turn below:

Employee Costs – A large proportion of expenditure is on staff related costs, the majority of which relates directly to service delivery. For the purposes of presenting an illustrative model of the impact of the budget strategy contained within this MTFS, a vacancy level of 1.96% of the employee budget has been assumed along with a provision for Pay for Contribution and cost of living.

Other Inflationary Increases – As a general rule, there is no provision for price increases on goods and services, so increased costs need to be contained within existing budgets or a better price needs to be negotiated with suppliers. The only budgetary growth for price increases built into the budget is where it is unavoidable, such as where it is part of the terms of an existing contract or for supplies such as energy and fuel. Where provided for, contractual increases are derived from that specified in the contract.

Service Delivery Pressures – Given the economic context, the overarching approach to developing the budget is to keep budgetary growth to a minimum to reduce the need to find compensating savings to deliver a balanced budget. Some budgetary growth is inevitable and therefore an allowance has been made for enabling the delivery of income generation and cost savings and to deliver corporate priorities.

Increase in Fees and Charges – Fees and charges have been increased in line with benchmarked data for other service providers, there are also a number of new schemes. However, the level of some fees and charges are set by statute (e.g. planning fees) and some services are required to set their fees to break-even over a three year period (e.g. land charges), therefore the fees for these services will be increased accordingly.

Themes for delivering the Medium Term Financial Strategy

Projecting funding for 2018-19 onwards is difficult in light of the localisation of business rates and New Homes Bonus changes, but there is more certainty for 2018-19 and 2019-20 from the original four year settlement. What is clear is an overall reduction in Government funding over the medium term. In light of this, some broad themes are being pursued which will enable a balanced budget and a robust MTFs:

- **Income Generation:** A range of reviews are under way to generate new and additional income. These reviews are: creation of a housing company; fundamental review of car parking; power generation on Council owned sites; commercial charging for minor works and workshop; and a review of Planning.
- **Making the most of the assets we own:** A revised Asset Management Strategy will be key to working with partners to maximise the benefits of the buildings and land we own. We will seek commercial opportunities for key assets including changing use, sharing facilities and disposal as well as investing in assets to earn a return.
- **Alternative Delivery Vehicles:** All services will be reviewed and considered for alternative models, including outsourcing, shared services or partnerships. Action will be targeted towards those services that are the most expensive relative to peers. By drawing in wider investment and market opportunities it is possible to reduce the cost of mainstream council services. Working with partners would give access to new skills and experience and help ensure an appropriate share of risk between parties.
- **Digitalisation:** The Implementation of a digital strategy will help achieve efficiencies by streamlining back-office processes and improve front line services by providing them in a modern form more relevant to today’s digital age. Work is under way with various partners to review in real terms the benefits of this moving forward.

Table 4

The Medium Term General Fund Revenue Budget 2018 – 2022

	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Opening Base Budget	18,079	16,800	16,118	15,489
Budget Pressures including Inflation	1,868	564	713	551
Savings and efficiencies	(2,757)	-	-	-
Fees and Charges	(390)	(200)	(200)	(200)
Future year reviews	-	(1,046)	(1,142)	(90)
Net Revenue Budget Requirement	16,800	16,118	15,489	15,750

General Fund Reserve

The Local Government Finance Act 1992 specifies that precepting authorities, such as Thanet District Council, must have regard to the level of reserves needed for estimated future expenditure when calculating the budget requirement. In order to comply with this requirement each year the council reviews its level of reserves, taking account of the

financial risks that could pose a threat to the Authority over the medium term. Reserves of £2m are considered to be the minimum required for the planning period.

Earmarked Reserves

In addition to the General Reserve, a number of earmarked reserves are set aside for specific purposes. Essentially these allow funds to be saved over a number of years for large and often one-off items of expenditure, thereby smoothing the impact on council tax.

The earmarked reserves over the medium term are shown below. Where the exact demand on the reserve is not known sufficiently far enough in advance over the medium term, no estimates are allowed for within the MTFS.

The council has faced a number of one off costs over the past year and in order to meet its liabilities has had to undertake a review of all reserves and the projects they have been set aside to deliver. General Fund earmarked reserves were re-aligned at year end 2016-17 to more effectively support the council's corporate priorities. It is intended, as part of the MTFS, to replenish earmarked reserves following their application during 2017-18.

Table 5

The Earmarked Reserves over the medium term are listed below:

Reserve	Description
Local Taxation Funding Reserve	Used for operational risks including loss of housing benefit subsidy, business rates appeals and other service movements.
Investment and Growth Reserve	Used to encourage inward investment and promote growth in the district changing the way the council operates in support of these activities.
Risk and Insurance Reserve	Held to fund excess costs, self-insurance and TUPE obligations.
Repairs and Renewals Reserve	Used to fund planned maintenance in respect of buildings, coastal sites, information technology and other equipment, including a mechanism to avoid peaks and troughs in service budgets.

The General Fund Revenue Budget Requirements

All of the stages in developing the General Fund Revenue Budget that have been described above have been used to calculate the estimated budget requirement for 2018 – 2022 which are presented in summary in Table 4.

Funding the Medium Term General Fund Revenue Budget

Local Government Finance Settlement

The provisional Local Government Finance Settlement indicates figures for 2018-19 regarding NDR baseline funding, RSG and NHB. Together, the proposed 2018-19 sum for these funding streams is 17% less than the equivalent 2017-18 figure. The Settlement also included the indicative NDR baseline and RSG figures for 2019-20.

New Homes Bonus

The New Homes Bonus (NHB) rewards local authorities that deliver sustainable housing development. Local authorities receive a New Homes Bonus equal to the national average for the Council Tax band on each additional property built in the area in the preceding year. This scheme which was previously paid for the following six years will now be paid for four years. Additionally, there is a threshold applied, below which no NHB is paid. This threshold has been set at 0.4% of total dwellings, i.e. the first 0.4% of growth will not attract NHB. The council has for some time treated NHB as part of its core government funding. The MTFS does not anticipate any new awards after 2018-19 at this stage.

Council Tax and Business Rates

The Council sets its net budget requirement (after having taken account of increased income from charges and the use of reserves) which is then part funded from Government grants and part from council tax. The total amount that is needed to be raised by council tax is known as the Precept. This is divided by the total number of equivalent Band D properties (the tax base) in order to calculate the individual council tax band amounts. For medium term planning purposes, the level of growth in the tax base has been assumed to be 0.5% for future years.

The council's budget plans, grant predictions and the assumed council tax base give the projected levels of council tax increases which are shown in Table 6 below.

Table 6

The Medium Term Revenue Funding Summary 2018 - 2022

	2018-19	2019-20	2020-21	2021-22
	£'000	£'000	£'000	£'000
Net Budget Requirement	16,800	16,118	15,488	15,750
Funded From:				
RSG	-	97	-	-
NDR Baseline	5,670	5,045	5,044	5,045
New Homes Bonus	1,011	587	102	97
Collection Fund Surplus	100	100	100	100
Business Rate Retention	200	200	-	-
New burdens-homeless reduction	104	110	-	-
Council tax	9,715	9,979	10,242	10,508
Council Tax Base	42,905	43,120	43,335	43,552
Band D Council Tax	£226.44	£231.43	£236.34	£241.29
£ Increase in Band D Council Tax	£6.57	£4.99	£4.91	£4.95
% Increase in Band D Council Tax	2.99%	2.2%	2.1%	2.1%

The NDR baseline and RSG for 2018-19 reflects the impact of the council being within the Kent and Medway pool for 100% business rates retention. No change has been made to the forecast of growth as a result of being in the pool.

The Housing Revenue Account

Overview

The council is required by the Local Government and Housing Act 1989 (section 74) to keep a Housing Revenue Account (HRA) which records all revenue expenditure and income relating to the provision of council dwellings and related services. The use of this account is heavily prescribed by statute and the council is not allowed to fund any expenditure for non-housing related services from this account.

The HRA 30 Year Business Plan

The current HRA Business Plan is forecast to fall into deficit post 2024 and further work is required to identify sufficient efficiencies to allow for a sustainable 30 year HRA Business Plan. Finance and the Head of Housing will continue to work together to remodel a sustainable plan. This will include a review of charges and costs from the General Fund, maximising income generation opportunities, contract efficiencies through East Kent Housing by procuring with neighbouring councils and asset management.

In April 2015 the government announced a proposal to require that local authorities sell high value stock to fund the extension of Right to Buy to housing association tenants. As detailed in the Housing and Planning Act 2016, the Secretary of State has the power to make a council sell a proportion of their vacant stock to pay a 'high value asset levy' which will reflect the high value homes they are expected to sell. To finance the payment, an authority must consider selling its interest in any higher value housing that has become vacant. In November 2015 councils had to provide detailed stock data. However, the determination defining higher value and the method for calculating the amount of payment due to the Secretary of State has yet to be determined. Until further information is available it is has not been possible to understand the financial impact on the HRA Business Plan.

A stock condition survey was commissioned re-evaluate the council's housing stock to ensure that we continue to meet Decent Homes Plus standard. The survey results are informing the development of the Asset Management Strategy and Stock Options Appraisal. The financial impact of this will be modelled as part of the HRA 30 Year Business Plan review.

Developing the Housing Revenue Account

The Housing Revenue Account Budget Strategy

The main strategic objectives of the Housing Revenue Account, which provide the underlying principles for financial planning, are summarised in the box below. This strategy accords with the current HRA 30 Year Business Plan and has been used as the basis on which this Medium Term Financial Strategy has been developed.

The council's Housing Revenue Account Strategy is:

- To maintain a Housing Revenue Account that is self-financing and reflects both the requirements of residents and the strategic visions and priorities of the council.
- To maintain current Housing Stock at Decent Homes Plus standard
- To increase or improve the council's housing stock through new build and bringing empty properties back into use.
- To consider the disposal of stock that is not viable to generate capital receipts for re-investment in new or existing stock.

Annex 1

- To maximise the recovery of rental incomes by moving void properties to “target rent”, reducing the number of void properties and minimising the level of rent arrears and debt write offs.
- To maintain a minimum level of HRA reserves of £800k but with a target level of reserves of £1m.

As with the General Fund Revenue Account, the HRA budget is arrived at after the consideration of inflationary increases; growth in expenditure arising from service led demands and other pressures; reductions in expenditure through the realisation of efficiencies; and changes in income through rent increases and the impact of the sale of council houses.

Budgetary Growth

Contract and Price Inflation - For direct expenditure budgets, price increases have been included at 2.5%. Where there is a known inflate within a specific contract, this has been used.

Increased Income

The council receives income from a variety of sources in respect of its council houses, including that raised from rents and from service charges to residents of flats for communal services in order to recover its costs.

Rents – As part of the Summer Budget 2015 the Government announced that both Social and Affordable Rents would be reduced by 1% a year for four years resulting in a 12% reduction in average rents by 2020-2021. Over the rental decrease period of 2016-17 to 2019-20 it is estimated that the impact on the HRA Business Plan will be a loss in rental income of £4.56m. Future years’ estimates in the MTFS after 2020 assume a 1% inflationary increase. Garage rents have been kept the same while a programme of repairs is drafted.

Service Charges – A review of the service charges within the HRA has been undertaken to take into consideration Welfare Reform changes, Department of Work and Pensions requirements and feedback from the Tenant Board. Service charges are recovered at actual cost.

HRA Investment Income – This consists of interest accruing on mortgages granted in respect of Right to Buy sales and interest on HRA balances. The base rate has remained low, which in turn means that investment interest will be low. The budget for 2018-19 of £35k is based on achieving an average interest rate of 0.25%.

HRA Reserves

The council keeps three HRA specific reserves: the HRA Major Repairs Reserve, the HRA Balance Reserve and the HRA New Properties Reserve. These are explained in more detail below.

Housing Revenue Account Major Repairs Reserve – An amount equivalent of the actual depreciation charge for dwellings is transferred to the Major Repairs Reserve to fund capital works to the existing stock. The estimated transfer to the Major Repairs Reserve for 2018-19 is £3.63m.

This funding, together with previous allocations of supported borrowing and revenue contributions, with good management, has enabled the council to maintain the housing stock in a good condition. The council currently maintains its social housing to Decent Homes Plus standard. As at 1 April 2017 this reserve balance was £8.4m.

Housing Revenue Account Balance Reserve – This reserve holds the balance on the HRA and is used to draw down to balance the revenue budget and smooth any peaks and troughs within the 30 year business plan. It is maintained by annual contributions from the HRA. As at 1 April 2017 this reserve balance was £6.7m.

Housing Revenue Account New Properties Reserve – This reserve holds funds set aside to fund either new build properties or the acquisition of suitable properties for use within the HRA. Earmarked match funding for the Margate Intervention and New Build Programme has been set aside in this reserve as agreed by Cabinet. As at 1 April 2017 this reserve balance was £5.4m and is due to be drawn down during the 2018-19 and 2019-20 programmes. Income generated from affordable rents will continue to be set aside in this reserve for re-investment in a new build programme.

The Medium Term HRA Budget Requirements

The changes that are outlined in the aforementioned paragraphs have been applied to the 2018-19 budget for the Housing Revenue Account and the resulting financial projections for the HRA over the next four years are summarised in Table 7:

Table 7

The Medium Term Housing Revenue Account Budget 2018 – 2022

	2018-19	2019-20	2020-21	2021-22
	£'000	£'000	£'000	£'000
Gross Expenditure	13,205	13,216	13,308	13,403
Income	-13,754	-13,699	-14,034	-14,502
Net Costs of Services	-549	-483	-726	-1,099
HRA Investment Income	-35	-70	-105	-140
Debt Interest charges	1,007	962	982	1,008
Government grants and contributions	-1,034	-345	-	-
Adjustments made between accounting basis and funding basis	897	-620	-965	-965
(Surplus)/Deficit on HRA	286	-556	-813	-1,195
Housing Revenue Account Balance:				
Surplus(-)/Deficit at Beginning of Year	-6,381	-6,095	-6,651	-7,464
Surplus(-)/Deficit For Year	286	-556	-813	-1,195
Surplus(-)/Deficit at End of Year	-6,095	-6,651	-7,464	-8,659

The Capital Programme

Overview

Maintaining and improving the council's infrastructure requires considerable resources and typically it covers three types of investment:

- Premises;
- Information and communication systems; and
- Vehicles and equipment.

Investment in such infrastructure qualifies as capital expenditure when it results in an asset that costs over £10k and has a useful life of more than one year. It can be funded from loans, capital receipts, capital grants and contributions from revenue.

Assets bought in this way form part of the 'worth' of the organisation, appearing on its balance sheet for years to come until disposed of. Due to the longer term nature of capital projects and the different funding sources that are available, the capital budget is shown separately to the revenue budget.

The council's Asset Management Strategy outlines the principles, criteria and processes that form the cornerstone of the following draft Capital Programme. This requires a continual assessment of the relative value of an asset (both financial and non-financial) in order to ensure that investment in assets is working to optimum effect. This is especially important in the current financial climate, where assets that are no longer viable or surplus to requirements need to be disposed of in order to reduce liabilities and to generate capital receipts to fund new developments or be transferred for community benefit.

Consideration for the Environment

The council is committed to reducing its carbon footprint and acting responsibly in respect of its use of natural resources. Accordingly, all future capital investments will be done to either assist in the delivery of the Climate Change Strategy, or with due regard for its aims.

Developing the Medium Term Capital Programme

The Capital Budget Strategy

The Capital Programme has been developed following the principles that are laid out in the council's capital budget strategy, which is shown below.

The Capital Budget Strategy is:

- To maintain an affordable four-year rolling capital programme.
- To ensure capital resources are aligned with the council's strategic vision and corporate priorities.
- To undertake Prudential Borrowing only where there are sufficient monies to meet in full the implications of capital expenditure, both borrowing and running costs.
- To maximise available resources by actively seeking external funding and disposal of surplus assets.
- To engage local residents in the allocation of capital resources where appropriate.

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Due to the limited availability of capital receipts and the need to contain the level of borrowing, the Capital Programme was reviewed to ensure sufficient funding is available for existing schemes that have commenced and that any new projects are of the highest corporate priority.

Planned investments

The Capital Programme has been very much driven by those capital schemes that are predominantly core priorities, have health and safety implications or deliver a revenue saving to the authority and sustainable income streams. The main capital projects that are planned in the medium term are outlined below:

Existing Programmes already agreed – Programmes already agreed from previous years within the four year programme are the Disabled Facilities Grant, Property Enhancement Programme, Operational Services Vehicle Replacement Programme, Leopold Street multi storey car park, Louisa Bay to Dumpton Gap sea wall work, Westbrook to St Mildred's sea wall work, Viking Bay flood defence scheme, Stone Bay sea wall work, Ramsgate Harbour water supply upgrade and Thanet groyne re-construction.

New Capital Projects – email system replacement, end user computing refresh of devices, TDC computing infrastructure, Ellington Park, Northdown Road townscape heritage, Botany Bay car park, Broadstairs flood and coast protection scheme, Ramsgate Harbour sluice gate, replacement of lead lights at Port and a number of Port of Ramsgate improvements and refurbishments.

Council Housing – The Housing Revenue Account Capital Programme has been set to ensure that the authority's social housing stock meets Decent Homes Standard Plus and provides a continuing maintenance scheme to the council's housing stock.

The Margate Intervention programme sets out to transform the housing market in two of Britain's most deprived wards: Cliftonville West and Margate Central.

With the flexibilities now available as part of the self-financing changes, the council is currently developing the HRA Asset Management Strategy to review land and buildings within the HRA, including garage sites, to ensure they are being put to best use and obtaining value for money for the tenants. This has been the driving factor towards the first tranche of a new development programme for the HRA consisting of 51 new units.

However, given the recent changes with regard to rent setting reductions and the proposed sale of higher value council homes to generate a levy payable to Government, the council will need to undertake regular project delivery reviews with regard to the new and affordable homes programmes to ensure affordability and sustainability within the set budget. The financial impact of the changes has put the housing account under considerable pressure to deliver schemes that have already been agreed and reduces the anticipated level of HRA balances available to contain any overspends or slippage.

Details of the planned capital projects for the next four years are summarised later in Table 8.

Capital Funding Sources

The capital investment proposals contained within this MTFS rely upon an overall funding envelope made up of a number of sources, including borrowing, capital receipts, capital grant and revenue contributions.

Borrowing

The Local Government Act 2003 gave local authorities the ability to borrow for capital expenditure provided that such borrowing was affordable, prudent and sustainable over the medium term. The council has to complete a range of calculations (Prudential Indicators) as part of its annual budget setting process to evidence this. These make sure that the cost of paying for interest charges and repayment of principal by a minimum revenue contribution (MRP) each year is taken into account when drafting the Budget and Medium Term Financial Strategy. Over the course of this MTFS, prudential borrowing of £0.25m has been assumed for the General Fund Capital Programme in 2018-19. A housing debt cap of £27.792m has been set for the council's HRA, being the maximum amount the HRA can borrow.

Capital Receipts

Capital receipts are generated when a fixed asset is sold and the receipt is more than £10k. Capital receipts can only be used to fund capital expenditure. All of the receipts from the disposal of an asset on the General Fund (i.e. for its main services) can be retained. In 2012 Ministers raised the cap on Right to Buy discounts to £75k and confirmed that receipts from the additional sales this would generate would be used to fund replacement stock on a one for one basis. At the same time, Ministers confirmed that their favoured option of delivering these new homes would be through local authorities retaining receipts to spend in their areas. In order to keep these additional receipts it was necessary to enter into an agreement with the Secretary of State for Communities and Local Government. This allows the council to retain additional Right to Buy receipts over and above that budgeted by Treasury.

The Asset Management Strategy (AMS) – The council's planned level of capital expenditure means that significant levels of asset sales are required. The AMS provides a framework for determining which of the council's assets are suitable for disposal in order to fund new investments that will ensure that its property portfolio is fit for purpose. The absence of a new Asset Management Plan and comprehensive disposals programme has made it difficult to project the estimated capital receipt income anticipated over the next four years. Over the course of this MTFS the new AMS will enable the identification of a number of assets that can be disposed of with minimal detriment to service delivery, and yet improve the overall value for money derived from the asset portfolio. The affordability of the Capital Programme has been based on the assumption of a certain level of capital receipts being generated. As the value of receipts can be subject to change, the Capital Programme will be continuously reviewed and monitored.

Capital Grant

The council receives additional grant funding for a variety of purposes and from a range of sources. These include Communities and Local Government funding for Disabled Facility Grants, Lottery funding and European grants.

Revenue Contributions

General Fund Contributions - Although the council can use its General Fund revenue funds to pay for capital expenditure, as it has in the past, the current financial constraints on the revenue budget mean that this is no longer a common funding source.

HRA Contributions – Funding for capital expenditure on houses can be met from within the HRA. The future funding requirements will be informed by the revised 30 year HRA business plan.

Capital Reserves

HRA Capital Reserves –An amount equivalent of the actual depreciation charge for dwellings is transferred to the Major Repairs Reserve to fund capital works to the existing stock This is exclusively available for use on HRA capital expenditure.

The investment plans and the use of the different funding streams produce the budget for the General Fund Capital Budget that is shown in Table 8.

Table 8

The Medium Term General Fund Capital Budget

	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Statutory and Mandatory Schemes	2,342	2,342	2,342	2,342
Annual Enhancement Schemes	378	703	2,620	700
Wholly Externally Funded Schemes	695	693	3,335	780
Replacements and Enhancements	811	175	3,310	-
Capitalised Salaries	75	75	75	75
Total Capital Programme Expenditure	4,301	3,988	11,682	3,897
Capital Resources Used:				
Capital Receipts and Reserves	1,014	453	830	275
Capital Grants and Contributions	3,037	3,010	5,597	3,122
Contributions from Revenue	-	25	50	-
Prudential Borrowing	250	500	5,205	500
Total Funding	4,301	3,988	11,682	3,897

The plans that exist for capital investment into the council's housing stock are reflected in Table 9. The information in Table 8 and Table 9 comprise the Medium Term Capital Programme for the Council.

Further to Cabinet agreeing to the draft capital programme in its Budget Strategy, an item has come forward subsequently for inclusion within next year's programme, that Council is asked to support. New capital investment of £1.63m is proposed, to be funded by prudential borrowing, that aims to effectively address some of the homelessness pressures being faced within the district and will contribute towards reducing the council's expenditure on homelessness. This sum is currently not included within the table above.

Table 9

The Medium Term Housing Revenue Account Capital Budget

	2018-19	2019-20	2020-21	2021-22
	£'000	£'000	£'000	£'000
Total HRA Capital Programme Expenditure	4,484	3,695	3,188	3,347
<i>HRA Capital Resources Used:</i>				
HRA Major Repairs Reserve	3,793	2,798	2,400	2,400
HRA Revenue Contributions	300	300	300	300
New Properties Reserve	391	417	488	647
Total Resources	4,484	3,695	3,188	3,347

Treasury Management

The treasury management service is an important part of the overall financial management of the council's affairs. Treasury management can be defined as the management of investments and cash flows; its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. Its activities are strictly regulated by statutory requirements, the CLG's Investment Guidance and the CIPFA Treasury Management Code.

Prudential Code – The Local Government Act 2003 requires the council to have regard to the CIPFA Prudential Code and the production of Prudential Indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, reflecting the outcome of the underlying capital appraisal systems. As part of the budget process, the council approves a series of Prudential Indicators that demonstrate that its activities are affordable, prudent and sustainable.

Investment Strategy – The primary principle governing the investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security; and
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the prudential indicators covering the maximum principal sums invested.

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Even with the Bank Rate increase from 0.25% to 0.50% in November 2017 investment returns of course remain low. Investments are regularly reviewed with a view to try and take advantage of the best rates available whilst minimising exposure to counterparty risk.

Councils should invest prudently and primarily seek to safeguard public funds rather than maximise returns. Security and liquidity should therefore take priority over yield. Thanet is diligent in ensuring that monies are only placed in secure and liquid investments and also uses a wide range of information to ensure it is making informed investment decisions.

Borrowing – Active management of the debt portfolio is an important part of the treasury management function. The council takes a cautious approach to its borrowing strategy. The Section 151 Officer, under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into account the risks shown in the forecasts. There will need to be additional borrowing over the next few years to refinance maturing debt and for capital programme purposes. Decisions regarding options to take out borrowing or rescheduling or repaying debt will be taken in light of market conditions.

There are a number of factors that could impact on the interest payable/investment income:

- Bank Rate set by the Bank of England
- PWLB borrowing rate
- Cash flow variations
- Sums lost due to imprudent investment

These risks have been mitigated by seeking professional advice on interest rate forecasts, carefully modelling cash flow against anticipated financial forecasts and only investing with counterparties that meet the credit criteria set out in the Treasury Investment Strategy.

Managing the Financial Risks

With budgeted expenditure of over £70m and budgeted income of over £50m just for the General Fund alone, it is fundamental to the financial standing of the council that its budgets are realistic, affordable and meet its service requirements.

A number of different techniques have been employed to ensure that this Medium Term Financial Strategy represents an affordable needs-based budget that is robust and able to be sustained over the medium term. Each of these are discussed in turn below:

Longer Planning Timeframes – The latest government grant announcements provide a longer time period than in the past, which improves the ability to project resources over the life of the MTFS. However, there are still significant unknowns, e.g. the transition towards local government self-financing by 2020.

The Planning Cycle: Develop, Review and Revise – The Budget and this Medium Term Financial Strategy set out the expected levels of expenditure and income for the future. The estimates are arrived at through careful consideration of historic trends and actual expenditure levels and any factors which may have an impact in the future, such as known changes in legislation. It also requires a degree of estimation and assumption, such as to calculate the impact of a perceived increase or decrease in future demand as a result of demographic changes or patterns of behaviour that have a socio-economic impact. As time progresses the accuracy of the assumptions behind these figures will become clearer and in many cases will require the budgets within this MTFS to change if they are to continue to reflect the financial implications of delivering the council's aims and aspirations. There is

regular monitoring through the financial year of performance against budgets and will revisions and reallocations will be made where necessary, subject to remaining within the overall available funding envelope. By monitoring the actual expenditure against budget in this way, resources can be allocated to best meet the needs of the council and provide a sustainable Medium Term Financial Strategy.

Financial Risk Assessment

Even with the most sophisticated approaches to budget modelling there is always the chance that events happen which could not be foreseen and plans need to be revisited. The council holds reserves as a contingency to meet unanticipated expenditure that arises from such an unexpected change in circumstances. In order to be able to gauge the appropriate level of reserves, a detailed financial risk assessment is carried out and presented as part of the annual Budget Report. All of the main risks that face the council are considered, to assess the likelihood of the risk happening and the possible financial implications.

Sensitivity Analysis

As explained above, many of the figures contained within this MTFs are based on estimates, which could prove to be inaccurate. In order to assess the impact of the use of poor estimates a top level sensitivity analysis has been carried out, using a 10% variance to indicate the impact of that level of error in the estimate. The outcome of this is shown in the table below.

Table 10

Sensitivity Analysis

Area under consideration	Sensitivity of Estimates 2018-19
The opening base budget	<p>The opening position of the 2018-19 budget is firm, as it is based on the budget approved in February 2017.</p> <p>The base for future years may change, however this would be identified as part of budget preparation work.</p>
The pay estimates	<p>A large discrepancy would be unlikely as the pay budget is built at a very detailed level (on a per post basis).</p> <p>The main impact on the accuracy of the budgets for pay headings results from vacancy estimates which are difficult to predict.</p>
The vacancy savings and post reduction estimates	<p>For 2018-19 the vacancy abatement saving has been budgeted at approximately £300k which is equivalent to approximately 10 posts. A variance of 2 posts equates to £60k. This will require a robust proactive approach to ensure that the savings that naturally arise due to staff turnover are retained. Based on experience in recent years, and considering the current staff turnover rate, this target is felt to be challenging but achievable.</p>
Price Increases	<p>In the main these are based on the terms of the contract. Inflation has been assumed at c2.5%. For every 1% change in inflation it equates to a difference of approximately £107k.</p>
Pension Increases	<p>Approximately £340k has been added since 2017-18 following the latest actuarial valuation results. The next valuation is due in 2020 and at this stage no allowance has been made for its impact, owing to it being subject to a number of complex and different factors.</p>
The increased income targets	<p>There is always a risk that increases in fees and charges reduce demand, which can have a detrimental impact on the budget. Some £390k has been added into the budget for 2018-19 for increased income targets; however, service managers have included within that figure an assessment of the achievability of collecting the additional income.</p>
Other savings estimates	<p>The budget and Medium Term Financial Strategy reflects a £250k savings expectation from EKS. A 10% change to this figure would equate to £25k, regular monthly meetings are held with the Director of EKS to regularly monitor on performance.</p>
The level of reserves	<p>The level of general reserves which has been budgeted has been determined based on a financial risk assessment which considers the likelihood of the main risks facing the Council, and the possible financial implication should the risk happen. The estimated position on general reserves at year end is that they will stand at 12% of the net revenue budget which is the minimum level.</p> <p>Earmarked reserves are being used to enable funds provided for a specific purpose to be held until needed, and allows budgets that are needed on an irregular or periodic basis to be funded by setting aside an annual base budget at a fraction of the total cost. The funds held within earmarked reserves represent a one-off source of funding to meet planned expenditure. Their use is managed on a cash limited basis, and a shortage of reserved funds in year may be dealt with by re-phasing the expenditure, or by making use of emerging underspends.</p>
Council Tax	<p>The collection rate on the Council Tax base has been increased to 97.75% to reflect</p>

Area under consideration	Sensitivity of Estimates 2018-19
Reduction Scheme	the collection trend experienced within 2017-18. This will need to be carefully monitored during the year.
Welfare Reforms	The impact of welfare reform changes is being felt in 2017-18 with significant pressure anticipated in subsequent years. Changes impact on both the Housing Revenue Account and General Fund and will include potential increases in bad debts as a result of claimants being paid direct, being capped on the amount of benefits that they will be paid and also seeing reductions in benefit due to under-occupying accommodation; an increase in demand for smaller or cheaper accommodation; an increase in demand for debt management advice; possible increases in homelessness, as a result this will need to remain under review in terms of overall impact. With the impact being subject to so many factors it is not possible to attribute a % change equalling a certain cost. However, the MTFs has allowed for an additional £1m cost pressures in 2018-19 onwards as a result of the changes.
Settlement Funding	Government provides strong indicative settlement figures for 2018-19 and 2019-20. Revenue support grant is anticipated to end after 2019-20. The risk remains with the business rates baseline thereafter. A 10% change in baseline equates to £500k approximately.

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Annex 2 General Fund Capital Programme

Capital Programme £000	Capital Bid Score	Directorate	Estimated Slippage 2017/18	2018/19	2019/20	2020/21	2021/22
STATUTORY/MANDATORY							
Disabled Facilities Grants	104	Community Services		2,342	2,342	2,342	2,342
ONGOING SCHEMES FROM PREVIOUS YEARS							
ANNUAL ENHANCEMENT PROGRAMMES							
Vehicle Replacement Programme	128	Operational Services		250	500	2,205	500
Property Enhancement Programme	n/a	Corporate Resources		80	80	80	80
Computing Infrastructure	108	Corporate Resources		48	123	335	120
WHOLLY/PARTLY EXTERNALLY FUNDED							
Louisa Bay to Dumpton Gap Sea Wall Work	121	Operational Services		95		1,000	
Westbrook to St Mildred's Sea Wall Work	121	Operational Services		600			
Viking Bay Flood Defence Scheme	121	Operational Services			200		
Stone Bay Sea Wall Work	121	Operational Services				1,000	
Thanet Groyne Reconstruction	110	Operational Services	388				
Broadstairs Flood and Coast Protection Scheme	112	Operational Services					520
Ramsgate Harbour Sluice Gate	114	Operational Services				75	
Ellington Park	120	Community Services			493	1,000	
Northdown Road Townscape Heritage	104	Community Services				260	260
CONSTRUCTION, REPLACEMENT & ENHANCEMENT							
Ramsgate Harbour Water Supply Upgrade	102	Operational Services		50	50		
Leopold Street Multi-Storey Car Park	111	Operational Services				3,000	
Botany Bay Car Park	102	Operational Services		73			
Replacement of Lead Lights at Port	110	Operational Services				80	
Port of Ramsgate - East Pier Building Structural Improvements	109	Operational Services				120	
Port of Ramsgate - Fuel Barge Access Ramp	107	Operational Services				25	
Port of Ramsgate - Berth One Refurbishment	105	Operational Services		150			
Replace Ponton Piles	104	Operational Services		75			
Pontoon Decking Improvement - East and West Inner Marina	103	Operational Services		85	85	85	
Upgrade of Western and Eastern Amenity Blocks	102	Operational Services		80			
Email System Replacement	103	Corporate Resources			40		
End User Computing - Refresh of Devices	104	Corporate Resources		298			

Capitalised Salaries

	75	75	75	75
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Total for the Year

	388	4,301	3,988	11,682	3,897
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General Fund Capital Programme Funded By

	Estimated Slippage 2017/18	2018/19	2019/20	2020/21	2021/22
Capital Receipts		941	453	830	275
Reserves		73			
Capital Grants & Contributions	388	3,037	3,010	5,597	3,122
Contributions from Revenue			25	50	
Prudential Borrowing		250	500	5,205	500
Total for the Year	388	4,301	3,988	11,682	3,897

Analysis of Prudential Borrowing	Budget Area	Estimated Slippage 2017/18	2018/19	2019/20	2020/21	2021/22	Total	MRP Life	MRP Cost £pa	Interest cost at 3% £pa
Leopold Street Multi-Storey Car Park	Car parking (savings)				3,000		3,000	50	60	90
Vehicle Replacement Programme	Recycling & refuse (Existing budget and efficiency savings)		250	500	2,205	500	3,455	7	494	104
Total		-	250	500	5,205	500	6,455		554	194

Summary of Tenant Service Charges

Property	Heating Charges	Cleaning Charges	Communal Lighting	Grounds Maintenance	Fire Safety	Mechanical and Electrical	Water Pumps
ADDINGTON STREET (52)							
ALBION MEWS (1-6)		£2.01	£0.89	£0.17		£0.95	
APPLEDORE CLOSE							
1-8 Appledore Close		£1.80	£0.50	£0.41		£0.69	
9-13 Appledore Close		£2.88	£0.73	£0.60		£1.11	
14-21 Appledore Close		£1.80	£0.49	£0.48		£0.69	
22-25 Appledore Close		£3.61	£1.28	£0.59		£1.38	
26, 27 Appledore Close				£0.59		£2.77	
28-34 Appledore Close		£2.06	£0.44	£0.35		£0.79	
35, 36 Appledore Close				£0.35		£2.77	
37-40, Appledore Close		£3.61	£0.87	£0.35		£1.38	
41-47 Appledore Close		£2.06	£0.55	£0.57		£0.79	
48-54 Appledore Close		£2.06	£0.51	£0.53		£0.79	
55-58 Appledore Close		£3.61	£0.83	£0.53		£1.38	
59-65 Appledore Close		£2.06	£0.58	£0.81		£0.79	
66-72 Appledore Close		£2.06	£0.49	£0.55		£0.79	
73-76 Appledore Close		£3.61	£0.86	£0.49		£1.38	
77-83 Appledore Close		£2.06	£0.59	£0.41		£0.79	
BALMORAL ROAD							
2-12 Balmoral Road		£1.84	£0.55	£0.78		£1.13	
14-24 Balmoral Road		£1.84	£0.55	£0.78		£1.13	
26-36 Balmoral Road		£1.84	£0.55	£0.78		£1.13	
BELLE VUE AVENUE (1-20)		£1.33	£0.59	£0.13			
BELMONT COURT		£1.55	£0.78	£1.22		£1.11	

Summary of Tenant Service Charges

BIDDENDEN CLOSE

15-23 Biddenden Close	£1.22	£0.44	£1.03	£0.59
24-32 Biddenden Close	£1.22	£0.44	£1.03	£0.59

BRUNSWICK COURT

1 Bed	£3.11	£0.95	£2.02	£0.63	£1.66	£0.77	£1.86
2 Bed	£3.72	£0.95	£2.02	£0.63	£1.66	£0.77	£1.86
3 Bed	£4.24	£0.95	£2.02	£0.63	£1.66	£0.77	£1.86

CAMBOURNE AVENUE

23a-27a Cambourne Avenue	£0.98
28a-30a Cambourne Avenue	£1.48

CAMDEN SQUARE (5-8)	£2.49	£1.05	£1.01
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CANTERBURY ROAD (70-76)	£0.72	£1.97	£0.94
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CHATHAM COURT	£1.48	£0.50	£0.58	£0.58
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CHICHESTER ROAD (82-90)	£0.99	£1.06	£0.77	£0.59
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CHURCHFIELDS

1 Churchfields	£3.67	£1.03	£0.42	£1.31
3 Churchfields	£1.84	£0.65	£0.42	£0.74
5 Churchfields	£1.84	£0.72	£0.42	£0.74
7 Churchfields	£3.67	£1.23	£0.42	£1.31
9 Churchfields	£3.67	£1.03	£0.42	£1.31
11 Churchfields	£1.84	£0.55	£0.42	£0.74
13 Churchfields	£3.67	£0.93	£0.42	£1.31

CLARENDON ROAD

3 Clarendon Road	£2.22	£0.75	£8.38	£0.94
6 Clarendon Road	£2.22	£0.82	£8.48	£0.94

CLEMENTS ROAD

29-45 Clements Road	£1.03	£0.48	£0.72
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Summary of Tenant Service Charges

47-69 Clements Road	£0.77	£0.37	£0.72	
71-93 Clements Road	£0.77	£0.43	£0.72	
95-111 Clements Road	£1.03	£0.42	£0.72	
113-135 Clements Road	£0.77	£0.46	£0.72	
137-159 Clements Road	£0.77	£0.36	£0.72	
161-189 Clements Road	£0.62	£0.46	£0.72	
191-213 Clements Road	£0.77	£0.46	£0.72	
215-237 Clements Road	£0.77	£0.28	£0.72	
239-261 Clements Road	£0.77	£0.28	£0.72	
263-279 Clements Road	£1.03	£0.30	£0.72	
281-303 Clements Road	£0.77	£0.30	£0.72	
COASTGUARD COTTAGES		£1.00	£1.68	
COLLEGE ROAD				
92 College Road	£1.84	£0.63	£1.47	£0.74
94 College Road	£1.84	£0.77	£1.47	£0.74
CONFLANS COURT				
31-36 Conflans Court	£1.66	£0.76	£0.60	£0.74
37-42 Conflans Court	£1.66	£0.76	£0.60	£0.74
CONYNGHAM CLOSE	£1.43	£0.45		
DANE GARDENS (19-22)	£2.75	£0.72	£1.81	£0.94
DANE MOUNT				
15-18 Dane Mount	£2.75	£0.80	£0.57	£0.94
19-22 Dane Mount	£2.75	£0.68	£0.57	£0.94
DANE VALLEY ROAD				
200 Dane Valley Road	£1.56	£0.51	£0.73	£0.72
202 Dane Valley Road	£1.56	£0.51	£0.73	£0.72
204 Dane Valley Road	£1.56	£0.34	£0.73	£0.86
206 Dane Valley Road	£1.56	£0.36	£0.73	£0.86

Summary of Tenant Service Charges

Annex 4

208 Dane Valley Road	£1.56	£0.38	£0.73		£0.86	
DUKE STREET (4)		£0.82		£5.57		
DUNSTAN AVENUE						
26-32 Dunston Avenue	£2.01	£0.41	£0.77		£1.17	
34-40 Dunston Avenue	£2.01	£0.41	£0.77		£1.17	
42-48 Dunston Avenue	£2.01	£0.41	£0.77		£1.17	
EGBERT ROAD (3)	£2.22	£1.03		£8.08	£0.94	
ELHAM CLOSE						
17-25 Elham Close	£1.22	£0.39	£1.00		£0.59	
26-34 Elham Close	£1.22	£0.39	£1.00		£0.59	
ELLINGTON ROAD (59)		£0.87		£0.32	£1.25	
ELLINGTON ROAD (70)			£1.35		£1.87	
ETHELBERT CRESCENT (26)						
GRANGE ROAD (59)						
GROSVENOR PLACE (66-68)	£1.48	£0.65		£7.39	£0.62	
HARBOUR TOWERS	£1.22	£2.54	£0.26	£1.42	£0.62	£2.04
HIGHFIELD COURT	£1.39	£0.33	£0.77			
HIGH STREET, MARGATE						
145 High Street	£2.06	£0.62	£0.27		£0.74	
147 High Street	£4.12	£0.67	£0.27		£1.31	
149 High Street	£2.06	£0.67	£0.27		£0.74	
151 High Street	£4.12	£0.67	£0.27		£1.31	
153 High Street	£2.06	£0.51	£0.27		£0.74	
154 High Street	£2.06	£0.73	£0.27		£0.74	
155 High Street	£4.12	£0.66	£0.27		£1.31	
156 High Street	£2.06	£0.71	£0.27		£0.74	
157 High Street	£2.06	£0.66	£0.27		£0.74	

Summary of Tenant Service Charges

Annex 4

159 High Street	£4.12	£0.66	£0.27	£1.31			
161 High Street	£2.06	£0.50	£0.27	£0.74			
163 High Street	£2.06	£0.58	£0.27	£0.74			
HOLTON CLOSE							
7 Holton Close	£1.38	£0.32	£0.21	£0.94			
23 Holton Close	£1.38	£0.32	£0.21	£0.94			
INVICTA HOUSE	£10.11	£1.76	£1.27	£0.48	£1.04	£0.46	£0.96
JANICE COURT	£1.73	£1.18	£0.77	£3.66	£0.23		
KENNEDY HOUSE							
Bedsit	£3.16	£1.74	£1.74	£0.20	£1.29	£0.67	£0.55
1 Bed	£4.45	£1.74	£1.74	£0.20	£1.29	£0.67	£0.55
2 Bed	£ 5.33	£1.74	£1.74	£0.20	£1.29	£0.67	£0.55
LA BELLE ALLIANCE SQUARE (16 &17)	£2.19	£0.50	£0.86	£0.74			
LANCASTER CLOSE (11-32)	£1.43	£0.33					
LEONA COURT	£1.64	£0.51	£0.96	£0.06	£0.55		
LINLEY ROAD (1-33)			£1.32				
LOUGHBOROUGH COURT	£1.03	£0.40	£0.36				
MEETING COURT		£0.60		£5.50			
MILLMEAD ROAD (69-77)	£1.94	£0.89	£1.10	£0.85			
NEWLANDS HOUSE, PRESTEDGE AVE	£1.48	£0.41	£0.08				
PARKSIDE, PICTON ROAD			£0.41				
PENSHURST ROAD (5)	£1.66	£2.69	£0.05	£10.91			
PLAINS OF WATERLOO							
32A-40A Plains of Waterloo	£1.78	£0.69					
45A-47C Plains of Waterloo	£1.85	£0.50	£0.86	£0.74			
QUETTA ROAD (21-24)			£1.24				

Summary of Tenant Service Charges

Annex 4

REBECCA COURT		£1.87	£0.90	£0.72	£0.10	£0.54	
RICHARD COURT		£1.65	£0.52	£1.07	£0.06	£0.55	
ROSEDALE ROAD							
19 Rosedale Road		£1.84	£0.62	£.47		£0.74	
21 Rosedale Road		£1.84	£0.72	£1.47		£0.74	
23 Rosedale Road		£1.84	£0.58	£1.47		£0.74	
25 Rosedale Road		£1.84	£0.63	£1.47		£0.74	
ROYAL CRESCENT							
4-15 Royal Crescent		£1.85	£0.42			£0.54	
19-23 Royal Crescent		£1.39	£0.91		£6.65	£0.62	
SOMERSET COURT		£1.61		£0.73			
ST MILDREDS ROAD							
40 ST Mildreds Road		£1.44	£0.48	£0.59	£0.11	£0.42	
42 ST Mildreds Road		£1.44	£0.49	£0.59	£0.11	£0.42	
STANER COURT							
Tower Block (2-89)							
Bedsit	£ 5.21	£1.76	£2.10	£0.47	£0.88	£0.34	£0.94
1 Bed	£6.98	£1.76	£2.10	£0.47	£0.88	£0.34	£0.94
2 Bed	£8.04	£1.76	£2.10	£0.47	£0.88	£0.34	£0.94
90-95 Staner Court		£1.70	£0.58	£0.47		£0.74	
96-101 Staner Court		£1.70	£0.56	£0.47		£0.74	
102-107 Staner Court		£1.70	£0.61	£0.47		£0.74	
108 -113 Staner Court		£1.70	£0.56	£0.47		£0.74	
STIRLING WAY (59-60)				£1.24			
STRINGER DRIVE							
4 Stringer Drive		£1.38	£0.63	£0.10		£0.94	

Summary of Tenant Service Charges

Annex 4

7 Stringer Drive	£1.38	£0.63	£0.10	£0.94			
SUNDEW GROVE			£0.78				
TOMLIN DRIVE							
2 Tomlin Drive	£1.56	£0.35	£0.84	£0.86			
4 Tomlin Drive	£1.56	£0.34	£0.84	£0.86			
6 Tomlin Drive	£2.34	£0.49	£0.84	£0.84			
8 Tomlin Drive	£2.34	£0.61	£0.84	£0.84			
10 Tomlin Drive	£2.34	£0.47	£0.84	£0.84			
12 Tomlin Drive	£2.34	£0.39	£0.84	£0.84			
TROVE COURT							
Bedsit	£5.54	£1.71	£1.34	£0.14	£1.13	£0.44	£0.55
1 Bed	£7.68	£1.71	£1.34	£0.14	£1.13	£0.44	£0.55
2 Bed	£9.18	£1.71	£1.34	£0.14	£1.13	£0.44	£0.55
TURNER COURT							
	£1.20	£0.94	£0.29	£1.97	£0.12		
TURNER STREET (32-54)							
	£1.66	£0.38	£0.22	£0.54			
WESTCLIFF ROAD (93)							
WILLIAM AVENUE							
2 William Avenue	£2.34	£0.55	£0.21	£0.87			
4 William Avenue	£2.34	£0.67	£0.21	£0.87			
6 William Avenue	£2.34	£0.50	£0.21	£0.87			
24 William Avenue	£2.34	£0.66	£0.91	£0.94			
26 William Avenue	£2.34	£0.44	£0.91	£0.94			
28 William Avenue	£2.34	£0.51	£0.91	£0.94			
30 William Avenue	£2.34	£0.47	£0.91	£0.94			
32 William Avenue	£2.34	£0.47	£0.91	£0.87			

Summary of Tenant Service Charges

Annex 4

34 William Avenue	£2.34	£0.62	£0.91	£0.87
36 William Avenue	£2.34	£.47	£0.91	£0.87

HRA Capital Programme 2018-19 to 2022-23

SCHEME	Approx. Unit Numbers 2018-19	2017-18 Slippage £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Scheme of Works 2018-19
Major Works								
Re – Roofing	5 Flat Roofs 28 Pitched Roofs	500	300	460	460	460	460	£300k slippage and £100k additional funding in 2018-19 required for the 5 flat roofs at Richard Court, Loughborough Court, Leona Court, Rebecca Court and Turner Court. £200k slippage due to Royal Crescent contract being on hold while waiting costs for block 19-23 to review if both blocks can be carried out at the same time. Scaffolding costs are included in the costs of those identified from the stock condition data.
Window & Door Replacements	20	35	75	110	110	110	110	A new contract is due to start in Q3 2017-18. £35k slippage from 2017-18 programme. Future works identified from the stock condition survey
Kitchen Replacements	106		420	480	480	480	480	Properties identified from stock condition data
Bathroom Replacements	58		180	160	160	160	160	Properties identified from stock condition data
Rewiring	99		170	170	170	170	170	Properties identified from stock condition data
Heating	227		435	500	500	500	500	Properties identified from stock condition data
Fire Precaution Works:	550		810	100	100	100	100	£675k required in 2018-19 to carry out the remaining fire safety works identified from the KFR risk assessments at the high rise blocks. £135k also required to carry out the works at the remaining identified blocks. From 2019-20 £100k will be required to continue with non urgent fire safety works.
Planned Refurbishments	20		50	12	0	0	0	Door entry system replacement programme due to complete in 2019-20
Structural Repairs	6 Blocks	987	213	876	310	310	310	£600k slippage due to Royal Crescent contract being on hold while awaiting costs for block 19-23. £900k is required to carry out the balcony repairs at the low rise blocks. These will be carried out at the same time as the roofs to reduce scaffolding costs. £387k slippage, £213k in 2018-19 and £300k in 2019-20. Works from 2019-20 onwards have been identified from the stock condition data.
Thermal Insulation	120	24	10	50	50	50	50	A new contract is due to start in Q3 2017-18. £24k slippage from 2017-18 programme. Future works identified from the stock condition survey
Lift Refurbishment & Replacements	3-4 Lifts		120	60	60	60	60	Brunswick Court, Trove Court and Kennedy House lifts are in need of urgent replacement. Brunswick Court will be replaced in 2017-18, along with 1 or both of the lifts at Trove Court and Kennedy House. The lift replacement programme was due to complete in 2017-18, however 6 lifts are still due to be replaced (Staner Court, Harbour Towers, Janice Court and Turner Court). In 2016-17 £250k was returned to the major repairs reserve as it was determined that at that time no replacements were required. It is proposed to reallocate the £260k back into the capital programme from 2019-20 to 2022-23 to be able to carry out the remaining replacements.

Annex 4

HRA Capital Programme 2018-19 to 2022-23

SCHEME	Approx. Unit Numbers 2018-19	2017-18 Slippage £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Scheme of Works 2018-19
Soil Stack Replacements	12		200	0	0	0	0	£200k for Trove Court and Kennedy House soil stack replacements
Total Major Works		1546	3793	2978	2400	2400	2400	
Revenue Contribution to Capital								
Disabled Adaptations			300	300	300	300	300	This is a demand led budget and will be reviewed annually.
Estate Improvements			0	0	0	0	0	The budget will be reviewed once the additional fire safety works have been carried out
SMART Meter Project			0	0	0	0	0	A new SMART Meter Bill has been released. EKH are currently reviewing the bill to determine if we have any landlord obligations.
Margate Housing Intervention		500	391	417	488	647	660	Development programme 2011-12-2021-22. £500k slippage in relation to Warwick Road development. Affordable rent income to be re-invested to continue with programme
New Build Programme		4,500						HCA development programme 2015-18. Programme due to complete in 2019-20. £4.5m slippage in relation to phase 3 of the programme.
141 Acquisitions Programme		1,000						Programme to start in 2017-18 and will roll into 2018-19. £1m slippage in relation to purchase completions. Further match funding to be identified as affordable rent income is re-invested.
Total HRA Capital Expenditure		7546	4484	3695	3188	3347	3360	
Budget agreed in 2017/18			3495	2600	2500	2500	2500	
Difference			598	678	200	200	200	

ANNEX 5

TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY FOR 2018-19

1 INTRODUCTION

1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

CIPFA defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 Reporting requirements

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

Prudential and treasury indicators and treasury strategy (this report and annexes) - The first, and most important report covers:

- the capital plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

A mid year treasury management report – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.

An annual treasury report – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Governance and Audit Committee.

1.3 Treasury Management Strategy for 2018-19

The strategy for 2018-19 covers two main areas:

Capital issues

- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, CLG MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

1.4 Training

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Training was last undertaken by members on 21 September 2015 and further training will be arranged as required.

The training needs of treasury management officers are periodically reviewed.

1.5 External service providers

The Council uses Capita Asset Services, Treasury Solutions as its external treasury management advisors. During the current planning period Capita Asset Services is

likely to be sold to The Link Group. The services provided will not change under the new ownership.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

The Council uses the ICD Portal to invest or redeem trades in its Money Market Funds (MMFs). The portal provides advanced reporting tools so that the authority can assess its exposure to certain banks or countries.

Some investments via the ICD portal are made via JP Morgan who act as a clearing house for seven of the ten MMFs the Council currently uses. The clearing house allows the authority to make several investments in different MMFs but only requires one payment to the clearing house, therefore saving the authority costs in CHAPS fees.

2 THE CAPITAL PRUDENTIAL INDICATORS 2018-19 – 2020-21

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

2.1 Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Capital expenditure £m	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
General Fund	8.087	14.768	4.689	3.988	11.682
HRA	5.156	21.882	4.484	3.695	3.188
Total	13.243	36.650	9.173	7.683	14.870

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Capital expenditure £m	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
General Fund	8.087	14.768	4.689	3.988	11.682
HRA	5.156	21.882	4.484	3.695	3.188
Total	13.243	36.650	9.173	7.683	14.870
Financed by:					
Capital receipts - GF	2.345	3.224	0.941	0.453	0.830
Capital receipts - HRA	0.336	2.444	0.000	0.000	0.000
Capital grants - GF	4.812	5.554	3.425	3.010	5.597
Capital grants - HRA	1.394	2.233	0.000	0.000	0.000
Reserves - GF	0.374	0.212	0.073	0.000	0.000
Reserves - HRA	2.850	9.244	4.184	3.395	2.888
Revenue - GF	0.000	0.296	0.000	0.025	0.050
Revenue - HRA	0.439	1.056	0.300	0.300	0.300
Net financing need for the year	0.693	12.387	0.250	0.500	5.205

Other long term liabilities: The above financing need excludes other long term liabilities, such as PFI and leasing arrangements which already include borrowing instruments.

2.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council had £3.264m of long term liabilities (excluding pensions) as at 31 March 2017.

The Council is asked to approve the CFR projections below:

£m	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Capital Financing Requirement					
CFR – General Fund	26.706	30.963	29.850	28.959	32.356
CFR – HRA	20.377	27.283	26.321	26.187	26.053
Total CFR	47.083	58.246	56.171	55.146	58.409
Movement in CFR	(0.224)	11.163	(2.075)	(1.025)	3.263

Movement in CFR represented by					
Net financing need for the year (above)	0.693	12.387	0.250	0.500	5.205
Less HRA – loan repayments	0.000	0.000	(0.962)	(0.134)	(0.134)
Less GF – lease terminations	0.000	(0.294)	0.000	0.000	(0.347)
Less MRP/VRP and other financing movements	(0.917)	(0.930)	(1.363)	(1.391)	(1.461)
Movement in CFR	(0.224)	11.163	(2.075)	(1.025)	3.263

2.3 Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

Year End Resources £m	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Fund balances / reserves	17.164	14.361	12.261	11.241	8.439
Capital receipts	7.120	1.813	1.813	1.813	1.813
Earmarked reserves	11.706	6.523	6.237	5.993	6.064
Total core funds	35.990	22.697	20.311	19.047	16.316
Balances incl working capital*	14.148	17.832	17.296	18.246	20.907
(Under)/over borrowing	(12.150)	(24.529)	(12.607)	(12.293)	(12.223)
Expected investments	37.988	16.000	25.000	25.000	25.000

*Working capital balances shown are estimated year end; these may be different mid-year.

3 BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

3.1 Current portfolio position

The Council's treasury portfolio position at 1 April 2016, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£m	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
External Debt					
Debt at 1 April	29.220	31.669	31.086	41.274	40.903
Expected change in Debt	2.449	(0.583)	10.188	(0.371)	4.019
Other long-term liabilities (OLTL) at 1 April	3.655	3.264	2.630	2.290	1.950
Expected change in OLTL	(0.391)	(0.633)	(0.340)	(0.340)	(0.686)
Actual gross debt at 31 March	34.933	33.717	43.564	42.853	46.186
The Capital Financing Requirement	47.083	58.246	56.171	55.146	58.409
Under / (over) borrowing	12.150	24.529	12.607	12.293	12.223

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2018-19 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Section 151 Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

3.2 Treasury Indicators: limits to borrowing activity

The operational boundary. This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar

figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational boundary £m	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Debt	50.000	55.000	55.000	55.000
Other long term liabilities (incl leases)*	12.000	22.000	22.000	22.000
Total	62.000	77.000	77.000	77.000

The authorised limit for external debt. A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following authorised limit:

Authorised limit £m	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Debt	55.000	60.000	60.000	60.000
Other long term liabilities (incl leases)*	15.000	27.000	27.000	27.000
Total	70.000	87.000	87.000	87.000

Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime. This limit is currently:

HRA Debt Limit £m	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
HRA debt cap	27.792	27.792	27.792	27.792
HRA CFR	27.283	26.321	26.187	26.053
HRA headroom	0.509	1.471	1.605	1.739

**Other long term liabilities (in both the Operational Boundary and Authorised Limit above) from 2018-19 includes an estimate for the recognition of leases under International Financial Reporting Standard 16 (IFRS 16). The impact of IFRS 16 has not been reflected elsewhere in this report, pending further information from CIPFA.*

3.3 Capita's economic and interest rate forecast (issued by Capita on 23 October 2017)

The Council has appointed Capita Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives Capita's central view.

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
Bank rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
5yr PWLB rate	1.50%	1.60%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
10yr PWLB rate	2.20%	2.30%	2.30%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
25yr PWLB rate	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%
50yr PWLB rate	2.70%	2.70%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%

Capita Asset Services undertook its last review of interest rate forecasts on 9 August after the quarterly Bank of England Inflation Report. There was no change in the Monetary Policy Committee’s (MPC) policy at that meeting. However, the MPC meeting of 14 September revealed a sharp change in sentiment whereby a majority of MPC members said they would be voting for an increase in Bank Rate “over the coming months”. (However, two new members of the MPC start in November who both appear likely to side with the doves on the committee; so this does complicate the outlook for the vote in November.) It is, therefore, possible that there will be an increase from 0.25% to 0.5% at the November MPC meeting but, if not, then at the February 2018 meeting. If that happens, the question will then be as to whether the MPC will stop at just withdrawing the emergency Bank Rate cut of 0.25% in August 2016, after the result of the EU withdrawal referendum, or whether they will embark on a series of further, but gentle, increases in Bank Rate during 2018 and onwards.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. It has long been expected, that at some point, there would be a more protracted move from bonds to equities after a historic long-term trend, over about the last 25 years, of falling bond yields. The action of central banks since the financial crash of 2008, in implementing substantial Quantitative Easing, added further impetus to this downward trend in bond yields and rising bond prices. Quantitative Easing has also directly led to a rise in equity values as investors searched for higher returns and took on riskier assets. The sharp rise in bond yields since the US Presidential election in November 2016 has called into question whether the previous trend may go into reverse, especially now the Federal Reserve (Fed.) has taken the lead in reversing monetary policy by starting, in October 2017, a policy of not fully reinvesting proceeds from bonds that it holds when they mature.

Until 2015, monetary policy was focused on providing stimulus to economic growth but has since started to refocus on countering the threat of rising inflationary pressures as stronger economic growth becomes more firmly established. The Fed. has started raising interest rates and this trend is expected to continue during 2018 and 2019. These increases will make holding US bonds much less attractive and cause their prices to fall, and therefore bond yields to rise. Rising bond yields in the US are likely to exert

some upward pressure on bond yields in the UK and other developed economies. However, the degree of that upward pressure is likely to be dampened by how strong or weak the prospects for economic growth and rising inflation are in each country, and on the degree of progress towards the reversal of monetary policy away from quantitative easing and other credit stimulus measures.

From time to time, gilt yields – and therefore PWLB rates - can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis and emerging market developments. Such volatility could occur at any time during the forecast period.

Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK. The above forecasts (and MPC decisions) will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

The overall balance of risks to economic recovery in the UK is currently to the downside but huge variables over the coming few years include just what final form Brexit will take, when finally agreed with the EU, and when.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Bank of England monetary policy takes action too quickly to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- Geopolitical risks, especially North Korea., but also in Europe and the Middle East, which could lead to increasing safe haven flows.
- A resurgence of the Eurozone sovereign debt crisis, possibly Italy, due to its high level of government debt, low rate of economic growth and vulnerable banking system.
- Weak capitalisation of some European banks.
- The result of the October 2017 Austrian general election is likely to result in a strongly anti-immigrant coalition government. This could provide major impetus to other, particularly former Communist bloc countries, to coalesce to create a major block to progress on EU integration and centralisation of EU policy. This, in turn, could spill over into impacting the Euro, EU financial policy and financial markets.
- Rising protectionism under President Trump
- A sharp Chinese downturn and its impact on emerging market countries

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

- The Bank of England is too slow in its initial pace and strength of increases in Bank Rate and, therefore, allows inflation pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- UK inflation returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.
- The Fed causing a sudden shock in financial markets through misjudging the pace and strength of increases in the Fed. Funds Rate and in the pace and strength of reversal of Quantitative Easing, which then leads to a fundamental reassessment by investors of the relative risks of holding bonds, as opposed to equities. This could lead to a major flight from bonds to equities and a sharp increase in bond yields in the US, which could then spill over into impacting bond yields around the world.

Investment and borrowing rates

- Investment returns are likely to remain low during 2018-19 but to be on a gently rising trend over the next few years.
- Borrowing interest rates increased sharply after the result of the general election in June and then also after the September MPC meeting when financial markets reacted by accelerating their expectations for the timing of Bank Rate increases. Apart from that, there has been little general trend in rates during the current financial year. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when authorities may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt;
- There will remain a cost of carry to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost – the difference between borrowing costs and investment returns.

3.4 Borrowing strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2018-19 treasury operations. The Section 151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in long and short term rates* (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be

postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.

- *if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.*

Any decisions will be reported to the appropriate decision making body at the next available opportunity.

3.5 Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

The Council has some flexibility to borrow funds this year for use in future years. The Section 151 Officer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed rates will be economically beneficial or meet budgetary constraints. Whilst the Section 151 Officer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities.

Borrowing in advance will be made within the constraints that:

- The authority would not look to borrow more than 18 months in advance of need.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

3.6 Debt rescheduling

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to Cabinet at the earliest meeting following its action.

3.7 Municipal Bond Agency

It is possible that the Municipal Bond Agency will be offering loans to local authorities in the future. The Agency hopes that the borrowing rates will be lower than those offered by the Public Works Loan Board (PWLB). This Authority may make use of this new source of borrowing as and when appropriate.

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.

Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

Investment instruments identified for use in the financial year are listed in Annex 2 under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set through the Council's treasury management practices.

4.2 Creditworthiness policy

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Section 151 Officer will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

Credit rating information is supplied by Capita Asset Services, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of the longer term bias outside the central rating view) are provided to officers almost immediately after they occur and this information is considered before dealing. For instance, a negative rating watch applying to a counterparty at the minimum Council criteria may be suspended from use, with all others being reviewed in light of market conditions.

The criteria for providing a pool of high quality investment counterparties (both specified and non-specified investments) is:

- Banks 1 - good credit quality – the Council will only use banks which:
 - i. are UK banks; and/or
 - ii. are non-UK and domiciled in a country which has a minimum sovereign long term rating of AA-and have, as a minimum, the following credit rating from at least one of Fitch, Moody's and Standard and Poors (where rated):
 - i. Short term – F1 (or equivalent)
 - ii. Long term – A (or equivalent)
- Banks 2 – Part nationalised UK bank – Royal Bank of Scotland Group. This bank can be included provided it continues to be part nationalised or it meets the above criteria.
- Banks 3 – The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.

- Bank subsidiary and treasury operations - The Council will use these where the parent bank has the necessary ratings outlined above.
- Building societies: The Council will use all societies which meet the ratings/criteria for banks outlined above.
- Pooled investment vehicles (including money market funds, enhanced money market funds and bond funds) – AAA
- UK Government (including gilts, treasury bills and the DMADF)
- Local authorities, parish councils, community councils, companies controlled by the Council (either alone or with other public sector organisations) etc
- Supranational institutions

A limit of £5m will be applied to the use of investments with a maturity of over 364 days.

Use of additional information other than credit ratings. Additional requirements under the Code require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

Time and monetary limits applying to investments. The time and monetary limits for institutions on the Council’s counterparty list are as follows (these will cover both specified and non-specified investments):

	Fitch Long Term Rating (or equivalent)*	Money Limit	Time Limit
Higher quality	AA-	£6m per institution	370 days
Medium quality	A	£5m per institution	370 days
Part nationalised	N/A	£7m per institution	370 days
Debt Management Account Deposit Facility	UK sovereign rating	unlimited	6 months
Pooled investment vehicles (including money market funds, enhanced money market funds and bond funds)	AAA	£6m per fund	370 days
Local authorities, parish councils, community councils, companies controlled by the Council (either alone or with other public sector organisations), Supranational institutions etc	N/A	£4m per institution	5 years

**The institution must have this minimum credit rating from at least one of Fitch, Moody's, and Standard and Poors (where rated).*

The proposed criteria for specified and non-specified investments are shown in Annex 2 for approval.

4.3 Country and sector limits

Due care will be taken to consider the country, group and sector exposure of the Council's investments.

The Council has determined that it will only use approved counterparties from the UK (irrespective of the UK sovereign credit rating) or other countries with a minimum sovereign credit rating of AA- from Fitch (or equivalent). This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

In addition:

- no more than £5m will be placed with any non-UK country at any time (this limit applies to each non-UK country individually and not to non-UK countries in total);
- limits in place above will apply to a group of companies;

The above restrictions do not apply to pooled investment vehicles (including money market funds, enhanced money market funds and bond funds). The Council only invests in sterling denominated pooled investment vehicles.

4.4 Investment strategy

In-house funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e rates for investments up to 12 months).

Capita's Investment returns expectations (issued by Capita on 23 October 2017). Bank Rate is forecast to stay flat at 0.25% until quarter 2 2019 and not to rise above 0.75% by quarter 1 2020. Bank Rate forecasts for financial year ends (March) are:

2017-18	0.25%
2018-19	0.25%
2019-20	0.75%
2020-21	1.00%

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are:

2017-18	0.25%
2018-19	0.25%
2019-20	0.50%
2020-21	0.75%
2021-22	1.00%
2022-23	1.50%
2023-24	1.75%
Later years	2.75%

The overall balance of risks to these forecasts is currently skewed to the upside after the September MPC meeting shocked financial markets with a sharp change to hawkish warnings that Bank Rate was likely to go up ‘in the coming months’. However, it is currently unclear as to whether these words reflect a desire to only do a one off withdrawal of the emergency rate cut of 0.25% in August 2016, probably then followed by a long pause before any further increases, or whether this implies an imminent start to a progressive gentle series of increases in Bank Rate during 2018 and then onwards.

Investment treasury indicator and limit - total principal funds invested for greater than 364 days. These limits are set with regard to the Council’s liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit: -

Maximum principal sums invested > 364 days			
£m	2018-19	2019-20	2020-21
Principal sums invested > 364 days	£5m	£5m	£5m

For its cash flow generated balances, the Council will seek to utilise its instant access and notice accounts, pooled investment vehicles and term deposits in order to benefit from the compounding of interest.

4.5 Investment risk benchmarking

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

Security - The Council’s maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.05% historic risk of default when compared to the whole portfolio (excluding unrated investments).

Liquidity – in respect of this area the Council seeks to maintain:

- Bank overdraft - £0.5m
- Liquid short term deposits of at least £10m available with a week’s notice.
- Weighted average life benchmark is expected to be 0.5 years, with a maximum of 5 years.

Yield - local measures of yield benchmarks are:

- Investments – internal returns above the 7 day LIBID rate

And in addition that the security benchmark for each individual year is (excluding unrated investments):

	1 year	2 years	3 years	4 years	5 years
Maximum	0.05%	0.05%	0.05%	0.05%	0.05%

Note: This benchmark is an average risk of default measure, and would not constitute an expectation of loss against a particular investment.

4.6 End of year investment report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

4.7 Use of external fund managers

It is the Council's policy not to use external fund managers for any part of its investment portfolio.

5 OPTIONS

That the Governance and Audit Committee:

- a) Approves this report and annexes, including each of the key elements of this report and annexes listed below, and recommends that it is approved by Cabinet and Council.
 - The Capital Plans, Prudential Indicators and Limits for 2018-19 to 2020-21, including the Authorised Limit Prudential Indicator.
 - The Minimum Revenue Provision (MRP) Policy.
 - The Treasury Management Strategy for 2018-19 to 2020-21 and the Treasury Indicators.
 - The Investment Strategy for 2018-19 contained in the Treasury Management Strategy, including the detailed criteria.
- b) Does not approve this report and annexes and does not recommend that it is approved by Cabinet and Council (advising the reason(s) why); thereby not complying with the Treasury Management Code of Practice.

6 NEXT STEPS

Under the Treasury Management Code of Practice it is required that the Governance and Audit Committee, Cabinet and Council approve this report and annexes.

This report and annexes is to go to Cabinet and then Council for approval. The next Cabinet meeting is on 16 January 2018.

7 DISCLAIMER

This report (including its annexes) is a technical document focussing on public sector investments and borrowings and, as such, readers should not use the information contained within the report to inform personal investment or borrowing decisions. Neither Thanet District Council nor any of its officers or employees

makes any representation or warranty, express or implied, as to the accuracy or completeness of the information contained herein (such information being subject to change without notice) and shall not be in any way responsible or liable for the contents hereof and no reliance should be placed on the accuracy, fairness or completeness of the information contained in this document. Any opinions, forecasts or estimates herein constitute a judgement and there can be no assurance that they will be consistent with future results or events. No person accepts any liability whatsoever for any loss howsoever arising from any use of this document or its contents or otherwise in connection therewith.

Contact Officer:	Tim Willis, Director of Corporate Resources & Section 151 Officer, extn 7617
Reporting to:	Madeline Homer, Chief Executive

Annex List

Annex 1	The Capital Prudential and Treasury Indicators 2018-19 – 2020-21 and MRP Statement
Annex 2	Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management
Annex 3	Guidance on Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy (TMSS)

Corporate Consultation Undertaken

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

**ANNEX 1 - THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2018-19
- 2020-21 AND MRP STATEMENT**

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

1. Capital expenditure

Capital expenditure £m	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Non-HRA	8.087	14.768	4.689	3.988	11.682
HRA	5.156	21.882	4.484	3.695	3.188
Total	13.243	36.650	9.173	7.683	14.870

2. Minimum revenue provision (MRP) policy statement

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

CLG regulations have been issued which require the full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Existing practice** - MRP will follow the existing practice outlined in former CLG regulations (option 1).

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

- **Asset life method** – MRP will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction) (option 3);

This option provides for a reduction in the borrowing need over approximately the asset's life.

There is no requirement on the HRA to make a minimum revenue provision but there is a requirement for a charge for depreciation to be made (although there are transitional arrangements in place).

Repayments included in annual PFI or finance leases are applied as MRP.

3. Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators but, within this framework, prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

a. Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

%	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Non-HRA	6.7%	7.3%	10.5%	10.5%	11.6%
HRA	5.6%	6.0%	7.6%	7.0%	6.7%

The estimates of financing costs include current commitments and the proposals in this budget report.

b. Incremental impact of capital investment decisions on council tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme recommended in this budget report compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

Incremental impact of capital investment decisions on the band D council tax

£	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Council tax - band D *	(1.88)	(7.84)	(2.37)	(1.98)	36.94

**The 2020-21 estimate is higher than the other years because, being the final year estimate, there is no comparison shown in the Treasury Management Strategy Statement for last year. In other words, the incremental 2020-21 estimate reflects the full cost of the 2020-21 capital programme. The main element of the 2020-21 estimate is the Minimum Revenue Provision charge.*

c. Estimates of the incremental impact of capital investment decisions on housing rent levels

Similar to the council tax calculation, this indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in this budget report compared to the Council's existing commitments and current plans, expressed as a discrete impact on weekly rent levels.

Incremental impact of capital investment decisions on housing rent levels

£	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
Weekly housing rent levels *	(1.48)	(0.02)	(0.02)	0.01	0.18

This indicator shows the revenue impact on any newly proposed changes, although any discrete impact will be constrained by rent controls.

**The 2020-21 estimate is higher than the other years because, being the final year estimate, there is no comparison shown in the Treasury Management Strategy Statement for last year. In other words, the incremental 2020-21 estimate reflects the full cost of the 2020-21 capital programme.*

d. HRA ratios

£	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
HRA debt £m	20.041	20.040	25.821	25.687	25.554
HRA debt cap £	27.792	27.792	27.792	27.792	27.792
HRA rents £m	13.121	13.091	12.871	12.782	13.107
Ratio of debt to rents %	152.7%	153.1%	200.6%	201.0%	195.0%

£	2016-17 Actual	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate	2020-21 Estimate
HRA debt £m	20.041	20.040	25.821	25.687	25.554
Number of HRA dwellings	3,026	3,002	3,006	3,004	2,998
Debt per dwelling £	6,623	6,676	8,590	8,551	8,524

4. Treasury management limits on activity

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

£m	2018-19	2019-20	2020-21
Interest rate exposures			
	Upper	Upper	Upper
Limits on fixed interest rates:			
• Debt only	87.000	87.000	87.000
• Investments only	45.000	45.000	45.000
Limits on variable interest rates			
• Debt only	87.000	87.000	87.000
• Investments only	50.000	50.000	50.000
Maturity structure of fixed interest rate borrowing 2018-19			
	Lower	Upper	
Under 12 months	0%	50%	
12 months to under 2 years	0%	50%	
2 years to under 5 years	0%	50%	
5 years to under 10 years	0%	55%	
10 years to under 20 years	0%	50%	
20 years to under 30 years	0%	50%	
30 years to under 40 years	0%	50%	
40 years to under 50 years	0%	50%	
50 years and above	0%	50%	

ANNEX 2 - TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

The CLG issued Investment Guidance in 2010, and this forms the structure of the Council's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council adopted the Code and will apply its principles to all investment activity. In accordance with the Code, the Section 151 Officer has produced its treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

Annual investment strategy

The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of the annual treasury strategy for the following year, covering the identification and approval of the following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Council is:

Strategy guidelines – The main strategy guidelines are contained in the body of the treasury strategy statement.

Specified investments - These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. The UK Government (such as the Debt Management Account deposit facility, UK treasury bills or a gilt with less than one year to maturity).
2. Supranational bonds of less than one year's duration.
3. Local authorities, parish councils, community councils, companies controlled by the Council (either alone or with other public sector organisations).
4. Pooled investment vehicles (such as money market funds, enhanced money market funds and bond funds) that have been awarded a high credit rating by a

credit rating agency. For category 4 this covers pooled investment vehicles rated AAA by Standard and Poor's, Moody's and/or Fitch rating agencies (where rated).

5. A body that is considered of a high credit quality (such as a bank or building society). For category 5 this covers bodies with a minimum short term rating of F1 (or the equivalent) and minimum long term rating of A (or the equivalent) as rated by at least one of Standard and Poor's, Moody's and/or Fitch rating agencies (where rated).
6. Any part nationalised UK bank or building society.
7. Any subsidiary and treasury operations where the parent bank or building society has the necessary ratings outlined above.
8. The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.

Within these bodies, and in accordance with the Code, the Council has set additional criteria to set the time and amount of monies which will be invested in these bodies, as set out in the Council's annual investment strategy.

Non-specified investments

Non-specified investments are any other type of investment (i.e. not defined as specified above). The Council may only use non-specified investments with a maturity of no more than 5 years and which otherwise meet the above criteria for specified investments.

The monitoring of investment counterparties

The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Capita Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Section 151 Officer, and if required new counterparties which meet the criteria will be added to the list.

**ANNEX 3 - GUIDANCE ON TREASURY MANAGEMENT STRATEGY STATEMENT,
MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL
INVESTMENT STRATEGY (TMSS)**

Prudential Code

The Prudential Code was developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) as a professional code of practice for capital finance, to which local authorities must have regard.

Capital Expenditure

The Capital Expenditure table (section 2.1 of report) is split between the Council's Housing Revenue Account (HRA) and General Fund (GF or non-HRA).

The table also shows the resources used to fund the capital expenditure (being capital receipts from the sale of assets, capital grants, capital reserves and revenue) and any shortfall in resources. This shortfall is described as the 'net financing need' and represents the Council's borrowing need.

Borrowing Need (Capital Financing Requirement)

The Capital Financing Requirement (CFR) represents the Council's aggregate borrowing need. i.e. the element of the capital programme that cannot be funded.

The table (section 2.2 of report) shows how the net financing need (borrowing requirement) increases the CFR.

So that the CFR does not increase indefinitely, an annual resource contribution from revenue must be set against it (called the Minimum Revenue Provision or MRP), which is shown in the table.

MRP Policy Statement

This describes the method for calculating the annual MRP contribution described above (annex 1 of report).

Core Funds and Expected Investment Balances

This table (section 2.3 of report) shows that the Council may satisfy its net financing need by borrowing from its own reserves or cashflow (internal borrowing) rather than from an external provider (external borrowing).

Either form of borrowing may only be undertaken for capital expenditure purposes.

Borrowing

Current portfolio position – this table (section 3.1 of report) shows that the Council's debt is not more than the CFR because, as above, the CFR represents the Council's aggregate borrowing need.

HRA debt cap (section 3.2 of report) – as part of the HRA self-financing regime, the Council's HRA CFR (and hence HRA borrowing) is not allowed to exceed a certain limit (currently £27.792m for the Council).

Borrowing limits (section 3.2 and annex 1 of report) – there are various general controls on the Council's borrowing activity (operational boundary, authorised limit, fixed and variable interest rate exposures, and maturity profiles).

Annual Investment Strategy

This section (section 4 and annex 1 of report) sets out general controls on the Council's investment activity to safeguard the security and liquidity of its investments, including:

- Creditworthiness of investment counterparties.
- Counterparty money limits.
- Counterparty time limits.
- Counterparty country limits.
- Limits on the Council's fixed and variable interest rate exposures.
- Minimum size of the Council's bank overdraft facility.

Ratio of Financing Costs to Net Revenue Stream

This table (annex 1 of report) shows (separately for HRA and GF) the percentage of the Council's revenue stream that is used to finance the CFR (net interest payable and MRP).

Incremental Impact of Capital Investment Decisions on Council Tax

This table (annex 1 of report) shows the revenue impact on the Council from funding the GF capital expenditure set out in the Treasury Management Strategy Statement (TMSS) compared to that set out in the TMSS for the previous year.

Incremental Impact of Capital Investment Decisions on Housing Rent Levels

This table (annex 1 of report) shows the revenue impact on the Council from funding the HRA capital expenditure set out in the TMSS compared to that set out in the TMSS for the previous year.

Thanet District Council – Flexible Use of Capital Receipts Strategy 2018-19

To support local authorities deliver more efficient and sustainable services, under the Local Government Act 2003 section 15(1) the government allows local authorities to spend up to 100% of their capital receipts on the revenue costs of reform projects (revenue reform costs) and subsequently issued revised guidance in March 2016.

Accordingly the Council can treat as capital expenditure, any expenditure that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services for any of the public sector delivery partners.

Revenue Reform Costs must be properly incurred by 31 March 2019 and can only be met from capital receipts which have been received from 1 April 2016 to 31 March 2019. Revenue Reform Costs cannot be financed from (i) Right to Buy receipts, (ii) pre 1 April 2016 capital receipts, and/or (iii) borrowing.

Revenue Reform Costs that generate ongoing savings may be funded from the Council's capital receipts for the following:

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Collaboration between local authorities and central government departments to free up land for economic use;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief-executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using Crown Commercial Services or regional procurement hubs or Professional Buying Organisations;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue; and
- Integrating public facing services across two or more public sector bodies to generate savings or to transform service delivery.

On a project by project basis details of the expected savings/service transformation will be provided.

The impact on the Council's Prudential Indicators from Revenue Reform Costs being treated as capital expenditure are:

- Estimated and actual capital expenditure will increase by the amount of the Revenue Reform Costs;

- Balance Sheet resources (capital receipts) will decrease by the amount of the Revenue Reform Costs;
- The 'incremental impact on capital investment decisions on the band D council tax' and the ratio of 'financing costs to net revenue stream' may increase or decrease depending on whether the reduction in treasury interest income from the utilisation of capital receipts is greater or less than any relevant revenue savings/enhancements achieved from successful implementation of the reform project(s).

Effect

Utilisation of capital receipts to fund expenditure that would usually be funded from revenue resources diverts the receipts available for re-investment in existing assets or the creation of new ones.

To date the Council has not utilised capital receipts to fund revenue reform costs.

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

Overview and Scrutiny Panel **25 January 2018**

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 requested to consider the following recommendations:

1. With regards to political proportionality and membership size for each Panel sub group, Members are asked to either:
 - a) Reduce the size of sub groups from seven to six members, the UKIP group losing a seat. The proportionality of sub groups then being:

3 UKIP;
2 Conservatives;
1 Labour.
 - Or
 - b) Increase the size of sub groups from seven to eight members, the Conservative group gaining a seat. The proportionality of sub groups then being:

4 UKIP;
3 Conservatives;
1 Labour.
2. Members are also requested to comment on the updates and note the report.

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; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">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; padding: 2px;">✓</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 style="padding: 2px;"></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; padding: 2px;">✓</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 Panel meeting on 21 November 2017. The Panel's current work programme is made up of the Community Safety Partnership Working Party and Corporate Performance Review Working Party. This report provides an update of the work programme since the previous meeting.

- 1.2 Chairmen and members of the two 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 Political Proportionality on Sub Groups

- 2.1 There is a need to amend the political balance of the Overview and Scrutiny working parties to reflect the changes that have occurred since September, namely Councillors Brimm and Howes leaving the UKIP group, the election of Cllr Venables, the passing away of Cllr K Gregory and the election of Cllr Pugh. As a result of these changes UKIP no longer have an overall majority on the Council and so are not entitled to a majority on any of its committees or sub committees.
- 2.2 At the first Overview and Scrutiny Panel meeting of this municipal year it was agreed that all proportionality should be applied to all sub committees of the panel. There are two options to achieve this proportionality:
 - c) To reduce the size of sub groups from seven to six members, the UKIP group losing a seat. The proportionality of sub groups then being:
 - 3 UKIP;
 - 2 Conservatives;
 - 1 Labour.
 - d) To increase the size of sub groups from seven to eight members, the Conservative group gaining a seat. The proportionality of sub groups then being:
 - 4 UKIP;
 - 3 Conservatives;
 - 1 Labour.
- 2.3 Whichever option at paragraph 2.2 is chosen by the Panel Groups would need to inform Democratic Services of the changes to their group nominations, by the time of the next meeting of the sub groups.

3.0 Community Safety Partnership Working Party

- 3.1 The working party has not met since the November Panel. The next meeting has been scheduled for 20 February 2018 to consider the following topics:
 - i. An update report by Kent Police regarding the impact of policing in parts of Ramsgate and Margate that were experiencing youth crime; and
 - ii. Parents school parking challenges in some areas of the district.
- 3.2 That would be followed by another two meetings, one on 13 March and another on 10 April to discuss 'Community Payback activities in Thanet' and 'tackling fly tipping in the district' respectively.

4.0 Corporate Performance Review Working Party

- 4.1 The sub group met on 13 November to consider Quarter 2 performance reports from East Kent Housing, East Kent Services and Thanet District Council.

East Kent Housing

- 4.2 East Kent Housing reported that arrears in payment claims had increased following the roll out of universal credit; most claimants find themselves in arrears as claimants were often paid at least six weeks following the claim and did not have savings to support them during the transition period. In recognition of the delay in payment, EK Housing had changed its system of chasing for arrears.

- 4.3 Members were advised that it was expected that all claimants would be on universal credit by 2020. However payment of pensions and some specialist cases would not be transferred. The Council and Margate Task Force had been working with local Department for Works & Pensions (DWP) officers to identify local challenges to the roll out of universal credit. Some of the issues identified had not been reported elsewhere in the country and would be fed back to the central DWP.

East Kent Services

- 4.4 EK Services advised that Performance regarding housing benefit and council tax benefit applications compared well against national bench marks. However it was worth noting that there was a resourcing pressure within customer services, as staff vacancies had remained unfilled.

- 4.5 The pressure was expected to be relived as the vacant posts would be filled, some satellite sites had been closed and the service was looking to offer apprenticeships. EK Services were preparing a business case for the provision of this support which could be recharged to the Department of Work and Pensions.

Thanet District Council

- 4.6 The Council reported that the performance for the period under review had been about the same as the previous quarter whilst some targets had moved between categories during the quarter. It was reported that the increase in recorded crime was partly due to a change in recording methods by Kent Police.

- 4.7 It was also reported that a Members Briefing would be held to report to members what action the Council would take to address homelessness within the District. It was also reported that since the annual survey last year, there had been a significant increase (up 28%) in public opinion that the Council offered value for money.

- 4.8 The next meeting is on 15 February.

5.0 Call-In of Cabinet Decisions

- 5.1 There were no valid call-ins made since the last meeting of the Panel.

6.0 Cabinet Presentations at OSP Meetings

- 6.1 There were no Cabinet Member presentations since the last one on 20 October 2017.

7.0 OSP Recommendations to Cabinet - Implementation Monitoring

- 7.1 There were no recommendations made by the Panel to Cabinet since the last meeting.

Agenda Item 6

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

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Ramesh Prashar, Head of Financial Services & Deputy Monitoring Officer
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer

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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
25 January 2018	Draft 2018-19 Budget Report	Financial Services
	East Kent Housing - Proposed new formal resident involvement structure	East Kent Housing item
	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 the Risk Based Verification Policy for Housing Benefit / Council Tax Support	Revenue and Benefits (EK Services)
	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 Grove Cllr M. Saunders Vacancy (UKIP)	Penny Button; Jessica Bailey	The sub group has not met since 28 September at which meeting Members received a report on 'Crime Statistics in Thanet' from Kent Police.	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 Rusiecki Vacant (Independent Group)*	Tim Willis	Members met on 13 November and received Qtr.2 performance reports from TDC, EK Services (including EKHR) and EK Housing. This is reported elsewhere in the report in more detail.	On going
Presentations				
2017/18 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
Watching Brief Items				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to Full Council on 15 October 2015 and Members noted the report. The Panel also agreed to keep a watchful brief to monitor the progress by EKHUFT towards developing the	OSP keeping a watching brief on this issue.

		<p>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>	
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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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FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

Overview and Scrutiny Panel	25 January 2018
Report Author	Senior Democratic Services Officer
Portfolio Holder	Councillor Crow-Brown, Cabinet Member for Corporate Governance
Status	For Information
Classification:	Unrestricted
Key Decision	No
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	<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;"> <tr> <td colspan="3">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 70%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 10%;"></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> <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> <td style="text-align: center;">✓</td> </tr> </table>		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

	There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that policy decisions being made and service delivery to residents match these.
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CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

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	Matt Sanham, Financial Services Manager
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer



FORWARD PLAN AND EXEMPT CABINET REPORT LIST

10 JANUARY 2018 TO 30 JUNE 2018

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 7

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 Safety & Environmental Services
Councillor Derek Crow-Brown	Cabinet Member for Corporate Governance
Councillor John Townend	Cabinet Member for Financial Services and Estates
Councillor Rev. Stuart Piper	Cabinet Member for Housing and Open Spaces
Councillor Hunter Stummer-Schmertzing	Cabinet Member for Regeneration and Enterprise Services

10 January 2018 to 30 June 2018

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Mid year Review of Treasury Management Strategy	Review of the 2017-18 TM Strategy agreed by Council in Feb 2017	1. Governance and Audit Committee Cabinet Council 2. Ramesh Prashar, Head of Financial Services	Councillor John Townend, Cabinet Member for Financial Services and Estates	6 Dec 17 16 Jan 18 8 Feb 18	Non-Key		G&A Committee report Cabinet report Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
2018-19 Treasury Management Strategy	TM Strategy for 2018-19	1.Governance and Audit Committee Council 2.Ramesh Prashar, Head of Financial Services Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	6 Dec 17 8 Feb 18	Budget setting		G&A Committee report Council report
To approve final contract terms for the delivery of Revenues, Benefits and Customer Services functions and give authority for partner councils to enter into the contract and associated documentation	That EKSC approve the negotiated terms and conditions of contract and authorise all of to enter in the agreed contract with Civica UK Ltd	1.East Kent Services Committee 2.Dominic Whelan, Director of Shared Services	Councillor Christopher T Wells, Leader of the Council	24 Jan 18	Key	The report would contain information relating to the financial or business affairs of any particular person (including the authority holding that information).	EKS Committee 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
Corporate Performance Report Q2	Update on Q2 Performance	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	13 Nov 17 16 Jan 18	Non-Key		CPRWP report Cabinet report
Taxbase Report	Agree tax base for 2018-19 Budget.	1. Cabinet 2. Ramesh Prashar, Head of Financial Services	Councillor John Townend, Cabinet Member for Financial Services and Estates	16 Jan 18	Key		Cabinet report
Draft 2018-19 Budget Report	Outlining the details of the budget for 2018-19 for the General Fund, HRA, Capital and the Treasury Management Strategy.	1. Cabinet Overview & Scrutiny Panel Cabinet 2. Ramesh Prashar, Head of Financial Services	Councillor John Townend, Cabinet Member for Financial Services and Estates	16 Jan 18 25 Jan 18 30 Jan 18	Budget setting		Cabinet report OSP report 2nd Cabinet report

Annex 1

Agenda Item 7

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 - Community Asset Transfer Policy	To consider the Community Asset Transfer Policy as a framework for asset transfer.	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	30 Jan 18	Non-Key		Cabinet report
2018-19 Budget	Agree the Budget for 2018-19 after consideration of recommendations from Cabinet.	1.Council 2.Ramesh Prashar, Head of Financial Services	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Feb 18	Budget setting		Council report
Corporate Performance Report Q3	Update on Q3 Performance	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	15 Feb 18 15 Mar 18	Non-Key		CPRWP report Cabinet report

Annex 1

Agenda Item 7

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
2018-19 Council Tax Setting	Setting of Council Tax for 2018-19.	1.Council 2.Ramesh Prashar, Head of Financial Services	Councillor John Townend, Cabinet Member for Financial Services and Estates	22 Feb 18	Budget setting		Council report
Asset Disposal Programme 2017-18	To determine whether to dispose of property assets, subject to ward member consultation	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	15 Mar 18	Non-Key		Cabinet report
Asset Disposal Programme 2017-18	To determine whether to dispose of property assets, subject to ward member consultation	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	3 May 18	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.