



Date: **05 February 2018**  
Our ref: **Overview & Scrutiny Panel/Agenda**  
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## **OVERVIEW & SCRUTINY PANEL**

**13 FEBRUARY 2018**

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 13 February 2018** in the Council Chamber - Council Offices.

### **Membership:**

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

## **AGENDA**

**Item**  
**No**

**Subject**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 3 - 6)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 25 January 2018, copy attached.
4. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2017/18**  
(Pages 7 - 20)
5. **ANNUAL OVERVIEW & SCRUTINY PANEL REPORT TO COUNCIL FOR 2017/18**  
(Pages 21 - 26)
6. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 10 JANUARY 2018 - 30 JUNE 2018** (Pages 27 - 36)

**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 25 January 2018 at 7.00 pm in Council Chamber - Council Offices.**

**Present:** Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, K Coleman-Cooke, Connor, Dexter, Martin and Parsons

**In Attendance:** Councillors: M Saunders and Townend

### **147. APOLOGIES FOR ABSENCE**

Apologies were received from the following Members:

Councillor Dennis;  
Councillor Dixon;  
Councillor Falcon;  
Councillor Curran, substituted by Councillor Keith Coleman-Cooke.

### **148. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **149. MINUTES OF PREVIOUS MEETING**

Councillor Campbell proposed, Councillor Connor seconded and Members agreed the minutes as a correct record of the meeting that was held on 21 November 2017.

### **150. EAST KENT HOUSING - PROPOSED NEW FORMAL RESIDENT INVOLVEMENT STRUCTURE**

Mr Matt Gough, Director of Customer Services (East Kent Housing) introduced the item and made the following points:

- The proposals for improving the engagement of residents were developed through the participation of tenants' representatives in workshops that were facilitated by an independent tenant advisor;
- The Internal EK Housing Improvement Board considered and agreed the proposals;
- Residents wanted a cohesive approach for engaging them;
- The proposed Residents Panel will have a strategic overview of processing views from residents and communicating these to management;
- There would be a new method of escalation of issues through the organisational structure;
- Once agreed there will be a need to make minor amendments to the current agreement with TDC.

In response to the presentation Members made comments and raised questions as follows:

- The process used by East Kent Housing was transparent;
- How was EK Housing going to monitor the new system;
- How was the organisation going to manage the influence of dominant individuals who sit on the Panel;

- Could the quorum of eight members of the Panel include at one representative from each of the areas?

Responding to Member comments and questions Mr Gough said that:

- The selection criteria for individuals to sit on the Panel would include among other attributes; the ability to represent the views of residents at Panel meetings;
- EK Housing will provide skills training to the new Panel membership;
- Each area will select its own representative to sit on the main Panel;
- EK Housing would consider the suggestion from the Overview & Scrutiny Panel that 'the quorum of eight members of the Panel should include at one representative from each of the areas.'

The Panel agreed the following:

1. To endorse the recommendation to invite an appropriate Councillor(s) to attend local group meetings to participate and observe, in relation to local council services;
2. To note the proposed implementation timescales.

## **151. 2018-19 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2018-22**

Councillor Townend gave the opening remarks to the agenda item and made the following comments:

- The proposals in the draft budget report for 2018/19 were initially agreed for recommending to Council at Cabinet on 16 January;
- Members briefing sessions on the draft budget proposals were held;
- Cabinet had identified £300,000 savings in the proposals;
- It was worth noting that council tax for a Band D property was increased by £6.57 per year to £226.44;
- The budget proposals were being considered in a macro economic environment marked by significant uncertainties that included the still to be decided local government funding settlement and the fair funding review;

Tim Willis, Director of Corporate Resources then advised the meeting of a correction to Table 5 in para 4.13 as follows:

Total for 2019/20 should be £586,000 and not £712,000;  
Total for 2020/21 should be £101,000 and not £338,000.

Members of the Panel then made comments and asked questions about the budget report as follows:

- What percentage of the council resources in the budget was to be spent on street cleansing in Cliftonville?
- Was this allocation not having a detrimental effect on street cleaning work in other areas of the district?
- Business rates retention scheme – Would the council be better or worse off if it did not take part in the pilot scheme?
- Will there be a proportionate formula to the allocation of benefits to be derived from the pilot: - do the less affluent areas get more?
- Will TDC be able to scrutinise the scheme?
- Would Members be able to look at the scheme to ascertain whether Thanet would be as better off as the other Councils participating in the scheme?

- Is the extra revenue to be generated from the pilot going to be ring fenced or allocated to the general fund? If it is to be ring fenced, what would be the percentage allocated to economic growth?
- Business incentives – What Business incentives are offered to investors to attract inward investment into the district?
- Why was it the case that the extra income to be derived from council tax was only due to be allocated amongst the major preceptors and not to all other preceptors? Council tax discount from government used to be passed on to Parish Councils, but this had now been stopped. The Parish/Town Councils were now worse off. Therefore in future TDC should consider including minor preceptors;
- Could officers provide more information on business incentives;
- If Town/Parish councils could show evidence that as a result of some of the actions they had taken to attract investment (including additional street cleansing work), could they be allocated some of the revenue from the pilot scheme?

Tim Willis and Tim Howes (Director of Corporate Governance) gave the following responses to Member comments and questions:

- The issue regarding street cleansing was not directly related to the draft budget report before the Panel;
- Business rates retention pilot scheme – There was a ‘no detriment’ clause in the pilot agreement;
- Council will not be worse off by being in the scheme. They can only be better off. However the details of the scheme have not been agreed and are not yet ready for sharing;
- The pilot scheme has multiple benefits that include:
  - Reward based upon incentivising economic growth;
  - Some allocation to each district based on the population size and business rates base;
- Redistribution based on need and deprivation has not yet been agreed. However it should be noted that there is diversity between Kent districts regarding business rates base, growth, population and deprivation. Discussions are still on-going;
- The pilot scheme is for one year with a possible extension for another year. The memorandum of agreement is being finalised with the Ministry of Housing, Communities and Local Government (MHCLG). Modelling of the distribution of the funds cannot be complete until the principles are agreed across Kent;
- A proportion of the revenue will go towards economic growth, as this was part of the assumptions of the bid to participate in the pilot scheme. However no specific figures have been agreed as yet;
- Business incentives – The questions could not be answered in detail without input from the Head of Growth & Development and a written response will be provided to Members;
- Parish Councils could not directly access the revenue from the pilot scheme. However they could participate in some of the projects that TDC decided to implement in their respective jurisdictions;
- The role of scrutiny by Councils has not been discussed. This could be explored at an appropriate time of the pilot scheme and advice will be sought regarding that issue.

Members noted the report.

## **152. REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2017/18**

A Member noted the lower than usual attendance at recent Panel meetings. Another Member requested that the electoral registration working group be re-constituted to

consider the voter registration progress as part of the preparation for the 2019 Local Government Elections. This would enable the Panel to determine the effectiveness of the voter registration exercise. The Chairman agreed to discuss that request and feedback to the Panel.

The Panel agreed the following:

- a) 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.

- b) To note the report.

**153. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 10 JANUARY 2018 - 30 JUNE 2018**

A request was made by Members and officers agreed that in future the Panel received progress updates reports regarding the asset disposal programme.

Members noted the report.

Meeting concluded: 7.55 pm

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

Overview and Scrutiny Panel **13 February 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 comment on the updates and note the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	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.
<b>Legal</b>	There are no legal issues arising directly from this report.
<b>Corporate</b>	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.
<b>Equality Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

	<p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p>There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these. It should also be noted that a review to be conducted by one of the working parties focuses on protecting vulnerable individuals of the local community from violence.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓	Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	✓
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Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓								
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Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

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

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

## 1.0 Introduction and Background

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Panel meeting on 25 January 2018. The Panel's current work programme is made up of the Community Safety Partnership Working Party and Corporate Performance Review Working Party.
- 1.2 This report is meant to provide an update of the work programme since the previous meeting. However on this occasion the two Panel meetings (in January and February) have been too close to each other and therefore there was little time in-between for the sub groups to have met.
- 1.3 Chairmen and members of the two working parties could provide additional comments during the debate of this item at the Panel meeting.
- 1.4 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.
- 1.5 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 Reconstituting the Electoral Registration Working Group

- 2.1 A request was made by one Member to reconstitute the Electoral Registration Working Group to review the voter registration exercise and consider whether the process was achieving its statutory objectives.

- 2.2 It is currently not possible to reconstitute the Electoral Registration Working Group at the present time, as there are insufficient resources with Electoral Services Team to support such a working group in addition to their day to day workload.
- 2.3 It would however be possible to produce a report for the Overview and Scrutiny Panel in the new municipal year detailing how the 2017 Annual Canvass was carried out and the results generated.
- 2.4 If Members had any specific requests for points that they would like to see included in this report then please let Democratic Services know, either at this meeting or by email and they will discuss each request with Electoral Services, with a view to including as many as possible in the report.

### **3.0 Community Safety Partnership Working Party**

- 3.1 The working party was scheduled to meet on 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 will be meeting on 15 February to consider Quarter 3 performance reports from East Kent Housing, East Kent Services and Thanet District Council.

### **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.

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
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## Agenda Item 4

None	N/A
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### Corporate Consultation

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

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

- a) **Standing Working Party** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
  - b) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel’s work programme.
  - c) **Watching briefs** – possible additions to the work programme dependent upon any changes in the status of these items.
- \*NB: The Independent Group has been unable to assign a member from their Group to the Corporate Performance Review Working Party.

<b>Table 1 – Current OSP Work Programme for 2017/18</b>		
<b>Overview &amp; Scrutiny Panel Meeting Date</b>	<b>Indicative Agenda Items</b>	<b>Issue Source</b>
13 February 2018		
	Review of the OSP Work Programme 2017/18	Standing Agenda Item
	OSP Annual Report to Council 2017/18	Democratic Services 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

<b>Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2017/18</b>				
<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
<b>Date of Establishment</b> <b>01.10.09</b> Community Safety Partnership Working Party	Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon 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
<b>Date of Establishment:</b> <b>28.05.08</b> Corporate Performance Review Working Party	Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Rusiecki	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
<b>Presentations</b>				
2017/18 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
<b>Watching Brief Items</b>				
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 new clinical strategy for the region whilst maintaining a special interest	OSP keeping a watching brief on this issue.

			<p>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**

<b>Review</b>	
<b>Chairman</b>	
<b>Membership</b>	
<b>Lead Officer</b>	
<b>Administrator</b>	
<b>Scope</b>	
<b>Present position</b>	
<b>Expected completion date</b>	

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 <sup>st</sup>
Example topic 2	1 day review	16/07/26		10	0	0	20	0	20	50	2 <sup>nd</sup>

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**OVERVIEW & SCRUTINY PANEL CHAIRMAN'S ANNUAL REPORT TO COUNCIL 2017/18**

Overview & Scrutiny Panel **13 February 2018**

Report Author **Cllr D. Saunders, Chairman of the Overview & Scrutiny Panel**

Portfolio Holder **Cllr Crow-Brown, Cabinet Member for Corporate Governance**

Status **For Recommendation**

Classification: **Unrestricted**

Key Decision **No**

Ward: **Thanet Wide**

**Executive Summary:**

The purpose of the report is to highlight some of the key activities and achievements of the Panel covering the 2017/18 municipal year.

**Recommendation(s):**

Members are invited to discuss, comment and recommend the report to Council.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications directly arising from this report. The report provides a summary of the current work activities of the Overview & Scrutiny Panel which will form the basis of the annual report to Full Council.
<b>Legal</b>	There are no legal implications directly arising from this report. A presentation of the OSP Chairman's report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.
<b>Corporate</b>	There are no corporate risks associated with this report. The report enables discussion by Members at Full Council on the activities of the Overview & Scrutiny Panel.  The debate on the OSP Chairman's report contributes to open communication across the council. A strong scrutiny function contributes to an open democratic process for decision making and delivery of value for money services as council decisions are interrogated by Members before they are implemented. In instances where such decisions are interrogated after implementation, there will be lessons to learn for future policy development.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do

	<p>not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>No implications arise directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p> <p>It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
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Foster good relations between people who share a protected characteristic and people who do not share it.									

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

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

## 1.0 Introduction and Background

- 1.1 Thanet District Council's Overview & Scrutiny Panel is entitled to make an annual report to the Annual Meeting of Council. This report summarises the key achievements of the Overview & Scrutiny Panel during 2017/18.
- 1.2 The Panel unanimously agreed at the beginning of the 2017/18 to political proportionality when setting out the membership of the working parties/task & finish groups. Each of the sub-group membership was set at seven to have 3 UKIP, 2 Conservative, 1 Labour and 1 Independent Group. Members established three working parties which were the Corporate Performance Review Working Party Community Safety Partnership Working Party and Dreamland Working Group.
- 1.4 During this municipal year, the Panel Chairman presented four reports to Council on the scrutiny activities being undertaken. The main focus of the reports came from the work activities of the Corporate Performance Working Party and Community Safety Working Party.

## **2.0 Current Scrutiny Arrangement**

2.1 The current Panel approach is for a work programme made up of:

- i. Three Working Parties;
- ii. One Scrutiny Review;
- iii. Continued one off reports considered by the Overview and Scrutiny Panel (including presentations from Cabinet Members);

2.2 The Panel adopted a system for prioritisation of scrutiny review projects that includes a scoring matrix and scoping template form to help with firming up the ideas for the review exercise. However this has not been used by Members to identify review topics.

## **3.0 Community Safety Partnership Working Party**

3.1 The working party performed the statutory scrutiny function of the Community Safety Partnership on behalf of the Panel and reports back any recommendations for consideration to the main Panel.

3.2 The main topics that Members reviewed during the year include the following:

- Youth crime and anti-social behaviour issues affecting specific areas in the district, presented by Kent Police;
- Parents parking enforcement outside schools; (to be presented by TDC Operational Services on 20 February);
- Community Payback activities in Thanet; (to be jointly presented by Community Safety and Kent, Surrey & Sussex Community Rehabilitation Company on 13 March);
- Fly tipping in the district and how Council is tackling this issue; (to be presented by TDC Operational Services on 10 April).

3.3 With regards to anti-social behaviour incidents, Members were assured by Kent Police that a number of measures that included dispersal orders, home visits, acceptable behaviour orders, community protection warnings and high visibility patrolling by the Community Policing Team were being used to tackle the problem with encouraging results. The sub-committee continued to monitor the issue through progress update reports from the Kent Police.

3.4 The working party is considering carrying out scrutiny review on fly tipping in the district as this issue has proven to be quite a challenge for the council. The review would most likely be done in the last half of the year and any progress reports and outcome for the study will only be considered in the next municipal year.

## **4.0 Corporate Performance Review Working Party**

4.1 The working party received performance reports from Thanet District Council, EK Services and EK Housing at its meetings on 27 June, 04 September, 13 November and another meeting is planned for 15 February

4.2 Members put forward to officers a number of questions seeking detailed explanations on performance levels for various activities. In one instance, they particularly wanted and did receive officer assurances that fire safety standards were met for all tower blocks owned by the council or under EK Housing management in view of the Grenfell Tower fire disaster in June. The sub group expressed satisfaction with the responses provided during these meetings.

- 4.3 The working party did not identify a scrutiny topic under its remit that required detailed reviewing. It is hoped that once re-constituted in 2018/19, the sub group would set aside time for an in-depth reviewing of an issue that affects the council's service delivery performance.

## **5.0 Dreamland Working Group**

- 5.1 This working group was set up in 2016/17 met for its fourth and last meeting on 31 July 2017 and received a presentation on the Dreamland Project, the historical facts regarding the works undertaken from the initial construction, architectural designs used and current refurbishment works and costs involved.
- 5.2 Members were also briefed of the current progress regarding Phase 2 of the project which would see the Council identifying potential operator(s) for the restaurant, café and bars.
- 5.3 Members concluded that some important lessons had been learnt about project management and were satisfied despite the challenges, that Phase 1 had been successfully carried out and laid a good foundation for Phase 2. The lessons learnt would be used to successfully manage Dreamland Phase 2.
- 5.4 The sub group made the following summary observations which were presented and agreed by the Panel that:
- a. Lessons had been learnt in Phase 1 to inform the implementation of Dreamland Phase 2 project;
  - b. Phase 1 had turned to be successful, with some initial challenges;
  - c. Phase 2 Work is being completed under budget;
  - d. Combined private and public sectors big investment in Phase 1 had made a difference to the successful completion of the project;
  - e. New project management system had made a difference to the management of the project.
- 5.5 Members agreed that taking note of the above comments; the review had come to a conclusion.

## **6.0 OSP Local Plan Task & Finish Group**

- 6.1 This sub group was set up by the Panel last December and met three times to review proposals for the draft Local Plan as part of the preparations for considering these proposals at a formal Overview and Scrutiny Panel.
- 6.2 The working sessions conducted between October and November were arranged around the following topics:
- Housing;
  - Employment and Economy;
  - Infrastructure provision and Environmental Policy.
- 6.3 Although there were no specific recommendations that were forwarded to the Panel by the sub group, Members used these sessions to get a better understanding of the rationale and technical detail underpinning these proposals.

## **7.0 Public Speaking Extended Trial**

- 7.1 The Public Speaking Scheme was renewed and extended to continue for the 2017/18 municipal year. However the uptake by the public has again not been that good with

only two members of the public speaking at a Panel meeting during this year. Again this may be connected to the agenda items that the Panel has been looking at, which may not necessarily enlist the attention of local residents.

### **8.0 Watching Brief Issue: QEQM Hospital Services Review by East Kent Hospitals University Foundation Trust (EKHUFT)**

8.1 The Panel is still maintaining a watching brief on this issue as they await progress towards changes to the delivery of health services to South East Kent.

### **9.0 Call-In of Cabinet Decisions**

9.1 There was one call-in made by the Panel in this municipal year and it related to the key officer decision regarding the closure of the Ramsgate District Office. The Panel was concerned that the closure of this office would limit access to some of the council services to some residents, to which officers agreed to the following action points:

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

9.2 After a number of queries regarding this decision were addressed by officers the Panel decided to take no further action. This was a useful and appropriate intervention by the Panel.

### **10.0 Cabinet Presentations at OSP Meetings**

10.1 The Panel received a presentation from the Leader of Council on 'Since the proposals for an East Kent Merger have now ended what plans does TDC have to address future budgetary concerns?'

10.2 Members acknowledged the challenges faced by the council in delivering services in an environment that was witnessing restrictive budget position in the short to medium term and the need for the council to come up with savings in short to medium term to reduce overheads and adopt sustainable council budgets.

10.3 The Panel got assurances from the Executive that they were looking to replicate its current office sharing arrangement with Thanet CCG, with other external agencies. It was also currently working with other public bodies on ideas for sharing assets and

# Agenda Item 5

working collaboratively under the title 'Thanet Leadership Group' that sought to work strategically in delivering services in a cost effective way as 'Strategic Enablers.

10.4 The Panel felt that many members had additional skills that could assist the Council in becoming an enterprising organisation and that a skills audit should be carried out. Democratic Services confirmed that this issue would be picked up through the Learning Needs Analysis that was due to be conducted in the Spring.

## 11.0 Updates to this report prior to its presentation to full Council

11.1 It is important for the panel to note that there will be small updates to the content of this report before it is presented to Full Council at the meeting of 12 April. These changes will however only be minor contextual details, such as the number of reports the Chairman has presented to Full Council.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7108

## Annex List

None	N/A
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## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

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

<b>FORWARD PLAN AND EXEMPT CABINET REPORTS LIST</b>
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Overview and Scrutiny Panel	<b>13 February 2018</b>
Report Author	<b>Senior Democratic Services Officer</b>
Portfolio Holder	<b>Councillor Crow-Brown, Cabinet Member for Corporate Governance</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Ward:	<b>Thanet Wide</b>

**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**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report.													
<b>Legal</b>	There are no legal implications arising directly from this report.													
<b>Corporate</b>	The Forward Plan is a publication of key decisions, policy framework.													
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 6

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

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

## 1.0 Introduction and Background

- 1.1 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](http://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

<b>Finance</b>	Matt Sanham, Financial Services Manager
<b>Legal</b>	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 6

## Annex 1

### Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Committee Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, [nicholas.hughes@thanet.gov.uk](mailto: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](mailto: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

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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 6

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
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.