



Date: 09 April 2018  
Our ref: OSP/Agenda  
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## OVERVIEW & SCRUTINY PANEL

17 APRIL 2018

A meeting of the Overview & Scrutiny Panel will be held at 7.00 pm on Tuesday, 17 April 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, Martin, Parsons, L Potts, 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 13 February 2018, copy attached.

4. **CABINET MEMBER PRESENTATION**

The presentation is on the following topic:

“Please outline the current arrangements for street cleansing, the reasoning behind them and how you expect them to impact on the cleanliness of streets across the district.”

5. **RISK BASED VERIFICATION POLICY FOR HOUSING BENEFIT / COUNCIL TAX SUPPORT** (Pages 5 - 8)

Panel requested for post decision scrutiny, after a few months of policy implementation.

6. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2017/18**  
(Pages 9 - 26)

7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 11 APRIL 2018 - 30 SEPTEMBER 2018** (Pages 27 - 32)

**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 13 February 2018 at 7.00 pm in Council Chamber - Council Offices.

**Present:** Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, Connor, Curran, Dennis, Dixon, Parsons, Rusiecki and M Saunders

**In Attendance:** Councillor K Coleman-Cooke

### 154. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Martin, substituted by Councillor Mave Saunders.

### 155. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 156. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Glenn Coleman-Cooke seconded and Members agreed the minutes as a correct record of the meeting that was held on 25 January 2018.

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

The Panel requested that the Chairman invited the Cabinet Member for Operational Services to make a presentation at the next meeting of the Panel on the challenges faced by the Operational Services with particular reference to street cleansing and rubbish collection.

Members noted the report.

### 158. ANNUAL OVERVIEW & SCRUTINY PANEL REPORT TO COUNCIL FOR 2017/18

Councillor Campbell and Councillor Curran, Chairmen for the Corporate Performance Review Working Party and Community Safety Partnership Working Party respectively confirmed that the summary of activities reported in the Annual Report to Council were an accurate reflection of the work programme undertaken by the two working parties.

Members agreed to forward the Annual Panel Report to Council.

### 159. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR 10 JANUARY 2018 - 30 JUNE 2018

One Member was concerned that elected Members were not involved in making the decision for TDC to participate in the Business Rates Retention Pilot Scheme. At a previous Panel meeting, Members were assured that the Council would not be financially worse off by taking part in the pilot scheme.

However they were concerned that the criteria for distribution of part of the business rates retention quota did not include deprivation of an area. As a significantly deprived area Thanet would lose out to the more affluent areas in Kent who are participants in the pilot scheme.

## Agenda Item 3

Members sought assurances that the Council, particularly the Overview & Scrutiny Panel, would be given an opportunity to review the deal once it has been signed off to start the scheme. In response to Member comments Mr Tim Howes, Director of Corporate Governance said that officers had had the authority to make the decision for TDC to participate in the pilot scheme. Mr Howes also said that the Panel could be given an opportunity at some point to review the actual scheme after the pilot had been completed.

The Chairman said that the Panel could maintain a watching brief as the issue is progressed.

Members noted the report.

Meeting concluded: 7.12 pm

**UPDATE - “RISK BASED VERIFICATION” FOR HOUSING  
BENEFIT / COUNCIL TAX SUPPORT**

Overview & Scrutiny Panel **17 April 2018**

Report Author **Andrew Stevens, Head of Shared Services, EK Services**

Portfolio Holder **Councillor Gregory, Cabinet Member for Financial Services and Estates**

Status **For Information**

Classification: **Unrestricted**

Key Decision **No**

Previously Considered by **Cabinet – 15<sup>th</sup> June 2017**

Ward: **All**

**Executive Summary:**

TDC’s “risk based verification” policy for Housing Benefit & Council Tax Support was approved by Cabinet on 15<sup>th</sup> June 2017. Overview and Scrutiny requested in their meeting on 23<sup>rd</sup> May 2017 that an update on how the policy is working in practice be brought to a future committee for review.

**Recommendation(s):**

Committee note the contents of this update report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	N/A – this is an update to the report presented in 2017 and is presented for information only. There are no financial implications directly arising from this report.
<b>Legal</b>	N/A – this is an update to the report presented in 2017 and is presented for information only.
<b>Corporate</b>	N/A – this is an update to the report presented in 2017 and is presented for information only.
<b>Equality Act 2010 &amp; Public Sector Equality Duty</b>	N/A – this is an update to the report presented in 2017 and is presented for information only. An Equality Impact Assessment was completed as part of the original policy development.

<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 Following inclusion of the “risk based verification” policy on the Council’s forward plan, Overview and Scrutiny Committee requested that an update report is produced post implementation to advise the committee on how the policy is working in practice.
- 1.2 The “Risk Based Verification” (RBV) scheme is an integral part of the new Digital Benefits system and is aimed at reducing cost, paperwork and time in the benefits claim process. The new policy is intended to focus on verifying claims for benefit using a “risk based” approach whilst improving the experience for the customers.
- 1.3 This report provides an update for information together with some data and statistics. It must be remembered that parts of the policy are restricted under Paragraph 7 (Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime) of Part 1 of Schedule 12A of the Local Government Act 1972.

## **2.0 The Current Situation**

- 2.1 The RBV scheme was approved by Cabinet on 15<sup>th</sup> June 2017 ready for implementation work starting on the new digital benefit system which was launched in January 2018. The scheme had to be approved well in advance of the new digital benefit system being launched so that thorough testing could take place before the system was used by our customers.
- 2.2 All HB claims and CTS applications require a level of evidence verification that provides sufficient assurance against the risk of fraud and error. The level of evidence verification applied is not set out in regulations as a mandatory requirement. The only requirement is that sufficient evidence and information is provided by the customer in order for the local authority to correctly determine entitlement to benefit. Taking a risk-based approach to the level of evidence and information required offers the opportunity for potential efficiency savings and will result in vital support being offered to customers as quickly as possible to avoid arrears and homelessness.
- 2.3 RBV assigns a risk rating to each claim – the risk rating determines the level of verification required. Simply, claims are categorised as either low (only essential verification checks are made), medium (verification checks as usual), or high risk (enhanced stringency applied to verification).
- 2.4 The DWP has, for some time now, processed new claims for benefit using Risk Based Verification software which provides a real time risk assessment on the claim as the claim details are being entered into the processing system.
- 2.5 At the time of writing this report (5<sup>th</sup> March 2018), 273 new claims for Housing Benefit / Council Tax Support have been including the RBV process. The bulk of these have been made through the digital benefits system but RBV is also employed when customers claim on paper forms as well. The latest figures show that 75% of people are claiming online.
- 2.6 The breakdown of these claims falling into the “low”, “medium” and “high” risk groups can be seen below. Almost two thirds of claims fell within the “low” risk group category which is line with expectations.

	<b>PERCENTAGE</b>
<b>LOW</b>	62%
<b>MEDIUM</b>	16.5%
<b>HIGH</b>	21.5%

2.7 The overall customer experience when deploying RBV is vastly improved as the amount of evidence and information requested to support a claim is tailored to the individual customer. This means customers are aware, in real time, of what they need to do to complete their claim and there is much greater potential to get their benefit claim processed as quickly as possible.

2.8 There have been no customer complaints or negative feedback received since launching the RBV scheme. As this is a system that has been successfully used by many other councils (including Canterbury and Dover) the reassurance of a successful implementation was greatly increased.

### 3.0 Conclusion

Risk Based Verification has been working at TDC since January 2018. Although it is still at an early stage over 270 customers have submitted new claims using the system. Early signs are encouraging with a much improved customer experience, no negative feedback or complaints and the system gives the benefits team more scope to focus resources on those claims which are more likely to need additional documents and evidence to support them.

3.2 Committee are asked to note the contents of this report.

Contact Officer:	Andrew Stevens, Head of Shared Services, EK Services
Reporting to:	Tim Willis, Deputy Chief Executive (S151 Officer)

### Annex List

None	N/A
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### Background Papers

Title	Details of where to access copy
Cabinet report – 15.6.17	TDC website
OSP minutes – 23.5.17	TDC Website

### Corporate Consultation

<b>Finance</b>	Ramesh Prashar, Head of Financial Services
<b>Legal</b>	Sophia Nartey, Interim Head of Legal Services and Deputy Monitoring Officer

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

Overview and Scrutiny Panel **17 April 2018**

Report Author **Senior Democratic Services Officer**

Portfolio Holder **Councillor Savage, Deputy Leader & Cabinet Member for Corporate Governance and Coastal Development**

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 and thereafter 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.  Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to marriage & civil partnership.

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

<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 13 February 2018. 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 Community Safety Partnership Working Party

- 2.1 The sub group met on 20 February and 13 March and received presentations on enforcement challenges faced by the council regarding inconsiderate parking at schools by parents on school runs and community payback activities in Thanet.
- 2.2 They also received an update report from Kent Police on policing in Ramsgate and Margate with a particular focus on youth offending and tackling anti-social behaviour in the area.

## **Youth offending and anti-social behaviour**

2.3 With regards to policing in Ramsgate and Margate the Police report made the following highlights:

- Youth Engagement Officers were conducting home visits. These were very effective ways of engaging the youths involved in unacceptable behaviour;
- As a result of increased policing activities there was gradual decline in reports in the areas under review;
- Ramsgate now has seven PCSOs, up from three a few months ago;
- As a result of the increased number of PCSOs Ramsgate had clearly benefited from a rise in visibility;
- In Margate a huge amount of work was done during the half term break as Police issued dispersal orders to young people;
- Some arrests were made and reports were made by Police to parents and schools.

2.3 Members observed that there had been an increase in reported crime incidents, with a rise of 27% between October 2016 and September 2017. Kent Police advised that this information should be taken in the context of changes to crime reporting and recording.

2.4 The data for all victim based crime had seen an increase across the Force as officers followed strict Home Office guidelines when investigating and recording crime and many single crimes recorded previously are now recorded as multiple crimes.

2.5 Members were further advised that improvements in crime recording and improved victim confidence in coming forward to report crime had contributed a significant part to these figures, both locally and nationally. Police indicated that these figures were expected to start to level out from May 2018 onwards as true comparisons became easier.

2.6 As a result of the above discussion the working party agreed that to review the crime statistics at a future meeting after May 2018, most likely at a meeting to be arranged in September 2018.

## **Inconsiderate parking during school runs**

2.7 Inconsiderate parking at schools was not only a Thanet problem but rather a nationwide issue. Officers who try to dissuade bad parking at schools often receive abuse from the offending drivers. In 2017/18, 30 tickets had been issued so far for school zigzag offences.

2.8 The sub group was told that Council could consider issuing stiffer penalties through penalty Charge Notices for roads near schools and 'hotspot areas' which could include using the Public Spaces Protection Orders for nuisance behaviour to issue £100 parking tickets. The Enforcement Team planned to make 250 proactive visits around schools in 2018 to tackle this problem. Awareness campaigns had been rolled out across the county.

2.9 Members suggested that more that schools encouraged parents to walk their children to school instead of driving (in instances where practically possible) to reduce parking near schools during school runs.

2.10 Other than noting the report and suggested actions above regarding how council could tackle inconsiderate parking at schools, no further action was proposed by the working party.

## **Member update on Rape Crisis Centre Counselling Sessions in Ramsgate**

2.11 During the first nine months of the project to Ramsgate residents, the organisation and attended to 48 referrals for counselling. Four hundred and twelve counselling sessions had been offered to date in addition to assessments.

- 2.12 The Centre was still operating from the Registry Office. The charge for using these premises was £50 per day. They had increased the sessions by an extra half day session each Wednesday. Ramsgate Town Council was considering offering a spare office for those sessions within their premises. Ramsgate Town Council had agreed to fund these services again in the 2018/19 financial year.

### **Community payback activities in Thanet**

- 2.13 Members received a presentation on 13 March on the current community payback activities in the district. This programme was funded by the Ministry of Justice which had contracted Kent, Surrey and Sussex Community Rehabilitation Company (KSSCRC) to implement it over a seven year contract. Multiple projects had been undertaken in the district.
- 2.14 These included work with Mancap, clearing alleyways, recycling at the Manston depot, RSPCA Centre, graffiti removal and work at the Pierremont Park railings and beach cleaning (e.g. cleaned the Minis Bay beach on Sunday 05 March).
- 2.15 The challenge for project was the collection of waste generated by the work activities as this created additional costs of the project. Therefore there was a need for closer liaison with TDC and KCC with regards to clearing of waste from clearing of alleyways.
- 2.16 All requests were assessed to determine their value to the community and the costs that would be incurred by KSSCRC before they were either accepted or declined. Nominations for projects to be considered for community payback projects could be submitted via an online application on the KSSCRC website. The programme had cleared 150 alleyways in the district. About 180 community payback work projects had been completed in Thanet.
- 2.17 After debate the working party decided to take no further action.

### **3.0 Corporate Performance Review Working Party**

- 3.1 The working party met on 15 February and reviewed performance for the East Kent Housing, East Kent Services and Council.

#### **East Kent Housing**

- 3.2 With regards to Universal Credit and Income, it was reported that In Thanet there were 350 cases of individuals on Universal Credit. There were challenges in processing claims for individuals on Universal Credit as they had to go without payments for the first 45 days of being moved to the Universal Credit system.
- 3.3 Such delays could extend by another six weeks and this could in some instances affect some tenants' ability to pay rent. However EKH had not evicted any tenants affected by these administrative delays caused by switching to Universal Credit.
- 3.4 Members were advised that in order to cut down on delays EKH had assigned additional staff to support the processing of Universal Credit claims as it takes longer to process such applications than processing housing benefits claims. This situation was not restricted to Thanet only as it also being experienced elsewhere across the country.
- 3.5 The sub group would continue to monitor the situation regarding the rolling out of the Universal Credit Scheme.

## **East Kent Services**

- 3.6 It was reported that overall ICT and HR performance for the period under review was good. Most income collections performance was also good.
- 3.7 Business Rates: Business Rates collection for December was slightly below the expected levels. However, this was expected to improve in the next quarter as there were significant payments from two large contributors that were due in December but were actually received in early January 2018.
- 3.8 Customer Services: The service level remained below target. This was because of ongoing resource pressures within Customer Services. Members were advised that measures had been put in place to mitigate this problem.
- 3.9 These included re-deployment of staff and running an apprenticeship programme which had a positive impact on the performance of the call centre with average call waiting time improving from 1minute 53 seconds last quarter to 1minute 34seconds for the period under review.
- 3.10 Senior Management at EKS had been in discussion with the Council's Corporate Management Team to consider the risks associated with performance targets.
- 3.11 Key Initiatives: digital benefits processing system was now operational and there was marked uptake of the new service by customers. The system was intuitive, makes it much easier to upload evidence and is linked to the Risk Based Verification process that means the amount and type of evidence documentation required to be presented by citizens is flexible depending on individual risk scores.

## **Thanet District Council**

- 3.12 The overall corporate performance message was that Quarter 3 had seen more green indicators and some amber ones being reported.
- 3.13 Clean & Wellbeing Environment – the performance was within target, particularly with regards to detritus. Mechanical sweepers had played a big part in the achievement of good performance indicators. Although the Waste & Recycling performance had the red indicator, it was anticipated to move out of the red in the next quarter. It was reported that the quality of recycling material collected by TDC was of superior quality compared to neighbouring authorities.
- 3.14 There had been an increase in demand for bulky waste collection. Bulk waste collection had been reviewed to improve the process by reducing the waiting times before collection. Council had introduced a new graffiti cleaning service to assist most households who do not have the means to clean graffiti. This service would also add to council income. Operational Services were also focusing on verges and general cleanliness around the district.
- 3.15 Homelessness: The targets for tackling homelessness were not satisfactory and the council was working the issue. When Members queried what measures were being put in place to address the issue of homelessness, they were advised that the East Kent Housing and TDC were working on strategies for minimising voids and Additional funding had been allocated to the 2018/19 council budget to tackle homelessness.
- 3.16 It was also reported that alternative temporary accommodation would be procured in 2018/19 that offered better value for money. Council was planning on using longer term leased accommodation as temporary accommodation. Negotiations with private property owners were on-going to secure competitive pricing.

## **4.0 One-off report to review voter registration**

- 4.1 At the Panel meeting on 25 January 2018, a 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.
- 4.2 The issue was addressed in Work Programme Review report to the Panel 13 February, in which officers advised that currently, there were insufficient resources with Electoral Services Team to support such a working group in addition to their day to day workload.
- 4.3 Officers further suggested that it would be possible to produce a one-off 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.
- 4.4 Officers also added that 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
- 4.5 Do Members wish to receive the one-off report on the current status regarding the annual voter registration exercise?

## **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. At the Panel meeting on 13 February, Members requested for cabinet member presentation on "the current work activities of Operational Services and challenges faced in street cleansing and waste & recycle collection."
- 6.2 Upon further consideration of the request the Panel Chairman with officer support re-focused the topic to read as follows:
- "Please outline the current arrangements for street cleansing, the reasoning behind them and how you expect them to impact on the cleanliness of streets across the district."
- 6.3 The presentation is scheduled to be discussed elsewhere on the agenda for this meeting.

## **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
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

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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.

<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>
25 January 2018	Cabinet Member Presentation	
	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

<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 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
<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 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
<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	OSP keeping a watching brief on this issue.

		<p>by EKHUFT towards developing the new clinical strategy for the region whilst maintaining a special interest on its implications for Thanet District.</p> <p>An initial public consultation for a Health and Social Care Sustainability and Transformation Plan (STP) was launched by EKHUFT, social care and public partners in Kent and Medway on 13 October 2016 and ended on 23 December.</p> <p>As a result of this development, the QEQM Hospital Cabinet Advisory Group met on 13 December and drafted a response to this consultation. This was forwarded to EKHUFT by officers on behalf of council.</p> <p>Members were advised that a follow-up consultation will be conducted mid this year to finalise the reform proposals.</p>	
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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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<b>FORWARD PLAN AND EXEMPT CABINET REPORTS LIST</b>
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Overview and Scrutiny Panel	<b>17 April 2018</b>
Report Author	<b>Senior Democratic Services Officer</b>
Portfolio Holder	<b>Councillor Savage, Deputy Leader and Cabinet Member for Corporate Governance &amp; Coastal Development</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: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 10%;"></td> <td style="width: 10%;"></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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<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**

**11 APRIL 2018 TO 30 SEPTEMBER 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](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 Bob Bayford	Leader of the Council
Councillor Jason Savage	Deputy Leader of the Council and Cabinet Member for Corporate Governance and Coastal Development
Councillor Ian Gregory	Cabinet Member for Financial Services and Estates
Councillor Lesley Game	Cabinet Member for Housing and Safer Neighbourhoods
Councillor Rosanna Taylor-Smith	Cabinet Member for Operational Services

## 11 April 2018 to 30 September 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
Asset Management	To determine whether to dispose of property assets, subject to ward member consultation	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	14 Jun 18	Non-Key		Cabinet report
Asset Management	To determine whether to dispose of property assets, subject to ward member consultation.	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	14 Jun 18	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
To decide on the adoption of the Government's Code of Practice on Litter and Refuse	The Council will have clear and prescribed levels of cleanliness and response times across the District	1.Cabinet 2.Trevor Kennett, Head of Operational Services	Councillor Rosanna Taylor-Smith, Cabinet Member for Operational Services	14 Jun 18	Key		Cabinet report
2017/18 Year End Finance Report	Outturn report for the financial year	1.Cabinet 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	14 Jun 18	Non-Key		Cabinet report
To consider and approve an amended RIPA Policy & Procedures Guidance Note for 2018/19 and to receive the annual report on the use of RIPA in 2017/18	The adopted RIPA Policy requires the Council to receive an annual report on the use made of RIPA powers in the previous year. It was also timely to review the RIPA Policy & Procedures Guidance Note at the same time to reflect any recent practice changes.	1.Cabinet 2.Trevor Kennett, Head of Operational Services	Councillor Rosanna Taylor-Smith, Cabinet Member for Operational Services	26 Jul 18	Non-Key		Cabinet report

## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

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

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

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

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

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

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

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

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

An associated person is defined as:

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

An Authority Function is defined as: -

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

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

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

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

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

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....  
.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.