

# **MEETING OF THE COUNCIL**



**Thursday, 12th October, 2017**

**7.00 pm**

**Council Chamber  
Thanet District Council  
Margate**

**[www.thanet.gov.uk](http://www.thanet.gov.uk)  
01843 577000**



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Date: 3 December 2017  
Ask For: James Clapson  
Direct Dial: (01843) 577200  
Email: james.clapson@thanet.gov.uk



You are hereby summoned to attend the meeting of the Thanet District Council to be held in the Council Chamber, Council Offices, Cecil Street, Margate, Kent on Thursday, 12 October 2017 at 7.00 pm for the purpose of transacting the business mentioned below.

*Timothy Howes*

Director of Corporate Governance

To: The Members of Thanet District Council

**FIRE ALARM PROCEDURES:** If the fire alarm is activated, please vacate the offices via the stairs either through the security door to the left of the Chairman or opposite the lifts in the foyer. Please do not use the lifts. Please assemble in Hawley Square on the green. Officers will assist you and advise when it is deemed safe to return to the Chamber.

## **AGENDA**

Item  
No

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES OF PREVIOUS MEETING** (Pages 5 - 12)

To approve the Minutes of the meeting of Council held on 7 September 2017, copy attached.

3. **ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, Members of the Cabinet or Chief Executive in accordance with Council Procedure Rule 2.2 (iv).

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members in accordance with Council Procedure rule 2.2 (v)

5. **PETITIONS**

To receive petitions from the public in accordance with Council Procedure Rule 12.

6. **QUESTIONS FROM THE PRESS AND PUBLIC**

Item  
No

Subject

To receive questions received from the press or public in accordance with Council Procedure Rule 13.

7. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

To receive questions from Members of the Council in accordance with Council Procedure Rule 14.

8. **NOTICE OF MOTION**

To receive any Notices of Motion from Members of Council in accordance with the Council Procedure Rule 3.

9. **LEADERS REPORT** (Pages 13 - 14)

To receive a report from the Leader of the Council in accordance with Council Procedure Rule 2.4.

10. **REPORT OF THE CHAIRMAN OF THE OVERVIEW AND SCRUTINY PANEL**  
(Pages 15 - 18)

To receive a report from the Chairman of the Overview and Scrutiny Panel in accordance with Council Procedure Rule 15.1.

11. **MEMBERS TRAINING STRATEGY** (Pages 19 - 38)

12. **BOUNDARY REVIEW** (Pages 39 - 46)

**Declaration of Interests Form**

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## COUNCIL

Minutes of the meeting held on 7 September 2017 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillors Ashbee, Bambridge, Bayford, Braidwood, Buckley, Campbell, G Coleman-Cooke, Connor, Constantine, Crow-Brown, Curran, Dawson, Dennis, Dexter, Dixon, Edwards, J Fairbrass, L Fairbrass, Falcon, Fenner, Game, I Gregory, K Gregory, Grove, Hayton, G Hillman, Howes, Jaye-Jones, Johnston, Martin, Matterface, Parsons, Partington, L Piper, S Piper, Rogers, Rusiecki, D Saunders, M Saunders, Savage, Stummer-Schmertzling, Taylor, Taylor-Smith, Tomlinson, Townend, Venables and Wells.

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors K Coleman-Cooke, Day, Dellar, Evans, Larkins, L Potts, R Potts, and Shonk.

### 2. MINUTES OF PREVIOUS MEETING

It was proposed by the Chairman, seconded by the Vice Chairman and agreed, that the minutes of the meeting of Council held on 13 July 2017 be approved and signed by the Chairman.

### 3. ANNOUNCEMENTS

Congratulations were offered to Councillor Venables on his recent election.

The Chairman announced that former Councillor Gerry Glover had recently passed away. Members paid tribute to his accomplishments and all present stood for a minute's silence as a mark of respect.

### 4. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 5. PETITIONS

#### (a) Petition Regarding 2017 Parking Charges

Members noted the report.

### 6. QUESTIONS FROM THE PRESS AND PUBLIC

#### (a) Question 1 from a member of the public regarding the presence of far right hate groups in Thanet

Ms Crawford asked the Leader the following question:

"Will this council condemn the presence of Far Right hate groups in Thanet? The White Lives Matter march last year in Margate -which enabled people to talk blatantly about eugenics outside the Turner Contemporary and the planned Britain First Rally on the 14th October cannot be acceptable in our area."

The Leader responded with the following points:

- The Council condemned the presence of any hate groups, they were not welcome in the District.
- The Council and the Police had a legal obligation to facilitate peaceful protest.
- Resources were in place to deal with any issues that may arise from the rally; however officers did not expect any disorder to take place.

## 7. QUESTIONS FROM MEMBERS OF THE COUNCIL

### (a) Question 1 from a Member regarding Rough Sleepers

Councillor Matterface asked Councillor Reverend Piper the following question:

“Could the cabinet member please give me the most up to date statistics for rough sleepers and the insecurely-housed in Thanet?”

Councillor Reverend Piper responded with the following points:

- Thanet had seen a significant increase in rough sleeping in recent years, this mirrored a national trend. At the last annual audit conducted in autumn 2016, there were 33 people rough sleeping in the District.
- A significant cause of the increase in the number of rough sleepers was unaffordable private sector rents.
- In addition to rough sleeping there were 2500 households registered on the housing list who had a housing need.
- In 2016 there were 880 homelessness applications, of which the Council prevented approximately a third from becoming homeless.

Councillor Matterface followed up her question by asking what the Council would do to provide a long term solution to the growing problem of homelessness?

Councillor Reverend Piper responded that the Winter Shelter project would run over the winter period.

### (b) Question 2 from a Member regarding Invest Thanet

Councillor Johnston asked the Leader the following question:

“Could the Leader please confirm if anyone has been found to replace the Chair of Invest Thanet?”

The Leader responded with the following point:

- A new Chairman had been identified, and would be made public in the autumn when the other board members would also be confirmed.

Councillor Johnston followed up her question by asking if the Leader could confirm that he would personally attend as many outside meetings as possible where there was an opportunity to put Thanet’s name forward for investment opportunities.

The Leader responded with the following points:

- The Cabinet Member for Regeneration and Enterprise Services was the main contact within the Invest Thanet Board.
- The Leader had attended multiagency activities across the South East and Kent, and had taken up two national body positions to further raise the profile of Thanet and what it had to offer.

(c) **Question 3 from a Member regarding the proposed Britain First March**

Councillor Constantine asked the Leader the following question:

“What steps has the Council taken to limit the negative impact on the community of Thanet of the proposed Britain First March ( October 14th 2017) given that this group is racist and xenophobic and in the light of recent atrocities in London, Manchester Barcelona, Finland, Charlottesville and other places.”

The Leader responded with the following points:

- Kent Police were aware of the protest and would endeavour to minimise any potential disruption to the local community.
- Police had an obligation to facilitate peaceful protest and have experience in planning for, and policing, this kind of event.
- The Council would meet with partner agencies to offer reassurance to the public. In the past, joint briefings had been held for residents and local businesses that had been impacted upon.

Councillor Constantine followed up her question by asking what further steps the Council would take to promote and foster good relations between sections of the community, given its public sector equality duty, and the rise in fear toward one section of our community, ie Muslims.

The Leader responded that the Council had a good track record, which stretched across previous administrations, of fostering good relations throughout the District. He expected this to continue and not be blown of course by a specific event.

(d) **Question 4 from a Member regarding the return of ferry services to Ramsgate**

Councillor Bayford asked Councillor Stummer-Schmertzling the following question:

“Would the Cabinet member for Regeneration and Enterprise services advise as to what progress has been made towards bringing a ferry service back to Ramsgate?”

Councillor Stummer-Schmertzling responded with the following points:

- Additional dredging ensured that the Port was ready for any potential ferry operators.
- A South East Local Enterprise Partnership bid was submitted, which although not successful raised the profile of the Port significantly.
- A Port consultant was appointed to develop business models for potential operators to ‘plug’ into. This was presented to the logistics market, ferry operators, investors and other cross channel ports.
- The Council was part of the Kent Strategic Freight Group.
- The Council had engaged with the whole cross channel market, in the UK and Europe, to spread the word that the Port was open and ready for business.

Councillor Bayford followed up his question by asking what the alternative would be if a ferry service did not return to the Port.

Councillor Stummer-Schmertzling referred Councillor Bayford to an options paper produced in July 2015. This document contained a number of alternative options for the Port.

## 8. **NOTICE OF MOTION**

It was noted that no motions on notice had been received in accordance with council procedure rule 3.

## 9. LEADERS REPORT

During his report the Leader covered the following areas:

- Council staff were praised for their work in accommodating 120,000 visitors to the District over the bank holiday weekend.
- Between 1 April 2017 and 31 August 2017, car parking income had increased by £92,000 compared with the same period last year.
- During August, 63 outlets were inspected by Environmental Health officers to ensure public health, and 284 littering fixed penalties were issued.
- A task force had begun work in Cliftonville West, in collaboration with the A Better Cliftonville community group, to promote responsible tenant and resident behaviours.
- The Council presented its work to address rogue landlords at a London conference in July 17.
- There was cross party support for the continuation of the Winter Shelter programme. Last year 23 of the 25 regular users had successfully found permanent accommodation; those involved were thanked for their effort.
- There had been 42 reports of traveller incidents this year, compared with just five, five years ago.
- The Council was the first in the South East to obtain funding from the migrant impact fund.
- Thanet had more empty homes than any other Kent district, however the Council's action to address this made it the highest performing Council for bringing empty homes back into use in Kent.
- In 2016/17 the Council bought 126 empty homes back into use, and the Council worked in close partnership with Kent County Council's No Use Empty initiative.
- The Chief Planning Inspector had recently indicated that any Local Plan not filed by 31 March 2018 would be subject to a new method of calculating housing numbers. It was important for the Council to adopt a Local Plan by this deadline because, given the national political appetite to build more houses, it was possible that the new calculation method would require more houses to be built in the District than the current method.

Councillor Bayford as Leader of the Conservative Party responded with the following points:

- He welcomed the positive news highlighted in the Leaders report and echoed gratitude to Council staff for their efforts.
- Concentrated visitor numbers in certain areas of the District could give rise to public safety issues. A review to manage the negative impacts of tourism maybe required.
- While it was right to highlight the need to adopt a Local Plan by the 31 March 18 deadline, this should not be used to pressure Members into agreeing a Plan that they were not happy with.
- In addition to the points covered in the report, it was good to note the opening of the Weatherspoon's pub on Ramsgate seafront, it was an impressive transformation of a previously sad looking building.

The Leader replied to Councillor Bayford's comments with the following points:

- The Weatherspoon's pub had received a lot of publicity recently. The property had benefited from £4.5 million of investment, and it was hoped that 120-150 new jobs would be created from its opening.

Councillor Matterface as leader of the Labour Party made the following points:



- Manual road sweepers were required in addition to mechanical sweepers as roads that were busy with parked cars could not be mechanically swept.
- Would the anonymous donor that had previously helped to fund the Winter Shelter project do so again this year? Credit should be given to the volunteers and agencies that helped to run the project last year.
- Was a review carried out following the programme last year?
- In addition to empty residential properties, consideration should be given to empty retail units, particularly ones owned by the Council. Was there an update regarding the Fort Road Hotel and the newly closed Store 21 in Margate?

The Leader replied to Councillor Matterface's comments with the following points:

- All options would be considered regarding the Winter Shelter project for this year. It was believed that the anonymous donor would assist again.
- A review was carried out following the Winter Shelter project last year, a copy of the report would be sent to Councillor Matterface.
- The Leader expected the Fort Road Hotel to be included in a report on assets that Cabinet would consider in the near future. He offered to look into the closure of Store 21.

Councillor Grove as leader of the Independent Group made the following points:

- It was good to hear of the empty properties that had come back into use through the Council's intervention.
- The seafront at Ramsgate still needed attention, although the opening of Weatherspoon's was good.
- It was frustrating that the legal process required to move travellers from a site was required to restart every time a new vehicle arrived. This could lead to spiralling legal costs for the Council.

The Leader replied to Councillor Grove's comments to note that he shared his frustration regarding the law around the moving on travellers.

### **10. REPORT OF THE CHAIRMAN OF THE OVERVIEW AND SCRUTINY PANEL**

Councillor D Saunders, the Chairman of the Overview and Scrutiny Panel (OSP), presented his report and the following points were noted:

- Since the last meeting of the Council, the OSP and the Working Parties had met on two occasions.
- The Dreamland Working Party met on 4 July 2017 and the conclusions were included in the Council report.
- A working group, consisting of the entire OSP would hold three workshops to conduct a review of the Draft Local Plan.

### **11. ANNUAL TREASURY MANAGEMENT REVIEW 2016/17**

It was proposed by Councillor Townend, seconded by the Leader and Members agreed the recommendations as shown in the report, namely:

"That Council:

- Notes the actual 2016/17 prudential and treasury indicators in this report.
- Approves the Annual Treasury Management report for 2016/17."

### **12. CHANGES TO COMMITTEES, PANELS AND BOARDS – 2017/18**

#### **PROPORTIONALITY**

## Agenda Item 2

The Chairman proposed, the Vice Chair seconded and Members agreed option 1 as detailed at paragraph 2.5.1 of the report, namely;

“That a seat be added to the Planning Committee and that seat allocated to the Conservative group and a seat be removed from UKIP group and allocated to the Labour group. That one seat is removed from the Licensing Board and the UKIP group loses that seat, in addition a further seat on the Licensing Board be removed from the UKIP group and that seat be given to the Labour Group. That a seat on the Overview and Scrutiny Panel be removed from the UKIP group and given to the Conservative group. That a seat on the Governance and Audit Committee be removed from the UKIP group and given to the Conservative group. That a seat be removed from the General Purposes Committee and the UKIP group loses that seat. That a seat is removed from the Boundary and Electoral Arrangements Working Party (BEAWP) and the UKIP group loses that seat. That a seat is removed from the Constitutional Review Working Party (CRWP) and the UKIP group loses that seat.”

### **JOINT TRANSPORTATION BOARD**

The Chairman proposed, the Vice Chair seconded and Members agreed the proportionality between groups as shown in Members notes, namely;

	TDC Members	UKIP	Conservative	Labour	Indep. Group	Parish/ Town Council
Joint Transportation Board	7	3	3	1	0	1

### **NOMINATION OF MEMBERS TO SERVE ON COMMITTEES**

The group leaders advised of the following nominations to committees:

<b>Committee / Group</b>	<b>Current Position</b>	<b>New Position</b>	<b>Change to Nominations</b>
<b>Planning Committee</b>			
UKIP	8 seats	7 seats	Councillor R Potts removed*
Conservative	5 seats	6 seats (New nomination needed)	Councillor Ashbee nominated*
Labour	1 seat	2 seats (New nomination needed)	Councillor Matterface nominated
<b>Planning Committee Reserves</b>			
UKIP	8 seats	7 seats	Councillor R Potts and Councillor S Piper nominated to fill vacant reserve seats.*
Conservative	5 seats	6 seats (New nomination needed)	1 vacant reserve seat
Labour	1 seat	2 seats (New nomination needed)	Councillor Constantine nominated
<b>Licensing Board</b>			
UKIP	8 seats	6 seats	Councillor Brimm and Councillor Howes removed*

## Agenda Item 2

Labour	1 seat	2 seats (New nomination needed)	Councillor Johnston nominated
<b>Overview and Scrutiny Panel</b>			
UKIP	Cllr Martin	New nomination needed	To be confirmed
UKIP	8 seats	7 seats	Councillor Martin and Councillor S Piper removed*. Nomination to 1 vacant seat to be confirmed.
Conservative	5 seats	6 seats (New nomination needed)	Councillor Martin nominated*
<b>Governance and Audit Committee</b>			
UKIP	8 seats	7 seats	To be confirmed
Conservative	5 seats	6 seats (New nomination needed)	Councillor Evans nominated*
Labour	1 seat	1 seat	Councillor Venables nominated to replace Councillor Campbell
<b>Governance and Audit Committee Reserves</b>			
UKIP	8 seats	7 seats	To be confirmed
Conservative	5 seats	6 seats (New nomination needed)	1 vacant reserve seat
<b>General Purposes Committee</b>			
UKIP	6 seats	5 seats	Councillor Hillman removed*
<b>BEAWP</b>			
UKIP	5 seats	4 seats	Councillor Dellar removed*
<b>CRWP</b>			
UKIP	4 seats	3 seats	To be confirmed
<b>Joint Transportation Board</b>			
UKIP	5 seats	4 seats	Councillor Dennis removed*
Labour	No entitlement	New nomination needed	Councillor Johnston nominated

\*Nominations advised following the meeting.

### 13. REPRESENTATION ON OUTSIDE BODIES

It was proposed by Councillor Wells, seconded by Councillor Crow-Brown and Members agreed the recommendation as shown in the report, namely;

“That Council agrees that Cllr S Piper replaces Cllr L Fairbrass as the TDC representative to the East Kent Housing Board.”

Meeting concluded: 8.05 pm

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**LEADER'S REPORT TO COUNCIL**

Council	<b>12 December 2017</b>
Report Author	<b>Nick Hughes, Committee Services Manager and Deputy Monitoring Officer</b>
Portfolio Holder	<b>The Leader</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>

**Executive Summary:**

To receive a report from the Leader in accordance with Council Procedure Rule 2.4

**Recommendation(s):**

None - This report is for information only.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications directly arising from this report.													
<b>Legal</b>	There are no legal implications arising from this report.													
<b>Corporate</b>	The Leaders report helps to contribute to the promoting open communications corporate value.													
<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"> <tr> <td colspan="3">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></td> <td>x</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>x</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>x</td> </tr> </table>		Please indicate which aim is relevant to the report.			Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		x	Advance equality of opportunity between people who share a protected characteristic and people who do not share it		x	Foster good relations between people who share a protected characteristic and people who do not share it.		x
Please indicate which aim is relevant to the report.														
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		x												
Advance equality of opportunity between people who share a protected characteristic and people who do not share it		x												
Foster good relations between people who share a protected characteristic and people who do not share it.		x												

# Agenda Item 9

	The Council demonstrates due regard to the aims of the Public Sector Equality Duty when conducting its business, this due regard is mirrored in the leaders report which provides an update on key issues arising since the last meeting of Council.
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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	x

## 1.0 Introduction and Background

### 1.1 Council Procedure Rule 2.4 provides that:

<p>The Leader of the Council will make available in writing the content of his oral report to opposition group leaders no later than the Saturday before the meeting. The speech will not exceed ten minutes on key issues arising since the last meeting of Council.</p> <p>The Leaders of any other political group may comment on the Leader's report. The comments of the Leaders of the other political groups shall be limited each to five minutes. The other Group Leaders will comment in an order determined by the number of Councillors within those political groups, with the largest group commenting first, and so on.</p> <p>The Leader has a right of reply to each Group Leader limited to two minutes, in hierarchical order, to any comments made on his/her report.</p> <p>The Leader of the Council, the Leader of the Opposition and the Leader of any other political group may appoint substitutes to speak on their behalf.</p> <p>No motions may be moved nor resolutions passed under this item.</p>
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Contact Officer:	Nicholas Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

### 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>	Matt Sanham, Corporate Finance Manager
<b>Legal</b>	Tim Howes, Director of Corporate Governance and Monitoring Officer

**OVERVIEW & SCRUTINY PANEL CHAIRMAN'S REPORT TO COUNCIL**

Council	<b>12 October 2017</b>
Report Author	<b>Cllr D. Saunders, Chairman of the Overview &amp; Scrutiny Panel</b>
Portfolio Holder	<b>Cllr 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:**

The purpose of the report is to highlight some of the key activities that have planned for by the Overview & Scrutiny Panel during the course of this municipal year 2017/18 and progress to date regarding implementation of the Panel's work programme.

**Recommendation(s):**

1. Members are invited to discuss and note the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications directly arising from this report. The report provides a briefing to Full Council about the current work activities of the Overview & Scrutiny Panel.
<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>	<p>There are no corporate risks associated with this report. The report enables discussion by Members at Full Council on the activities of the Overview &amp; Scrutiny Panel.</p> <p>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.</p>

<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2" style="padding: 2px;">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="padding: 2px;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td style="padding: 2px;">Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center; vertical-align: middle;">✓</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.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>		<b>CORPORATE VALUES (tick those relevant)✓</b>	
A clean and welcoming Environment		Delivering value for money	✓
Promoting inward investment and job creation		Supporting the Workforce	
Supporting neighbourhoods	✓	Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 At each ordinary Full Council meeting, the Chairman of the Overview and Scrutiny Panel presents a report on the work undertaken by the Overview and Scrutiny Panel since the last Council meeting.
- 1.2 Such a report will be subject to comment or debate by Members. This is in accordance with Council Procedure Rule 15.1 of Part 4 of the Council Constitution.
- 1.3 The report will therefore provide the basis for debate by Members on on-going scrutiny activities and hopefully lead to sharing of views and ideas to enhance the Council's scrutiny function.



## **2.0 Community Safety Partnership Working Party**

- 2.1 The working party met on 28 September 2017 and received an update report from Kent Police on crime in the district. The main focus for this report was on youth crime in Margate and Ramsgate and what the Police were doing to address this problem. Local communities were concerned by youth congregating at some areas, particularly food outlets in Ramsgate and causing a public nuisance.
- 2.2 The Police advised the meeting that they were using a number of tools that included dispersal orders, home visits and acceptable behaviour orders to tackle the problem. In response to the announcement of Inspector Mark Pearson's retirement, Members thanked him for the work he did for Thanet, with the Margate Task Force.

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

- 3.1 The sub group met on 4<sup>th</sup> September and received quarterly reports from East Kent Services, East Kent Housing and Thanet District Council. Officers reported largely good performance in the first quarter for 2017/18.
- 3.2 With regards to the TDC report, Members acknowledged the good work being done by the mechanical sweepers. They challenged officers to ensure improved cleaning of pavements and other areas in the district where on street parking may hinder the cleaning exercise. Members also challenged detritus statistics which they felt required officer attention. They also commended officers for the decrease in staff sickness figures per employee.
- 3.3 The working party agreed that most of the indicators for East Kent Services were good with some slippage in processing of benefits and call waiting times. Officers indicated that the new benefits system that was recently introduced and the parliamentary and local government elections contributed to an unusually high call volume. This statistics would improve in the coming quarter. Members agreed that the explanations given were adequate.
- 3.4 Members sought explanations regarding the underspent budget for the East Kent Housing capital programme. Officers advised that they had been working on a housing stock condition survey which confirmed that the assumptions for the budget built were off the mark as they were higher than was needed and some adjustments downwards would have to be made during the course of the year.
- 3.5 EKH were working on putting in place mitigatory measures to ensure that there were no disruption on tenancy for residents which may be caused by the impact of the universal credit.

## **4.0 Dreamland Working Group**

- 4.1 The sub group concluded its work and would be submitted a report to the Panel on 24 October.

## **5.0 OSP Local Plan Working Group**

- 5.1 The Panel will be reviewing the proposals in the draft Local Plan on the following dates, after which recommendations will be forwarded to Cabinet for onward submission to Council:
- 31 October;
  - 02 November;
  - 07 November.

**6.0 Call-In of Cabinet Decisions**

6.1 There were no call-ins in the period under review.

**7.0 Cabinet Presentations at OSP Meetings**

7.1 There were no Cabinet Member presentations since the last Full Council meeting. The Leader of Council will be giving a presentation at the Panel meeting on 24 October. This will be an update on 'the proposals for the East Kent Merger and the implications arising from the decision by Cabinet not to pursuing that initiative further as a result of similar decision being made by the neighbouring local authorities.'

**8.0 OSP Recommendations to Cabinet - Implementation Monitoring**

8.1 There were no recommendations submitted to Cabinet in the period under review.

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

**Annex List**

None	N/A
------	-----

**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

<b>MEMBERS TRAINING STRATEGY</b>
----------------------------------

**Council – 12 October 2017**

Report Author	<b>Committee Services Manager and Deputy Monitoring Officer</b>
Portfolio Holder	<b>Derek Crow-Brown Portfolio Holder for Corporate Governance</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Previously Considered by	<b>Members Briefing - 5 September 2017 Member Training Group - Various</b>
Ward:	<b>All Wards</b>

<b>Executive Summary:</b>
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<p>This report asks the Council to approve the Member Training Strategy as attached at Annex 1 to this report. The Member Training Strategy has been developed in conjunction with the Member Training Group, a cross party group of members. The strategy outlines the aims, the support offered to Members, the learning styles offered and a new approach to evaluating feedback.</p>
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<b>Recommendation:</b>
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To approve the Member Training Strategy.
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<b>CORPORATE IMPLICATIONS</b>	
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<b>Financial and Value for Money</b>	The cost of providing Member training and applying for the Charter for elected member development are both met through existing budgets. There are no direct financial implications from approving the members training strategy.
<b>Legal</b>	There are no direct legal implications from approving the members training strategy.
<b>Corporate</b>	The Council is seeking to achieve the South East Employers Charter for Elected Member Development to demonstrate its commitment and excellence in Member Training. A comprehensive Member Training Strategy will help the Council to achieve the Charter Mark.
<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	x
	Foster good relations between people who share a protected characteristic and people who do not share it.	
	Democratic Services has completed an equality impact assessment and it is attached at Annex 2 to the report.	

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

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	x
Supporting the Workforce	x
Promoting open communications	

## 1.0 Introduction and Background

1.1 Democratic Services have drafted a Members Training Strategy, this is to collate multiple strands of work on member training that Democratic Services are currently undertaking. This strategy will then provide a clear vision for the standards of member training in the future.

## 2.0 The Current Situation

2.1 Thanet District Council (TDC) believes that at the centre of any authority dedicated to the needs of its community will be elected members and the Council understands its key role in supporting and assisting those members so that they may successfully undertake the vital role they have in serving their communities and modernising local government.

2.2 The aims of the strategy are:

- Members are equipped with the right skills to help them serve their community to the best of their ability identified through a comprehensive self-assessment of their individual needs.
- Members equipped to help the Council achieve its corporate priorities
- A culture where Member development is seen as a key component in the success of the Organisation.

2.3 The strategy also covers the support that Democratic Services will provide to Members; namely the annual member training programme, members' induction and assisting with leadership development. It also contains the learning styles that will be provided including: external trainers, officer run courses, members' briefings, 1-2-1 training and E-Learning.

2.4 Democratic Services will also be producing a Member Training Evaluation Strategy that will sit under this strategy and will significantly improve the way that Democratic

# Agenda Item 11

Services collect and analyse feedback from Member Training helping to better determine value for money.

- 2.5 The Member Training Strategy has been developed in conjunction with the Member Training Group, a cross party group of members. This group has had input in to each part of the strategy and Democratic Services are extremely grateful for their assistance in developing the strategy.

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

## Annex List

Annex 1	Member Training Strategy
Annex 2	Member Training Strategy EIA

## Background Papers

Title	Details of where to access copy
<i>None</i>	

## Corporate Consultation

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

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# Thanet District Council

## Member Training Strategy

Some time in mid 2017



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## Introduction

Thanet District Council (TDC) believes that at the centre of any authority dedicated to meeting the needs of its community will be elected members and the Council understands its key role in supporting and assisting those members so that they may successfully undertake the vital role they have in serving their communities and modernising local government.

Local Government is a constantly changing environment and all Councillors whether they are newly elected or those of more experience require training to ensure they are as prepared and equipped as possible to meet both their own and their constituents' needs.

Members will be encouraged to take responsibility for their own training and development needs by identifying areas in which they require further assistance, via a Training Needs Analysis. The aim is to ensure that every Member has the opportunity to acquire the skills required to perform their duties to the best of their abilities.

## Aims of the strategy

The aim of this member training strategy is to set out a clear pathway to achieving the following three goals:

- Members are equipped with the right skills to help them serve their community to the best of their ability identified through a comprehensive self-assessment of their individual needs.
- Members equipped to help the Council achieve its corporate priorities
- A culture where Member development is seen as a key component in the success of the Organisation.

## Objectives

The following five objectives will ensure that TDC will meet the aims of the strategy.

- Produce a yearly Member Training Programme populated both by Members and where relevant by officers and designed to meet the needs of members.
- Introduce a training needs analysis allowing Members to identify their own strengths and weaknesses and where they need to improve their skills.
- Create a Member learning and development plan to ensure these objectives are met in a timely manner.
- Create a Leadership development plan for both Cabinet and Shadow Cabinet focusing on leadership themes that will develop the capabilities of those members to ensure that the Council can respond successfully to changing legal, policy demands as well as economic, political and environmental changes.

- Create an appropriate, timely and effective Members Induction Programme both for Councillors elected at Full Council elections and those elected via by-elections.

## Member training group

Member development is most successfully implemented when members own the process and it is Member led. In order to help with ensuring that the Council has a member led approach to member development it has created the Member Training Group.

The Member Training Group has played a key role in the creation of this strategy and in future will play a vital role in implementing its aims and assisting in meeting the objectives. The Group consists of representatives from all the Council's political groups and in addition as part of its membership it also has the Cabinet Member for Corporate Governance, in whose portfolio member training falls. The group is administered by Democratic Services and can also call on the support of the Director of Corporate Governance – who is also a member of the Council's Corporate Management Team.

The terms of reference of the group are:

1. To act as a sounding board on member training issues.
2. To assist Democratic Services in creating a Member Training Strategy
3. To help promote attendance at Member training in each Members political group.
4. To view the results of member training surveys and assists Democratic Services in creating the annual Member training survey.
5. To assist Democratic Services in ensuring Member role descriptions are appropriate and up to date.
6. To assist Democratic Services in creating the Annual Members training programme and the New Members Induction Programme.
7. To assist the Council in achieving charter for elected member development status.
8. To assist with the introduction of new ways of personalising training for members.
9. Assisting Democratic services in ensuring members have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities.

## Identifying member development needs

All Councillors will be offered the opportunity to complete a training needs analysis questionnaire each year and the Council expects that all its members will engage with the process. This will allow Councillors the opportunity to reflect on the skills and expertise that they already have and identify gaps in their knowledge. These responses will then be collated by Democratic Services who will

then use them, amongst other sources to create a yearly member training programme. This programme will then be able to be utilised by members as a source to be able to fill in the gaps they have in their knowledge, as identified within their own personal training needs analysis document.

Democratic Services will also conduct a member training survey each year, whilst mainly looking at practical issues surrounding the training provided; it also allows Councillors to suggest topics for future training sessions. These responses will then be collated by Democratic Services who will then use them in the creation of the member training programme.

If Councillors wish to sit on certain committees such as planning or licensing, they must have undertaken the relevant training beforehand to ensure they are compliant with the legislation. This will be undertaken as either 1-2-1 training or part of a group and so could feature within a member training programme.

The Corporate Management Team and specific service areas should also identify potential needs for example; new legislation or corporate governance issues that affect all Members and then provide appropriate and timely training on those issues.

## How will the Council meet Member's needs?-

### 1) Annual member training programme

The Member Training Group will agree an annual member training programme that runs from April to April. The programme will contain development activities that have been identified through the activities mentioned previously namely:

- Development activities that assist Councillors achieving their training needs identified through the training needs analysis process.
- Development activities suggested through the annual member training survey
- Role specific training, albeit that is open to all members
- Corporate Governance training issues.

The programme will also contain a variety of different training activities, which will be explained later in this strategy, namely:

- Courses run by TDC officers
- Formal courses run by external trainers
- Members briefings

- Coffee evenings

Each activity contained within the member training programme will state which of the corporate priorities or corporate values that particular activity relates to. This helps to enable members to identify those courses that relate to areas that they have identified as in need of addressing as part of their training needs analysis.

Administrative support for the member training programme will be provided by Democratic Services. This encompasses sending all members a copy of the programme, individual electronic appointments for each specific session, populating the calendar of meetings and a telephone reminder at least a week in advance of the session. Democratic Services will also ensure that sufficient pre-course information is provided to Councillors to help them decide on whether to attend courses and to help them prepare questions.

The current member training programme is attached at Appendix 1.

## 2) Members Induction

A comprehensive induction programme is essential to newly elected members so that they may, at the earliest opportunity maximise the skills and knowledge needed to become effective community leaders.

The induction programme will be agreed by the member training group in January of the district council election year, in sufficient time in order to be included with paperwork circulated to potential candidates.

The induction programme will contain a variety of different training activities, covering the Council's priorities and values, governance and behaviour training and specific committee training together with soft skills such as chairing and public speaking training. In addition there would also be more practical sessions surrounding ICT, tours of the offices and democratic housekeeping issues.

All members will also receive an induction folder containing a copy of the programme, calendar of meetings and forms covering payroll, register of interests and car parking. In addition all members will receive a tablet device through which they will access all of the Council's committee papers and an electronic copy of the Council's constitution.

Members who are elected at by-elections will also receive an induction folder as described above and will receive an abridged version of the wider induction programme, adapted to be delivered on a mainly 1-2-1 basis.

### 3) Leadership Development

Developing both the current Member Leadership team and future potential leaders is an important and often neglected part of an overall strategy. Democratic Services will undertake a number of activities to help support the development of both the current Cabinet and Shadow Cabinet. These activities link the strategy with principle E of the CIPFA “Delivering Good Governance in Local Government: Framework” ensuring that the Council follows best practice. TDC will:

- Create a specific development plan in partnership with both the Cabinet and Shadow Cabinet focusing on leadership themes that will develop the capabilities of those members to ensure that the Council can respond successfully to changing legal, policy demands as well as economic, political and environmental changes. This would be done via a variety of learning methods including trainer-led sessions, distant learning and E-learning, provided by both internal and external training providers. This plan would be shared with both at least two months in advance the next Full Council elections. This plan would then be implemented from the day after those elections.
- Provide specific training for Cabinet members and shadow cabinet members building on the leadership themes mentioned above outside of the election period.
- Hold a joint CMT/Cabinet away day and a joint CMT/Shadow Cabinet away day at least yearly including one specifically between the January and April of each Council election year to discuss significant issues, key themes and priorities for a new administration and the support they could receive.

### 4) Other Support offered

The members’ room has been recently refurbished and has a networked PC, meeting facilities for councillors, Ipad charging points and a coffee machine. In addition the room has WiFi access as has the whole of the Council offices.

The Council also has a Member newsletter that is published electronically every week called “In the loop”. Democratic Services regularly use this newsletter to remind Councillors of upcoming member training sessions and other training opportunities.

## Learning Styles offered by Thanet District Council

The Council utilises a variety of training styles in both the annual member training programme and the member induction programme. These include:

# Agenda Item 11

## Annex 1

- **Courses run by external trainers** These are traditional classroom style training sessions led by an external trainer, who possesses skills and/or knowledge that internal officers do not have, or the Council does not feel is appropriate for officers to give.
- **Courses run by officers** These are traditional classroom style training sessions led by an officer of the Council. The Council has many experienced officers with a great deal of skills and knowledge particularly how that knowledge relates to specific Thanet issues. Therefore the Council will always try to maximise where possible the opportunities for officers to provide member training. In addition to being able to provide real-life, locally known examples within their learning, it is also a fantastic development opportunity for officers.
- **Members briefings** These are briefings in a seminar style and are held on a bi-monthly basis. They cover items of importance that relate to the Council's corporate values and priorities. The vast majority are given by officers of the Council, although occasionally there are external presenters if it is felt warranted.
- **One to one training** This type of training involves personal training on a one to one basis and is often most used for ICT training. Whilst effective, it is time consuming and its use would be judged on a case by case basis.
- **Coffee evenings** These are informal networking sessions between Members and Officers. They are an opportunity for Members to pose questions to Officers about service issues and for officers to raise service specific issues with members. They are held on a bi-monthly basis and each session focused on a specific service area.
- **E-learning** Each Member can access a suite of E-learning courses through their Council Ipad. These E-learning courses focus on wider but still important skills and knowledge such as safeguarding and health and safety.

## Budget for Member Learning and Development

The budget for member training is ring-fenced within the wider Council training budget. This budget covers the cost of the yearly member training programme and the costs associated with the south east employers' charter for elected member development. This budget is managed on a day to day basis by the Committee Services Manager and reviewed by the Member Training Group at each of its meetings.

In addition there is also the possibility of members attending seminars and/or additional external courses which would be paid for from the conference fees budget. This would be on a case by case basis and subject to the usual budgetary approval and group leader sign off.

### Evaluating Members Learning and Development

Democratic Services provide a feedback form to all Councillors attending a training session and strongly encourage that they are completed and returned to Democratic Services. These forms are then collated and the results analysed to see where future improvements to training can be made.

In addition to the feedback gained directly after each training session, Democratic Services will also contact all those Councillors that attended a session six weeks after the date of the training to document how that training session has improved (or not) that Councillors way of working. Democratic Services will either increase or decrease this six week timescale if needed, dependent upon the training provided, in order to most appropriately assess its impact.

Both the feedback from each member training session and the feedback received from the review at six weeks will be considered by the Member Training Group in a timely manner in order for the group to make any recommendations regarding any issues that may have emerged from that training session.

Democratic Services also keep a record of all the learning and development courses and briefings attended by each Member and this record will then be published on each Councillors TDC webpage. The responsibility for maintaining this record lies with the Committee Services Manager, based upon the signed attendance sheets used at each meeting.

### Reviewing the Strategy

#### **How will we know when we have achieved the aims of the strategy?**

The aims being:

- Members are equipped with the right skills to help them serve their community to the best of their ability identified through a comprehensive self-assessment of their individual needs.
- Members equipped to help the Council achieve its corporate priorities
- A culture where Member development is seen as a key component in the success of the Organisation.

The Council is applying for the South East Employers Charter for Elected Member Development, in order to achieve charter status, the Council must pass a comprehensive assessment of the Member training provided by Thanet District Council. This assessment will look at a wide variety of topics including many that are coterminous with the aims and objective outlined within this strategy. Therefore if the Council achieves Charter status it will have only done so by meeting the aims and objectives of this strategy.

# Agenda Item 11

## Annex 1

The Member Training Strategy will be reviewed by the Member Training Group on a yearly basis, to ensure the work being undertaken by Democratic Services will meet the aims outlined within the strategy and the that strategy remains up to date and relevant. The Member Training Group will also monitor the objectives outlined within the strategy at each of its meetings.

## Contact details

If you have any queries regarding this strategy document please contact:

Democratic Services  
Thanet District Council  
Margate  
Kent  
CT9 1XZ

Tel: 01843 577459  
Email: [committee@thanet.gov.uk](mailto:committee@thanet.gov.uk)

## Document History

Version	Date	Agreed by	Minute ref
1	XXXXXXXXXX	Council	



## Appendix 1: 2017/18 Member Training Programme

<u>Date</u>	<u>Time</u>	<u>Course</u>	<u>Trainer/Facilitator</u>	<u>Location</u>	<u>Link to Corporate Plan/Values</u>
11 Apr 2017	6.15pm	Members Briefing	Various	Council Chamber	Priority 2
25 May 2017	7.00pm	Coffee Evening	Waste and Recycling	Manston Road Depot	Priority 1
30 May	1.00pm	Training Session – Member/Officer relations	Tim Howes	Council Chamber	Value 2
30 May	7.00pm	Training Session – Member/Officer relations	Tim Howes	Council Chamber	Value 2
20 June 2017	6.15pm	Members Briefing	Various	Council Chamber	TBC
4 July 2017	2.00pm	Training course – Chairing Skills	Elaine Bolton, Beckwith Consulting	Council Chamber	Value 2
4 July 2017	7.00pm	Training course – Chairing Skills	Elaine Bolton, Beckwith Consulting	Council Chamber	Value 2
11 July 2017	7.00pm	Coffee Evening	Parking and Enforcement	Austen Room	Priority 1
5 Sept 2017	6.15pm	Members Briefing	Various	Council Chamber	TBC
26 Sept 2017	7.00pm	Coffee Evening	Parks & open spaces/foreshores/ Crematorium & Cemeteries	Austen Room	Priority 1
26 Oct 2017	2.00pm	Training Session – Planning Training	Iain Livingstone	Council Chamber	Priority 3/Value 2
26 Oct 2017	7.00pm	Training Session – Planning Training	Iain Livingstone	Council Chamber	Priority 3/Value 2
23 Nov 2017	7.00pm	Coffee Evening	Housing	Austen Room	Priority 2
30 Nov 2017	2.00pm	Training session – Scrutiny training	Centre For Public Scrutiny - TBC	Council Chamber	Priority 2/Value 2
30 Nov 2017	7.00pm	Training session – Scrutiny training	Centre For Public Scrutiny - TBC	Council Chamber	Priority 2/Value 2
9 Jan 2018	6.15pm	Members Briefing	Various	Council Chamber	TBC
23 Jan 2018	7.00pm	Coffee Evening	Maritime and technical services	Austen Room	Priority 3
6 Feb 2018	6.15pm	Members Briefing	Various	Council Chamber	TBC
27 Feb 2018	10.30am	Training session – Personal safety	Stewart Bundy	Council Chamber	Value 2
27 Feb 2018	7.00pm	Training session – Personal safety	Stewart Bundy	Council Chamber	Value 2
20 Mar 2018	7.00pm	Coffee Evening	Communications	Austen Room	Value 3
3 Apr 2018	6.15pm	Members Briefing	Various	Council Chamber	TBC
5 Apr 2018	10.30am	Training Session – Licensing Training	Phil Bensted	Council Chamber	Priority 1/2/3
5 Apr 2018	7.00pm	Training Session – Licensing Training	Phil Bensted	Council Chamber	Priority 1/2/3

If you would like a copy of this document in a different format such as Braille, audio or large print, or in another language please call  
01843 577165

**Equality Impact Assessment – Please familiarise yourself with the EIA guidance before completing this form**



Topic	Members Training Strategy
For decision by/project lead	For Decision by Full Council
Date of assessment (or date range if over a period of time)	June/July 2017
Author	Nick Hughes

<b>Introduction to the proposal and background</b>		<p>TDC believes that at the centre of any authority dedicated to meeting the needs of its community will be elected members and the Council understands its key role in supporting and assisting those members so that they may successfully undertake the vital role they have in serving their communities and modernising local government and having a clear Member Training Strategy is fundamental to this. Local Government is a constantly changing environment and all Councillors whether they are newly elected or those of more experience require training to ensure they are as prepared and equipped as possible to meet both their own and their constituents' needs. The aim of the member training strategy is to set out a clear pathway to achieving the following three goals:</p> <ul style="list-style-type: none"> <li>• Members are equipped with the right skills to help them serve their community to the best of their ability identified through a comprehensive self-assessment of their individual needs.</li> <li>• Members equipped to help the Council achieve its corporate priorities.</li> <li>• A culture where Member development is seen as a key component in the success of the organisation.</li> </ul>		
<b>PSED Engaged by this topic (Select)</b>	<b>Yes</b>	<b>No</b>	X	<b>If no, please explain your reasoning and provide evidence where possible.</b>
				<p>After speaking with the Information Governance and Equality Manager, whilst a number of Councillors do display protected characteristics, the strategy would not negatively affect Councillors and will strengthen access to training for all our members.</p> <p>In addition The Council also allows for the payment of Dependents Carers Allowance, which allows Councillors to claim back the cost of childcare or dependents care to allow them to attend meetings of the Council. This reduces the impact on a number of protected groups.</p>

Protected Characteristic	Definitions	Positive Impact			Negative Impact	No specific impact	<p>What will the impact(s) be? If there is a negative impact, can you mitigate it or suggest alternative options for the groups identified? Include detail of any consultation that has taken place with affected groups and any other relevant data that supports the points you make (see EIA Guidance).</p> <p>If there is a negative impact, please explain the 'legitimate aim you are trying to achieve' and provide evidence that no other options are available.</p> <p>Use this space to evidence your thinking if you believe there to be no impact on a particular protected characteristic. Ensure you assess each protected characteristic.</p>
		PSED Aim 1	PSED Aim 2	PSED Aim 3			
Gender	Men/Boys					X	
	Women/Girls					X	
Gender Reassignment						X	
Disability	Physical					X	
	Mental Ill health/disability					X	
	Learning difficulty/disability					X	
	Sensory impairment					X	
Age	Babies and children (0-16)					X	
	Young adults (16-25)					X	
	Mid-age adults (26-59)					X	
	Older adults (60+)					X	
Race	White British/white other					X	
	Mixed race					X	
	Asian/Asian British					X	
	Black/Black British					X	
	Arab/Arab British					X	
	Gypsies/travellers					X	
	Other ethnic group					X	
Sexual Orientation	Heterosexual					X	
	Gay man					X	
	Lesbian					X	
	Bisexual					X	
Religion or Belief	Faith Groups					X	
Pregnancy &						X	However whilst the impact could be small the Council does offer Dependents Carers

<b>Maternity</b>						allowance to all its members, which allows members to pay for childcare, which should allow members to access training.
<b>Marriage &amp; Civil Partnership</b>	<i>(Aim 1 of the PSED only)</i>				X	
<b>Socio-Economic Background</b>	<i>(N.B not a protected characteristic but relevant to Thanet)</i>				X	

<b>Consultation with Information Governance &amp; Equality Team</b>						
<b>Date advice given</b>	8 June 2017					
<b>Advice</b>	That the strategy was in need of a full Equality Impact Assessment.					
<b>Advice accepted by responsible officer?</b>	<b>Yes</b>	X	<b>No</b>		<b>If no, please explain your reasoning.</b>	

<b>Approval and Signoff from Line Manager</b>			
<b>Name</b>	Nick Hughes	<b>Job Title</b>	Committee Services Manager
<b>Date</b>	14/9/17		

*Please ensure this EIA is appended to your report to CMT/Members (if going to CMT/Committee) and that the main issues are highlighted in the Equality section of the report template to enable the decision maker to discharge the PSED at the time the decision is made.*

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<b>THANET ELECTORAL REVIEW</b>
--------------------------------

Council	<b>12 October 2017</b>
Report Author	<b>Nick Hughes, Committee Services Manager</b>
Portfolio Holder	<b>Cllr Derek Crow-Brown, Cabinet Member for Corporate Governance</b>
Status	<b>For Recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Ward:	<b>All Wards</b>
Previously considered by:	<b>Boundary and Electoral Arrangements Working Party 28 September 2017</b>

**Executive Summary:**

The report asks Council to decide whether to commission an electoral review by the Local Government Boundary Commission for England on the number, boundaries and names of wards and the number of councillors to be elected to each in Thanet.

The report outlines what an electoral review is and outlines why the Council is considering undertaking one. The report suggests a reduction in the number of Councillors from 56 to approximately 36 based upon the reasoning set out within the report. The report then outlines how a report is undertaken and the factors that the Local Government Boundary Commission for England (LGBCE) take in to consideration when asked to undertake a review.

**Recommendation(s):**

To agree one of the following options:

Option One – To request the LGBCE to undertake an electoral review of TDC in 2018 with an indicative size of Council membership of approximately 36.

Option Two – To request the LGBCE to undertake an electoral review of TDC in 2018 with an alternative indicative size of Council. (This alternative size must be stated)

Option Three – Not to request the LGBCE to undertake a review.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no direct financial implications arising from this initial report.
<b>Legal</b>	<p>The process for electoral reviews is contained in the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). This consolidates and amends provisions previously contained in the Local Government Act 1972, the Local Government Act 1992 and the Local Government and Public Involvement in Health Act 2007.</p> <p>The law permits the LGBCE review the arrangements for all or any part of a principal local authority's area at any time.</p>

<b>Corporate</b>	An electoral review will help the Council to ensure it has as far as is possible an equality of democratic representation across the district. A review would also help the Council to meet the corporate priorities and values as set out below.								
<b>Equality 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="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;"><input type="checkbox"/></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td style="text-align: center;"><input type="checkbox"/></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;">x</td> </tr> </table> <p>Democratic Services are undertaking a high level ongoing assessment of the equality impact of these proposals as they are progressed on the advice of the information governance team. Democratic Services will undertake a full equality impact assessment to accompany the final council size proposals being agreed by Full Council and submitted to the LGBCE.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	<input type="checkbox"/>	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	<input type="checkbox"/>	Foster good relations between people who share a protected characteristic and people who do not share it.	x
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	<input type="checkbox"/>								
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	<input type="checkbox"/>								
Foster good relations between people who share a protected characteristic and people who do not share it.	x								

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

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

## 1.0 Introduction and Background

1.1 Electoral Reviews are an examination of a council's electoral arrangements. This means:

- the total number of members to be elected to the council;
- the number and boundaries of electoral areas (wards/divisions) for the purposes of the election of councillors;
- the number of councillors for any electoral area of a local authority; and
- the name of any electoral area.

1.2 The Local Government Boundary Commission for England (LGBCE) undertake these reviews on behalf of Councils to ensure that there is an equality of democratic representation across the area that Council represents. The Local Government Boundary Commission is then responsible for putting any changes to electoral arrangements into effect, and does this by making a Statutory Instrument or order. The Council then conducts elections based on the new boundaries.



1.3 Thanet District Council is considering asking the LGBCE to undertake a review of the number, boundaries and names of the Thanet wards and the number of councillors elected to each, with a view to reducing the number of Councillors to approximately 36.

## 2.0 Why does Thanet District Council want to undertake a review?

2.1 The Council considered proposals for a single Council across Kent in March 2017, these proposals were not agreed by all of the four Councils and so they did not progress. Had these proposals been agreed an electoral review for the newly created Council would have to have been undertaken. When looking across the four East Kent Council's that would have formed the new Council, both Canterbury City Council (CCC) and Shepway District Council (SDC) have undertaken Electoral reviews to reduce the number of Councillors and Dover District Council (DDC) has very recently agreed to undertake a review. This leaves Thanet as the only Council in East Kent not to have undertaken a review.

2.2 There are two main reasons with regard to timing and the "why now?" question. The first of these is that the changes as a result of an electoral review are generally implemented at the next set of elections, as the review takes approximately a year to complete these would be the May 2019 elections. We have been informally advised by the LGBCE that to start any later than now and it would not be possible to complete the review prior to the May 2019 and so any changes required would then most likely not be implemented until May 2023. The second is that as the LGBCE are the organisation to undertake the review the Council is at their behest when it comes to when they can undertake the review. The LGBCE in its informal contact with TDC have confirmed that they have capacity to undertake the review in 2018.

2.3 Whilst not a reason to undertake the review, there may be efficiencies that may result from the review depending upon the number of Councillors the LGBCE agree to, however this will not be known until after the review has been completed.

## 3.0 Why is the Council suggesting a reduction to 36 Councillors?

3.1 As part of the informal discussions the Council has had with the LGBCE they have requested an approximation of number of Councillors the Council would like to have as a result of the review, which will help the LGBCE in their initial deliberations and where to place the review in its work programme.

3.2 TDC have conducted some very early comparisons with other local Council's on Council size and ratios between Population and the number of Councillors in the table below.

Authority	Population <sup>1</sup>	No. of Councillors	Ratio of Pop. To Cllrs
Canterbury City Council	159,963	39	4101:1
Shepway District Council	110,034	30	3667:1
Dover District Council	113,228	45 (current) 33 (proposed)	2516:1 3431:1
Thanet District Council	139,772	56 (current) 36 (proposed)	2495:1 3882:1

<sup>1</sup> Office of National Statistics 2015 populations estimates

3.3 As you can see from the table above TDC currently has a population to Cllr ratio of 2495:1 this is significantly higher than the ratios in both Canterbury and Shepway.

3.4 There are a number of other factors that contribute to a suggestion of reducing the number of Councillors that represent TDC, these include:

- The Cabinet remains responsible for taking Key Decisions
- Implementation of a new constitution with high levels of delegation of executive functions to portfolio holders and officers
- Subject to those functions reserved to committees and panels, regulatory decisions are delegated by default to officers
- Move from multiple to a single Overview and Scrutiny Panel
- Limited but well managed Scrutiny programme
- Committees are authority wide rather than area based
- Meetings are always quorate with excellent levels of attendance
- Works of some committees e.g. Standards Committee has diminished
- Clear commitment to Member training and development
- Relatively high turnover of Members
- Increasing delegation of responsibilities and assets to Town and Parish Councils
- Shared services delivery e.g. EKS; EK Audit
- Other models of service delivery e.g. East Kent Housing; Your Leisure
- Further plans for future transfer of services and functions; shared services etc.
- Significant reduction in the authorities budget
- Consequent reduction in staffing numbers
- Council focus on efficiency improvement and improving value for money

3.4 It is important to note that at this stage this number of Councillors (36) is not fixed, or represents the number that will feature in the Council's final review request to the LGBCE. As is explained in the paragraph below – "How does a review work?" the Council has to undertake a significant amount of work on researching and finalising the number of Councillors it would like before submitting its target to the LGBCE. However any proposed number has to be justified – see paragraph 4.4 (iv) below.

#### **4.0 How does a review work?**

4.1 The Local Government Boundary Commission for England (LGBCE) was established by Parliament under the provisions of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). Independent of central and local government, and political parties, it is directly accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.

4.2 The Commission's objectives are:

- To provide electoral arrangements for English principal local authorities that are fair and delivers electoral equality for voters.
- To keep the map of English local government in good repair and work with principal local authorities to help them deliver effective and convenient local government to citizens.

4.3 The first step of any electoral review is to determine the Council size, since it determines the average number of electors per councillor to be achieved across all wards or divisions of the authority. The LGBCE cannot consider the patterns of wards or divisions without knowing the optimum number of electors per councillor, which is derived from dividing the electorate by the number of councillors to be elected to the authority.

4.4 When the LGBCE undertake its review of the Council they will consider the following factors:

- i) The LGBCE want to receive well-reasoned proposals which clearly demonstrate the individual characteristics and needs of each local authority area and its communities and how its circumstances relate to the number of councillors elected to the authority.
- ii) The LGBCE will take a view on the right council size for an authority by considering three areas: 1) the governance arrangements of the council, how it takes decisions across the broad range of its responsibilities, and whether there are any planned changes to those arrangements; 2) examination of the council's scrutiny functions relating to its own decision making and the council's responsibilities to outside bodies, and whether any changes to them are being considered; and 3) consideration of the representational role of councillors in the local community and how they engage with people, conduct casework and represent the council on local partner organisations.
- iii) The LGBCE will be asking for council size proposals to reflect not simply the council's current arrangements, but also likely future trends or plans. Their aim is to ensure their recommendations remain relevant for the long term and to recommend a number that delivers effective and convenient local government well after the completion of the electoral review. Accordingly, they will be looking for those involved in a review to set out their vision for the local authority in five to ten years.
- iv) The council under review should examine its political management and working practices and make reasoned proposals. The LGBCE has no pre-conceived views on the number of councillors necessary to run any particular local authority effectively, and they will accept proposals for an increase, a decrease or the retention of the existing number of councillors, but only on the basis that they can be justified.
- v) The LGBCE will in providing context to the authority's proposal on council size, refer to the Nearest Neighbours model prepared and published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This will identify the Council's 15 nearest two-tier district council neighbours.
- vi) There are levels at which the LGBCE would consider an authority being too small to discharge its statutory functions or too large to be able to function in an effective manner.

4.5 More information on undertaking electoral reviews can be found at <https://www.lgbce.org.uk/>

## **5.0 Consideration by the Boundary Electoral Arrangements Working Party**

5.1 This report was considered by the Boundary Electoral Arrangements Working Party at its meeting on the 28 September where it recommended:

To recommend that Council request the LGBCE undertake an electoral review of TDC in 2018 with an alternative indicative size of council, and that the indicative size be approximately 56 Councillors.'

5.2 If this recommendation were to be adopted by Full Council, i.e to start a review with an indicative size of 56 Councillors, then there would be no point in continuing the process further. This is because the Council in its work leading up to its final size submission would be justifying a size of 56 Councillors and would not be actively seeking to justify a reduction in number. This would mean allocating a large amount of Officer and Member time and resource in justifying the status quo. This would not be an efficient use of Council resources.

## 6.0 Next Steps

6.1 If option one or two is chosen then The commissioner of the LGBCE will arrange a visit to TDC to meet with Officers, Group Leaders and hold a Members Briefing open to all elected members to discuss the issue of Council size.

6.2 The Boundary and Electoral Arrangements Working party will take a major role at every stage of the process making recommendations to Council after each stage of consultation.

6.3 An indicative timescale for a review is included at Annex 1 to this report.

## 7.0 Options

7.1 To recommend to Council one of the following options:

Option One – To request the LGBCE to undertake an electoral review of TDC in 2018 with an indicative size of Council membership of approximately 36.

Option Two – To request the LGBCE to undertake an electoral review of TDC in 2018 with an alternative indicative size of Council. (This alternative size must be stated)

Option Three – Not to request the LGBCE to undertake a review.

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

## Annex List

Annex 1	Timescale for a review
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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 and Monitoring Officer

# Agenda Item 12

## Annex 1

Stage	Action	Duration*
Preliminary Period	Informal dialogue with local authority. Focus on gathering preliminary information including electorate forecasts and other electoral data. Commissioner-level involvement in briefing group leaders on the issue of council size. Meetings also held with officers, group leaders, full council and, where applicable, parish and town councils. At the end of this process, the council under review and its political groups should submit their council size proposals for the Commission to consider.	Up to 6 months in advance of formal start of review  Starts 12 October 2017
Council size decision	Commission analyses submissions from local authority and/or political groups on council size and takes a 'minded to' decision on council size.	5 weeks from 28 February 2018
<b>Formal start of review</b>		
Consultation on future warding/ Division arrangements	The Commission publishes its initial conclusions on council size. General invitation to submit warding/division proposals based on Commission's conclusions on council size.	12 weeks
Development of Draft recommendations	Analysis of all representations received. The Commission reaches conclusions on its draft recommendations.	12 weeks
Consultation on draft recommendations	Publication of draft recommendations and public consultation on them	8 weeks
Further Consultation (if required)	Further consultation only takes place where the Commission is minded to make significant changes to its draft recommendations and where it lacks sufficient evidence of local views in relation to those changes.	Up to 5 weeks
Development of final recommendations	Analysis of all representations received. The Commission reaches conclusions on its final recommendations and they are laid before Parliament.	12 weeks ending December 2018

\* Time periods shown are the expected typical duration of stages. They are not standards or undertakings. The progress of a review will be determined by the nature of the issues to be addressed and the availability of information to underpin sound decision-making, not by a determination to complete a review within any given period.

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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.