

MEETING OF THE COUNCIL



Thursday, 28th March, 2019

7.00 pm

**Council Chamber
Thanet District Council
Margate**

**www.thanet.gov.uk
01843 577000**



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Date: 18 March 2019
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, 28 March 2019 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 THE PREVIOUS MEETING** (Pages 5 - 8)

To approve the Minutes of the meeting of Council held on 28 February 2019, 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.

5a **PETITION REGARDING MODERN DAY SLAVERY** (Pages 9 - 12)

<u>Item No</u>	<u>Subject</u>
5b	<u>PETITION REGARDING THE BUDGET</u> (Pages 13 - 16)
6.	<u>QUESTIONS FROM THE PRESS AND PUBLIC</u> To receive questions received from the press or public in accordance with Council Procedure Rule 13.
7.	<u>QUESTIONS FROM MEMBERS OF THE COUNCIL</u> To receive questions from Members of the Council in accordance with Council Procedure Rule 14.
7a	<u>QUESTION NO.1 FROM A MEMBER REGARDING THE FUNDING OF TOURISM SERVICES</u> (Pages 17 - 20)
8.	<u>NOTICE OF MOTION</u> To receive any Notices of Motion from Members of Council in accordance with the Council Procedure Rule 3.
9.	<u>LEADERS REPORT</u> (Pages 21 - 22) To receive a report from the Leader of the Council in accordance with Council Procedure Rule 2.4.
10.	<u>REPORT OF THE CHAIRMAN OF THE EXECUTIVE, POLICY AND COMMUNITY SAFETY SCRUTINY PANEL</u> (Pages 23 - 32)
11.	<u>REPORT OF THE CHAIRMAN OF THE FINANCE, BUDGET AND PERFORMANCE SCRUTINY PANEL</u> (Pages 33 - 42)
12.	<u>REPORT OF THE CHAIRMAN OF THE GOVERNANCE AND AUDIT COMMITTEE</u> (Pages 43 - 56)
13.	<u>REPORT OF THE INDEPENDENT CHAIRMAN OF THE STANDARDS COMMITTEE</u> (Pages 57 - 66)
14.	<u>APPOINTMENT OF INDEPENDENT STANDARDS MEMBERS</u> (Pages 67 - 70)
15.	<u>CONSTITUTIONAL CHANGES - MANDATORY TRAINING</u> (Pages 71 - 78)
16.	<u>CALENDAR OF MEETINGS</u> (Pages 79 - 94)
17.	<u>MEMBERS ALLOWANCES - REPORT BACK FROM THE EKJIRP COMMITTEE</u> (Pages 95 - 108)

Item
No

Subject

18. **RAMSGATE CHARITIES NOMINATIONS** (Pages 109 - 112)
19. **CHANGE OF POLLING PLACES FOR THE 2019 DISTRICT ELECTIONS** (Pages 113 - 116)

Declaration of Interests Form

COUNCIL

Minutes of the meeting held on 28 February 2019 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor David Saunders (Chairman); Councillors Ashbee, Bambridge, Bayford, Buckley, Campbell, G Coleman-Cooke, K Coleman-Cooke, Connor, Constantine, Crow-Brown, Curran, Day, Dellar, Dennis, Dexter, Dixon, Edwards, Evans, Falcon, Fenner, Game, I Gregory, G Hillman, Jaye-Jones, Johnston, Larkins, Martin, Matterface, Messenger, Parsons, L Piper, S Piper, L Potts, R Potts, Pugh, Rogers, Rusiecki, M Saunders, Savage, Shonk, Stummer-Schmertzing, Taylor, Taylor-Smith, Tomlinson, Townend and Wright

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Braidwood, Dawson, J Fairbrass, L Fairbrass, Grove, Hayton and Wells.

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 7 February 2019 be approved and signed by the Chairman.

3. ANNOUNCEMENTS

There were no announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. BUDGET 2019-20 REPORT

It was noted that in accordance with council procedure rule 17.6, a recorded vote would be taken on the motion or any amendments and substantive motions.

It was proposed by the Chairman and seconded by the Leader, that the recommendations set out in the report be agreed, namely:

1. Council agrees the following:

General Fund

- 1.1 That the General Fund revenue budget estimates for 2019-20 are approved.

Housing Revenue Account

- 1.2 That the HRA budget estimates for 2019-20 to 2022-23 are approved.

Capital Programme

- 1.3 That the General Fund and Housing Revenue Account budgets for 2019-20 are approved.

Treasury Management

- 1.4 That the Treasury Management Statement, Minimum Revenue Provision Policy Statement, Annual Investment Strategy, Capital Strategy and Non-Treasury Investments Report for 2019-20, as shown in Annex 3, are approved.
- 1.5 That the Flexible Use of Capital Receipts Strategy for 2019-20 as shown in Annex 2 is approved.
- 1.6 That the Section 151 Officer’s Assurance Statement as set out in section 14 of this report is noted.

The Monitoring Officer conducted a recorded vote on the motion as follows:

28 Members voted in favour the motion: Councillors Ashbee, Bambridge, Bayford, Buckley, K Coleman-Cooke, Curran, Day, Dennis, Dexter, Evans, Game, Gregory, Jaye-Jones, Martin, Messenger, Parsons, L Piper, S Piper, L Potts, Pugh, Rogers, D Saunders, M Saunders, Savage, Taylor, Taylor-Smith, Tomlinson and Wright.

7 Members voted against the motion. Councillor Connor, Edwards, G Coleman-Cooke, Hillman, Johnston, Larkins and Shonk

12 Members abstained from voting on the motion: Councillor Campbell Constantine, Crow-Brown, Dellar, Dixon, Falcon, Fenner, Matterface, R Potts, Rusiecki, Stummer-Schmertzing, Townend

The motion was carried.

6. 2019-20 COUNCIL TAX RESOLUTION

It was noted that in accordance with council procedure rule 17.6, a recorded vote would be taken on the motion or any amendments and substantive motions.

It was proposed by Councillor Gregory and seconded by the Leader that the recommendations set out in the report be agreed, namely:

1. That Members approve the Thanet District Council element of Council Tax charges as set out below for the listed property bands:

COUNCIL TAX PER PROPERTY BAND FOR 2019-20								
BAND	A	B	C	D	E	F	G	H
Proportion of band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Annual Charge	155.46	181.37	207.28	233.19	285.01	336.83	388.65	466.38

- ii. That Members approve the determinations at Section 1 of this report.

Agenda Item 2

The Monitoring Officer conducted a recorded vote on the motion as follows:

45 Members voted in favour the motion: Councillors Ashbee, Bambridge, Bayford, Buckley, Campbell, G Coleman-Cooke, K Coleman-Cooke, Connor, Constantine, Crow-Brown, Curran, Day, Dellar, Dennis, Dexter, Dixon, Edwards, Evans, Falcon, Fenner, Game, Gregory, Martin, Matterface Messenger, Parsons, L Piper, S Piper, L Potts, R. Potts, Pugh, Rogers, Rusiecki, D Saunders, M Saunders, Savage, Shonk, Stummer-Schmertzing, Taylor, Taylor-Smith, Tomlinson, Townend and Wright.

2 Members voted against the motion: Councillors Jaye-Jones and Larkins

No Members abstained from voting on the motion.

The motion was carried.

Meeting concluded : 7.30pm

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PETITION REGARDING MODERN DAY SLAVERY

Council	28 March 2019
Report Author	Nick Hughes, Committee Services Manager and Deputy Monitoring Officer
Portfolio Holder	Cabinet Member for Corporate Governance and Coastal Development
Status	For recommendation
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

Executive Summary:

A petition containing 25 valid signatures was received by the Council requesting that the Council support the Co-Operative Party position on Modern Day Slavery and that the council adopt the Co-Operative Party's Charter Against Modern Slavery.

The report sets out how the Council deals with petitions of this size; it explains that the petition organiser will present the petition to the meeting and sets out the next steps as to how the Council will deal with the petition.

Recommendation(s):

Under the Council's petitions scheme, Council is required to refer the petition to Cabinet without debate for report back to Council.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no identified financial implications from this report.
Legal	This matter is dealt with under the Council's scheme for dealing with petitions from the public which is contained within the constitution.
Corporate	In accordance with the Council petition scheme if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do

	<p>not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</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> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
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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.									
	<p>There are no specific equity and equalities issues arising from this report.</p> <p>However 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>								

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

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

1.0 Introduction and Background

1.1 Under the terms of the Council's petitions scheme, petitions may be presented at ordinary meetings of Council; and if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.

2.0 The Current Situation

2.1 A petition organised by Councillor Campbell has been validly signed by 25 persons. The petition prayer reads:

"We the undersigned support the Co-Operative Party position on Modern Day Slavery and ask Thanet District Council to adopt the Co-Operative Party's Charter against Modern Slavery."

2.2 The petition organiser is entitled to present their petition to Council, and in accordance with the Council petition scheme has three minutes to present the petition.

2.3 Councillor Campbell has informed the Council that he will be in attendance to present the petition.

3.0 Next Steps

3.1 Under the Council's petitions scheme, Council is required to refer the petition to Cabinet for report back to Council within three ordinary meetings.

Contact Officer:	Nick Hughes, Committee Services Manager (7208)
Reporting to:	Tim Howes, Director of Corporate Governance

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Interim Head of Financial services and Procurement
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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PETITION REGARDING THE BUDGET

Council	28 March 2019
Report Author	Nick Hughes, Committee Services Manager and Deputy Monitoring Officer
Portfolio Holder	Cabinet Member for Corporate Governance and Coastal Development
Status	For recommendation
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

Executive Summary:

A Epetition containing 37 valid signatures was received by the Council requesting that the Council reconsider two points of the Budget set by the Council.

The report sets out how the Council deals with petitions of this size; it explains that the petition organiser will present the petition to the meeting and sets out the next steps as to how the Council will deal with the petition.

Recommendation(s):

Under the Council’s petitions scheme, Council is required to refer the petition to Cabinet without debate for report back to Council.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no identified financial implications from this report.
Legal	This matter is dealt with under the Council’s scheme for dealing with petitions from the public which is contained within the constitution.
Corporate	In accordance with the Council petition scheme if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do

	<p>not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</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> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
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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.									
	<p>There are no specific equity and equalities issues arising from this report.</p> <p>However 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>								

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

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

1.0 Introduction and Background

1.1 Under the terms of the Council's petitions scheme, petitions may be presented at ordinary meetings of Council; and if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.

2.0 The Current Situation

2.1 A petition organised by John Finnegan has been validly signed by 37 persons. The petition prayer reads:

"We the undersigned petition the council to reconsider two points of the Budget set by the Council"

2.2 The petition organiser is entitled to present their petition to Council, and in accordance with the Council petition scheme has three minutes to present the petition.

2.3 Mr Finnegan has informed the Council that he will be in attendance to present the petition.

3.0 Next Steps

3.1 Under the Council's petitions scheme, Council is required to refer the petition to Cabinet for report back to Council within three ordinary meetings.

Contact Officer:	Nick Hughes, Committee Services Manager (7208)
Reporting to:	Tim Howes, Director of Corporate Governance

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Interim Head of Financial services and Procurement
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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QUESTION NO. 1 FROM A MEMBER - REGARDING FUNDING FOR TOURISM SERVICES

Council 28 March 2019

Report Author Democratic Services Officer

Portfolio Holder Cabinet Member for Corporate Governance and Coastal Development

Classification: Unrestricted

Key Decision No

Ward: All Wards

Executive Summary:

Councillor Ashbee will receive a question from a Member of Council in relation to funding of tourism services.

Recommendation(s):

This report is for information.

CORPORATE IMPLICATIONS				
Financial and Value for Money	There are no identified financial implications from this report.			
Legal	There are no legal implications directly from this report.			
Corporate	Council Procedure Rule 14 enables Members of Council to ask a Member of the Cabinet or the Chairman of any Committee or Sub-Committee questions on matters in relation to which the Council has powers or duties or which affect the district. No Member, however, can submit more than one question to one meeting.			
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.			
	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.			
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Please indicate which aim is relevant to the report.				
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	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 are no specific equity and equalities issues arising from this 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	
Supporting the Workforce	
Promoting open communications	x

1.0 Introduction and Background

1.1 The following question, addressed to Councillor Ashbee, has been received from Councillor Johnston in accordance with Council Procedure Rule No. 14.

Tourism is one of the most important wealth and well being generators in Thanet. Could the Cabinet member confirm she is persuading colleagues to reverse the allocation of 3 million pounds to this building and using some of the monies to save our vital tourism staff and services.

1.2 Council Procedure Rule 14.3 states that a Member of the Council may ask

- a Member of the Cabinet; or
- the Chairman of any Committee or Sub-Committee

A question on any matter in relation to which the Council has powers or duties or which affects the district.

1.3 Council Procedure Rule 14.7 states that an answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated within three working days to the questioner.

1.4 A Member may, in accordance with Council Procedure Rule 14.8, ask one supplementary question without notice to the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

1.5 The questioner shall have two minutes for the initial question and one minute for the supplementary question and the respondent shall have five minutes for the initial reply and two minutes for the supplementary reply. (Council Procedure Rule 14.9 refers)

Contact Officer:	Nick Hughes, Committee Services Manager (7208)
Reporting to:	Tim Howes, Director of Corporate Governance

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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LEADER’S REPORT TO COUNCIL

Council **28 March 2019**

Report Author **Nick Hughes, Committee Services Manager**

Portfolio Holder **The Leader**

Status **For Information**

Classification: **Unrestricted**

Key Decision **No**

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

Financial and Value for Money	There are no financial implications directly arising from this report.	
Legal	There are no legal implications arising from this report.	
Corporate	The Leaders report helps to contribute to the promoting open communications corporate value.	
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.	
	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	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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CORPORATE PRIORITIES (tick those relevant) ✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	

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

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

Finance	Matt Sanham, Interim Head of Financial services and Procurement
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

**EXECUTIVE, POLICY & COMMUNITY SAFETY SCRUTINY
 PANEL CHAIRMAN'S ANNUAL REPORT TO COUNCIL
 2018/19**

Council	28 March 2019
Report Author	Cllr Glenn Coleman-Cooke, Chairman of the Executive, Policy & Community Safety Scrutiny Panel
Status	For Information
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

Executive Summary:

The purpose of the report is to highlight some of the key activities that were planned for and achievements made by the Executive Scrutiny Panel during the course of the 2018/19 municipal year.

Recommendation(s):

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

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications directly arising from this report. The report provides a briefing to Full Council about the current work activities and achievements made by the Executive Scrutiny Panel.
Legal	There are no legal implications directly arising from this report. A presentation of the Panel Chairman's annual report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.
Corporate	<p>There are no corporate risks associated with this report. The report enables discussion by Members at Full Council on the activities of the Executive Scrutiny Panel.</p> <p>The debate on the Panel 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>

Equality Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <p>Please indicate which aim is relevant to the report.</p> <p>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</p> <p>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</p> <p>Foster good relations between people who share a protected characteristic and people who do not share it.</p> <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>
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CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

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

1.0 Introduction and Background

- 1.1 The Executive Scrutiny Panel is entitled to make an annual report to Full Council at the end of each municipal year. This report summarises the key achievements of the Panel during 2018/19.

- 1.2 During this municipal year, the Panel Chairman presented three reports to Council on the review activities that were carried out by the Panel. These activities were carried out in line with the Panel's terms of reference reflected in Annex 1 to the report.
- 1.3 The first approach was for the Panel to request cabinet member presentations on topical issues and engaging the executive in debate on issues considered topical to the current work of the Council. On some of those occasions the discussion would end up in the Scrutiny Panel forwarding suggestions to cabinet members for further consideration.
- 1.4 The second approach was that the Panel identified review topics from the Forward Plan and requested an officer report and presentation at meetings. The cabinet member responsible for the policy area would be in attendance to respond to queries from the Members and offer policy direction.
- 1.5 The third aspect of the work of the Panel was consideration of issues that were referred to it in instances where Cabinet sought input from the Panel before making either a final decisions on such matters or making recommendations to Full Council.
- 1.6 The last approach was the Panel exercising its call-in function in order to seek clarification and or offer advice on cabinet or individual cabinet member decisions before they were implemented. This report would therefore provide the basis for debate by Members on the Panel's annual activities and hopefully lead to sharing of views and ideas to enhance the Council's scrutiny function.

Main Issues reviewed by the Executive Scrutiny Panel

2.0 Cabinet Member Presentations at Panel Meetings

- 2.1 There was one presentation where the Panel engaged the Deputy Leader and Portfolio holder for Operational Services, during his presentation on the "effective is the delivery of Operational Services to residents that are not regularly reported on." The presentation focused on the following areas of the Service:

Crematorium and cemeteries;
Commercial Waste;
Environmental Education;
Playgrounds;
Workshops & Fleet Management;
CCTV;
Coastal Development;
Parking.

- 2.3 One of the highlights of the presentation was the fact that the Commercial Trade Waste Service had been introduced in July 2018. This service had managed to cover its costs and was generating income that was expected to be about £130k at the end of the year. It had 122 new customers signed up and over 170 tonnes of waste had been collected since July 2018, with a four day weekly collection schedule. This was a good news story for the Council.
- 2.4 The Panel was further advised that the Council operated more than 75 main street cameras, more than 70 car park and stairwells cameras, 30 tower block cameras and

6 re-deployable mobile and covert cameras. The Service had provided 259 evidential videos for the Courts in 2018, 391 reviews by the Police in 2018. They had located numerous vulnerable and missing youths. This was some good work by the Service.

- 2.5 It was also reported that the civil enforcement team had issued over 20,000 PCNs between April and December last year. They received 492 abandoned vehicles cases and had removed 63 abandoned vehicles in 2018. They conducted 275 individual school safety enforcement visits last year and also introduced a new TDC Enforcement Twitter account through which the public could report enforcement matters directly to the department. Although faced with significant challenges, officers were tackling them well.

Key Issues from the Forward Plan reviews by the Panel

3.0 Review of the Anti-Social Behaviour Public Spaces Protection Order

- 3.1 In July 2018, the Panel requested to review the impact of the Public Spaces Protection Order (PSPO) after a six months implementation period. The PSPO which gave discretion and flexibility to officers to exercise enforcement where the specified conduct was causing harassment, alarm and distress detrimental to the locality, was introduced in four wards in Margate (Margate Central and Cliftonville West) and Ramsgate (Central Harbour and Eastcliff). The Order would be operational for three years and provided restrictions of the following activities:

- Anti-Social group congregation of two or more persons when causing ASB and;
- Misuse of public spaces (when asked not to do so);
- Using foul or abusive language;
- Excreting bodily fluids.

- 3.2 It was concluded by the Panel that because the implementation had a slow start, it would be more helpful if a further review could be done after twelve months.

4.0 Asset Strategy - Thanet Museums

- 4.1 The Panel requested for an officer report on proposals for an asset strategy regarding Thanet Museums. Members commented on the options available to Council and officer recommendations that were to be considered by Cabinet at a later meeting to determine the future of the following museums:

Dickens House, Broadstairs;
Margate Museum, Margate;
Tudor House, Margate;
Old Town Hall, Margate.

- 4.2 Before making a decision on the assets, Cabinet was requested to consider the following courses of action:

1. Fully investigate the full legalities and history of the buildings;

2. Establish when the £50k funds bequeathed to Dickens House would be made available to be used for the maintenance of the Museum and whether TDC had the right to dispose of the building.
- 4.3 Cabinet in turn considered the Panel recommendation and agreed to address concerns raised in the recommendations; should Cabinet decide to proceed and agree to the marketing of the properties as part of the stage 1 of the disposals process.

Key Issues referred to the Executive Scrutiny Panel by Cabinet/Council

5.0 Draft Local Plan

5.1 The Panel was consulted by Cabinet on the proposed draft Local Plan as is required by the Council constitution and made important intervention that shaped the recommendations that were forwarded to Full Council. A summary of the main planning areas where the Panel intervened are as detailed below:

- i. That housing development being proposed in the Local Plan be phased to be implemented towards the end of the Plan period;
- ii. That the committee report at paragraph 2.11 and the draft Local Plan text be amended to indicate that if a DCO or CPO process has not been agreed within two years that the status of the site be reviewed.

5.2 Thereafter Council (in addition to all other recommendations relating to the draft Local Plan), adopted the following recommendations from Cabinet:

- i. The housing supply phasing in the draft Plan and other relevant references in the (plan) document to show an amended phasing (of housing development); and
- ii. "In the event that a DCO or CPO process is not accepted or granted, or does not proceed, the Council will need to consider the best use for this site, in the next Local Plan review after a minimum of two years."

5.3 This was a significant contribution by the Panel and is evidence of the collegiate working relationship between the Panel and Cabinet.

5.4 For Members reference, the work programme for the Panel for 2018/19 is attached as Annex 2 to the report.

6.0 Call-in of Executive decisions

6.1 Only one executive decision was called-in. This was an individual cabinet member decision on Digital Parking Pilot Project. The Panel took the view that the information used to make the decision was limited. Once additional information was provided through a question and answer session, no further action was required.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 57186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 57108

Annex List

Annex 1	Executive Scrutiny Panel Terms of Reference for 2018/19
Annex 2	Executive, Policy & Community Safety Scrutiny Panel Work Programme 2018/19

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matthew Sanham, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

**EXECUTIVE, POLICY AND COMMUNITY SAFETY SCRUTINY PANEL DRAFT
TERMS OF REFERENCE**

Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 Conservative; 2 Independent and UKIP; 2 Thanet Independent Councillors 1 Labour
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Council
Restrictions on Membership	Non Cabinet Members only
Restrictions on Chairmanship	Non Cabinet Members only
Quorum	Four
Number of ordinary meetings per Council Year	Seven

General role

Within their terms of reference, the Executive, Policy & Community Safety Scrutiny Panel will:

- (a) Lead in reviewing proposals by the executive regarding policy development matters affecting the delivery of services in Thanets;
- (b) To consider matters relating community wellbeing and safer neighbourhoods;
- (c) Within the remit of the Panel, make reports and/or recommendations to the Cabinet, Council or any appropriate Committee in connection with the discharge of any functions;
- (d) Consider any matter affecting the area or its residents within the remit of the Panel; and
- (e) Exercise the call-in function of the Council.

Specific functions

Terms of Reference

1. To lead on overview and scrutiny policy matters having specific regard for developing new approaches to policy and making appropriate recommendations to assist the Cabinet and the Council in the development of its policy framework. This includes reviewing all the plans and strategies within the policy framework as set out in Article 4 of the Constitution;
2. Considering the Council's Forward Plan;

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3. Consider all petitions that request for new services or requiring council action on an emerging matter affecting the local community;
4. Consider all community safety matters and act as the community safety scrutiny panel;
5. To deal with all call-in matters arising under Overview and Scrutiny Procedure Rule 15 and Budget and Policy Framework Procedure Rule 6;
6. Consider all valid Councillor Call for Action (CCfA) submissions made through the CCfA protocol in the Constitution;
7. Within the constraints of officer time and budgets, conduct research, community and other consultation in the analysis of policy issues and possible options;
8. Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
9. Within the remit of the Panel, to make reports or recommendations to the authority or the Cabinet (where appropriate) with respect to the discharge of any functions which are not the responsibility of the Cabinet;
10. Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working;
11. To make reports on community wellbeing and policy development recommendations to the authority or the Cabinet on matters which affect the authority's area or the inhabitants of the area.

Annual Report

The Executive, Policy & Community Safety Scrutiny Panel will report annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

Table 1 Executive, Policy & Community Safety Scrutiny Panel Work Programme for 2018/19		
Establish the Panel Work Programme 2018/19 and Forward Plan & Exempt Cabinet Report List were the main standing items on each agenda		
Meeting Date	One off agenda items considered	Issue Source
11 July 2018 Extraordinary	Thanet Local Plan - Publication stage (Regulation 19) & Submission for Examination (Regulation 22)	Housing and Planning Item
31 July 2018	only standing items were considered	
27 September 2018	Asset Management - Thanet Museums	Estates Item
	Food Law Service Plan and Enforcement Policy	Environmental Services Item
13 November 2018	Allocations Policy	Housing and Planning Item
	Crime Statistics for Thanet	Crime & Disorder Partnership (Kent Police)
31 January 2019	Cabinet Member Presentation - Deputy Leader and Cabinet Member Operational Services is on "How effective is the delivery of Operational Services to residents that are not regularly reported on."	Operational Services
	Anti-Social Behaviour Public Spaces Protection Order Update	Thanet Community Safety Partnership
21 February 2019	Annual Crime & Disorder Partnership Report for 2018/19	Thanet Community Safety Partnership
12 March 2019	only standing items to be considered (including the Annual Panel report for 2018/19)	Standing Agenda Item

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**FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL
CHAIRMAN'S ANNUAL REPORT TO COUNCIL FOR
2018/19**

Council	28 March 2019
Report Author	Cllr Lynda Piper, Chairman of the Finance, Budget & Performance Scrutiny Panel
Status	For Information
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

Executive Summary:

The purpose of the report is to highlight some of the key activities that were planned for and achievements made by the Finance Scrutiny Panel during the course of the 2018/19 municipal year.

Recommendation(s):

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

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications directly arising from this report. The report provides a briefing to Full Council about the current work activities and achievements made by the Finance Scrutiny Panel.
Legal	There are no legal implications directly arising from this report. A presentation of the Panel Chairman's annual report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.
Corporate	<p>There are no corporate risks associated with this report. The report enables discussion by Members at Full Council on the activities of the Finance Scrutiny Panel.</p> <p>The debate on the Panel 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>

<p>Equality Act 2010 & Public Sector Equality Duty</p>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <p>Please indicate which aim is relevant to the report.</p> <p>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</p> <p>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</p> <p>Foster good relations between people who share a protected characteristic and people who do not share it.</p> <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>
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CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

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

1.0 Introduction and Background

- 1.1 The Finance Scrutiny Panel is entitled to make an annual report to Full Council at the end of each municipal year. This report summarises the key activities and achievements of the Panel during 2018/19.

- 1.2 During this municipal year, the Panel Chairman presented three reports to Council on the review activities that were carried out by the Panel. The Panel conducted all the scrutiny work activities that are within its terms of reference as reflected in Annex 1 to the report.
- 1.3 The approach was for the Panel to request cabinet member presentations on topical issues and engaging the executive in debate. On some of those occasions the discussion would end up in the Scrutiny Panel forwarding suggestions to cabinet members for further consideration. The Panel also identified review topics from the Forward Plan and requested an officer report and presentation at meetings. The cabinet member responsible for the policy area would be in attendance to respond to queries from the Members and offer policy direction.
- 1.4 The third aspect of the work of the Panel was consideration of issues that were referred to it in instances where Cabinet sought input from the Panel before making either a final decisions on such matters or making recommendations to Full Council.
- 1.5 This report would therefore provide the basis for debate by Members on the Panel's annual activities and hopefully lead to sharing of views and ideas to enhance the Council's scrutiny function.

2.0 Cabinet Member Presentations at Panel Meetings

Presentation on Ramsgate Port & Harbour

- 2.1 The Panel engaged the Leader of Council in discussion to understand the nature of the budgetary challenges affecting the running of Ramsgate Port & Harbour in order to provide suggestions that Cabinet could consider in finding a solution to those challenges.
- 2.2 In concluding that debate the Leader of Council committed to finding a way to improve the operations at the Port and would also be improving the communication of messages relating to the Port & Harbour.

3.0 Key Issues from the Forward Plan reviewed by the Panel

- 3.1 In November 2018, the Panel debated the proposed fees and charges for 2019/20 and forwarded to Cabinet the following recommendations:
 1. To consider removing the fee for cremation services of children under the age of seven years;
 2. To review the costs for cremation services for all age groups, having considered similar charges in other districts;
 3. To review the licensing fee charges in order to determine whether it was appropriate that there was no increases in licensing fees across the board;
 4. To consider whether it was appropriate to set up an all party cabinet advisory group to look at future fees and charges.
- 3.2 In response, Cabinet agreed to set up an all party cabinet advisory group to look at future fees and charges. Cabinet also agreed to remove the fee for cremation services of children under the age of seventeen years.

4.0 In January 2019, the Panel was invited to review the council budget proposals for 2019/20 that were later recommended to Full Council by Cabinet. Members discussed the proposals with the Leader of Council, Portfolio Holder for Financial Services and Estates and senior officers. The Panel sought and got assurances from Cabinet that the proposals being considered would lead to a balanced budget.

4.1 One of the key aspects of the budget proposals was tackling the budget gap and in particular, addressing the budget deficit at the Port of Ramsgate. The Panel got assurances that the issue regarding the port would be concluded by the time Full Council met in February. After the debate, Members did not forward any recommendations to Cabinet.

5.0 One-off Reports requested by the Panel

Presentation on Temporary Accommodation for Homeless Households

5.1 Members received a presentation that detailed out the significant amount of work being done by the Homelessness Team to tackle homelessness in the district by providing quick response support to households that found themselves in difficult situations. This was made possible in part by the recruitment of additional staff to the housing advisor and Landlord Liaison Officer roles.

5.2 The team had done some tremendous work against a background of shortages in affordable homes in the district. The Panel appreciated that this shortage also reflected the national trend. Members noted with appreciation that the Council’s housing development programmes had delivered affordable homes in the district, which contributed to the reduction of households on the housing waiting list.

5.3 By way of illustration, during this financial year the Council delivered 51 unit new built programme, 35 units in Cliftonville, 29 Empty Homes programme in Ramsgate, an Intervention Programme in King Street in Ramsgate and an Acquisitions Programme that had so far completed the acquisition of 6 new homes.

5.4 The Panel however noted that delays in making payments under Universal Credit was having an impact on some households’ ability to pay rent and causing such households to accrue arrears of rent that were then difficult to catch up. Against these challenges, the Homelessness Team had prevented 213 households from homelessness (as at end of September 2018) as opposed to 92 households during the same period in the previous year.

5.5 For Members reference, the work programme for the Panel for 2018/19 is attached as Annex 2 to the report.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 57186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 57108

Annex List

Annex 1	Finance, Budget & Performance Scrutiny Terms of Reference for 2018/19
Annex 2	Finance, Budget & Performance Scrutiny Panel Work Programme 2018/19

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matthew Sanham, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL TERMS OF REFERENCE

Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 Conservative; 2 Independent and UKIP; 2 Thanet Independent Councillors 1 Labour
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Council
Restrictions on Membership	Non Cabinet Members only
Restrictions on Chairmanship	Non Cabinet Members only
Quorum	Four
Number of ordinary meetings per Council Year	Seven

General role

Within their terms of reference, the Finance, Budget & Performance Scrutiny Panel will:

- (a) Review and/or scrutinise the decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) Within the remit of the Panel, make reports and/or recommendations to the Cabinet, Council or any appropriate Committee in connection with the discharge of any functions;
- (c) Review matters relating to the Council budget;
- (d) Review the corporate performance of Thanet District Council and joint arrangements in delivering services to residents; and
- (e) Within the remit of the Panel, consider any matter affecting the area or its residents.

Specific functions

Terms of Reference

1. To review the Council budget process, budget proposals and budget performance (monitoring) and make recommendations to Cabinet;
2. Considering the Council's Forward Plan with regards to post decision scrutiny;

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3. To undertake a review of the delivery of the corporate plan and any action plans arising, including progress on their implementation;
4. To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Cabinet;
5. Consider petitions that require reviewing or rescinding of a Cabinet or Council decision;
6. To review external partnership working and the performance of external service providers;
7. Within the remit of the Panel, to make reports or recommendations to the authority or the Cabinet (where appropriate) with respect to the discharge of any functions which are not the responsibility of the Cabinet;
8. Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working;
9. Within the remit of the Panel, to make reports or recommendation to the authority or the Cabinet on matters which affect the authority's area or the inhabitants of the area.

Annual Report

The Finance, Budget & Performance Scrutiny Panel will report annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

TABLE 1

Finance, Budget & Performance Scrutiny Panel Work Programme for 2018/19		
PLEASE NOTE that in addition to items highlighted in the the table below, Establish the Panel Work Programme 2018/19 and Forward Plan & Exempt Cabinet Report List were the main standing items on each agenda		
Meeting Date	One off agenda items considered	Issue Source
17 July 2018	only standing items were considered	
30 August 2018	Quarterly Performance Report Q1 2018/19	Financial Services Item
	Electoral Voter Registration - 2017/18 canvass	Democratic Services Item
23 October 2018	Cabinet Member Presentation - Leader of Council Presentation on “the financial and operational performance of the Ramsgate Port and Harbour.”	Financial Services and Operations Services`
	Temporary Accommodation for Homeless Households	Housing & Planning Item
20 November 2018	Proposed Council Fees and Charges for 2019/20	Financial Services Item
	Quarterly Performance Report Q2 2018/19	Financial Services Item
24 January 2019	Budget 2019/20 & Medium Term Financial Plan 2019-23	Financial Services Item
14 February 2019	Quarterly Performance Report Q3 2018/19	Financial Services Item
23 April 2019	Cabinet Member Presentation (tbc)	
	Quarterly Performance Report Q4 2018/19	Financial Services Item

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**REVIEW OF THE EFFECTIVENESS OF THE GOVERNANCE
AND AUDIT COMMITTEE AND ANNUAL REPORT FOR
2018/19**

Council	28 March 2019
Report Author	Chair of the Governance and Audit Committee
Portfolio Holder	Cabinet Member for Corporate Governance
Status	For Information
Classification:	Unrestricted
Key Decision	No
Reasons for Key	N/A
Previously Considered by	None
Ward:	Thanet Wide

Executive Summary:

The annual report summarises the achievements of the Governance and Audit Committee against its terms of reference for the 2018-19 financial year and details the impact that it has made on the overall system of internal control in operation for that period.

Recommendation(s):

Members are invited to discuss and note the report.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report.
Legal	The Council is meeting best practice by having in place a Governance and Audit Committee, as this is not a mandatory or statutory function. In adopting the CIPFA guidance for the terms of reference for the Committee the Council is meeting the standards set out for the public sector.
Corporate	Under the Local Code of Corporate Governance accepted by Governance and Audit Committee on the 10 December 2014, the Council is committed to comply with requirements for the independent review of the financial and operational reporting processes, through the external audit and inspection processes, and satisfactory arrangements for internal audit. The functions of the Governance and Audit Committee contribute to the overall internal control environment for the Council and feed into the Annual Governance Statement process..

Equalities Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2" style="padding: 2px;">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%; padding: 2px;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></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></td> </tr> </table> <p>There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.									

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

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

1.0 Introduction

- 1.1 The purpose of the Council’s Governance and Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent review of the authority’s financial and non-financial performance to the extent that it affects the authority’s exposure to risk and weakens the control environment, and to oversee the financial reporting process.
- 1.2 To comply with best practice the Committee considers annually how it has met its terms of reference and how it has impacted on the internal control environment. The purpose of this report is to consider the self-assessment that has been undertaken and summarise any improvement opportunities for the forthcoming year.

2.0 Background

- 2.1 The annual report attached at Annex 1 summarises the work of the Committee for the year and concludes that it has received clear, concise and relevant information,

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training on topics specific to the business of the Committee, and has done all that it can to meet the aims and objectives for the Committee in the best way that it can.

Contact Officer:	Tim Howes, Director of Corporate Governance
Reporting to:	Madeline Homer, Chief Executive

Annex List

Annex 1	Governance and Audit Committee Annual Report 2018/19
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Tim Willis, Deputy Chief Executive & S151 Officer
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer

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Governance and Audit Committee

ANNUAL REPORT 2018/19

Foreword by Councillor Simon Day, Chairman of the Governance and Audit Committee

This report provides an overview of the Governance and Audit Committee's activity during the municipal year 2018/19.

I am pleased to report that the Committee continues to discharge its responsibilities to provide independent assurance on the adequacy of the council's risk management framework and the associated control environment, and provides robust scrutiny and challenge of the Authority's financial performance.

As outlined in the body of this report, the Committee has been actively engaged with both internal and external audit, and I would like to thank all the Members who served on the Committee during 2018/19. My thanks also go to the Council officers who have supported me in my role as Chairman, and in the work of the Committee.

In looking forward to 2019/20 and beyond, and given the continued financial pressures facing the Council, the importance of an effective Governance and Audit Committee remains critical.

1.0 Introduction and Background

- 1.1 The Council established a Governance and Audit Committee in March 2006. Whilst there is no statutory obligation to have an Audit Committee, they are widely recognised as a core component of effective governance. In recent years there has been a significant amount of regulation and guidance issues in governance arrangements for private and public sector bodies, the common feature of governance arrangements being the existence of an Audit Committee.
- 1.2 The purpose of the Council's Governance and Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent review of the authority's financial and non financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.
- 1.3 There are many benefits to be gained from an effective Audit Committee. In fulfilling its role the Committee will:
 - reduce the risks of illegal or improper acts;
 - reinforce the importance and independence of internal and external Audit;
 - increase confidence in the objectivity and fairness of financial reporting.
- 1.4 Stricter internal control and the establishment of a Governance and Audit Committee can never eliminate the risks of serious fraud, misconduct or misrepresentation of the financial position. However, it will:
 - give additional assurance through a process of independent and objective review; and
 - raise awareness of the need for internal control and the implementation of audit recommendations.

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2.0 Membership

2.1 The Governance and Audit Committee comprised of 15 Members. Committee agenda papers and minutes are available on the Council's website (www.thanet.gov.uk).

	Members	25 Jul 2018	26 Sept 2018	05 Dec 2018	06 Mar 2019
C o m m i t t e e M e m b e r s	Cllr Bambridge	A	✓	✓	A
	Cllr Buckley	✓	✓	✓	✓
	Cllr Braidwood	✓	✓	Ab	✓
	Cllr Campbell	✓	✓	✓	✓
	Cllr Connor	✓	✓	✓	A
	Cllr Day (C)	✓	✓	✓	✓
	Cllr Dennis	A	A	A	A
	Cllr Dexter	Ab	✓	Ab	✓
	Cllr Dixon	Ab	✓	Ab	✓
	Cllr Evans	✓	✓	Ab	A
	Cllr Larkins (VC)	✓	✓	✓	✓
	Cllr Messenger	✓	✓	✓	✓
	Cllr R Potts	Ab	Ab	✓	Ab
	Cllr Pugh	✓	✓	✓	✓
	Cllr Townend	✓	Ab	Ab	Ab
R e s e r v e s	Cllr G Coleman-Cooke(R)				
	Cllr Dellar (R)				
	Cllr Edwards (R)				
	Cllr L Fairbrass (R)				
	Cllr Fenner (R)				
	Cllr Grove (R)				
	Cllr Jaye-Jones (R)	IA			
	Cllr Savage (R)				
	Cllr Shonk (R)			IA	
Cllr Wells (R)					
	Cllr Gregory	IA	IA	IA	IA
	Cllr L Piper		IA	IA	
	Cllr Rev. S Piper		IA	IA	

Key

C	Chairman	VC	Vice Chairman	S	Present as Substitute
A	Apologies	IA	In Attendance	Ab	Absent

3.0 Programme of reports 2018/19

3.1 Detailed below is the programme of reports considered by Governance and Audit Committee during 2018/19, and how they relate to the Committees terms of reference.

Function/Issue	Responsible officer/body	25 Jul 2018	26 Sept 2018	05 Dec 2018	06 Mar 2019
Audit activity					
External Audit Annual Letter 2017/18	GT		✓		
External Audit Grant Certification Letter 2017/18	GT				✓
Internal Audit Annual Report	EKAP	✓			
External Audit Findings Report	GT	✓			
External Audit Plan 2018/19	GT				✓
Internal Audit 2019-20 Audit Plan	EKAP				✓
Internal Audit Quarterly Update Report	EKAP	✓	✓	✓	✓
External Audit Update Report	GT			✓	
Audit Committee Assurance Statement	DCR	✓			
Regulatory framework					
Annual Governance Statement	DCG	✓			
Annual Treasury Management Review 2017/18	DCR	✓			
Annual Review of Corporate Risks Including Quarterly Update	DCR	✓			
Corporate Risk Register Quarterly Update	DCR		✓	✓	✓
Governance Framework and Local Code of Corporate Governance Update	DCG				✓
Risk Management Strategy	DCR				✓
Treasury Management Strategy Statement and Annual Investment Strategy - Mid Year Review Report 2018-19	DCR			✓	
Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2019-20	DCR			✓	
Final Statement of Accounts 2017-18 and Management's Letter of Representation	DCR	✓			

Key

DCG Director of Corporate Governance and Monitoring Officer
 DCR Director of Corporate Resources and Section 151 Officer
 EKAP East Kent Audit Partnership
 GT Grant Thornton

4.0 Review of the Governance and Audit Committee's effectiveness

4.1 The Governance and Audit Committee should ensure it has effective communication with the authority, to include the Executive, the Head of Internal Audit, the External Auditor and other stakeholders. Consequently it is considered to be best practice for the Committee to be self aware and to submit an annual report to Council.

- 4.2 The annual report summarises the work of the Committee for the year and concludes that it has received clear, concise and relevant information, training events on topics specific to the business of the Committee, and has done all that it can to meet the aims and objectives for the Committee in the best way that it can.

5.0 Annual Report

- 5.1 The Governance and Audit Committee is assured on the integrity and reliability of data held in the financial statement. It receives clear, concise reports and actions are dealt with in an appropriate timescale. The members of the Committee receive specific training in order to assist them with their role in receiving comprehensive assurance from the accounting officer.
- 5.2 The work of internal and external audit provides detailed assurance on the reliability and integrity of the information held in the financial statements as well as on the key control framework in operation across the council.
- 5.3 The assurances from the accounting officer, the work of internal and external audit together support the Committee in forming their opinion of the financial statements, enabling them to agree to sign them off in accordance with regulations.
- 5.4 The Committee reviews the Council's Governance Framework as appropriate and Local Code of Corporate Governance annually.
- 5.5 The Committee reviews the Risk Management Strategy on a regular basis and considers the effectiveness of the risk management process both through the work of internal audit and through receiving quarterly risk management reports.
- 5.6 The Committee considers the effectiveness of the internal audit arrangements by reviewing the quality of reports, actions and follow-ups through the quarterly reports submitted during the year to the Committee.
- 5.7 The Committee is able to request service managers and, where necessary, the relevant portfolio holder to attend the Committee to give an update on progress against agreed actions to reduce risk and/or improve governance.
- 5.8 The Chairman and Officers have considered the effectiveness of the Committee. The self-assessment evidence demonstrating achievement of the Committee's terms of reference is attached at Appendix 1.
- 5.9 Due to pressure on staff and resources recommended actions from last year have not been fully implemented. The work has therefore been rolled over into next year. The recommended actions are listed in Appendix 2 attached to this report. They will be incorporated into the council's Annual Governance Statement (AGS).

6.0 Future Challenges

- 6.1 The Governance and Audit Committee will continue with its existing duties whilst continually striving to achieve best practice where this is feasible and affordable. In the forthcoming year, the Committee will need to:
- oversee corporate risk management within the context of change arising from the continued reduction in resources

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- maintain effective internal control in a period of government funding reductions and service change.
- make the Code more of a forward facing document by identifying and planning future changes in governance arrangements
- moving documents to the Council's website and provide links to those documents in reports

7.0 Appendices

Appendix 1 Governance and Audit Committee Annual Assessment for the period 2018/19

Appendix 2 Governance and Audit Committee Action Plan 2019/20

Governance and Audit Committee Self-assessment of good practice - Appendix 1

Good practice questions	Yes	Partly	No	Comments/Action
Audit Committee purposes and governance				
Does the council have a dedicated Audit Committee?	✓			
Does the Audit Committee report directly to full council?	✓			Annual Report of Governance and Audit Committee that goes to Annual Council
Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?		✓		Action; Review the terms of reference against the CIPFA's Position Statement
Is the role and purpose of the audit committee understood and accepted across the authority?	✓			Set out in the constitution and understood by Members and officers
Does the audit committee provide support to the authority in meeting the requirements of good governance? Is an annual calendar of meetings/reports prepared to ensure all duties noted in the terms of reference are fulfilled?	✓			Meeting dates are arranged with deadline dates in mind to ensure they are met. Council protocol to issue agenda at least 5 clear working days prior to the meeting.
Are the arrangements to hold the committee to account for its performance operating satisfactorily?		✓		Action; Undertake a more detailed review of the committee's operation in the coming year
Functions of the committee				
Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?	✓			
• Good governance	✓			
• Assurance framework	✓			
• Internal audit	✓			
• External audit	✓			
• Financial reporting	✓			
• Risk management	✓			
• Value for money or best value		✓		Covered by work provided by internal and external audit
• Counter-fraud and corruption	✓			
Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that	✓			Annual report sets out the work undertaken in accordance with the committee terms of reference. This includes all core areas.

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adequate consideration has been given to all core areas?									
Has the audit committee considered the wider areas identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?		✓		Action: To be undertaken as part of the terms of reference review					
Where coverage of core areas has been found to be limited, are plans in place to address this?			n/a	Core areas sufficiently covered					
Has the committee maintained its non-advisory role by not taking on any decision-making powers that are not in line with its core purpose?	✓								
Membership and support									
Has an effective audit committee structure and composition of the committee been selected? This should include: <ul style="list-style-type: none"> • Separation from the executive • An appropriate mix of knowledge and skills among the membership • A size of committee that is not unwieldy • Where independent members are used, that have been appointed using an appropriate process 	✓	✓	✓	n/a	n/a	n/a	Members of the Committee are independent of the Executive.		
Does the chair of the committee have appropriate knowledge and skills	✓								Chair has undertaken training
Are arrangements in place to support the committee with briefings and training?	✓								Governance and Financial section within formal Induction Programme for Members following Elections. Training sessions provided throughout the year, especially for the Statement of Accounts. Members also request training when required.
Has the membership of the committee been assessed against the core knowledge and skills framework and be found to be satisfactory?	✓								
Does the committee have good working relations with key people and organisations, including external audit, internal	✓								

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audit and the chief finance officer?				
Is adequate secretariat and administrative support to the committee provided?	✓			
Effectiveness of the committee				
Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?	✓			The Charter and Strategy cover these areas. Also Customer Feedback which is detailed in the quarterly Internal Audit update reports and the Internal Audit Annual Report.
Has the committee evaluated whether and how it is adding value to the organisation?		✓		Partly through the Annual Report
Does the committee have an action plan to improve any areas of weakness?	✓			See actions recommended above.

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Governance and Audit Committee Action Plan 2019/20 - Appendix 2

Following the completion of an annual assessment of the performance of the Governance and Audit Committee for the period May 2018 to April 2019, the issues below were identified and action will be undertaken during the period May 2019 to April 2020 to address these.

Ref	Good practice principle / description / issue identified	Proposed Action	Proposed completion date	Responsible officer / body
18-19/01	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?	Review the terms of reference against the CIPFA's Position Statement	September 2019	DCG
18-19/02	Has the audit committee considered the wider areas identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?	To be undertaken as part of the terms of reference review	September 2019	DCG
18-19/03	Make the Code a more forward face document	Reviewing with Committee recommendations for future work	December 2019	DCG
18-19/04	Move to make the Code web rather than paper based	Create a dedicated web page on the internet site	July 2019	DCG

Key:

DCG Director of Corporate Governance & Monitoring Officer
DCR Director of Corporate Resources/S151 Officer
CE Chief Executive

Independent Chair of Standards' Annual Report

Council **28 March 2019**

Report Author **Dr Jonathan Sexton, Independent Chairman of Standards Committee**

Status **For Information**

Classification: **Unrestricted**

Executive Summary:

The Chairman's annual report summarises and comments on the work of the Standards Committee for the period March 2018 - March 2019.

Recommendation(s):

Members note the report.

CORPORATE IMPLICATIONS

Financial and Value for Money	None arising from this report.
Legal	The role of the Standards Committee is to promote high standards of conduct by councillors and co-opted members in accordance with the Members' Code of Conduct. This report relates to the Committee's function to monitor the effectiveness of the Code of Conduct.
Corporate	The role of the Standards Committee is to promote high standards of conduct by councillors and co-opted members in accordance with the Members' Code of Conduct. This report relates to the Committee's function to monitor the effectiveness of the Code of Conduct.
Equality Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it. Protected characteristics: age, sex, 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,	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

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

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

1.0 My fifth report to Thanet District Council covers the Municipal Year 2018/19.

2.0 A Review of Local Government Ethical Standards in England

2.1 In last year's report reference was made to the above named review then underway and that evidence to the review would be submitted separately by both the Authority's Monitoring Officer and also by myself.

2.2 Now published in January 2019 and at the time of writing not considered by any committee of the Council, the review report states that the vast majority of councillors elected to local authorities throughout the country maintain the highest standards of conduct. However, a small minority do not. The following principal recommendations are made:

- A model Code of Conduct be published for local adoption as exemplar. The responsibility for maintaining that Code should remain with each authority, there being no need to create an elaborate national or regional oversight mechanism.
- The scope of the Code should be widened with a rebuttable presumption that a councillor's behaviour, including comments made on publicly accessible social media, is in their official capacity.
- The current scope of declaration of interest is unclear and too narrow and needs to be replaced by an objective test.
- Standards Committees should be retained with Independent person involvement to manage impartiality and to manage proportionality of sanction
- The sanctions themselves should be strengthened. This should include suspension without allowances for up to six months. There would be a right of appeal to the Ombudsman whose determination would be final. However the nature of that appeal is likely to be one focused on process rather than an appeal because of objections to a panel's findings.
- Parish and Town Councils should be required to adopt the Code of the principal authority and decisions and sanctions on a Parish/Town councillor would be binding.

- All Councils need an ethical culture. That is what fundamentally the Standards function is about.

2.3 In my view these are welcome changes and reflect some of the submissions I made. Implementing the report recommendations will require some changes requiring primary legislation (i.e parliamentary time) and thus the challenge of gaining this when other more immediate matters of national concern are preoccupying parliament at present, may delay progress.

3.0 Constitutional Review Working Party (CRWP) and Standards Committee Meetings

3.1 CRWP has met three times this year. On 14th June 2018 it considered proposed changes to Overview and Scrutiny procedures; meeting 14th August it received proposals of East Kent wide application for Standing Orders for Contracting processes; on 22nd January 2019 it recommended mandatory training for Members of Regulatory Committees, this latter being commended to the Council as current best practice.

3.2 Correspondingly Standards Committee met on 26th June 2018 and 11th September to review CRWPs deliberations and also at the latter also to receive the Local Government Ombudsman's Annual Letter. At the time of writing, further meetings of Standards Committee are scheduled. The infrequency of CRWP meetings continues to be testament to the considerable work to overhaul the Council's Constitution during the period 2015/16. Meetings of the Standards Committee whilst scheduled in annual meetings cycle are held only whenever there are issues to be discussed and do not meet merely for the sake of fulfilling a schedule.

4.0 Town and Parish Councils in the Thanet Area

4.1 As will be seen from the next section, the one complaint of 2018 judged to warrant the formality of independent investigation arose in relation to a town/parish councillor. Aside from the specific facts of this case, the investigation findings highlighted some shortcomings in the planning procedures and in the related conduct of meetings by that council. Informally I understand that these are now being addressed. However, it suggests a general training need which might require addressing amongst all such councils and the continued obligation by the latter to find the resources necessary for this.

4.2 I am grateful for the help received from Cllr John Way and Cllr John Quittenden, the parish council members who are nominated to sit on the Thanet Standards Committee. Their insight is valuable when Sub Committees are formed to address complaints involving Parish and Town Council Members.

5.0 Complaints about Member Behaviour Considered by Thanet District Council 2018/19

5.1 The totality of complaints received relating to both District and Town/Parish Councils is set out in the table below. In view of the data (small numbers) an expression in percentage terms might lead to misleading or sensational interpretation. Absolute numbers are therefore used.

COMPLAINT NO:	DATE	PROGRESS	COMPLAINANT	AGAINST	ALLEGATION
2018					
TDCSC192/18	26/02/18	Informal dispute resolution. Closed	Member of the public	TDC Councillor	Complainant alleged subject member made inappropriate post on social media regarding an officer.
TDCSC193/18	27/02/18	Did not meet jurisdiction test. Closed	Member of the public	TDC Councillor	-
TDCSC194/18	05/03/18	Did not meet jurisdiction test. Closed	Member of the public	-	-
TDCSC195/18	07/03/18	Did not meet jurisdiction test. Closed	Member of the public	TDC Councillor	-
TDCSC196/18	08/03/18	Did not meet jurisdiction test. Closed	Member of the public	TDC Councillor	-
TDCSC197/18	15/03/18	Did not meet jurisdiction test. Closed	Member of the public	TDC Councillors	-
TDCSC198/18	11/04/18	Did not meet jurisdiction test.	TDC Councillor	TDC Councillor	-

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		Closed			
TDCSC199/18	16/04/18	Did not meet jurisdiction test. Closed	TDC Councillor	TDC Councillor	-
TDCSC200/18	29/05/18	Did not meet jurisdiction test. Closed	Member of the public	TDC Councillor	-
TDCSC201/18	06/06/18	Did not meet jurisdiction test. Closed	TDC Councillor	TDC Councillor	-
TDCSC202/18	16/07/18	Did not meet jurisdiction test. Closed	Other council officer or authority employee	TDC Councillor	-
TDCSC203/18	16/07/18	Did not meet jurisdiction test. Closed	Member of the public	Parish Councillors	-
TDCSC204/18	18/07/18	Did not meet jurisdiction test. Closed	Member of the public	Parish Councillor	-
TDCSC205/18	24/07/18	Did not meet jurisdiction test. Closed	Other	District Councillor	-
TDCSC206/18	19/07/18	Investigation Breach of Code Closed	Member of the public	Parish Councillor	Complainant alleged that Subject Member has tried to use their position

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					to gain a personal advantage.
TDCSC207/18	27/09/18	Did not meet jurisdiction test. Closed	Member of the public	Parish Councillor	-
TDCSC208/18	03/10/18	No further action Closed	District Councillor and member of the public	District Councillor	Complainant alleged that the Subject Member misrepresented their position in order to influence and had brought the Council into disrepute.
TDCSC209/18	15/10/18	Did not meet jurisdiction test. Closed	Member of the public	Officer	-
TDCSC210/18	26/11/18	Informal dispute resolution. Closed	Other	District Councillor	Complainant alleged that the subject member had been rude to multi-agency professionals in public forum and had brought their position into disrepute.
TDCSC211/18	26/11/18	Did not meet jurisdiction test. Closed	Member of the public	District Councillor	-

TDCSC212/18	19/12/18	Did not meet jurisdiction test. Closed	Member of the public	District Councillor	-
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- 5.2 The Council received 21 complaints, of these 17 did not pass the initial jurisdiction test and therefore were rejected. The remaining 4 progressed for further scrutiny. Of these 2 cases were found to have potentially breached the Code of Conduct, but their nature was such that Informal Resolution was judged the appropriate sanction, typically a letter of admonishment from the Monitoring Officer. One complaint (concerning a Parish/Town councillor) was judged to warrant formal investigation and found proven. In the final case one member complaining about the actions of another it was determined by the relevant sub committee that no further action was the appropriate response.

- 5.3 Overall therefore during 2018/19 there was a welcome reduction in the number of complaints both received in absolute terms, managed through the complaints process, and most importantly in being found to be of substance. This level is at the lowest since I have had oversight of Standards.

- 5.4 From the perspective of managing the complaints process I am delighted that the informal performance management standard of an average acknowledgement from receipt of 3 working days, and an average of 28 days to the meeting of an assessment Sub Committee, has been maintained. In that regard I would like to commend Emily Kennedy for her personal commitment to achieving these time thresholds.

- 5.5 I must also place on record my continued appreciation for the work of the investigation officer in relation to the two investigations which were carried out. His work is judged to be of a high professional standard, undertaken consciously and in a timely manner. I must again remind Members however, that formal investigations are not budgeted for. Resort to formal investigations is not given lightly and is driven by severity of the allegations.

- 6.0 Standards Ethics and Governance**

- 6.1 During the autumn of 2018 Full Council was asked to declare a vacancy for a ward because the then incumbent Member became disqualified through having accepted a paid post with the Council; this being contrary to the Local Government Act 1972.

- 6.2 This issue became a source of some debate across a range of Members in the political groupings, not just the group most directly affected, as well as from certain politically committed members of the community. It would also be fair to state that there was some sympathy for the ex Member and the situation he had found himself in. When the declaration item came to Full Council on 11th October the meeting necessarily adjourned due to disruption from the public gallery; on being reconvened on 15th October, Members declined to enable the declaration to be made. It was subsequently acknowledged by Officers that the original report was rather brief and that more background information could have been provided.

- 6.3 Finally on on 27th November a specially convened Full Council was presented with the formality of a Monitoring Officer Report stating the full legal position and consequent risks of not making the vacancy declaration. Only then was the declaration of vacancy passed albeit still with some reluctance in some quarters.
- 6.3 At the outset, it should be stated that there was obvious miscommunication and procedural error involved in this recruitment. I am advised that recruitment controls and training across the Council have strengthened to manage down the risk of a repetition of this kind of mistake in the future.
- 6.4 What has this to do with Standards? No conduct complaints were received (though as an observer at two of the meetings I consider that the behaviour of some individual Members fell short). There are four responses to this.
- 6.5 Firstly the timely publication of the aforementioned report on Ethical Standards in Local Government stresses that an ethical culture requires leadership from a range of individuals and groups. The aim of a Standards system is to maintain that culture and ethical practice. So Standards is about more than complaints, indeed the incidence of proven complaints is a good indicator of ethical failure. The maintenance of Standards is fundamental to the way any Council does all its business.
- 6.7 Secondly the role of Monitoring Officer has to be impartial and objective: to ensure that the functions of the Council are properly discharged in accordance with the principles of good governance. That obligation overrides all other considerations, notwithstanding that this can lead to instances such in this case of 'truth speaking to power'.
- 6.8 Thirdly through its adoption of the local code of Corporate Governance 2016 (as updated regularly since) Members are committed to respect legal provision notwithstanding that on occasions, such as this instance, it can have uncomfortable or 'disappointing' consequences. Respect for the rule of law also has direct resonance with the Members Code of Conduct and with the Seven Principles of Public Life. It should not have taken three meetings, two of which had to be specially convened to get this vacancy declaration moved.
- 6.9 Lastly it is regrettable that no Member, at least publicly, took a 'reflective' approach to the issue and ask 'what would this appointment look like to the public?' The appointment to a paid post of an elected member, even for something as worthy and socially relevant in Thanet as in this case, would surely have raised a heightened degree of public cynicism towards Thanet District Council, ('all they are interested in is lining their pockets and creating nice jobs for themselves 'etc). It is to avoid such assertions that the relevant provision within the 1972 Act (despite its age) is designed for.
- 6.10 I would urge that serious consideration is given to the constitutional change necessary that future ward vacancies are, as an administrative function, declared by the Council Chief Executive in line with all other casual vacancies.
- 7.0 Training and The Next Council**
- 7.1 I want to end with some congratulations. As announced in early autumn, Thanet District Council has been awarded Charter status for Elected Member Development

and is only one of three Councils in Kent to be so designated, one of the other two being KCC. In earlier reports I have commended to the Council the importance of Members' training and it is good that many (not me!) have worked hard to achieve this. I particularly recognise Nick Hughes for his leadership in achieving Charter status for the council.

7.2 A new Council will be elected in May 2019 and I have been shown the outline programme for all Members, those new elected as well as old hands, to enjoy and benefit from.

8.0 Thanks

8.1 I would like to thank Tim Howes, Monitoring Officer for his wisdom knowledge and professional integrity. My thanks also go to the officers of Democratic Services who continue to serve the Standards agenda with diligence. I must acknowledge the support of Mrs Janet Bacon, Vice Chair of Standards who has ably deputised on several occasions when I have been unavailable during the past year. I must also note the contribution of Mr Dennis James who independently assesses all potential complaints to determine their jurisdiction test, and his assistant, Mr Peter Tucker, who among other things has often kept me company when sitting in the public gallery during meetings of Full Council.

8.2 Finally I would like to acknowledge those elected Members of the Standards Committee who have severally contributed on convened Standards Committees. It is never easy to pass judgement on other elected colleagues and their essential contribution to good governance should be publicly acknowledged.

Contact Officer:	Timothy Howes, Director of Corporate Governance & Monitoring Officer
Reporting to:	Madeline Homer, Chief Executive

Annex List

	<i>None</i>
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Background Papers

Title	Details of where to access copy
	None

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APPOINTMENT OF INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE AND INDEPENDENT PERSONS

Council	28 March 2019
Report Author	Tim Howes, Director of Corporate Governance and Monitoring Officer
Portfolio Holder	Cabinet Member for Corporate Governance and Coastal Development
Status	For Decision
Classification:	Unrestricted
Key Decision	No

Executive Summary:

This report asks Council to reappoint Dr Sexton and Mrs Bacon as Independent Members of the Standards Committee for the 2019/20 Municipal year. In addition this report also asks Council to re-appoint Mr Dennis James and Peter Tucker to the roles of Independent Person and Deputy Independent Person respectively.

Recommendation(s):

That Council approves the appointment of:

1. Dr Sexton as an Independent Member of the Standards Committee until the 2020 Annual Council meeting.
2. Mrs Bacon as Independent Member of the Standards Committee until the 2020 Annual Council meeting.
3. Dennis James as Independent Person until the 2020 Annual Council meeting.
4. Peter Tucker as Deputy Independent Person until the 2020 Annual Council meeting.

CORPORATE IMPLICATIONS

Financial and Value for Money	Independent Members of the Standards Committee are entitled to a small Special Responsibility Allowance (SRA). These allowances are included in the approved 2019/20 Budget.
Legal	The Council has established a process for handling complaints through the Standards Committee which involves Independent Members which is compliant with the Localism Act 2011.
Corporate	The continued appointment of Independent Members to the Standards Committee will enhance public trust and confidence in the operation of the Council's ethical governance arrangements
Equalities Act 2010 & Public Sector	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

Equality Duty	<p>Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p style="margin-top: 10px;">There are no specific issues related to this decision.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.									

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

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

1.0 Introduction and Background

- 1.1 Council agreed on 27 February 2014 to appoint Independent Members to the Standards Committee as part of the process to replace the existing system for Standards.
- 1.2 Two Independent Members were then subsequently appointed being Dr Jonathan Sexton and Mrs Janet Bacon. Dr Sexton was appointed as Chairman of the Standards Committee and Mrs Bacon was appointed as Vice Chairman.
- 1.4 Council agreed on 10 May 2018 to approve re-appointment of Dr Sexton and Mrs Bacon for another year.
- 1.5 In addition on 3 December 2015 Mr Dennis James and Mr Peter Tucker were re-appointed to the roles of Independent Person and Deputy Independent Person respectively until the Annual Council meeting of the 2019 Annual Council meeting.

2.0 The Current Situation

- 2.1 All of the appointments referred to above expire at the Annual Council meeting in May 2019. There is now a need to appoint both Independent Members to the Standards Committee and Independent Persons for at the coming year.
- 2.2 Independent Members were originally recruited following recommendation from the Standards Appointments Working Party.

2.3 Having spoken to both Dr Sexton and Mrs Bacon and to Mr James and Mr Tucker they have indicated their willingness to continue for a further year.

3.0 Future Appointments

3.1 If the appointments are agreed by Council it will mean that both Mr James and Mr Tucker have served for seven and a half years from their initial appointment on 6 December 2012 and Dr Sexton and Mrs Bacon will have served for a little over six years from their initial appointment.

3.2 Both the roles of Independent Persons and independent Members are roles that were not intended to be permanent roles, hence their approval at Council meetings. Whilst the authority has been pleased with the performance of the existing incumbents, it is healthy for the Council to periodically solicit interest in these roles. With this in mind it is the intention of Democratic Services to re-advertise both the roles of Independent Persons and Independent Members with a view to appointing new or re-appointing candidates at the 2020 Annual Council meeting.

3.3 In relation to the above point it is important to note that there are four roles of Independent Members and we have only in past appointed two candidates to these roles.

4.0 Options

4.1 To make the following appointments:

1. Dr Sexton as an Independent Member of the Standards Committee until the 2020 Annual Council meeting.
2. Mrs Bacon as Independent Member of the Standards Committee until the 2020 Annual Council meeting.
3. Dennis James as Independent Person until the 2020 Annual Council meeting.
4. Peter Tucker as Deputy Independent Person until the 2020 Annual Council meeting.

4.2 To appoint a selection of those candidates listed in paragraph 4.1. If this is the decision taken, a recruitment process would be required to recruit suitable persons to fill the vacant positions. This could cause some delay in handling matters for investigation through the Standards process and is not recommended.

4.3 The Council could choose to not appoint Dr Sexton, Mrs Bacon, Mr James or Mr Tucker as Independent Members/Persons. If this is the decision taken, a recruitment process would be required to recruit suitable persons to act as Independent Members/Persons. This would cause a significant delay in handling matters for investigation through the Standards process and is not recommended.

5.0 Decision Making Process

5.1 Council is required to confirm the appointment of Independent Members to the Standards Committee and the Independent Persons to ensure that they have a mandate to be able to perform their functions in that role.

Contact Officer:	Tim Howes – Director of Corporate Governance & Monitoring Officer
Reporting to:	Madeline Homer – Chief Executive

Annex List

None	
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Background Papers

Title	Details of where to access copy
None	

Corporate Consultation

Finance	Matthew Sanham, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

Mandatory Training

Council	28 March 2019
Report Author	Committee Services Manager
Portfolio Holder	Cllr Ash Ashbee, Cabinet Member for Corporate Governance and Coastal Development.
Status	For Recommendation
Classification:	Unrestricted

Executive Summary:

This report suggests amending the Council’s constitution in order to make some elements of member training mandatory. It is proposed to make training mandatory for all Councillors on the General Purposes, Planning and Licensing Committees and those Councillors who are substitutes on the Planning Committee.

Recommendation(s):

To consider the recommendation of the Standards Committee: “To recommend to Full Council the proposed amendments to article 8 of the Council’s constitution to make training mandatory for all Councillors on General Purposes, Planning and Licensing Committees and those Councillors who are substitutes on Planning Committee.”

If the above recommendation was accepted then following paragraph would then be included in article 8 of the Council’s constitution:

“No member or substitute member of the General Purposes Committee, Planning Committee or the Licensing Board will be allowed to take their seat on the committee unless they have received relevant, appropriate, up-to-date training.

In relation to Planning Committee this is attending at least one session run by the Council’s Planning team every six months. In relation to Licensing Board this is attending at least one training session run by the Council’s Licensing team every six months. In relation to the General Purposes Committee this is attending at least one training session run by the Council’s Monitoring Officer at least every six months.”

CORPORATE IMPLICATIONS

Financial and Value for Money	Ensuring Members are trained to a consistently high standard will increase the quality of the decisions being made. This in turn will mean that there will be fewer poor decisions made and consequently the chances of costs being awarded against the Council.
Legal	Under section 37 of the Localism Act 2011, the Council must prepare and keep up to date a constitution. The proposed arrangements would not compromise this requirement.

	High quality training will reduce the risk of poor quality decisions being taken and so reduce the risk of the Council having its decisions challenged through the courts, either via appeal to magistrates or via judicial review.								
Corporate	<p>Having a clear and up-to-date constitution helps the Council to display corporate value 3 - open communications. It also helps Officers and Members understanding the rules of the Council contributing to corporate value 2 - supporting the workforce.</p> <p>It is important that Members on quasi-judicial committees such as Planning and Licensing are fully trained prior to taking their seat on the Committee. The general public must have full confidence in the decisions that are being made by elected members. Incorrect or poorly made decisions can have a detrimental effect on the reputation of the Council and can result in decisions being overturned on appeal and costs being awarded against the Council.</p>								
Equality Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <p>There are no specific equalities implications from this report.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.									

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

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

1.0 Introduction and Background

- 1.1 The feedback from the recent assessment for the Charter for Elected Member development indicated that the Council should consider making some member training mandatory.
- 1.2 After speaking with the Group Leaders of all the groups on the Council there was a general consensus that members should not sit on quasi-judicial committees such as General Purposes, Planning and Licensing Committees without relevant, appropriate, up-to-date training.

2.0 Why are changes proposed?

- 2.1 It is important to stress that there is no indication that those Councillors that currently sit on the general purposes, planning or licensing committees are not trained, or that any Councillor would in practice refuse to undertake training if requested. However it is not impossible for such a scenario to occur in the future.
- 2.2 Making training for these three committees mandatory sends a very strong message on the level of importance that the Council gives to member training. In addition it formalises an arrangement that many believe already occurs. It also ensures that all Councillors are trained to the same standard across the Council.
- 2.3 By making changes at the current time this will mean that the new rules will be part of the constitution that is inherited by the new Council after the May 2019 elections.

3.0 General Purposes Committee

- 3.1 The Monitoring Officer has recommended that in order for Members of the General Purposes Committee to remain up-to-date they should attend a training session at least every six months. It is proposed that these sessions would be made compulsory for all those on the Committee, however they would also be open to other members, which would enable those members to act as substitutes for that Committee. In recognition that these sessions would be compulsory for members of the committee, officers would ensure that there was always more than one session and that they would not be on the same date, so as to give members the maximum opportunity to attend.

4.0 Planning Committee

- 4.1 After consultation with the Planning Applications Manager he has recommended that in order for members of the planning committee remain up-to-date they should attend at least a two hour training session every six months. It is proposed that these sessions would be the sessions that were made compulsory for all Planning Committee members and Planning Committee substitutes. In recognition that these sessions would be compulsory, officers are happy to extend the current training offer so as to ensure that there was always more than one session and that they would not be on the same date, so as to give members the maximum opportunity to attend.

5.0 Licensing Board

- 5.1 After consultation with the Head of Safer Neighbourhoods she has recommended that in order for members of the Licensing Board remain up-to-date they should attend at least one training session every six months. As for the Planning training, in recognition that the sessions would be compulsory, officers are happy to extend the current training offer so as to ensure that there was always more than one session and that they would not be on the same date, so as to give members the maximum opportunity to attend.

6.0 Views of the Member Training Group

- 6.1 Whilst not part of the formal constitutional change process the views of the Member Training group were sought as the topic directly relates to Member Training. The Members Training Group asked that the sessions should be “at least” six monthly. This was because a scenario could be envisaged where an urgent change in legislation occurred that required immediate training and that six monthly training session had already occurred. Democratic Services agree with this suggestion and have incorporated it into this report. With the inclusion of their suggestion, the Member Training Group were supportive of the report.

7.0 Views of the Constitutional Review Working Party

- 7.1 The Constitutional Review Working Party were supportive of the proposals and the amendments suggested by the Member Training Group. In addition the Working Party also suggested that explicit reference was made so that mandatory training also applied to substitute members of the committees as well as committee members. Democratic Services agree with this suggestion and have incorporated this into this report.
- 7.2 The Constitutional Review Working Party made the following recommendation to the Standards Committee:

“No member or substitute member of the General Purposes Committee, Planning Committee or the Licensing Board will be allowed to take their seat on the committee unless they have received relevant, appropriate, up-to-date training.

In relation to Planning Committee this is attending at least one session run by the Council’s Planning team every six months. In relation to Licensing Board this is attending at least one training session run by the Council’s Licensing team every six months. In relation to the General Purposes Committee this is attending at least one training session run by the Council’s Monitoring Officer at least every six months.”

8.0 Views of the Standards Committee

- 8.1 The Standards Committee made the following recommendation to Council:

“To recommend to Full Council the proposed amendments to article 8 of the Council’s constitution to make training mandatory for all Councillors on General Purposes, Planning and Licensing Committees and those Councillors who are substitutes on Planning Committee.”

9.0 Options

- 9.1 To agree the recommendation.
- 9.2 Not to agree the recommendation.
- 9.3 To amend the recommendation.

10.0 Next Steps

- 10.1 Any changes to the constitution made at this meeting will take effect immediately and an updated version published on the Council’s website.

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

Annex List

Annex 1	Amended Constitution
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Background Papers

Title	Details of where to access copy
None	

Corporate Consultation

Finance	Matthew Sanham, Interim Head of Financial and Procurement Services
Legal	Tim Howes, Director of Corporate Governance

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Article 8 – Regulatory and other Committees

8.01 Regulatory and other Committees

The Council will appoint the Committees set out in Part 3 of this Constitution – ‘Responsibility for Council Functions’ – to discharge the functions described.

No member or substitute member of the General Purposes Committee, Planning Committee or the Licensing Board will be allowed to take their seat on the committee unless they have received relevant, appropriate, up-to-date training.

In relation to Planning Committee this is attending at least one session run by the Council’s Planning team every six months. In relation to Licensing Board this is attending at least one training session run by the Council’s Licensing team every six months. In relation to the General Purposes Committee this is attending at least one training session run by the Council’s Monitoring Officer at least every six months.

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**CALENDAR OF COUNCIL MEETINGS FOR
MAY 2019 TO MAY 2023**

Council	28 March 2019
Report Author	Senior Democratic Services Officer
Portfolio Holder	Councillor Ashbee, Cabinet Member for Corporate Governance & Coastal Development
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

Executive Summary:

Before the end or at the beginning of each municipal year the Council ought to agree a calendar of meetings for the following year in order to help plan the council's business more efficiently. The council could even go further if Member so wish and set out a schedule of Council meetings for more than one year. The purpose of this report is therefore to present proposals for a calendar of meetings to cover the period beginning May 2019 to May 2023.

Recommendation(s):

That Council agrees the proposed calendar of meetings for May 2019 to May 2023 as set out at Annex 1 to the report.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report.
Legal	There are no financial legal implications arising directly from this report. However it should be noted that only Full Council can finalise the decision on the adopting an annual schedule of council meetings. In making any decision, the Council must give due regard to section 149 of the Equality Act 2010.
Corporate	In order to enable the efficient administration of council business and delivery of council services, there needs to be planned activities that cover the period of a municipal/financial year. Planned schedule of meetings advises both officers and Members on when to carryout given council activities and to that end enhances the decision making process.
Equalities Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

	<p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p>	
	<p>Please indicate which aim is relevant to the report.</p>	
	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.	✓
	<p>There are 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.</p>	

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

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

1.0 Introduction and Background

- 1.1 Although it has been the tradition on previous occasions that a programme of ordinary meetings of the Council for the year was approved by Council at any one time, suggestions have been offered before by officers and agreed by Members to approve a programme that had more than one year's schedule of meetings.
- 1.2 This approach would enable Council service areas to plan their work ahead of time. It is therefore proposed in the report that Members agree the calendar of meetings at this February meeting.
- 1.3 It is worth noting however that Council has the ability to make changes to the programme of meetings as and when necessary.

2.0 The Current Situation

- 2.1 The current calendar of meetings runs up to end of May 2019.
- 2.2 Council is asked to approve the amended calendar of meetings for 2019 and 2023 as set out in Annex 1.

3.0 Options

- 3.1 That Council agrees the calendar of meetings for May 2019 to May 2023.
- 3.2 That Members suggest any appropriate amendments to the proposed calendar of meetings for 2019 to 2023.

Agenda Item 16

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

Annex List

Annex 1	Calendar of council meetings for May 2019 - May 2023
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Interim Head of Financial services and Procurement
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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Agenda Item 16

Annex 1

Calendar of Meetings 2019/20

May 2019

Monday, 06	Office closed
Thursday, 16	Annual Council
Thursday, 23	Thanet Health and Wellbeing Board
Monday, 27	Offices closed
Tuesday, 28	Licensing Board
Tuesday, 28	Finance, Budget & Performance Scrutiny Panel
Wednesday, 29	Standards Committee
Thursday, 30	Executive, Policy & Community Safety Scrutiny Panel

June 2019

Thursday 06	Joint Transportation Board
Tuesday 11	Licensing Board
Thursday, 13	Cabinet
Tuesday, 18	Members Briefing
Wednesday 19	Planning Committee

July 2019

Thursday, 11	Council
Wednesday, 17	Planning Committee
Thursday, 18	Thanet Health and Wellbeing Board
Thursday, 18	Finance, Budget & Performance Scrutiny Panel
Tuesday, 23	Licensing Board
Wednesday, 24	Governance & Audit Committee
Thursday, 25	Cabinet
Tuesday, 30	Executive, Policy & Community Safety Scrutiny Panel

August 2019

Wednesday, 21	Planning Committee
Monday, 26	Offices closed
Thursday, 29 August	Finance, Budget & Performance Scrutiny Panel

September 2019

Tuesday, 03	Licensing Board
Tuesday, 03	Members Briefing
Thursday, 05	Thanet Health and Wellbeing Board
Thursday, 05	Council
Tuesday, 10	Standards Committee
Thursday, 12	Joint Transportation Board
Wednesday, 18	Planning Committee
Thursday, 19	Cabinet
Wednesday, 25	Governance & Audit Committee
Thursday, 26	Executive, Policy & Community Safety Scrutiny Panel

October 2019

Tuesday 08	Licensing Board
Thursday, 10	Council
Wednesday, 16	Planning Committee
Thursday, 17	Cabinet
Tuesday, 22	Finance, Budget & Performance Scrutiny Panel *

Agenda Item 16

Annex 1

November 2019

Thursday, 07	Thanet Health and Wellbeing Board
Thursday, 07	Standards Committee
Tuesday, 12	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 14	Cabinet*
Tuesday, 19	Licensing Board
Tuesday, 19	Finance, Budget & Performance Scrutiny Panel
Wednesday, 20	Planning Committee

December 2019

Tuesday 03	Governance & Audit Committee
Thursday, 05	Council
Tuesday, 10	Joint Transportation Board
Wednesday, 11	Planning Committee
Thursday, 12	Cabinet
Wednesday, 25	Offices closed
Thursday, 26	Office closed

January 2020

Wednesday, 01	Offices Closed
Tuesday, 07	Licensing Board
Tuesday, 07	Members Briefing
Thursday, 09	Thanet Health and Wellbeing Board
Tuesday, 14	Cabinet (budget)
Wednesday, 15	Planning Committee
Tuesday, 21	Finance, Budget & Performance Scrutiny Panel (budget)
Tuesday, 28	Cabinet (budget)
Thursday, 30	Executive, Policy & Community Safety Scrutiny Panel

February 2020

Tuesday, 04	Members Briefing
Thursday, 06	Council (budget)
Tuesday, 11	Licensing Board
Thursday, 13	Finance, Budget & Performance Scrutiny Panel
Wednesday, 19	Planning Committee
Thursday, 20	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 27	Council (Council Tax)

Agenda Item 16

Annex 1

March 2020

Wednesday, 04	Governance & Audit Committee
Thursday, 05	Standards Committee
Thursday, 12	Thanet Health and Wellbeing Board
Thursday, 12	Cabinet
Tuesday, 17	Licensing Board
Tuesday, 17	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 18	Planning Committee
Thursday, 19	Joint Transportation Board
Thursday, 26	Council

April 2020

Tuesday, 07	Members Briefing
Friday, 10	Offices closed
Monday, 13	Offices closed
Wednesday, 15	Planning Committee
Tuesday, 21	Finance, Budget & Performance Scrutiny Panel
Thursday, 23	Cabinet

May 2020

Monday, 04	Offices closed
Thursday, 14	Annual Council
Tuesday, 19	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 20	Planning Committee
Monday, 25	Offices closed
Tuesday, 26	Finance, Budget & Performance Scrutiny Panel
Thursday, 28	Standards Committee

Times of Meetings

All meetings, except for those of the Licensing Board and Licensing Sub-Committees and the Thanet Health and Wellbeing Board, are held at 7.00 pm. The Licensing Board meetings are held at 10.00 am. Licensing Sub-Committee meetings are held either at 10.00 or 11.00 am. The Thanet Health and Wellbeing Board meetings are held at 10.00 am. Members' Briefings are held at 6.15 pm

*To consider council fees & charges

Agenda Item 16

Annex 1

Calendar of Meetings 2020/21

May 2020

Monday, 04	Offices closed
Thursday, 14	Annual Council
Tuesday, 19	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 20	Planning Committee
Monday, 25	Offices closed
Tuesday, 26	Finance, Budget & Performance Scrutiny Panel
Thursday, 28	Standards Committee

June 2020

Thursday 04	Joint Transportation Board
Tuesday 09	Licensing Board
Tuesday, 16	Members Briefing
Wednesday, 17	Planning Committee
Thursday, 18	Cabinet

July 2020

Thursday, 09	Council
Wednesday, 15	Planning Committee
Thursday, 16	Thanet Health and Wellbeing Board
Tuesday, 21	Licensing Board
Tuesday, 21	Finance, Budget & Performance Scrutiny Panel
Wednesday, 22	Governance & Audit Committee
Thursday, 23	Cabinet
Tuesday, 28	Executive, Policy & Community Safety Scrutiny Panel

August 2020

Wednesday, 19	Planning Committee
Monday, 24	Offices closed
Thursday, 27 August	Finance, Budget & Performance Scrutiny Panel

September 2020

Tuesday, 01	Licensing Board
Tuesday, 01	Members Briefing
Thursday, 03	Thanet Health and Wellbeing Board
Tuesday, 08	Standards Committee
Thursday, 10	Council
Tuesday, 15	Joint Transportation Board
Wednesday, 16	Planning Committee
Thursday, 17	Cabinet
Wednesday, 23	Governance & Audit Committee
Thursday, 24	Executive, Policy & Community Safety Scrutiny Panel

October 2020

Tuesday 06	Licensing Board
Thursday, 15	Council
Wednesday, 21	Planning Committee
Thursday, 22	Cabinet
Tuesday, 27	Finance, Budget & Performance Scrutiny Panel *

Agenda Item 16

Annex 1

November 2020

Thursday, 05	Thanet Health and Wellbeing Board
Thursday, 05	Standards Committee
Tuesday, 17	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 18	Planning Committee
Thursday, 19	Cabinet*
Tuesday, 24	Licensing Board
Tuesday, 24	Finance, Budget & Performance Scrutiny Panel

December 2020

Wednesday 02	Governance & Audit Committee
Thursday, 10	Council
Tuesday, 15	Joint Transportation Board
Wednesday, 16	Planning Committee
Thursday, 17	Cabinet
Friday, 25	Offices closed
Monday, 28	Office closed

January 2021

Friday, 01	Offices Closed
Thursday, 07	Licensing Board
Tuesday, 12	Members Briefing
Thursday, 14	Thanet Health and Wellbeing Board
Thursday, 14	Cabinet (budget)
Tuesday, 19	Finance, Budget & Performance Scrutiny Panel (budget)
Wednesday, 20	Planning Committee
Tuesday, 26	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 28	Cabinet (budget)

February 2021

Tuesday, 02	Members Briefing
Thursday, 11	Council (budget)
Tuesday, 16	Licensing Board
Wednesday, 17	Planning Committee
Thursday, 18	Finance, Budget & Performance Scrutiny Panel
Tuesday, 23	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 25	Council (Council Tax)

March 2021

Wednesday, 03	Governance & Audit Committee
Thursday, 04	Standards Committee
Tuesday, 16	Licensing Board
Tuesday, 16	Joint Transportation Board
Wednesday, 17	Planning Committee
Thursday, 18	Thanet Health and Wellbeing Board
Thursday, 18	Cabinet
Tuesday, 23	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 25	Council

April 2021

Friday, 02	Offices closed
Monday, 05	Offices closed
Tuesday, 06	Members Briefing
Tuesday, 20	Finance, Budget & Performance Scrutiny Panel
Wednesday, 21	Planning Committee
Thursday, 29	Cabinet

May 2021

Monday, 03	Offices closed
Thursday, 13	Annual Council
Wednesday , 19	Planning Committee
Thursday, 20	Executive, Policy & Community Safety Scrutiny Panel
Tuesday, 25	Finance, Budget & Performance Scrutiny Panel
Thursday, 27	Standards Committee
Monday, 31	Offices closed

Times of Meetings

All meetings, except for those of the Licensing Board and Licensing Sub-Committees and the Thanet Health and Wellbeing Board, are held at 7.00 pm. The Licensing Board meetings are held at 10.00 am.

Licensing Sub-Committee meetings are held either at 10.00 or 11.00 am.

The Thanet Health and Wellbeing Board meetings are held at 10.00 am.

Members' Briefings are held at 6.15 pm

*To consider council fees & charges

Agenda Item 16

Annex 1

Calendar of Meetings 2021/22

May 2021

Monday, 03	Offices closed
Thursday, 13	Annual Council
Wednesday, 19	Planning Committee
Thursday, 20	Executive, Policy & Community Safety Scrutiny Panel
Tuesday, 25	Finance, Budget & Performance Scrutiny Panel
Thursday, 27	Standards Committee
Monday, 31	Offices closed

June 2021

Thursday 10	Joint Transportation Board
Tuesday 15	Licensing Board
Wednesday, 16	Planning Committee
Thursday, 17	Cabinet
Tuesday, 22	Members Briefing

July 2021

Thursday, 15	Council
Wednesday, 21	Planning Committee
Thursday, 22	Thanet Health and Wellbeing Board
Thursday, 22	Cabinet
Tuesday, 27	Licensing Board Finance,
Tuesday, 27	Budget & Performance Scrutiny Panel
Wednesday, 28	Governance & Audit Committee
Thursday, 29	Executive, Policy & Community Safety Scrutiny Panel

August 2021

Wednesday, 18	Planning Committee
Thursday, 26 August	Finance, Budget & Performance Scrutiny Panel
Monday, 30	Offices closed

September 2021

Thursday, 02	Thanet Health and Wellbeing Board
Tuesday, 07	Licensing Board
Tuesday, 07	Members Briefing
Thursday, 09	Council
Tuesday, 14	Standards Committee
Wednesday, 15	Planning Committee
Thursday, 16	Joint Transportation Board
Wednesday, 22	Governance & Audit Committee
Thursday, 23	Cabinet
Thursday, 30	Executive, Policy & Community Safety Scrutiny Panel

October 2021

Tuesday 05	Licensing Board
Thursday, 14	Council
Wednesday, 20	Planning Committee
Thursday, 21	Cabinet
Tuesday, 26	Finance, Budget & Performance Scrutiny Panel *

Agenda Item 16

Annex 1

November 2021

Thursday, 04	Thanet Health and Wellbeing Board
Thursday, 11	Standards Committee
Tuesday, 16	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 17	Planning Committee
Thursday, 18	Cabinet*
Tuesday, 23	Licensing Board
Tuesday, 23	Finance, Budget & Performance Scrutiny Panel

December 2021

Wednesday 01	Governance & Audit Committee
Thursday, 09	Council
Tuesday, 14	Joint Transportation Board
Wednesday, 15	Planning Committee
Thursday, 16	Cabinet
Monday, 27	Offices closed
Tuesday, 28	Offices closed

January 2022

Monday, 03	Offices Closed
Thursday, 06	Licensing Board
Tuesday, 11	Members Briefing
Thursday, 13	Thanet Health and Wellbeing Board
Thursday, 13	Cabinet (budget)
Tuesday, 18	Finance, Budget & Performance Scrutiny Panel (budget)
Wednesday, 19	Planning Committee
Tuesday, 25	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 27	Cabinet (budget)

February 2022

Tuesday, 01	Members Briefing
Thursday, 10	Council (budget)
Tuesday, 15	Licensing Board
Wednesday, 16	Planning Committee
Thursday, 17	Finance, Budget & Performance Scrutiny Panel
Tuesday, 22	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 24	Council (Council Tax)

March 2022

Wednesday, 09	Governance & Audit Committee
Thursday, 10	Standards Committee
Tuesday, 15	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 16	Planning Committee
Thursday, 17	Cabinet
Tuesday, 22	Licensing Board
Tuesday, 22	Joint Transportation Board
Thursday, 24	Thanet Health and Wellbeing Board
Thursday, 31	Council

April 2022

Tuesday, 05	Members Briefing
Friday, 15	Offices closed
Monday, 18	Offices closed
Tuesday, 19	Finance, Budget & Performance Scrutiny Panel
Wednesday, 20	Planning Committee
Thursday, 21	Cabinet

May 2022

Monday, 02	Offices closed
Thursday, 12	Annual Council
Wednesday , 18	Planning Committee
Tuesday, 24	Finance, Budget & Performance Scrutiny Panel
Thursday, 26	Executive, Policy & Community Safety Scrutiny Panel
Monday, 30	Offices closed
Tuesday, 31	Standards Committee

Times of Meetings

All meetings, except for those of the Licensing Board and Licensing Sub-Committees and the Thanet Health and Wellbeing Board, are held at 7.00 pm. The Licensing Board meetings are held at 10.00 am.

Licensing Sub-Committee meetings are held either at 10.00 or 11.00 am. The Thanet Health and Wellbeing Board meetings are held at 10.00 am. Members' Briefings are held at 6.15 pm

*To consider council fees & charges

Agenda Item 16

Annex 1

Calendar of Meetings 2022/23

May 2022

Monday, 02	Offices closed
Thursday, 12	Annual Council
Wednesday, 18	Planning Committee
Tuesday, 24	Finance, Budget & Performance Scrutiny Panel
Thursday, 26	Executive, Policy & Community Safety Scrutiny Panel
Monday, 30	Offices closed
Tuesday, 31	Standards Committee

June 2022

Thursday 09	Joint Transportation Board
Tuesday 14	Licensing Board
Wednesday 15	Planning Committee
Thursday, 16	Cabinet
Tuesday, 21	Members Briefing

July 2022

Thursday, 14	Council
Wednesday, 20	Planning Committee
Thursday, 21	Thanet Health and Wellbeing Board
Thursday, 21	Cabinet
Tuesday, 26	Licensing Board
Tuesday, 26	Finance, Budget & Performance Scrutiny Panel
Wednesday, 27	Governance & Audit Committee
Thursday, 28	Executive, Policy & Community Safety Scrutiny Panel

August 2022

Wednesday, 17	Planning Committee
Monday, 29	Offices closed
Tuesday, 30 August	Finance, Budget & Performance Scrutiny Panel

September 2022

Thursday, 01	Thanet Health and Wellbeing Board
Tuesday, 06	Licensing Board
Tuesday, 06	Members Briefing
Thursday, 08	Council
Tuesday, 13	Standards Committee
Thursday, 15	Joint Transportation Board
Wednesday, 21	Planning Committee
Thursday, 22	Cabinet
Wednesday, 28	Governance & Audit Committee
Thursday, 29	Executive, Policy & Community Safety Scrutiny Panel

October 2022

Tuesday 04	Licensing Board
Thursday, 13	Council
Wednesday, 19	Planning Committee
Thursday, 20	Cabinet
Tuesday, 25	Finance, Budget & Performance Scrutiny Panel *

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November 2022

Thursday, 03	Thanet Health and Wellbeing Board
Thursday, 10	Standards Committee
Tuesday, 15	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 16	Planning Committee
Thursday, 17	Cabinet*
Tuesday, 22	Licensing Board
Tuesday, 22	Finance, Budget & Performance Scrutiny Panel
Wednesday, 30	Governance & Audit Committee

December 2022

Thursday, 08	Council
Tuesday, 13	Joint Transportation Board
Wednesday, 14	Planning Committee
Thursday, 15	Cabinet
Monday, 26	Offices closed

January 2023

Monday, 02	Offices Closed
Thursday, 05	Licensing Board
Tuesday, 10	Members Briefing
Thursday, 12	Thanet Health and Wellbeing Board
Thursday, 12	Cabinet (budget)
Thursday, 17	Finance, Budget & Performance Scrutiny Panel (budget)
Wednesday, 18	Planning Committee
Thursday, 26	Cabinet (budget)
Tuesday, 31	Executive, Policy & Community Safety Scrutiny Panel

February 2023

Thursday, 02	Members Briefing
Thursday, 09	Council (budget)
Tuesday, 14	Licensing Board
Wednesday, 15	Planning Committee
Thursday, 16	Finance, Budget & Performance Scrutiny Panel
Tuesday, 21	Executive, Policy & Community Safety Scrutiny Panel
Thursday, 23	Council (Council Tax)

March 2023

Wednesday, 08	Governance & Audit Committee
Thursday, 09	Standards Committee
Tuesday, 14	Executive, Policy & Community Safety Scrutiny Panel
Wednesday, 15	Planning Committee
Thursday, 16	Thanet Health and Wellbeing Board
Thursday, 16	Cabinet
Tuesday, 21	Licensing Board
Thursday, 23	Joint Transportation Board
Thursday, 30	Council

April 2023

Tuesday, 04	Members Briefing
Friday, 07	Offices closed
Monday, 10	Offices closed
Wednesday, 19	Planning Committee
Thursday, 20	Finance, Budget & Performance Scrutiny Panel

May 2023

Monday, 01	Offices closed
Thursday, 18	Annual Council
Monday, 29	Office closed
Tuesday, 30	Finance, Budget & Performance Scrutiny Panel
Wednesday , 31	Standards Committee

Times of Meetings

All meetings, except for those of the Licensing Board and Licensing Sub-Committees and the Thanet Health and Wellbeing Board, are held at 7.00 pm. The Licensing Board meetings are held at 10.00 am.

Licensing Sub-Committee meetings are held either at 10.00 or 11.00 am.

The Thanet Health and Wellbeing Board meetings are held at 10.00 am.

Members' Briefings are held at 6.15 pm

*To consider council fees & charges

MEMBERS ALLOWANCES SCHEME 2019/20

Council	28 March 2019
Report Author	Nicholas Hughes – Committee Services Manager
Portfolio Holder	Cabinet Member for Corporate Governance and Coastal Development
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	All Wards

Executive Summary:

This report gives Members the feedback from the East Kent Joint Independent Remuneration Panel (EKJIRP) on the amendments to the 2019/20 Members' Allowances scheme and allows Council to amend the scheme based on the feedback from the EKJIRP.

Recommendation(s):

That the Thanet District Council Members' Allowances Scheme for 2019/20 and the comments of the EKJIRP be noted.

CORPORATE IMPLICATIONS

Financial and Value for Money	<p>If Members agree the draft scheme of Members allowances as outlined at annex 1 to this report, then there will be no direct financial implications as a result of this report.</p> <p>The changes being proposed within the report can be funded with no additional cost to the scheme previously agreed in July 2018.</p> <p>Council will have to identify savings to other budgets if they wish to make any changes to the proposals that result in additional expenditure.</p>
Legal	<p>The Council is required to have regard to the recommendations of EKJIRP in making a scheme of allowances.</p> <p>The Council is required to have regard to the recommendations of EKJIRP in making a scheme of allowances.</p> <p>Section 18 of the Local Government and Housing Act 1989 permits the Secretary of State, by regulations, to make a scheme providing for the payment of a basic allowance, an attendance allowance and a special responsibility allowance to members of a local authority. Section 100 of the Local Government Act 2000 permits the Secretary of State, by regulations,</p>

	<p>to provide for travelling and subsistence allowances for members of local authorities, allowances for attending conferences and meetings and reimbursement of expenses. In exercise of these powers the Secretary of State has made the Local Authorities (Members' Allowances) (England) Regulations 2003.</p> <p>The Regulations require the council to make a scheme before the beginning of each year for the payment of basic allowance. The scheme must also make provision for the authority's approach to special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance. The scheme may also provide for other matters of the kind dealt with in the proposed scheme.</p> <p>The recommendations if approved would mean the majority of the members of council would receive a special responsibility allowance. The Government guidance on allowances says that where this is the case, <i>'Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance.'</i></p> <p>When considering the scheme, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty). This consideration should be supported by a proportionate level of equality analysis.</p>								
Corporate	The level of allowances may be seen as both impacting on the public's perception of the Council and a factor in making public services as a Councillor attractive to a broad range of potential candidates.								
Equalities Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p>Although it does not directly relate to protected groups, the draft scheme contains the ability to pay a dependent carers allowance to Councillors.</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.									

	This contributes to aims 1 and 2 of the Equality Act as it removes barriers to Councillors standing who have relatives that may be in need of dependent care.
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CORPORATE PRIORITIES (tick those relevant) ✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	

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

1.0 Introduction and Background

1.1 This report gives Members the feedback from the East Kent Joint Independent Remuneration Panel (EKJIRP) on the 2019/20 Members' Allowances scheme and allows Council to amend the scheme based on the feedback from the EKJIRP.

2.0 East Kent Joint Independent Remuneration Panel Review of 2019/20 Members' Allowances Scheme

2.1 The 2019/20 Members' Allowances scheme was approved at Council on 7 February 2019, subject to review by the EKJIRP. The EKJIRP has now independently reviewed the scheme at its meeting on the 4 March and agreed the following motion:

“That the Panel would support either the proposed allowances set out in Annex 1 of the report or an increase of 1%. However, while the Panel would support an increase in the Members' Allowances Scheme it recognises that in light of budgetary pressures on local authorities the Council may not choose to implement this.”

2.2 As the EKJIRP have not raised any issues with the Allowances scheme previously approved, Council is asked to note the comments of the EKJIRP.

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

Annex List

Annex 1	2019/20 Draft Scheme of Members Allowances
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matthew Sanham, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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Part 6 - Members' Allowances

Scheme 201~~89~~/1920

1.1 This scheme is made in exercise of the powers conferred by The Local Authorities (Members' Allowances) (England) Regulations 2003 and of all other enabling powers, the Council having had regard to the recommendations made to it by an independent remuneration panel.

1.2 This scheme shall take effect on and from the 1 April 201~~98~~ and shall remain effective for the purposes of the determination and payment of any allowances to Members until it is next reviewed by Council.

1.3 Where a Member of the Council is also a Member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.

1.4 This scheme shall be construed in accordance with the meanings contained within the above Regulations.

Basic Allowance

1.5 The annual entitlement to Basic Allowance for each Member is the amount detailed in **Schedule 1**.

Special Responsibility Allowance

1.6 The annual entitlement to a Special Responsibility Allowance for each Member having a special responsibility is the relevant amount in relation to that responsibility detailed in **Schedule 1**.

1.7 Where a Member would otherwise be entitled to claim more than one Special Responsibility Allowance only one shall be payable, normally the higher unless the member gives notice in writing to the Committee Services Manager that he or she wishes to receive the lower.

1.8 Where Members of the Council are divided into at least two political groups and a majority belong to the same political group a Special Responsibility Allowance shall be paid to at least one person who is not a member of the controlling group.

Dependants' Carers' Allowance

1.9 Members are entitled to claim Dependants' Carers' Allowance for expenses necessarily incurred in arranging care on account of any 'Approved Duty'. The current allowance is included in **Schedule 1**.

1.10 The definition of a dependant for the purpose of payment of this allowance is that used in S57A (3) of the Employment Rights Act 1996. This is a spouse or partner, a child, a parent, a person who lives in the same household but who is not an employee, tenant, lodger or boarder.

1.11 Additionally the secondary carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the Member or the

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Member's spouse or any member of the Member's family who lives at the same address as the Member. Nor can it be an employee, tenant, lodger or boarder who lives at that address.

1.12 Payment of Dependants' Carers' Allowances will be on the production of invoices and is limited to no more than one hundred hours per quarter. **[Note:** To avoid excess administration in processing claims, these should be submitted on a quarterly basis.]

Travelling and Motor Mileage Allowances

1.13 Members will be reimbursed car mileage only from their home to place of duty and return in respect of attendance at Approved Duties, or as the Council's representative, in accordance with the rates set out in **Schedule 1**.

1.14 If a Member visits the vicinity of the place of duty for some other purpose and then goes directly to the approved duty, a claim should not be made.

1.15 Subject to paragraph 1.16 below, for journeys outside the District, car mileage reimbursement will be capped at the cost of an equivalent journey by public transport (meaning the standard open rail fare together with reasonable taxi/bus fares, parking charges and underground fares incurred, or which would have been incurred if the Member had travelled by public transport). If, however, the costs of an equivalent journey by public transport equals or exceeds car mileage costs, full mileage costs will be reimbursed.

1.16 Notwithstanding that the cost of car mileage reimbursement would exceed the cost of an equivalent journey by public transport, a Member will nevertheless be entitled to claim mileage for out of district travel:-

- (i) If he or she car shares with either an officer or one or more members, any of whom would have been entitled to make a mileage claim had they travelled independently; or
- (ii) If the Committee Services Manager agrees in writing that the meeting, seminar, conference, event, presentation, service or other approved duty that necessitated the journey was not reasonably practical to make by public transport due to any or a combination of the following factors:-
 - the distance from the members home to the nearest railway station;
 - the location of the meeting;
 - the start or finish time of the meeting;
 - the amount of luggage to be taken; and
 - the overall journey time on public transport compared to travel by car.

1.17 The written agreement of the Committee Services Manager under paragraph 1.16 above should normally be sought in advance of the intended journey but in exceptional circumstances may be obtained subsequently. In addition, where it is likely that a Member will be travelling to the same destination one more than one occasion, the Committee Services Manager shall be entitled to give the Member his agreement in writing to all such journeys.

1.18 Travelling and motor mileage allowances may be payable for attendance at any official meetings of the Council to which members of more than one party are invited to attend and also for representation on those bodies included in **Schedule 2**.

Subsistence

1.19 Payment of subsistence allowances in connection with any approved duty shall be in accordance with the provisions, including the maximum amounts payable, set out in **Schedule 1**.

Explanation of "Approved Duty"

1.20 Approved Duties comprise the following:-

- a) a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee of such a body;
- b) any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee, provided that –
 - i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited, or
 - ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- c) a meeting of any association of authorities of which the authority is a member.
- d) the carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of or in connection with the discharge of the functions of the Council or any of its committees or sub-committees. [Attendances at meetings of the bodies listed in Schedule 2 have been approved.]
- e) There is also a general duty permitting the Leader or nominated deputy to represent the Council at formal meetings not specified elsewhere, with other authorities, official bodies or agencies for the purposes of any function of the Council, but excluding meetings organised by private individuals or commercial organisations.

1.21 Scrutiny Panel Members attending meetings of the Cabinet are entitled to claim travelling allowance and any Member speaking on an issue relevant to their Ward at a meeting of the Cabinet with the consent of the Leader or in accordance with Council rules is also entitled to claim travelling allowance.

1.22 If any Overview or Scrutiny Panel requires a Member of the Cabinet to attend before it in relation to matters within that Member's remit, then that Member is entitled to claim travelling expenses.

1.23 Where Cabinet Members attend non-executive meetings to observe only this is not deemed to be an approved duty and travelling expenses will not be paid.

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1.24 Where any Member attends any Committee to speak on an item with the Chairman's consent, this attendance will be an approved duty for payment of travelling expenses.

1.25 Members are entitled to claim travelling expenses for Committee briefings and for all Partnership meetings or Chairman and Vice-Chairman meetings with the Lead Officer and these meetings are therefore approved duties.

1.26 This Scheme does not allow for travelling expenses to be paid to individual Members arranging meetings with officers as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties.

1.27 For any other ad hoc briefings e.g. on major developments, Members from all political groups with in excess of 5 Members will need to be invited to these briefings in order for travelling allowances to be paid.

1.28 No allowance shall be payable if such payment would be contrary to provision made by or under any enactment.

1.29 Members who attend committee meetings of which they are not a member (under Council Procedure Rule 20(1)) shall be entitled to claim travelling expenses.

1.30 Co-opted and Independent members shall be treated as Members of the Council for the purposes of Approved Duties.

Renunciation

1.31 A Member may, by notice in writing given to the Democratic Services and Scrutiny Manager, elect to forego any part of his/her entitlement to an allowance under this scheme.

Part Year Entitlements

1.32 The provisions of this paragraph shall have effect to regulate the entitlements of a Member to Basic and Special Responsibility Allowances where in the course of the year

- The Scheme is amended; or
- That Member becomes, or ceases to be, a Member, or
- He/she accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable

1.33 If an amendment, or amendments, to this scheme change(s) the amount of the Basic Allowance or a Special Responsibility Allowance to which a Member is entitled, then for each period in a particular year during which the relevant amounts are applicable, the entitlement to such allowance(s) shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.

1.34 Where the term of office of a Member begins or ends at any time other than at the beginning or end of a year, the entitlement of that Member to a Basic Allowance shall be calculated on the basis of the equivalent daily rate that is applicable to the relevant period.

1.35 Where both:

- this Scheme is amended as described in sub-paragraph 1.32; and
- the term of office of a Member begins and/or ends as described in paragraph 1.33; then
- the entitlement of any such Member to a basic allowance shall be calculated on the basis of the equivalent daily rate that is applicable to the relevant periods.

1.36 Where a Member has during part of, but not throughout, a year such special responsibilities as entitle him/her to one or more Special Responsibility Allowances, that Member's entitlement shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.

1.37 Where this scheme is amended as mentioned in paragraph 1.32 and a Member has during part, but does not have throughout the whole, of any period mentioned in paragraph 1.33 any such special responsibilities as entitle him/her to one or more Special Responsibility Allowances, that Member's entitlements shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.

Repayment and Withholding of Allowances

1.38 Where payment of any Basic Allowance or Special Responsibility Allowance has already been made after a Member, ceases to be a Member of the Council or is in any other way not entitled to receive any such allowance in respect of that period, the Council may require that such part of the allowance as relates to any such period be repaid.

Payments and Claims

1.40 Allowances will be paid in instalments of one-twelfth of the amounts specified in this scheme by BACS transfer on the 19th of the month, one month in arrears.

1.41 Where a payment of one-twelfth of the amount specified in this scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the Member receiving more than the amount to which, by virtue of paragraph 1.33, he/she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he/she is entitled.

1.42 Claims for Dependents' Carers' Allowances, Travel and Subsistence Allowances and Co-optee's Allowance (if applicable) shall be made within three months from the date on which an entitlement arises.

1.43 Nothing in the above paragraph shall prevent the Council from making a payment where an allowance is not claimed within that period.

Pensions

1.44 In accordance with the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, no Member of Thanet District Council is entitled to be a member of the Local Government Pension Scheme after 11 May 2015.

With effect from the 1st day of April 2019 pursuant to a resolution of the Thanet

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District Council passed on the 7 February 2019.

MEMBERS' ALLOWANCES SCHEME – 2019~~8~~/2019~~20~~

Basic Allowance

£4,570 each Member x 56 = £255,920

Special Responsibility Allowances

Position	Number	Allowance £	Possible maximum expenditure £
Executive			
Leader	1	18,082	18,082
Deputy Leader	1	10,776	10,776
Cabinet Portfolio Holder	3	7,990	23,970
Assistant Portfolio Holder	5	1500	7500
Non-Executive			
Chairman of Council	1	2,188	2,188
Vice Chairman of Council	1	1,530	1,530
Opposition Group Leader of a group with more than 10 members	2	2,881	5,762
Deputy Opposition Group Leader of a group with more than 10 members	2	1,431	2,862
Opposition Spokesperson	6	1,431	10,890
Scrutiny Panel Chairman	2	3,995	7,990
Scrutiny Panel Vice-Chairman	2	1,608	3,216
Planning Committee Chairman	1	5,204	5,204
Planning Committee Vice-Chairman	1	1,216	1,216
Licensing Committee Chairman	1	3,216	3,216
Licensing Committee Vice-Chairman	1	805	805
Governance and Audit Committee - Chairman	1	5,204	5,204
Governance and Audit Committee – Vice-Chairman	1	1,216	1,216

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Standards Committee Chairman	-	1	1,216	1,216
Standards Committee Vice-Chairman	-	1	400	400
Standards Committee other Independent Member	-	2	250	500
"Independent Person"		1	250	250
Substitute "Independent Person"		1	100	100
JTB Chairman		1	1,216	1,216
TOTAL SRAs only				113,005

Total basic + SRAs = £368,925

(1) Co-optees and "independent" Members shall be treated as Members of Thanet District Council for this purpose.

Dependants' Carers' Allowances

An allowance for any approved duty of ~~£8,217.83~~ per hour (*or the national living wage whichever is higher*) subject to the conditions set out in paragraph 4 of the 'Members' Allowances Scheme'.

Motor Mileage Allowance

Payable in accordance with the Mileage rates as set out in the TDC staff travel plan:

For the duration of this scheme the rates are as follows:

- (i) For journeys within the District (casual user rate)
 - 21.69 pence per mile
- (ii) In exceptional circumstances and provided approval of the Democratic Services and Scrutiny Manager is obtained prior to the journey (see paragraph 1.16 of the Scheme) for journeys outside the District (essential user rate)
 - 45 pence per mile*
- (iii) Journeys by rail outside the District
 - standard open class rail fare
- (iv) Cycling Allowance (HMRC Guidance)
 - 20.4p per mile

* Normally for journeys outside of the district the equivalent of a standard open class rail will be paid.

Subsistence Allowances

Subsistence allowances will be payable to Members who are prevented by their official duties from taking a meal at their home, or place of work where they normally take their meals, and

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thereby incur additional expenditure. A Member will be required to submit receipts in order for reimbursement to be made.

Overnight Accommodation

Members who are required to make overnight stays in the performance of their official duties should, whenever possible, pre-book accommodation of an appropriate standard and obtain approval from the Head of Legal and Democratic Services. Arrangements should be made for an invoice to be submitted directly to the Council. If this is not possible, a detailed VAT receipt MUST be obtained to substantiate the claim.

Out of Pocket Expenses

Expenses are claimable if a Member is required to stay away from home overnight. They cover such items as newspapers and personal telephone calls.

Allowances payable as at 01/04/2019

	Subsistence Allowances (£)	
Subsistence	Breakfast	7.36
	Lunch	10.17
	Tea	4.03
	Evening Meal	12.59
Out of pocket expenses	Per night	5.73
	Per week	22.90

**DUTIES WHICH ARE APPROVED FOR THE PURPOSE OF
CLAIMING TRAVELLING & SUBSISTENCE**

Representation on the following bodies

Action with Communities in Rural Kent (T)
 Age UK: Thanet (T)
 British Ports Association (TS)
 British Destinations (AGM, Annual Conference and Executive meetings) (TS)
 Campaign to Protect Rural England (T)
 Canterbury Festival (T)
 Citizens' Advice Bureau, Thanet (T)
 Community Safety Partnership (T)
 Domestic Violence Forum (T)
 East Kent Housing Board (T)
 East Kent Housing Area Board (T)
 East Kent Opportunities Ltd
 East Kent Relate (T)
 East Kent Spatial Development Company
 Kent and Medway Independent Persons Forum (T)
 Kent International Airport Consultative Committee (T)
 Kent Police and Crime Panel (T)
 Local Government Association Coastal Special Interest Group (TS)
 Local Government Association Strategic Aviation Specialist Interest Group
 Local Government Association District Council's Network (TS)
 Local Government Association (General Assembly) (TS)
 Local Government Association (Rural Commission) (TS)
 Margate Town Partnership (T)
 Millmead Children's Centre Partnership
 Multiple Sclerosis Society (T)
 Parking and Traffic Regulation Outside London (Adjudication Joint Committee) (T)
 Powell Cotton Museum and Quex House (T)
 River Stour (Kent) Internal Drainage Board (T)
 Sandwich and Pegwell Bay National Nature Reserve Steering Group (T)
 South East England Councils (SEEC) (TS)
 Supporting People in Kent Commissioning Body (T)
 Thanet Countryside Trust (T)
 Thanet Harbour Users' Groups (T)
 Thanet Quality Bus Partnership (T)
 Thanet Rural Regeneration Group (T)
 Thanet Sports Network (T)
 Thanet Volunteer Bureau (T)
 The Friends of Margate Cemetery Trust (T)
 Trust for Thanet Archaeology (T)
 Tourism South East (T)
 Your Leisure Thanet Sub-Group (T)
 Youth Advisory Group (T)
 (TS) Travel and Subsistence allowance may be claimed.
 (T) Travel allowance only may be claimed.

REPRESENTATION ON RAMSGATE CHARITIES

Council **28 March 2019**

Report Author **Committee Services Manager**

Portfolio Holder **Ash Ashbee, Portfolio Holder for Corporate Governance and Coastal Development**

Status **For Decision**

Classification: **Unrestricted**

Executive Summary:

Council is asked to agree the appointment of two trustees to “Ramsgate Charities” as two of the incumbent representatives have come to the end of their terms.

Recommendation(s):

That Council agrees the appointment of Mr JR Wood as a representative Trustee of Ramsgate Charities with a term of office starting on 21 January 2019 and expiring on 21 January 2023.

That Council agrees the appointment of Mrs C Griggs as a representative Trustee of Ramsgate Charities with a term of office starting on 20 November 2017 and expiring on 20 November 2021.

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

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

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

1.0 Introduction and Background

- 1.1 Thanet District Council has the responsibility to formally make appointments to the “Ramsgate Charities” in accordance with the Scheme of the Charity.
- 1.2 The “Ramsgate Charities” are an amalgamation of several charities which are for the benefit of persons living in the Ramsgate area. The object of the Charity is the relief of poverty in elderly people and people with disabilities or special needs.

2.0 The Current Situation

- 2.1 A letter has been received from Daniel & Edwards Solicitors stating that both Mr JR Wood’s Mrs C Griggs terms of office as trustees of Ramsgate Charities have expired. Mr JR Wood’s term of office expired on 21 January 2019 and Mrs C Griggs’ term expired on 20 November 2017 - The administrators of the charity have apologised for the delay in notification of the expiration of Mrs Griggs’ term.
- 2.2 The letter from Daniel & Edwards Solicitors indicates that both wish to remain a trustee of Ramsgate Charities.
- 2.3 If the Council agree to re-appoint Mr JR Wood for another four year term as a representative trustee of Ramsgate Charities, then it would be most appropriate to back date the start date of his term of office from 21 January 2019. If the Council agree to re-appoint Mrs C Griggs for another four year term as a representative trustee of Ramsgate Charities, then it would be most appropriate to back date the start date of her term of office to 20 November 2017.

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

Annex List

None	
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Background Papers

Title	Details of where to access copy
None	

Corporate Consultation

Finance	Matt Sanham, Interim Head of Financial services and Procurement
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer

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CHANGE OF POLLING PLACES FOR THE 2019 DISTRICT ELECTIONS

Meeting **Council 28 March 2019**

Report Author **Committee Services Manager**

Portfolio Holder **Cabinet Member for Corporate Governance and Coastal Development**

Status **For Information**

Classification: **Unrestricted**

Ward: **Beacon Road, Central Harbour, Salmestone, and Viking**

Executive Summary:

This report is to inform Council of changes to a number of changes to polling stations for the forthcoming local government elections in May 2019. These are polling stations in the following wards: Beacon Road, Central Harbour, Salmestone, and Viking.

Recommendation(s):

None this report is for information only.

CORPORATE IMPLICATIONS

Financial and Value for Money	Election costs are already budgeted for. The cost of running the Parishes will be reclaimed from the Parishes after the election.	
Legal	The Electoral Administration Acts 2006 and 2013 govern the process for undertaking reviews of polling districts and places.	
Corporate	By designating accessible polling stations, the Council seeks to encourage participation in the electoral process.	
Equality Act 2010 & Public Sector Equality Duty	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.	
	Protected characteristics: age, sex, 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,	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.	
	The subject of equalities was considered during the 2011 review and has also been considered when identifying options for any subsequent alternative polling stations. The Electoral Commission provides comprehensive guidance on matters to be taken into account, and that guidance was followed.	

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

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

1.0 Introduction and Background

- 1.1 This report is to inform Council of changes to a number of changes to polling stations for the forthcoming local government elections in May 2019. The changes described within the report have already agreed by the Returning Officer and this report is for information only.

2.0 Changes to Polling Stations

2.1 Beacon Road Ward (BSB - Westover)

- 2.1.1 Westover Free Church Hall has closed. Electoral Services have undertaken a search and have not been able to locate another suitable venue in this part of the Beacon Road ward. Therefore St Andrews Church Hall will be used as a joint polling station covering the BSB Westover polling district as well as the other part of the Beacon Road ward (BSC Reading Street).

2.2 Salmestone Ward (MP2 - Westwood)

- 2.2.1 The Orb public house has been demolished and is therefore not available as a polling station. The polling station has now changed to the Global Generation Church in Strasbourg Street (behind the B&Q superstore).

2.3 Viking Ward (BSH - Dumpton Gap)

- 2.3.1 Extensive repair works are currently being carried out at Pierremont Hall over the period of the election rendering it unsuitable to be used as a polling station for the forthcoming election. The polling station has now changed to the Queens Road Baptist Church, Queens Road.

2.4 Central Harbour Ward (RH - Royal Harbour)

- 2.4.1 Electoral Services have been advised that the Elms Club is no longer available as a polling station. The new polling station will now be Forresters Hall, Meeting Street, Ramsgate.

Contact Officer:	Lyn Davey, Senior Electoral Services Officer
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

Annex List

None	None
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Background Papers

Title	Details of where to access copy
None	

Corporate Consultation

Finance	Matthew Sanham, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance

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.