



Date: 17 July 2017
Our ref: Extraordinary Overview & Scrutiny Panel/Agenda
Ask For: Charles Hungwe
Direct Dial: (01843) 577186
Email: charles.hungwe@thanet.gov.uk

EXTRAORDINARY OVERVIEW & SCRUTINY PANEL

26 JULY 2017

An extraordinary meeting of the Overview & Scrutiny Panel will be held at **5.00 pm on Wednesday, 26 July 2017** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

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

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.

3. **OSP CALL-IN OF KEY OFFICER DECISION - CLOSURE OF RAMSGATE DISTRICT OFFICE** (Pages 3 - 8)

Declaration of Interest form - back of agenda



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OSP CALL-IN OF KEY OFFICER DECISION – CLOSURE OF RAMSGATE DISTRICT OFFICE

Extraordinary
Overview & Scrutiny Panel **26 July 2017**

Report Author **Senior Democratic Services Officer**

Portfolio Holder **Councillor Townend, Cabinet Member for Financial Services & Estates**

Status **For Recommendation**

Classification: **Unrestricted**

Key Decision **Yes**

Reasons for Key **Significant effect on communities**

Ward: **All of Ramsgate Wards**

Executive Summary:

The purpose of this covering report is to introduce a call-in regarding the key officer decision made relating to the 'Closure of Ramsgate District Office. This decision, which is attached as Annex 1 to the report, falls within the delegated authority of the Director of East Kent Services (Shared Services) and because it is a key decision, the Overview & Scrutiny Panel members can call it in.

Recommendation(s):

Members guidance is sought on following:

1. Whether the Panel wishes to forward some recommendations to the appropriate officer (Director of East Kent Services) or;
2. The Panel wishes to take no further action.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no implications arising directly from this report. However there are financial implications as a result of the officer decision referred to in this report. There will be budget savings as a result of the closure which form part of a challenging savings target for EKS. Additionally, there has been investment in digital services that enable the reduction in face-to-face contact, helping to mitigate the impact on customers.
Legal	In exercising the right to call-in an executive decision the Panel ought to satisfy itself that some or all of the principles of decision making at reflected in Article 13 of the Council Constitution have not been adhered to. These include the following:

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	<p>(a) the presumption in favour of openness and transparency;</p> <p>(b) the need for due consultation;</p> <p>(c) the need to take account of relevant professional advice from appropriate staff;</p> <p>(d) the need for clarity of aims and desired outcomes;</p> <p>(e) the need to identify the range of options considered;</p> <p>(f) the need to give reasons and explanation for a decision;</p> <p>(g) the need to ensure that all necessary requirements of legality and confidence are observed.</p>								
Corporate	There are no direct corporate risks associated with 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, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p>There no equity and equalities issues arising directly from this report. However there may be equity and equalities implications arising directly from the decision attached as Annex 1 to the report.</p> <p>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.	
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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 Director of East Kent Services made a decision on the Closure of Ramsgate District Office and it was published on Friday, 14 July 2017, giving Overview and Scrutiny Panel members five working days to call-in the decision if they deemed it necessary.

1.2 On 17 July, The Overview and Scrutiny Chairman requested that the officer decision be called-in and advised Democratic Services that six Panel members from across the political parties had made the request for a call-in.

2.0 Reasons for Call-in

2.1 The Panel Chairman cited the following reasons for call-in:

- (a): the presumption in favour of openness and transparency
- (b): the need for due consultation
- (e): the need to identify the range of options considered
- (f): the need to give reasons and explanation for a decision

3.0 Options

3.1 Members could choose one of the following options either:

1. Whether the Panel wishes to forward some recommendations to the appropriate officer (Director of East Kent Services) or;
2. The Panel wishes to take no further action.

4.0 Next Steps

4.1 If Members agree to take no further action, then the decision becomes implementable from the day of the Panel meeting.

4.2 If the Panel refers some recommendations to the Director of East Kent Services for consideration, then such recommendations will have to be taken into account when the officer makes a final decision on the matter.

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

Annex List

Annex 1	Closure of Ramsgate District Office Decision Notice
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Tim Willis, Director of Corporate Resources
Legal	Tim Howes, Director of Corporate Governance

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Ref:

THE THANET DISTRICT COUNCIL

RECORD OF OFFICER DECISION

Name of Officer: Dominic Whelan, Director of Shared Services, EK Services

Directorate: EK Services

Relevant Portfolio Holder: Cabinet Member for Financial Services and Estates

Date of Decision: 13th July 2017

Subject of decision: Closure of Ramsgate District Office

Key Decision

Yes	X	No	
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 In Forward Plan

Yes	X	No	
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Decision made:

To close Ramsgate District Office from Friday 1st September 2017. This will mean no face to face customer services being provided from that office from that date and customers will be able to have their enquiry dealt with over the telephone, online or at the Gateway office in Margate.

Reasons for decision:

Decreasing footfall, higher transaction costs and availability of online / telephone options as feasible alternatives. Budget position means we have had to review all areas of our operation.

Alternative options considered and why they were rejected when the decision was made:

Ramsgate DO is already operated on a part-time basis so a reduction in opening hours is not feasible. Keeping the office open would negatively affect EK Services' ability to meet its budget savings targets set by the council.

Details of any conflict of interest declared by any executive Member who has been consulted by the officer making the decision and of any dispensation granted to that executive Members by the Head of Paid Service:

None

Please attach any report considered when making the decision (if applicable):

If you are aware this decision relates to a previous decision, please advise who took that decision and approximately when the decision was taken in the box below:

N/A

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Annex 1

Statement if decision is an urgent one and therefore not subject to call-in:

N/A

Signature:  Date: 13/07/2017.....

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.