



Date: 09 July 2018
Our ref: Finance, Budget & Performance Scrutiny Panel/Agenda
Ask For: Charles Hungwe
Direct Dial: (01843) 577186
Email: charles.hungwe@officer.thanet.gov.uk

FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL

17 JULY 2018

A meeting of the Finance, Budget & Performance Scrutiny Panel will be held at 7.00 pm on Tuesday, 17 July 2018 in the Council Chamber - Council Offices.

Membership:

Councillor L Piper (Chairman); Councillors: Campbell (Vice-Chairman), Connor, Dexter, Falcon, Martin, Parsons and S Piper

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATION OF INTERESTS**
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 3 - 4)
To approve the Minutes of the Finance, Budget & Performance Scrutiny Panel meeting held on 29 May 2018, copy attached.
4. **ESTABLISH THE WORK PROGRAMME FOR 2018/19** (Pages 5 - 12)
5. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 13 JUNE 2018 - 30 NOVEMBER 2018** (Pages 13 - 20)
6. **DECLARATION OF INTEREST FORM - BACK OF AGENDA** (Pages 21 - 22)



Please scan this barcode for an electronic copy of this agenda.

This page is intentionally left blank

FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL

Minutes of the meeting held on 29 May 2018 at 7.00 pm in the Council Chamber - Council Offices.

Present: Councillor Lynda Piper (Chairman); Councillors Campbell, Connor, Dexter, Falcon, Martin, Parsons and S Piper

In Attendance: Councillor I Gregory

1. APOLOGIES FOR ABSENCE

There were no apologies made at the meeting.

2. DECLARATION OF INTERESTS

There were no declarations made at the meeting.

3. FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL DRAFT TERMS OF REFERENCE

Nick Hughes, Committee Services Manager introduced the report and advised members of the Panel to consider the proposed terms of reference in Annex 1 to the report. These would be put before the Constitutional Review Working Party for forwarding to the Standards Committee and Council. The proposals would be brought before Full Council on 12 July for final decision.

One Member expressed the view that the Panel ought to be able through its terms of reference to call-in an executive decision that related to the business of this Panel. Members were satisfied with the proposed terms of reference as reflected in the Annex 1 to the committee report.

Councillor Campbell proposed, Councillor Connor seconded and Members agreed that the following should be added to the draft terms of reference set out in Annex 1:

That the Finance, Budget and Performance Scrutiny Panel should have the authority to call-in any executive decisions that are relevant to the business of this Panel.

Councillor Campbell proposed, Councillor Connor seconded and Members agreed that the Panel recommends to the Constitutional Review Working Party the draft terms of reference in Annex 1 to the report and the amendment highlighted above that 'the Finance, Budget and Performance Scrutiny Panel should have the authority to call-in any executive decisions that are relevant to the business of this Panel.'

Thereafter one Member suggested that the Panel should consider as part of the agenda for their next meeting the Corporate Performance report and requested that representatives from East Kent Services and East Kent Housing be invited to make presentations on the corporate performance reports for EK Services and EK Housing.

The Panel was advised that Members would be able to draft their work programme for 2018/19 at the next meeting. Officers further indicated that the new Panel would have the authority to request for information that related to their specific terms of reference.

Meeting concluded: 7.15 pm

This page is intentionally left blank

**ESTABLISHING THE FINANCE, BUDGET & PERFORMANCE
SCRUTINY PANEL WORK PROGRAMME FOR 2018/19**

Finance, Budget & Performance
Scrutiny Panel

17 July 2018

Report Author

Senior Democratic Services Officer

Portfolio Holder

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

Status

For Decision

Classification:

Unrestricted

Key Decision

No

Ward:

Thanet Wide

Executive Summary:

This report sets out possible activities of the Finance, Budget & Performance Scrutiny Panel for 2018/19 and asks the Panel to determine the priority areas of work for the new municipal year.

Recommendations:

1. With reference to Annex 1 to the report, Members are requested to agree the Panel's work programme for 2018/19.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report but elements of the suggested work programme may have financial and resource implications.
Legal	There are no legal issues arising directly from this report. However a robust scrutiny function that is set up in a positive critical friend environment effective decision making and policy development.
Corporate	The work programme should help to deliver effective policy decision making by scrutinising executive decisions before, and at times after, implementation. The sub-committees assist the work of scrutiny as they would carry-out an in-depth study of any issue referred to the groups under their terms of reference. An active Scrutiny programme is part of good governance.
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

	<p>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%; text-align: center;">✓</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></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.										
	<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>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 This paper allows the Panel to establish and agree the work programme for 2018/19. In scoping out its work, the Panel may wish to consider any outstanding work from 2017/18.
- 1.2 In 2017/18, the Panel's work programme was undertaken through two working parties, namely the Community Safety Working Party and Corporate Performance Review Working Party.
- 1.3 Almost all the work programme activities were carried out through Council officer and on occasion external agency officer presentations. This was in addition to standing officer support at the working party meetings to provide technical advice to Members during debate.

2.0 Terms of reference of the Finance, Budget & Performance Scrutiny Panel

- 2.1 At Annual Council this May, Council agreed a new approach to the scrutiny function and established two scrutiny panels. One of the panels would focus on monitoring the budget and corporate performance of the council as well as shared arrangements while the other would lead scrutiny reviews on policy development, community safety matters and call-ins. Both Panels met towards the end of May and made comments and suggestions regarding their draft terms of reference.

2.2 The Finance Scrutiny Panel referred a proposal regarding the ‘call-in’ function to the Constitutional Review Working Party. However after some debate, the proposal was not adopted by the working party.

2.3 The purpose of this report is to assist the Finance, Budget & Performance Scrutiny Panel to consider and agree a work programme based on the terms of reference.

3.0 Setting up the Work Programme for 2018/19

3.1 Changes to the Council’s scrutiny function now means that the work programme for this Panel for 2018/19 is now restricted to the draft terms of reference, as highlighted in Annex 1 to the report. It is hoped that the constitutional changes to reflect the new scrutiny function will be agreed by Council in time for the Panel meeting in July.

3.2 The new Panel is expected to conduct all its business without recourse to setting up sub groups. This is because Democratic Services would be unable to resource additional work streams.

3.3 Members may wish to note that in previous years and up to 2017/18, a working party of the main Overview & Scrutiny Panel received and considered corporate performance reports from the council, East Kent Housing and East Kent Services at quarterly intervals (or thereabout).

3.4 The new Panel may wish to take a view on how it will structure its work to take into consideration how it will progress this area of focus. However it is worth noting that moving forward (as from 2018/19), corporate performance reports for East Kent Services and East Kent Housing will be incorporated into the Thanet District Council performance report to be presented by a senior officer from the council.

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

Annex List

Annex 1	Finance, Budget & Performance draft Work Programme for 2018/19
Annex 2	Finance, Budget & Performance Scrutiny Panel terms of reference

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Ramesh Prashar, Head of Financial Services
Legal	Sophia Nartey, Interim Head of Legal Services

This page is intentionally left blank

Finance, Budget & Performance Scrutiny Panel Work Programme for 2018/19		
Meeting Date	Indicative Agenda Items	Issue Source
17 July 2018	Cabinet Member Presentation	Standing Agenda Item
	Establish the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
30 August 2018	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q1 2018/19	Financial Services Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
	Electoral Voter Registration - 2017/18 canvass	Democratic Services Item
23 October 2018	Cabinet Member Presentation	Standing Agenda Item
	Proposed Council Fees and Charges for 2019/20	Financial Services Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
20 November 2018	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q2 2018/19	Financial Services Item
	Review of Panel the Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
24 January 2019	Cabinet Member Presentation	Standing Agenda Item
	Budget 2019/20 & Medium Term Financial Plan 2019-23	Financial Services
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

13 February 2019	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q3 2018/19	Financial Services Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
17 April 2019	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q4 2018/19	Financial Services Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

FINANCE, BUDGET & PERFORMANCE 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 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;

Agenda Item 4

Annex 2

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.

FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

Finance, Budget & Performance
Scrutiny Panel

17 July 2018

Report Author

Senior Democratic Services Officer

Portfolio Holder

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

Status

For Information

Classification:

Unrestricted

Key Decision

No

Ward:

Thanet Wide

Executive Summary:

To update Panel Members on the revised Forward Plan and Exempt Cabinet Reports List (hereby referred to as the Forward Plan) of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items.

Recommendation(s):

Members' instructions are invited.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications arising directly from this report.									
Legal	There are no legal implications arising directly from this report.									
Corporate	The Forward Plan is a publication of key decisions, policy framework.									
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%;"> <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></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table>		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.	✓									

	There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that policy decisions being made and service delivery to residents match these.
--	--

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 law requires that the Council regularly publish a Forward Plan of Key Decisions. Thanet's Forward Plan and Exempt Cabinet Report List is updated monthly and published on the Council's internet site www.thanet.gov.uk
- 1.2 The aim of the Forward Plan is to allow the general public and Council Members to see what decisions are coming up over the next few months and how they will be handled i.e. whether a decision will be taken by Cabinet or Council, and whether there will be input from Overview & Scrutiny during the process.
- 1.3 Overview & Scrutiny receives an updated copy of the Forward Plan at each Panel meeting. The Panel can identify any item on the Forward Plan to be added to the Overview and Scrutiny work programme in order to be scrutinised further. A copy of the latest version of the Forward Plan is attached at Annex 1 to the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

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

Annex List

Annex 1	Forward Plan & Exempt Cabinet Reports List
---------	--

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matt Sanham, Financial Services Manager
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer



FORWARD PLAN AND EXEMPT CABINET REPORT LIST

13 JUNE 2018 TO 30 NOVEMBER 2018

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet's behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council's budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as "key" if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as "other".

Agenda Item 5

Annex 1

Reports to be considered in private session

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

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Committee Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, nicholas.hughes@thanet.gov.uk, telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

At least 5 clear (working) days before the meeting, the Council will publish on its website a notice giving details of representations received about why the meeting should be open to the public and a statement of its response.

The Plan represents a snapshot of decisions in the system as at the date of publication. It is updated 28 clear days before each meeting of Cabinet. The Plan is available for inspection at all reasonable hours free of charge at Thanet Gateway Plus, Cecil Street, Margate, Kent CT9 1RE.

Availability of documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Plan will be available from Thanet Gateway Plus, Cecil Street, Margate, Kent CT 9 1RE. Other documents relevant to those matters may be submitted to the decision makers; if that is the case, details of the documents as they become available can be requested by telephoning Democratic Services on 01843 577500 or by emailing committee@thanet.gov.uk.

The documents listed in the Plan will be published on the Council's website at least five clear (working) days before the decision date. Other documents will be published at the same time or as soon as they become available.

The Cabinet comprises the following Members who have responsibility for the portfolio areas shown:

Councillor Bob Bayford	Leader of the Council
Councillor Jason Savage	Deputy Leader of the Council and Cabinet Member for Corporate Governance and Coastal Development
Councillor Ian Gregory	Cabinet Member for Financial Services and Estates
Councillor Lesley Game	Cabinet Member for Housing and Safer Neighbourhoods
Councillor Rosanna Taylor-Smith	Cabinet Member for Operational Services

13 June 2018 to 30 November 2018

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Asset Management	To determine whether to dispose of property assets, subject to ward member consultation	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	14 Jun 18	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Draft Thanet Local Plan - Publication stage	Approving the draft Local Plan for publication ahead of Submission to the Planning Inspectorate for independent Examination	1.Cabinet Executive, Policy & Community Safety Scrutiny Panel Cabinet Council 2.Adrian Verrall, Strategic Planning Manager	Councillor Robert W Bayford, Leader of the Council	2 Jul 18 11 Jul 18 19 Jul 18 19 Jul 18	Policy Framework		Cabinet report Executive Scrutiny Panel report 2nd Cabinet report Council report
2017/18 Year End Finance Report	Outturn report for the financial year	1.Cabinet 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	26 Jul 18	Non-Key		Cabinet report
To consider and approve an amended RIPA Policy & Procedures Guidance Note for 2018/19 and to receive the annual report on the use of RIPA in 2017/18	The adopted RIPA Policy requires the Council to receive an annual report on the use made of RIPA powers in the previous year. It was also timely to review the RIPA Policy & Procedures Guidance Note at the same time to reflect any recent practice changes.	1.Cabinet 2.Trevor Kennett, Head of Operational Services	Councillor Jason Savage, Deputy Leader and Cabinet Member for Corporate Governance and Coastal Development	26 Jul 18	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Adoption of the Tenancy Strategy 2018	This Strategy aims to set out how we will make best use of our housing stock to meet the needs of the districts residents.	1.Cabinet 2.Bob Porter, Head of Housing and Planning	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	26 Jul 18	Key		Cabinet report
Public space Protection Order for Anti Social Behaviour (Margate and Ramsgate town centre areas)	Additional powers for Police, PCSOs and council enforcement officers to enforce nuisance groups and the deliberate misuse of public spaces	1.Cabinet 2.Jessica Bailey, Community Safety Manager	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	26 Jul 18	Non-Key		Cabinet report
Adopt new Active Thanet Strategic Framework	To undertake a new framework which will replace the existing sport and active recreation strategy and provide a new framework focusing on addressing the public's health, wellbeing and physical activity to reduce health inequalities and enhance opportunities.	1.Cabinet 2.Colin Rouse, Sport and Public Health Officer	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	26 Jul 18	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Q1 Budget Monitoring	Quarter 1 update of the 2018/19 Budget position	1.Cabinet 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	18 Sep 18	Non-Key		Cabinet report
Asset Management - The Museums	To determine whether to dispose of property assets, subject to ward member consultation.	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	18 Oct 18	Non-Key		Cabinet report
Medium Term Financial Strategy (MTFS)-2019/23	Updating the Cabinet on the MTFS for 2019/23	1.Cabinet Finance, Budget & Performance Scrutiny Panel 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	18 Sep 18 Before 25 Oct 18	Non-Key		Cabinet report Finance Scrutiny Panel report

THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

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

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

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

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

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

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

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

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

An associated person is defined as:

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

An Authority Function is defined as: -

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

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

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

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

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

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 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 Democratic Services and Scrutiny 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.

