



Date: 15 October 2018
Our ref: Finance Scrutiny Panel/Agenda
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FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL

23 OCTOBER 2018

A meeting of the Finance, Budget & Performance Scrutiny Panel will be held at **7.00 pm on Tuesday, 23 October 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 - 6)
To approve the Minutes of the Finance, Budget & Performance Scrutiny Panel meeting held on 30 August 2018, copy attached.
4. **CABINET MEMBER PRESENTATION - THE LEADER OF COUNCIL**
The Panel to receive a presentation on "the financial and operational performance of the Ramsgate Port and Harbour."
5. **TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS** (Pages 7 - 14)
6. **REVIEW THE FINANCE SCRUTINY PANEL WORK PROGRAMME FOR 2018/19**
(Pages 15 - 20)
7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 10 OCTOBER 2018 - 31 MARCH 2019** (Pages 21 - 30)

Declaration of Interests Form

Item
No

Subject



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FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL

Minutes of the meeting held on 30 August 2018 at 7.00 pm in the Council Chamber - Council Offices.

Present: Councillor Lynda Piper (Chairman); Councillors Campbell, Connor, Falcon, Parsons, S Piper and Taylor-Smith

In Attendance: Councillors I Gregory, Ashbee, Jaye-Jones and Shonk

9. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Martin;
Councillor Dexter, substituted by Councillor Taylor-Smith.

10. DECLARATION OF INTERESTS

There were no declarations made at the meeting.

11. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Connor seconded and Members agreed the minutes as a correct record of the meeting that was held on 17 July 2018.

12. QUARTERLY PERFORMANCE REPORT Q1 2018/19

Hannah Thorpe, Head of Communications introduced the report and advised Members that the presentation style had been changed to make the report more transparent and easier to understand. The general overview was that the performance had been positive and improving whilst acknowledging that there were some areas where the performance was below target.

The Council like most other councils across the country was experiencing unprecedented levels of demand for housing. The Ministry of Housing, Communities and Local Government indicated through a letter to the Council that they were impressed by how Thanet District Council was managing this demand. The Council had also experienced a large increase in Freedom of Information requests (FOIs) and was working on new approaches for managing the case load which was expected to improve the performance levels of responding to FOIs

Members made comments and raised questions as follows:

- In the period under review, the HRA capital spend was at 2.41% of 100%. Was this not a low performance?
- It was good to note that the statistics for homelessness had gone down significantly;
- Had officers done any work to establish the reasons for the surge in homelessness?
- Did the Capital Programme include housing?
- If the implementation of the Capital Programme led to completed homes, there would not be an increase in homelessness;
- The demolition of old garages could provide additional space to build new houses;

- The average meterage of boats/boat houses moored at the Ramsgate Port & harbour had been exceeded, but the profit had gone down. Why was that the case?
- Was there a difference in charges for the meterage?
- Were there different rates for motorhomes?
- Members thanked officers for the new presentational style of the performance information and hoped that where possible more information narrative could be added;
- Where there sanctions that could be imposed on the Council for failing to meet the deadlines for responding to FOI requests?
- The sections in the report highlighted in 'Grey' did not have statistical information like targets. Members queried why this was the case?
- Enforcement report: The report showed that the enforcement figures had gone down. Why was it the case? Was this because there was not enough staff to enforce or was it because there was improved behaviour by residents?
- Could performance information regarding the enterprise counts across Kent be used rather than the SE as this could be more meaningful because the performance of the council in collecting business rates would be measured against other councils in the county? This would determine how much of the proportion of collection the council would retain (under the business retention scheme for the county);

Ms Thorpe gave the following responses:

- With regards to the HRA performance, the 100% target is an end of year target (rather than target for the quarter under review) and there was still time to complete the work before end of the year;
- FOIs – There had been an increased demand for information and the council was working a new approach that would help improve the response rate and management of caseloads;
- Information reported under the areas marked in 'Grey' was generated by external agencies and had been included in the report as contextual information for Members information only.

Ms Thorpe further agreed to forward any unanswered queries to the appropriate officers for more detailed explanations.

Councillor Campbell proposed, Councillor Stuart Piper seconded and the Panel agreed the following recommendation:

That the "Count of enterprises in Thanet" indicator should be amended to a 'Count of enterprises across Kent.' This was because the level of retention (under the business rates retention scheme) was dependent on the how Thanet District Council performed against other councils participating in the scheme in attracting business enterprises to operate in the district.

Councillor Stuart Piper proposed, Councillor Campbell seconded and Members agreed the following:

That Cabinet introduces performance targets for the issues highlighted in 'Grey' in the report, if it was not possible to so, a report be brought back to the Panel advising why the proposal could not be implemented.

13. ELECTORAL VOTER REGISTRATION - 2017/18 CANVASS

Ms Claire Hawken, Electoral Services Manager introduced the item for debate and reported that the canvass response rate for 2017/18 was 88.01%. Whilst this was a good

response, there was room for improvement. Voter registration forms were delivered mostly by hand delivery and in some cases sent out by Royal Mail.

Getting residents to respond was a challenge. This year's canvass response rate was currently at 70.34% and this was looking promising for a good response rate by end of 2018/19. Managing this exercise required resources and additional budget allocation could assist in improving the results.

Members made comments and asked questions as follows:

- The take up of registration by email was encouraging;
- Could officers use social media to publicise the voter registration exercise?
- Were officers investigating new approaches to use in order to reach out to hard to reach communities to encourage increased response rate to the canvass?
- Was the council permitted to use other sources of information like council tax and benefits system to identify residents who ought to be on the electoral register?
- Could officers include a single sentence at the foot part of the council tax letter to remind residents about the requirement to register as electors?

Responding to the questions Ms Hawken made the following comments:

- The Council could use social media and had used twitter and Facebook to publicise the voter registration exercise;
- Door knocking remained one of ways to help increase the response rate to the registration exercise;
- Council was permitted by law to use the council tax and benefits system database to send out invitation to register letters to residents in the district;
- Council also had access to information from the KCC British citizens' ceremonies and schools and care homes data.

Ms Hawken also agreed to investigate further the Panel suggestion that some wording be added as a footnote to the council tax letters reminding residents of the requirement to register to vote.

Members thanked Ms Hawken for the informative report and noted the report.

14. REVIEW THE FINANCE SCRUTINY PANEL WORK PROGRAMME FOR 2018/19

Members noted the report.

15. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 15 AUGUST 2018 - 31 JANUARY 2019

Members noted the report.

Meeting concluded: 7.54 pm

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Temporary Accommodation for Homeless Households

Finance, Budget and
Performance Scrutiny Panel **23 October 2018**

Report Author **Bob Porter, Head of Housing and Planning**

Portfolio Holder **Cllr Lesley Game, Cabinet Member for Housing and
Community Safety**

Status **For Information**

Classification: **Unrestricted**

Key Decision **No**

Executive Summary:

This report has provided an update for members of the Finance, Budget and Performance Scrutiny Panel on the demands on the homelessness service, the use and cost of TA and the progress that has been made on implementing new service arrangements in 2018.

Recommendation(s):

Members of the panel are asked to consider the information contained within this report and make any further recommendations for change that they consider necessary.

CORPORATE IMPLICATIONS

Financial and Value for Money	The report has no direct financial implications although ongoing monitoring of expenditure and recovery of TA and the cost of the homelessness service is required as this is still a key financial risk area to the authority.
Legal	Legal Services has nothing further to add to legal framework set out in the Report.
Corporate	Homelessness and the provision of temporary accommodation is a statutory function.
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, 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>

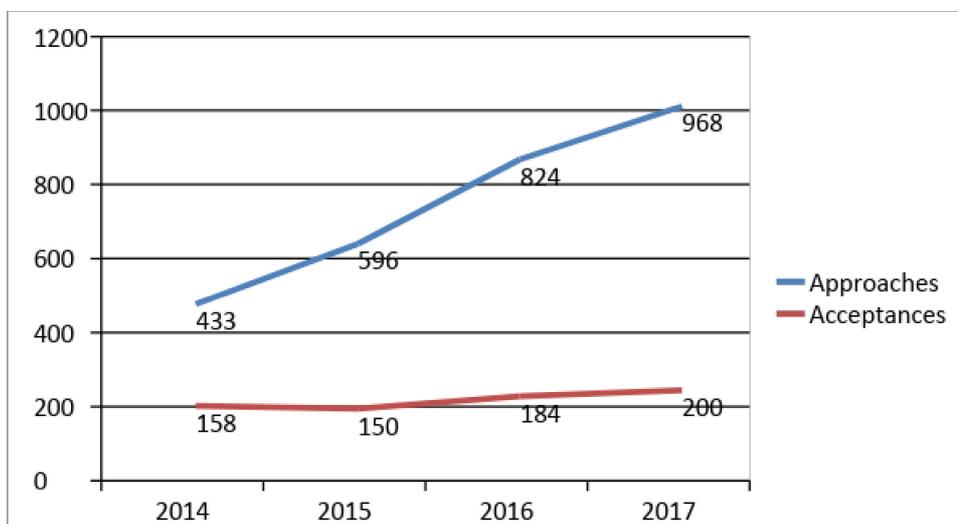
	The equalities impacts of any specific recommendations made by the panel will be fully consider and any necessary Equalities Impact assessments will be completed as part of the decision making process.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, 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	
	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	✓

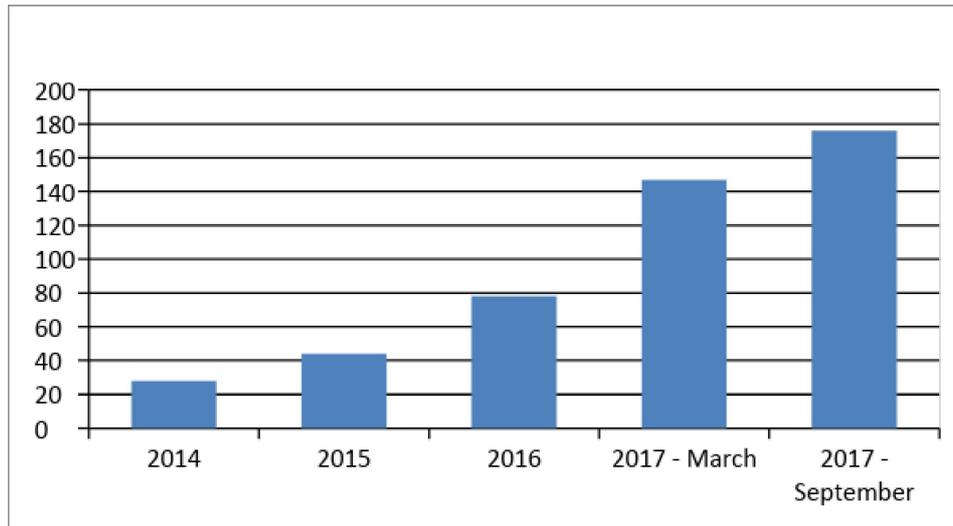
CORPORATE VALUES (tick those relevant) ✓	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

1.0 Introduction and Background

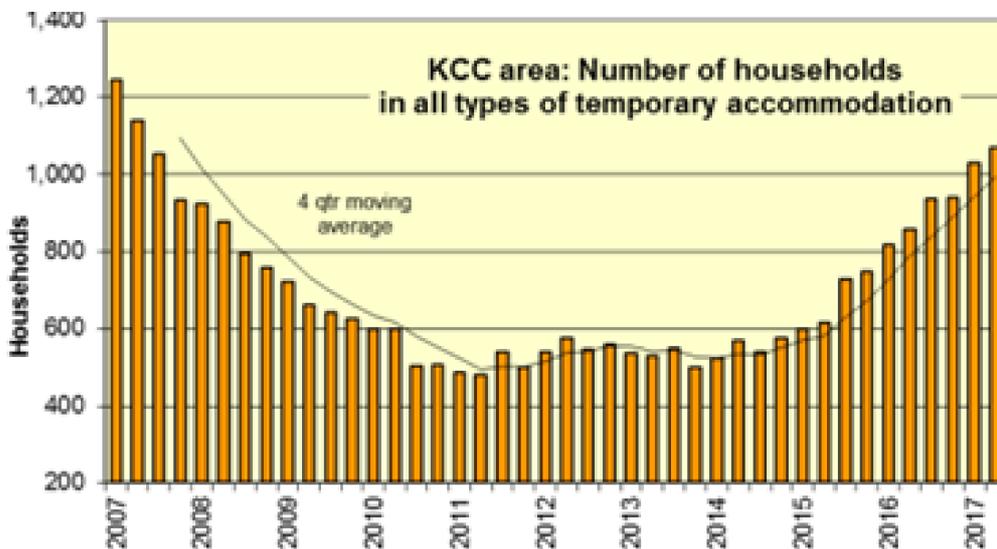
- 1.1 Homelessness is a significant national issue and council's across the country have seen year on year increases in the demand for homelessness services in the period from 2011. The Joseph Rowntree Trust reported a 32% increase in the national level of homelessness cases accepted by local authorities between 2009/10 and 2015/16, and a National Audit Office report of 2017 highlighted a 3 fold increase in the number of households becoming homeless at the end of their private sector tenancy since 2011.
- 1.2 This national picture has been reflected in Thanet, and the chart below shows the level of demand for homelessness services in Thanet over the past 4 years.



1.3 Over the same period, the council saw a steady reduction in the number of available homes for social and affordable rent. These factors created significant pressures in the provision of temporary accommodation, as illustrated in the chart below. By the end of 2017/18, the average number of households living in temporary accommodation arranged by the council had risen to 180. In February 2018, 66 of these cases were placed in hotel accommodation.



1.4 This position was reflected across Kent, as illustrated below:



1.5 As a consequence of the significant rise in homelessness and in the use of temporary accommodation during 2017/18 the council completed a review of the service and implemented an action plan to improve the outcomes for homeless households and start to reduce the cost to the council.

- 1.6 This coincided with the implementation of the new Homelessness Reduction Act 2017, enabling a far greater focus on homelessness prevention.

2.0 The Homelessness Reduction Act

- 2.1 The Homelessness Reduction Act 2017 (HRA) is a significant legislation change and is transforming the way homelessness services are delivered to ensure that all eligible applicants faced with homelessness within 56 days are given appropriate help and support. The legislation came into effect on 3 April 2018.

- 2.2 The HRA sets out new duties on English local authorities with the aim of preventing homelessness. The key new duties introduced by the HRA can be summarised as follows:

- A new duty to complete a Personal Housing Plan for all eligible households facing homelessness within 56 days.
- A new 56 day duty to provide meaningful homelessness prevention services to all eligible households facing homelessness.
- A new 56 day duty to relieve homelessness for all eligible and homeless households. This includes taking reasonable steps to ensure accommodation becomes available for at least 6 months, with an absolute duty to secure accommodation for those households where there is reason to believe that they may be in priority need.

- 2.3 The new duties are all subject to new rights of review for applicants, as well as a new duty to co-operate on the applicant themselves. There is an additional duty on other public bodies to refer to the local housing authority. Implementation of this duty is scheduled for the autumn 2018.

- 2.4 The new act effectively increases the time available for homelessness prevention and relief from 28 days to a maximum of 112 days.

3.0 Budget Position

- 3.1 As a result of the need to increase the council's use of temporary accommodation during 2017, the 2017/18 homelessness budget was significantly over spent. The original total net service budget, including temporary accommodation, housing benefit income and related housing benefit subsidy losses was £480,890. Early projections suggested that this may over spend by as much as £981,180. A mitigation plan was implemented with the aim of reducing this overspend to less than £700,000. The final out-turn position was £1,154,947, representing a budget overspend of £674,057. These overspends were reported during the year as part of the quarterly budget monitoring routines.

- 3.2 As a result of this the approved 2018/19 budgets have included additional amounts for homelessness. A total reserve of £1m was set aside in the 2018/19 budget, and of this £750,000 has been allocated to 2018/19 service budgets to cover the costs of additional staff, new landlord incentives and the projected cost of temporary accommodation.

4.0 The cost of Temporary Accommodation

4.1 Total costs of temporary accommodation (TA) across 2016/17 and 2017/18 are set out in the table below:

Gross cost of accommodation Provided £000s		HB Income £000s		Net cost £000s		HB subsidy loss £000s		Total net cost £000s	
2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18
1,140	1,903	976	1,403	163	499	634	909	798	1,408

The gross cost of TA is off set by housing benefit income. Housing Benefit payments are supported by specific housing benefit subsidy payments from government, however the subsidy payment does not cover the full cost, and the funding gap is shown in the table as 'HB subsidy loss'. The overall net cost to the council is therefore shown in the columns on the far right.

4.2 On 8 May 2017 we introduced new software to help manage all cases where homeless households are living in temporary accommodation. After this time far greater analysis of the data is possible and a specific breakdown showing the number of providers and the number of households assisted by each provider is possible, as shown below.

Provider	Data for period 8 May 2017 to 31 March 2018	
	Gross cost per provider £000s	Number of Households assisted
PIP	1,064	190
Glenwood Hotel	451	135
Florence Court	101	13
Oak Housing	6	4
Connaught	9	2
Others	19	7
Total	1,650	351

5.0 Progress in 2018/19

5.1 Following a detailed review of the service, taking into account the new legislation, the budgetary position and the increasing use of temporary accommodation, an action plan for the service has been implemented. Good progress has been made so far during the year to implement the action plan.

Agenda Item 5

5.2 This work has included:

- Recruiting new officers within the housing options team to help manage the increasing workload arising, from both the increasing caseload and the new legislation.
- Increasing the resources available for homelessness prevention
- Introducing a new role to work with households living in temporary accommodation and ensure that income, through housing benefit, is collected to offset costs wherever possible.
- Implementing a new landlords incentive scheme to help encourage new landlords to work with the council and make accommodation available.
- Targeting households living in hotel accommodation, the least suitable and most expensive form of TA, for support with a move to a permanent home.
- Negotiated lower costs with temporary accommodation providers.
- Reviewing our approach to charges for temporary accommodation, and consulting on a new tenancy strategy for the council.
- Reviewing the council's allocations policy, including new provisions for homeless households placed in TA prior to 3 April 2018.

5.3 The first 6 months of the new legislation ended on 30 September 2018 and we are now starting to see a positive impact from the changes that we have made. In particular, we have:

- Significantly increased the level of homelessness prevention work and successfully prevented 213 households from becoming homeless. This compares to 92 cases prevented for the same period in 2017/18. We have supported this work with financial assistance totalling £71,259, representing only £334 per case, much less than the cost of providing temporary accommodation.
- Almost completely stopped the use of hotel/guest house type accommodation, with only 2 households remaining in this form of temporary accommodation at the end of September 2018.
- Reduced the use of TA overall to 142 households; more than 20% less than the average for the second half of 2017. We set a target to reduce the use of TA by half during the financial year and are currently on track to achieve this.
- Received 994 referrals into the service, nearly double than for the same period last year, and completed 336 personal housing plans. As at 30 September 2018 there were 43 households in TA where the council had a statutory relief duty.
- Completed consultation on a new Tenancy Strategy for the council, including new arrangements for charging for TA.
- Completed work to prepare a consultation draft of amendments to the Council's allocations policy, including additional priority for households owed a permanent housing duty and placed into TA prior to 3 April 2018.

5.4 We will continue to closely monitor the demands on the service, outcomes achieved and budget position throughout the year, reporting any changes through quarterly budget and performance reports.

5.5 Our focus for the coming period will be:

- Implementation of new charging arrangements for households in TA following the completion of consultation on the tenancy strategy.
- Consultation on the proposed amendments to the council's allocations policy.

- Working with households placed in TA out of the area so that more suitable arrangements can be made as quickly as possible.
- Further reducing the use of TA to meet the target of a 50% reduction.

6.0 Conclusions

- 6.1 This report has provided an update for members of the Finance, Budget and Performance Scrutiny Panel on the demands on the homelessness service, the use and cost of TA and the progress that has been made on implementing new service arrangements in 2018.
- 6.2 Members of the panel are asked to consider the information contained within this report and make any further recommendations for change that they consider necessary.

Contact Officer:	Bob Porter, Head of Housing and Planning
Reporting to:	Tim Willis, Deputy Chief Executive & S151 Officer

Annex List

None	N/A
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Sarah Hill, Strategic Housing Accountant
Legal	Sophia Nartey, Interim Head of Legal Services

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

Finance, Budget & Performance Scrutiny Panel	23 October 2018
Report Author	Committee Services Manager
Portfolio Holder	Councillor Ashbee, Cabinet Member for Corporate Governance & Coastal Development
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

Executive Summary:

This report updates panel members on the work of the panel and sets out possible activities of the Finance, Budget & Performance Scrutiny Panel for 2018/19.

Recommendations:

Members are requested to comment and thereafter note the report.

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 protected characteristic and people who do not share it. Protected characteristics: age, sex, disability, race, sexual orientation,

	<p>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>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 review and amend the work programme for the 2018/19 municipal year agreed at the meeting on 30 August.
- 1.2 Table 1 in Annex 1, highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2018/19. The items are sourced from the Forward Plan and previous requests from Members.

2.0 Cabinet Presentations at Panel Meetings

- 2.1 The Panel requested for a Cabinet Member presentation on the “financial and operational performance of the Ramsgate Port and Harbour”. The presentation is reported elsewhere on the agenda for the October meeting.

3.0 One-off report on temporary accommodation costs

- 3.1 The Panel also requested for a report on the costs to the Council of temporary accommodation, including a night by night cost breakdown. This report is also reported elsewhere on the agenda for this meeting.

4.0 Fees and Charges

- 4.1 The 2019/20 fees and charges will be considered by this scrutiny panel at a future meeting, however the date has yet to be confirmed.

Agenda Item 6

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
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Ramesh Prashar, Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance and Monitoring Officer.

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TABLE 1

Finance, Budget & Performance Scrutiny Panel Work Programme for 2018/19		
Meeting Date	Indicative Agenda Items	Issue Source
23 October 2018	Cabinet Member Presentation - Performance of the Ramsgate Port and Harbour	Standing Agenda Item
	Cabinet Member response to Panel request for report on Temporary Accommodation for Homeless Families and Budget Allocation	Housing 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	Financial Services
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
14 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

23 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

FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

Finance, Budget & Performance
Scrutiny Panel

23 October 2018

Report Author

Committee Services Manager

Portfolio Holder

Councillor Ashbee, 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, 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 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.
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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 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
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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

10 OCTOBER 2018 TO 31 MARCH 2019

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

Key decisions

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

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

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

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

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

Agenda Item 7

Annex 1

Reports to be considered in private session

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

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Committee Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, nicholas.hughes@thanet.gov.uk, 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 Operational Services
Councillor Ash Ashbee	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

10 October 2018 to 31 March 2019

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
To 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 Operational Services	18 Sep 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
Food Law Service Plan and Enforcement Policy	That the Public Protection team will continue to ensure that food intended for human consumption is produced, stored, handled or purchased within Thanet is without risk to public health and safety of the consumer.	1.Cabinet Executive, Policy & Community Safety Scrutiny Panel Cabinet Council 2. Debbie Huckstep	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	18 Sep 18 27 Sep 18 18 Oct 18 6 Dec 18	Policy Framework		Cabinet report Executive Scrutiny Panel report 2nd Cabinet report Council report
Asset Management - The Museums	Consideration of the most appropriate use of council assets in relation to museums and wider asset management objectives.	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
Allocations Policy	Agreeing how social homes are allocated in the district.	1.Cabinet Executive, Policy & Community Safety Scrutiny Panel Cabinet 2.Bob Porter, Head of Housing and Planning	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	18 Oct 18 13 Nov 18 15 Jan 19	Key		Cabinet report Executive Scrutiny Panel report 2nd 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
Budget Strategy 2019-20	To consider the Budget Strategy Report for 2019-20	1.Cabinet 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	15 Nov 18	Non-Key		Cabinet report
Fees and Charges 2019-20	To consider the Fees and Charges report for 2019-20	1.Cabinet Finance, Budget & Performance Scrutiny Panel Council 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	15 Nov 18 20 Nov 18 6 Dec 18	Non-Key		Cabinet report Finance Scrutiny Panel report Council report
Ramsgate Acquisition Programme	This will enable the council to purchase off the shelf developments to expand the Council's rented stock. The funds will be specifically ring fenced to Ramsgate post codes.	1.Cabinet 2.Bob Porter, Head of Housing and Planning	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	15 Nov 18	Key		Cabinet report

Annex 1

Agenda Item 7

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
Treasury Management Strategy and Annual Investment Strategy – Mid Year Review report 2018-19	To consider the Treasury Management Strategy and Annual Investment Strategy – Mid Year Review report 2018-19	1. Governance and Audit Committee Cabinet Council 2. Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	5 Dec 18 15 Jan 19 7 Feb 19	Non-Key		G&A Committee report Cabinet report Council report
Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2019-20	To agree the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2019-20	1. Governance and Audit Committee Cabinet Council 2. Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	5 Dec 18 15 Jan 19 7 Feb 19	Non-Key		G&A Committee report Cabinet report Council report
Corporate Risk Management - Quarterly Risk Review	Update on the Corporate Risks	1. Governance and Audit Committee 2. Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	5 Dec 18	Non-Key		G&A Committee report
Q2 Budget Monitoring	Q2 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	13 Dec 18	Non-Key		Cabinet report

Annex 1

Agenda Item 7

Page 28

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
Council Tax Base 2019-20 Report	To agree the Council Tax Base for 2019-20	1.Cabinet 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	15 Jan 19	Key		Cabinet report
Budget 2019-20 Report	To consider the Budget report for 2019-20	1.Cabinet Finance, Budget & Performance Scrutiny Panel Council 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	15 Jan 19 24 Jan 19 7 Feb 19	Non-Key		Cabinet report Finance Scrutiny Panel report Council report
Review of Contaminated Land Strategy	The strategy will be updated following installation of new contaminated land system and prioritization exercise.	1.Cabinet 2.Morgan Sproates, Environmental Protection Manager	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	29 Jan 19	Non-Key		Cabinet report
2019-20 Council Tax Resolution	To set the Council Tax for 2019-20, including the precepts.	1.Council 2.Ramesh Prashar, Head of Financial Services	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	28 Feb 19	Non-Key		Council report

THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

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

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

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

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

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

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

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

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

An associated person is defined as:

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

An Authority Function is defined as: -

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

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

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

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

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

Gifts, Benefits and Hospitality

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

What if I am unsure?

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

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

MEETING.....

DATE..... AGENDA ITEM

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

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

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

NAME (PRINT):

SIGNATURE:

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