



Date: **04 February 2019**  
Our ref: **Finance Scrutiny Panel/Agenda**  
Ask For: **Charles Hungwe**  
Direct Dial: **(01843) 577186**  
Email: **charles.hungwe@officer.thanet.gov.uk**

## **FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL**

**14 FEBRUARY 2019**

A meeting of the Finance, Budget & Performance Scrutiny Panel will be held at **7.00 pm on Thursday, 14 February 2019** in the 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 24 January 2019, copy attached.
4. **CORPORATE PERFORMANCE REPORT QUARTER 3 2018-19** (Pages 7 - 30)
5. **REVIEW OF THE FINANCE SCRUTINY PANEL WORK PROGRAMME FOR 2018/19**  
(Pages 31 - 36)
6. **FORWARD PLAN & EXEMPT CABINET REPORT LIST FOR PERIOD 09 JANUARY 2019 - 30 JUNE 2019** (Pages 37 - 44)

**Declaration of Interests Form**



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## **FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL**

**Minutes of the meeting held on 24 January 2019 at 7.00 pm in the Council Chamber,  
Council Offices, Cecil Street, Margate, Kent.**

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

**In Attendance:** Councillors Bayford, Game, I Gregory, Jaye-Jones, Savage, Shonk, Townend and Wright

### **30. APOLOGIES FOR ABSENCE**

Apologies were received from the following Members:

Councillor Dexter;  
Councillor Martin, substituted by Councillor Messenger.

### **31. DECLARATION OF INTERESTS**

There were no declarations of interest made at the meeting.

### **32. 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 20 November 2018.

### **33. BUDGET 2019-20 REPORT**

Councillor Gregory introduced the report and indicated that the proposed council budget acknowledged the challenges the council were facing regarding managing the budget gap for 2019/20, with particular reference to the Ramsgate Port. A number of actions were being suggested in the budget report that was aimed at reducing the budget gap and come up with a balanced budget for the next financial year.

A member of the public spoke under Council procedure rules on public speaking at Overview & Scrutiny Panel meetings.

Some members of the Panel were concerned that the report did not provide enough detail regarding which option the Council was being asked to approve regarding how the Port of Ramsgate budget deficit would be handled. The Panel said that the budget proposals should be about known facts that could be used by Members to make definitive decisions about the 2019/20 council budget. The discussions should also be based on the assurance statement issued by the Section 151 Officer. The Panel was reminded by one member that a significant amount of money had been invested to date. This should be considered when determining the future of the Port.

One Member suggested that the £2 million being proposed as Council's contribution to the Parkway Station project (to complement the £25 million being contributed by KCC) should be allocated to other uses. Another Member urged the Panel not to be critical of the much needed infrastructure investment that was coming into the district. They also further said that the £3 million that was being set aside for office accommodation might end up generating additional income as a result of the current offices being divested to contribute to the capital receipts.

The Panel also asked questions as detailed below:

- Could the Panel receive a verbal update on more details for the two options of handling the Ramsgate Port budget gap?
- What was the £400k spend on Dreamland included in the capital programme for?
- Why was the council intending to borrow £2 million to contribute to the Parkway Station project?
- Why was there a limited amount being proposed for the Ramsgate Port water supply and the refurbishment of Berths 2/3 and 4/5 as this appeared to be too little in comparison to the £3 million being set aside for office accommodation?
- Could the 2019/20 income generation efficiencies and organisational efficiencies be specified in more detail?
- Strategies for tackling the – Why did it appear as if the Council was addressing the council's budget deficit on a year by year basis instead of coming up with a more global and comprehensive plan that could consider as an option merging with other local councils?
- Were Bretts going to contribute to the works for the development of Berths 4/5?
- Would the business waste collection service require the purchase of a vehicle? If so was this in the budget and when would the service start?
- Would the Council report for 07 February only reflect a single option to resolve the Ramsgate Port budget gap?

Councillor Messenger proposed that:

“The £2 million Council contribution to the Parkway Station project should be removed from the council budget proposals for 2019/20.”

No Member seconded the proposal and as a result it fell.

Councillor Bayford, Leader of Council, Councillor Gregory, Portfolio holder for Financial Services & Estates, Madeline Homer, CEx, Tim Willis, Deputy Chief Executive & S151 Officer and Gavin Waite, Director of Operational & Commercial Services gave the following responses:

- Cabinet was still hopeful that a ferry operation would be go ahead;
- If the ferry operation option failed, then the council had to consider efficiencies that would include staff redundancies, not recruiting to currently vacant posts, removing from the budget other expenditure items that include uniforms, dredging, 24/7 security, air conditioning equipment and hydraulic equipment. On the other hand, additional income would be realised from current tenants on the port buildings;
- Funding for Dreamland was a carry-over from the previous year to see through the completion of the ongoing works and costs related to the CPO;
- The Parkway Station would create more economic activity which would grow the local economy. This was a major strategic project for Thanet District to which KCC had budgeted £25 million. It was therefore reasonable for TDC to contribute £2 million to towards the project;
- The budget for the port water supply and works on Berths 4/5 were fully costed. The inclusion of Berths 2/3 was in error and would be removed from the report;
- As part of addressing the budget gap, Council would make savings from the following in Corporate Resources:
  - A new CIVICA contract created a number of contractual savings,
  - Insurance work being brought back in-house,

- Mill Lane Car Park was bought back and the cost of paying back the loan for the buying the car park was less than renting the park,
  - Additional income from summonses.
- The Housing Team had been effective in tackling homelessness in the current year and as a result there would be a reduction in the amount of additional budget allocation in 2019/20. The budget growth would be reduced from £500k 2018/19 to £350k;
- Cabinet had been reviewing the asset base which included looking at different approaches for providing public toilet facilities in Thanet. Cabinet would be setting up a cross-party advisory group to look into this issue and report back to Cabinet;
- The proposed budget included the consideration of the two options for managing the port budget deficit. However when the report was presented to Full council, there would be only one option;
- Table 7 in the report suggested that the Council was moving in the right direction in terms of tackling the budget gap as it was anticipating a no budget gap in 2021/22. However there were still significant uncertainties, particularly in 2020/21 when the Fair Funding Review formula was expected to be changed. There would also be a new business rates scheme; however councils were still uncertain how it would work. There would also be a Spending Review by government which decided how public spending would be distributed;
- There were previous attempts by TDC and other neighbouring local councils to merge and create a unitary authority but the discussions did not lead to an agreement to move forward with the proposals;
- The Council had to provide berths facilities that were accessible to vessels used by Bretts whom TDC was in a long contractual arrangement with. The existing berth was not fit for purpose and the agreement with Bretts was that the Council would provide a fit for purpose berth;
- Council was currently using lorries from the existing fleet to collect business waste. It was uneconomic to purchase a vehicle solely for this service as currently the collections only occurred two days a week. However as the business developed, there would be consideration for a business case for that service;
- On 7 February, Cabinet would present a single option on how to tackle the Ramsgate Port budget gap. It was hoped that by then, the issue regarding the ferry operation at the port would have been resolved and Members would be asked to adopt a balanced budget.

There being no further issues to consider, the Panel noted the report.

**34. REVIEW OF THE FINANCE SCRUTINY PANEL WORK PROGRAMME FOR 2018/19**

Members noted the report.

**35. FORWARD PLAN & EXEMPT CABINET REPORT LIST FOR PERIOD 09 JANUARY 2019 - 30 JUNE 2019**

The Panel agreed to forward any suggested topics for review to the Chairman within one working week of the meeting and thereafter noted the report.

Meeting concluded: 8.05 pm

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**Corporate Performance Report Quarter 3 2018-19**

Finance, Budget &  
Performance Scrutiny Panel **14 February 2019**

Report Author **Tim Willis, Deputy Chief Executive and S.151 Officer**

Portfolio Holder **Councillor Ian Gregory, Cabinet Member for Financial Services and Estates**

Status **Information**

Classification: **Unrestricted**

Key Decision **No**

Ward: **All Wards**

**Executive Summary:**

This report presents the latest Corporate Performance Report up to 31 December 2018 setting out the performance of the Council against the Corporate Plan.

**Recommendation(s):**

To note the Council's performance for the period up to 31 December 2018.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	All activities listed have been planned within the Council's agreed budget. Remedial actions will usually be carried out within existing budgets, where this is not possible funding proposals will be taken through the appropriate channels in keeping with the Council's established financial controls.
<b>Legal</b>	There are no legal implications directly arising from this report.
<b>Corporate</b>	This is the monitoring report against the Corporate Priorities as agreed at Council on 15 October 2015 and details the performance against the targets set.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

	<p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p>	
	<p>Please indicate which is 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>The report looks to monitor the performance of the Council across all the residents within the District.</p> <p><i>An Equalities Impact Assessment has been undertaken and there is no reason to state at this time that the content of the Corporate Priorities will negatively impact on any groups with protected characteristics. The priorities focus on improving the quality of life in Thanet for all. Opportunities to further the aims of the Duty will be investigated during equality impact analysis of individual projects, plans and strategies arising from the priorities.</i></p>	

<b>CORPORATE PRIORITIES</b>	
A Clean and Welcoming Environment	✓
Promoting Inward Investment and Job Creation	✓
Supporting Neighbourhoods	✓

<b>CORPORATE VALUES</b>	
Delivering Value for Money	✓
Supporting the Workforce	✓
Promoting Open Communications	✓

## 1.0 Introduction and Background

- 1.1 The Council's Corporate Plan (CP) 2015-2019 was approved by Council on 15 October 2015. It sets out three key priorities the Council will focus on over the next four years with three corporate values that identify the way the council will work in order to deliver its priorities.
- 1.2 Annex 1 shows trend information on Key Performance Indicators and contextual information to ascertain the progress of the District against the corporate priorities and values.

## 2.0 Current Performance

2.1 The information attached outlines the Council's performance for the quarter ended December 2018. The following table summarises performance against targets:

Section of Report	R	A	G
Clean and Welcoming Environment	2	1	3
Supporting Neighbourhoods	5	1	4
Promoting Inward Investment and Job Creation	1	0	2
Statistical Information	2	2	6
<b>Total</b>	<b>10</b>	<b>4</b>	<b>15</b>

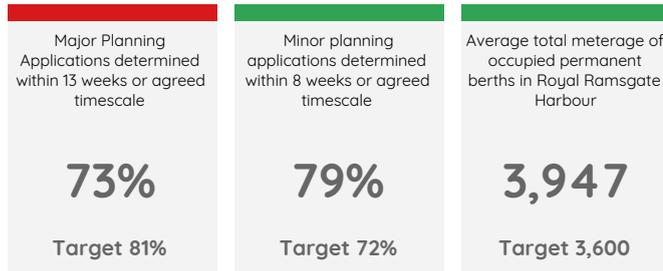
## 2.2 A Clean and Welcoming Environment

% of Environmental Health service requests responded to in the service standard response time	Missed Bins as % of bins collected	% of household waste sent for reuse, recycling and composting	% streets with litter below acceptable levels	% streets with detritus below acceptable levels	% streets with graffiti below acceptable levels
<b>96%</b>	<b>0.16%</b>	<b>36%</b>	<b>10%</b>	<b>5.1%</b>	<b>0.3%</b>
Target 95%	Target 0.15%	Target 36.4%	Target 5%	Target 7%	Target 1.4%

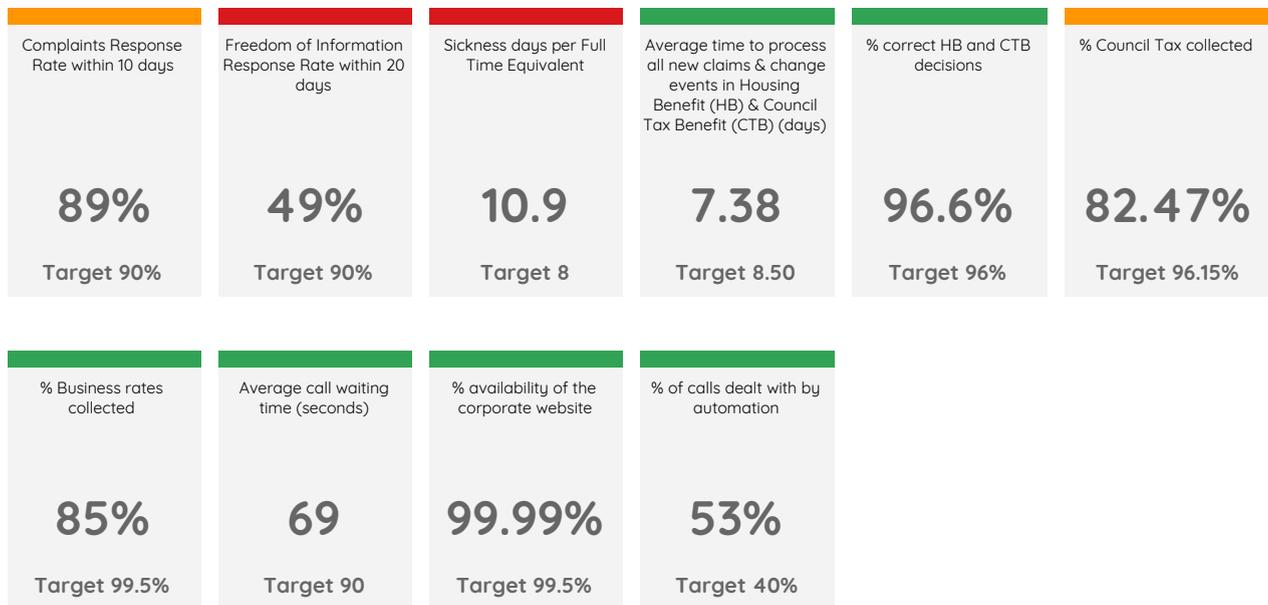
## 2.3 Supporting Neighbourhoods

% of anti-social behaviour service requests responded to in the service standard response time	Empty homes brought back into use	Number of dwellings where action taken to improve living conditions	Number of homeless cases prevented	Average time taken to make homelessness decisions
<b>92%</b>	<b>37</b>	<b>80</b>	<b>123</b>	<b>54</b>
Target 95%	Target 31.75	Target 71	Target 76	Target 28
Average number of days in hotel accommodation	Average re-let time in days (all stock including major works)	Current tenant arrears as a percentage of the projected annual rental income	Overall customer satisfaction with day to day repairs	Percentage of HRA capital programme spent
<b>88</b>	<b>22.41</b>	<b>4.48%</b>	<b>99.7%</b>	<b>26.4%</b>
Target 38	Target 20	Target 1.5%	Target 98%	Target 100%

## 2.4 Promoting Inward Investment and Job Creation



## 2.5 Statistical Information



## 3.0 Options

3.1 Finance, Budget & Performance Scrutiny Panel to note the content of this report.

Contact Officer:	Hannah Thorpe – Head of Communications
Reporting to:	Tim Willis – Deputy Chief Executive and S.151 Officer

### Annex List

Annex 1	Annex 1 – Key Performance Trends
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### Background Papers

Title	Details of where to access copy
Corporate Priorities 2015-2019	<a href="http://tdc-mgapp-01:9070/ieListDocuments.aspx?CId=141&amp;MId=4084&amp;Ver=4">http://tdc-mgapp-01:9070/ieListDocuments.aspx?CId=141&amp;MId=4084&amp;Ver=4</a>
Corporate Priorities 2015-2019, Equalities Impact Assessment	Email: <a href="mailto:Carol.cook@thanet.gov.uk">Carol.cook@thanet.gov.uk</a>

## Corporate Consultation

<b>Finance</b>	Matthew Sanham, Interim Head of Finance and Procurement
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer

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# Annex 1 Corporate Performance Report - Performance Indicators

## Thanet District Council

### Update from the Chief Executive

At the end of Quarter 3 we've continued to see steady performance against our key corporate priorities with 15 targets meeting or exceeding their target.

Highlights this quarter include some areas recording their highest levels of performance during the four year plan period which is encouraging to see and is thanks to the continued dedication of our staff.

As an example, the district's recycling rate has continued to increase and is now at its highest level in the plan period. Information to the public and training of our staff have ensured that levels of

contaminated waste have reduced and as a result we expect the target to be met next quarter. The levels of Environmental Health service requests responded to within the service standard are now exceeding target at 96%, which is another service high thanks to a fully resourced team.

The numbers of empty properties brought back into use are well above target and a plan period high, with 143 homes brought back into use over the past 12 months. Despite the increasing challenge of homelessness at both a local and national level, additional resources within the housing team have also meant that the number of homeless cases being prevented are well beyond the expected target and the highest level on record - with 213 cases prevented for both quarters in 2018 compared to 99 for the same period in 2017. Although the average time taken to make homelessness decision and the number of days in hotel accommodation remains below target, significant progress is being made and the trend is now moving in the right direction.

We will continue to review the areas where performance is below target to ensure that available resources are being directed to priority services.



### The targets are RAG rated

<b>Red</b>	Below target.
<b>Amber</b>	Actuals are within 5% of the target.
<b>Green</b>	At target or above target.
	Does not have a target for information.

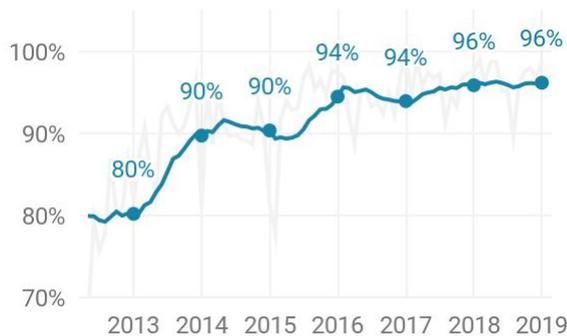
# A Clean and Welcoming Environment

We want to encourage pride in our district by keeping Thanet clean. We are determined frontline services get it right.



**Green**

**% of Environmental Health service requests responded to in the service standard response time**  
(LI369) (rolling 12 months)



The team has worked hard to continually increase their response times. Having a fully resourced team continues to have a positive impact on the figures with the target being exceeded.

Target 95% Higher figure is best

**Red**

**Missed Bins as % of bins collected**  
(rolling 12 months)



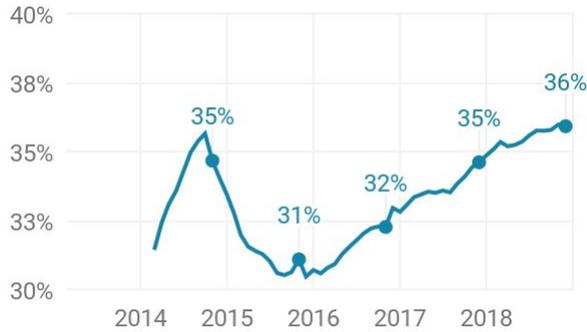
We continue to work hard to keep missed bins to a minimum despite challenging issues, such as vehicle maintenance and [ongoing road access issues](#). The vehicle replacement programme is helping to tackle this as the new vehicles are more flexible and agile. The missed bin collection still averages around 50 missed bins per day out of around 18,000 successful daily collections

Target 0.15% Lower figure is best

### Amber

#### % of household waste sent for reuse, recycling and composting

(NI 192) (rolling 12 months)



This is the best recycling rate in the service plan period. We're working hard to improve overall performance through regular training of staff, by not contaminating recycling streams, issuing information to the public regarding contamination and ongoing education on recycling to increase [resident participation](#).

Target 36.4% Higher figure is better

#### Number of dumped rubbish incidents reported on council-owned land

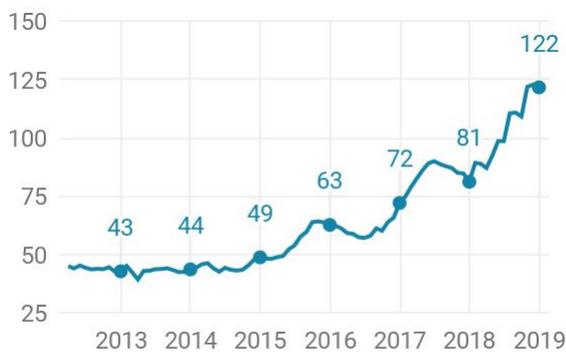
(LI364) (rolling 12 months sum)



We are continuing to use more powers to enforce against dumped rubbish and are making it easier for the public to [report dumped rubbish incidents](#), hence the continued increase in reports. Our long-term plan is to increase targeted enforcement and court prosecutions to start to reduce the number of incidents.

#### Number of street scene enforcement actions

(LI362) (rolling 12 months)



1,460 street scene enforcement actions were carried out in the last 12 months. This now includes all enforcement actions undertaken. We continue to utilise more of the legislative tools and powers available to the enforcement team.

#### Number of enforcement actions (Litter Fixed Penalty Notices - Environmental Enforcement Contract)

(LI362) (rolling 12 months)



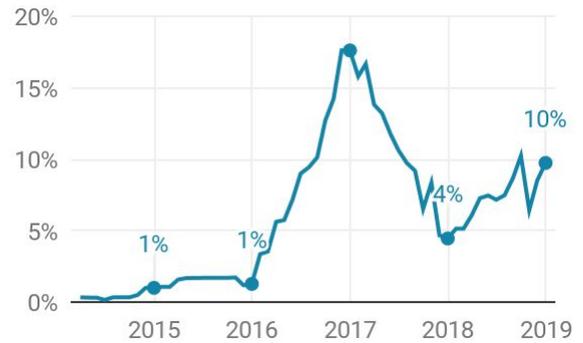
1,675 Litter Fixed Penalty Notices have been issued over the last 12 months.

**Number of combined street scene enforcement actions**  
(LI362) (rolling 12 months)



3,135 street scene enforcement actions were carried out in the last 12 months

**Red**  
**% streets with litter below acceptable levels**  
(NI195a) (rolling 12 months)



This quarter has seen an increase due to a rise in the amount of general litter being left on the streets. All available resources are deployed 7 days a week to tackle this increasing problem in high footfall areas. We now carry out more stringent inspections, which is helping us to continue to target our resources more effectively. We will continue to work hard in targeting our resources to enable us to achieve the target.

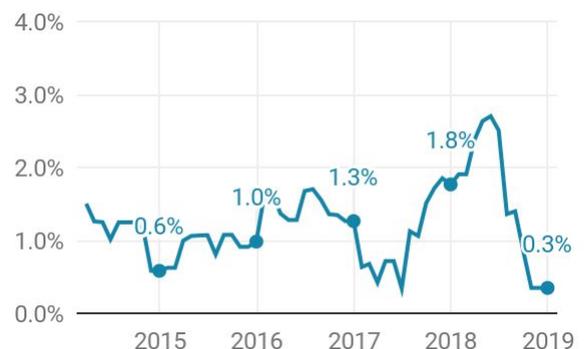
Target 5.0% Lower figure is better

**Green**  
**% streets with detritus below acceptable levels**  
(NI195b) (rolling 12 months)



Our fleet of Mechanical sweepers, which became operational in 2017 still significantly contribute to the improvement in our performance.

**Green**  
**% streets with graffiti below acceptable levels**  
(NI195c) (rolling 12 months)

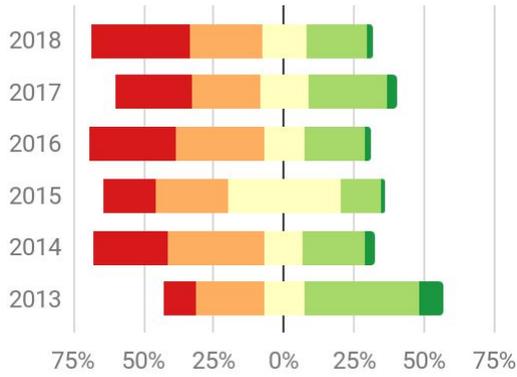


We have seen previously an increase of graffiti incidents, however, our new graffiti cleaning and enforcement service is starting to reduce these figures.

# Agenda Item 4 Annex 1

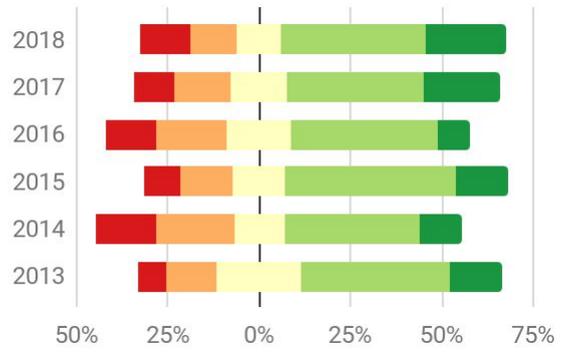
Target 7.0% lower figure is better

## Public opinion of the Street Cleaning Service (annual survey)

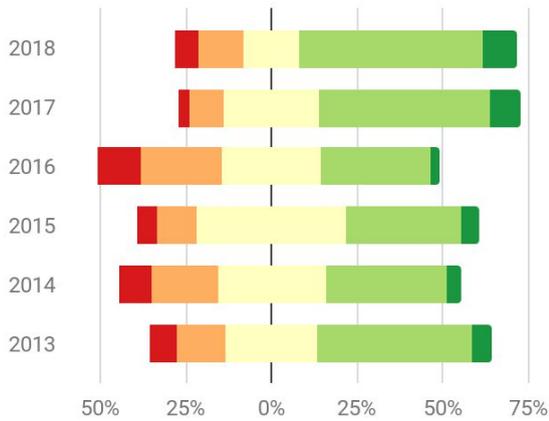


Target 1.4% lower figure is better

## Public opinion of the Recycling Service (annual survey)



## Public opinion of Parks and Open Spaces (annual survey)



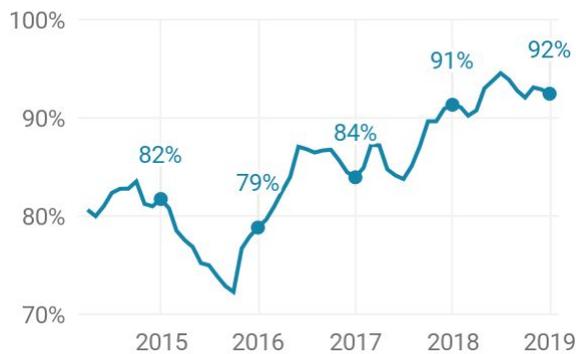
# Supporting Neighbourhoods

We will work with partner agencies through the Thanet Health and Wellbeing Board to support people to make better lifestyle choices and operationally through our range of services provided directly to residents.



## Amber

**% of anti-social behaviour service requests responded to in the service standard response time**  
(rolling 12 months)



The team has worked hard to increase the number of cases which are receiving response rates within the service standard. We aim to continue to improve this and introduced this indicator specifically to address this.

Target 95% Higher figure is best

**Number of Crimes per 1,000 of the population**  
(rolling 12 Months) (LI300)



At the November Executive, Policy & Community Safety Scrutiny Panel, the District Commander, Chief Inspector Adley explained that the changes in crime recording processes were continuing to contribute to the increases in crime across the whole of Kent

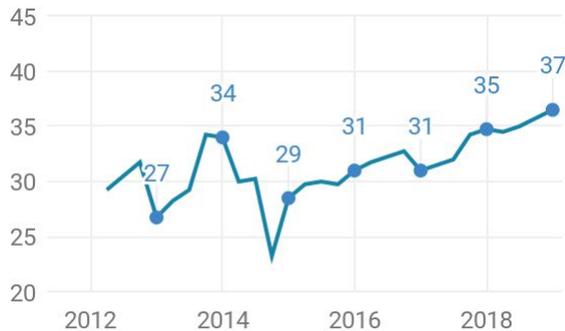
The figures now reflect the extent of offences committed against a victim.

# Agenda Item 4

## Annex 1

**Green**

**Empty homes brought back into use**  
(per quarter) (LI401) (rolling 12 months)

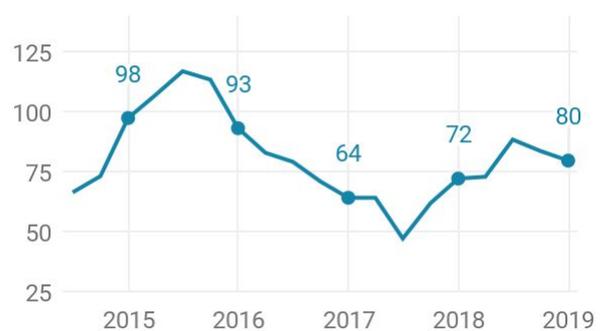


The empty property team has continued to see strong results in the quarter and have exceeded their rolling target for the period, with 143 empty homes brought back into use over the past 12 months. The team's work combines support and encouragement for owners with robust enforcement when appropriate. We have a dedicated email address for empty property reports; [empty.homes@thanet.gov.uk](mailto:empty.homes@thanet.gov.uk). A short video is available online to further raise the initiative's profile: <https://www.thanet.gov.uk/your-services/using-empty-properties/empty-property/>

Target 31.75 Higher figure is best

**Green**

**Number of dwellings where action taken to improve living conditions**  
(category 1 and 2 hazards) (LI543)

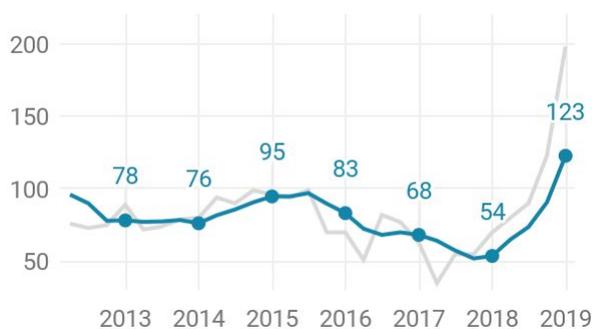


A strong performance during the first two quarters of 2018/19 has seen the rolling average increase to 84, exceeding the target. During the first two quarters, a total of 194 homes were improved, compared to 179 for the same period last year. The team continues to pursue proactive initiatives, including a selective licensing inspection programme and a number of rogue landlord interventions that have increased the number of homes that have been inspected. We continue to take a robust approach to enforcement when we identify hazards in homes that we inspect, and ensure that successful prosecutions are highlighted with the media.

Target 71 Higher figure is best

**Green**

**Number of homeless cases prevented**  
(LI405D) (per quarter) (rolling 12 months)



The new Homelessness Reduction Act 2017 came into effect on 3 April 2018 and has refocused the service on homelessness prevention. As a result 90 cases were prevented in quarter 1, increasing to 123 cases in the last quarter. The total is 213 for both quarters compared to 99 for the same period in in 2017. Most have been achieved through access to the discretionary housing payments and further work on landlords and agents is a priority to really enhance prevention through the incentive scheme. The new duties have made a positive impact and the aim to to increase prevention activity further.

# Agenda Item 4

## Annex 1

Target 76 Higher figure is best

Red

### Average time taken to make homelessness decisions

(rolling 12 months)



This indicator has seen an increase over time due to the growing number of homeless cases and the work required to reach a decision. Homeless Officers have been working through all cases that had applied prior to 3 April 2018 (legacy cases) under the previous legislation and have nearly cleared this workload, with only 2 remaining cases. Clearing this work has meant that this indicator has remained high during this period.

The last quarter showed a reduction of the number of decisions when compared to the same quarter in 2017, down from 116 to 106 (8.5%). We anticipate that this indicator will improve once the remaining legacy cases have been resolved.

Target 28 Lower figure is better

Red

### Average number of days in hotel accommodation

(rolling 12 months)



Over the last 2 quarters a lot of effort has been made to reduce the use of hotel accommodation. This has resulted in no families in this type of accommodation and, by the end of the quarter, only 2 single person households remained. This indicator is based upon the total time that households have spent in hotel accommodation at the point when they move on. During the last quarter we successfully moved on some long-standing and complex cases. We are working hard to ensure that households are not placed in hotel accommodation for longer than 6 weeks and expect this indicator to reduce over the coming quarters.

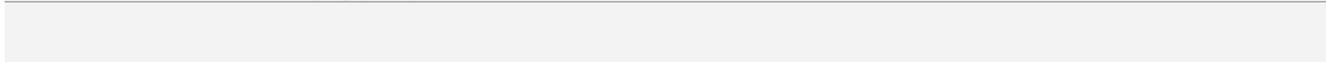
Target 38 Lower figure is better

## Number of empty homes in the district

(empty for more than 6 months)

Description	Mar-2016	Sep-2018	% change since Mar 2016	Change since Mar 2016
Second Homes (Unoccupied and furnished)	1,370	1,622	18%	
Unoccupied and unfurnished	614	522	-15%	-92
Unoccupied and unfurnished for more than 2 years	244	261	7%	17
Unoccupied and unfurnished, requires or undergoing major repair and/or structural alteration	106	217	105%	111
Property left empty by a deceased person, waiting for probate or letters of administration to be granted	103	218	112%	115
Other	51	63	24%	12
<b>Total (Excluding Second homes)</b>	<b>1,118</b>	<b>1,281</b>	<b>15%</b>	<b>163</b>
<b>Total (including second homes)</b>	<b>2,488</b>	<b>2,903</b>	<b>17%</b>	<b>415</b>

Since March 2016 the overall number of empty properties in the district has increased by 17%. This is despite the continued good work completed by the housing service to bring empty homes back into use. The most significant increase has been for those properties that require or are undergoing major repairs or alterations. The financial viability of these projects is often a barrier to owners completing the work and the service targets the most problematic empty properties for proactive intervention. The underlying causes of this increase are complex, but background economic issues, linked to the local housing market play a significant role. Over a longer time period, since 2008 the overall numbers of empty properties has fallen.



### Red

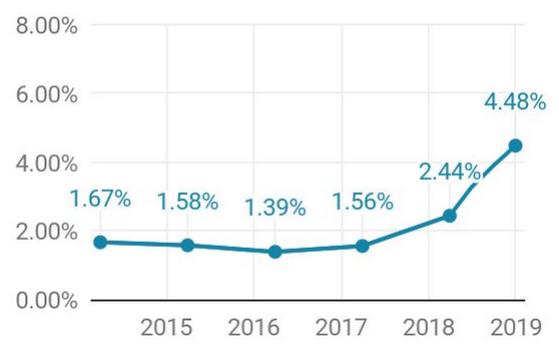
#### Average re-let time in days (all stock including major works)



Performance is outside target. During this period there have been a number of properties that have required extensive building works before they were able to be re-let. These works have included new kitchens, bathrooms, internal structural works

### Red

#### Current tenant arrears as a percentage of the projected annual rental income



Performance is outside target, with Universal Credit (UC) continuing to have a negative impact on arrears. As at the end of September 2018, there were 578 UC cases in Thanet and these made up £285,360 (approx. 56%) of the arrears. In addition to

# Agenda Item 4

## Annex 1

and damp treatments. We have joint weekly meetings with all parties to deliver improvements although individual properties requiring extensive works have had a disproportionate impact on turnover times.

this UC cases require three to four times the staff resource as routine Housing Benefit (HB) cases and this is impacting our ability to manage all arrears cases. EKH has proposed additional resource to enable non UC case performance to be returned to normal levels and the forecast increase in UC cases to be managed effectively.

Target 20 Lower figure is better

Target 1.5% Lower figure is better

**Green**

**Overall customer satisfaction with day to day repairs**

**Red**

**Percentage of HRA capital programme spent**



# 26.4%

Satisfaction has met target for the quarter reflecting the high level of performance overall from our main repairs contractor, Mears.

The figures are reflective of delays in developing larger scale projects and programmes.

£936,203 has been committed within the 2018/19 financial year and a detailed review has also taken place with TDC Finance to reduce projected spend for the remainder of the year.

EKH has been working with the four client Councils to develop proposals which will improve performance and delivery. These proposals have been approved by Cabinet and are being considered by the other Client Councils.

Target 98% Higher figure is better

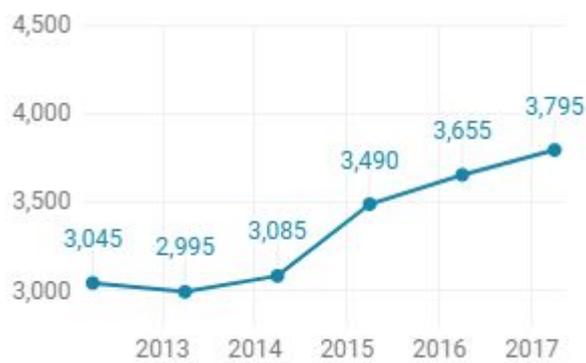
Target 100% Higher figure is better

# Promoting Inward Investment and Job Creation



Source: Jeff Spicer/Getty Images

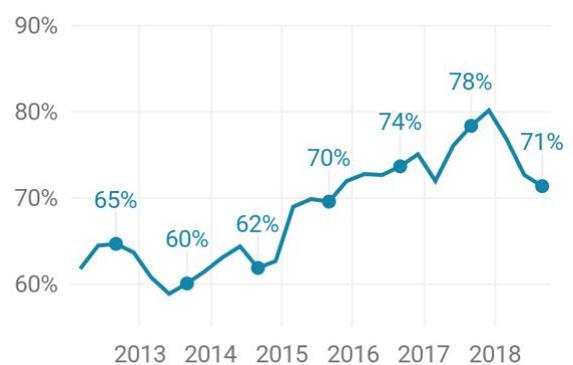
**Count of Enterprises in Thanet**  
(nomis data)



Thanet has seen 27% increase in the number of enterprises from March 2012. This increase is more than the South East increase of 20% and the Kent increase of 21%

Higher figure is better

**All people - Economically active - In employment**  
(nomis data)



The figures show a decrease in the number of those economically active (in employment).

Higher figure is better

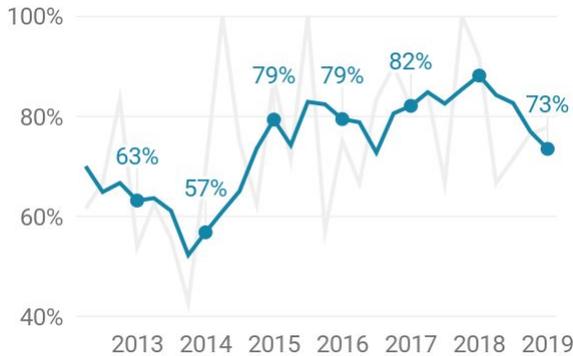
# Agenda Item 4

## Annex 1

Red

### Major Planning Applications determined within 13 weeks or agreed timescale

(NI157a) (rolling 12 months)



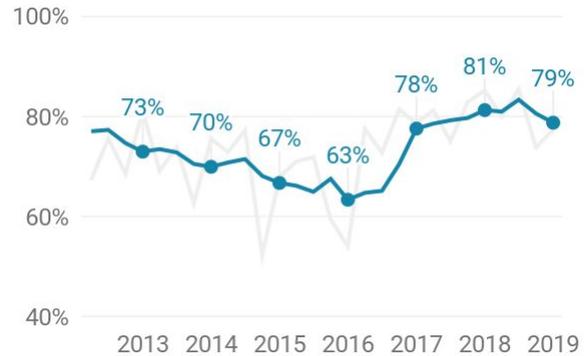
Although this quarter 78% of major applications were determined in time, due to the increased rate of major applications and the large scale of the applications currently under consideration (including a strategic allocation at Westwood Cross), it is unlikely that the target will be reached by the end of the financial year. The expectation is for 75% to be in time. The amount of major applications determined has now increased above the total number determined last year.

Target 81% Higher figure is better

Green

### Minor planning applications determined within 8 weeks or agreed timescale

(NI157b) (rolling 12 months)



77% of minor applications determined in time or as agreed within Q3 which has improved on the Q2 performance. On target to achieve year rolling target.

Target 72% Higher figure is better

### Visitor Nights

(LI730) (rolling 12 months)

Green

### Average total meterage of occupied permanent berths in Royal Ramsgate Harbour

(LI137) (Average rolling 12 months)

# Agenda Item 4 Annex 1



Higher figure is better

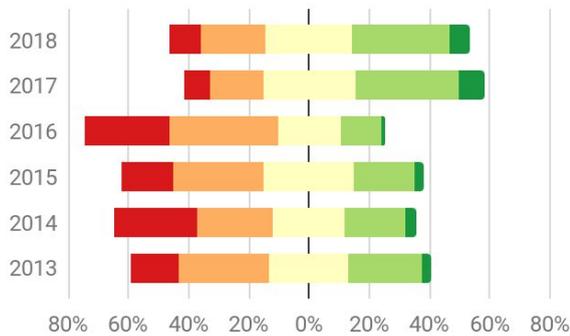


We are currently above the target.

Target 3,600 Higher figure is better

# Statistical Information

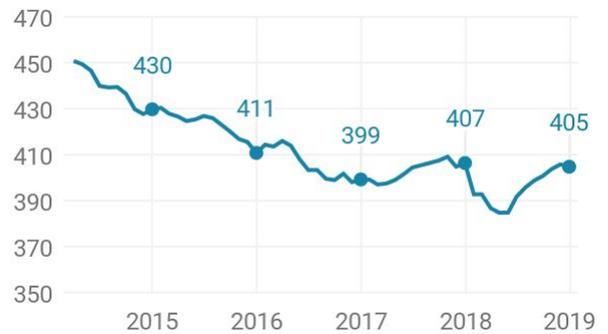
**Public opinion of whether the council provides Value for Money**  
(annual survey)



Although a slight decrease, this result is still positive in comparison to the trend in recent years, with 39% agreeing or strongly agreeing that the council provides value for money.

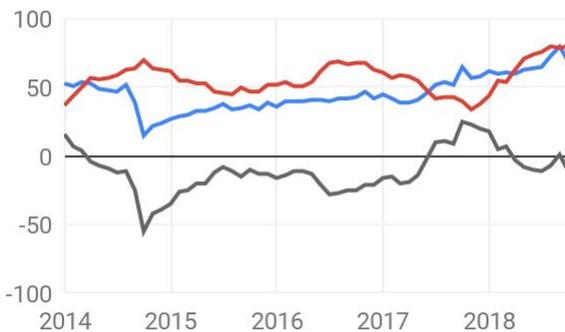
Higher figure is better

**Thanet District Council Full time Equivalent count**



Higher figure is better

**Staff Starters and Leavers headcount**  
(rolling 12 months totals)



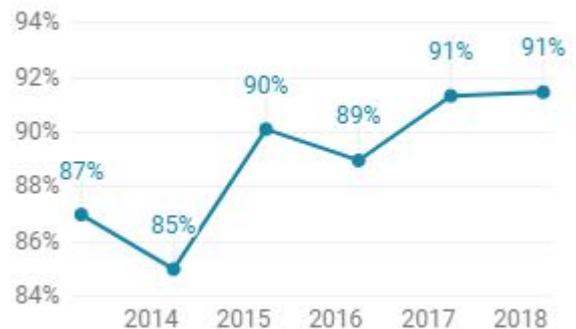
Over the last 12 months there have been:

\* **75 Leavers**

\* **72 Starters**

Meaning a net decrease of 3 staff.

**Registration rate for voting following annual canvas (%)**  
(LI456)

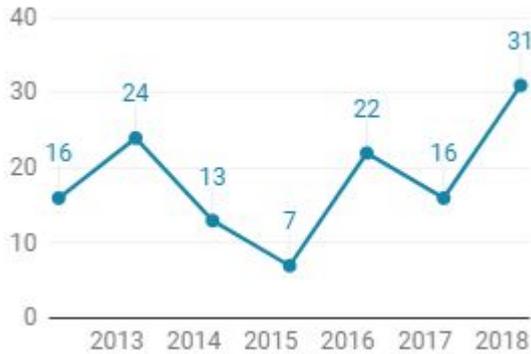


Higher figure is better

# Agenda Item 4

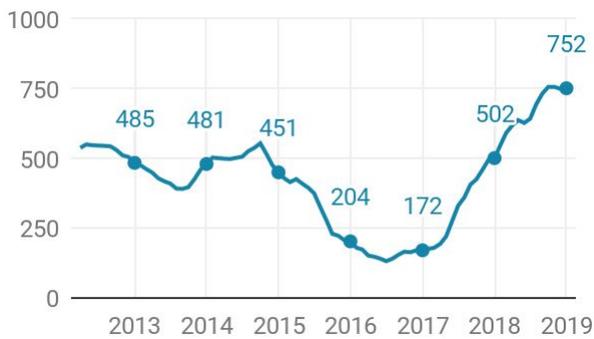
## Annex 1

### Number of complaints made to the Standards Committee (LI519)



Lower figure is better

### Number of complaints (rolling 12 months)



Following a review of systems, processes and resources, a large number of complaints were identified in 2017 as being excluded from the statistic. These are now being reflected in the numbers, which are based on a rolling 12 months.

Lower figure is better

### Complaints Response Rate within 10 days (rolling 12 months)



Due to a new centralised process and additional monitoring there has been an improvement in response times. This measure is expected to reach the 90% target next quarter..

Target 90% Higher figure is better

### Freedom of Information Response Rate within 20 days (rolling 12 months)



Since the last quarter there has been a slight improvement due to a refresh in the way in which FOI and SAR requests are dealt with. The expectation is that these changes will ensure that performance will continue to improve.

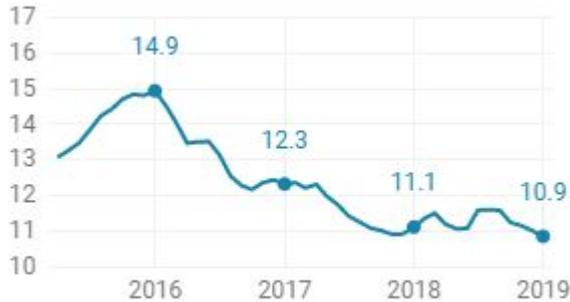
Target 90% Higher figure is better

# Agenda Item 4

## Annex 1

### Red

#### Sickness days per Full Time Equivalent (quarterly)

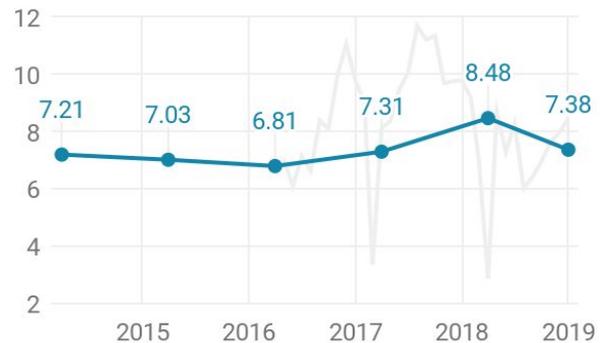


The target is 8 days per year. Performance remains below the target but has improved markedly after management action.

Target 8 Lower figure is better

### Green

#### Average time to process all new claims & change events in Housing Benefit (HB) & Council Tax Benefit (CTB) (days)

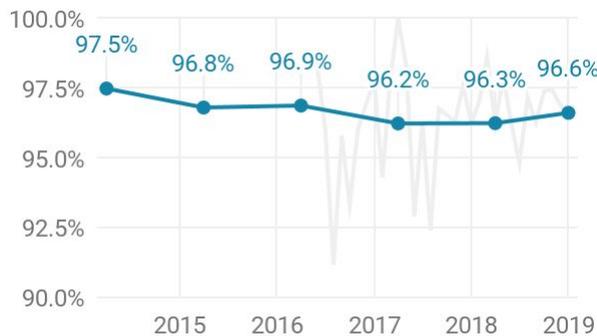


Speed of processing at Thanet continues to trend positively with YTD performance ahead of target

Target 8.50 Lower figure is better

### Green

#### % correct HB and CTB decisions



Target 96% Higher figure is better

### Amber

#### % Council Tax collected

# 82.47%

Day to day collection of Council Tax is on track. The percentage this quarter has dropped due to one off activity which didn't apply last year. This has included a review of the Single Person Discount Scheme. Proactive recovery is underway and Universal Credit Council Tax Support customers are being contacted to maximise collection and meet end of year target.

Target 96.15% Higher figure is better

# Agenda Item 4 Annex 1

## Green

**% Business rates collected**

# 85%

Target: 99.5% Higher figure is better

## Green

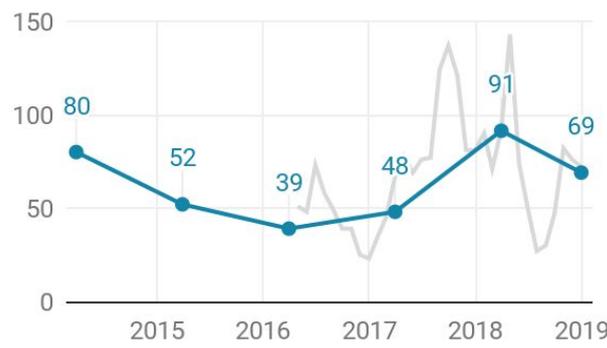
**% availability of the corporate website**



Target 99.5% Higher figure is better

## Green

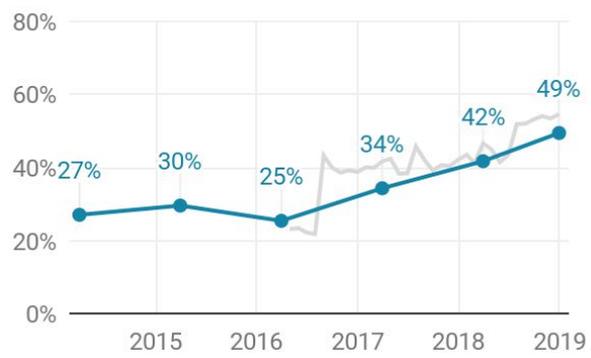
**Average call waiting time (seconds)**



Target: 90 Lower figure is better

## Green

**% of calls dealt with by automation**



Performance remains above profile for the month and YTD.

Target 40% Higher figure is better

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

Finance, Budget & Performance  
Scrutiny Panel

**14 February 2019**

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**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report but elements of the suggested work programme may have financial and resource implications.
<b>Legal</b>	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.
<b>Corporate</b>	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.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.  Protected characteristics: age, sex, disability, race, sexual orientation,

	<p>gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p>	
	<p>Please indicate which aim is relevant to the report.</p>	
	<p>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</p>	<input checked="" type="checkbox"/>
	<p>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</p>	<input type="checkbox"/>
	<p>Foster good relations between people who share a protected characteristic and people who do not share it.</p>	<input type="checkbox"/>
	<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>	

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

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

## 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 24 January 2019.
- 1.2 This meeting being too close to the one held last month, meant that there was not much to report on in-between these two meetings.
- 1.3 Table 1 in Annex 1, highlights some of the key agenda items for future Finance, Budget & Performance Scrutiny Panel meetings for 2018/19. The items are sourced from the Forward Plan and previous requests from Members.

## 2.0 Cabinet Presentations at OSP Meetings

- 2.1 This Panel meeting was too close to the January one and there was little lead time to invite a portfolio holder to make a presentation.

## 3.0 Council Budget for 2019/20

- 3.1 The Panel considered proposals for the 2019/20 Council Budget at last month's meeting. The key points of the debate included options for tackling the budget deficit, particularly the one associated with the Port of Ramsgate and the Council's contributions to the Parkway Station project.

3.2 After some extensive debate which included asking questions of the Leader of Council and the Cabinet Member for Financial Services & Estates, no recommendations were forwarded to Cabinet.

## 4.0 Quarterly Performance Report Q3 2018/19

4.1 This item is reported in more detail elsewhere on the agenda for this meeting.

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
---------	--

### Background Papers

Title	Details of where to access copy
None	N/A

### Corporate Consultation

Finance	Matt Sanham, Interim Head of Financial Services & Procurement
Legal	Tim Howes, Director of Corporate Governance & 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
14 February 2019	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	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

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**FORWARD PLAN AND EXEMPT CABINET REPORTS LIST**

Finance, Budget & Performance  
Scrutiny Panel

**14 February 2019**

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**

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

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

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

## 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](http://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

<b>Finance</b>	Matt Sanham, Interim Head of Financial Services & Procurement
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer



**FORWARD PLAN AND EXEMPT CABINET REPORT LIST**

**9 JANUARY 2019 TO 30 JUNE 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 6

## 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](mailto: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](mailto: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

## 9 January 2019 to 30 June 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
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. Matthew Sanham, Corporate Finance Manager	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

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 2019-20 Report	To consider the Budget report for 2019-20 including the treasury management strategies for next year.	1.Cabinet  Finance, Budget & Performance Scrutiny Panel  Cabinet  Council 2.Matthew Sanham, Corporate Finance Manager	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	15 Jan 19  24 Jan 19  29 Jan 19  7 Feb 19	Non-Key		Cabinet report  Finance Scrutiny Panel report  2nd Cabinet report  Council report
Council Tax Base 2019-20 Report	To agree the Council Tax Base for 2019-20	1.Cabinet 2.Matthew Sanham, Corporate Finance Manager	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	15 Jan 19	Key		Cabinet 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

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	Consideration of assets identified as surplus and suitable either for community asset transfer or sale at market value.	1.Cabinet 2.Edwina Crowley, Interim Head of Asset Management	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	29 Jan 19	Non-Key		Cabinet report
Corporate Performance Report Quarter 3 2018-19	Monitoring the performance of the council against the corporate priorities.	1.Finance, Budget & Performance Scrutiny Panel  Cabinet 2.Hannah Thorpe	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	14 Feb 19  14 Mar 19	Non-Key		Finance Scrutiny Panel report  Cabinet report
2019-20 Council Tax Resolution	To set the Council Tax for 2019-20, including the precepts.	1.Council 2.Matthew Sanham, Corporate Finance Manager	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	28 Feb 19	Non-Key		Council report
Q3 Budget Monitoring	Q3 update of the 2018/19 Budget position.	1.Cabinet 2.Matthew Sanham, Corporate Finance Manager	Councillor Ian Gregory, Cabinet Member for Financial Services and Estates	14 Mar 19	Non-Key		Cabinet report

Annex 1

Agenda Item 6

Page 43

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
Policy for imposing financial penalties under the Housing Act 2004 and Housing and Planning Act 2016.	To allow the council to impose a financial penalty of up to £30,000 as an alternative to prosecution for certain housing offences.	1. Cabinet 2. Richard Hopkins, Housing Regeneration Team Leader Tel: 01843 577402	Councillor Lesley Ann Game, Cabinet Member for Housing and Safer Neighbourhoods	14 Mar 19	Non-Key		Cabinet 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.