



Date: **10 July 2023**  
Our ref: **Overview and Scrutiny Panel/Agenda**  
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## **OVERVIEW & SCRUTINY PANEL**

**20 JULY 2023**

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Thursday, 20 July 2023** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### **Membership:**

Councillor Fellows (Chair); Councillors: D Green (Vice-Chair), Austin, Bright, Britcher, Currie, d'Abbro, Davis, Farooki, Kup, Paul Moore, Packman, Pope, Wing and Worrow

## **AGENDA**

**Item**  
**No**

**Subject**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATION OF INTERESTS** (Pages 3 - 4)  
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest advice attached to this Agenda. If a Member declares an interest, they should complete the [Declaration of Interest Form](#)
3. **MINUTES OF PREVIOUS MEETING** (Pages 5 - 10)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 30 May 2023, copy attached.
4. **CABINET MEMBER PRESENTATION - LEADER'S PRESENTATION ON THE VISION FOR THE COUNCIL**
5. **PURCHASE OF SECTION 106 AFFORDABLE HOUSING UNITS**  
Report to follow.
6. **PURCHASE OF DWELLINGS FOR THE LOCAL AUTHORITY HOUSING FUND**  
Report to follow.
7. **REVIEW OF OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2023/24** (Pages 11 - 22)
8. **FORWARD PLAN AND EXEMPT CABINET DECISION LIST** (Pages 23 - 36)
9. **LEVELLING UP FUND AND MARGATE TOWN DEAL PROJECTS UPDATE**

Item  
No

Subject



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## **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.

If you need to declare an interest then please complete the declaration of [interest form](#).

## OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 30 May 2023 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor Phil Fellows (Chair); Councillors D Green, Austin, Britcher, Currie, d'Abbro, Davis, Kup, Paul Moore, Packman, Pope, Wing and Worrow

**In Attendance:** Councillors Garner and Whitehead

### 448. APOLOGIES FOR ABSENCE

Apologies were received from Councillor K. Bright and Councillor Farooki.

### 449. DECLARATION OF INTERESTS

Councillor Packman declared an interest regarding Agenda Item 6 (Q3 and Q4 2022/23 Tenant and Leaseholder Performance Report).

### 450. MINUTES OF PREVIOUS MEETING

Councillor Paul Moore proposed, Councillor Austin seconded and Members agreed the minutes to be a correct record of the Panel meeting held on 14 March 2023.

### 451. ESTABLISH THE OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2023-24

Councillor Fellows, Chair of the Overview and Scrutiny Panel led the discussion and asked Members for items to add to the Panel's work programme.

Members said that items to include to the work programme could either be one off officer reports, cabinet member presentations and scrutiny review topics. They acknowledged the need to prioritise the review topics in order to work within resources available. They said that there was a need for the Panel to look at wider issues affecting local communities in Thanet. Members said that it was important for the Panel to be flexible with the scoring matrix used in prioritising review topics so that when an urgent and important issue affecting communities arose, the Panel would be able to respond to the need to review such an issue by re-prioritising the list of topics. Thereafter Members requested that these topics be included in the Panel's work programme:

- Cost of living crisis (including debt);
- Health and Wellbeing;
- Housing affordability – how was that impacting on local communities and what TDC could do;
- Broken bins review: Council used to repair bins that whose lids would have been broken during waste collection;
- Parking charges review;
- Review of the Winter Gardens;
- Review of the Toilet Strategy;
- Manston site review. Invite Mr Tony Freudmann to make a presentation;
- Review planning enforcement. What could be done to come up with a fair protocol? The review could also look at planning enforcement at Ramsgate Harbour;
- Review multi agency working in Housing;

- Review regularly the Independent Monitoring Officer's (IMO) implementation plan;
- Housing development: How does the government work out housing numbers for the Local Plan? How are the type, location and quality of housing determined? How do developers negotiate social housing quotas in development projects, sometimes from a high of say 30% to 15%?
- What is the health impact of some of the council's projects?
- Fly tipping and abandoned vehicles;
- Review the impact of tourism on TDC (visitor parking, tourist tax, AirBNBs and visitor economy; can these be handled better?);
- On street parking income review;
- Grant funding: What is TDC missing out on due to lack of staff resources to maximise on grant funding sources? What can the council do to maximise grant funding income?
- How is the Section 106 fund used? Jackey Bakers changing rooms could have been refurbished using these funds;
- Review the lifts and disabled accessibility to Thanet beaches;
- Cabinet Member Presentations: The new Leader of Council to be invited to make a presentation on his vision for the next four years;
- Cabinet Member Presentations: Invite each of the Cabinet Members to present on the key reviews currently taking place in their respective portfolio areas once those reviews have been completed;
- Levelling Up Fund regular projects implementation updates (through officer reports);
- Review of historical decisions made by TDC on key projects.

Members requested that information describing future key decisions to be made should be more detailed in the Forward Plan than was currently the case, (particularly in the 'what this decision will mean' section).

The Panel agreed the following that:

1. Mr Freudmann be invited to make a presentation on Manston site;
2. The topics identified above as potential work programme items be added to the work programme for 2023/24.

## **452. BUILDING SAFETY ACT 2022**

Sally O'Sullivan, Tenant and Leaseholder Services Manager introduced the report and made the following comments:

- This was a new legislation that enhances the safety of high rise residential buildings;
- The Building Act 2022 introduced new duties regarding fire and building safety;
- It was applicable to the Council's tenants and leaseholders services because it is the service that manages the Council's housing stock;
- TDC owns six high rises residential buildings that fall into the scope of this new legislation;
- The Act required the requirement of a building safety case;
- A building safety case was about all the information about how the risk of fire spread and structural safety of the building was managed;
- This information is submitted annual to the new regulator for building safety;
- This Act also introduced two new roles and responsibilities for landlords or building owners and these are the Accountable Person and Principal Accountable Person;

- Some changes had been made to the Housing team to accommodate these requirements. The Building Safety and Compliance Manager role had been introduced to the team structure;
- A review of the Fire Risk Assessment Policy had been carried out. Changes to the Regulatory Reform Order 2005 for Fire Safety had also been made;
- Enhancements were needed to be made to the compliance for data storage in relation to this new Act.

Members asked questions and made comments as follows:

- What were the resource implications of taking this duty on as a council?
- Had TDC received additional resources to assist carry out these new duties?
- How were these responsibilities articulated to residents?
- How did the Housing team reach out to hard to reach groups and leaseholders?

Ms O'Sullivan responded as follows:

- The council had approached consultants for assistance;
- The Council had not received additional resources to carry out these additional duties;
- £50k a year would be required to administer these new responsibilities;
- The Housing Revenue Account would be used to access resources to fund these activities;
- The Council will conduct safety consultation for residents to find out how people want to be communicated with in terms of safety information;
- A special high rise group is being established for residents living in high rises;
- The high rise blocks already receive a newsletter every quarter that contains building safety information ;
- A questionnaire asking for demographics was circulated to council tenants;
- Hard to reach groups will be included in the residents groups, including leaseholders.

Members noted the report.

## **453. Q3 AND Q4 2022/23 TENANT AND LEASEHOLDER PERFORMANCE REPORT**

Sally O'Sullivan introduced the report and made the following comments:

- Most of the work streams were working fine. However performance regarding domestic electrical safety certificates was struggling at 90% completion;
- MEARS had been contracted to help improve performance and there was steady improvement being rerecorded, which had seen a performance of 91% in Q3 and increasing to 94% in Q4;
- These actions were being monitored weekly in order to quickly detect any decline in performance;
- Capital spend was also struggling at 56%;
- Income collection was performing well.

Members asked questions and made comments as follows:

- The Panel recognised the hard work being put in by the Housing team as improvements across the board had been outstanding;
- One Member thanked the team for the glossary which was in the report as it made referencing much easier;
- Another Member asked whether there was any evidence that any of the council tenants were struggling with the current economic climate;

- There was no gas work still outstanding.

Ms O'Sullivan responded as follows:

- There has been an increase in tenants who are struggling financially, we know this because there has been an increase in referrals to the Finance Wellbeing team for assistance;
- The Household Support Fund had been very useful in assisting tenants who were struggling financially;
- With regards to the gas stats; the team was monitoring performance weekly to ensure that contractors were reporting correctly.

Members noted the report.

#### **454. Q3 AND Q4 CORPORATE PERFORMANCE REPORT**

Hannah Thorpe, Head of Strategy and Transformation introduced the report and made the following comments:

- Greenhouse emissions: the data was not yet available as the data sits in various services areas and collating it was a complex process;
- Street cleansing performance data was now being collected via the cameras that are installed on the council's vehicles. 1,200 photos had been inspected so far and the data would be shared in the next performance report;
- Temporary accommodation: The number of households in temporary accommodation was high;
- Over 1,000 trees had been planted in the period under review;
- The Recycling rate had improved although it was still very low. There was a need to increase education to encourage communities to recycle;
- Street Cleansing public perception was at 26%. There was a need to check and understand the reasons behind this data and to do this in conjunction with the new street cleansing performance indicator to understand perceptions and reality;
- Freedom of Information requests had increased.

The Chair thanked the officer for a clear and detailed report and invited the Panel to comment.

Members asked questions and made comments as follows:

- One Member asked why planning appeals were very high and asked whether these were mostly small or big projects;
- There were now an increased number of households in temporary accommodation, what was the reason behind this increase?
- What was the net gain of trees in the district?
- Did the council have information on the number of applications for felling trees?
- The Enforcement team was doing a fabulous job. However there were some properties that needed enforcement;
- One Member said that litter was an issue in Central Harbour after waste collection vehicles. This could be addressed by getting street cleaners to follow bin collection vehicles;
- Graffiti was also on the increase in the same area;
- Street cleansing was not particularly good. Could a review be conducted on the way of working;
- Street bins had been in some locations across the district. However people were still leaving rubbish where those bins used to be located. Could this be reviewed as well?
- Why was the empty homes figure increasing?



Ms Thorpe and Councillor Whitehead, Deputy Leader and Cabinet Member for Housing responded as follows:

- There was a net gain of 1,048 trees;
- Greenhouse emissions were measured from the TDC properties that include council offices and vehicles. A more detailed response to this question could be made available to Members after the meeting;
- Clarification was given that the Street Cleansing performance reported is capturing public perception and not service delivery. Confirmation given that new street cleansing standards were in place and would be published soon on the website;
- Mike Humber, Director of Environment and/or Mark Greening, Commercial Waste Manager could be invited to attend the next meeting of the Panel to make a presentation on street cleansing if members wanted further information on the service;
- Cabinet was focusing on street cleaning;
- Officers were going to provide information on the increase in temporary accommodation after the meeting.

Members noted the report.

Meeting concluded: 8.20 pm

## **Review of the Overview & Scrutiny Panel Work Programme for 2023-24**

**Overview & Scrutiny Panel Panel** 20 July 2023

**Report Author** Committee Service Manager

**Status** For Decision

**Classification:** Unrestricted

**Key Decision** No

**Ward:** Thanet Wide

### **Executive Summary:**

This report summarises activities of the Overview & Scrutiny Panel for 2023/24 and asks the Members to comment, make suggestions and note the OSP work programme.

### **Recommendation(s):**

Members are being asked to agree the Overview & Scrutiny Panel work programme for 2023/24.

### **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 which would need to be managed within existing resources, or alternatively compensating savings found.

#### **Legal**

The role of scrutiny is set out in section 9F of the Local Government Act 2000. The council must also have regard to the statutory guidance on Overview and Scrutiny from the ministry of Housing, Communities and Local Government when exercising its functions.

#### **Risk Management**

There are risks arising directly from this report.

#### **Corporate**

The work programme should help to deliver effective policy decision making by scrutinising executive decisions before, and at times after, implementation.

The working parties assist with 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.

## **Equality Act 2010 & Public Sector Equality Duty**

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty: -

1. To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
2. To advance equality of opportunity between people who share a protected characteristic and people who do not share it
3. To foster good relations between people who share a protected characteristic and people who do not share it.

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.

It was important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration has been given to the equalities impact that may be brought upon communities by the decisions made by Council.

## **CORPORATE PRIORITIES**

This report relates to Communities.

### **1.0 Introduction and Background**

- 1.1 This report allows the Panel to review the work programme for the period 2023/24. The work programme helps provide a framework for reporting progress regarding the activities of the Overview and Scrutiny Panel and would also provide officers with a reference point for planning appropriate levels of support for the Panel.
- 1.2 The current statutory guidance for the scrutiny function says, effective overview and scrutiny should:
  - Provide constructive 'critical friend' challenge;
  - Amplify the voices and concerns of the public;


- Be led by independent people who take responsibility for their role; and
- Drive improvement in public services

1.3 With this in mind, Members may wish to ensure that the Panel work programme for the year provides opportunities for critical but constructive challenge to the Executive, articulate any concerns about matters that are the business of the council and strive for improved service delivery by the Council and other public agencies working in Thanet. Members could also consider including in the work programme matters they would like to investigate on any matter that they feel affects the welfare of the local communities.

## 2.0 SETTING OUT A NEW WORK PROGRAMME

### Scrutiny Review Topics

- 2.1 The previous Panel agreed on an approach for identifying scrutiny topics. This approach uses a matrix to score and prioritise topics to be scrutinised by the Panel as part of the work programme for the current year. If the list is not progressed through in the current year, any remaining topics would then be carried over into the following municipal year.
- 2.2 These review topics would normally be progressed through review projects carried out by a working party set by the Panel. However in other instances Members may choose to commission a one-off officer report which would address the issues raised by Members.
- 2.3 At the Panel meeting on 30 May 2023, Members put forward a number of topics as detailed in the minutes. Members were asked to provide additional information on all the topics that they suggested. An agenda item request form was sent out to all members of the Panel seeking justification for those proposed topics. Eleven forms were received from seven Members.
- 2.4 Democratic Services used the matrix to score the topics which ended up identifying seven topics that would be progressed through scrutiny reviews and four topics that would be progressed as one-off officer reports, as detailed below. The Chair and Vice Chair reviewed the results of the scoring process.
- a. Scrutiny Review Project Topics
    - i. Planning Enforcement Review.pdf
    - ii. Fly tipping and abandoned vehicles .pdf
    - iii. Review of Protocols and Procedures for Emergency Decisions.pdf
    - iv. Health & wellbeing.pdf
    - v. Impact of tourism.pdf
    - vi. Grant funding review.pdf
    - vii. Cost of living crisis.pdf
  - b. Scrutiny topics one-off reports
    - i. Review of Section 106 Management.pdf
    - ii. Broken Waste Bin Review.pdf
    - iii. Update on externally funded regeneration projects.pdf

iv.  Review of governance and performance of on-street parking income.pdf

2.5 Annex 1 is the work programme and Annex 2 is the scoring matrix table. Annex 3 is the table that reflects the distribution of the OSP work programme.

## **Cabinet Presentations at OSP Meetings**

2.6 Members requested the following cabinet member presentations:

- Leader and Cabinet Member for Strategy and Transformation to present on the Vision for Council for the next four years - 20 July 2023;
- Future Cabinet Member Presentations: Each Cabinet Member would be invited to present on the key reviews currently taking place in their respective portfolio areas once those reviews have been completed.

2.7 The Panel also requested a presentation by the Manston Airport site representative Mr Freudmann. Democratic Services were in the process of sending out the invitation to Mr Freudmann.

2.8 Members could also identify subject items for presentation from the Forward Plan or any emerging topical issues which may have a significant public interest, where the Panel may feel that their contributions would enhance the decision making process.

2.9 Annex 3 shows the distribution mix of the Panel's work programme which highlights pre decision and post decision scrutiny work as well as cabinet member presentations and the work programming activities.

## **3.0 Options**

3.1 Members are being asked to agree the work programme as detailed in Annex 1 and Annex 2, (drawn up from the scrutiny topics that were forwarded by Members at the previous meeting).

3.2 Members may opt to make changes to the work programme particularly the scrutiny topics in annex 2 to the report.

**Contact Officer:** Charles Hungwe, Interim Deputy Committee Services Manager, Tel: 01843 577186

**Reporting to:** Nick Hughes, Committee Services Manager, Tel: 01843 577208

## **Annex List**

Annex 1: OSP Work Programme for 2023/24

Annex 2: Scrutiny Scoring Matrix Table for 2023/24

Annex 3 : OSP Pre and Post Decision Scrutiny for 2023/24

## **Background Papers**

None

## **Corporate Consultation**

**Finance:** Chris Blundell (Director of Corporate Services - Section 151)

**Legal:** Sameera Khan (Interim Head of Legal & Monitoring Officer)

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Overview & Scrutiny Panel Work Programme for 2023/24		
Meeting Date	Indicative Agenda Items	Issue Source
20 July 2023	Cabinet Member Presentation - Leader of of Council to present on the Vision for the Council	Panel Requested Item
	Levelling Up Fund and Margate Town Deal Projects Update	Panel Requested Item
	Purchase of Dwellings for the Local Authority Housing Fund	Housing Service area item
	Purchase of Section 106 Affordable Housing Units	Housing Service area item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
26 September 2023	Cabinet Member Presentation	Panel Requested Item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
21 November 2023	Cabinet Member Presentation	Panel Requested Item
	Establishing the OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
16 January 2024	Cabinet Member Presentation	Panel Requested Item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

15 February 2024	Cabinet Member Presentation	Panel Requested Item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
12 March 2024	Cabinet Member Presentation	Panel Requested Item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
18 April 2024	Cabinet Member Presentation	Panel Requested Item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
28 May 2024	Cabinet Member Presentation	Panel Requested Item
	Review of OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

Table as at July 2023

Title Of the Scrutiny Review	Review Type	Date added to the scoring table	Membership	Is the topic related to a priority or value within the Council's Corporate Plan?	Is the topic of high public concern?	Is the topic currently under performing as per the Council's quarterly performance monitoring?	Will the topic result in recommendations that save that Council money or generate income?	Time on the list?	Implications for officer resource allocation	Total	Rank	Completion Status
<p><b>topic:</b> Planning Enforcement Review</p> <p><b>Question:</b> a review into Planning enforcement procedures, protocols, and responsibilities. This is an area of great concern to both members of the public and other bodies, such as Parish councils. "Maintaining strong enforcement action..." is listed as a priority in the current Corporate Plan.</p>	B	23/6/23	TBC	20	10	0	0	0	10 - 1- 3 Months review	40	T-4th	
<p><b>topic:</b> Fly tipping and abandoned vehicles</p> <p><b>Question:</b> Fly tipping and rubbish is becoming worse across the district. It is costing the council more money to tackle the issues and with the risk of closure of the KCC waste and recycling centres. We need to ensure there is enough support to ensure officers have the resources, processes and equipment to ensure effective and efficient delivery.</p>	B	23/6/23	TBC	20	10	0	10	0	10 - 1- 3 Months review	50	T-2nd	
<p><b>topic:</b> Review of Protocols and Procedures for Emergency Decisions</p> <p><b>Questions:</b> I write to request a review of the protocols and procedures regarding the making of Emergency decisions, particularly regarding Berths 4 &amp; 5 at the port of Ramsgate, along with previous decisions regarding Berths 2 &amp; 3. To "Continue to look for a viable future for the Port of Ramsgate and the Royal Harbour for the benefit of the town and the wider district" is a stated priority in the current Corporate statement.</p>	A	23/6/23	TBC	0	10	0	0	0	20 - up to 1 month	30	7th	
<p><b>topic:</b> Health and Wellbeing</p> <p><b>Question:</b> What ways we might work more effectively with partners to boost health &amp; well-being in Thanet.</p>	B	23/6/23	TBC	20	0	0	10	0	10 - 1- 3 Months review	40	T-4th	
<p><b>topic:</b> Impact of tourism</p>	A	23/6/23	TBC	10	10	0	20	0	20 - A one day	60	1st	

<b>Question:</b> Negative impacts of tourism & how we might mitigate them									scrutiny review			
<b>topic:</b> Grant funding review  <b>Question:</b> I'd like a review to see firstly what we might have missed out on and then how we can be in best position going forward to apply for grants as and when then are available	B	23/6/23	TBC	10	10	0	20	0	10 - 1- 3 Months review	50	T-2nd	
<b>topic:</b> Cost of Living  <b>Question:</b> how we can work with partners to help residents avoid debt/ tackle it when it arises.	B	23/6/23	TBC	10	20	0	0	0	10 - 1- 3 Months review	40	T-4th	

A:1 Day – 4 weeks Review: **limited officer resource allocations required** for a successful review

B:More than 4 weeks and up to 3 months – **significant officer resource allocations required** for a successful review

C:More than 3 months: **very significant officer resource allocation required** for a successful review

#### **Request for Officer Reports**

- **Review of Section 106 Management:** how S.106 contributions are allocated, and what procedures are in place to ensure effective delivery
- **Broken Waste Bin Review:** To review the large number of broken waste bins (mainly missing lids) in Thanet. Waste collection is a statutory service however the number of broken bins leads to added rubbish and litter in all wards particularly those with densely populated areas which adversely affects the quality of residents lives and their health. The open bins attract vermin as well as foxes and seagulls who rip open the bags which should be contained in a fully functional bin with a lid. I request that these broken bins are repaired/or replaced by the council free of charge to residents.
- **Update on externally funded regeneration projects:** Regular 2-monthly updates on all externally funded regeneration projects - To include eg business plan, project management framework, progress against workplan, spend against projections, issues arising, risk analysis etc: appropriate focus for each meeting/ project to be agreed with Cabinet member & Regeneration team by the OSP Chair.
- **Review of governance and performance of on-street parking income:** investigate the governance arrangements, the resources employed in policing on street parking and in collecting and managing the fund and what overhead this represents.

OSP Pre and Post Decision Reviews for 2023/24

Date of scrutiny meeting	Item	Pre-decision	Post Decision	Cabinet Presentation	Work Planning
30/05/23	Establish the Overview & Scrutiny Panel Work Programme for 2023-24				<input checked="" type="checkbox"/>
30/05/23	Building Safety Act 2022	<input checked="" type="checkbox"/>			
30/05/23	Q3 and Q4 2022/23 Tenant and Leaseholder Performance Report		<input checked="" type="checkbox"/>		
30/05/23	Q3 and Q4 Corporate Performance Report		<input checked="" type="checkbox"/>		
20/07/23	Cabinet Member Presentation - Leader's Presentation on the Vision for TDC			<input checked="" type="checkbox"/>	
20/07/23	Purchase of Dwellings for the Local Authority Housing Fund	<input checked="" type="checkbox"/>			
20/07/23	Purchase of Section 106 Affordable Housing Units	<input checked="" type="checkbox"/>			
20/07/23	Levelling Up Fund and Margate Town Deal Projects Update		<input checked="" type="checkbox"/>		
20/07/23	Review OSP Work Programme 2022/23				<input checked="" type="checkbox"/>
20/07/23	Forward Plan				<input checked="" type="checkbox"/>

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## FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

**Overview & Scrutiny Panel** 20 July 2023

**Report Author** Committee Service Manager

**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.

#### **Risk Management**

There are risks arising directly from this report.

#### **Corporate**

The Forward Plan is a publication of key decisions and policy framework decision items.

#### **Equality Act 2010 & Public Sector Equality Duty**

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and

(iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty: -  
(Delete as appropriate)

- To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
- To advance equality of opportunity between people who share a protected characteristic and people who do not share it
- To foster good relations between people who share a protected characteristic and people who do not share it.

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

## **CORPORATE PRIORITIES**

This report relates to the following corporate priorities: -

- Communities

### **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, Interim Deputy Committee Services Manager, Ext 57186  
Reporting to: Nick Hughes, Committee Services Manager, Ext 57208



## **Annex List**

Annex 1: Forward Plan & Exempt Cabinet Reports List

## **Background Papers**

None

## **Corporate Consultation**

**Finance:** Chris Blundell (Acting Deputy Chief Executive)

**Legal:** Sameera Khan (Interim Head of Legal & Monitoring Officer)

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## **FORWARD PLAN AND EXEMPT CABINET REPORT LIST**

### **12 JULY 2023 TO 31 DECEMBER 2023**

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 an individual Cabinet member on cabinet's behalf):

- 1) Which involves the incurring of expenditure, or the making of savings, by the Council, which are anticipated to be £250,000 or above. The exception to this rule being where approval has previously been received to incur that expenditure by the Executive, notwithstanding criterion 3; or
- 2) Where the Council is entering into a contractual obligation with a value of £750,000 or above; or
- 3) For the acquisition or disposal of land or property with a value of £750,000 or above; or
- 4) Where the effect would be 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.

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".

#### 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,

# Agenda Item 8

## Annex 1

[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 Rick Everitt	Leader of the Council and Cabinet Member for Strategy and Transformation
Councillor Helen Whitehead	Deputy Leader of the Council and Cabinet Member for Housing
Councillor Steve Albon	Cabinet Member for Cleansing and Coastal Services
Councillor Rob Yates	Cabinet Member for Corporate Services
Councillor Heather Keen	Cabinet Member for Neighbourhoods
Councillor Ruth Duckworth	Cabinet Member for Regeneration and Property

## 12 July 2023 to 31 December 2023

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
Local Authority Housing Fund	Approval to spend the £1.19m of Local Authority Housing Grant and the £1.99m match funding from the HRA to purchase 9 houses to accommodate households on the Ukraine and Afghan refugee scheme.	1.Council  Cabinet 2.Bob Porter, Director of Place	Councillor Helen Whitehead, Deputy Leader and Cabinet Member for Housing	13 Jul 23  27 Jul 23	Key		Council report  Cabinet report
Purchase of Section 106 Affordable Housing Units	Approval to purchase of 42 Affordable Rented Homes within the Housing Revenue Account (HRA).	1.Cabinet 2.Bob Porter, Director of Place	Councillor Helen Whitehead, Deputy Leader and Cabinet Member for Housing	27 Jul 23	Key		Cabinet report

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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
Margate Town Deal - Approve Third Party Grant Agreement.	The council will issue an approved Grant Agreement as part of the Margate Town Deal	1.Cabinet 2.Louise Askew, Head of Regeneration and Growth	Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	10 Aug 23	Key		Cabinet report
Birchington Draft Neighbourhood Plan	The decision relates to the consideration of the Examiner's report into the draft Plan.	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	10 Aug 23	Non-Key		Cabinet report
Broadstairs Draft Neighbourhood Plan (Review)	The decision relates to the consideration of the Examiner's report into the draft Plan.	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	10 Aug 23	Key		Cabinet report
Broadstairs Flood and Coast Protection scheme	Approval to spend £880k of grant funding from the Environment Agency to deliver the Broadstairs Flood and Coast Protection scheme	1.Cabinet 2.Mike Humber, Director of Environment	Councillor Steve Albon, Cabinet Member for Cleansing and Coastal Services	21 Sep 23	Key		Cabinet report

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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
Viking Bay to Dumpton Gap Sea Wall Repairs Scheme	Approval to spend £406k of grant funding from the Environment Agency to deliver the Viking Bay to Dumpton Gap Sea Wall Repairs Scheme	1.Cabinet 2.Mike Humber, Director of Environment	Councillor Steve Albon, Cabinet Member for Cleansing and Coastal Services	21 Sep 23	Key		Cabinet report
Annual Treasury Management Review		1.Governance & Audit Committee  Cabinet  Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	26 Jul 23  21 Sep 23  12 Oct 23	Non-Key		Governance & Audit Committee report  Cabinet report  Council report
Budget Monitoring 2023/24: Report No.1		1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	21 Sep 23	Non-Key		Cabinet report
General Fund & HRA Final Outturn 2022/23		1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	21 Sep 23	Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Q1 Treasury Report	To provide an update on Treasury strategy and performance	1.Governance & Audit Committee 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	27 Sep 23	Non-Key		Governance & Audit Committee report
Corporate Risk Management Quarterly Update		1.Governance & Audit Committee 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	27 Sep 23	Key		Governance & Audit Committee report
2024/25 Budget Strategy		1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	19 Oct 23	Budget setting		Cabinet report
Treasury Management Mid-Year Review 2023/24	To provide an update on Treasury strategy and performance	1.Cabinet Governance & Audit Committee Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	16 Nov 23 29 Nov 23 7 Dec 23	Key		Cabinet report Governance & Audit Committee report Council report

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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
Corporate Risk Management Quarterly Update		1.Governance & Audit Committee 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	29 Nov 23	Non-Key		Governance & Audit Committee report
Budget Monitoring 2023/24: Report No.2	To provide an update on the Financial Position & Forecast Outturn	1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	16 Nov 23	Non-Key		Cabinet report
Treasury Management Strategy & Annual Investment Strategy 2024/25		1.Governance & Audit Committee  Cabinet  Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	29 Nov 23  11 Jan 24  8 Feb 24	Budget setting		Governance & Audit Committee report  Cabinet report  Council report
Medium Term Financial Plan 2024-28		1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	11 Jan 24	Budget setting		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
Council tax Base Calculation Report		1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	11 Jan 24	Budget setting		Cabinet report
HRA Budget 2024/25		1.Cabinet Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	11 Jan 24 8 Feb 24	Budget setting		Cabinet report Council report
Budget 2024/25 including Fees and Charges		1.Cabinet Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	11 Jan 24 8 Feb 24	Budget setting		Cabinet report Council report
Council Tax Resolution Report		1.Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	8 Feb 24	Budget setting		Council report

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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
Q3 Treasury Report	To provide an update on Treasury strategy and performance	1.Governance & Audit Committee 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	6 Mar 24	Non-Key		Governance & Audit Committee report
Corporate Risk Management Quarterly Update		1.Governance & Audit Committee 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	6 Mar 24	Non-Key		Governance & Audit Committee report
Budget Monitoring 2023/24: Report No.3	To provide an update on the Financial Position & Forecast Outturn	1.Cabinet 2.Chris Blundell, Director of Corporate Resources & S151 Officer		14 Mar 24	Non-Key		Cabinet report
Department for Levelling Up, Housing and Communities externally funded projects approvals.	Approval to commence procurement for projects within the Ramsgate Future Levelling Up Fund/ Future High Street Fund/ Margate Town Deal	1.Cabinet 2.Louise Askew, Head of Regeneration and Growth	Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	Before 29 Mar 24	Key		Cabinet report

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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
Department for Levelling Up, Housing and Communities externally funded projects approvals.	Approval to appoint contractors for the delivery of contracts for the Ramsgate Levelling Up Fund/ Future High Street Fund/ and Margate Town Deal	1.Cabinet 2.Louise Askew, Head of Regeneration and Growth	Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	Before 29 Mar 24	Key		Cabinet report