



Date: **13 November 2023**  
Our ref: **Overview and Scrutiny Panel/Agenda**  
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## **OVERVIEW & SCRUTINY PANEL**

**21 NOVEMBER 2023**

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 21 November 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 EXTRAORDINARY MEETING** (Pages 5 - 10)  
To approve the Minutes of the extraordinary Overview and Scrutiny Panel meeting held on 19 September 2023, copy attached.
4. **MINUTES OF PREVIOUS MEETING** (Pages 11 - 16)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 26 September 2023, copy attached.
5. **MINUTES OF EXTRAORDINARY MEETING** (Pages 17 - 22)  
To approve the Minutes of the extraordinary Overview and Scrutiny Panel meeting held on 24 October 2023, copy attached.
6. **CABINET MEMBER PRESENTATION - TDC POLICY REGARDING BROKEN BINS AND GREEN BINS RENEWAL POLICY FOR HOUSEHOLDS**
7. **BUDGET MONITORING 2023/24: REPORT NO.2** (Pages 23 - 40)

Item  
No

Subject

8. **ADOPTION OF A COMBINED SURVEILLANCE/CCTV/IMAGE RECORDING TECHNOLOGIES POLICY** (Pages 41 - 80)
9. **PURCHASE OF 24 HOMES AT TOTHILL STREET, MINSTER FOR AFFORDABLE RENT** (Pages 81 - 86)
10. **REVIEW OF OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2023/24** (Pages 87 - 98)
11. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST** (Pages 99 - 114)



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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 extraordinary meeting held on 19 September 2023 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor Phil Fellows (Chair); Councillors D Green, Austin, Bright, Britcher, Currie, Davis, Farooki, Paul Moore, Packman and Worrow

**In Attendance:** Councillor Manners, Towning

### **464. APOLOGIES FOR ABSENCE**

Apologies were received from the following Members:

Councillor Wing, substituted by Councillor Garner;  
Councillor Kup, substituted by Councillor Wright;  
Councillor D'abbro, substituted by Councillor J. Bright;  
Councillor Pope.

### **465. DECLARATION OF INTERESTS**

There were no declarations made at the meeting.

### **466. BROADSTAIRS FLOOD AND COAST PROTECTION SCHEME**

Mike Humber introduced the report and made the following comments:

- The Broadstairs Flood and Coast Protection Scheme was funded via the environment agency and local levy grant funding to the value of £880,000.
- The Broadstairs pier was first constructed 250 years ago, and played a vital role in stabilising the beach at Viking Bay.
- If the coastal defence, including the pier, were to fail in the next 20 years, it was estimated that 54 homes were expected to be lost to coastal erosion.
- The scheme would reduce flood risk to properties on Harbour Street in Broadstairs and also to the rear of Viking Bay.
- The risk of not taking action was that low-lying properties would experience flooding more regularly.
- The scheme included works to the facing blocks of the pier, repairs to the fishermans slipway, improvements to the sea wall and repairs to the cobblestone steps to the foreshore.
- Additionally, the scheme would improve the standard of flood defence from one in 10 year standard, to a one in 200 year standard.
- Planning permission for the scheme was granted in June 2023, tender documents had been prepared ready for competitive procurement.
- Construction phases were estimated to be April 2024 – June 2024.

Members noted the report.

### **467. VIKING BAY TO DUMPTON GAP SEA WALL REPAIRS SCHEME**

Mike Humber introduced the report making the following key points:

- The Viking Bay to Dumpton Gap Sea Wall Repair Scheme was a capital maintenance project.
- The scheme focussed on an 1100 metre length of sea wall between Viking Bay and Dumpton Gap.

- The sea wall was approximately 60 years old; many of the structural components had become eroded by wave energy and tidal action.
- Following a successful application for grant funding, via the environment agency flood and coastal erosion risk fund, £406,000 had been allocated to the scheme.
- It was of high importance to maintain the existing infrastructure that the council had around its coastline.

Members asked questions and made the following comments:

- Members were pleased that schemes like this were taking place.
- Ramsgate East Pier had suffered significant damage recently, were there any plans to look at this?
- Would there be a published full scheme of works regarding how the work would be carried out?
- In Broadstairs by the clifftop there had been a severe sinkhole, has there been a full survey across this entire area?
- Was this considered funding that had been bid for competitively?
- Queries were raised regarding the projected lifespan of the work, was the work considered future proofed?
- Was there any plans to refurbish parts of Ramsgate Western Undercliff?

Mike Humber responded with the following points:

- The East Pier at Ramsgate was inspected by the maintenance team, this damage would be looked into.
- When the programme is confirmed, there would be engagement with local businesses. The timing of the works would be sensitive. There would be consultation with businesses to minimise the impact.
- The sinkhole was considered a fairly unusual situation. This had most likely been caused by groundwater moving and washing the fine material out behind and gradually causing a hole to occur. Generally this was not the case around the coastline.
- The funding criteria was outcome measure based.
- All the design work takes into account the effects of climate change. The council would work to the latest standards. The economics were usually based on a 100 year life span.
- There was a plan to maintain the Ramsgate Western Undercliff to keep this safe.

Members noted the report.

## **468. LED STREET LIGHTING CONTRACT**

Mike Humber introduced the report making the following key points:

- The LED Street Lighting Contract was a capital scheme in the 2023/24 programme.
- The Council was responsible for approximately 500 street lights around the district.
- This contract would lead to improvements to approximately 200 street lights, with works including either a new LED lamp, a brand new entire LED fitting or a new column.
- Through stakeholder engagement with Broadstairs Town Council there had been a contribution secured to undertake works at Victoria Parade and Broadstairs Harbour.
- Tender documents had been prepared. The planned time scale was for works to begin in January 2024 and completed by July 2024.
- The light improvements were all across the district.

Members commented and asked the following questions:

- Concerns were raised regarding Broadstairs Town Council's contribution, officers were asked to ensure that the contribution would be used to cover lighting upgrade costs in specific parts noted by the Town Council and not in other parts of the district.

- Was there a prioritisation of areas?
- Would heritage columns be maintained and preserved?
- What were the locations of the street lights which would be updated?
- Did the scheme include sturgeon lights?

Mike Humber responded to members comments and questions:

- The contribution was for enhanced lighting. The contribution wouldn't be spent elsewhere, it would be spent on Victoria Parade and at the Harbour.
- There was a prioritisation of areas across the district. Minimising impact was of high importance.
- The majority of work did not include the columns and focussed on the lamps themselves. This would be further looked into.
- These were across the district. Further detail would be provided.
- The scheme did not include the sturgeon lights. This is detail which would be further looked into.

Members noted the report.

## **469. COASTAL ZONE MAINTENANCE CONTRACT**

Mike Humber introduced the report making the following key points:

- The council had 16 miles of coastline around the district that was maintained by the technical services team.
- This was maintained through a maintenance contract, which was due to expire in January 2024.
- It was proposed to put in a three year contract, with a two year extension option.
- This was base budget funded revenue maintenance work, informed by regular detailed inspections of the coastline by the technical team.
- Without this contract the council would be unable to react to urgent routine and repair works and be open to an increased level of insurance liability.
- The budget value each year for the contract was £244,000.

Members commented and asked the following questions:

- Was there a review process for the current contractors?
- Was the contract open tendered?

Mike Humber responded:

- The technical services team carried out inspections and observations on site. There was an inspection before works had been paid for.
- The contract was competitively tendered, and was considered open tendered.

Members noted the report.

## **470. NEW CONTRACT FOR THE SUPPLY OF ELECTRICITY TO 264 SITES WITHIN TDC'S PORTFOLIO**

Matt Sanham introduced the report making the following key points:

- The report asked members of the panel to review the new contract for the supply of electricity to 264 sites within the council's portfolio.
- The council's current electric supply contract came to an end at the end of September 2023, and required reprocurring.

Members commented and asked questions:

- Why was this item coming to the panel late, in relation to the end of the contract date?
- Were the 264 all considered the council's sites, or were these properties which the council let out?

Matt Sanham responded to members:

- The team were late in finding out the contract would be in excess of £750,000 and thus a key decision.
- It was unconfirmed whether the properties were let. However, if the properties were let the costs would be passed on.

Members noted the report.

## **471. DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES FUNDING UPDATE SIMPLIFICATION PATHFINDER PILOT**

Louise Askew introduced the report making the following key points:

- The council had been lobbying central government in order to simplify the process around the three capital programmes: the future high street fund, town deal and the levelling up fund.
- The council had been successfully awarded over £50m of capital funding for projects across Ramsgate and Margate.
- Thanet District Council was one of ten authorities to be part of the simplification pathfinder pilot.
- It was of importance to note that this pilot was about governance and managing reporting back to central government.
- The projects had been agreed and had been through the formal government approvals.
- There would be one single allocation across the portfolio. However, on a project by project basis there was individual budget sheets, and projects would be checked against these sheets.
- There was a set of outcomes and outputs. The projects had been profiled across the new intervention themes. Most notably: connectivity, unlocking industrial and commercial development, strengthening the visitor and local service economy and improving quality of life for residents.
- Reporting would happen once every three monthly, under a red, amber and green scheme focussing on spend and progress. There would also be one six monthly robust report with more narrative around the projects delivery.
- Any changes over £5M within the programme would go back to central government for approval. However, anything under this sum would be approved through the local authority as the accountable body.
- Central government required the council, as the accountable body for the funding, to establish a consolidated governance structure. This would be a strategic oversight board. There was a requirement to have certain people on this board. This would include all levels of government including MP's, county, district and town councils where applicable. Furthermore this included businesses, investors and representatives from the community.

Speaking under Council Procedure Rule 20.1 a Member asked questions and made a comment as follows:

- What would the process be in regards to individual ward councillors to scrutinise the delivery of projects?



- How frequently and how would councillors be updated, was this in line with the quarterly and six monthly reporting schedules?
- There was concern around the light of cost inflation that money may be moved from one project to another.

Louise Askew responded with the following points:

- There were future events being planned, whereby ward councillors and the broader community could attend and find out about the deliveries of the projects.
- All the procurement projects would be coming to cabinet in terms of the approval process.
- The website was frequently updated, and further information was provided into the loop and Colin Carmichael's fortnightly email to members.
- If there was anything specific to a ward councillor, they would be invited through the normal process to find out.

Panel Members made comments and asked questions as follows:

- Congratulations were given for the successful pilot.
- The red, amber, green scheme was considered a positive.
- Questioning regarding how would members of the public and businesses would get involved in the governance structure was raised.
- Had it been considered to have two boards rather than one?
- The new arrangement was considered a positive step and would make the administration of the three schemes more straightforward.
- If funds were reallocated away from Smack Boys, can it be guaranteed that the fabric of the building would be protected?
- The board was an excellent idea, however was it intended to supplement the role of the panel?

Louise Askew responded with the following points:

- The board was not considered a decision making board. The board would not be too large so that discussions are hard to be had. The board would be a way to understand the large sums of money and easily participate in discussions around managing the funding.
- The two highway schemes would now be brought together.
- The council was following the guidance to have one board rather than two. The board was focussed around the governance arrangements. Although the projects were considered specific to towns, the delivery mechanisms were at a strategic level.
- If funding was reallocated the outputs and outcomes still have to be delivered. Opportunities for the Smack Boys building were being looked into.
- The council would remain the accountable body, cabinet would remain the decision maker.

Members noted the report.

## **472. PUBLISHING OF THE TLS ANNUAL REPORT**

Sally O'Suvillian introduced the report making the following key points:

- The report gave detail on the performance for the year.
- The report would be published on the council's website. Additionally, there would be a plain text version that could be read by a web reader.
- Hard copies of the report would be taken to community events.
- The report had been reviewed by the tenant and leaseholder group.

## Agenda Item 3

Members commented and asked the following questions:

- Thanks to the team for the report.
- The report was considered to have good practice.
- Was there a reason why 1/3 of the garages noted in the report were unoccupied?

Sally O'Suvillian responded with the following points:

- The garages were not in a state to be occupied at the moment there is a programme in place to bring up the standard of garages ready to be let. There was no shortage of interest for the garages.

Members noted the report.

Meeting concluded : 8.29 pm

## OVERVIEW & SCRUTINY PANEL

**Minutes of the meeting held on 26 September 2023 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor Phil Fellows (Chair); Councillors D Green, Austin, Bright, Britcher, Currie, d'Abbro, Davis, Pope, Rusiecki, Wing and Wright

**In Attendance:** Councillors Everitt, Garner and Keen

### **473. APOLOGIES FOR ABSENCE**

Apologies were received from the following Members:

Councillor Paul Moore, substituted by Councillor Rusiecki;  
Councillor Farooki, substituted by Councillor Joanne Bright;  
Councillor Kup, substituted by Councillor Wright;  
Councillor Packman.

### **474. DECLARATION OF INTERESTS**

There were declarations made at the meeting.

### **475. MINUTES OF PREVIOUS MEETING**

Councillor Austin proposed, Councillor Davis seconded and Members agreed the minutes to be a correct record of the Panel meeting held on 20 July 2023.

Cllr Austin asked the Leader whether he was going to consider the request for the possibility of making minutes a bit more informative in terms of being specific about which Member made contributions during debate. Councillor Everitt responded and said that this was something that could be discussed in a different forum. The Leader was happy to discuss the issue informally outside of meetings and potentially at the Constitutional Review Working Party meeting.

### **476. CABINET MEMBER PRESENTATION BY THE LEADER - UPDATE ON THE PLANNING ENFORCEMENT REVIEW**

Councillor Rick Everitt, Leader of the Council made a presentation and raised the following points:

- The Council's planning enforcement operated on a complaints based system which meant prioritising beaches when carrying out its enforcement function;
- Currently this functioned was carried out by the Planning Enforcement Officer and Planning Enforcement Assistant both of whom report to the Planning Applications Manager;
- The team prioritised breaches that caused significant irreparable damage to listed buildings, harm to specially protected areas including conservation areas, other visually prominent buildings and protected trees, breaches to section 106 agreements and significant and unacceptable harm to living conditions;
- The Council would investigate if a breach had occurred and then seek if the matter could be resolved without formal action where possible, securing an application for the work or alteration that would be compliant to the planning policy and deciding whether or not to take action when the investigation was concluded;

- The decision should always be in the public interest and sound planning grounds that were compliant to planning policy;
- Council would always investigate breaches as reflected by the summary statistics shown for the period 2020-2022;
- Between 2020 and 2022 the Council had served 41 enforcement notices;
- Recent successful prosecutions led to significant fines for the offending individuals, (as reflected in the presentation slides attached as an annex to this minute item);
- A previous Scrutiny Panel had reviewed this subject and had come up with some points to consider for improvement (as detailed in the same annex);
- Council a Section 106 Enforcement Fee. This had helped recruit a new 106 Monitoring and Infrastructure Delivery Officer;
- This was an additional resource to the Enforcement Team;
- The Council had secured a new database system (IDOX Cloud). This would increase the enforcement team's capacity for publishing case information on the Council website. This was expected to go live in 2024
- A new monthly compliance development meeting led by a Principal Planning Officer would be regularly held that would coordinate compliance activities for new housing development to promptly identify any breaches at the earliest stages of development.

Members asked questions and made comments as follows:

- One Members asked to what extent did the Council investigate individuals who developed without consent and to what extent did that happen in the district?
- Another Member welcomed the additional resource to the enforcement team by the employment of another officer. They then asked how many hours each of the officers worked per week;
- A Member asked whether the Monitoring Officer was involved with any of the enforcement activities;
- Another Member said that it had previously been a frustration to get enforcement information the Council website and hoped that the additional resource to the team would improve access to enforcement information;
- They said that there should be a disincentive for retrospective applications;
- One Member asked how the Council prioritised planning enforcement work considering the limited resources at its disposal;
- They further asked if there were ways that the Council could use to communicate enforcement updates to complainants. Some residents complained that they did not get acknowledgements when they submit complaints about breaches;
- Another Member welcomed the plan by the enforcement team to put additional information on the website. This would save a great deal of officer time;
- A Member asked when the Local Plan would be finalised considering that the DCO issue had now been finalised.

Councillor Everitt and Bob Porter, Director of Place responded to Member questions and comments as follows:

- A previous Overview and Scrutiny Panel had reviewed the Council's planning enforcement protocol but had not concluded its work. The Panel came up with some suggestions for improving the planning protocol;
- The review was resolved due to the new Regeneration Bill which had significant implications on planning enforcement;
- The statistics presented included those incidents where the individuals developed properties without proper planning consent;
- The additional resource in the team would enable the team to provide more detailed categories of the breaches in the information that is on the Council website;

- The information would also include the outcomes of all investigations;
- The current two officers in the enforcement team each worked 37 hours a week;
- The team had been chasing developers with s106 commitments to ensure that they fulfilled their commitments. This was huge task and coming of this additional resource would help with this aspect of the team's work;
- The team produced evidence and then worked with the Legal Department to enforce planning requirements;
- If complainants were not responded to, they should approach the Head of Housing and Planning or Director of Place;
- As a minimum, officers should provide an update on a complaint case to complainants;
- The National Planning Policy was currently being reviewed by Government. This would give steer to local councils on how they could progress and finalise their respective Local Plans.

Members noted the report and thanked Councillor Everitt for the presentation.

## **477. HEALTH & SAFETY POLICY**

Matt Sanham, Head of Finance and Procurement introduced the report and said that the Health and Safety Policy was being refreshed after being adopted three years ago. The updates took into consideration the new corporate senior management structure.

Members asked questions and made comments as follows:

- Did officer monitor where there are health and safety incidents?
- Was dust monitoring part of this policy?
- Was there a system for confidential reporting?
- How was the Council managing to provide mental health support to staff working from home?
- The Internal Audit report at a Governance & Audit Committee meeting reported that there was no Health and Safety Policy. Would the adoption of this policy cover that issue?
- Who should Members speak to if they wanted to discuss health and safety issues?
- Was there an intention to provide occasional reports to Members?
- How did the Council monitor electric safety for employees working from home?

Matt Sanham and Stewart Bundy, Safety & Compliance Officer responded to Member questions as follows:

- A complaints officer reports to the Safety and Compliance Officer to make a formal report on an incident;
- These reports would be added to the website and the Trade Unions would also be made aware of these incidents;
- The current set up was working well;
- All near misses were recorded centrally at a corporate level and reports are considered by the Corporate Management Team (CMT);
- The Health and Safety Executive (HSE) dealt with the environmental side of health and safety, which included noise monitoring;
- The Safety and Compliance Officer was responsible for monitoring the council employees side which included dust monitoring;
- There was a compliance officer to whom staff could report confidentially any health and safety concerns;
- Mental health for staff was an issue that fell under Human Resources' monitoring responsibility;

- The adoption of this Health and Safety Policy by Cabinet in October would cover the issue raised in the Governance and Audit Committee's Internal Audit report;
- Moving forward, officer would be providing regular health and safety update reports to Members;
- Officers had carried out risk assessment for home working. The onus was on the staff working from home to make sure that their workspace was fit for purpose;
- Managers were also supposed to conduct one to one sessions with staff when conducting these risk assessments.

## **478. THREE YEAR EXTENSION OF THE DOG PUBLIC SPACE PROTECTION ORDER**

Penny Button, Head of Neighbourhoods introduced the report and said that this public spaces protection order was adopted three years ago and no changes had been made protection order. Officers have had positive feedback regarding traffic lights system for exclusion zones.

One Member asked if officers monitored incidents, particularly in the parking areas and whether this included dog on dog incidents. The Member further asked whether were was any policy for dog walking in the parks and enforcement regarding dog poo in local streets.

Penny Button said that park areas were not covered by this Public Spaces Protection Order. The dog wardens were involved in the enforcement of this Order. This year the beach enforcement team would be working throughout winter and help with the enforcement.

Members noted the report.

## **479. REVIEW OF OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2023/24**

Councillor Davis proposed that the Panel considered a new scrutiny topic on a sea link project at Minster marshes. This issue should be considered on an urgent basis as this was a serious environmental matter that was emerging and would affect the local area. Councillor Davis suggested that the National Grid representatives be invited to a Panel meeting to discuss their intentions and how this was going to affect the local communities.

The Chair agreed to discuss with the Democratic Services how to progress this request.

Councillor Britcher, Chair of the Tourism Working Party gave an update on the work of the working party and said that they had held two meetings, investigating the negative impact of tourism for the district. Bob Porter, Louise Askew and Mike Humber made presentations at one of the meetings. The working party Chair said that he hoped to bring the final report to the Panel in January 2024.

Responding to the Working Party update, one Member requested that the working party include in its report the positive contributions tourism was bringing to the district. However, the Panel was advised that the purpose of the review was to consider the negative impact of tourism to the district and suggest ways to mitigate that impact and learn some lessons from other councils who had faced similar circumstances.

Councillor Currie suggested and Members agreed that the Panel invites Councillor Albon to the next scheduled Panel meeting on 21 November 2023 to discuss the issue regarding broken bins.

The Panel Chair sought Members views regarding a request by a Member not in attendance at the meeting to consider inviting Manston Airport representatives to a discussion on how they going to get the site open for business. The Panel had agreed at

a previous meeting to invite the representatives but further agreed that this should be done after the DCO decision had been made by the Courts.

Members made comments as follows:

- Thanet District Council a statutory duty regarding Manston Airport and this was a planning issue. There was no point in the airport representatives attending a Panel meeting;
- Another Member said the DCO resolved the planning issue. They said this was not a planning issue at all;
- The principles of scrutiny as set out to Members during the induction training supported the idea that the Panel ought to review any matters affecting the local communities. The Panel needs to get update information about the airport site. The Panel needs to hear their plans about the airport being carbon neutral;
- One Member said that as an authority TDC should be weary to invite the airport representatives;
- Another said that the object of scrutiny is to scrutinise something that has been presented to the Panel. At the moment nothing had been presented to Thanet District Council. That meant the Panel could not scrutinise anything.

Sameera Khan, the Interim Head of Legal and Monitoring Officer advised the Panel that because there were Panel members who are also members of the Planning Committee, it was therefore not appropriate to consider this matter at Scrutiny as this would amount to pre-determination. It was therefore advisable for the Panel to invite the airport representatives when all planning matters were concluded.

Councillor Austin proposed and Councillor Kristian Bright seconded that Levelling Up Fund and Town Deal projects updates be presented at all future in the form of Gantt chart, for Members to stay informed of the implementation progress. However, this would not require officer attendance at each meeting.

The Chair agreed to take this proposal forward and discuss with the officers.

Members noted the report.

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

Members noted the report.

Meeting concluded: 8.10 pm

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## OVERVIEW & SCRUTINY PANEL

**Minutes of the extraordinary meeting held on 24 October 2023 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor Phil Fellows (Chair); Councillors D Green, Austin, Bright, Britcher, Currie, Davis, Farooki, Garner, Kup, Paul Moore, Packman, Pope and Worrow

**In Attendance:** Councillor Whitehead

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D'Abbro.

### 2. DECLARATION OF INTERESTS

Councillor Packman made a declaration of pecuniary interest on agenda items 3 (Purchase of five Homes at Reading Street, Broadstairs for Affordable Rent) and 4 (Local Authority Housing Fund Round 2: Purchase of five Homes) as both items conflicted with Councillor Packman's work in the housing sector. Councillor Packman then left the meeting room.

### 3. PURCHASE OF 5 HOMES AT READING STREET, BROADSTAIRS FOR AFFORDABLE RENT

Ashely Jackson, Head of Housing and Planning introduced the report and made the following comments:

- Council had recently approved an accelerated affordable rented housing development programme of at least 400 new homes, constructed or acquired, by 2027;
- Officers were contacted by Millwood Homes, who were required to deliver five new affordable homes, as part of their development at Reading Street, Broadstairs;
- This requirement was set out in the Section 106 obligations for the development. They were however unable to secure an affordable housing provider to deliver these homes;
- The capital cost for the five homes is £800k and £50k for associated costs;
- On paragraph 2.5 there was a slight difference in the cash flow deficit from year one it should read £8.1k with a breakeven point in year 13;
- As the homes had been designated as affordable homes in the planning consent and section 106 agreement, they had been designed specifically for that purpose and accordingly were considered appropriate for the HRA;
- This was in line with the needs of households on the council's register or those living in temporary accommodation;
- There was a significant level of need for one bedroom homes, as well as for larger family homes. The unit sizes and the mix of dwellings were as follows:
  - one x one bed flat;
  - one x two bed flat;
  - Three x three bed houses.
- Officers were therefore proposing that the new homes be let in accordance with the Council's adopted Allocations Policy.

Councillor Whitehead, Deputy Leader and Cabinet Member for Housing also made comments as follows:

- Members were being asked to consider and respond to the proposal that were going to be forwarded to Cabinet regarding the purchase of 5 homes at Reading Street, Broadstairs;
- The purchase of these homes was part of the Council's accelerated housing delivery strategy, ensuring that Section 106 homes were delivered;
- This was also to ensure that the social housing part of developments came to fruition and did not disappear, as this was much needed housing for the district;
- As this was a revenue strategy above else, it had already been established that the HRA would benefit from these acquisitions;
- The capital cost for these properties is £800,000, with 50,000 provided for associated costs and this provided one x one bed flat, one x three bed flat, three x three bed houses;
- Social housing in Thanet is often inaccessible for renters; property and rental costs in Broadstairs are significant, and acquiring social housing within Broadstairs is often challenging;
- It was important to ensure that all of the Isle is accessible to residents and that local individuals and families should be able to remain where their local connections were. Acquisitions such as this would support that aim;
- The Housing team had done some work relating to this proposal, being able to deliver genuinely affordable properties in an ever increasing property market, that would otherwise have been lost was essential;
- Being able to deliver affordable housing in an area that was often harder to access for those on lower incomes was incredibly important.

Members asked questions and made comments as follows:

- These were good proposals. Why was it that the council was considering purchasing one bed dwellings and not dwellings for families?
- This development was of a high standard. How closely did the Council monitor housing standards during construction of these properties?
- Was there a timeline for delivery of these properties?

Ashley Jackson and Councillor Whitehead responded to Member questions and comments as follows:

- Currently the need for one bed dwellings was higher than for family dwellings on the housing waiting list;
- The growth of the Council's housing stock through the development of the 400 dwellings would mean recruiting additional officers for the housing team;
- These were properties built to a high standard and there were retentions built into the agreements. Officers also monitored development progress.

Members noted the report.

#### **4. LOCAL AUTHORITY HOUSING FUND ROUND 2: PURCHASE OF 5 HOMES**

Ashely Jackson, Head of Housing and Planning introduced the report and made the following comments:

- In March 2023, it was announced that the Local Authority Housing Fund would be expanded by £250m for a second round of funding (LAHF R2);

- Thanet has been identified as eligible for capital grant funding with an indicative allocation of £694,000 in funding to purchase four homes for the resettlement element and 1 home for the Temporary Accommodation element;
- In order to utilise the grant, it was necessary to match fund the acquisitions with £788,860 of borrowing within the HRA capital programme and these proposals would be presented to Cabinet on 16th November. The properties had been identified and had to be purchased by 31st March 2024;
- Business plan modelling showed that the scheme generated a surplus from year one due to the grant subsidy. This surplus could be used to subsidise other parts of the Affordable Homes Programme;
- Officers were proposing that the homes were let at an affordable rent level, in line with the Council's approved Tenancy Strategy;
- Discussions had taken place with a local developer who was currently developing the Westwood Cross site to purchase five x three bed units. The units would be an 'off the shelf' purchase with no refurbishments or adaptations needed. They were nearing completion and would be ready soon;
- The developer had accepted a provisional offer, subject to approval of £1.4m and this was 80% of the market value;
- The proposed offer had been run through the Council's business plan modelling and the results indicated that the scheme generated a surplus for the HRA business plan from year one due to the grant subsidy;
- This proposal would be presented to Cabinet on 16 November 2023. The report would recommend that Cabinet approve the use of £694,000 of grant funding and £788,860 HRA match funding from the already approved HRA capital programme, to purchase five units for the LAHF R2.

Councillor Whitehead also made comments as follows:

- Members were being asked to consider and respond to the proposals going forward to Cabinet regarding the purchase of five properties using the Local Government Housing Grant;
- This was a grant that had been presented to Members before. The Council applied for and were granted £1.19 million in the first tranche of this Grant to provide homes for those who arrived in the country via the following approaches:
  - The Afghan Citizen Resettlement Scheme (including eligible British Nationals under this scheme) (ACRS);
  - Afghan Relocations and Assistance Policy (ARAP);
  - Ukraine Family Scheme (UFS);
  - Homes for Ukraine (HFU);
  - Ukraine Extension Scheme (UES).
- In this tranche of funding the Council had been granted £694,000. Through this the Council intended to provide five homes. Four had to have at least three bedrooms and one was required to be used for temporary accommodation;
- As with the previous tranche of funding, the timescales around this funding were extraordinarily tight. Therefore, in order to deliver the homes required in the period given, direct purchase was the only realistic way forward. This aspect of funding limited the Council's creativity with how it could better provide housing using this grant;
- However, the net result remained the same which was that the grant enabled the Council to support households who needed support at an incredibly difficult time, for the allotted time that they were allowed to remain in the UK by central government;
- The funding also enabled the Council to grow its general portfolio as well as supporting the growth of its housing overall;

- These homes were significant not just in what they could achieve in supporting those who had experienced war and displacement, but also in what they could do to support other vulnerable residents;
- Due to the scale of this grant and its provision of 46% of the overall cost, the rental of these properties produced a surplus from year one, as demonstrated by the provided graph;
- This was especially significant as part of the Council's strategy, as it provided a revenue stream to not only offset borrowing to produce the 400 plus properties planned for general usage, but also to support further housing acquisition and production;
- It was rare that both moral and financial benefits to align and this was one of those rare cases;
- Life often calls on society to do the right thing for others. This moral imperative ran through every decision that was made by the Council and was especially pertinent in this case. To be able to provide for even more residents, specifically through fulfilling the moral duty was a circumstance that rarely appeared in local government. This strategy provided such an opportunity;
- The Portfolio Holder thanked Ashley Jackson and her team for all the work in putting together these proposals that were before the Panel.

Members asked questions and made comments as follows:

- Members thanked officers and Members who had managed to put these proposals together and secured the funding for housing development for Thanet;
- Another Member asked whether the dwellings were in one location or scattered across the district as this had implications for the community integration of residents to occupy these new homes;
- Did the Council have a liaison officer to assist the new families coming into the district to settle in their new homes?
- Members welcomed this project and were particularly full of praise for the approach to get the homes grouped together to enable the new residents to live as a community that would settle in well with the local residents.

Ashley Jackson responded to Member comments and questions as follows:

- The new residents would occupy new homes that were all grouped together and that way they would make a community;
- There was a funded post for a Ukrainian Liaison Officer working with the incoming families.

Members noted the report.

## **5. EXTENSION TO THE ALCOHOL PUBLIC SPACE PROTECTION ORDER**

Jo-Anna Taylor, Community Services Manager introduced the report and made the following comments:

- Officers were seeking a nine-month extension of the Public Spaces Protection Order (PSPO) which regulates alcohol consumption in the district. The PSPO had been in place since 2017 and was renewed in 2020;
- The PSPO was introduced to tackle anti-social behaviour and public disorder related to alcohol consumption in public places and was requested by Kent Police;
- This included street drinking, public intoxication and disturbances caused by alcohol-related activities. The PSPO had been successful in reducing these issues and improving the safety and well-being of the community;

- However, the COVID-19 pandemic created new challenges in ensuring compliance with the PSPO. With the relaxation of lockdown measures, there had been an increase in the number of people gathering in public places and this had led to more incidents of anti-social behaviour and public disorder related to alcohol consumption, over the last three years;
- Since January 2023 the Police had issued 23 Fixed Penalty Notices under the Alcohol PSPO. This may seem a small number which may lead to querying the need of a PSPO. However, this Order had powers for conducting education, confiscating and disposing alcohol without the need of a fine;
- In order to continue to address these challenges, officers were requesting an extension of the PSPO for a further nine-month period; this short period of nine months would then bring it in line with the Anti-Social Behaviour PSPO. In July 2024 we would be considering coming up with a Combined ASB and Alcohol PSPO;
- During this time, we would continue to monitor the effectiveness of the Order and assess the potential for any necessary adjustments to ensure it remained an effective tool in regulating alcohol consumption in public places;
- The Council would also continue to work closely with the Police, (who were responsible for issuing the fixed penalty notices) and other partners to ensure consistent enforcement of the Order;
- The Council was committed to creating a safer and healthier community for its residents and visitors and believed that extending the PSPO would support this goal and ensure that people enjoyed public spaces without fear of anti-social behaviour or public disorder.

Members made comments and asked questions as follows:

- One Member asked if there was any data about the number of individuals worked with;
- Another Member asked what constituted minor amendments that were going to be delegated to the CEx to make on the new PSPO;
- One Member asked whether fixed penalty notices were issued to underage drinking;
- Another Member said that the PSPO was also about how many people had been dissuaded from anti-social behaviour as a result of the presence of the PSPO;
- They further asked whether the presence of officers who could issue penalties was more helpful than the previous model. They also asked if CCTV footage could be used in evidence;
- The Member also asked if there were the number of complaints sporadic in nature or they came from known areas;
- Council the Council use move the benches as a way of preventing anti-social behaviour in certain locations?

Jo-Anna Taylor responded to Member questions and comments as follows:

- How the Council and Kent Police was dealing with individuals under the PSPO was not going through the formal process and therefore there was no data recorded;
- Minor amendments included making changes to locations for the area covered by the PSPO;
- Fixed penalty notices were issued to incidents that were linked to anti-social behaviour and not necessarily underage drinking. Underage drinking was dealt with using different approaches like using outreach workers, youth services or speaking to parents;
- The model that used beat officers was much more effective in enforcing the PSPO as they also got to know the people. CCTV footages could be used in evidence;

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- Complaints were mostly received from Margate, Ramsgate and to a certain extent Broadstairs;
- The council would usually look at all the options to stop anti-social behaviour including moving benches.

Members noted the report.

Meeting concluded: 7.34 pm

## Budget Monitoring Report No.2, 2023/24

**Overview and Scrutiny Panel** 21 November 2023

<b>Cabinet</b>	16 November 2023
<b>Report Author</b>	Chris Blundell, Director of Corporate Services - Section 151
<b>Portfolio Holder</b>	Cllr Rob Yates, Portfolio Holder for Corporate Services
<b>Status</b>	For Post Decision Review
<b>Classification:</b>	Unrestricted
<b>Key Decision</b>	No
<b>Ward:</b>	All Wards

### Executive Summary:

This report provides the 2023/24 Quarter Two budget monitor for General Fund revenue and capital forecasts against budget, as well as the Housing Revenue Account.

At the end of Quarter 2 there was a forecast **£1.179m** overspend on General Fund revenue service budgets.

The HRA is currently forecasting a surplus against the budget of **£1.398m**.

### Recommendation to Overview & Scrutiny Panel for post decision review:

The Overview and Scrutiny Panel is being asked to comment on the report.

### Recommendation(s) to Cabinet:

- 1) That Cabinet notes the following:
  - i) The General Fund revenue budget 2023/24 forecast position.
  - ii) The General Fund Capital Programme 2023/24 forecast position.
  - iii) The Housing Revenue Account position.
- 2) That Cabinet recommends to Council for approval the supplementary budgets for:
  - i) The £5k requirement for the VAT inspection preparation is funded from the VAT reserve as set out in section 3.2
- 3) That Cabinet agrees to the capital programme budget adjustment, numbered (i), as set out in section 6.5 and Annex 1 to this report.
- 4) That Cabinet recommends to Council for approval the supplementary capital budget, numbered (i) to (ii), as set out in section 6.6 and Annex 1 to this report.

## **Corporate Implications**

### **Financial and Value for Money**

The financial implications have been reflected within the body of the report. There remain some residual impacts from the Covid pandemic upon the Council's finances, however this has moved to epidemic now and therefore is largely considered to be treated as business as usual.

### **Legal**

Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to monitor and control the Council's finances in order to provide a balanced budget.

### **Corporate**

Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the Council's current position.

### **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.

There are no direct equality implications arising from this report, however the delivery and implementation of and budgetary changes will consider this as part of the budget setting process and be reported to members in due course.

It is 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 the following corporate priorities: -

- Growth
- Environment
- Communities

### **1. General Fund – Revenue Forecast 2023/24**



# Agenda Item 7

- 1.1 The 2023/24 General Fund net revenue budget of £20.755m was agreed at the Council meeting on 23 February 2023.
- 1.2 At the end of Quarter 2 there was a forecast **£1.179m** overspend on General Fund revenue service budgets, largely due to the continued pressure arising within the Homelessness service alongside significant income shortfalls in a number of other services.
- 1.3 The council continues to face challenges as a result of the lasting effects of the pandemic and now the cost of living crisis, most notably through the aforementioned shortfall in service income and the ongoing impact on utilities. Managers continue to estimate the financial impact of this crisis and future monitoring will allow for greater certainty of where we will be over the coming months.
- 1.4 Table 1 below summarises at directorate level the **£1.179m** projected overspend on General Fund revenue services based on actuals to the end of Quarter 2 and forecasts from budget holders for the remainder of the year. Paragraphs 2.1 - 2.4 explain variances between the budget and forecasts.

**Table 1 - General Fund - Forecast against Budget 2023/24**

Function	2023/24 Budget £'000	2023/24 Forecast £'000	2023/24 Variance £'000	Paragraph
Chief Executive	2,101	2,101	0	n/a
Place	4,121	4,751	+630	See paragraph 2.1
Environment	6,285	7,084	+799	See paragraph 2.2
Corporate Services and s151 Officer	3,597	3,597	+0	See paragraph 2.3
Corporate Budgets	4,651	4,401	-250	See paragraph 2.4
<b>Total Net Expenditure</b>	<b>20,755</b>	<b>21,934</b>	<b>+1,179</b>	

*Note: + overspends or underachievement of income, - underspends or surplus income*

## 2. General Fund detail by Directorate/Department:

### Director of Place

- 2.1 An overspend of +£630k is currently forecast:

(i) **Housing Needs +£480k**

Homelessness has continually grown as a challenge for many local authorities, Thanet included. There are additional pressures on Housing as the gap between supply and demand increases. The council has reviewed and is delivering its homelessness strategy action plan, is regularly monitoring the levels of homelessness

## Agenda Item 7

and has commissioned new services to address the increasing need for support. This work will continue.

The service overspent by +£1.083m in 2022/23 and as a result of this forecast overspend, an additional +£800k was added into the 2023/24 budget to recognise and fund the rising costs of homelessness.

It was anticipated that if the number of cases fell the increased budget provision would be sufficient to fund the service, however the average number of homelessness cases have actually increased between 2022/23 to 2023/24 to date.

As a result of this increase, the subsequent overspend for 2023/24 is now forecast at +£480k.

The housing options team have identified further actions over the second half of 2023/24 in order to reduce this forecast position and have produced a detailed action plan, which includes:

- A further push to provide incentives to landlords in order for them to provide accommodation that directly reduces the number who require temporary accommodation. It should be noted however that there are a reduced number of landlords in the sector that may be available to provide these incentives too.
- Considering the potential for other options to encourage private sector landlords to make property available for homeless households.
- Regular review of all households in TA to identify those with potential move-on options.
- A further push to ensure maximum recovery of temporary accommodation charges and housing benefit is achieved.
- Acquiring additional in-house TA provision, utilising the approved capital budget for new TA.
- The on-going delivery of the council's commitment to deliver 400 new affordable rented homes over 4 years.

On 31 October, officers attended an emergency homelessness summit, convened by the District Council Network along with another 157 other councils, all facing pressures on their homelessness services. The issue is of national significance. Following the summit the council was a joint signatory to an open letter to the government seeking urgent support. Key asks included:

- Increases in local housing allowances and discretionary housing payments budget,
- Additional resources for homelessness prevention services, and
- Long term investment in more social housing.

The government has given additional financial support to local authorities in previous years and although nothing further has been formally announced to date, should additional support be provided, the overspend forecast would reduce as a result.

### (ii) **Housing Benefits +£0**

Due to the volatility around Housing Benefit, including increasing pressures associated with supported accommodation, a +£300k shortfall is forecast, it is anticipated that this will be met using the Equalisation reserve as previously agreed, this reserve is used to manage the peaks and troughs associated with the volatilities of our benefits services.

(iii) **Building Control +£150k**

Income for the service received to date is below budget, the year-end forecast is for the income to be below budget +£150k. The income target for the service has been reduced over a number of years in recognition of the challenges in this area, however despite this reduction a residual +£150k deficit still remains. A further review of this service budget needs to be undertaken as part of balancing the projected 23/24 position.

**Director of Environment**

2.2 An overspend of **+£799k** is currently forecast:

(i) **Parking and Enforcement £0k**

Parking fee income relating to on-street parking has returned to pre-covid levels and early forecasts show a potential for a -£390k surplus, however, income from parking fines associated with on-street is forecast to be +£300k below budget.

The projected surplus from on-street parking combined with savings against the current salary budget of -£200k will result in a net surplus of -£290k.

Overall this position will be managed through a corresponding +£290k contribution to the earmarked reserve associated with this activity, resulting in a net zero impact on the council's General Fund balances.

Parking and enforcement activity associated with TDC owned off-street car parks is currently forecast to break even against the budget.

(ii) **Domestic Waste Collection +£320k**

Funding for two additional permanent collection rounds were incorporated into the 2022/23 budget. However, due to higher than historical rates of sickness absence there has been significant reliance on agency staff, both in waste collection and beach cleaning. There is also an overspend on street cleaning, with additional agency spending due to new Government regulations regarding the disposal of POPs (persistent organic pollutants). Combined, these will result in a +£320k overspend.

(iii) **Maritime and Technical Services +£369k**

Income is projected +£369k lower than budget expectations within Port operations. This is due to restricted opportunities, in part stemming from the global shortage of components to manufacture vehicles that had previously generated income through car importation and vehicle storage on site.

(iv) **Bulky/Clinical Waste +£60k**

A significant increase to the income target based on 22/23 projected outturn, combined with a change to the pricing structure to individual items to facilitate online bookings, has resulted in a projected shortfall this year of +£40k in bulky waste. The

clinical waste target of +£20k is a legacy budget that is unachievable as this service is not charged to customers.

(v) **Crematorium Income +£50k**

The varying impact of covid on mortality rates has made it more difficult to forecast income for the service. Compared to the same period last year income is £60k higher so the current prediction is that this service could break even. However, the opening of a new Crematorium in Herne Bay is likely to have an impact, the extent of which will not be known for several months so it is prudent at this stage to assume a +£50k shortfall.

**Director of Corporate Services and s151 Officer**

2.3 This area is forecasting no variance at this time

**2.4 Other and Corporate** is currently forecast to under spend by **-£250k**:

- (i) Included within corporate budgets are such items as:
- East Kent Shared Services and their central charge,
  - HRA recharges i.e. service costs that are recharged to the HRA but which are held centrally for monitoring purposes,
  - Capital charges including recharges for staff time,
  - External funding and
  - The 2022-23 assumed collection fund deficit that hits 2023-24.
- (ii) There are additional costs associated with the unprecedented increases in Electricity and Gas prices that can't be contained within existing budgets. There is possible mitigation through some corporate budgets but this will be carefully monitored over the course of the year to make sure.
- (iii) Income generated as a result of the Council's investment activities is being positively impacted by the current increased interest rates, although the counter side to this is increased borrowing costs, we are currently projecting a net gain of -£250k on these activities.

**3. Supplementary Budget Requests**

3.1 This section of the report provides additional information and context associated with any recommendations which request additional budget provision to be approved with the General Fund revenue budget.

3.2 There is a £5k requirement for the VAT inspection preparation to be funded from the VAT reserve.

## 4 Corporate Income

- 4.1 The net budget requirement is the term used to explain the total amount the council spends on services after taking account of income streams that are specific to particular service activities such as specific grants or fees and charges (e.g. homelessness grants or car park income). For 2023/24 the net budget requirement was set at £20.755m and was funded from the following corporate (i.e. non service specific) income streams.

	£000	£000
<b>2023-24 NET GENERAL FUND REVENUE BUDGET</b>		<b>20,755</b>
<b>Funded by</b>		
Government Grants	-1,317	
Retained Business Rates & Section 31 Grants	-8,060	
Business Rates Collection Fund Deficit	199	
Council Tax	-11,690	
Council Tax Collection Fund Deficit	113	
<b>Total Funding</b>		<b>-20,755</b>

## 4.2 Business Rates

The retained business rates system is a highly complex system, but in simple terms the Council included £8.060m in this year's budget from business rates related income.

Since the retained business rates system was introduced local authorities have been allowed to retain a proportion of the additional business rates that are generated in their district. TDC also participates in a Kent wide pool that allows Kent authorities to retain a greater proportion of income than operating independently under the national scheme.

However this strand of income is most uncertain and is highly volatile; both in terms of in-year allocations and also for future reform. As such, the budget strategy for the number of years was to only include approximately half of possible growth in the base budget. For 2023/24 the full amount of anticipated growth has been assumed and therefore £1.358m of possible retained growth is included in the base budget.

## 4.3 Council Tax

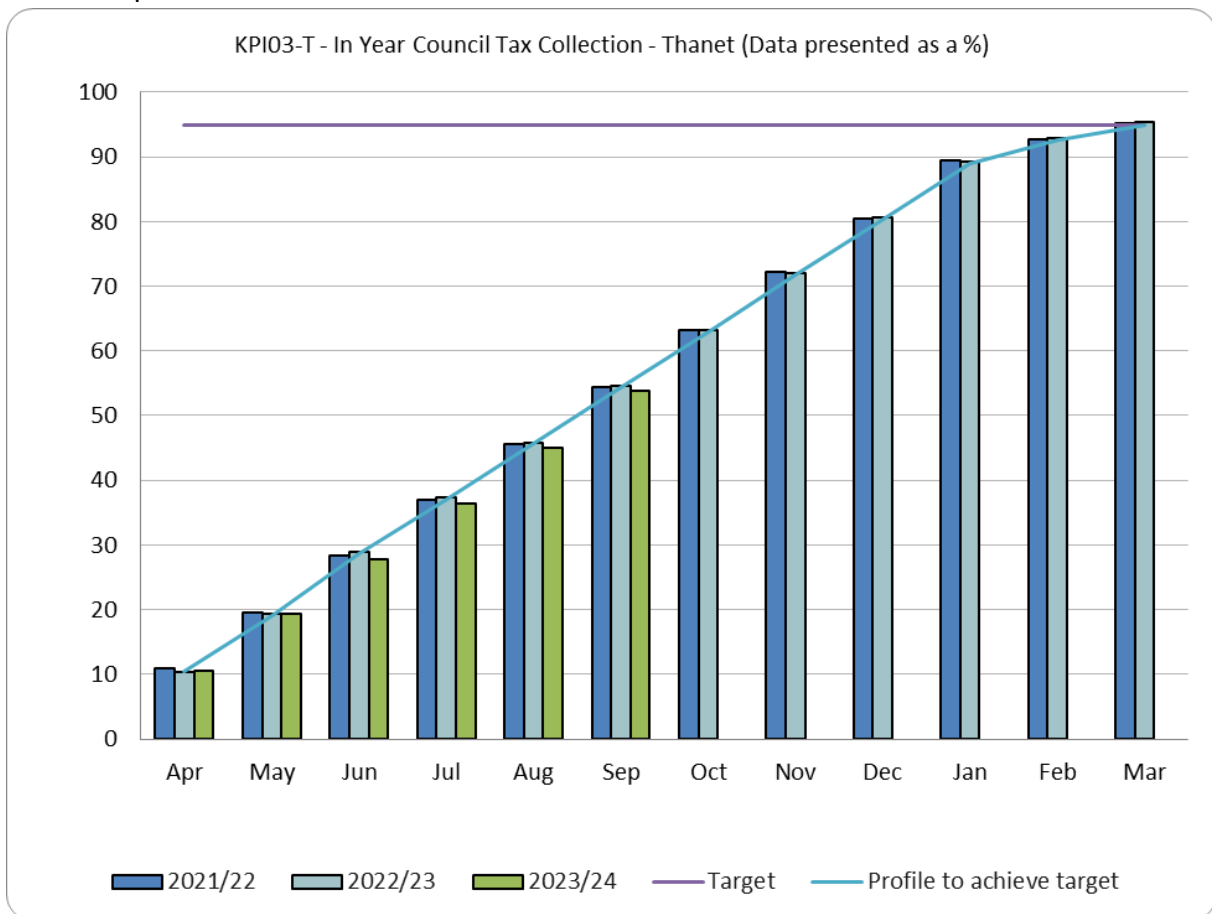
The council has budgeted for an income of £11.690m from council tax this year. In budgetary terms, this budgeted income is secure for the financial year, because due to the statutory arrangements for the accounting of council tax income, any surplus or deficit on the actual collection of council tax from residents is accounted for through the collection fund. Subsequently, any surplus or deficit that is accumulated in the

collection fund is credited or charged to the General Fund revenue budget as part year budget setting process for future years.

In terms of actual collection of council tax within this financial year, the headline is that collection is largely on profile, with actual collections hitting 53.75% against a target of 54.31% at the end of September 2023.

The annual target for collection of council tax is 94.91% by the end of March 2024, however it should be noted that the vast majority of any council tax that hasn't been paid by the end of the financial year will still be collected and recovered in following years.

The chart below shows actual and projected council tax collection rates for September 23.



## 5. Addressing Budget Variance

- 5.1 Current forecasts show a potential overspend of just over +£1.179m against General Fund Revenue service budgets. However, it should be noted it is typical for early budget monitoring to be pessimistic in nature and there remains a substantial proportion of the financial year remaining to address the forecast overspends.
- 5.2 The most concerning forecast budget overspends are those of a demand-led nature, where our spending or income levels are dedicated by external demand for our services (e.g. number of homeless families, or number of building control applications) and as such the potential opportunities to manage down spending pressures through conventional budgetary control measures are limited.

- 5.3 All budgets will continue to be regularly monitored to ensure that the council's expenditure remains where possible, within the agreed budget. This will include monitoring income and controllable spend in order to manage down the potential impact. Each of the services projecting an overspend as above are striving to minimise or eliminate the overspend before the end of the year, but failure to do so will require consideration of the use of reserves.

## 6. General Fund Capital Programme – Forecast 2023/24

- 6.1 The council's 2023/24 revised General Fund capital programme of £26.692m (£26.640m as per annex 1 + £0.052m flexible use of capital receipts) is expected to be underspent by -£8.128m.

- 6.2 **Annex 1** provides a breakdown of the forecast underspend at scheme level and also shows that £3.290m (12.35%) has been committed against this year's budget as at 30 September 2023.

- 6.3 The projected underspend includes the following relatively large projects:

(i) **Housing Assistance Policy**

£5.429m 2023/24 capital budget, £3.123m forecast spend, £2.306m forecast underspend:

The majority of forecast expenditure is on providing Disabled Facilities Grants to local residents. Final spend is dependent upon local need and timing of providing grant assistance. It is anticipated that any underspend at year-end will be available to be carried forward into the next financial year.

(ii) **Public Toilet Refurbishment**

£0.749m 2023/24 capital budget, £79k forecast spend, £0.670m forecast underspend:

Expenditure on this programme was previously predicated on the achievement of capital receipts from the disposal of closed public conveniences, however alternatively funding has been identified that removes the need for these disposals. This will now allow for investment in these facilities to be planned.

(iii) **Office Accommodation**

£3m 2023/24 capital budget, £0 forecast spend, £3m forecast underspend:

Accommodation requirements are still under review given scope for flexible working as highlighted by Covid. Similarly to the Public Toilet Refurbishment scheme, the financing of the Office Accommodation project is dependent on the proceeds of asset sales from existing office accommodation.

(iv) **Broadstairs Flood & Coast Protection**

£0.880m 2023/24 capital budget, £44k forecast spend, £0.836m forecast underspend:

This project is now forecast to start in Spring to avoid disturbing wintering birds.

(v) **Westbrook to St Mildred's Sea Wall Work**

£0.450m 2023/24 capital budget, £0 forecast spend, £0.450m forecast underspend:

Environment Agency funding is yet to be confirmed for this project.

6.4 There is currently a projected overspend of £80,908 on the IT Infrastructure project. All IT budgets (both capital and revenue) are currently under review.

6.5 It is proposed that the following change to this year's capital programme be approved by Cabinet, as per recommendation 3 to this report:

(i) **Thanet District LED Lighting:** Reduce the budget by £20,000 (from external funding) in line with the LED Street Lighting Conversion Project report tabled at the 21 September 2023 Cabinet meeting.

6.6 It is proposed that the following change to this year's capital programme be recommended to Council for approval, as per recommendation 4 to this report.

(i) **Housing Assistance Policy (Disabled Facilities Grants & Better Care Fund):** Increase the budget by £298,604 (from external funding) to reflect an increased funding allocation for this scheme.

(ii) **IT Infrastructure** - A supplementary budget of £178,000 is required, to be funded from borrowing, in order to deliver the full scope of the IT Infrastructure programme.

## 6.7 Capital Receipts

As at 30 September 2023 there was a forecast surplus of £0.580m in capital receipts to fund the 2023/24 GF capital programme. This excludes the Office Accommodation project and £0.270m of the Public Toilet Refurbishment project, which are both assumed to be self-financing from receipts from the sale of associated assets.

## 7. Housing Revenue Account (HRA)

7.1 The HRA is currently forecasting a surplus against the budget of £1.398m. This would result in a year-end net deficit of £108k in 2023-24, which would be financed by drawing down from HRA balances.

### 7.2 Income

7.2.1 Dwelling rents are forecasting a surplus of £30k. This is as a result of a slow down in Right-to-Buys (RTB) in the first half of 2023/24 and a lower level of voids.

### 7.3 HRA Investment Income

Interest rates have risen since the setting of the budget and although now settling the base rate is still 5.25%. The HRA interest earned is based on an average of HRA cash balances held over the course of the year multiplied by the average investment rate and so it's difficult to accurately predict actual interest to be earned until year end. A prudent assumption of £430k additional interest earned over budget has been forecast for Q2.

### 7.4 HRA Debt Interest Charges

Due to the Council's healthy cash flow position, the Council has been able to undertake internal borrowing in the short term rather than seeking loans from PWLB



# Agenda Item 7

that would attract debt interest charges. As cashflow should be sufficient for the remainder of 2023/24, the HRA shouldn't have to take out new loans and a saving of £938k should be realised. Should loans be required to be taken out due to an unexpected reduction in cash flow, this forecast saving would adversely change.

**Table 2 - HRA – Forecast against Budget 2023/24**

	2023/24 Budget	Move- ment	2023/24 Budget	2023/24 Forecast	2023/24 Variance
	£'000	£'000	£'000	£'000	£'000
<b>Income:</b>					
Dwelling Rents	(14,922)		(14,922)	(14,952)	(30)
Non-dwelling Rents	(277)		(277)	(277)	-
Charges for services and facilities	(579)		(579)	(579)	-
Contributions towards expenditure	(520)		(520)	(520)	-
<b>TOTAL INCOME</b>	<b>(16,298)</b>	<b>-</b>	<b>(16,298)</b>	<b>(16,328)</b>	<b>(30)</b>
<b>Expenditure</b>					
Repairs & Maintenance	5,255		5,255	5,255	-
Supervision & Management	5,901		5,901	5,901	-
Depreciation & Impairments	4,310		4,310	4,310	-
Allowance for bad or doubtful debts	260		260	260	-
Contribution to Capital	370		370	370	-
Non-service specific expenditure	246		246	246	-
Debt Management Costs	9		9	9	-
<b>TOTAL EXPENDITURE</b>	<b>16,351</b>		<b>16,351</b>	<b>16,351</b>	<b>-</b>
<b>Other Adjustments:</b>					
Share of Members and Democratic Core	148		148	148	-
HRA Investment Income	(770)		(770)	(1,200)	(430)
Debt Interest Charges	1,487		1,487	549	(938)
Government Grants and Contributions	0		0	0	-
Adjustments, accounting /funding basis	588		588	588	-
<b>Deficit/ (Surplus) for HRA Services</b>	<b>1,506</b>	<b>-</b>	<b>1,506</b>	<b>108</b>	<b>(1,398)</b>

## 8. Housing Revenue Account Capital Programme – Forecast 2023/24

8.1 **Annex 2** shows the revised 2023/24 Capital Programme.

8.2 At the end of September 2023 £3.58m had been spent or committed, this represents 10.5% of the revised budget.

8.3 As per the Council report dated 12 October 2023, £12m has been added to the HRA Capital Programme for the acquisition of new affordable housing units.

# Agenda Item 7

- 8.4 £2.016m of budget relating to works at Royal Crescent (£1.16m) and Churchfields (£400k) has been slipped to the 2024/25 Capital Programme.
- 8.5 Major works associated with void properties have been added to the capital programme and in order to fund that anticipated 2023/24 cost a virement of £280k has been made between kitchen and bathroom replacements and the planned refurbishment budget.

Contact Officer: Matthew Sanham, Head of Finance and Procurement  
Reporting to: Chris Blundell, Director of Corporate Services - Section 151

## **Annex List**

Annex 1 GF Capital Programme  
Annex 2 HRA Capital Programme  
Annex 3 GF Revenue Budget Summary

## **Background Papers**

Budget monitoring papers held in Financial Services

## **Corporate Consultation**

**Finance:** N/A

**Legal:** Sameera Khan, Interim Monitoring Officer

**ANNEX 1 - General Fund Capital Programme Report  
No 2**

Capital Programme 2023/24	Revised Capital Budget 2023/24 to Cabinet 21 Sept 2023 £	Additions / Removals £	Revised Capital Budget 2023/24 to Cabinet 16 November 2023 £	Estimated Outturn 2023/24 £	Estimated Variance Overspend / (Underspend) against Revised Budget 2023/24 £	Committed Spend to 30 September 2023 £	Comments
<b>Deputy Chief Executive (incl East Kent Services)</b>							
Housing Assistance Policy (Disabled Facilities Grants & Better Care Fund)	4,651,000	298,604	4,949,604	2,883,000	-2,066,604	1,167,954	£298,604 budget increase externally funded
Margate Housing Intervention - Loan Scheme	40,000		40,000	40,000	0	0	
Housing Assistance Policy (additional support for home owners and private sector landlords)	478,912		478,912	240,000	-238,912	0	
Homelessness Accommodation	31,005		31,005	31,005	0	1,283	
Homelessness Accommodation (phase 2)	1,000,000		1,000,000	1,000,000	0	0	
End User Computing - Refresh of Devices	438,734		438,734	438,734	0	43,580	
Financial Management System	174,489		174,489	174,489	0	0	
IT Infrastructure	124,325	178,000	302,325	302,325	0	205,233	£178k budget increase funded from borrowing
<b>Total</b>	<b>6,938,466</b>	<b>476,604</b>	<b>7,415,070</b>	<b>5,109,553</b>	<b>-2,305,517</b>	<b>1,418,051</b>	
<b>Corporate Governance</b>							
Public Toilet Refurbishment	749,308		749,308	78,989	-670,319	78,989	
Office Accommodation	3,000,000		3,000,000	0	-3,000,000	0	
High Street Heritage Action Zone Grant - Ramsgate	117,900		117,900	117,900	0	48,229	
51-57 High Street, Margate - Refurbishment	45,161		45,161	45,161	0	0	
Margate Town Deal	3,188,000		3,188,000	3,188,000	0	104,727	
Ramsgate Future High Street Fund	802,899		802,899	802,899	0	107,759	
Margate Levelling Up Fund	1,272,577		1,272,577	1,272,577	0	0	
Ramsgate Levelling Up Fund	1,424,551		1,424,551	1,424,551	0	681,684	
Property Enhancement Programme	305,575		305,575	305,575	0	85,941	
<b>Total</b>	<b>10,905,970</b>	<b>0</b>	<b>10,905,970</b>	<b>7,235,652</b>	<b>-3,670,318</b>	<b>1,107,329</b>	
<b>Operational Services</b>							
Replacement of Lead Lights at Port	37,567		37,567	0	-37,567	0	
Westbrook Promenade Infrastructure Improvements	52,763		52,763	52,763	0	1,694	
School Gate Safety Enforcement Partnership	222,500		222,500	0	-222,500	0	
CCTV (previously CCTV & Street Lighting)	45,680		45,680	45,680	0	44,709	
Ramsgate Harbour Sluice Gate	105,000		105,000	0	-105,000	0	
Thanet District LED Lighting	406,888	-20,000	386,888	96,722	-290,166	54,509	£20k budget reduction from external funding
Ellington Park	18,057		18,057	18,057	0	9,753	
Pontoon Decking Improvements	4,303		4,303	4,303	0	0	
Ramsgate Port & Harbour - Additional Self Storage Containers	55,000		55,000	55,000	0	53,240	
Upgrade of Amenity Blocks	73,730		73,730	73,730	0	5,552	
Broadstairs Flood & Coast Protection	880,000		880,000	44,000	-836,000	4,188	
Ramsgate Dock Office on Eastern Crosswall	30,000		30,000	0	-30,000	0	
Ramsgate Port - Berth 4/5 Replacement	251,249		251,249	251,249	0	117,684	
Vehicle & Equipment Replacement Programme	2,155,362		2,155,362	2,155,362	0	234,013	
Boat Wash Separator	46,953		46,953	46,953	0	0	
Crematorium Cloisters	100,000		100,000	0	-100,000	0	
Ramsgate Flood & Coast Protection	1,425		1,425	1,425	0	0	

**ANNEX 1 - General Fund Capital Programme Report  
No 2**

Capital Programme 2023/24	Revised Capital Budget 2023/24 to Cabinet 21 Sept 2023 £	Additions / Removals £	Revised Capital Budget 2023/24 to Cabinet 16 November 2023 £	Estimated Outturn 2023/24 £	Estimated Variance Overspend / (Underspend) against Revised Budget 2023/24 £	Committed Spend to 30 September 2023 £	Comments
Ramsgate Port & Harbour Utilities Supply Upgrade	540		540	540	0	0	
Westbrook to St Mildred's Sea Wall Work	450,000		450,000	0	-450,000	0	
Viking Bay to Dumpton Gap Sea Wall Work	398,668		398,668	398,668	0	90	
Replace Crematorium Chapel Roof	2,548		2,548	2,548	0	0	
Royal Harbour Multi-Storey Lift Replacement	330,427		330,427	330,427	0	4,719	
Replacement Mobile Elevating Work Platform (MEWP) for Ramsgate Port & Harbour	28,000		28,000	28,000	0	28,000	
Ramsgate Harbour - Toilet Cabin at Outer West Marina	41,640		41,640	41,640	0	41,090	
Ramsgate Port - Transformer	60,000		60,000	60,000	0	0	
Crematorium Memorial Gardens	60,000		60,000	0	-60,000	0	
Ramsgate Harbour - Marina Access Gates CCTV	21,000		21,000	21,000	0	0	
Port Control Signal Light Repeaters for Ramsgate West Pier	16,500		16,500	16,500	0	0	
Infrastructure	1,320,000		1,320,000	1,320,000	0	4,706	
Viking Bay Boardwalk	41,000		41,000	41,000	0	41,000	
Ramsgate East Pier Building Structural Improvements	282,500		282,500	282,500	0	9,234	
Ramsgate East and West Pier Hand Railings and Access Gates	170,000		170,000	170,000	0	0	
Customs Cutter Berth Refurbishment	70,000		70,000	70,000	0	0	
Ramsgate Harbour - Replacement of Oil Disposal Point	40,000		40,000	40,000	0	0	
Vehicle CCTV Cameras, Trackers and Software Upgrade	261,032		261,032	261,032	0	0	
Smart Metering Upgrade	110,000		110,000	110,000	0	110,000	
Replacement Dock Master's Office	21,000		21,000	0	-21,000	0	
Community Parks	27,758		27,758	27,758	0	0	
<b>Total</b>	<b>8,239,087</b>	<b>-20,000</b>	<b>8,219,087</b>	<b>6,066,857</b>	<b>-2,152,230</b>	<b>764,182</b>	
<b>Total Programme</b>	<b>26,083,523</b>	<b>456,604</b>	<b>26,540,127</b>	<b>18,412,062</b>	<b>-8,128,065</b>	<b>3,289,561</b>	
Capital Salaries	100,000		100,000	100,000	0	0	
<b>Grand Total</b>	<b>26,183,523</b>	<b>456,604</b>	<b>26,640,127</b>	<b>18,512,062</b>	<b>-8,128,065</b>	<b>3,289,561</b>	

Funded By	Revised Capital Budget 2023/24 to Cabinet 21 Sept 2023 £	Additions / Removals £	Revised Capital Budget 2023/24 to Cabinet 16 November 2023 £
Revenue and Reserves	745,818	400,000	1,145,818
Capital Receipts	5,053,465	- 400,000	4,653,465
Prudential Borrowing	6,326,963	178,000	6,504,963
External Funding	14,057,277	278,604	14,335,881
<b>Total</b>	<b>26,183,523</b>	<b>456,604</b>	<b>26,640,127</b>

<b>ANNEX 2 - HRA Capital Programme</b>							
<b>Capital Programme 2023-24</b>	<b>Revised Capital Budget 2023/24 to Cabinet 21 Sept 2023 £</b>	<b>Additons / Removals £</b>	<b>Revised Capital Budget 2022-23 to Cabinet[ ] 2023 £</b>	<b>Estimated Outturn 2023-24 £</b>	<b>Estimated Variance Overspend / (Underspend) against Revised Budget 2023-24 £</b>	<b>Committed Spend to 30 September 2023 £</b>	<b>Comments</b>
<b>MAJOR WORKS AND DISABLED ADAPTATIONS</b>							
Re Roofing	501,210	-197,000	304,210	304,210	0	70,964	
Replace Windows Doors	568,233	-202,000	366,233	366,233	0	129,152	
Kitchen & Bath Replacements	959,780	-560,000	399,780	399,780	0	124,779	
Electrical Rewiring	276,678	-76,000	200,678	200,678	0	20,113	
Heating	590,751		590,751	590,751	0	44,722	
Tower Block Works	2,668,722		2,668,722	2,668,722	0	15,390	
Fire Precaution Works	469,497	-70,000	399,497	399,497	0	204,033	
Planned Refurbishments	165,131	280,000	445,131	445,131	0	358,253	
Structural Repairs	1,962,610	-1,471,000	491,610	491,610	0	79,157	
Thermal Insulation	47,350		47,350	47,350	0	11,995	
Lift Refurbishment	315,000	280,000	595,000	595,000	0	0	
Disabled Adaptations	300,000		300,000	300,000	0	225,578	
Estate Improvements	392,263		392,263	392,263	0	7,996	
Playground Works	50,000		50,000	50,000	0	0	
IT Infrastructure	70,000		70,000	70,000	0	0	
Garages	58,808		58,808	58,808	0	746	
Capital Salaries	311,000		311,000	311,000	0	0	
<b>Total</b>	<b>9,707,033</b>	<b>-2,016,000</b>	<b>7,691,033</b>	<b>7,691,033</b>	<b>0</b>	<b>1,292,879</b>	
<b>PURCHASE/REPLENISHMENT SCHEMES</b>							
Margate Housing Intervention	1,832,015		1,832,015	1,832,015	0	1,390,763	
New Build And Aquisitions Programme	12,516,112	12,000,000	24,516,112	24,516,112	0	896,566	

**ANNEX 2 - HRA Capital Programme**

<b>Capital Programme 2023-24</b>	<b>Revised Capital Budget 2023/24 to Cabinet 21 Sept 2023 £</b>	<b>Additons / Removals £</b>	<b>Revised Capital Budget 2022-23 to Cabinet[ ] 2023 £</b>	<b>Estimated Outturn 2023-24 £</b>	<b>Estimated Variance Overspend / (Underspend) against Revised Budget 2023-24 £</b>	<b>Committed Spend to 30 September 2023 £</b>	<b>Comments</b>
Capital Salaries	56,000		56,000	56,000	0	0	
<b>Total</b>	<b>14,404,127</b>	<b>12,000,000</b>	<b>26,404,127</b>	<b>26,404,127</b>	<b>0</b>	<b>2,287,329</b>	
<b>Grand Total</b>	<b>24,111,160</b>	<b>9,984,000</b>	<b>34,095,160</b>	<b>34,095,160</b>	<b>0</b>	<b>3,580,208</b>	

Service Area	Original Budget	Revised Budget	Forecast	Variance	Usage of Reserve (Unplanned)	Revised Variance
	£	£	£	£	£	£
<b>Chief Executive</b>						
- Chief Executive	311,330	566,610	566,610	0	0	0
- Head of Strategy & Transformation	1,483,230	1,534,010	1,534,010	0	0	0
<b>Place</b>						
- Planning	251,630	269,130	269,130	0	0	0
- Housing	638,240	649,370	949,370	300,000	-300,000	0
- Housing Options	1,745,680	1,804,470	2,284,470	480,000	0	480,000
- Building Control	-343,790	-343,790	-193,790	150,000	0	150,000
- Asset Management	1,625,030	1,741,410	1,741,410	0	0	0
<b>Environment</b>						
- Parking & Enforcement	-170,890	-170,440	-460,440	-290,000	290,000	0
- Waste & Street Cleansing	4,123,560	4,119,560	4,439,560	320,000	0	320,000
- Maritime & Technical Services	-237,190	-267,790	101,210	369,000	0	369,000
- Bulky/Clinical Waste	-170,000	-170,000	-110,000	60,000	0	60,000
- Toilets	426,290	425,790	425,790	0	0	0
- Coastal Development	1,196,780	1,196,840	1,196,840	0	0	0
- Crematorium	-654,380	-654,020	-604,020	50,000	0	50,000
- Operations & Commercial Services	1,797,800	1,805,050	1,805,050	0	0	0
<b>Corporate Services and s151 Officer</b>						
- Legal	1,237,760	1,157,870	1,157,870	0	0	0
- Land Charges	-46,470	-46,470	-46,470	0	0	0
- Committee/Electoral	757,610	760,610	760,610	0	0	0
- Head of Finance	1,725,420	1,725,420	1,725,420	0	0	0
<b>Corporate</b>						
- Finance	5,057,360	4,651,370	4,401,370	-250,000	0	-250,000
	<b>20,755,000</b>	<b>20,755,000</b>	<b>21,944,000</b>	<b>1,189,000</b>	<b>-10,000</b>	<b>1,179,000</b>

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## Combined Surveillance/CCTV/Image recording technologies Policy

**Overview and Scrutiny Panel** 21 November 2023

<b>Report Author</b>	Eden Geddes
<b>Portfolio Holder</b>	Cllr Keen, Neighbourhoods
<b>Status</b>	For Recommendation
<b>Classification:</b>	Unrestricted
<b>Key Decision</b>	Yes
<b>Reasons for Key</b>	Significant effect on communities
<b>Ward:</b>	All Wards

### Executive Summary:

The purpose of the Combined Surveillance/CCTV/Image recording technologies Policy is to combine and regulate the council's operation of digital image recording systems across all areas of the council for the purpose the policy "systems" relate to any form of data captured at a minimum of 24 frames per second which is the minimum speed needed to capture video while still maintaining realistic motion.

### Recommendation(s):

Members of the Overview and Scrutiny Panel are asked to:

1. Note and scrutinise the report and consider any representations to Cabinet in advance of its meeting on 14th December 2023.

### Corporate Implications

#### Financial and Value for Money

The implementation of the policy will not have an additional financial impact as budgets are already in place across the relevant areas of the council

#### Legal

- The use of council-owned CCTV systems in the UK is governed by several different laws and regulations. These include:

# Agenda Item 8

- Data Protection Act 2018: This law sets out rules for how personal data (such as images of people captured on CCTV) can be collected, processed, and stored. Councils must comply with the principles of the Act when using their CCTV systems.
- Human Rights Act 1998: This law guarantees the right to privacy and the protection of personal data. Councils must balance the need for CCTV surveillance with the privacy rights of individuals.
- Regulation of Investigatory Powers Act 2000: This law regulates the use of surveillance by public authorities, including councils. CCTV systems must be used for a legitimate purpose, such as preventing crime or protecting public safety.
- CCTV Code of Practice: This code, issued by the CCTV commissioner, provides detailed guidance on the use of CCTV systems. Councils must comply with the code's requirements, which cover issues such as signage, image quality, and access to footage.
- Overall, councils must ensure that their CCTV systems are used in a lawful, transparent, and proportionate manner. They must also inform the public about the use of CCTV in their area and provide a way for individuals to access their personal data if it is captured on CCTV.

## **Risk Management**

CCTV (closed-circuit television) risk management refers to the processes and strategies implemented to identify, assess, and mitigate risks associated with CCTV systems. It involves evaluating potential threats, vulnerabilities, and consequences, and developing measures to minimise or eliminate them.

The purpose of the policy is to mitigate risk by consolidating CCTV operations, data retention, release and disposal of gathered data.

## **Corporate**

The following revised corporate priorities set out the things that the council will focus on over the next four years to get us closer to achieving our vision for Thanet. The new policy and minimum standards will support:

Priority one: To keep our district safe and clean

Priority three: To protect our environment

Priority four: To create a thriving place

Priority five: To work efficiently for you

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

The policy is grounded by relevant equality duties and therefore does not discriminate against those with protected characteristics.

## **Corporate Priorities**

This report relates to the following corporate priorities: -

- Priority one: To keep our district safe and clean
- Priority three: To protect our environment

- Priority four: To create a thriving place
- Priority five: To work efficiently for you

## 1.0 Introduction and Background

The purpose of this report relates to the construction of a single policy covering the council's use of image recording systems (CCTV) and to provide clear guidance to departments utilising “systems” relating to any form of data captured at a minimum of 24 frames per second which is the minimum speed needed to capture video while still maintaining realistic motion.

The policy is broken down into 4 parts

- Public Space Surveillance Systems (PSS)
- Static CCTV Systems SCS
- In Cab/Car technology systems (CTS)
- Body worn recording systems (BWV)

Currently there are a number of separate policies relating to the different types of recording systems in place. Regulations governing the use of CCTV are robust when applied to public bodies therefore the adoption of a single overarching policy

## 2.0 The Current Situation

- 2.1 Current policies require updating and whilst valid may not reflect the changes within legislation and government guidance in what is a fast paced technological environment.
- 2.2 The development of a Combined Surveillance/CCTV/Image recording technologies Policy provides clear guidance to any department currently using these types of technologies around use, management (system and data) and provides a series of minimum standards that will apply across the council.

## 3.0 Options –


- 3.1 Consider any representations to Cabinet in advance of its meeting on 19 October 2023.

## 4.0 Next Steps


- 4.1 This will now be taken to the 14 December 2023 Cabinet meeting for adoption.


Contact Officer: *Eden Geddes (Enforcement & Multi Agency Task Force Manager)*  
Reporting to: *Penny Button Head of Neighbourhoods*

## **Annex List**

 DRAFT November 2023 Combined CCTV/ Image recording technologies Policy

## **Background Papers**

 SCC\_Councillors\_Guide\_-\_February\_2016.pdf

 Equality Impact Assessment Combined CCTV policy

## **Corporate Consultation**

**Finance:**

**Legal:**



# Thanet District Council

## Combined Surveillance/CCTV/Image recording technologies Policy November 2023

**Draft V1**

### Authorised Version Control

Date	Version	Comments	Authorised by

### Table of Contents

- [1. Introduction](#)
- [2. Corporate context](#)
- [3. Legal Principles](#)
- [4. Part 1 Public Space Surveillance Systems \(PSS\)](#)
- [5. Part 2 Static CCTV Systems SCS](#)
- [6. Part 3 In Cab/Car technology systems \(CTS\)](#)
- [7. Part 4 Body worn recording systems \(BWS\)](#)
- [8. All systems Image retention policy](#)

#### Appendices

- 1 Data Privacy Impact Assessment SCS
- 2 Data Privacy Impact Assessment STS
- 3 Request for CCTV material Form

## 1. Introduction

The purpose of this policy is to combine and regulate the council's operation of digital image recording systems. For the purpose of this policy "systems" relate to any form of data captured at a minimum of 24 frames per second which is the minimum speed needed to capture video while still maintaining realistic motion.

The policy is broken down into 4 key parts

- Public Space Surveillance Systems (PSS)
- Static CCTV Systems SCS
- In Cab/Car technology systems (CTS)
- Body worn recording systems (BWV)

The combined Surveillance/CCTV/Image recording technologies Policy also introduces agreed minimum standards for all systems.

[https://docs.google.com/document/d/13gvoCR9MyTBafY5\\_Ab3htpU-0g5UeNQ4BvA5mdPfb04/edit?usp=sharing](https://docs.google.com/document/d/13gvoCR9MyTBafY5_Ab3htpU-0g5UeNQ4BvA5mdPfb04/edit?usp=sharing)

This policy also incorporates additional policy guidance around the capture and use of single image data.

## 2. Corporate Context

Thanet as a council embraces new and proven technology. Thanet has a unique geography and therefore the Council's technological requirements are unique, requiring bespoke solutions and workarounds.

# Agenda Item 8

## Annex 1

The use of image capture technologies are subject to differing levels of legislative governance, government guidance and codes of practice. More detail of relevant requirements are covered in each of the 4 key parts contained within the combined policy. All systems in operation within the district MUST abide by the guiding principles as contained in the Biometrics and Surveillance Camera Commissioner code of practice 12 guiding principles for the operation of surveillance camera systems and the Thanet Surveillance/CCTV/Image recording technologies minimum standards.

All systems must:

1. Have a defined purpose and legitimate aim
2. Not knowingly impinge on an individual's privacy or human rights
3. Be operated transparently so people know they are being monitored
4. Be operated with good governance
5. Have clear policies, rules and procedures in place
6. Store no more images/data than strictly required
7. Have safeguards in place in relation to who can view images/data
8. Meet relevant and approved standards
9. Ensure images/data are stored securely
10. Review systems regularly (at least annually)
11. Be effective in supporting law enforcement
12. Databases used for matching purposes should be accurate and up to date

### 3. Legal principles

There are a number of legal obligations and principles connected with local authority use of image recording technologies, these are also underpinned by policy, guidance and best practice. The following relate to the use of all image recording technologies:

- General Data Protection Regulation (GDPR)
- The Data Protection Act 2018 (DPA)
- The Human Rights Act 1998 (HRA)
- The Freedom of Information Act 2000 (FOIA)
- The Regulation of Investigatory Powers Act 2000 (RIPA)
- The Protection of Freedoms Act 2012

All systems and operations MUST comply with relevant legislation, policies, procedures, guidelines and Codes of Practice. This is to ensure that the operation of the systems are at the highest possible standards.

In addition to associated policy, procedure and code of practice, the operation of PSS is subject to legislation under:

- Police and Criminal Evidence Act 1984 (PACE)
- Crime and Disorder Act 1998 (CDA)

Body Worn Video are also subject to:

- Information Commissioner's Office (ICO) CCTV Code of Practice
- Home office guidance Safeguarding body worn video data
- Surveillance Camera code of Practice
- TDC Body Worn camera process/procedure manual

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## Annex 1

The PSS and SCS are registered with the Information Commissioner under GDPR. Evidence of annual certification is available on the website of the Information Commissioner. Thanet District Council recognises our systems could potentially impact on a member of the public's right to respect for private and family life afforded by Article 8 of the European convention on Human Rights and the Human Rights Act 1998.

Whilst locations are routinely monitored, individuals will only be monitored if there is reasonable cause to monitor is in line with the objectives of the system.

Any monitoring activities that are not aligned with system objectives will only be permitted when authorised and may require the use of a RIPA authorisation.

Link to councils RIPA Policy 2022 [☰ Thanet District Council Draft RIPA Policy 2022](#)

Safety Camera Technology CTS are used with Thanet District Council operational vehicles for the purposes of:

- a) the safety, health and protection of staff;
- b) the safety and protection of the public;
- c) for the investigation of accidents, incidents and near misses;
- d) to improve efficiency and customer service and management;
- e) monitor working procedures.

With the use of CTS the 'processing is necessary for the performance of a task carried out in the public interest' - being the lawful basis on which we collect and use your personal information.

The legal basis is underpinned by acts of legislation and Codes of Practice that dictate what actions can and should be taken by local authorities, including but not limited to:

- Section 68 of the Serious Crime Act 2007 that allows us to share information;
- Code 33 Protection of Freedoms Act 2012;
- Section 30(1)(a) Surveillance Camera Commissioners code of practice.

#### 4. Part 1 Public Space Surveillance Systems

##### Introduction

Thanet District Council uses a comprehensive public space surveillance system (PSS) usually referred to as Closed Circuit Television (CCTV).

This policy covers technology systems that are associated with, or otherwise connected with, public space surveillance cameras. Modern and ever-advancing surveillance camera technology provides increasing potential for the gathering and use of images and associated information. These advances vastly increase the ability and capacity to capture, store, share and analyse images, information and data. Advancements in sensor technology and artificial intelligence are developing at an ever-increasing pace, as is the ability to integrate these technologies with surveillance cameras. The overarching purpose of this policy is to guide installation and use in a way that the public would rightly expect and to a standard that maintains public trust and confidence.



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## Annex 1

This policy should be read in conjunction with the CCTV systems Code of Practice and Operational Manual [May 2022 TDC CCTV-Code-of-Practice-Version-8](#). Failure to comply with these documents could lead to disciplinary action, which may lead to dismissal and in certain circumstances criminal proceedings against the individuals concerned.

### **Objectives and purpose of Public Space Surveillance Systems (PSS)**

It is important that everyone and especially those charged with operating the CCTV systems on behalf of the Council understand exactly why each of the systems has been introduced and what the systems will and will not be used for.

The system provides cameras at key locations throughout the district. Some images are transmitted via a leased fibre optic network, some are IP cameras which transmit their images via radio to fixed fibre nodes for onward transmission to the operational control centre and some are mobile systems incorporating an internal hard drive transmitting via mobile networks for monitoring at the operational control centre.

### **The Purpose and Objectives of the PSS system are:-**

- To assist in the detection and prevention of crime;
- To help provide evidential material for court proceedings;
- To deter those having criminal intent;
- To reduce the fear of crime and give confidence to the public that they are in a secure environment;
- To provide safer communities;
- To reduce acts of vandalism;
- To assist in the prevention and detection of antisocial behaviour that would deter members of the public from using the regions facilities;
- To reduce vehicle related crime and anti-social behaviour in car parks;
- To assist with traffic management;
- To provide security for assets;
- To safeguard the most vulnerable.

### **System Details**

The CCTV system records 24 hours a day, 365 days a year and is staffed to ensure effective operation and evidential data release. There is a direct radio link to the communications room at the Kent Police Headquarters. This allows access to Police Officers on the ground (through Control), and is sited on the main control desk in the CCTV control centre. The CCTV service will comply with the Airwave Service Code of Practice. The CCTV control centre also has a direct radio link with the ThanetSafe Shop Watch and Pub Watch. This is a partnership between retailers/ police and council.

The CCTV cameras located in Thanet are linked to the control centre via a fibre optic network or other transmission infrastructure and can only be controlled, and recorded by authorised personnel in that control centre. A limited number of camera feeds are available to Margate Police Station for operational purposes.

### **Responsible Officers**

Are responsible for:

The day-to-day operation of the PSS system and the security and accountability of all equipment and media and data used by the system. This includes any system owned or controlled or managed by a service level agreement or memorandum of understanding.

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Assurance that any person using the PSS system is trained in the use of the equipment and comply with the Code of Practice and policies and procedures. They are not to permit any other staff to operate the equipment or view images without authorisation.

Acting as the first point of contact for enquiries, complaints and requests for evidence and as the liaison officer for all external and internal contacts.

The Responsible Officer may delegate aspects of this role, as appropriate, but will remain accountable. The Responsible Officer nor their staff will not instigate a RIPA request on their own behalf.

The SPOC will be responsible for ensuring all users are kept up to date on legislation and changes in procedures and will review TDC's Policy and Codes of Practice documents annually, and maintain a central database of all documents relating to the Council's PSS system .

### **PSS camera deployment**

The level of coverage in each of the areas with the Pan, Tilt and Zoom (PTZ) cameras is generally monitor and detection. With active patrols of vulnerable areas recognition or identification can be achieved.

Total privacy within the surveillance area cannot be guaranteed however the cameras will not be used to unduly monitor persons going about their lawful business. Persons will only be specifically monitored if there is suspicion or knowledge that an offence has or may be about to occur or for the purposes of safeguarding.

Cameras have been sited to provide surveillance of the town centres, foreshores, main beaches and in some cases, the surrounding areas of Thanet. The PSS system as contained within this policy relates to use and deployment of PTZ installations. This system is controlled in accordance with the Operational Procedures Manual and all operators utilise systems in line with the system purpose.

All new installations and upgrade of existing cameras will be commissioned in line with a privacy impact statement to ensure that the cameras deliver the correct field of view and are of adequate quality for their particular requirement as contained within the system purpose.

In certain geographic areas such as town centres, residential spaces such as gardens or building frontages may be visible to operators. Whilst not a standard procedure to "blank" these spaces, any resident may request access to view coverage of their own residence or request blanking be digitally instated over their own spaces via the CCTV page on the TDC website. This provides additional transparency and public reassurance.

The deployment of hidden or covert PSS cameras will not be undertaken for any reason without consultation with relevant directors and the councils CCTV team and all cameras should normally be clearly visible and clearly signed at a distance which allows for individual choice of entering a location covered by PSS systems.

Will be auditable to provide assurance that systems are operating only at locations where they can be utilised in line with the system purpose. The location and use of each camera will be reviewed annually and any camera found not to have been used effectively within the requirements of the system purpose for a 12 month period will be removed/decommissioned/relocated.

The use of dummy cameras will not be utilised for any purpose as part of the PSS system.

### Camera/location decommission

Under the Biometrics and Surveillance Camera Commissioner's CCTV code of practice, prior to the installation of new CCTV the necessity and proportionality needs to be reviewed and an impact assessment completed. It is further required that the necessity, proportionality and effectiveness of the PSS system will be audited to assess whether the location of cameras remains justified in meeting the stated purpose and whether there is a case for removal or relocation. The authority for removal/relocation of CCTV cameras is held by the appropriate head of service. This review shall be undertaken every 2 years.

### Evidential reviews and data release

Data via Images (digital video or still images) will not be retained for longer than is necessary. Data from the PSS system is stored in digital format on hard drives for a period of 31 days. After this time the images are erased. Data downloaded or processed for evidential purposes will be retained for a maximum of 90 days prior to destruction.

Only authorised personnel in the CCTV team or those delegated are authorised to access or disclose the data stored on the hard drives.

All data will be handled in accordance with this policy, CCTV Code Of Practice (COP) and the Operational Procedures Manual. All operators of the system will be fully trained in handling and processing data.

Evidential images will be provided on appropriate media which are referenced and recorded on Request For CCTV Recorded Material Form. This is to prevent the unlawful release of footage.

Data under normal circumstances will only be disclosed under the Police and Criminal Evidence Act (PACE) and the Evidence and Disclosure Act and the prosecuting authorities are required to follow the procedures set out in these Acts.

## 5. Part 2 Static CCTV Systems SCS

### Introduction

Static camera installations provide a fixed field of view of a particular scene e.g. an area of a car park or stairwell. Cameras have been sited to provide coverage of the town centres, selected car parks, Civic offices, and in and around Local Authority housing stock. Under normal circumstances these systems are not subject to live monitoring unless directly connected to the councils monitoring suite.

Not all Static camera installations utilised by the council are under the ownership or control of the CCTV team. The ownership and responsibility of individual SCS are spread throughout a number of directorates across the council leading to the requirement of this policy to regulate SCS across the council

In the district, static cameras systems SCS are deployed in line with system objectives at a number of locations where camera coverage is deemed as required or preferable but the level of coverage is not required to the level of PSS There are a number of SCS cameras and systems covering Civic Buildings, council owned depots, public car parks and council owned high rise and low rise

residential blocks.

### Objectives and purpose

It is important that everyone and especially those charged with accessing the SCS systems on behalf of the Council understand exactly why each of the systems has been introduced and system purpose

### Objectives and purpose of SCS schemes are:-

- To assist in the detection and prevention of crime;
- To help provide evidential material for court proceedings;
- To provide safer communities;
- To reduce acts of vandalism;
- To assist in the prevention and detection of antisocial behaviour
- To reduce vehicle related crime and anti-social behaviour in car parks;
- To provide security for assets;
- To safeguard the most vulnerable.

### System/s Details

Static camera installations provide a fixed field of view of a particular scene e.g. an area of a car park or stairwell. static camera which only activates and takes images on motion capture. Some cameras may have the facility to record sound as well as images.

### Responsible Officers

Are responsible for:

The day-to-day operation of the SCS system and the security and accountability of all equipment and media and data used by the system. This includes any system owned or controlled or managed by a service level agreement or memorandum of understanding.

Assurance that any person using the PSS system is trained in the use of the equipment and comply with the Code of Practice and policies and procedures. No users are to operate the equipment or view images without authorisation.

The council's CCTV control suite will be the first point of contact for enquiries and requests for evidence .

The Responsible Officers may delegate aspects of this role, as appropriate, but will remain accountable.

RIPA based CCTV implementation will not take place without corporate approval.

The SPOC will be responsible for ensuring all users are kept up to date on legislation and changes in procedures and will review TDC's Policy and Codes of Practice documents annually, and maintain a central database of all documents relating to the Council's PSS system

### camera deployment

Static camera installations provide a fixed field of view of a particular scene e.g. an area of a car park, stairwell or building access points.

Additional camera installations or changes/upgrades to camera systems will require a data privacy impact assessment for each change.

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These cameras will be controlled to the same standard as PSS systems and all users will be fully aware that they are only able to use the systems in order to achieve the purpose(s) for which it has been installed. In certain circumstances or upon approved request, it is a function of the equipment that parts of specific scenes may be electronically “blanked” from providing a view of an area.

### **Evidential reviews and data release**

Data via Images (digital video or still images) will not be retained for longer than is necessary. Data from the PSS system should be stored in digital format on hard drives for a maximum period of **31 days**. After this time the images are erased. Due to the nature of some cameras on the SCS such as motion detection, some hard drives may require manual deletion. The deletion of data from recording systems contained within housing locations is the responsibility of the council's housing department and the responsible manager within housing will ensure compliance with the councils CCTV procedure manual (version 8)

Data downloaded or processed for evidential purposes will be retained for a maximum of **90 days** prior to destruction.

Only authorised named personnel outside of CCTV establishment can access or disclose the data stored on the hard drives stored out.

All data will be handled in accordance with this policy, CCTV Code Of Practice (COP) and the Operational Procedures Manual.

Evidential images will be provided on appropriate media which are referenced and recorded on Request For CCTV Recorded Material Form. This is to prevent the unlawful release of footage.

Data will only be disclosed under the Police and Criminal Evidence Act (PACE) and the Evidence and Disclosure Act and the prosecuting authorities are required to follow the procedures set out in these Acts or in line with system objectives and purpose.

## **6. In Cab/Car technology systems (CTS)**

### **Introduction**

The Council provides a range of services in-house Waste Collection service as contained within the Department for Environment Food & Rural Affairs: “Guidance for local authorities 2021”.

Under the Health and Safety at Work Act 1974, employers have a duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this. This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

The cost of insurance on a significant number of fleet vehicles is prohibitively high. The implementation of CTS is a strong mitigating factor in managing these costs.

CTS technologies are inclusive of (but limited to) the following:

- Dash Cam's - Internally or externally Vehicle-mounted cameras which may transmit images to a control, monitoring and/or recording facility;

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- Automatic Number Plate Recognition (ANPR) - Cameras, which capture and interpret the vehicle registration number of vehicles;
- CTS technologies that also include audio;
- Vehicle telematics - combines GPS systems, onboard vehicle diagnostics, wireless telematics devices, and black box technologies to record and transmit vehicle data, such as speed, location, maintenance requirements and servicing, and cross-reference this data with the vehicle's internal behaviour;
- New/ emerging CTS systems under trial/ implementation. Now or in the future.

### Objectives of Purpose of systems

The council respects and supports the individual's entitlement to go about their lawful business and this is a primary consideration in the operation of the system. cameras will not be used to monitor individuals, including employees, in the ordinary course of lawful business. Some cameras may have the facility to record sound as well as images.

CTS for privately owned vehicles are not covered in this policy but are covered in the Driving for the Council Policy [Employee Council - TDC - Driving for the Council Policy Draft 28-04-20](#)

### The purpose and objectives objectives of CTS schemes are:

- To assist in the detection and prevention of crime;
- To assist the Council and its insurers to defend or progress insurance claims;
- To help reduce insurance premiums;
- To protect the corporate assets from damage or theft;
- To provide evidence to help understand the cause and seriousness of accidents, 'near misses' and dangerous occurrences;
- To investigate reported breaches of the Health and Safety Policy and established working practices;
- To support the evidence gathering process for complaints, grievances or whistleblowing
- provide evidence to support the inquiries of enforcement bodies;
- To provide a staff training resource
- To enhance customer care.

### System Details

System based upon vehicle telematics. A branch of information technology which deals with the long-distance transmission of computerised information. - combines GPS systems, onboard vehicle diagnostics, wireless telematics devices, and black box technologies to record and transmit vehicle data, such as speed, location, maintenance requirements and servicing

### Responsible Officers

Are responsible for:

The day-to-day operation of the CTS and the security and accountability of all equipment and media and data used by the system. This includes any system owned or controlled or managed by a service level agreement or memorandum of understanding.

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Assurance that any person using the CTS system is trained in the use of the equipment and comply with the Code of Practice and policies and procedures. No users are to operate the equipment or view images without the authorisation of the named manager responsible for the system.

The council's CCTV control suite will be the first point of contact for enquiries and requests for third party evidence .

The Responsible Officers may delegate aspects of this role, as appropriate, but will remain accountable. The Responsible Officers nor their staff will not instigate a RIPA request on their own behalf.

The SPOC will be responsible for ensuring all users are kept up to date on legislation and changes in procedures and will review TDC's Policy and Codes of Practice documents annually, and maintain a central database of all documents relating to the Council's PSS system

### Camera deployment

Cameras are positioned to provide the best field of view. The current positions of the cameras are as follows:

- One camera fixed at the front of the vehicle;
- Two cameras, one on either side of the vehicle;
- One camera fixed at the rear of the vehicle;
- One camera fitted above the door left-hand side of cab, facing crew and driver.

The cameras are fixed in position during the installation of the system by the installation engineers and must remain in these positions and can only be relocated with approval from system managers. In the event that the cameras have become out of alignment, this must be reported as soon as possible to system managers.

Cameras attached to the CTS are positioned to record images of the immediate area surrounding the vehicle and do not show a broad view of the location, therefore cameras are not intentionally or deliberately intrusive.

### Evidential reviews and data release

Data via Images (digital video or still images) will not be retained for longer than is necessary. Data from the CTS system is stored in digital format on hard drives for a period not exceeding 31 days. After this time the images are erased. Data downloaded or processed for evidential purposes will be retained for a maximum of 90 days prior to destruction unless disclosed as evidence.

Data used for training purposes (non personal) may be retained for the duration of the training programme.

Only authorised personnel are to access or disclose the data stored on the in cab/PC hard drives.

All data will be handled in accordance with this policy, CCTV Code Of Practice and the Operational Procedures Manual. All users of the system will be trained in handling and processing data.

All reviews of images will be recorded in accordance with this policy, CCTV Code Of Practice and the Operational Procedures Manual.

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Evidential images will be provided on appropriate media which are referenced and recorded on Request For CCTV Recorded Material Form. This is to prevent the unlawful release of footage for its intended purpose.

### 7 Part 4 Body Worn Video (BWV)

#### Introduction

This section sets out the Council's Policy to regulate the management, operation and use of Body Worn Video Camera Systems (BWV). The policy has been developed in line with best practice guidance from the ICO, CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice, which includes the use of BWV.

A body camera, bodycam, body worn video, body-worn camera, or wearable camera BWV is a wearable audio, video, or photographic recording system.

Body-worn cameras are recording devices worn by council staff during the commissioning of duties. In particular the council's Civil Enforcement Officers. Devices are capable of collecting audio and video data during activities and encounters whilst out in the district.

This policy should not be viewed in isolation but in line with departmental procedures, Lone working Policy and relevant procedures/ codes of practice including the councils Body Worn Camera process/procedure manual (where applicable)

#### The Objectives and purpose of BWV systems are:

The Council has an obligation under the Health and Safety at Work Act 1974, to ensure the Health, Safety and Welfare of its employees. It is particularly important that it helps to protect and support its mobile workers and lone workers whilst they are carrying out their duties away from the office. The use of BWV in public spaces is considered lawful.

BWV users can make a recording both in public or private premises so long as its use is within system objective and purpose and is considered by the user proportionate, legitimate and necessary.

Officers due to the nature of their work, are sometimes open to aggressive and/or abusive encounters. Therefore the use of BWV is a useful tool for reducing the risk of and the impact of any potential negative encounter. It is important that everyone and especially those cursing BWV systems on behalf of the Council understand exactly why each of the systems has been introduced and what the cameras will and will not be used for.

#### The purpose of BWV systems are as follows:

- To assist in the detection and prevention of crime
- To support enforcement/ outreach activities
- To support the health, safety and welfare of users
- To Reduce the risk of incident escalation
- To promote transparency
- To reduce complaints and support complaint management.
- To provide a staff training resource



- To enhance customer care.

### System Details

Recorded data from a BWV device can provide compelling evidence and support the health, safety and wellbeing of staff engaged in lone working practices.

Pre implementation of BWV systems will require a needs/risk assessment and completion of a data Protection Impact Assessment relevant to purpose and intended use

The recording of activities and interactions has the potential to contain information that while not crucial to the activity could still be considered sensitive in nature. If any of the recorded information is accessed by an unauthorised third party then this risks causing intrusion into a person's privacy.

The principle use of Body worn CCTV is for Health and Safety purposes, though not in totality. It will be used in an overt manner and emphasised by officers wearing clear identification that it is a CCTV device. Prior to commencement of any recording, where possible, officers will give a clear verbal instruction that recording is taking place.

### Responsible Officers

Are responsible for:

Assuring equipment used is charged, operational and fit for purpose.

Ensuring BWV is utilised inline with the system purpose. And should not be used ad hoc or whilst performing normal patrolling activities.

Recording should be incident specific. Officers will not indiscriminately record entire duties or patrols and must only use recording to capture video & audio of specific incidents.

Any recording undertaken in private/residential locations must be reported retrospectively to the appropriate system manager.

System users need to be fully aware of the legal and policy/ codes of practice related to use of BWV.

### System Managers

System managers are responsible for ensuring that the system is required and GDPR regulations and requirements are up to date.

That any person using the BWV system is trained in the use of the equipment and comply with the Code of Practice and policies and procedures and not to permit any other staff to operate the equipment or view images without the authorisation of the named system manager.

Acting as the first point of contact for requests for evidence and as the liaison officer for all external and internal contacts.

The system manager may delegate aspects of this role, as appropriate, but will remain accountable.

The Responsible Officer nor their staff will not instigate a RIPA request on their own behalf.

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The system manager will be responsible for ensuring all users under their scheme are kept up to date on legislation and changes in procedures and will review relevant Policy and Codes of Practice documents annually, and maintain a central record of all documents relating to the to any BWV system under their responsibility.

### Evidential reviews and data release

BWV systems should be encrypted to an advanced standard to prevent unauthorised access/ downloading All data not required for evidential purposes will be deleted upon download.

All recorded footage should be capable of uploading to a dedicated and secure Computer. Data uploaded is required to be recorded and footage will not be retained for longer than is necessary. Data from the BWV system is stored in digital format on hard drives for a period of 31 days unless processed as evidence. After this time the data will be erased. Data downloaded or processed for evidential purposes will be retained for a maximum of 90 days prior to destruction unless released.

Only authorised personnel in the relevant department are authorised to access or disclose the data stored on the hard drives.

All data will be handled in accordance with this policy, the council's Body Worn Camera process/procedure manual. All users of the system will be trained in handling and processing data.

Evidential images will be provided on appropriate media which are referenced and recorded on Request For CCTV Recorded Material Form. This is to prevent the unlawful release of footage.

Data under normal circumstances will only be disclosed under the Police and Criminal Evidence Act (PACE) and the Evidence and Disclosure Act and the prosecuting authorities are required to follow the procedures set out in these Acts.

### 8. All Systems Image retention policy

**The purpose of this policy is to combine and regulate the councils capture, use of and retention of digital images of less that 24 frames per second across image recording technologies.**

The council may on occasion utilise battery operated motion activated single image capture devices (Sometime referred to a wildlife cams). Officers engaged in the use of image recording technologies will either utilise the aforementioned device or utilise other systems contained within the Combined CCTV/Image recording technologies Policy in order to process still images during the course of their work.

Data in this format may be classed as personal data. Specific regulations exist at European level concerning the right to privacy of individuals.

The capture and or use of single images from recording technologies while outside of policies related to data capture of 24 frames per second must still be utilised within the purpose.

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### Image capture purpose:

- For the prevention and detection of crime
- To assist in target identification.
- To help provide evidential material for court proceedings.
- To assist in the prevention and detection of antisocial behaviour.
- To support the health, safety and welfare of staff and partners.
- To safeguard the most vulnerable.

Any officer engaged in the download/retrieval of single Still images must appraise themselves of this policy and associated codes of practice with particular reference to the purpose of downloading/ distributing single image data.

The use of a camera or handheld device in order to capture facial images from a monitor is prohibited.

Any officer engaged in the download/ retrieval of single images are responsible for these images. The CCTV department will hold a centralised register of these images including any appropriate incident details. Any person utilising single image capture from image recording technologies must inform the council's CCTV department.

The CCTV department shall retain data for as long as a subject is 'active' in the Thanet District Council area. However, data over two years old will be deleted under yearly audits e.g. even if a subject is active, any images over 1 year shall be deleted. If a subject only comes to our notice once and no further reports are received, they shall be deleted after 3 months. Images of unidentified offenders / persons of interest shall be deleted after 1 year.

Information regarding vulnerable / missing persons shall be held for the same time period as above. Information concerning persons under 14 or perceived to be under 14, shall not be retained unless there is a significant public interest and the agreement is obtained from the CCTV Supervisor or CCTV Manager.

Images regarding persons under 18 shall be retained only inline with this policy and deleted after a maximum of 180 days.

Balance of Interests Assessment (Under the provisions of the GDPR) Thanet CCTV balances the legitimate interests of image retention against the impact on an individual. Offenders and suspected offenders have no right to commit crime and antisocial behaviour. The need to protect members of the public and their property is a legitimate interest as far as the GDPR is concerned. As such the impact upon the individual data subject is such that this balances the interests of both parties. TDC CCTV collates information that is only used within the department and Police, that has been deemed to be a proportionate and necessary use of that data to protect the local community and their property from low-level crime and antisocial behaviour.

All documents shall be reviewed on a planned proactive basis. This shall be at least once a year. An audit shall take place of the CCTV image data files on a rolling basis to remove old files.

Data Security, appropriate measures will be taken to ensure that personal data is kept securely in accordance with our code of practice. CCTV Operators, The CCTV Supervisor & Manager must prevent unauthorised access to or alteration, disclosure, accidental loss or destruction of such personal data. This may constitute a breach of the act/bill. And may lead to further action.

A robust file destruction will take place whereby retrieval will not be possible.

### Data Protection

#### Access to data

Data disclosure outside of normal circumstances will be related to data subject access requests or related to insurance claims. Any request that falls outside of these circumstances requires CCTV management approval.

#### Data Breaches

The system Manager will follow established policy in relation to any data breach.

Under the GDPR, any breach has to be reported to the ICO within 72 hours of discovery. If a breach is identified, the subject identified in the data breach, shall be informed by the Data Processor if they are not already aware.

### Appendes

1. (PSS) SCS CCTV data protection impact assessment
  - 📄 April 2022 Revised Data\_Protection\_Impact\_Assessment\_EG Draft
2. (CTS) Data Protection Impact Assessment.
  - 📄 JS W&R Safety Camera Technology - Data Protection Impact Assessment
3. Request for CCTV material Form
  - 📄 BLANK Request for CCTV Recorded Material Form 2019.pdf



Thanet District Council (TDC) Equality Impact Assessment

Step one: test for relevance

### 1 Person responsible for this assessment

Name:	Eden Geddes		
Job title:			
Phone:	N/A		
Service area:		Date of assessment:	

### 2 Others involved in carrying out the analysis

Name:	
Name:	
Name:	

### 3. Description of strategy, policy, service, project, activity or decision

Title:	Combined Surveillance/CCTV/Image recording technologies Policy
--------	--

Is it new?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
A review of existing?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

3.1 Aims and objectives

**Consider:** what you are doing? why you are doing it? who will benefit?

The policy covers technology systems that are associated with, or otherwise connected with, the use of different types of CCTV. Modern and ever-advancing surveillance camera technology provides increasing potential for the gathering and use of images and associated information. These advances vastly increase the ability and capacity to capture, store, share and analyse images, information and data

3.2 What outcomes are expected? Who is expected to benefit?

Ensure the council is fulfilling its statutory responsibilities.  
Safeguarding the most vulnerable people in society.  
Introduce minimum standard for all departments within the authority when introducing/ using/ updating and recorded image technology.

## 4 Who is affected?

4.1 Which groups or individuals does the strategy, policy, service, project, activity or decision affect? For example, the Council, employees (including temporary workers), other public authorities, contractors, partner organisations, wider community, others.

The effect of the policy is to give clear guidelines around the use of CCTV, the purpose of having CCTV, the type of data recorded and the length of time data is held. Equalities and the rights of individuals are at the fore.

4.2 Does the strategy, policy, service, project, activity or decision relate to a service area with known inequalities? (Give a brief description).

CCTV systems offer several qualities that contribute to enhanced security, crime prevention, and safety in various settings. This policy is further supported by a number of internal procedures to mitigate a negative impact upon equalities.

## 5 Equality Act 2010

How does the strategy, policy, service, project, activity or decision actively meet the public sector equality duties to:

**Eliminate unlawful discrimination** (including harassment, victimisation and other prohibited conduct)

- help ensure established working practices in the delivery of equalities
- provide evidence to resolve complaints, grievances or mitigate risks
- To establish a process for the reporting of concerns appropriate to the risk presented.

**Advance equality of opportunity** (between people who share a protected characteristic and people who do not share it)

The policy is developed/delivered specifically around protected characteristics.

The Council believes that all individuals, regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, should have the greatest possible control over their lives.

They should be able to make informed decisions, or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others.

The Council will ensure that it complies with all relevant safeguarding legislation, data protection legislation and government guidance. The policy reinforces this commitment and is a statutory requirement.

**Foster good relations** (between people who share a protected characteristic and people who do not share it). Could it have an adverse impact on relations between different diverse groups?

The policy is to be public facing and will provide reassurance that all related decisions and activities are designed not to have any adverse impact upon individuals or groups.

## 6 Priority

The following questions will help you to identify whether this 'service' is a high priority. Please answer all questions with particular reference to the protected characteristics; race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage and civil marriage/partnership and pregnancy and maternity.

# Agenda Item 8

## Annex 2

**Please provide a comment for each answer, providing evidence for your answer, regardless whether you have answered yes or no.**

Questions	Yes	No
1. Are there any particular groups who may have trouble accessing the 'service'?		X
<b>Comments:</b> Legislation is in place promoting the access to all local authority held data in relation to individuals and individual rights of access.		
2. Does your information suggest that some groups of people are less satisfied than others with this 'service'?		X
<b>Comments:</b> The policy will enhance satisfaction by giving clear guidance around the themes of Purpose, data retention/ data release.		
3. Will this service have a significant impact on any of our residents?		X
<b>Comments:</b> No, the full range of equality considerations have been undertaken in the development of the policy.		
4. Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?		X
<b>Comments:</b> No, the usage of local authority CCTV is governed by legislation and national codes of practice. System purposes for different types of recording technologies are to be published.		
5. Do you think the service will hinder communication and negatively impact relations between the organisation and its employees, residents, contractors or anyone else?		X
<b>Comments:</b> No, the usage of local authority CCTV is governed by legislation and national codes of practice. System purposes for different types of recording technologies. The purpose is to provide guidance to officers utilising technologies and to provide wider public reassurance around the robustness of systems and supporting policy/ procedure and governance.		
6. Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?		X
<b>Comments:</b> The release of associated data governed by the policy is enshrined in existing legislation.		



7. Does consultation need to be carried out?	Annex 2		x
<b>Comments:</b> The policy is internal and based around activities within paid services. All relevant departments within the authority participated in the development of the policy.			

In order to assess the priority of your **'service'** please complete the table below by adding up how many questions you answered yes to and following the appropriate action.

Priority	Number of questions answered 'yes'	Rating	Action
High	3 or more		Continue to section 2
Medium	1 to 2		Please provide evidence to any questions you answered 'yes' to in section 1. Test for relevance complete (sometimes a full assessment may be required).
Low	0		Test for relevance complete.

**If, following the completion of the test for relevance, a full assessment is not required, go straight to the declaration. If a full assessment is required, go to Step two: full equality impact assessment.**

**Step two: full equality impact assessment**

1 *Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?*

**Consider:**

**What** you are doing?

**Why** you are doing it?

**How** you are doing it?

**Who** can access the service easily and who may not be able to access the service and **why**?

**The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.**

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	Evidence/Reasoning  (Consider any barriers which will have negative impact and/or good practices giving positive impact)
<p><b>Age</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The way younger and older people access services may be different</li> <li>• Use of technology</li> <li>• Child care/care of other dependant</li> <li>• Timings/flexibility, such as work patterns</li> <li>• Transport arrangements</li> <li>• Venue location</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Disability (Includes:</b> physical, learning, sensory (deaf/blind), mental health)</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Communication methods</li> <li>• Accessibility – venue, location, transport</li> <li>• Range of support needed to participate</li> <li>• Hearing Loops/Interpreters</li> <li>• Disability awareness training for employees</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Race (Includes;</b> gypsy, travelling, refugee and migrant communities)</p> <p><b>Consider:</b></p>				<p><b>Recommendations:</b></p>

<ul style="list-style-type: none"> <li>• The size of the BME communities that your service/project affects.</li> <li>• Language(s) spoken/understood.</li> <li>• Culture, such as hygiene, clothing, physical activities, mixed gender activities.</li> <li>• What access support can you offer?</li> </ul>			
<p><b>Religion, faith or belief</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The diversity within the communities that your service/project affect</li> <li>• Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan</li> <li>• Awareness training for employees</li> </ul>			<p><b>Recommendations:</b></p>
<p><b>Pregnancy and maternity</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Flexible hours of the service/project</li> <li>• Is there access to private area for breastfeeding mothers?</li> </ul>			<p><b>Recommendations:</b></p>
<p><b>Gender</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The impact on men and women</li> <li>• Child care/care of other dependant</li> <li>• Mixed/single gender groups/activities</li> <li>• Timing of services/projects</li> </ul>			<p><b>Recommendations:</b></p>
<p><b>Sexual orientation (Includes: lesbian, gay, bisexual)</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• LGB people should feel safe to disclose their sexual orientation without fear of prejudice</li> <li>• Make it clear you recognised civil</li> </ul>			<p><b>Recommendations:</b></p>

<p>marriage and partnerships</p> <ul style="list-style-type: none"> <li>• Awareness training for employees</li> </ul>				
<p><b>Transgender</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Trans people should be able to disclose their gender identity without fear of prejudice</li> <li>• Making it clear you have a Trans policy and process</li> <li>• Awareness training for employees</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Marriage and civil marriage/partnership</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• All couples or partners, regardless of gender, should be able to access services</li> </ul>				<p><b>Recommendations:</b></p>

<b>Outsourced services</b>	
<p>If your policy/process is partly or wholly provided by external organisations/agencies (such as Civica or Capita), please list any arrangements you plan to ensure that they promote equality and diversity. Include this in your improvement plan</p>	
<b>Relations between different equality groups</b>	
<p>Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue</p>	
<b>Consultation responses</b>	
<p>Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process</p>	

<b>Summary of recommendations</b>		
<b>Actions</b>	<b>By Who</b>	<b>By When</b>

# Agenda Item 8

## Annex 2

### Declaration

I am satisfied that a Test for Relevance has been carried out on the matter named in this Analysis and conclude that a full Equality Impact Assessment **is not required**.

Yes  No

If you do not think that a full Equality Impact Assessment is required – please give your reasons:

The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.

I confirm that a full Equality Impact Assessment has been completed.

Yes  No

Signature of Head of Service:

Date:

Recommendations agreed:

Yes  No

Signed:  
(Director):

EIA date:

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# Surveillance Camera Code of Practice

## A Guide for Councillors

How well does your authority comply with the 12 guiding principles of the [surveillance camera code of practice](#)?

# Executive Summary

The Protection of Freedoms Act 2012 introduced legislation governing the use of surveillance camera systems that monitor public space. This included:

- The Surveillance Camera Code of Practice (2013) and The Surveillance Camera Commissioner whose role it is to encourage compliance, review operations and provide advice about the code.
- Section 33(5) places Local Authorities on a list of 'relevant authorities' who MUST pay due regard to the code.

As a Councillor you will undoubtedly want to ensure your council is compliant with the code. The requirement to comply with the code applies to all surveillance camera systems (including CCTV, Body Worn Video and Automatic Number Plate Recognition) used by your authority, and not just those monitoring streets and town centres. It includes systems in libraries, leisure centres and town halls.

The code sets out 12 principles for the operation of surveillance camera systems. Each system should:

1. Have a defined purpose and legitimate aim
2. Not impinge on an individual's privacy or human rights
3. Be operated transparently so people know they are being monitored
4. Be operated with good governance
5. Have clear policies, rules and procedures in place
6. Store no more images/data than strictly required
7. Have safeguards in place in relation to who can view images/data
8. Meet relevant and approved standards
9. Ensure images/data are stored securely
10. Review systems regularly (at least annually)
11. Be effective in supporting law enforcement
12. Databases used for matching purposes should be accurate and up to date

This guide explains what you need to know about the surveillance camera code of practice and what it means for the camera systems your authority operates.

Furthermore, we have developed an easy to use self assessment tool which can be used to assess how closely your authority is complying with the code.



## Background

The Protection of Freedoms Act 2012 introduced the regulation of public space surveillance cameras in England and Wales. As a result the surveillance camera code of practice was issued by the secretary of state under Section 30 of the Act to ensure that the use of cameras in public places is regulated and only used in pursuit of a specified purpose. The code, which came into force on 12 August 2013, seeks to balance the need for cameras in public places with individuals' right to privacy.

The code applies to the use of surveillance camera systems that operate in public places in England and Wales, regardless of whether or not there is any live viewing, or recording of images or information or associated data.

All relevant authorities must have regard to the code.

A relevant authority as defined by section 33(5) of the Protection of Freedoms Act 2012 includes all local authorities in England and Wales. This includes parish and town councils. Each council therefore has to ensure that it complies with the code when it operates any surveillance camera system that monitors public space.

## Local authority use of surveillance camera

Over the last twenty-five years councils have made a considerable investment in surveillance camera systems. Often this has been due to local demand for the introduction of CCTV cameras to address concerns about crime and disorder. However some have been critical of the increasing use of CCTV and the impact this has on privacy. As time and technology have progressed the ways in which surveillance cameras can be used has diversified, with some councils looking to use CCTV to address alcohol related crime and disorder and increase the safety of passengers and drivers of taxis and private hire vehicles. Others have installed systems in council facilities to reassure users, with systems monitoring libraries and leisure centres as well as being installed in council offices and town halls.

All these systems need to be operated in compliance with the code. In order to ensure it is compliant, each council needs to understand what surveillance systems it is using including public space CCTV, Automatic Number Plate Recognition (ANPR), Body Worn Videos (BWV) and Unmanned Aerial Vehicles (Drones).

To understand what your authority is using surveillance systems for; it is essential that an operational requirement is completed for each system. This will help to identify and specify the desired capabilities of the system as well as provide a basis for determining the effectiveness and suitability of the system before it is deployed. If surveillance is considered the best option, then an operational requirement will also help your authority to document the process ensuring that the proposed system is fit for purpose, has sufficient funding and public approval as well as specifying the technical requirements and a review process.

In considering whether it is compliant with the code your authority also needs to consider the circumstances in which it advocates or requires the use of surveillance cameras. It is important to note that blanket licensing policies, such as for public houses and taxis are not acceptable and there must be a pressing need and legal justification for the use of surveillance.

## Issues to be addressed

Your authority needs to be aware of the number of cameras it has deployed as well as how they are deployed. It is recommended that local authorities nominate a single point of contact to oversee all the surveillance systems in the local authority and ensure that all systems are compliant with the Code.

This is vital to avoid a number of scenarios of misuse such as:

- The use of body worn cameras without appropriate training and procedures
- Use of re-deployable cameras with no operational requirement or privacy impact assessment
- Cameras with inappropriate or no signage
- The use of cameras in library, leisure centre, schools, environmental areas and waste disposal vehicles that are not compliant with the code of practice and the Data Protection Act
- No single point of contact for all local authority public space surveillance

There are a number of principles guiding the use of surveillance systems that your authority needs to consider when dealing with requests for additional cameras or systems in your area.

## The Surveillance Camera Code of Practice

The code of practice is made up of 12 guiding principles and it is important that these principles are considered when using a surveillance system within a public space as defined by the code.

These principles should be considered before installing a new camera or camera system and also be applied to surveillance systems that have already been set up. To monitor compliance, if your council is yet to do so, you should ask your officers whether they have reviewed all the surveillance systems in your area. This will help you to identify what systems your authority has and why it has them.

The office of the surveillance camera commissioner has produced a simple self assessment tool that will enable your council to assess its level of compliance to the twelve guiding principles. It is important that your council identifies all surveillance systems it uses and completes the self assessment tool for each system.

Adhering to the code of practice will ensure that the use of surveillance systems in your authority is legal and being used in response to a pressing need. It will also assist in ensuring that the public space surveillance is effective, proportionate and transparent.

The self assessment tool can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/372082/Self\\_assessment\\_tool\\_v3\\_WEB.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372082/Self_assessment_tool_v3_WEB.pdf)

# The principles

## Principles you need to consider regarding the surveillance systems used in your jurisdiction

### Principle one

**Purpose:** Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

It is important that any surveillance systems in your council have clearly defined purposes, so please check to make sure that the purposes are legitimate and have been clearly written down.

Questions your officers should consider about any system include:

- What is the system for?
- Does it have clear objectives?
- Is the system reviewed frequently against its stated purpose?
- Has it been used for anything other than its original purpose?
- If yes, what was the justification?

### Principle two

**Privacy:** The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

The use of any form of surveillance will have an impact on individual's privacy and rights under the Human Rights Act. As a result it is essential that this is considered in detail before a system is installed. A privacy impact assessment should be conducted in order to consider any impact the surveillance system will have on individuals and groups in the society and this impact must be proportional and justifiable. When considering plans and proposals to install new systems you should ask your officers:

- Is surveillance the best solution for the problem they are seeking to address?
- Have they conducted a privacy impact assessment?
- If yes, has it been published?
- Have they taken necessary steps to reduce any impact on individual's privacy? (such as the use of privacy zones)

### Principle three

**Transparency:** There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

People in a public place should be made aware that they are being monitored therefore there must be signs in place informing them that they are in a surveillance zone. The sign should have basic information including contact details for the owner of the system.

## Agenda Item 8

### Annex 3

In order to ensure transparency, as much information about the systems as possible should be published, this could include the number of cameras, purpose, crime statistics and consultation outcomes. In summary:

- Does your council have adequate signage?
- Has your council adequately engaged with those affected by the cameras?
- Does your authority publish information regarding the cameras on its website?
- Does your council have a procedure for handling concerns and complaints about the use of the surveillance systems?
- Are the public aware of how to make a complaint?

### Principle four

**Responsibility and Accountability:** There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

There must be established governance arrangements for the surveillance systems in your council. If a system is jointly owned then the lines of responsibilities must be agreed and made known to all relevant parties. Questions to consider include:

- Who owns the system?
- Is the system jointly owned?
- Are there clear established lines of responsibilities
- Does the council have a designated individual responsible for the development and operation of the system?
- Are all staff aware of their responsibilities?
- Are all staff aware of the lines of responsibilities

### Principle five

**Rules, Policies and Procedures:** Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

The existence of clear policies and procedures are essential to meet any legal obligations regarding the use of the surveillance system such as compliance with the Data Protection Act. Once policies are in place they should be communicated to all staff and in particular to new staff at the induction stage.

You should find out whether your operators are required to have a Security Industry Authority (SIA) licence. Information on licensing requirements can be found on the SIA website at <http://www.sia.homeoffice.gov.uk/Pages/licensing.aspx>

Things to consider include:

- Does your council have clear policies in place?
- Have they been communicated to all staff and are they clearly accessible?
- Has your authority considered qualifications relevant to the role of the system users?
- Has your council considered the use of an SIA licence for its operators?

- How does your council ensure that its system users have the relevant skills and knowledge for the job?

### Principle six

**Storage:** No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

It is important that images and information from the surveillance camera systems are not kept for longer than is necessary to accomplish the original purpose for which they were installed. Things to consider include:

- How long are the images and information retained?
- Does your council have a policy on retention for law enforcement purposes?
- How does your council ensure that law enforcement agencies are aware of the retention policy?
- Is there an audit process to ensure that images and information are not stored for longer than necessary?

### Principle seven

**Access:** Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

It is essential to ensure that there is limited and restricted access to the stored information. As a result there should be clear rules on to whom and when access is allowed. An operator must have clear policies and guidelines to deal with any requests to view information.

As individuals are entitled to a copy of images of themselves, it is essential to have a policy on place to deal with subject access requests.

Things to ask should include:

- Does your council have a policy in place on who has access to the stored information?
- What is your council's policy on disclosure of information? Are all staff aware of these policies
- What checks are in place to ensure that these policies and procedures are followed?

### Principle eight

**Approved Standards:** Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

It is important to consider any approved standards for the installed system. This could be for the functioning, installation, operation and maintenance of the system. This is particularly important when there is a specific deployment requirement such as the use of body worn cameras.

A list of approved standards is available on the Surveillance Camera Commissioner's website at <https://www.gov.uk/recommended-standards-for-the-cctv-industry>

Things to consider include:

- What approved operational, technical and competency standards relevant to a surveillance system and its purpose does your council's system(s) meet?
- How does your council ensure that these standards are followed appropriately?
- What steps are in place to secure certification against the approved standards?
- Have your officers considered certification against the surveillance camera code of practice?

## Principle nine

**Security and Safeguards:** Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

It is essential to have effective safeguards to help ensure the integrity of the images and information particular if they are necessary as evidence in court proceedings. It is important to ask the following:

- What security safeguards does your council have in place to ensure the integrity of images and information?
- If the system is connected across an organisational network or intranet, do sufficient controls and safeguards exist?
- What is the specified purpose for which the information are being used and accessed and is this consistent with the stated purposes?
- Does your council have preventative measures in place to guard against misuse of information and images?
- Are your council's procedures and instructions and/or guidelines regarding the storage, use and access of surveillance system information documented?

## Principle ten

**Review and Audits:** There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

It is good practice to review the continued use of a surveillance camera system on a regular basis, at least annually, to ensure that it remains necessary, proportionate and effective in meeting its specified purpose.

- How frequently is the system reviewed? (recommended to be at least annually)
- Does your council have a review process that shows its system(s) still addresses the needs and delivers the benefits that justify its use?
- Has your council identified any cameras that do not remain justified in meeting the stated purpose(s)?
- Have your officers conducted an evaluation in order to compare alternative interventions to surveillance cameras?
- Is it cost effective to continue running your council's surveillance camera system?

### Principle eleven

**Support Law Enforcement:** When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

The effectiveness of your council's system is dependent on its ability to capture, process, analyse and store images and information. This is particularly important if the purpose of your authority's system includes the prevention, detection and investigation of crime. If this is the case your council's system should be capable of producing images and information that are suitable for the criminal judicial system. Things to consider include:

- Are the images and information produced by your authority's system of a suitable quality for the criminal justice system to use without enhancement?
- During the production of the operational requirement for your council's system, what stakeholder engagement was carried out or guidance followed to ensure exported data would meet the quality required for it to be used for evidential purposes?
- Does your council have safeguards in place to ensure the forensic integrity of the images and information including a complete audit trail?
- Does your council have a policy on data storage, security and deletion?
- Is the information stored in a format that is easily exportable?
- Does the storage ensure the integrity and quality of original recording and the meta data?

### Principle twelve

**Reference Database:** Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

If your council uses specific technologies such as ANPR or facial recognition, you should satisfy yourself that the underlying data is accurate and fit for purpose. It is important to consider the following questions:

- Does your council use any specialist technology such as ANPR, facial recognition, Body Worn Video (BWV) or remotely operated vehicles (Drones)?
- Does your council have a policy in place to ensure that the information contained on its database is accurate and up to date?
- Does your council have a procedure for deciding when and whether an individual or vehicle should be included in a reference database?
- What policies are in place to determine how long information remains in the reference database?
- Are all staff aware of when surveillance becomes covert surveillance under the Regulation of Investigatory Powers Act (RIPA) 2000?

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## Purchase of 24 Homes at Tothill Street, Minster for Affordable Rent

<b>Overview and Scrutiny Panel</b>	21st November 2023
<b>Report Author</b>	Ashley Jackson, Head of Housing and Planning
<b>Portfolio Holder</b>	Cllr Helen Whitehead, Deputy Leader and Cabinet Member for Housing
<b>Status</b>	For Recommendation
<b>Classification:</b>	Unrestricted
<b>Key Decision</b>	Yes
<b>Reasons for Key</b>	Budget
<b>Ward:</b>	Thanet Villages

### Executive Summary:

This report invites members of the Overview and Scrutiny Panel to review the proposals for purchasing 24 affordable rented homes as part of the council's accelerated affordable housing programme, approved at Council in July 2023. Further budget provision to continue the programme was also approved at Council on 10 October 2023.

The Tenancy Strategy defines an affordable rent, as a rent that is no more than 80% of the local market rent and does not exceed the relevant Local Housing Allowance rate.

### Recommendation(s):

Members of the Overview and Scrutiny Panel are asked to:

1. Note and scrutinise the report and consider any representations to Cabinet in advance of its meeting on 14th December 2023.

### Corporate Implications

#### Financial and Value for Money

The detailed financial implications are set out in the body of this report. Notably, the financial modelling undertaken has demonstrated that across the long-term the HRA business plan will benefit from the proposed acquisitions.

#### Legal

Section 106 of the Town and Country Planning Act 1990, as amended by Section 12 of the Planning and Compensation Act (1991) and the Community Infrastructure Levy Regulations

2010 (as amended), provides the legislative framework for planning obligations. The Council has acted in accordance with this legislation.

## **Risk Management**

Acquisition and development activity has within it inherent risks. Officers strive to identify and manage risk at each stage of projects. The acquisition project will have a risk register that is reviewed throughout the lifecycle of the project by the Housing Strategy & Projects Team. Risks around acquisition activity are sought to be mitigated through regular review and the appointment of professional expertise to provide legal due diligence, and accredited valuation advice to ensure value for money, in terms of the cost of the project.

## **Corporate**

This proposal supports the Council Corporate Statement 2019-2023 , Communities. Work to prevent homelessness and increase housing options including additional social housing.

## **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: -

- 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.

The new homes will be let in line with the council's allocations policy, which has had an Equalities Impact assessment completed.

## **Corporate Priorities**

This report relates to the following corporate priorities: -

- Communities

## 1.0 Introduction and Background

- 1.1 Council has recently approved an accelerated affordable housing development programme.
- 1.2 Section 106 of the Town and Country Planning Act 1990 provides an opportunity for local planning authorities to negotiate with housing developers for the provision of affordable housing, on qualifying sites. The council's local plan policies set out a preference for these requirements to be discharged through the provision of affordable homes within the application site.
- 1.3 The purchase of section 106 units requires developers to transfer completed homes to an affordable housing provider at a value that makes an affordable rent viable. This means that the developer effectively provides the necessary subsidy in the form of a discounted purchase price below market value. Officers have been contacted by a number of developers who have been unable to secure an affordable housing provider partner to purchase section 106 units and deliver affordable homes.
- 1.4 Failure to secure an affordable housing delivery partner can encourage developers to request the S106 agreement be amended to provide a commuted sum in lieu of completed homes.

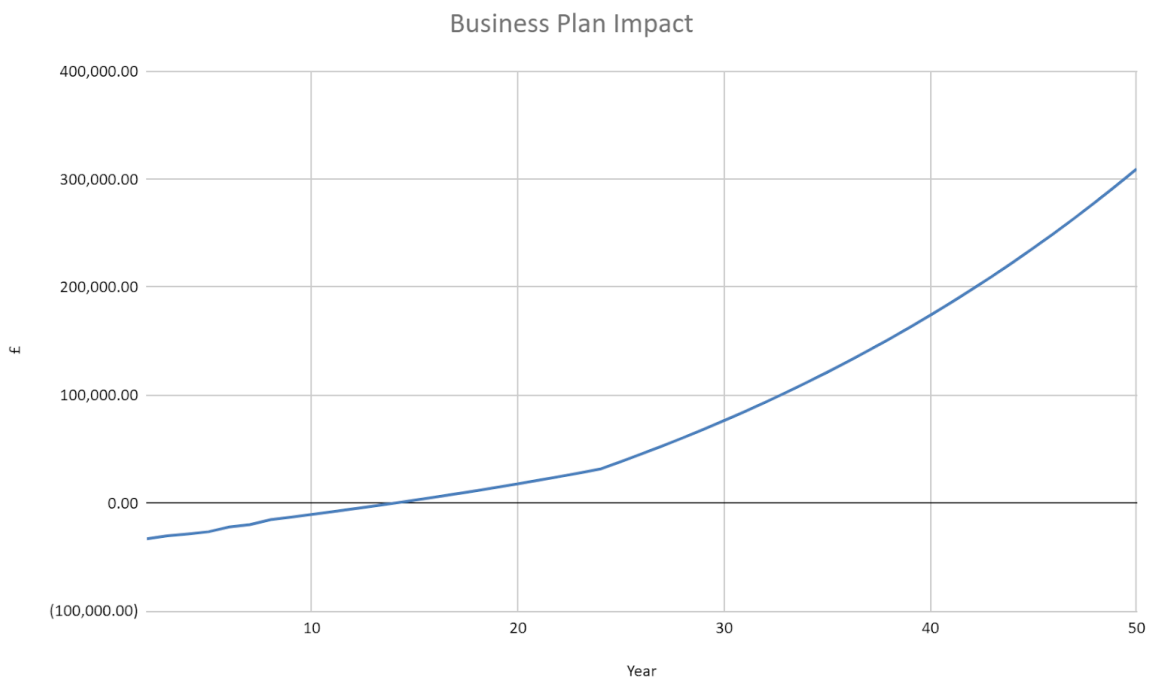
## 2.0 Tothill Street, Minster

- 2.1 Officers were contacted by BDW, Barretts, who are required to deliver 24 new affordable homes, as part of their development at Tothill Street, Minster. This requirement is set out in the section 106 obligations for the development. They have been unable to secure an affordable housing provider to deliver these homes. These units are made up of the following
  - 8 x 1 bed units
  - 16 x 2 bed units
- 2.2 The capital cost for the 24 homes is £3.2m and an amount of £50k has been allocated for other associated costs.
- 2.3 Officers have developed a detailed viability assessment tool to assess the viability of individual schemes, which is used to inform a go/no-go decision for individual proposals. It is essential for the viability of the overall HRA programme that only schemes that have a positive impact on the HRA Business Plan are delivered.
- 2.4 To be viable, schemes need to show an overall surplus over a 30 to 50 year timescale. The assessment tool operates like a mini business plan and takes into account all relevant costs and income, including rent income, capital costs, professional fees and project management, the costs of borrowing and management, maintenance costs and depreciation over the lifetime of the homes. A summary of the income and costs for the proposed purchase are shown in the table below.

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Year	1	2	3	4	15
<b>Revenue Income</b>					
Rental income	(165,260)	(165,260)	(172,370)	(176,610)	(244,470)
<b>Revenue Costs</b>					
Management Contribution	3,840	4,030	4,230	4,450	5,530
Revenue Repairs	1,820	1,920	4,020	4,220	28,880
Major Repairs (Capital contrib)	33,360	35,030	36,780	38,620	48,020
Insurance	4,800	5,040	5,290	5,560	6,910
<b>Saving before MRP and interest</b>	<b>(121,440)</b>	<b>(119,240)</b>	<b>(122,050)</b>	<b>(123,760)</b>	<b>(155,130)</b>
Interest on debt	152,430	152,430	152,430	152,430	152,430
<b>Net cost/(saving)</b>	<b>30,990</b>	<b>33,190</b>	<b>30,380</b>	<b>28,670</b>	<b>(2,700)</b>

- 2.5 This shows that the proposed purchase would generate a cash flow deficit in year 1 of £30.99k with a break even point in year 15, with surpluses accumulating between year 15 and year 50. The early years deficit will be financed from the annual £300k New Properties Reserve contribution. The project shows a surplus over a 30 to 50 year period, and a cash flow summary is shown in the chart below:



- 2.6 As the homes have been designated as affordable homes in the planning consent and section 106 agreement, they have been designed specifically for that purpose and accordingly are considered appropriate for the HRA, in line with the needs of households on the council's register or those living in temporary accommodation.

- 2.7 A provisional offer of £3.2m has been made to the developer and subject to contract, legal due diligence, formal valuation and full approval this offer has been accepted.
- 2.8 It is proposed that the new homes are let in accordance with the council's adopted allocations policy. It is also proposed that they are let at an affordable rent, inline with the council's approved Tenancy Strategy. As a Registered Social Landlord the council is required to consult with Homes England and the Regulator for Social Housing about its rent policy.

## **3.0 Options**

- 3.1 Members of the Overview and Scrutiny Panel are invited to review and scrutinise this report, making any agreed recommendations to Cabinet in advance of its meeting on 14th December 2023.

## **4.0 Next Steps**

- 4.1 This proposal will be presented to Cabinet at its meeting on 14th December 2023.

Contact Officer: Ashley Jackson, Head of Housing and Planning  
Reporting to: Bob Porter, Director of Place

### **Annex List**

None

### **Background Papers**

None

### **Corporate Consultation**

**Finance:**

**Legal:**

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

**Overview & Scrutiny Panel Panel** 21 November 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 review 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. This report follows on from the one that was considered by Members on 26 September 2023.
- 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 THE WORK PROGRAMME**

### **Scrutiny Review Topics**

2.1 At the Panel meeting on 30 May 2023, Members put forward a number of topics and these were finalised at the July meeting. The matrix for scoring and prioritising review topics is attached as Annex 2 to the report. If the list is not progressed to completion during the current year, any remaining topics would then be carried over into the following municipal year.

2.2 The Panel agreed to investigate the following topics:

1. Impact of tourism
2. Fly tipping and abandoned vehicles;
3. Grant funding review.

2.3 The Tourism Working party met on 26 October and took evidence from Penny Button. They are going to meet again in November to put together main points for drafting their report. This session would include collecting more evidence from TDC Members who may wish to share their views with the sub group.

2.4 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**

2.5 Members requested the following cabinet member presentations:

- A presentation on the Parking Strategy;
- A presentation on broken bins at the Panel meeting on 21 November 2023.

2.6 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.

2.7 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.

## Key Decisions

- 2.8 There was now an arrangement between Cabinet and the Overview & Scrutiny panel that all key decisions need to be reviewed by the Panel before Cabinet approved such decision decisions. This would increase the role that non cabinet members play in shaping future key decisions and strategic decisions that are being made by the Council.
- 2.9 The following key decision items have been planned for review the Panel:
- Public Toilets refurbishment and renewal project - 6 December 2023 extraordinary OSP meeting;
  - Adoption of a Combined Surveillance/CCTV/Image recording technologies Policy - 21 November 2023 meeting;
  - Purchase of Section 106 Affordable Housing Units - 21 November 2023 meeting;
  - Department for Levelling Up, Housing and Communities externally funded projects approvals - 16 January 2024 meeting;
  - Changes to the statutory Instrument governing the level of fines for fly tipping, Breach of Duty of care - 15 February 2024 meeting.

## 3.0 Options

- 3.1 Members are being asked to comment on the work programme.
- 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, 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:**

**Legal:**

Overview & Scrutiny Panel Work Programme for 2023/24		
Meeting Date	Indicative Agenda Items	Issue Source
21 November 2023	Cabinet Member Presentation - TDC Policy on Broken Bins for Households	Panel Requested Item
	Adoption of a Combined Surveillance/CCTV/Image recording technologies Policy	Community Safety Item
	Purchase of Section 106 Affordable Housing Units	Housing Item
	Budget Monitoring 2023/24: Report No.2	Finance Standing Item
	Q1 and Q2 TLS performance report	Housing Item
	Establishing the OSP Work Programme for 2023/24	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
06 December 2023	Public Toilets refurbishment and renewal project	Coastal and Public Realm Item
	The retendering of the responsive repairs contract	Housing Item
16 January 2024	Cabinet Member Presentation	Panel Requested Item
	Department for Levelling Up, Housing and Communities externally funded projects approvals - 16 January 2024 meeting	Regeneration Item
	Budget 2024/25 including Fees and Charges	Finance Item
	HRA Budget 2024/25	Finance Item
	Draft Corporate Plan for 2024-28	Strategy and Transformation 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
	Changes to the statutory Instrument governing the level of fines for fly tipping, Breach of Duty of care	Neighbourhoods 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
	Budget Monitoring 2023/24: Report No.3	Finance Standing 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 November 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	The Tourism Review Working Party met on

<b>Question:</b> Negative impacts of tourism & how we might mitigate them									scrutiny review			24 Aug and agreed a work programme. They met on 12 Sept. They collected evidence from the Head of Cleansing & Coastal Services. The sub group met again on 26 October and gathered additional evidence from Penny Button. A final meeting is being planned for November before the working party drafts its report.
<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"/>

19/09/23	Broadstairs Flood and Coast Protection scheme	<input checked="" type="checkbox"/>			
19/09/23	Viking Bay to Dumpton Gap Sea Wall Repairs Scheme	<input checked="" type="checkbox"/>			
19/09/23	LED Street Lighting Contract	<input checked="" type="checkbox"/>			
19/09/23	Coastal Zone Maintenance Contract	<input checked="" type="checkbox"/>			
19/09/23	New contract for the supply of electricity to 264 sites within TDC's portfolio	<input checked="" type="checkbox"/>			
19/09/23	Department for Levelling Up, Housing and Communities Funding update Simplification Pathfinder Pilot	<input checked="" type="checkbox"/>			
19/09/23	Publishing of the TLS Annual Report		<input checked="" type="checkbox"/>		
26/09/23	Cabinet Member Presentation by the Leader - Update on the Planning Enforcement Review			<input checked="" type="checkbox"/>	
26/09/23	Health & Safety Policy	<input checked="" type="checkbox"/>			
26/09/23	Three year extension of the Dog Public Space Protection Order	<input checked="" type="checkbox"/>			
26/09/23	Review of Overview and Scrutiny Work Programme for 2023/24				<input checked="" type="checkbox"/>



26/09/23	Forward Plan and Exempt Cabinet Report List				<input checked="" type="checkbox"/>
26/10/23	Purchase of 5 Homes at Reading Street, Broadstairs for Affordable Rent	<input checked="" type="checkbox"/>			
26/20/23	Local Authority Housing Fund Round 2 : Purchase of 5 Homes	<input checked="" type="checkbox"/>			
26/10/23	Extension to the Alcohol Public Space Protection Order	<input checked="" type="checkbox"/>			

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## FORWARD PLAN AND EXEMPT CABINET REPORTS LIST

**Overview & Scrutiny Panel** 21 November 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

### 8 NOVEMBER 2023 TO 30 APRIL 2024

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, [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.

# Agenda Item 11

## Annex 1

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

## 8 November 2023 to 30 April 2024

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 second round of the Local Authority Housing Grant of £694,000 and the £788,860 match funding from the HRA to purchase 5 houses to accommodate households on the Ukraine and Afghan refugee scheme	1. Overview & Scrutiny Panel  2. Ashley Jackson, Head of Housing and Planning	Councillor Helen Whitehead, Deputy Leader and Cabinet Member for Housing	24 Oct 23  16 Nov 23	Key		OSP report  Cabinet report

Annex 1  
Agenda Item 11

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Draft Corporate Plan for 2024-28	Agreement to progress with the public consultation of the draft Corporate Plan for 2024-28. Review of final Corporate Plan 2024-28 - to consider the findings from the public consultation and Approval of Final Corporate Plan 2024-28.	1.Cabinet  Overview & Scrutiny Panel  Cabinet  Council 2.Hannah Thorpe, Head of Strategy and Transformation	Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	19 Oct 23  16 Jan 24  25 Jan 24  8 Feb 24	Policy Framework		Cabinet report  OSP report  2nd Cabinet report  Council report
Purchase of Section 106 Affordable Housing Units	Approval to purchase of 5 Affordable Rented Homes within the Housing Revenue Account (HRA)	1.Overview & Scrutiny Panel  Cabinet 2.Ashley Jackson, Head of Housing and Planning	Councillor Helen Whitehead, Deputy Leader and Cabinet Member for Housing	24 Oct 23  16 Nov 23	Key		OSP report 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
Nine month extension of the Alcohol Public Space Protection Order	<p>The continuation of the Alcohol Public Space Protection Order will have a positive impact and quality of life for the residents and visitors of Thanet. Allowing the community to be free from the negative behavioural effect of alcohol consumption.</p> <p>This extension of 9 months will bring it in line with the ASB PSPO expiry date at which time a combined PSPO will be sought for approval.</p>	<p>1. Overview &amp; Scrutiny Panel Cabinet 2. Jo-Anna Taylor</p>	Councillor Heather Keen, Cabinet Member for Neighbourhoods	<p>24 Oct 23  16 Nov 23</p>	Key		<p>OSP report  Cabinet report</p>
Treasury Management Mid-Year Review 2023/24	To provide an update on Treasury strategy and performance	<p>1. Cabinet Governance &amp; Audit Committee  Council 2. Chris Blundell, Director of Corporate Resources &amp; S151 Officer</p>	Councillor Rob Yates, Cabinet Member for Corporate Services	<p>16 Nov 23  29 Nov 23  7 Dec 23</p>	Non-Key		<p>Cabinet report  Governance &amp; Audit Committee report  Council report</p>

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
Public Toilets refurbishment and renewal project	Approval of the schedule of works for the public toilets refurbishment and renewal project	1. Overview & Scrutiny Panel  Cabinet 2. Tony Marmo, Head of Coastal and Public Realm	Councillor Steve Albon, Cabinet Member for Cleansing and Coastal Services	6 Dec 23  14 Dec 23	Key		OSP report  Cabinet report
Adoption of a Combined Surveillance/CCTV/Image recording technologies Policy	To regulate the council's operation of digital image recording systems	1. Overview & Scrutiny Panel  Cabinet 2. Eden Geddes, Enforcement and Multi-Agency Task Force Manager	Councillor Heather Keen, Cabinet Member for Neighbourhoods	21 Nov 23  14 Dec 23	Key		OSP report  Cabinet report
Purchase of Section 106 Affordable Housing Units	Approval to purchase of 24 Affordable Rented Homes within the Housing Revenue Account (HRA).	1. Overview & Scrutiny Panel  Cabinet 2. Ashley Jackson, Head of Housing and Planning	Councillor Helen Whitehead, Deputy Leader and Cabinet Member for Housing	21 Nov 23  14 Dec 23	Key		OSP report  Cabinet 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	29 Nov 23	Non-Key		Governance & Audit Committee 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
Budget Monitoring 2023/24: Report No.2	To provide an update on the Financial Position & Forecast Outturn	1.Cabinet  Overview & Scrutiny Panel 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	16 Nov 23  21 Nov 23	Non-Key		Cabinet report  OSP 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
EKS transition programme business case for approval	EKS Revenues and Benefits and Customer services will transition to a Local authority trading company if approved.	1.Cabinet 2.Jasvir Chohan, Interim East Kent Services Transition Manager	Councillor Rob Yates, Cabinet Member for Corporate Services	14 Dec 23	Key		OSP report Cabinet 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	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
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	Key		Cabinet report
HRA Budget 2024/25		1.Cabinet  Overview & Scrutiny Panel  Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	11 Jan 24  16 Jan 24  8 Feb 24	Budget setting		Cabinet report  OSP report  Council report
Budget 2024/25 including Fees and Charges		1.Cabinet  Overview & Scrutiny Panel  Council 2.Chris Blundell, Director of Corporate Resources & S151 Officer	Councillor Rob Yates, Cabinet Member for Corporate Services	11 Jan 24  16 Jan 24  8 Feb 24	Budget setting		Cabinet report  OSP 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
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. Overview & Scrutiny Panel  Cabinet 2. Louise Askew, Head of Regeneration and Growth	Councillor Ruth Duckworth, Cabinet Member for Regeneration and Property  Councillor Rick Everitt, Leader of the Council and Cabinet Member for Strategy and Transformation	16 Jan 24  25 Jan 24	Key		Cabinet report  OSP 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
Changes to the statutory Instrument governing the level of fines for fly tipping, Breach of Duty of care	Level of FPNs to be increased for offences related to fly tipping and waste duty of care	1. Overview & Scrutiny Panel  Cabinet 2. Eden Geddes, Enforcement and Multi Agency Task Force Manager	Councillor Heather Keen, Cabinet Member for Neighbourhoods	15 Feb 24  14 Mar 24	Key		OSP report  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
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 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

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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
Adopt a new and revised Strategic Asset Management Plan	The new SAMP [Strategic Asset Management Plan] will provide a road map for estates to demonstrate how it is going to achieve the Council priorities.	1.Cabinet  Council 2.Andreea Plant, Head of Property	Councillor Ruth Duckworth, Cabinet Member for Regeneration and Property	Before 31 Mar 24  Before 30 Apr 24	Policy Framework		Cabinet report  Council report

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