

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 8 February 2017

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

#### Membership:

Councillors Mike Baldock, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mark Ellen, Mick Galvin, Mike Henderson, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Peter Marchington and Ben Stokes.

Quorum = 4

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Pages

#### 1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

#### 2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Meetings held on 12 January 2017 (Minute Nos. 110 -1108) and 26 January 2017 (Minute Nos. to-follow) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

**Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

**Part One - Substantive Item**

5. Update on Sittingbourne Town Centre Regeneration

The Cabinet Member for Regeneration and the Interim Director of Regeneration have been invited to attend. Report to-follow.

**Part Two - Business Items**

6. Reviews at Follow-up Stage and Log of Recommendations

1 - 2

The Committee is asked to review the updated log of recommendations (attached).

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews:

- Development Management
- Leisure and Tourism
- Housing Services

8. Cabinet Forward Plan

3 - 10

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

9. Committee Work Programme

11 - 12

The Committee is asked to review and discuss the Committee's Work Programme (attached) for the remainder of the year.

10. Urgent Business Requests


The Committee is asked to consider any requests from Committee Members to commence a review.

**Issued on Monday, 30 January 2017**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

**Director of Corporate Services, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS							
Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	MKS Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	Steve McGinnes (the Head of Mid-Kent Revenues and Benefits), has been appointed until a permanent postholder is in place. Interviews took place on 23/24 November with a suitable candidate chosen. An announcement will be made once HR/admin details have been resolved.
Scrutiny	MKS Governance and Communications	7	That a toolkit is created to assist managers in their role as internal clients of shared services.	Implemented	A.Kara	Implemented - all actions relating to this recommendation have been completed	This is already happening through the maturing of the Shared Service Boards and the role of the Mid Kent Services Director. A review of the overarching governance document (including moving to the Partnership existing in perpetuity with appropriate break clauses; changing the name of the Partnership from MKIP to MKS; and agreeing new the objectives and strategic priorities) and model collaboration agreement has taken place with those changes being formally approved at a co-located meeting on 4 July 2016. There is now a standard reporting template for co-located meetings, the MKS Board and Shared Service Boards.
Scrutiny	STC Regeneration	3	That a monthly update to questions, in a format to be agreed in conjunction with the Scrutiny Committee Chairman and Policy and Performance Officer, be provided by the Cabinet Member for Regeneration to all Members in the form of a bulletin.	Accepted	E.Wiggins	Ongoing	Cabinet's response was: "Cabinet agree on the principle of regular updating to members, in a standard 'bulletin' format to be agreed. However, monthly updating is not considered reasonable, and instead reporting every two months, shortly after the STC Project Board meeting, is considered to be more practicable. These can be timed to coincide with the regular face-to-face updates for Group Leaders that the Cabinet Member has agreed to continue." A meeting to feedback latest developments to Group Leaders has been arranged for 6 February 2017.
Scrutiny	Leisure and tourism	1	Promotion and marketing - to commit a minimum of £25,000 to the tourism base budget to allow for substantial marketing and promotion of Swale as a tourist destination	Pending	C.Hudson	N/A	nb. Responses to all of these recommendations from the Leisure and Tourism report are being considered at Cabinet on 1 February 2017
Scrutiny	Leisure and tourism	2	Promotion and marketing - to agree an objective of growing Swale tourism by 5 – 10% over the next four years		C.Hudson	N/A	
Scrutiny	Leisure and tourism	3	Promotion and marketing - to consider as part of the future tourism plans the best forms of branding of Swale		C.Hudson	N/A	
Scrutiny	Leisure and tourism	4	Visitors and local infrastructure - SBC should identify and provide sufficient coach parking in convenient locations to meet the demands of all visitors to Swale		C.Hudson	N/A	
Scrutiny	Leisure and tourism	5	Visitors and local infrastructure - SBC should work closely with tourist attractions to ensure the Borough has a comprehensive coverage of up to date "brown tourist signs", including on strategic routes		C.Hudson	N/A	
Scrutiny	Leisure and tourism	6	Visitors and local infrastructure - provision of more local signs		C.Hudson	N/A	
Scrutiny	Leisure and tourism	7	Visitors and local infrastructure - consideration given to whether the funding of these signs could be supported by SBC, either through a new fund, Member grants, Section 106 grants or a combination of these		C.Hudson	N/A	
Scrutiny	Leisure and tourism	8	Visitors and local infrastructure - SBC should make sustained efforts to influence KCC Highways and Highways England to fulfil their responsibilities to keep roads clean, and do the same with Network Rail in relation to the approaches to local stations		C.Hudson	N/A	
Scrutiny	Leisure and tourism	9	Working with the lodal tourism sector - that SBC facilitates the establishment of collaborative groups preferably led by the private sector and/or voluntary sector		C.Hudson	N/A	
Scrutiny	Leisure and tourism	10	Working with the local tourism sector - that SBC establishes a challenge fund of £3,000 to support new activities or events		C.Hudson	N/A	

Scrutiny	Leisure and tourism	11	Research and intelligence - to conduct a full economic assessment of tourism in Swale. It is understood that this has been arranged to cover 2015 using "Destination Research". This should be repeated strictly every three years which has not recently been met	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	12	Research and intelligence - additionally extra information should be sought from useful reports available on the tourism market	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	13	Research and intelligence - to make contact with several other similar Boroughs to develop a benchmarking programme to seek the best ways of increasing the economic and cultural effects of tourism. A minimum of £2,000 pa should be set aside for research	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	14	Financial and other support to the sector - SBC to proactively assist local tourist organisations to find and bid for grants to increase tourism	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	15	Financial and other support to the sector - consider the creation and promotion of a challenge fund worth around £5,000, subject to future review, which local tourism businesses could bid for	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	16	Financial and other support to the sector - that SBC increases the availability of officer time to ensure the best possible potential achievement of all the recommendations made by the Scrutiny Committee	Pending	C.Hudson	N/A	
Key to status		2					
	<b>Pending:</b> Awaiting cabinet decision on whether to accept or reject.						
	<b>Rejected:</b> Recommendation not accepted by cabinet.						
	<b>Accepted:</b> Recommendation accepted, still within target date for implementation.						
	<b>Implemented:</b> Recommendation accepted, implementation complete.						
	<b>Overdue:</b> Recommendation accepted, target date for implementation exceeded.						

**SWALE BOROUGH COUNCIL  
FORWARD PLAN AND NOTICE OF KEY DECISIONS**

**February 2017 - May 2017**

**Notes:**

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at £100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

**Councillor Andrew Bowles** - Leader

**Councillor Gerry Lewin** – Deputy Leader and Cabinet Member for Planning

**Councillor Duncan Dewar-Whalley** - Cabinet Member for Finance and Performance

**Councillor Mike Cosgrove** - Cabinet Member for Regeneration

**Councillor David Simmons** – Cabinet Member for Environment and Rural Affairs

**Councillor Alan Horton** – Cabinet Member for Safer Families and Communities

**Councillor Ken Pugh** – Cabinet Member for Housing and Wellbeing

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service</p> <p>Co-located meeting to be held at Maidstone Borough Council.</p> <p>To consider adopting a single employing authority for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.</p>	Cabinet 22 February 2017	<p>Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		
	<p>Extension of the Bailiff Framework Agreement</p> <p>To consider the proposal to extend the bailiff services framework agreements relating to the recovery of unpaid Penalty Charge Notices and the collection of unpaid Council Tax and Non-Domestic Rates for a further two years.</p>	Cabinet 15 March 2017	<p>Key</p> <p>It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Jeff Kitson</p>



Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Property Asset Strategy 2017 - 2020 The report asks Cabinet to approve the Property Asset Strategy 2017 - 2020.	Cabinet 15 March 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Finance and Performance  Anne Adams
	Stray Dog Kennel and Re-homing Contract The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.	Cabinet 15 March 2017	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision	Open		Cabinet Member for Safer Families and Communities  Alister Andrews

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			relates.			
	<p>Extension of the Bailiff Framework Agreement</p> <p>To consider the proposal to extend the bailiff services framework agreements relating to the recovery of unpaid Penalty Charge Notices and the collection of unpaid Council Tax and Non-domestic rates for a further two years.</p>	Cabinet 15 March 2017	<p>Key</p> <p>It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Jeff Kitson</p>
	<p>Lakeview Village Hall Asset Transfer</p> <p>This report seeks approval for the transfer of The Lakeview Village Hall to The Lakeview Village Hall Trust.</p>	Cabinet 15 March 2017	<p>Non-Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Charlotte Hudson</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			local authority.			
	Extension to CCTV Partnership Agreement Agreement is to be sought to extend existing CCTV Partnership Agreement with Medway Council for 1 year to 31 March 2018, with possibility to extend a subsequent year.	Cabinet 15 March 2017	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Safer Families and Communities  Steph Curtis
	Visitor Economy Strategy Sets out priority actions for the tourism sector in Swale from 2017 to 2020.	Cabinet 15 March 2017	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.	Open		Cabinet Member for Regeneration  Lyn Newton

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Financial Management Report: April - December 2016 This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.	Cabinet 15 March 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017	Cabinet 15 March 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Regeneration  Dave Thomas
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017	Cabinet 24 May 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or	Open		Cabinet Member for Localism, Sport, Culture and Heritage  James Freeman

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			

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## Scrutiny Committee work programme

Review title	Reviewers	Status	08-Feb	22-Mar
Quarterly budget monitoring	Committee	Live		√
Quarterly performance monitoring	Committee	Live		√
Scrutiny of 2017/18 Budget proposals	Committee	Complete		
Scrutiny of 2017/18 Fees and Charges proposals	Committee	Complete		
Housing Services	Task and Finish Group	Live		√
Development Management	Task and Finish Group	Live		
Leisure and Tourism	Task and Finish Group	Complete		
Regeneration update	Committee	Update	√	√

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