



AGENDA

SCRUTINY COMMITTEE MEETING

Date: Thursday, 27 November 2014
Time: 7.00 pm
Venue: Council Chamber - Swale House

Membership:

Councillors Sylvia Bennett, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Jackie Constable, John Coulter, Mark Ellen, June Garrad, Mike Haywood, Mike Henderson, Peter Marchington, Prescott, Ben Stokes and Ghlin Whelan.

Quorum = 4

Pages

1. Apologies for Absence and Confirmation of Substitutes

2. Minutes

To approve the Minutes of the Meeting held on 29 October 2014 (Minute Nos. 309 - 317) as a correct record.

3. 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.

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 Items

4. Financial Management Report - Second Quarter 1 - 18
- The Committee is asked to consider the Financial Management Report - Second Quarter (attached).
5. Discretionary Housing Payment Policy 19 - 30
- The Committee is asked to review the Discretionary Housing Payment Policy (report attached). The Revenues and Benefits Assistant Manager and Cabinet Member for Finance have been invited to assist with the review.
6. Welfare Reform and Universal Credit Update
- The Revenues and Benefits Assistant Manager and Cabinet Member for Finance have been invited to provide an update on Welfare Reform and Universal Credit.

Part Two - Business Items

7. Reviews at Follow-up Stage and Log of Recommendations 31 - 32
- The Committee is asked to review the updated log of recommendations (attached).
8. Other Review Progress Reports
- The Committee is asked to consider updates on other reviews.
9. Cabinet Forward Plan 33 - 40
- The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.
10. Urgent Business Requests
- The Committee is asked to consider any requests from Committee Members to commence a review.
11. Committee Work Programme 41 - 42
- The Committee is asked to review and discuss the Committee's Work Programme (attached) for the remainder of the year.

Issued on Monday, 17 November 2014

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

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

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Scrutiny Committee		Agenda Item: 4
Meeting Date	27 November 2014	
Report Title	Financial Management Report – April – September 2014	
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance	
SMT Lead	Nick Vickers, Head of Finance	
Head of Service	Nick Vickers, Head of Finance	
Lead Officer	Phil Wilson, Chief Accountant	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none"> 1. To note the projected revenue underspend of £687,720. 2. To note the projected capital underspend for 2014/15 of £175,270 and to approve the additional funding of £6,200 for the Kemsley West Play Area from capital receipts. 	

1. Purpose of Report and Executive Summary

- 1.1 This report shows the revenue and capital projected outturn for 2014/15 as at the end of period six, covering the period from April to September 2014. The report is based on service activity up to the end of September 2014, and is collated from monitoring reports from budget managers.

2. Background

- 2.1 As part of the monthly financial reporting arrangements, detailed reports by Heads of Service have been produced to help focus accountability and reporting at the overall level. Based on the responses and discussions with Service Managers, a budget underspend of £687,720 is projected for the period April 2014 to September 2014 (six months).
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis as well as to Scrutiny Committee.

3. Proposal

Revenue Spend

3.1 Based on the responses and discussions with Service Managers, a projected underspend of £687,720 is forecast compared with £406,000 when last reported to Cabinet in September - a movement of £281,720.

3.2 The main movements from September over £25,000 are as follows:

- Housing – additional cost for bed and breakfast landlord payments £47k;
- Planning – additional planning fees income £136k;
- Planning – estimated additional cost for implementing Mid Kent Planning Service £50k;
- Planning – net additional Agency/Contract staff costs to meet the high workloads within the Mid Kent Planning Service - £62k;
- Refuse Collection, special collections, additional income £30k;
- Refuse Collection, additional properties, reduced costs £35k;
- Street Cleansing, contract savings £54k;
- Recycling & Waste, Garden Waste Scheme additional income £101k;
- Parking – reduced income from fees and penalty charge notices (PCN's) £24k;
- Sittingbourne Town Centre, Consultancy costs £43k;
- Additional second homes grant from Kent County Council (KCC) £28k;
- Earmarked reserves no longer required and approved by Cabinet 10 September 2014 can be added back to the General Fund - £46k;
- Non service items including interest savings on finance leases, business rates grants and reduction in bad debt provision £50k;
- Salaries – net savings (offset against agency) as a result of vacant posts £65k.

The balance of movements from September is additional costs £37k.

3.3 Table 1 analyses the projected variance by Service.

Table 1: Underspend by Service

	Service Manager	Working Budget	Projected Outturn 2014/15	Projected Variance
		£	£	£
Chief Executive	A. Kara	253,900	238,900	(15,000)
Policy	D. Clifford	203,900	190,900	(13,000)
Economy & Communities	E. Wiggins	2,129,040	2,148,040	19,000
Communications	E. Wiggins	239,760	239,760	0
Housing	A. Christou	1,157,410	1,153,410	(4,000)
Planning	J. Freeman	981,340	962,340	(19,000)
Commissioning & Customer Contact	D. Thomas	6,816,470	6,331,470	(485,000)
Service Delivery	B. Planner	(645,360)	(657,360)	(12,000)
Director of Corporate Services & Director of Regeneration	M. Radford / P. Raine	355,930	355,930	0
Information Technology	A. Cole	979,790	984,790	5,000
Audit	R. Clarke	150,910	150,910	0
Environmental Health	T. Beattie	472,460	484,460	12,000
Finance	N. Vickers	974,090	954,090	(20,000)
Human Resources	D. Smart	387,040	387,040	0
Legal	J. Scarborough	330,010	307,010	(23,000)
Democratic Services	K. Bescoby	806,060	829,060	23,000
Property	A. Adams	659,190	574,190	(85,000)
Other Variances		0	48,000	48,000
KCC Second Homes Discount		(46,000)	(73,530)	(27,530)
Provision for Bad Debts		217,440	207,440	(10,000)
New Burden CT & Bus. Rates Grant		0	(20,300)	(20,300)
Corporate Items		1,650,640	1,573,750	(76,890)
TOTAL SERVICE EXPENDITURE		18,074,020	17,370,300	(703,720)
Rollover Specific and Other Grants		0	16,000	16,000
Contribution to/ (from) General Fund (after requests for roll forward of ring fenced grants)		63,000	63,000	0
NET EXPENDITURE		18,137,020	17,449,300	(687,720)

3.4 Table 2 below details the main variations by Service:

Table 2: Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE - Cllr A. Bowles (Abdool Kara)		
Chief Executive	(2)	Various underspends.
Corporate Costs	(13)	Reduced Consultancy/ Specialist Advice expenditure.
Policy	(13)	Salary underspend as result of vacant posts.
TOTAL	(28)	
ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove, M. Whiting & K. Pugh (Emma Wiggins)		
Environmental Initiatives	4	Overspend on signage costs re litter campaign £2k and legal fees on illegal Travellers' sites £2k.
CCTV	12	Reduced income for CCTV re previous customers cancelling use of the service.
Community Halls/Centres	3	Quinton Hall additional costs (rates £1.5k and estimated utility costs £1.5k).
TOTAL	19	
COMMUNICATIONS, PRINTING, ADVERTISING & PROMOTION – Cllrs M. Cosgrove, M. Whiting & K. Pugh (Emma Wiggins)		
Communications	0	Nil net variances – overspend Licence fees £5k, underspend Advertising & Promotion costs £5k.
TOTAL	0	
HOUSING – Cllr J. Wright (Amber Christou)		
Housing Development and Strategy	(19)	Staff costs savings £18k, other net savings £1k
Private Sector Housing	(17)	Staff costs savings £13k, mileage and lump sum savings £3k, other minor savings £1k.
Stay Put Scheme	(15)	Salary costs savings £15k; unachievable Disabled Facilities Grant income, offset by an underspend on salaries as a result of new grant funding.
Housing Options	47	Projected overspend of £46k on Bed & Breakfast landlord payments; other minor overspends £1k.
TOTAL	(4)	
PLANNING – Cllr G. Lewin (James Freeman)		
Development Control	(142)	Additional planning fees £150k, net IT Development costs £8k.
Development Services	67	£69k net additional staffing costs to meet the high workloads the Swale Development teams are now experiencing. £2k office move & redecoration costs.
Local Planning & Conservation	6	Anticipated staff vacancies savings not achievable re Spatial Planning and Conservation & Design Teams.
Planning Mid Kent Planning Service (MKPS)	50	The cost of implementing the planning MKIP service is £75k. However, £25k can be met from reserves.

Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
TOTAL	(19)	
COMMISSIONING AND CUSTOMER CONTACT – Cllrs D. Simmons & M. Whiting (Dave Thomas)		
Cemeteries and Closed Churchyards	27	Additional grounds maintenance required to trees and footpaths in cemeteries.
Countryside & Country Parks	(4)	Staff costs savings £5k, additional rates £1k.
Client & Amenity Services	(3)	Staff costs savings.
Harbour & Quays	2	Reduced mooring fees.
Parks & Open Spaces	5	Overspend on equipment maintenance.
Seafront	(1)	Net additional chalets income.
Sports Pitches & Pavilions	2	Minor overspends.
Commissioning & Customer Contact	8	Net staff costs overspend £4k and £4k rent & rates for Alexander Centre office.
Cleansing	(9)	Staff costs savings.
Public Conveniences	(9)	Underspend on contract costs and energy costs.
Recycling & Waste Minimisation	(119)	Net additional income from Garden Waste Scheme and savings on Recycling Credits.
Refuse Collection	(175)	Net underspend on contract costs (including savings on cost of additional properties, increased Bulky Waste, Special Collections and bin sales income and additional costs for purchase of bins).
Street Cleansing	(209)	Net underspend on contract costs.
TOTAL	(485)	
SERVICE DELIVERY – Cllr D. Simmons (Brian Planner)		
Parking Management	24	Net additional cost from increase in contract costs, reduced income from fees and PCN's, and increased income from permit fees.
Service Delivery	(36)	Salary underspend on Head of Service Delivery post.
TOTAL	(12)	
DIRECTOR OF CORPORATE SERVICES – Cllrs D. Dewar-Whalley & T. Wilcox (Mark Radford)		
Corporate Costs	0	Nil variance reported to date.
TOTAL	0	
EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)		
Emergency Planning	0	Nil variance reported to date.
TOTAL	0	
DIRECTOR OF REGENERATION (Pete Raine)		
Strategic Directors	0	Nil variance reported to date.
TOTAL	0	
IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)		

Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
IT MKIP	0	Nil variance reported to date.
GIS	5	Outstanding holiday pay and related on costs.
TOTAL	5	
ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)		
Environmental Services	10	Additional staff costs £5k, additional mileage costs £6k and minor savings £1k.
Health & Safety	(4)	Additional fee income.
Pollution Control	6	Net reduced fees received.
TOTAL	12	
INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)		
Audit Services	0	Nil variance reported to date.
TOTAL	0	
FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)		
Financial Services	(20)	Savings on Minimum Revenue Provision (MRP).
TOTAL	(20)	
HUMAN RESOURCES – Cllr T. Wilcox (Dena Smart)		
Organisational Development	0	Nil variance reported to date.
TOTAL	0	
LEGAL – Cllr D. Dewar-Whalley (John Scarborough)		
Legal	(23)	Net staff & Agency staff costs savings £40k, net additional fees income/recovery £8k, overspend lump sum/mileage costs £6k, overspend Books & Journals £14k, other additional costs and charges £5k.
TOTAL	(23)	
DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)		
Democratic Process	(4)	Additional staff costs £2k, savings on training courses £5k, other miscellaneous savings £1k.
Administration	4	Net staff costs overspend.
Elections & Electoral Registration	23	Additional canvassers fees £18k, additional stationery costs £3k, net general other costs £2k.
TOTAL	23	
PROPERTY – Cllr D. Dewar-Whalley (Anne Adams)		
Health & Safety	(2)	Saving on books & journals.
Property Services	(3)	Staff costs savings £1k and other minor savings.
Administrative Buildings	(28)	Net utility costs savings £22k, savings re rates £4k and other miscellaneous savings £2k.
Property Management	(52)	Net additional property rental income based on 14/15 forecast.

Projected Net (Under)/Overspend / Income Shortfall as at end of September 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
TOTAL	(85)	
OTHER VARIANCES (TO BE MET FROM TOTAL UNDERSPEND)		
Sittingbourne Town Centre Development	43	Variance to be funded out of general year-end corporate underspend.
Arts Events & Activities	5	Additional spend will be funded out of general year-end corporate underspend.
TOTAL	48	
NON-SERVICE BUDGETS		
KCC 2 nd Homes Discount	(28)	Additional KCC 2 nd Homes Discount grant.
Corporate Provision for bad debt	(10)	Improvement in outstanding debt.
Business Rates	(20)	Additional income 'New Burden – Council Tax & Business Rates' Grant.
Corporate Items	(77)	Interest savings on finance leases £20k, unspent earmarked reserves £46k and grant received £16k offset by pensions adjustment £5k. (£16k will be requested to roll forward into 2015/16 of unspent non-ring fenced grants.)
TOTAL	(135)	
NET EXPENDITURE	(704)	

Sensitivity Analysis

3.5 The Council has a small number of large and volatile budgets which will be the main cause of any significant variation in the Council's final outturn.

Table 3:

Budget Head	2014/15 Working Budget	Current Forecast	Current Projected Variance (as per table 2)	Range of Variance Options (increased / decreased cost or income)		Notes
				Min	Max	
	£	£	£	£	£	
Car Park Income	(1,522,900)	(1,500,900)	20,000	0	40,000	
PCN Income	(499,890)	(479,890)	20,000	10,000	30,000	
Planning Fees	(600,930)	(750,930)	(150,000)	(150,000)	(260,000)	(i)
Homelessness – Bed & Breakfast costs	253,600	299,600	46,000	0	52,000	(ii)
Housing Benefits	56,840,000	56,840,000	0	(100,000)	100,000	(iii)

- (i) We have received several major planning applications with significant fee income. Further major applications are also expected by the end of the financial year which should give rise to fee income significantly above forecast.

- (ii) There has been a recent increase in emergency accommodation placements as predicted and the costs have therefore slightly increased. This is currently offset by income and Homelessness Grant and will be closely monitored, but the alternative emergency accommodation arrangements owned by SBC should be in place by January 2015 which should reduce costs by year-end.
- (iii) This is an extremely volatile budget and could vary by +/- £100,000 at year-end on a gross budget of £57m.

Improvement and Regeneration Funds

3.6 The balance as at the end of September 2014 on these funds is shown in Table 4 below:

Table 4: Improvement & Regeneration Funds

	Balance Unallocated as at 1 April 2014	2014/15 Approved Allocations	Balance Unallocated as at 30 September 2014
Funds:	£	£	£
Performance	598,264	69,955	528,309
Regeneration	368,290	90,060	278,230
Localism	48,793	14,906	33,887
Transformation	252,418	108,333	144,085
Local Loan Fund	250,000	50,000	200,000
TOTAL	1,517,765	333,254	1,184,511

3.7 The Regeneration Fund was topped up by £250,000 from the 2014/15 budget.

3.8 The Localism Fund was topped up by £26,400 from the 2013/14 underspend.

3.9 Further details of the approved allocations to the end of September 2014 are available in Appendix I.

3.10 Appendix I provides details of how to submit bids against these funds.

3.11 If any of the above allocations are not required the balance will be added back to the relevant fund as at 31 March 2015.

Reserves

3.12 Departmental budgets have been increased by £153,940 and this is funded from the 2013/14 underspend as agreed by Cabinet in 16 July 2014.

3.13 For 2014/15 to date, the reserves have funded service expenditure totalling £691,033.

Capital Expenditure

3.14 This report details the latest position on the 2014/15 capital programme and highlights any variations between the 2014/15 capital budget and expenditure to the end of period 6 (September 2014). An underspend of £175,720 is forecast on the capital budget.

3.15 Actual expenditure to end of September 2014 (month 6) is £640,970. This represents 26.4% of the working budget (as per Appendix II).

3.16 The main issues on the projected variances are set out in table 5 below.

Table 5: Capital programme – main projected variances

Type of Variance	Specific Issues
Managed Underspends	Waste Collection & Recycling £35k: recent years' spend on wheeled bins has been treated as revenue; part-funded by the revenue budget and also the repairs and renewals reserve. Further on-going expenditure for replacement bins is expected to continue as revenue expenditure. Disabled Facilities Grants £120k: these grants will all be committed by the end of 2014/15 but payments are unlikely to be made until early 2015/16.
Deferred Projects	Swale House Window Replacement and Building Refurbishment £26k: until we have definite plans regarding future office space we will not be planning to invest in Swale House. However, as plant and equipment is increasingly likely to fail the longer that Swale House remains in use, capital funded projects may be required to replace this equipment on a reactive basis.
Overspends	Kemsley West Play Area: £6k overspend as a result of unforeseen ground conditions during the building phase. Additional footings were required to strengthen due to a layer of gravel and ground water.

3.17 A request is made to fund the Kemsley play area overspend of £6,200 from Capital Receipts.

3.18 Table 6 details the movement from the Original 2014/15 budget to the Working Budget 2014/15.

Table 6: Actual Expenditure to Date and Forecast Variations

	£
Original Estimate	1,106,740
Add Supplementary Approvals:	
Rollovers agreed at Cabinet 16 July 2014	372,150
External Funding	508,420
Capital Receipts	198,880
Earmarked Reserve	242,000
Total Working Budget	2,428,190
Actual to end of September 2014	640,970
Variance to date	(1,787,220)
Projected Variance	(175,270)

3.19 Further details are available in Appendix II.

Capital Receipts

3.20 Balance of capital receipts as at 31 March 2014 was £1,330,818.

Payment of Creditors

3.21 The latest monitoring position is shown in Table 7.

Table 7: Invoice payment

	Target 2014/15	Cumulative year to date	September 2014	August 2014	July 2014
Invoices paid in 30 days	97.00%	97.06%	96.11%	93.88%	96.45%

Debtors

3.22 Tables 8, 9 and 10 analyse the debt outstanding. The debt over six years old relates to charges on property, i.e. where the debt cannot be collected until the property concerned is sold.

Table 8: Debt outstanding by due date (not including Rent Deposit Scheme)

	Current Year		Previous Year
	September 2014	August 2014	September 2013
	£'000	£'000	£'000
0 – 2 Months	229	76	108
2 – 6 Months	67	108	49
6 – 12 Months	53	23	61
1 – 2 Years	13	14	15
2 – 3 Years	11	13	27
3 – 4 Years	27	27	13
4 – 5 Years	12	11	7
5 – 6 Years	6	6	1
6 Years +	15	28	27
Total	433	306	308
Total Over 2 Months	204	230	200

Increase in 0-2 months is as a result of quarterly rental invoices and KCC preceptors invoice (£104k).

Table 9: Debt outstanding by due date (including Rent Deposit Scheme)

	Current Year		Previous Year
	September 2014	August 2014	September 2013
	£'000	£'000	£'000
0 – 2 Months	229	75	109
2 – 6 Months	67	112	80
6 – 12 Months	28	-9	65
1 – 2 Years	44	45	20
2 – 3 Years	17	20	41
3 – 4 Years	39	45	285
4 – 5 Years	257	255	7
5 – 6 Years	6	6	1
6 Years +	15	27	27
Total	702	576	635
Total Over 2 Months	473	501	526

Increase in 0-2 months is as a result of quarterly rental invoices and KCC preceptors invoice (£104k).

Table 10: Debt outstanding (including Rent Deposit Scheme) by Head of Service

	September 2014	August 2014
	£'000	£'000
Rent Deposit Scheme	269	270
Commissioning & Customer Contact	20	54
Property	185	116
Housing	42	43
Legal	7	36
Economy & Communities	18	25
Planning	1	1
Environmental Health	3	3
Service Delivery	24	20
Finance	125	0
Policy	3	3
Other	5	5
Total	702	576

Increase in Property and Finance are as a result of quarterly rental income invoices and KCC preceptors invoice (£104k).

Business Rates Monitoring

- 3.23 In 2013/14 the Council's total business rate income was £4.3m and for 2014/15 it is forecast to be £4.9m. Any surplus on the business rate income will be put into the business rate volatility reserve as agreed at Cabinet in February. A Business Rate Group consisting of representatives from Finance, Revenues and Economic Development has been established to regularly review the factors that may affect the forecast income for this item.

4. Alternative Options

4.1 None identified – this report is largely for information.

5. Consultation Undertaken or Proposed

5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

6. Implications

Issue	Implications
Corporate Plan	Embracing Localism Open for Business Healthy Environment
Financial, Resource and Property	As detailed in the report
Legal and Statutory	None identified at this stage
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health & Wellbeing	None identified at this stage
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage

7. Appendices

7.1 The following documents are published with this report and forms part of the report:

Appendix I – Improvement and Regeneration Fund allocations as at end of September 2014;

Appendix II – Capital Programme - Projected outturn as at end of September 2014.

8. Background Papers

8.1 The Budget 2014/15 and Medium Term Financial Strategy 2014/15 to 2016/17.

IMPROVEMENT AND REGENERATION FUND ALLOCATIONS (PERIOD 6)

	Amount £
Performance Fund	
Communications Service Interim Support	10,027
Grove toilets, Leysdown	4,995
Local Area Perception Survey 2014/15	12,000
Annual Contribution to MKIP 2014/15	34,425
Softphone Licences for Remote Working	1,908
Analytical reviews of income from Business Rates	6,600
Total Approved as at September 2014	69,955
Regeneration Fund	
Members Regeneration Grants	47,000
Trademarks - Faversham Hop Festival	1,520
Magna Carta 800 Celebrations, Faversham 2015	9,950
Small Business Saturday 2014	5,590
Christmas Car Parking Concession 2014	26,000
Total Approved as at September 2014	90,060
Localism Fund	
Volunteer Week Campaign	1,186
Funding Fair	1,050
Heritage Projects	10,000
Volunteer Swale Awards 2014/15	2,670
Total Approved as at September 2014	14,906
Transformation Fund	
Redundancy Payments 2014/15	108,333
Total Approved as at September 2014	108,333
Swale Local Loan Fund	
Queenborough Harbour Trust	50,000
Total Approved as at September 2014	50,000
TOTAL APPROVED AS AT SEPTEMBER 2014	333,254

IMPROVEMENT AND REGENERATION FUND APPROVAL PROCESS

Fund	Purpose	Authorisation Process
Performance Fund	To improve overall performance. Officers are invited to submit a bidding list of proposals.	Bids are to be submitted to Finance and agreed and signed by the Head of Finance and Cabinet Member for Finance. The Strategic Management Team will then consider the bids as part of the Financial Monitoring process.
Regeneration Fund	To fund regeneration projects in the Borough.	<ol style="list-style-type: none"> 1. The application should be agreed by the Relevant Cabinet Member for his/her endorsement before submission. 2. Email copy to Head of ECS who will then forward to Director of Regeneration and the Head of Finance who will sign to approve. 3. The form is forwarded to the Council Leader and Cabinet Member for Finance for their sign off. 4. The fully approved bid form will be returned to the relevant Head of Service.
Localism Fund	To drive the Localism agenda by delivering the actions and projects under the Embracing Localism priority in the Council's Corporate Plan.	Sign off will be through Head of ECS, Head of Finance, Director of Regeneration and Cabinet Member Localism.

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance £
SUMMARY								
<u>PARTNERSHIP FUNDING SCHEMES</u>								
Economy & Communities	P	0	0	399,770	399,770	199,885	40,245	0
Commissioning & Customer Contact	P	0	127,200	106,000	233,200	116,600	70,051	6,200
Housing	P	926,740	0	0	926,740	463,370	398,660	0
Corporate Services	P	0	0	6,200	6,200	3,100	6,216	0
Property	P	0	0	4,550	4,550	2,275	4,554	0
TOTAL PARTNERSHIP FUNDING SCHEMES	P	926,740	127,200	516,520	1,570,460	785,230	519,726	6,200
<u>SWALE BOROUGH COUNCIL FUNDING SCHEMES</u>								
Commissioning & Customer Contact	SBC	35,000	39,760	110,300	185,060	92,530	0	-35,000
Economy & Communities	SBC	15,000	0	0	15,000	7,500	0	0
Housing	SBC	100,000	152,150	165,000	417,150	208,575	52,208	-120,000
Finance	SBC	30,000	26,570	0	56,570	28,285	0	0
Property	SBC	0	26,470	112,480	138,950	69,475	68,587	-26,470
Service Delivery	SBC	0	0	45,000	45,000	22,500	449	0
TOTAL SBC FUNDING SCHEMES	SBC	180,000	244,950	432,780	857,730	428,865	121,244	-181,470
TOTAL CAPITAL PROGRAMME		1,106,740	372,150	949,300	2,428,190	1,214,095	640,970	-175,270

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance
<u>ECONOMY & COMMUNITIES - E.WIGGINS</u>								
CCTV	SBC	15,000	0	0	15,000	7,500	0	0
Capital Expansion of CCTV Service	P	0	0	38,800	38,800	19,400	0	0
Meads Community Centre - S106	P	0	0	348,000	348,000	174,000	35,379	0
Sittingbourne War Memorial	P	0	0	8,100	8,100	4,050	0	0
Kemsley Community Facilities- S106	P	0	0	4,870	4,870	2,435	4,866	0
TOTAL ECONOMY & COMMUNITIES		15,000	0	399,770	414,770	207,385	40,245	0
<u>CORPORATE SERVICES - M.RADFORD</u>								
Miscellaneous I.T Equipment - Scanners	P	0	0	6,200	6,200	3,100	6,216	0
TOTAL CORPORATE SERVICES		0	0	6,200	6,200	3,100	6,216	0
<u>COMMISSIONING & CUSTOMER CONTACT - D.THOMAS</u>								
Cemeteries - future burial provision in the borough	SBC	0	32,590	0	32,590	16,295	0	0
Waste Collection and Recycling (Wheelie bins) (R&R)	SBC	35,000	0	0	35,000	17,500	0	-35,000
Beach Huts, Minster Leas, Sheppey	SBC	0	7,170	0	7,170	3,585	0	0
Cemetery Chapel, Love Lane Faversham- Capital Receipts	SBC	0	0	25,300	25,300	12,650	0	0
Milton Creek Footpath	SBC	0	0	30,000	30,000	15,000	0	0
High Risk Tree Wroks in 3 Cemeteries - Capital Receipts	SBC	0	0	45,000	45,000	22,500	0	0
Medium Risk Tree Wroks in 3 Cemeteries- Capital Receipts	SBC	0	0	10,000	10,000	5,000	0	0
Thistle Hill Community Woodland Trim Trail - S106	P	0	35,000	0	35,000	17,500	0	0
New Play Area - Iwade Schemes	P	0	92,200	0	92,200	46,100	0	0
Kemsley West Play Area - S106	P	0	0	56,000	56,000	28,000	62,199	6,200
Kemsley East Play Area - S106	P	0	0	50,000	50,000	25,000	7,852	0
TOTAL COMMISSIONING & CUSTOMER CONTACT		35,000	166,960	216,300	418,260	209,130	70,051	-28,800

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance £
SERVICE DELIVERY - B. PLANNER								
Ground Floor Reception Area - Revenue Funding	SBC	0	0	25,000	25,000	12,500	449	0
Ground Floor Reception Area - Capital Receipts	SBC	0	0	20,000	20,000	10,000	0	0
TOTAL SERVICE DELIVERY		0	0	45,000	45,000	22,500	449	0
HOUSING - A. CHRISTOU								
DFG Mandatory Grants	SBC	100,000	152,150	0	252,150	126,075	0	-120,000
DFG Mandatory Grants - External Grant	P	926,740		0	926,740	463,370	398,660	0
HRG - Housing Repair Grants Over 60	SBC	0	0	0	0	0	13,328	0
HRG - DFG Remedial	SBC	0	0	0	0	0	2,717	0
RHB2 - Decent Home Loans Owner Occupier	SBC	0	0	0	0	0	36,163	0
Emergency Accommodation - House Purchase	SBC	0	0	165,000	165,000	82,500	0	
TOTAL HOUSING		1,026,740	152,150	165,000	1,343,890	671,945	450,868	-120,000

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Budget to end of period 06 September 2014 £	2014/15 Actual to End of period 6 £	Projected Variance £
<u>FINANCE - N. VICKERS</u>								
Cash Receipting System - Replacement - Capital Receipts	SBC	30,000	26,570	0	56,570	28,285	0	0
TOTAL FINANCE AND PERFORMANCE PORTFOLIO		30,000	26,570	0	56,570	28,285	0	0
<u>PROPERTY - A. ADAMS</u>								
Syvale House Window Rep & Blding Refurbishment - Capital Receipts	SBC	0	26,470	0	26,470	13,235	0	-26,470
Central Plaza Sittingbourne - Capital Receipts	SBC	0	0	25,740	25,740	12,870	0	0
Folder Inserter Machine - Capital Receipts	SBC	0	0	15,970	15,970	7,985	15,970	0
Folder Inserter Machine - Revenue Grant	P	0	0	4,550	4,550	2,275	4,554	0
Committee Room Adaptations - Capital Receipts	SBC	0	0	18,770	18,770	9,385	0	0
Council Chamber Digital System - Reserves	SBC	0	0	52,000	52,000	26,000	52,617	0
TOTAL PROPERTY		0	26,470	117,030	143,500	71,750	73,141	-26,470

Scrutiny Meeting	Agenda Item: 5
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Meeting Date	27 November 2014
Report Title	<i>Discretionary Housing Payment Policy</i>
Cabinet Member	Cllr <i>Duncan Dewar-Whalley</i> , Cabinet Member for Finance
SMT Lead	<i>Brian Planner</i>
Head of Service	<i>Brian Planner</i>
Lead Officer	Zoe Kent
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:

Recommendations	1. <i>That the current policy is reviewed</i>
	2. That a full consultation is carried out to obtain feedback on how the budget should be spent.
	3.

Purpose of Report and Executive Summary

1.1 The Benefits section is awarded an annual budget from central government to provide payments to those Housing Benefit customers who have a shortfall between their rent and their Housing Benefit. Due to the changes that have been brought in by Central Government for Welfare Reform our Discretionary Housing Payment (DHP) budget almost doubled to £323,270 in 2013/14. It was then increased again in 2014/15 to £346,325. It is therefore considered an appropriate time to review the policy again.

2 Background

2.1 Prior to April 2013 DHPs had only been paid to claimants who had a shortfall between their Housing Benefit and rent for reasons such as a higher than average rent, working so not receiving full Housing Benefit but high expenses or living in larger than necessary accommodation due to a claimant being pregnant. Over the past two years the budget has increased due to the reduction in the Local Housing Allowance (LHA) rates which had restricted the amount we can pay in Housing Benefit, the spare room subsidy reductions and the benefit cap.

2.2 In 2013 an analysis was carried out of the numbers of benefit claimants affected by welfare reform and the estimated amount of DHP payments that were likely to be made. The claimant's affected were broken down into 3 main groups, those affected by the size criteria in the social rented sector, the benefit cap and LHA

reforms. Table 1 provides a guide as to what was considered to be the likely impact of the changes being made to the housing benefit system and the amount of the DHP budget expected to support those affected.

Table 1- *Predicted changes from April 2013*

Type of Change	Households	Reduction in HB	Estimated DHP expenditure
Spare Room Subsidy	857	£733,096	£139,006
Benefit Cap	61	£218,504	£48,490
LHA Reforms	2785	£339,247	£135,774
Total	3703	£1,290,847	£323,270

Table 2 – *Actual DHP expenditure 2013/14*

Impact of Welfare Reforms 2013/14	Number of awards	£
Benefit Cap	45	37,787
Removal of spare room subsidy	333	156,461
LHA Restriction	50	20,103
Combination of reforms	1	122
No welfare reform impact i.e. awarded under previous rules	252	114,759
Total	681	£329,232
Purpose of DHP		Number of awards
To help secure and move to alternative accommodation e.g. rent deposit		29
To help with short-term rental costs while the claimant secures and moves to alternative accommodation		121
To help with short-term rental costs whilst the claimant seeks employment		48
To help with on-going rental costs for a disabled person in adapted accommodation		8
To help with on-going rental costs for any other reasons		475
Total		681

Table 3 – *Actual DHP expenditure 2014/15 up to 17 November 2014*

Impact of Welfare Reforms 2013/14	Number of awards	£
Benefit Cap	35	23,552
Removal of spare room subsidy	220	62,480
LHA Restriction	24	7,355

Combination of reforms	1	92
No welfare reform impact i.e. awarded under previous rules	201	69,817
Total	481	£163,296
Purpose of DHP		Number of awards
To help secure and move to alternative accommodation e.g. rent deposit		61
To help with short-term rental costs while the claimant secures and moves to alternative accommodation		168
To help with short-term rental costs whilst the claimant seeks employment		42
To help with on-going rental costs for a disabled person in adapted accommodation		9
To help with on-going rental costs for a foster carer		1
To help with on-going rental costs for any other reasons		200
Total		481

As can be seen from table 2 and 3 the predicted overspend of the DHP budget did not occur. DHP claims were only turned down where it was felt that claimants had enough excess income to cover any shortfall between their Housing Benefit and rent. What is not known is whether claimants are underspending on necessities such as food or other living expenses to meet the shortfall in their rent.

3 Proposal

3.1 It is proposed that a full consultation should be carried out in 2015 to ascertain how the Discretionary Housing Payment budget should be spent. Our current objectives are:

- Help alleviate poverty
- Encourage employment
- Prevent homelessness
- Support vulnerable households
- Provide support at a time of crisis

3.2 The consultation should consider how claimants are currently meeting their shortfall. Which vulnerable groups may require more help than others, for example should we disregard Disability Living Allowance from DHP claims?

3.3 The Revenues and Benefits section are working together with the Housing section and our local housing providers to ensure that claimants are given the advice they need to make changes to their situation before awarding a DHP. Looking forward to the commencement of Universal Credit in the Borough we

also need to consider what help will be needed to help claimants with their rental needs in the future.

4 Alternative Options

- 4.1 To use the current policy as guidance. This option is not recommended because the current policy may not be awarding payments most effectively to claimants.

5 Consultation Undertaken or Proposed

- 5.1 A consultation will take place in 2015.

6 Implications

Note: To avoid challenges to decisions, it is important to be able to show that all relevant implications have been identified and that due consideration has been given to any issues raised. If no implications are identified for an issue then *none identified at this stage* should be entered in the implications box.

Issue	Implications
Corporate Plan	Healthy environment – Providing extra funding to help claimants with both physical and mental health problems to stay in their current properties will help such claimants to deal with their health problems. By providing this funding it eases the pressures on claimants to move to more affordable or suitable accommodation which may cause health problems if help is not given.
Financial, Resource and Property	By providing DHP funding in some circumstance i.e. paying rent in advance or paying off a person’s rent arrears so that they are able to move to more suitable accommodation we can reduce the pressure on the homeless budget.
Legal and Statutory	Under The Discretionary Financial Assistance Regulations 2001 the Borough is required to consider offering extra assistance to Housing Benefit claimants where a need arises.
Crime and Disorder	By providing extra funding to help towards the payment of rent it will reduce the likelihood of a person being driven towards crime if they are unable to meet their rent payments.
Sustainability	The correct allocation of this budget can help both the economic and social sustainability of the Borough. By providing this funding it will help both socially and economically to sustain tenancies for claimants, this will lead to more stable communities reducing the need for residents to move in some circumstances.
Health and Wellbeing	DHP payments can help residents to live in housing appropriate to their needs which will help towards their health and wellbeing both

	physically and mentally.
Risk Management and Health and Safety	There is a risk that if this budget is not used to provide help to people in need within the Borough their standards of living may drop to inadequate levels. There is also a risk of higher numbers presenting as homeless to the Housing Section.
Equality and Diversity	As this is discretionary and additional funding to be paid with Housing Benefit it can be used to help groups within the Borough who may need extra help due to their circumstances. These groups may have extra expenses due to their situation or vulnerability that means it is harder to meet any shortfall towards their rent or a greater difficulty in clearing rent arrears. As this funding is discretionary extra help can be given to these groups.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report

- Appendix I: DHP Policy

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Discretionary Housing Payments Policy

Revenues & Benefits Service

1. Introduction

This policy sets out how Swale Borough Council will operate its Discretionary Housing Payment (DHP) scheme.

From April 2013 DHP awards will play an important part in helping people adjust to changes in the welfare system. The level of funding to make DHP's is much lower than the reduction to be made in other benefits through the welfare reform changes and will therefore in most cases only be short term support whilst any underlying issues are addressed. Such issues may include taking employment, moving to affordable or suitably sized accommodation or seeking help to address money and debt issues.

In administering the scheme and considering any application, the Borough will expect those that are able to help themselves to do so. DHP should not be seen as an alternative to welfare reform.

The DHP budget for 2013/14 from the Department for Works and Pensions (DWP) has increased significantly this year to allow for the Welfare reform changes. The budget from the DWP is £323,270 with the Borough being able to add funds to this budget up to a maximum of £808,175.

The funding compared with 2012/13 has doubled. This extra funding is to help claimants who are affected by the Spare Room Subsidy (approximately 800 claimants) and the Benefit Cap (approximately 85 claimants).

2. Objectives of the Scheme

The Borough will consider making a Discretionary Housing Payment (DHP) to households who meet the criteria outlined in this policy. We will treat all claims on their individual merits, and seek through the operation of this and associated policies to:

- Help alleviate poverty
- Encourage employment
- Prevent homelessness
- Support vulnerable households
- Provide support at a time of crisis

Discretionary Housing payments can only be made to help with housing costs and cannot be paid to cover other costs such as service charges or Council Tax.

3. The DHP scheme

The DHP scheme is intended to be flexible and can cover a range of different

housing costs or scenarios. These include;

Meeting the shortfall between rent and housing benefit

Where a property has been especially adapted to meet the needs of a disability and it would be impractical to move

Where the householder has planned to move to more affordable accommodation and needs some short term assistance until they actually make the move into their new home

Where the property is currently classed as too big for the household but the circumstances are expected to change e.g. expecting a baby, a significant birthday or awaiting placement of a foster child or taking in a lodger.

Where the householder is struggling to pay their rent because of other debts but can demonstrate that they are seeking help or have arranged their finances to enable them to pay the shortfall in the future.

Where short term support to help with the move back into work

Help to move to an affordable property

Where the customer needs help with the cost of removals

Where the customer wants to move to a property which may be more suitable to their needs and is currently or in the future may lead to a cost to the Homelessness budget and needs some help to pay the rent in advance and/or deposit

Where the customer has to pay rent on two properties for a short period and it cannot be met by housing benefit.

DHP's are made at the discretion of the Borough and are not governed by the same rules as housing benefit, however, to qualify the person making a claim must also be receiving housing benefit.

The starting point of any application will also be to consider whether there is a need for a DHP or if the amount can be met through the other income and savings within the household. The Council will also look where appropriate to see what action the person is taking to help themselves.

4. Claiming a DHP

A claim for a DHP will generally be expected to be made in writing using the form provided by the Borough. The form asks for details of all income and expenses, as well as details of wider circumstances which the Council needs to be aware of to make an informed decision.

Where the customer would rather discuss their circumstances in person, a private interview can be arranged or where the customer cannot attend the office a home visit made.

In considering an application the Council may request evidence to support the application or take steps to verify the information provided to ensure that they are accurate.

5. Period of Award

The period of award will be dependent on the individual circumstances and whether the award is to help to meet a one off cost, temporary shortfall or longer term need.

At the point of making a decision the Borough will set the period of award which will be notified along with the decision. Decisions will normally start from the Monday after receipt of the claim, however, awards may be backdated if there is a good reason why the claim could not have been made sooner and the circumstances continued throughout that period.

7. Changes of Circumstances

In receiving a DHP the applicant provides an undertaking to notify the Borough of any change in the circumstances declared within their application. The Borough may revise and recover any overpayment where the claimant's circumstances have materially changed.

8. Payment

The Borough will decide the most appropriate person to pay based upon the circumstances of each case. This could include paying:

- the claimant;
- their partner;
- an appointee;
- their landlord (or an agent of the landlord); or
- any third party to whom it might be most appropriate to make payment.

Payments will be made by BACS and at the same frequency as any housing benefit, subject to any special requirements.

9. Notification

The Borough will aim to advise claimants of the outcome of their claim within 14 days of receipt of their claim and any evidence requested. The notification will include;

- The weekly amount of DHP awarded
- the income and expenditure used in the calculation
- the period of award
- whom it will be paid to
- The requirement to report a change of circumstances.

10. Review of Decisions

The Council will operate the following policy, in dealing with a request for a decision to be reviewed about a refusal to award a DHP, the amount or period of award.

- A request for a review should be in writing within one month of the decision, stating why the decision is believed to be wrong and providing any additional evidence.
- The decision, along with any new evidence from the claimant, will be reviewed by the councils nominated Appeals Officer who will aim to either make a new decision or confirm the earlier decision within 14 days.

- The claimant will be notified of the outcome in writing and invited to escalate their appeal to the Assistant Revenues and Benefits Manager if they remain unhappy with the decision made.
- The Assistant Revenues and Benefits Manager will review the decision and write to confirm the outcome within 14 days. That decision will be final with no further right of appeal.

12. Publicity

The Borough will promote the availability of DHPs when notifying individuals of their housing benefit entitlement, when communicating any change or restriction in housing benefit awards and through the information made available online and at customer access points.

13. Information Sharing

The Borough will use the information provided within the application and any supporting evidence for the purpose of verifying benefit entitlement and making a decision on the claim. In addition it may share information with other departments within the Council and partner organisations for the purpose of planning and delivery of services or fraud prevention.

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OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS



Cttee	Review title	Re c #	Summary of recommendation	Status	HoS	Implementation target date	Notes
Scrutiny	Environmental enforcement	1	Members shadowing service units	Accepted	E. Wiggins	Ongoing	Limited take-up so far of opportunities for members to shadow service units.
Scrutiny	Environmental enforcement	2	Clearer briefing on who provides which services	Accepted	M.Radford	07 May 15	A Services Unit Guide will be included in the revised Councillor Induction Pack for 2015.
Scrutiny	Environmental enforcement	3	Recognise good work of Environmental Response Team	Accepted	E. Wiggins	Ongoing	Opportunities being taken to publicise work of ERT, eg. local journalist from Faversham Times shadowing an Environment Warden for a day.
Policy	Mental health	1	SBC to work closely with CCGs and GPs on MH provision	Implemented	A.Christou	Complete	SBC now forms part of the North Kent Mental Health Commissioning Group for mental health services. Mental health representative appointed to Swale Health and Wellbeing Board.
Policy	Mental health	2	SBC to assess impact of its services on those with MH	Accepted	A.Christou	31 Jan 15	SBC are working with Kent Supporting People to pilot the provision of a mental health floating support worker to sit with frontline housing and benefits staff in Swale House, to provide additional support and advice to customers who have mental health needs and handhold rather than signpost onto more intensive support services where required. The aim is to have this in place by January 2015. SBC are also working with the mental health GP link workers funded by the CCGs to help ensure customers with mental health needs obtain the right medical support.
Policy	Mental health	3	Stress importance of MH through local partners, inc KCC	Accepted	A.Christou	Ongoing	Both Health and Wellbeing Boards monitor mental health service provision commissioned by the CCGs and Kent Public Health. Canterbury and Coastal CCG have a mental health sub-group. SBC will continue to influence these.
Policy	Mental health	4	Tackle particular problems of young people with MH issues	Accepted	A.Christou	Ongoing	SBC continues to be aware of the problems of young people in Swale and the potential impacts on mental health. SBC will continue to seek to influence Kent Public Health and CCG commissioning intentions.
Policy	Mental health	5	SBC to support voluntary sector in tackling MH issues	Implemented	A.Christou	Complete	There are now representatives from Mental Health Matters and from Swale CVS on the Swale Health and Wellbeing Board.
Policy	Mental health	6	SBC to work with media and others to combat MH stigma	Accepted	A.Christou	Ongoing	This is a highly specialised role that we consider should be led by Kent Public Health, which SBC will support as appropriate. SBC is rolling out mental health first aid training to all frontline staff and is intending to roll out dementia friendly training to all frontline staff in the new year.
Policy	Mental health	7	SBC to use its community advocate role to meet MH challenges	Accepted	A.Christou	Ongoing	SBC will continue to work with the local MPs and other stakeholders to press for adequate resources for mental health services in Swale.
Policy	Mental health	8	SBC to provide a costed model of supported housing	Rejected	A.Christou	Ongoing	Not a two-tier district function, but Swale Health and Wellbeing Board is keeping a watching brief on this.

Key to status	
	Pending: Awaiting cabinet decision on whether to accept or reject.
	Rejected: Recommendation not accepted by cabinet.
	Accepted: Recommendation accepted, still within target date for implementation.
	Implemented: Recommendation accepted, implementation complete.
	Overdue: Recommendation accepted, target date for implementation exceeded.

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

December 2014 - March 2015

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 Kenneth Pugh - Cabinet Member for Community Safety and Health

Councillor David Simmons - Cabinet Member for Environmental and rural affairs

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance

Councillor John Wright - Cabinet Member for Housing

Councillor Mike Whiting - Cabinet Member for Localism, Sport, Culture and Heritage

Councillor Ted Wilcox - Cabinet Member for Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor Gerry Lewin - Deputy Leader and Cabinet Member for Planning

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 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
	Household Recycling & Waste Collection Policy The Household Recycling and Waste Policy confirms the Councils approach to recycling and collection of waste. It is intended to form the protocol that council officers will follow on behalf of the Council when liaising with residents.	Cabinet 3 December 2014	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 Environmental and Rural Affairs Alan Turner (Cleansing Services Manager)
	Swale Fisherman's Association - Lease Proposal to offer Swale Fisherman's Association a twenty year lease for the moorings and quayside for the Fisherman's Quay at Queenborough.	Cabinet 3 December 2014	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		Leader Len Mayatt (Commissioning and Open Spaces Manager)

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
	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 3 December 2014	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 Charlotte Hudson (Economy and Community Services Manager)
	Award of Markets Service Contract to 2018 To consider the Award of Markets Service Contract to 2018 following a procurement process for the three town markets in Sittingbourne, Faversham and Sheerness.	Cabinet 3 December 2014	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	Fully exempt		Cabinet Member for Regeneration Lyn Newton (Economy and Community Services Manager)

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>Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets</p> <p>Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2015/16.</p>	<p>Cabinet 3 December 2014</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance Nick Vickers (Head of Finance)</p>
	<p>Revenues and Benefits Service Debt Recovery Policy</p> <p>In a previous internal audit it was recommended that the Revenues and Benefits service should have its own debt recovery policy in addition to the corporate policy. A policy has therefore been written to ensure that residents and especially vulnerable persons are treated equally and fairly when collecting debt. The policy outlines how debts will be collected covering the processes and possible methods of collection.</p>	<p>Cabinet 3 December 2014</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Finance Zoe Kent (Revenues and Benefits Assistant Manager)</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
	Disposal of land at Sheppey Court Marshes, Sheerness To consider the potential disposal of surplus land at Sheppey Court Marshes, Sheerness.	Cabinet 3 December 2014	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.	Part exempt		Cabinet Member for Finance
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 3 December 2014	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers (Head of Finance)
	Minutes of the Swale Rural Forum held on 18 November 2014.	Cabinet 3 December 2014	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs

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
	Minutes of the Local Development Framework Panel held on 4 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Planning
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Localism, Sports, Culture and Heritage
	Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2014/15.	Cabinet 4 February 2015	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers (Head of Finance)
	Local Engagement Forum Update To receive an update on the quarterly Local Engagement Forum.	Cabinet 4 February 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage
	Minutes of the Swale Rural Forum held on 10 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Local Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning

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 Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 11 March 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers (Head of Finance)
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Cabinet Member for Localism, Sport, Culture and Heritage

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SCRUTINY COMMITTEE WORK PROGRAMME 2014/15

Review title	Reviewers (lead underlined)	Status	27-Nov	13 Jan	28 Jan	11 Feb	19 Mar
Welfare reform and universal credit	All Committee members	Live	v	?		?	?
Housing services	Cllrs <u>Booth</u> , Bowen, Henderson and Marchington	Scoped		?		?	?
Primary health and funding opportunities	?	Not scoped		?		?	?
Economic development (from 2013/14)	Cllr <u>Conway</u>	Live					
Asset transfers (from 2013/14)	Cllr <u>Marchington</u>	Live					
Contracts and procurement (from 2013/14)	Cllr <u>Stokes</u>	Live					
2015/16 fees and charges	All Committee members	Live					
2015/16 budget scrutiny	All Committee members	Live			Budget		
Quarterly budget monitoring	All Committee members	Live	Quarter 2				Quarter 3
Quarterly performance monitoring	All Committee members	Live		Quarter 2			Quarter 3

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