

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Tuesday, 2 September 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, Peter Marchington, Prescott, Ben Stokes and Ghlin Whelan

Quorum = 3

Pages

1. Apologies for Absence and Confirmation of Substitutes

2. Minutes

To approve the Minutes of the Meeting held on 23 July 2014 (Minute Nos. 153 - 163) 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. Housing Briefing

The Head of Housing, Housing Options Manager and Cabinet Member for Housing have been invited to the meeting to provide a presentation on Housing services.

Part Two - Business Items

5. Reviews at Follow-up Stage and Log of Recommendations 1 - 2

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

6. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

7. Urgent Business Requests

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

8. Cabinet Forward Plan 3 - 12

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

9. Committee Work Programme 13 - 14

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

Issued on Monday, 25 August 2014

The reports included in 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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OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS

Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	Environmental enforcement	1	Members shadowing service units	Accepted	E. Wiggins	Ongoing	Considered at Cabinet on 16 July 2014
Scrutiny	Environmental enforcement	2	Clearer briefing on who provides which services	Accepted	M.Radford	Ongoing	Considered at Cabinet on 16 July 2014
Scrutiny	Environmental enforcement	3	Recognise good work of Environmental Response Team	Accepted	E. Wiggins	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	1	SBC to work closely with CCGs and GPs on MH provision	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	2	SBC to assess impact of its services on those with MH	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	3	Stress importance of MH through local partners, inc KCC	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	4	Tackle particular problems of young people with MH issues	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	5	SBC to support voluntary sector in tackling MH issues	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	6	SBC to work with media and others to combat MH stigma	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	7	SBC to use its community advocate role to meet MH challenges	Accepted	A.Christou	Ongoing	Considered at Cabinet on 16 July 2014
Policy	Mental health	8	SBC to provide a costed model of supported housing	Rejected	A.Christou	Ongoing	Not a two-tier district function

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**

October 2014 - January 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

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
1	Beach Huts Proposal to introduce further beach huts at Minster Leas, Isle of Sheppey. No this is not a key decision as the area to which it relates only includes on ward and because the value is less than 100,000.	Cabinet 10 September 2014	Non-Key	Open		Councillor Mike Cosgrove Tel: 01795 537159 mike_cos@hotmail.com
2	Complaints Annual Report 2013/14 The presentation of the annual report on complaints received during 2013/14. This is not a key decision as it is an information report.	Cabinet 10 September 2014	Non-Key	Open		Councillor Andrew Bowles leader@swale.gov.uk
3	Minutes of the Swale Rural Forum held on 19 August 2014.	Cabinet 10 September 2014	Non-Key	Open		Councillor Colin Prescott colinprescott@swale.gov.uk Kellie MacKenzie kelliemackenzie@swale.gov.uk
4	Proposed Relocation of Sittingbourne Market To agree to the technical work around assessing traffic flows and junction designs, the drafting of a Traffic Regulation Order for formal consultation and other works associated with project delivery, to approve a budget of up to £130,000.	Cabinet 10 September 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Councillor Mike Cosgrove Tel: 01795 537159 mike_cos@hotmail.com

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
5	Procurement of Utility Supplies A strategic review of the purchasing arrangements of gas and electricity supplies across the Council's assets to secure value for money arrangements and to consider options for length of any purchasing arrangement. It is a key decision as the annual spend is £115,000, and as we could be recommending a four year contract the whole value would be £460,000.	Cabinet 10 September 2014	Non-Key	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk
6	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 10 September 2014	Non-Key	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
7	Minutes of the Swale Joint Transportation Board meeting held on 8 September 2014.	Cabinet 8 October 2014	Non-Key	Open		Councillor Mike Whiting
8	Property Strategy This is an information report to provide members with an update on progress against the Property Strategy Action Plan and to report the outcome of the annual Property Performance Indicators for 2013-14. This is an information report to provide members with an update on progress against the Property	Cabinet 8 October 2014	Non-Key	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk

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
	Strategy Action Plan and to report the outcome of the annual Property Performance Indicators for 2013-14. No this is not a key decision as it is an information report.					
9	Staying Put Framework Agreement Staying Put, the Councils Home Improvement Agency, operates a preferred supplier framework for contractors to carry out works in relation to Disabled Facilities Grants. This is a key decision as The potential value of the work that may go through the framework over the 6 month waiver period is 250K. The potential value of the work that may go through the new framework in its lifetime is 1.5m.	Cabinet 8 October 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Councillor John Wright johnwright@swale.gov.uk
10	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 8 October 2014	Non-Key	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk
11	Minutes of the Local Development Framework Panel held on 25 September 2014 Minutes of the Local Development Framework Panel held on 25 September 2014	Cabinet 8 October 2014	Key	Open		Councillor Gerry Lewin gerrylewin@swale.gov.uk Kellie MacKenzie kelliemackenzie@swale.gov.uk

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
12	Discretionary Rate Relief Policy This policy covers the discretionary help that can be given to local businesses which includes charities, non-profit making organisations and rural businesses. Under the Localism Act Members could put in place a scheme which encourages new businesses to move to the borough or to help a specific area of the Borough. This is a key decision because the cost of discretionary relief to the Borough is currently 150,000.	Cabinet 5 November 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Housing
13	Minutes of the Local Development Framework Panel held on 28 October 2014.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Planning
14	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. It is a key decision due to the policy affecting all wards and properties within the Borough.	Cabinet 5 November 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
15	Review of Fees and Charges Cabinet is asked to make recommendations to Council to approve the proposed fees and charges for 2015/16.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
16	Council Tax Support Scheme 2015-16 The Council Tax Support Scheme has to be approved by full Council by 31 January each year. Members need to decide whether we go with the same scheme as last year reducing CTS by 15% or a different scheme. This is not a key decision as it is Council decision.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Finance
17	Review of Community Asset Transfer Policy This report will be advising members of the review of the exiting community asset transfer policy and making recommendations regarding changes to the policy. It is not a key decision because it is a revision to an existing policy which has no direct budget implications and it does not significantly affect two or more wards.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Localism

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>Sheerness Heritage Centre To consider a proposed new lease for Sheerness Heritage Centre.</p> <p>No this is not a key decision as it will not result in the local authority incurring expenditure which is, or the making of savings which are in excess of £100,000 and will not effect more than one ward.</p>	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Finance Anne Adams
	<p>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 2015/16.</p>	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	<p>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.</p>	Cabinet 3 December 2014	Non-Key	Open		
	<p>Discretionary Housing Payment Policy This policy covers the extra help given to claimants receiving Housing Benefit. Housing Benefit has been cut for some groups under the welfare reform changes the policy needs to be reviewed</p>	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Finance

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
	so that Members can decide whether the fund is being distributed to those who need the most help in the Borough. This is a key decision because the grant received is 345,000.					
	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
	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		Councillor Mike Whiting
	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	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	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

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 Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning
	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	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Councillor Mike Whiting

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SCRUTINY COMMITTEE WORK PROGRAMME 2014/15



Review title	Reviewers (lead underlined)	Status	02-Sep	30-Sep	29-Oct	27-Nov	13 Jan	28 Jan	11 Feb	19 Mar
Welfare reform and universal credit	All Committee members	Live			√	?	?		?	?
Housing services	All Committee members	Live	√	?	?	?	?		?	?
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 budget scrutiny	All Committee members	Live						<i>Budget</i>		
Quarterly budget monitoring	All Committee members	Live		<i>Quarter 1</i>		<i>Quarter 2</i>				<i>Quarter 3</i>
Quarterly performance monitoring	All Committee members	Live		<i>Quarter 1</i>			<i>Quarter 2</i>			<i>Quarter 3</i>

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