

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 11 February 2015  
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 Henderson, Peter Marchington, Prescott, Ben Stokes and Ghlin Whelan

Quorum = 4

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Pages

1. Apologies for Absence and Confirmation of Substitutes

2. Minutes

To approve the Minutes of the Meeting held on 28 January 2014 (Minute Nos. to follow) 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. Update on Welfare Reform

The Assistant Revenue and Benefits Manager and the Cabinet Member for Finance have been invited to the meeting to assist with this review.

### 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.

#### 6. Other Review Progress Reports

The Committee is asked to consider updates on the following reviews:

- Contracts and Procurement; and
- Asset Transfers

#### 7. Cabinet Forward Plan 3 - 12

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

#### 8. Urgent Business Requests

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

#### 9. Committee Work Programme 13 - 14

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






### Issued on Monday, 2 February 2015

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

**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	Limited take-up so far of opportunities to shadow service units.
Scrutiny	Environmental enforcement	2	Clearer briefing on who provides which services	Accepted	M.Radford	Ongoing	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 Environmental 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 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	Ongoing	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 shortly. 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 MH service provision commissioned by the CCGs and Kent Public Health. C&C CCG have a mental health sub-group. SBC will continue to influence through 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 organised two training sessions on dementia friendly communities for frontline staff this month.
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 on Swale.
Policy	Mental health	8	SBC to provide a costed model of supported housing	Rejected	A.Christou	Ongoing	Mental Health Matters have opened two wellbeing cafes for people in mental health crisis. One in Sittingbourne, open Friday and Saturday evenings and one in Sheerness, open Friday evenings and Sunday afternoons

Key to status	
	<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.

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

**March 2015 - June 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](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
1	<p>Fixed Penalty Notice Pilot Waiver and Charge Change</p> <p>1. A request to waive the procurement process for the agreed 6 month littering pilot in order to progress the initiative promptly and due to a limitation in suitable service providers.</p> <p>2. A request is made to remove the reduction in the charge for all environmental fixed penalty notices that are paid within the first 7 days.</p>	Cabinet 11 March 2015	<p>Key</p> <p>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.</p>	Open		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Alister Andrews alisterandrews@swale.gov.uk</p>
2	<p>Faversham Creek Basin Project</p> <p>A request to fund £200k capital towards the improvement works at the Faversham Creek basin.</p>	Cabinet 11 March 2015	<p>Key</p> <p>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.</p>	Open		<p>Cabinet Member for Regeneration</p> <p>Debbie Townrow</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
3	The Mill Project A request to fund £200k capital towards the construction of a skate park on the Mill site in Sittingbourne.	Cabinet 11 March 2015	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 Localism, Sport, Culture and Heritage  Emma Wiggins emmawiggins@swale.gov.uk
4	Refurbishment of Faversham Pools A request to fund £150k capital towards the refurbishment of the changing village and toilets at Faversham Pools.	Cabinet 11 March 2015	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 Localism, Sport, Culture and Heritage  Anne Adams
5	Revenues and Benefits Service Debt Recovery Policy In a previous internal audit it was recommended that the Revenues and Benefits service should have its own	Cabinet 11 March 2015	Non-Key This is not a key decision because it is not likely to result in the local authority incurring expenditure or savings	Open		Cabinet Member for Finance  Zoe Kent

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
	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.		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.			
6	Transfer of allotments to Faversham Town Council This report will request authority to transfer the freehold of the Borough Council's allotment sites in Faversham, to the Town Council.	Cabinet 11 March 2015	Non-Key This is not a key decision because it is 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 Localism, Sport, Culture and Heritage  Len Mayatt
7	Forum Shopping Centre, Sittingbourne Proposal to purchase share in the Forum Shopping Centre,	Cabinet 11 March 2015	Key It is likely to result in the Council incurring expenditure above	Fully exempt		Cabinet Member for Regeneration  Pete Raine



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
	Sittingbourne, including a request to borrow for that purpose		£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.			peteraine@swale.gov.uk
8	Newington Car Park Retaining Wall To consider what action should be taken to repair the failed retaining wall following the advice received from Counsel.	Cabinet 11 March 2015	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 Environmental and Rural Affairs  Brian Planner brianplanner@swale.gov.uk
9	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed and now needs to be consulted on for 12 weeks.	Cabinet 11 March 2015	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Emma Wiggins emmawiggins@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
			divisions in the area of the local authority.			
10	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 11 March 2015	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 Localism, Sport, Culture and Heritage  Charlotte Hudson
11	Swale Borough Council's Statement of Intent for supporting Town and Parish Councils The draft Statement of Intent has been developed to provide clear guidance for the level of support parish and town councils can expect from Swale Borough Council.	Cabinet 11 March 2015	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Bob Pullen bobpullen@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
			wards or electoral divisions in the area of the local authority.			
12	The Meads Community Centre Asset Transfer To consider the asset transfer of The Meads Community Centre.	Cabinet 11 March 2015	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 Localism, Sport, Culture and Heritage  Charlotte Hudson
13	Cabinet Delegated Decision - Guidance on policy/strategy development, consultation and adoption Cabinet Delegated Decision to be taken by the Leader.  This guidance is aimed at officers who have been asked to write a council policy or strategy. It offers advice on the most appropriate routes	Cabinet 11 March 2015	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	Open		Leader  David Clifford davidclifford@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
	through the Council's sometimes complex decision-making processes, as well as establishing a standard Council approach to external consultation on new policies and strategies.		wards or electoral divisions in the area of the local authority.			
14	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
15	Minutes of the Local Development Framework Panel held on 2 March 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning
16	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 <a href="mailto:nickvickers@swale.gov.uk">nickvickers@swale.gov.uk</a>
17	Staying Put Framework	Cabinet 11 March 2015	Key It is significant in terms of its effect on communities living or working in an area comprising two or more	Fully exempt		Cabinet Member for Housing  Jo Purvis

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
			wards or electoral divisions in the area of the local authority.			
18	Treasury Management Services Contract To advise Members of the results of the Treasury Management Services tender evaluations and to make decisions as to which of the offered options should be accepted.	Cabinet 15 April 2015	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.	Fully exempt		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
19	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	11 Feb	23 Feb	19 Mar
Welfare reform and universal credit	All Committee members	Live	✓		?
Housing services	Cllrs <u>Booth</u> , Bowen, Henderson and Marchington	Scoped			
Primary health and funding opportunities	Decided not to review in 2014/15	-			
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	✓		
MKIP governance and communications	Cllrs <u>Booth</u> and Henderson	Complete			
MKIP planning support implementation	All Committee members	Live		✓	
2015/16 fees and charges	All Committee members	Complete			
2015/16 budget scrutiny	All Committee members	Complete			
Quarterly budget monitoring	All Committee members	Live			<i>Quarter 3</i>
Quarterly performance monitoring	All Committee members	Live			<i>Quarter 3</i>

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