

AGENDA

GENERAL PURPOSES COMMITTEE MEETING

Date: Monday, 6 October 2014

Time: 7.00 pm

Venue: Council Chamber - Swale House

Membership:

Councillors Bowles (Chairman), Derek Conway, Mike Cosgrove, Mike Haywood, Gerry Lewin (Vice-Chairman), David Simmons, Adam Tolhurst, Mike Whiting and Steve Worrall

Quorum = 3

	Pages
1. Apologies for Absence and Confirmation of Substitutes	
2. Minutes	
3. Declarations of Interest	

To approve the Minutes of the Meeting held on 16 June 2014 (Minute Nos. 84 - 87) 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 A Reports for Recommendation to Council

4.	Polling Districts and Places	1 - 32
5.	Employer Pension Discretions	33 - 40
6.	Changes to Contract Standing Orders	41 - 48

Issued on Friday, 26 September 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 Committee, please visit www.swale.gov.uk

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

Agenda Item 4

General Purposes Committee Meeting		Agenda Item:
Meeting Date	6 October 2014	
Report Title	Polling Districts and Places	
Portfolio Holder	Leader	
SMT Lead	Abdool Kara	
Head of Service	Mark Radford	
Lead Officer	Katherine Bescoby	
Key Decision	No	
Classification	Open	
Forward Plan	N/A	
Recommendations	1. The General Purposes Committee is asked to consider the consultation responses arising from the review of Polling Districts and Places, and recommend that Council approve the Returning Officer's proposals, as set out in Appendix I and II.	

1. Purpose of Report and Executive Summary

- 1.1 The Council was required to undertake a review of all polling districts and places within the 16 months from 1 October 2013, and a scheme for consultation purposes was agreed by General Purposes Committee on 3 February 2014.
- 1.2 This report sets out the results of the 12 week consultation. Appendix I sets out the wards where comments have been received as part of the consultation. Appendix II sets out those wards where no comments have been made. The General Purposes Committee is asked to consider this and make recommendations to Council.

2. Background

- 2.1 The Electoral Administration Act 2006 introduced a requirement for Councils to undertake a review of polling districts and places in 2007 and every four years thereafter. In practice, however, we do monitor this more regularly and have, when necessary, made arrangements for alternative polling places/stations with the agreement of the Council/(Acting) Returning Officer.
- 2.2 It may be useful to clarify that the Council is responsible for setting the polling district (a geographical area of a ward) and polling places (a geographical area within a polling district that the polling station must be located within). The Returning Officer is responsible for locating the polling station, which must be within the polling place.

3. Proposal

- 3.1 Appendix I of the report sets out the consultation responses received by Ward, and the Returning Officer's responses and subsequent proposals. The General Purposes Committee is required to review the proposals in view of the feedback from the consultation, and make recommendations to Council.
- 3.2 Appendix II of the report sets out those Wards where, aside from a response in support of Bredgar Village Hall, no responses to the consultation were received. Consequently, no changes to the original proposals are being suggested, and the General Purposes Committee is asked to recommend to Council that the Polling Districts and Places be agreed as listed.

4. Alternative Options

- 4.1 The Committee may make suggestions for alternative venues; however, consideration does need to be given to practical aspects in terms of venues available within the ward, particularly given the complexities of the number of polls taking place on 7 May 2015 (Parliamentary, Borough, and Parish).

5. Consultation Undertaken or Proposed

- 5.3 A Notice was published to launch the review and a webpage set up inviting people to make comments on the proposals. All Borough Ward Members, County Members, Parish Councils, MPs, and Party Contacts were made aware of the consultation and invited to give feedback.

6. Implications

Issue	Implications
Corporate Plan	Localism
Financial, Resource and Property	We are seeking to retain the current number of polling stations (which must be located within the polling place); however, there may be some variations in price but this will be kept within existing budgets.
Legal and Statutory	The Council has undertaken the review in accordance with the Electoral Administration Act 2006.
Crime and Disorder	None identified at this time.
Sustainability	None identified at this stage
Health & Wellbeing	None identified at this stage
Risk Management and Health and Safety	The purpose of the review is to ensure that all voters have reasonable facilities for voting. It is important that venues meet health and safety requirements so as not to put voters at risk. Polling Station staff are encouraged to give feedback on venues and each station is visited by a Polling Station Inspector on election day.

Equality and Diversity	The purpose of the review is to ensure that all electors in the Borough have reasonable facilities for voting, and that as far as is reasonable and practicable, facilities for voting are accessible for disabled people.
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7. Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Polling Districts and Places: responses to review and proposals
 - Appendix II: Polling Districts and Places: no responses received in opposition to the proposals

8. Background Papers

- 8.1 Details of the documents that were available for public consultation are available to view on our website
<http://www.swale.gov.uk/polling-district-review/>

Previous reports and minutes are also available to view www.swale.gov.uk

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Polling Districts and Polling Places Review 2014: Responses to Consultation and Returning Officer's proposals

The following tables set out the proposed polling districts, polling places and polling stations in Swale, taking into account the new ward boundaries which take effect in May 2015. Proposed polling stations must be within the polling place.

As this review is looking ahead to May 2015, the electorate figures are as estimated in the final report produced by the Local Government Boundary Commission. Postal voters are also estimated as 12% of the electorate. The maximum number of voters for a polling station is 2,500.

District ward:		Abbey Ward	
Estimated electorate (2017)		4,337	
Estimated number of voters at stations		3,817	
Constituency:		Faversham and Mid Kent	
Polling district letters	Polling district	Polling place	Polling station
FAE	Abbey East	Ward	St Mary of Charity Primary School, Orchard Place, Faversham, Kent, ME13 8AP
FAW	Abbey West	Polling district	St Mary of Charity Primary School, Orchard Place, Faversham, Kent, ME13 8AP
Consultation Responses			
Name	Response	Alternative proposals	Returning Officer's proposal
Faversham Town Council	"The station was small with a single door into the room which made access and egress difficult."	No alternatives proposed – recognise that alternative venues are at a premium	Continue to use St Mary of Charity Primary School, but review access and egress arrangements.

District ward:		Bobbing, Iwade and Lower Halstow Ward	
Estimated electorate (2017)		4,104	
Estimated number of voters at stations		3,612	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling Place	Polling station
BB	Bobbing	Polling District	Bobbing Village Hall, Sheppey Way, Bobbing, Sittingbourne, Kent, ME9 8PL
BI	Iwade	Polling district	Iwade Village Hall, Ferry Road, Iwade, Sittingbourne, Kent, ME9 8RG
BLH	Lower Halstow	Polling district	Memorial Hall, School Lane, Lower Halstow, Sittingbourne, Kent, ME9 7ES

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
Iwade Parish Council	"If the Parish Council has taken on the lease for The Barn it might be a suitable venue as a Polling Station."	The Barn	It is understood that The Barn may not be ready in May, and so I intend to continue with the current arrangement at the Village Hall.

District ward:		Borden & Grove Park Ward	
Estimated electorate (2017)		4,654	
Estimated number of voters at stations		4,096	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling Place	Polling station
BGB	Borden	Polling district	Borden Parish Hall, School Lane, Borden Sittingbourne, Kent, ME9 8JS
BGG	Grove Park	Polling district	Grove Park C.P School, Hilton Drive, Sittingbourne, Kent, ME10 1PT
BGBP	Grove Park – Bobbing Parish	Ward	Grove Park C.P School, Hilton Drive, Sittingbourne, Kent, ME10 1PT

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
Clr Gareth Randall	<p>"Residents of Auckland Drive and its adjoining roads, known as the New Zealand estate (*), currently vote at Minterne County Junior School.</p> <p>1. The changes proposed in the document will force these residents to travel a considerable extra distance to vote at Grove Park Community Primary School instead. The walking distance will be roughly half as much longer again and the driving distance more like double.</p> <p>2. The new route also contains a steep hill.</p> <p>3. This area has a considerable number of elderly residents who may be deterred from</p>	In summary, voters in the "New Zealand estate" (*) should continue to vote at Minterne school as first preference, or Westlands Primary school in Homewood Avenue as second preference.	I have given this careful consideration as I fully appreciate the points being made; however, it is not possible to use Minterne or Westlands Primary School as these venues are located within other wards and are already being used as polling stations for residents of the Homewood ward and the Woodstock ward. I therefore intend to use Grove Park School.

	<p>voting by the distance or go to the wrong polling station through habit.</p> <p>I believe that the residents of this area should be able to continue to vote at Minterne school, and that this area should be made into a separate polling district in order to support this.</p> <p>If for any reason Minterne school is not available as an option, the Westlands Primary School in Homewood Avenue is also at a very convenient walking distance (and again much closer than Grove Park school), so should be strongly considered.</p> <p>I believe convenience and continuity are more important than whether a voter votes in their own ward, especially when they are already used to voting in a particular location. Besides, the proposals in the document would require drivers from Auckland Drive to leave the ward then re-enter it, undermining the case for having the polling station in the same ward.</p> <p>(*) The area I am referring to is: Auckland Drive, Hamilton Crescent, Russell Close, Dunedin Close, Napier Close, plus those parts of Borden Lane and the nearby part of Cryalls Lane which are in the new Borden and Grove Park ward.”</p>		
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District ward:		Homewood Ward	
Estimated electorate (2017)		4,719	
Estimated number of voters at stations		4,153	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling Place	Polling station
HNW	Homewood North West	Polling district	Westlands Primary School, Homewood Avenue, Sittingbourne, Kent, ME10 1XN
HS	Homewood South	Polling district	UK Paper Leisure Club, Avenue of Remembrance, Sittingbourne, Kent ME10 4DE
HNE part 9	Homewood North East	Ward	UK Paper Leisure Club, Avenue of Remembrance, Sittingbourne, Kent ME10 4DE
Consultation Responses			
Name	Response	Alternative proposals	Returning Officer's proposal
Feedback from Polling Station Staff at 2014 Elections	Wyvern Hall will not be available next year, but the bar area will.	UK Paper Leisure Club	I intend to use the UK Paper Leisure Club instead of the Wyvern Hall. However, I have revised the proposed polling district as there were very few electors originally allocated to Homewood North East. This will be circulated.

District ward:		Minster Cliffs Ward	
Estimated electorate (2017)		5,856	
Estimated number of voters at stations		5,153	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling station
MCC	Minster Cliffs Central	Polling district	Minster CP School, Brecon Chase, Minster, Sheerness, Kent, ME12 2HX
MCE	Minster Cliffs East	Polling district	St.Georges Primary School, Chequers Road, Minster, Sheerness, Kent, ME12 3QU
MCW P D 6 6	Minster Cliffs West	Ward	Communal Lounge, Invicta Lodge, Kent Avenue, Minster, Sheerness, Kent, ME12 2DZ

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
Feedback from Polling Station at 2014 Elections	Communal Lounge - very cramped station. On street parking only, but many voters walk to the station.	Elliott Park School, Marina Drive	We have contacted Elliott Park School regarding availability and suitability for use as polling station on 7 May. At the time of writing this report no response has been received. As such, I intend to continue to use the Communal Lounge at Invicta Lodge. AmicusHorizon have confirmed that this venue is available.

District ward:		Priory Ward	
Estimated electorate (2017)		2,071	
Estimated number of voters at stations		1,822	
Constituency:		Faversham and Mid Kent	
Polling district letters	Polling district	Polling place	Polling station
FP	Priory	Polling district	Davington CP School, Priory Row, Faversham, Kent, ME13 7EQ

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
Faversham Town Council	"Issues with car parking."	No alternatives proposed – recognise that alternative venues are at a premium	I intend to continue to use current venue; however, I will require the school to make the car park available and to use main hall for 7 May 2015.
Feedback from Polling Station at 2014 Elections	No parking; won't work for 2015. There were no parking spaces provided for voters and several complaints. Not good at school closing time.		

District ward:		Queenborough and Halfway Ward	
Estimated electorate (2017)		5,821	
Estimated number of voters at stations		5,122	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling station
QHE	Halfway East	Polling district	Halfway Houses C.P School, Southdown Road, Halfway, Sheerness, Kent, ME12 3BE
QHW	Halfway West	Polling districts of QHE and QHW	Halfway Houses C.P School, Southdown Road, Halfway, Sheerness, Kent, ME12 3BE
QQ P R Q R →	Queenborough	Polling district	Castle Connections, Railway Terrace, Well Road, Queenborough, Sheerness, Kent, ME11 5AY
Rushenden	Polling district	Communal Lounge, Manor Close, Rushenden, Sheerness, Kent, ME11 5NB	
Consultation Responses			
Name	Response	Alternative proposals	Returning Officer's proposal
Feedback from Polling Station at 2014 Elections	Queenborough Library too small for a combined General/Local and Town Council Election.	Castle Connections or Sheppey Hall, both have plentiful parking.	I intend to use the Castle Connections venue for the Queenborough polling district as this will provide more room for voters in the polling station.

District ward:		Sheerness Ward	
Estimated electorate (2017)		7,365	
Estimated No. of voters at polling stations		6,481	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling Place	Polling station
SEE	Sheerness East East	Polling district	Richmond Primary School, Nursery Close, St. Helen's Road, Sheerness
SEC	Sheerness East Central	Polling district	Vincent Court, Vincent Gardens, Sheerness has been suggested as a venue. However this is not available to use as a polling station.
SWS	Sheerness West South	Polling district	West Minster Primary School, St. Georges Avenue, Sheerness
SWN	Sheerness West North	Polling district	Seashells Children and Families Centre, Rose Street, Sheerness, Kent, ME12 1AW
SEW	Sheerness East West	Polling district	Sheerness County Youth Club, Broadway, Sheerness, Kent, ME12 1TP

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
Cllr Mark Ellen	"The Youth Club as always and the Academy, formally Cheyne School, would be my choices."	The Youth Club is one of the proposed polling stations but the Academy is an alternative proposal for this Ward.	I intend to continue to use the Youth Club as a polling station. The Academy is not suitable given it is a secondary school and suitable alternatives are available.
Online Form x 2	Happy with current arrangements	N/A	In respect of the proposal to use Vincent Court, unfortunately this is not an option and so I am

			proposing to go back to my original proposal for four polling districts in this area – which is well within the Electoral Commission criteria of no more than 2,500 electors for a polling station.
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District ward:		St. Ann's Ward	
Estimated electorate (2017)		4,035	
Estimated No. of voters at polling stations		3,551	
Constituency:		Faversham and Mid Kent	
Polling district letters	Polling district	Polling Place	Polling station
FSE	St Ann's East	Polling district	St Jude Welcome Centre, 34 Tanners Street, Faversham, Kent, ME13 7JW
FSW	St Ann's West	Polling district	West Faversham Community Centre, Bysing Wood Road, Faversham, Kent, ME13 7RH

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
6 Faversham Town Council 9 15	<p>"There was some discussion about access issues, particularly in relation to the St Jude Welcome Centre. This was on a long slope making it difficult for those with access issues, unless they came by car. That was also likely to cause problems given the narrowness of the venue's access."</p> <p>"The West Faversham Community Centre unintentionally took voters on a tour of the centre to reach the polling station."</p>	No alternatives proposed – recognise that alternative venues are at a premium	<p>Re St Jude Welcome Centre, as there are no suitable alternatives available, I intend to continue to use this venue as a polling station. As in previous elections, a flyer will be sent with the poll card to ensure that voters are made aware of access arrangements and voting methods available.</p> <p>Re West Faversham Community Centre, I intend to continue to use this venue as a polling station; however, we will look at the location of the polling station within the building.</p>

District ward:		Teynham and Lynsted Ward	
Estimated electorate (2017)		4,124	
Estimated No. of voters at polling stations		3,629	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling station
TLL	Luddenham	Polling district	Oare Village Hall, Church Road, Oare, Faversham,, Kent, ME13 0QA
TLO	Oare	Polling district	Oare village Hall, Church Road, Oare, Faversham,, Kent, ME13 0QA
TLT	Tonge	Polling district	Bapchild Village Hall, School Lane, Bapchild, Sittingbourne, Kent, ME9 9NL
GLY	Lynsted with Kingsdown	Polling district	Lynsted & Norton School, Lynsted Lane, Lynsted, Sittingbourne,, Kent, ME9 0RL
TNB	Norton, Buckland and Stone	Polling district	Norton Village Hall, Norton, Faversham, Kent, ME13 0SW
TTN	Teynham North	Polling district	Teynham Village Hall, Belle Friday Close, Teynham, Kent, ME9 9TU
TTS	Teynham South	Polling district	Teynham Village Hall, Belle Friday Close, Teynham, Kent, ME9 9TU

Consultation Responses

Name	Response	Alternative proposals	Returning Officer's proposal
Online form	“Some time ago I contacted our then local councillors (they did not respond) after a conversation I had with a group of elderly residents. As the majority of the	Perhaps a section of the Belle Friday Centre could be an additional polling station.	Unfortunately there is no parking for the Belle Friday Centre. Whilst I appreciate the comments made online, I intend to continue to use Lynsted and

	population of Lynsted w Kingsdown is housed along London Road they felt it very unfair to place the polling station in Lynsted Village School. This would require a (very infrequent) bus journey. When I explained they could ask for a lift to the school most said they were very uncomfortable with that. I would of suggested postal voting but as someone who was denied a vote last time because SBC did not send us our voting papers (did complain but no response) I didn't think I could advocate it.”		Norton School.
Online Form Page 17	Happy with current arrangements	N/A	

District ward:		The Meads Ward	
Estimated electorate (2017)		2,289	
Estimated No. of voters at polling stations		2,014	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling station
TM	The Meads	Ward	To be agreed – community centre or alternative
TMBP	The Meads Bobbing Parish	Ward	To be agreed – community centre or alternative
Consultation Responses			
Name	Response	Alternative proposals	Returning Officer's proposal
County Cllr Mike Baldock	"I have serious reservations about the voters in Meads Bobbing Ward voting at Bobbing Hall which is outside the Meads Electoral area."	No alternative proposed	The arrangements have been revised following this feedback to allow for all voters of the Meads Ward to vote in the same location. However, this needs to be carefully managed with regard to the Meads Bobbing Parish polling district.
Cllr Mike Whiting	"In the Meads, I would suggest both TM and TMBP use the same polling station, and that that polling station be on the Meads or the Watermark development. It seems wrong to expect people to travel to Bobbing Village Hall, the other side of the A249, when a polling place is to be set up on the estate on which they live, a polling	Shops and a pub and the new community centre.	

	<p>place that could be shared for the two polling districts. If you are looking for suggestions, then I am stumped! However, there are shops and a pub and the new community centre and health centre may be up and running by May 2015."</p>		
Mr James Hunt	<p>"Hopefully the community centre will have been built by then but if not could the council please ensure that other polling stations are investigated for residents? With The Meads being a new ward it would be good if those residents had a polling station within their ward so they didn't have to travel too far and it was more convenient for them. I understand that some of the ward comes under Bobbing Parish Council and there may be parish elections at the same time but there may be ways of keeping both polling stations within the ward boundary and within the parish."</p>	<p>Some possibilities for investigation could be The Watermark buildings, The Jenny Wren, the local shops, Quinton Village Hall, houses, or even a caravan that some rural locations use.</p>	<p>At the time of writing it is understood that the community facility is unlikely to be available for 7 May 2015, and so alternatives within the ward will be considered, and a mobile unit hired if necessary.</p>

District ward:		Watling Ward	
Estimated electorate (2017)		4,428	
Estimated No. of voters at polling stations		3,897	
Constituency:		Faversham and Mid Kent	
Polling district letters	Polling district	Polling Place	Polling station
FWE	Watling East	Polling district	Preston Schoolroom, Preston Lane, Faversham, Kent, ME13 8LG
FWW	Watling West	Polling district	Ethelbert Rd Primary School, Ethelbert Road, Faversham, Kent, ME13 8SQ
Consultation Responses			
Name	Response	Alternative proposals	Returning Officer's proposal
Faversham Town Council	“Voters could have long distances to travel.”	No alternatives proposed – recognise that alternative venues are at a premium	I intend to continue to use the school as a polling station.
Feedback from European Parliamentary elections	Asks whether Preston Schoolroom is fit for use.	Possible joint station again at Ethelbert Road School	I have visited Preston Schoolroom and intend to continue to use this venue as a polling station.
Online Form	Happy with current arrangements	N/A	
Online Form	Happy with current arrangements	N/A	

Polling Districts and Polling Places Review 2014: no responses received to consultation in opposition to the proposals

The following tables set out the proposed polling districts, polling places and polling stations in Swale, taking into account the new ward boundaries which take effect in May 2015. Proposed polling stations must be within the polling place.

As this review is looking ahead to May 2015, the electorate figures are as estimated in the final report produced by the Local Government Boundary Commission. Postal voters are also estimated as 12% of the electorate. The maximum number of voters for a polling station is 2,500.

District ward:	Boughton and Courtenay Ward		
Estimated electorate (2017)	4,395		
Estimated number of voters at stations	3,868		
Constituency:	Faversham and Mid Kent		
Polling district letters	Polling district	Polling Place	Polling station
BBO	Boughton	Polling district	Boughton Village Hall, Boughton, Faversham, Kent, ME13 9AH
BDU	Dunkirk	Polling district	Dunkirk Village Hall, London Road, Dunkirk, Faversham, Kent, ME13 9LF
BFW	Faversham Without	Ward	Graveney Village Hall, Sandbanks Lane, Graveney, Faversham, Kent, ME13 9DQ
BGO	Goodnestone	Ward	Graveney Village Hall, Sandbanks Lane, Graveney, Faversham, Kent, ME13 9DQ
BGR	Graveney	Polling district	Graveney Village Hall, Sandbanks Lane, Graveney, Faversham, Kent, ME13 9DQ
BHE	Hernhill	Polling district	Village Hall, Hernhill, Faversham, Kent, ME13 9JG
BSE	Selling	Polling district	Selling Village Hall, The Street, Selling, Faversham, Kent, ME13 9RQ
BSH	Sheldwich	Polling district	Village Hall, Sheldwich, Faversham, Kent, ME13 0NG

Returning Officer's proposals or comments

My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.

Consultation Responses

No responses were received relating to the proposals for Boughton and Courtenay Ward.

District ward:		Chalkwell Ward	
Estimated electorate (2017)		2,029	
Estimated number of voters at stations		1,786	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling Place	Polling station
C	Chalkwell	Polling district	New House Sports & Youth Centre, Chalkwell Road, Sittingbourne, Kent, ME10 2LP
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
No responses were received relating to the proposals for Chalkwell Ward.			

District ward:	East Down's Ward		
Estimated electorate (2017)	2,137		
Estimated number of voters at stations	1,881		
Constituency:	Faversham and Mid Kent		
Polling district letters	Polling district	Polling Place	Polling station
EBA	Badlesmere	Polling district	Village Hall, Sheldwich, Faversham, Kent, ME13 0NG
EDO	Doddington	Polling district	Village Hall, Doddington, Sittingbourne, Kent, ME9 0BH
EE	Eastling	Polling district	Eastling Village Hall, Eastling, Faversham, Kent, ME13 0BA
ELE	Leaveland	Polling district	Sheldwich Village Hall, Faversham, Kent ME13 0NG
ENE P ED	Newnham	Polling district	Newnham Village Hall, The Street, Newnham, Sittingbourne, Kent, ME9 0LW
EOS	Ospringe	Polling district	Whitehill Chapel, Painters Forstal, Faversham, Kent, ME13 0DU
EST	Stalisfield	Polling district	The Old Vicarage, Stalisfield Road, Stalisfield Green (until village hall is rebuilt)
ETH	Throwley	Polling district	Portacabin On The Green, Throwley Forstal, Faversham, Kent
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
We have been advised that Whitehill Chapel may now be available for the election on 7 May 2015.			
Consultation Responses			
No responses were received relating to the proposals for East Down's Ward.			

District ward:	Hartlip, Newington and Upchurch Ward		
Estimated electorate (2017)	4,513		
Estimated number of voters at stations	3,971		
Constituency:	Sittingbourne and Sheppey		
Polling district letters	Polling district	Polling Place	Polling station
HH	Hartlip	Polling district	Hartlip Village Hall, Hartlip, Sittingbourne, Kent, ME9 7TH
HN	Newington	Polling district	Newington Village Hall, High Street, Newington, Sittingbourne, Kent, ME9 7JJ
HU	Upchurch	Polling district	Upchurch Village Hall, Upchurch, Sittingbourne, Kent, ME9 7EU
Returning Officer's proposals or comments			
 My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
 Consultation Responses No responses were received relating to the proposals for Hartlip, Newington and Upchurch Ward.			

District ward:	Kemsley Ward		
Estimated electorate (2017)	4,209		
Estimated number of voters at stations	3,704		
Constituency:	Sittingbourne and Sheppey		
Polling district letters	Polling district	Polling Place	Polling station
KC	Kemsley Central	Polling district	Kemsley Village Hall, The Square, Ridham Avenue, Kemsley, Sittingbourne, Kent, ME10 2SL
KN	Kemsley North	Ward	Kemsley Village Hall, The Square, Ridham Avenue, Kemsley, Sittingbourne, Kent, ME10 2SL
KS	Kemsley South	Polling district	Clock Tower Hall, Adisham Green, Kemsley, Sittingbourne, Kent, ME10 2RQ
Returning Officer's proposals or comments			
Given the size of the electorate in this ward it may be possible to allocate two rather than three polling districts, but feedback is welcome.			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
No responses were received relating to the proposals for Kemsley Ward. I have given further consideration to the size of the electorate in this area and intend to continue to have a double station at Kemsley Village Hall.			

District ward:	Milton Regis Ward		
Estimated electorate (2017)	4,265		
Estimated number of voters at stations	3,753		
Constituency:	Sittingbourne and Sheppey		
Polling district letters	Polling district	Polling Place	Polling station
MRN	Milton Regis North	Ward	Milton Court Primary Academy, Brewery Road, Milton Regis, Sittingbourne, Kent, ME10 2EE
MRS	Milton Regis South	Polling district	Milton Court Primary Academy, Brewery Road, Milton Regis, Sittingbourne, Kent, ME10 2EE
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
No responses were received relating to the proposals for Milton Regis Ward.			

District ward:	Murston Ward		
Estimated electorate (2017)	4,408		
Estimated number of voters at stations	3,879		
Constituency:	Sittingbourne and Sheppey		
Polling district letters	Polling district	Polling place	Polling station
MUN	Murston North	Polling district	Murston Junior School, Sunny Bank, Murston, Sittingbourne, Kent, ME10 3QN
MUS	Murston South	Polling district	Lansdowne Primary School, Gladstone Drive, Sittingbourne, Kent, ME10 3BH
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
<p>Consultation Responses</p> <p>No responses were received relating to the proposals for Murston Ward.</p>			

District ward:	Roman Ward		
Estimated electorate (2017)	4,699		
Estimated No. of voters at polling stations	4,135		
Constituency:	Sittingbourne and Sheppey		
Polling district letters	Polling district	Polling place	Polling station
RE	Roman East	Polling district	Sittingbourne Community College, Swanstree Avenue, Sittingbourne, Kent, ME10 4NL
RW	Roman West	Polling district	South Avenue Infants School, South Avenue, Sittingbourne, Kent, ME10 4SU
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
No responses were received relating to the proposals for Roman Ward.			

District ward:		Sheppey Central Ward	
Estimated electorate (2017)		6,096	
Estimated No. of voters at polling stations		5,364	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling station
SCM	Sheppey Central Mid	Polling district	Minster CP School, Minster Road, Minster, Sheerness, Kent, ME12 2HX
SUS	Sheppey Central South	Polling district	Thistle Hill Community Centre, 4 Laurel Road, Minster, Sheerness, Kent, ME12 3FG
SW6	Sheppey Central West	Polling district	County Library, Minster Road, Minster, Sheerness, Kent, ME12 3NP
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations. Minster South Parish Ward falls within this ward.			
Consultation Responses			
No responses were received relating to the proposals for Sheppey Central Ward.			

District ward:		Sheppey East Ward	
Estimated electorate (2017)		3,965	
Estimated No. of voters at polling stations		3,489	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling station
SHE	Eastchurch	Polling district	Eastchurch Village Hall, Warden Road, Eastchurch, Sheppey, Kent, ME12 4EJ
SHL	Leysdown	Polling district	Leysdown Village Hall, Wing Road, Leysdown, Sheerness, Kent, ME12 4QR
SHMEP Parish	Minster East Parish	Ward	Eastchurch Village Hall, Warden Road, Eastchurch, Sheppey, Kent, ME12 4EJ
HW 30	Warden	Polling district	Warden Village Hall, Warden Bay Road, Warden Bay, Sheppey, Kent, ME12 4NB
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
No responses were received relating to the proposals for Sheppey East Ward.			

District ward:	West Downs Ward		
Estimated electorate (2017)	2,167		
Estimated No. of voters at polling stations	1,907		
Constituency:	Sittingbourne and Sheppey		
Polling district letters	Polling district	Polling place	Polling stations
WBA	Bapchild	Polling district	Bapchild Village Hall, School Lane, Bapchild, Sittingbourne, Kent, ME9 9NL
WBR	Bredgar	Polling district	Bredgar Village Hall, Bexon Lane, Bredgar, Sittingbourne, Kent, ME9 8HB
WDM	Milstead	Polling district	Milstead Village Hall, Milstead, Sittingbourne, Kent, ME9 OSD
WDR	Rodmersham	Polling district	Village Hall, Rodmersham Green, Sittingbourne, Kent, ME9 0PL
WDT e o e c	Tunstall Rural Parish	Polling district	Tunstall Village Hall, Tunstall Road, Tunstall, Sittingbourne, Kent, ME10 1YZ
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
Bredgar Parish Council, Bredgar Village Hall Committee and Bredgar Primary School made the following submission:			
“Have no particular comments to make on the proposed continued use of Bredgar Village Hall for Council elections.”			

District ward:		Woodstock Ward	
Estimated electorate (2017)		4,111	
Estimated No. of voters at polling stations		3,618	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling place	Polling stations
WOW	Woodstock West	Polling district	Minterne Junior School, Minterne Avenue, Sittingbourne, Kent, ME10 1SB
WOE	Woodstock East	Polling district	Minterne Junior School, Minterne Avenue, Sittingbourne, Kent, ME10 1SB
WOTP age 2	Tunstall Urban Parish	Ward	Minterne Junior School, Minterne Avenue, Sittingbourne, Kent, ME10 1SB
Returning Officer's proposals or comments			
My proposals for polling stations are set out above. Feedback is welcome, including suggestions for alternative polling stations.			
Consultation Responses			
No responses were received relating to the proposals for Woodstock Ward.			

District ward:		Homewood Ward	
Estimated electorate (2017)		4,719	
Estimated number of voters at stations		4,153	
Constituency:		Sittingbourne and Sheppey	
Polling district letters	Polling district	Polling Place	Polling station
HW	Homewood West	Polling district	Westlands Primary School, Homewood Avenue, Sittingbourne, Kent, ME10 1XN (Ashdown House)
HC	Homewood Central	Ward	UK Paper Leisure Club, Avenue of Remembrance, Sittingbourne, Kent ME10 4DE
HE	Homewood East	Polling district	UK Paper Leisure Club, Avenue of Remembrance, Sittingbourne, Kent ME10 4DE
Consultation Responses			
Name	Response	Alternative proposals	Returning Officer's proposal
Feedback from Polling Station Staff at 2014 Elections	Wyvern Hall will not be available next year, but the bar area will.	UK Paper Leisure Club	I intend to use the UK Paper Leisure Club instead of the Wyvern Hall for HC and HE. (I have revised the proposed polling district sas there were very few electors originally allocated to Homewood North East).

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Agenda Item 5

General Purposes Committee Meeting	
Meeting Date	6 th October 2014
Report Title	Employer Pension Discretions
Cabinet Member	Cllr Ted Wilcox, Cabinet Member for Performance
SMT Lead	Mark Radford, Director of Corporate Services
Head of Service	Dena Smart, Head of HR Shared Services
Lead Officer	Dena Smart, Head of HR Shared Services
Key Decision	No
Classification	Open
Forward Plan	Reference number:
Recommendations	1. That the General Purposes Committee agree the amended policy on Employer Discretions as set out in draft at Appendix I.

1 Purpose of Report and Executive Summary

- 1.1 The Local Government Pension Scheme (LGPS) regulations changed significantly in 2013; under the regulations all employers must set their own policy on some of the regulations. With the change to the regulations the employer discretions have to be reviewed, agreed and published to staff.

2 Background

- 2.1 Within the Local Government Pension Scheme regulations there are several terms about which each employer must have a policy and this should be communicated to employees within the scheme. If the employer does not have a policy then the pension scheme administrator will either refer every case separately to the employer or default to the minimums set out in the regulations. The last time this policy was amended was July 2010 but with the major reform of the LGPS in 2013 the regulations have changed and under Regulation 60(1) of the Local Government Pension Scheme Regulations 2013, it is compulsory for all employers to make a policy decision under Regulations 16(2)(e), 16(4)(d), 30(6), 30(8) and 31 and Paragraph 2(2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and amendments) Regulations 2014 .

3 Proposals

- 3.1 The pension regulations are extremely complicated and the council relies upon the advice of the pension administrators to guide us in the pension discretions policy. The practice in previous years within SBC and most other employers in

Kent have been to mirror the same discretions as Kent County Council (KCC) and the attached policy reflects this.

- 3.2 The draft discretions, which are consistent with the approach taken by KCC are designed to minimise the cost implications for SBC as an employer but also ensure that the council does not fetter its decision making powers by limiting its ability to make alternative decisions in exceptional circumstances.

4 Alternative Options

- 4.1 The General Purposes Committee must ensure that the Council has a policy on these employer discretions. If the Committee did not agree to adopt the amended policy the council would not meet its statutory requirements. The Committee could choose to vary the wording of the policy in some way but further advice would need to be taken to ensure that the change did not constitute a breach of the regulations.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has been undertaken with the KCC pension administrators and briefings have been organised for staff on general pension matters during October. The national changes to the LGPS were in full consultation with trade unions and employers.

6 Implications

Issue	Implications
Corporate Plan	The pension provisions are an integral part of the council's pay and reward strategy.
Financial, Resource and Property	All pension scheme changes have some impact on the ultimate cost of the scheme; these have been anticipated within current budgets.
Legal and Statutory	There is a legal requirement for us to have a policy on the Employer Discretions and for this policy to be up to date. Local Government Pension Scheme Regulations 2013 LGPS (Transitional Provisions, Savings and amendments) Regulations 2014 .
Crime and Disorder	None identified at this time
Sustainability	None identified at this time
Health and Wellbeing	None identified at this time

Risk Management and Health and Safety	There are risks to the Council if it does not have a published policy; the purpose of this paper is to ensure the Council meets this legal requirement.
Equality and Diversity	None identified at this time

7 Appendices

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

- Appendix I: Draft Pension Discretionary Policy

8 Background Papers

None

Appendix I

DRAFT
Swale Borough Council
Policy and Procedural Issues
Local Government Scheme Regulations
Employer Discretions

This paper confirms the pension policy of Swale Borough Council as it relates to the exercise of discretions contained in the Local Government Pension Scheme Regulations 2013 and the LGPS (Transitional Provisions, Savings and amendments) Regulations 2014. Last updated June 2014.

The policy statement applies to all members of staff who are eligible to be members of the LGPS, as defined in the regulations i.e. employees with a contract of employment of over 3 month's duration and who are under 75 years of age and are contractually enrolled at the start of employment. Those with contracts of less than 3 months, including casuals, can join but need to elect to do so.

Employees who are members of the pension scheme are only entitled to receive pension benefits if they have 2 years or more service. Under LGPS 2014 Regulation 18, if an employee leaves within 2 years of the start of their employment their contributions can be repaid or transferred to another scheme, unless there is some fraudulent offence or misconduct in connection with the employment

Principles

The Authority will treat any individual retirement case and decisions on its merits.

Decisions relating to retirement will be made taking into account the business case and business implications, the financial implications, employment law consideration, the regulations and the legality of each case. It may also take into account long term savings, affordability, skills and skills retention and impact on service delivery.

The definition of business efficiency shall include, but not be limited to financial savings and/or quality improvements judged on a case by case basis.

Each decision will be made free from discrimination on the grounds of any protected characterising – age, disability, gender reassignment, marriage or civil partnership, pregnancy & maternity, race, religion and belief, sex, sexual orientation or any other personal criteria.

The Authority's decisions relating to retirement and the release of pension benefits will be in line with the current pension regulations. These regulations may be updated from time to time and the Authority will default to the regulations if the policy is not explicit on any current or future regulation.

Decisions relating to the release of deferred benefits to former employees will refer to the relevant pension policies applicable at the time of their employment. In such cases,

the decision as to the release of deferred benefits will be on a case by case basis and will take into account the criteria detailed in these principles. Guidance may be sought from the pension administrators as required.

Regulation 9 (1) & (3) - Contributions

Swale Borough Council will apply the nationally determined employee contribution rates and bands. These are subject to change and may be varied.

Swale Borough Council will pay the rate of contributions determined in the regulations for employees whose pay is reduced through ill health or during authorised unpaid leave, including child related leave.

The calculation of pensionable pay will include basic annual salary plus any other pensionable salary items including – Market Supplement/ Premium, Overtime, Bonus, Honorarium, Salary Supplements. The pensionable pay will be reviewed monthly and based on earnings for that month to identify the appropriate band and contribution percentage

Swale Borough Council will notify employees of their individual contribution rates in their payslips or by letter at least annually.

Regulation 16 (2)e and 16 (4)d – Shared Cost Additional Pension Contributions (SCAPC)

It is not Swale Borough Council's general policy to operate a SCAPC where a scheme member wishes to purchase extra annual pension (up to the limit defined in the regulations).

Where a scheme member has a period of child related leave or authorised unpaid leave and elects, within 30 days of return to work, to pay a SCAPC to cover the amount of pension 'lost' during the period of absence, in these circumstances Swale Borough Council is required to contribute 2/3rds of the cost. If an election is made after the 30 day time limit the full costs will be met by the scheme member.

Employees who have the option to pay contributions in respect of a period of unpaid absence must elect to do so within 30 days of the date of the notice issued to them by the Human Resources Section stating the amount of contributions to be paid. This time limit may be extended by the Head of Human Resources if the employee can demonstrate exceptional circumstances so as to justify an extension of time.

TP Regulations 1(1)(c) of Schedule 2 – whether to allow the rule of 85 to be 'switched on' for members age 55-59.

It is not Swale Borough Council's general policy to make use of the discretion to 'switch back on' the 85 year rule protections unless there are clear financial or operational advantages to the council. Each case will be considered on its merits by Head of Human Resources, the Head of Finance and the relevant Director.

Regulation 17 (1) – Shared Cost Additional Voluntary Contributions (SCAVC)

It is not the current policy of the Borough Council to operate a shared cost Additional Voluntary Contribution Scheme for employees. However, this policy will be reviewed from time to time by the Head of Human Resources in conjunction with the Chief Finance Officer, subject to Member's approval.

Regulation 21 (5) – In determining Assumed Pensionable Pay whether a lump sum payment made in the previous 12 months is a ‘regular lump sum’.

Swale Borough Council will maintain a list which details what Swale Borough Council considers being a regular lump sum payment made to our employees to be used in the calculation of the Assumed Pensionable Pay

Regulation 22 (7)(b) &22 (8)(b) - Aggregation of Benefits

Employees who have previous LGPS pension benefits in England and Wales will automatically have these aggregated with their new LGPS employment unless they elect within 12 months of commencing membership of the LGPS in the new employment to retain separate benefits. Swale Borough Council has the discretion to extend this period beyond 12 months and each case will be considered on its own merits by the Head of Human Resources, the Head of Finance and the relevant Director.

Regulation 30(6) – Flexible Retirement

It is Swale Borough Council's policy to only provide consent for flexible retirement and the immediate payment of benefits where there are clear financial or operational benefits to the council. Any such consent requires the agreement of the Head of Human Resources and the relevant Director and each case would be considered on its merits.

If consent has been given under Regulation 30 (6) it is not Swale Borough Council's general policy to waive any actuarial reduction unless there are exceptional circumstances.

Regulation 30(8) Waiving of Actuarial Reductions

It is not the policy of the Borough Council to give consent to the immediate payment of benefits to employees under this regulation unless there is a demonstrable benefit to the organisation which would take full account of any extra costs to be borne by the Authority. In circumstances where a request is made for an early payment of a deferred benefit this is unlikely to be granted except in the most extreme cases of hardship; circumstances must be exceptional and would not reasonably be expected to prevail i.e. the occurrence of a disaster or accident etc. Financial hardship alone would not normally be deemed sufficient. Any such consent shall be agreed by the Head of Human Resources, Head of Finance and the relevant Director taking account of all the details involved in the case.

Where a scheme member has previously been awarded a preserved benefit, it is not generally the policy of Swale Borough Council to give consent under this regulation to the early payment of benefits, however each request will be considered and full account taken of any costs to be borne by the authority. Any consent shall be agreed by the Head of Human Resources, Head of Finance and the relevant Director taking account of all the details involved in the case. It is not the council's general policy to waive any actuarial reduction in these circumstances.

Regulation 31 – Award of Additional Pension

Swale Borough Council has the discretion to award additional pension (up to the additional pension limit defined in the regulations) to an active member or within 6 months of leaving the scheme to a scheme member who was dismissed on grounds of redundancy or business efficiency.

Swale Borough Council will only exercise this discretion in exceptional circumstances and where there is a proven total benefit to the organisation which includes any costs that might be borne by the authority. Any consent shall be agreed by the Head of Human Resources, Head of Finance and the relevant Director taking account of all the details involved in the case.

Regulation 100 (6) – Aggregation of Benefits

If a scheme member wishes to transfer any pension benefits they have built up in other schemes to the Local Government Pension Scheme, it is the policy of Swale Borough Council that the election must be made within 12 months of the Pension Section being notified that the employee has become an active member of the Kent Scheme.

If the 12 month period has elapsed then the member may make a case for any exceptional circumstances to be considered by the Head of Human Resources, the Head of Finance and the relevant Director within Swale Borough Council and by the Pension Scheme Administrator, both organisations must agree to the late transfer.

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Agenda Item 6

General Purpose Committee Meeting		Agenda Item: X
Meeting Date	Monday 6 October	
Report Title	Changes to contract Standing Orders	
Cabinet Member	Cllr Dewar-Whalley, Cabinet Member for Finance	
SMT Lead	Dave Thomas	
Head of Service	Dave Thomas	
Lead Officer	Alan Marolia	
Key Decision	No	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	1. That amendment's to Contract Standing Orders be considered and approved.	

1 Purpose of Report and Executive Summary

It is necessary to occasionally amend Contract Standing Orders (CSO) to ensure the content is maintained in line with current day legislation and requirements. In this case amendments are proposed to assist local Small, Medium enterprises (SME's) in procuring lower value opportunities between 0 - £15,000.

- 1.1 This report provides information with regard to the proposed amendments that are contained within Appendix i of the report.
- 1.1.1 Current Contract Standing Orders that are in force can be found on the Swale website. <http://www.swale.gov.uk/contract-standing-orders/>

2 Background

Purchasing decisions and processes are important because the money involved is public money. The purpose of Contract Standing Orders is to provide a structure within which purchasing decisions are made and implemented and which ensure that the Council furthers its corporate objectives. One such objective is Social Value and the amendments proposed will further assist local SME's in successfully procuring council services while keeping in line with the principles of the EU Treaties.

Even when a tender process is not required under the Directives, for example because the estimated value of a contract falls below the relevant threshold, EU Treaty-based principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality apply and some degree of advertising, appropriate to the scale of the contract, is likely to be necessary to demonstrate transparency. This is in line with the UK objective of achieving value for money in all public procurement, not just that which is covered by the procurement Directives.

- 2.1 The proposed amendments recognise and comply with the principles of the EU Treaties.

3 Proposals

Please refer to Appendix i for detail of the proposed amendments. The proposals contained in Appendix i are intended to provide a 'lighter touch' for the benefit of local SME's while maintaining the principles of the EU Directive and are generally aimed at lifting the lower financial threshold to enable a smoother and more simplified process to lower value procurements.

It's proposed that the following clauses in Contract Standing Orders are amended:
7.3, 7.4, 11.1, 13.1, 13.3.3 and 13.3.4 as illustrated in Appendix I of this report.

4 Alternative Options

4.1 Contract Standing Orders not to be amended..

5 Consultation Undertaken or Proposed

5.1 Consultation with the Procurement Group in July 2014 has been undertaken and agreement reached that amendments contained in Appendix i of this report be recommended and approved.

6 Implications

The proposal is in keeping with the principles of the EU treaties therefore there are no negative implications.

Issue	Implications
Corporate Plan	Open for Business
Financial, Resource and Property	There are no financial or resourcing implications related to the approval of the proposed amendments.
Legal and Statutory	There are no legal or statutory implications
Crime and Disorder	No crime and disorder implications.
Sustainability	Acceptance of the proposal will benefit SME's in enabling better opportunities for lower value procurements.
Health and Wellbeing	There are no health or well being issues.
Risk Management and Health and Safety	The proposal significantly reduces bureaucratic requirements making way for a simpler and quicker procurement process for lower value procurements.
Equality and Diversity	Procurement opportunities are open to all.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix i: Amendments to Contract Standing Orders

8 Background Papers

Nil

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Appendix i

Proposals

Clause 7.3 of CSO's change from;

'As a minimum any tender valued at £15,000 or above will be advertised on Swale.gov.uk and the South East Business Portal. Any tender as a minimum between £5,000 & £14,999 will be advertised on Swale.gov.uk.'

To

'As a minimum any tender valued at £15,000 or above will be advertised on Swale.gov.uk, **Kent Portal** and the South East Business Portal. Any tender as a minimum between £5,001 & £14,999 will be advertised on Swale.gov.uk.'

Clause 7.4 of Contract Standing Orders Change:

From;

Total value £	Type of contrac	Procedure to be used
0 - 1000	works, supplies and services	a) At least one quotation in advance b) All purchases however small to be in writing, on an official order c) Approved by the relevant Head of Service or authorised officer. d) Officer should be able to provide a rationale for why they selected the provider used.

To

Total value £	Type of contrac	Procedure to be used
0 - 5000	works, supplies and services	a) At least two quotations in advance b) All purchases however small to be in writing, on an official order c) Approved by the relevant Head of Service or authorised officer. d) Officer should be able to provide a rationale for why they selected the provider used.

Exclude

Procedure to be used 1001 to 5000	works, supplies and services	a) At least two quotes in advance b) All purchases however small to be in writing, on an official order c) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M. d) Approved by the relevant Head of Service or authorised officer e) Records maintained to demonstrate probity and V.F.M. obtained
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Appendix i

Exclude Three add Two

Procedure to be used 5001 to 15,000	works, supplies and services	<ul style="list-style-type: none">a) At least three two quotes in advance.b) Advertised on www.swale.gov.ukb) All purchases however small to be in writing, on an official orderc) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M.d) Approved by the relevant Head of Service or authorised officere) Records maintained to demonstrate probity and V.F.M. obtained.f) To be advertised on www.swale.gov.uk
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Add www.swale.gov.uk

15,001 to 74,999	works, supplies and services	<ul style="list-style-type: none">a) At least three written tenders in advance.b) Advertised on www.swale.gov.uk and the Kent and South East Business Portal.b) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and an independent senior officer and also where required or requested in the presence of the cabinet portfolio holder (or nominee).c) Record to be entered on the Council's Contract Registerd) Contracts in writing using the standard clauses and to include the core clauses as set out within the CSOs document.e) Award of contract approved by the Responsible Officer plus signed by another officer.f) Risk assessment conducted (in writing) and kept on the file
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Appendix i

Add www.swale.gov.uk

75,000 to 172,514**	works, supplies and services	<ul style="list-style-type: none"> a) At least three written tenders in advance b) Advertised on www.swale.gov.uk the Kent and South East Business Portals. c) List of contractors invited to tender approved by the Responsible Officer d) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and an independent senior officer and also where required or requested in the presence of the cabinet portfolio holder (or nominee) e) Tenderers subjected to Financial Appraisal prior to invitation to tender. f) Approval required from the Cabinet for award of contract, waiver from CSOs and extensions to contracts g) Contract executed as a deed h) Record of the contract entered on the Council's Contract Register i) Standard contract clauses to be used and to include the core clauses as set out within the CSOs document j) Risk assessment conducted (in writing) and kept on the file
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Add: 'This will also be advertised on the Swale website and the South East Business Portal'

172,514** plus **EU Threshold	Supplies and services	<ul style="list-style-type: none"> a) EU Rules apply – full competitive process with tenders following advertisement in the OJ for supplies and Part A* services. For Part B* services reduced requirements apply but there is a presumption in favour of advertising and a competitive process. This will also be advertised on the Swale website and the South East Business Portal. b) Points a; c; d; e; f; g; h; i and j as above for works, supplies and services for £75,000 to £172,514**
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11.1 Remove £75,000 ADD £15,000

11.1 An Invitation to Tender shall be issued by the Council for all contracts over ~~£15,000~~ **£75,000** and tenders shall be submitted in accordance with the requirements of the Invitation to Tender.

13.1 Remove £1,000 ADD £5,001

13.1 The requirement for the Council to conduct a competitive purchasing process for contracts in excess of ~~£1,000~~ **£5,001** may be waived in the following circumstances;

Appendix i

13.3.3 ADD “Cabinet agree to the waiver requested in relation to the [works, goods / services] contract and that the Head of Commissioning and Customer Services be authorised to complete the necessary documentation”.

13.3.3 Subject to approval in advance by the Head of Commissioning and Customer Contact, in consultation with the Heads of Legal and Audit Services as appropriate, who shall, for contracts exceeding £15,000 but not exceeding £74,999, record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver are genuinely exceptional. Waiver from competitive purchasing process for contracts of £75,000 and above must be approved in advance by the Cabinet. In the report to Cabinet a recommendation; **“Cabinet agree to the waiver requested in relation to the [works, goods / services] contract and that the Head of Commissioning and Customer Services be authorised to complete the necessary documentation”**. Prior to Cabinet, the waiver should still be considered by the heads of Legal and Internal Audit Services

13.3.4 Remove £1,000 ADD £5,001

13.3.4 Subject to approval in advance by the Head of Commissioning and Customer Contact, or representative in consultation with the Procurement Team or the Heads of Legal and Audit Services as appropriate For contracts exceeding **£1,000 £5,001** but not exceeding £15,000. For contracts exceeding £15,000 refer to 13.3.3.

Proposals

Clause 7.3 of CSO's change from;

'As a minimum any tender valued at £15,000 or above will be advertised on Swale.gov.uk and the South East Business Portal. Any tender as a minimum between £5,000 & £14,999 will be advertised on Swale.gov.uk.'

To

*'As a minimum any tender valued at £15,000 or above will be advertised on Swale.gov.uk, **Kent Portal** and the South East Business Portal. Any tender as a minimum between £5,001 & £14,999 will be advertised on Swale.gov.uk.'*

Clause 7.4 of Contract Standing Orders Change:

NOT ADVERTISED ON SWALE WEBSITE

Total value £	Type of contrac	Procedure to be used
0 - 1000	works, supplies and services	a) At least one quotation in advance b) All purchases however small to be in writing, on an official order c) Approved by the relevant Head of Service or authorised officer. d) Officer should be able to provide a rationale for why they selected the provider used.

NOT ADVERTISED ON SWALE WEBSITE

Procedure to be used 1001 to 5000	works, supplies and services	a) At least two quotes in advance b) All purchases however small to be in writing, on an official order c) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M. d) Approved by the relevant Head of Service or authorised officer e) Records maintained to demonstrate probity and V.F.M. obtained
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ADVERTISED ON SWALE WEBSITE

Procedure to be used 5001 to 15,000	works, supplies and services	<ul style="list-style-type: none">a) At least two quotes in advance.b) Advertised on www.swale.gov.ukb) All purchases however small to be in writing, on an official orderc) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M.d) Approved by the relevant Head of Service or authorised officere) Records maintained to demonstrate probity and V.F.M. obtained.f) To be advertised on www.swale.gov.uk
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ADVERTISED ON SWALE WEBSITE, KENT PORTAL AND THE SOUTH EAST BUSINESS PORTAL

15,001 to 74,999	works, supplies and services	<ul style="list-style-type: none">a) At least three written tenders in advance.b) Advertised on www.swale.gov.uk and the Kent and South East Business Portal.b) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and an independent senior officer and also where required or requested in the presence of the cabinet portfolio holder (or nominee).c) Record to be entered on the Council's Contract Registerd) Contracts in writing using the standard clauses and to include the core clauses as set out within the CSOs document.e) Award of contract approved by the Responsible Officer plus signed by another officer.f) Risk assessment conducted (in writing) and kept on the file
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Appendix i

ADVERTISED ON SWALE WEBSITE, KENT PORTAL AND THE SOUTH EAST BUSINESS PORTAL

75,000 to 172,514**	works, supplies and services	<ul style="list-style-type: none"> a) At least three written tenders in advance b) Advertised on www.swale.gov.uk the Kent and South East Business Portals. c) List of contractors invited to tender approved by the Responsible Officer d) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and an independent senior officer and also where required or requested in the presence of the cabinet portfolio holder (or nominee) e) Tenderers subjected to Financial Appraisal prior to invitation to tender. f) Approval required from the Cabinet for award of contract, waiver from CSOs and extensions to contracts g) Contract executed as a deed h) Record of the contract entered on the Council's Contract Register i) Standard contract clauses to be used and to include the core clauses as set out within the CSOs document j) Risk assessment conducted (in writing) and kept on the file
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ADVERTISED ON SWALE WEBSITE, KENT PORTAL AND THE SOUTH EAST BUSINESS PORTAL

172,514** plus **EU Threshold	Supplies and services	<ul style="list-style-type: none"> a) EU Rules apply – full competitive process with tenders following advertisement in the OJ for supplies and Part A* services. For Part B* services reduced requirements apply but there is a presumption in favour of advertising and a competitive process. This will also be advertised on the Swale website and the South East Business Portal. b) Points a; c; d; e; f; g; h; I and j as above for works, supplies and services for £75,000 to £172,514**
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11.1 Remove £75,000 ADD £15,000

11.1 An Invitation to Tender shall be issued by the Council for all contracts over; **£15,000 £75,000** and tenders shall be submitted in accordance with the requirements of the Invitation to Tender.

13.1 Remove £1,000 ADD £5,001

13.1 The requirement for the Council to conduct a competitive purchasing process for contracts in excess of **£1,000 £5,001** may be waived in the following circumstances;

13.3.3 ADD “Cabinet agree to the waiver requested in relation to the [works, goods / services] contract and that the Head of Commissioning and Customer Services be authorised to complete the necessary documentation”.

Appendix i

13.3.3 Subject to approval in advance by the Head of Commissioning and Customer Contact, in consultation with the Heads of Legal and Audit Services as appropriate, who shall, for contracts exceeding £15,000 but not exceeding £74,999, record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver are genuinely exceptional. Waiver from competitive purchasing process for contracts of £75,000 and above must be approved in advance by the Cabinet. In the report to Cabinet a recommendation; "**Cabinet agree to the waiver requested in relation to the [works, goods / services] contract and that the Head of Commissioning and Customer Services be authorised to complete the necessary documentation**". Prior to Cabinet, the waiver should still be considered by the heads of Legal and Internal Audit Services

13.3.4 Remove £1,000 ADD £5,001

13.3.4 Subject to approval in advance by the Head of Commissioning and Customer Contact, or representative in consultation with the Procurement Team or the Heads of Legal and Audit Services as appropriate For contracts exceeding ~~£1,000~~ £5,001 but not exceeding £15,000. For contracts exceeding £15,000 refer to 13.3.3.