

# AGENDA

## POLICY DEVELOPMENT AND REVIEW COMMITTEE MEETING

Date: Wednesday, 3 June 2015

Time: 7.00 pm

Venue: Council Chamber - Swale House

Membership:

Councillors Mike Baldock, Monique Bonney, Andy Booth (Vice-Chairman), Lloyd Bowen (Chairman), Katy Coleman, Alan Horton, James Hunt, Peter Marchington, George Samuel, Ben Stokes and Roger Truelove.

Quorum = 3

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	Pages
1. Apologies for Absence and Confirmation of Substitutes	
2. Minutes	
To approve the Minutes of the Meeting held on 18 March 2015 (Minute Nos. 564 - 567) 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.	
<b>Advice to Members:</b> 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. | Draft Annual Report to Council   | 1 - 14  |
|    | The Committee is asked to consider the Draft Annual Report to Council (attached) |         |
| 5. | Work Programme 2015/16   | 15 - 20 |
|    | The Committee is asked to consider the Work Programme 2015/16 (attached).        |         |

**Issued on Tuesday, 26 May 2015**

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

## POLICY DEVELOPMENT AND REVIEW COMMITTEE

3 June 2015	Agenda Item 4
<b><i>Draft 2014/15 Annual Report to Council</i></b>	
Report author:	Bob Pullen – Policy and Performance Officer
<b>Recommendations</b>	
That the Committee:	
(i) <b>considers and agrees</b> the draft Annual Report to Council (Appendix i).	

### **1 Purpose of report and executive summary**

- 1.1 This report is concerned with the Committee's 2014/15 Annual Report to Council.

### **2 Background**

- 2.1 The Committee's Terms of Reference require it to report annually to Council on its work and to make recommendations for amended working methods where appropriate.
- 2.2 The Committee considered a 'Review of the Year' report at its last meeting of the 2014/15 Municipal Year as part of the development of the Annual Report to Council.

### **3 Discussion**

- 3.1 The attached draft report to Council incorporates a draft Annual Report on the Committee's work for the 2014/15 Municipal Year. The Committee are invited to consider and agree the report for submission to Council.

### **4 Conclusion**

- 4.1 It is recommended that the Committee:
- (i) **considers and agrees** the draft Annual Report to Council (Appendix i).

### **5 Appendices and background papers**

Appendix i: Policy Development and Review Committee – Annual Report 2014/15

### **6 Officer contacts**

Bob Pullen – Policy and Performance Officer  
[BobPullen@swale.gov.uk](mailto:BobPullen@swale.gov.uk) ☎ 01795 417187

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<b>Council</b>	<b>Agenda Item:</b>
<b>Meeting Date</b>	[23 September 2015]
<b>Report Title</b>	Policy Development and Review Committee – Annual Report 2014/15
<b>Cabinet Member</b>	Leader
<b>SMT Lead</b>	Chief Executive
<b>Head of Service</b>	David Clifford, Policy and Performance Manager
<b>Lead Officer</b>	Bob Pullen, Policy and Performance Officer
<b>Key Decision</b>	No
<b>Classification</b>	Open
<b>Forward Plan</b>	<b>Reference number:</b>
<b>Recommendations</b>	1. That Council considers the Policy Development and Review Committee’s Annual Report for 2014/15. .

## **1 Purpose of Report and Executive Summary**

- 1.1 This report provides details of the work of the Policy Development and Review Committee during its first year of operation (2014/15) since being established in 2014.

## **2 Background**

- 2.1 The Policy Development and Review Committee’s terms of reference require it to report annually to Council on its work and to make recommendations for amended working methods if appropriate.
- 2.2 Up until 2014/15, the Council had two overview and scrutiny committees – a Scrutiny Committee and a Policy Overview Committee which were established in 2009. Whilst the arrangements worked well, there had been some confusion regarding the role of each committee, and at time a lack of clarity as to which committee an item should be considered by. There was also a need to review the ‘call-in’ procedure to make this easier to understand and to bring it in line with best practice.
- 2.3 It was therefore decided that the General Purposes Committee would review the Council’s overview and scrutiny arrangements to define more clearly the roles of each committee and update the call-in procedure.
- 2.4 The General Purposes Committee considered that ‘pre-scrutiny’ and involvement of scrutiny in matters that the Cabinet intends to consider was a very useful tool,

and so it proposed that a new committee be established which focussed on this area, in particular the development of policy. This new committee would not be designated as an overview and scrutiny committee and therefore will not consider 'call-in' items. Its terms of reference are at Appendix i.

- 2.5 The General Purposes Committee recommended to Council that these changes be made and Council approved them at the meeting on 19 February 2014.

### **3 Proposals**

- 3.1 It has been the practice in Swale for the Scrutiny Committee and former Policy Overview Committee to report on their work to Council each year. The Policy Development and Review Committee is required by its terms of reference to also report on its work and the report at Appendix ii fulfils this requirement.
- 3.2 No proposals for changes to working methods are proposed at this stage.
- 3.3 It is recommended that Council considers the Policy Development and Review Committee's annual report for 2014/15 at Appendix ii.

### **4 Alternative Options**

- 4.1 None.

### **5 Consultation Undertaken or Proposed**

- 5.1 [The Policy Development and Review Committee considered a draft of the annual report at its meeting on 3 June 2015.]

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	The report links to all Corporate Plan priorities.
Financial, Resource and Property	None identified at this stage.
Legal and Statutory	None identified at this stage. The Committee has not been established as a requirement of legislation, but it does conform to the Council's Constitution.
Crime and Disorder	The Committee does review the Swale Community Safety Strategy periodically.
Sustainability	The Committee will be reviewing the Climate Local Swale Strategy in 2015/16.
Health and	The Committee are expected to review policies, plans and

Wellbeing	strategies that encompass health and wellbeing.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	The Committee is actively involved in reviewing the development of the Council's new Corporate Equality Strategy.

## **7 Appendices**

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

- Appendix i: Policy Development and Review Committee terms of reference
- Appendix ii: Policy Development and Review Committee Annual Report 2014/15

## **8 Background Papers**

None.

## **Policy Development and Review Committee**

### **Terms of reference (as agreed by Council on 19 February 2014)**

Within its terms of reference, the Committee will:

- (i) consider any built-in review of any existing policies, strategies or plans of the Council;
- (ii) consider existing policies in the light of changes to legislation or national guidance;
- (iii) consider other reviews of existing council policy referred by a Cabinet Member or by resolution of Cabinet, Scrutiny Committee or Full Council;
- (iv) consider proposals for new council policy referred by a Cabinet Member, Cabinet or Full Council;
- (v) provide pre-decision comment on policy decisions.

A policy shall not be re-considered by the committee within two years or before its built-in review period, unless by resolution of the full Council or Cabinet, or as required by a change in legislation or national guidance.

The chairman may invite Cabinet Members and officers of the council or other persons to attend committee meetings to answer questions pertinent to the business of the committee.

Having considered an item, the committee may make recommendations to the person or body that referred the item to it; Cabinet, Cabinet Member, Officer of the Council or the Full Council.

The Policy Development and Review Committee shall exercise overall responsibility for any finances made available to it.

Annual Report – the Policy Development and Review Committee must report annually to the Full Council on their work and make recommendations for amended working methods if appropriate.



**Draft Policy Development and Review Committee Annual Report 2014/15**

**Swale Borough Council**

DRAFT

## Policy Development and Review Committee Annual Report 2014/15

1. The inaugural meeting of the Policy Development and Review Committee was held on 28 May 2014.

2. The report covering the Committee's programme of work for the year sought to summarise its purpose as follows:

*“to assist the Cabinet in developing or reviewing either new or existing policies, strategies or plans. Its workload is expected to be driven by the natural cycle of considering existing policies, strategies or plans of the council as they come up for review or providing advice to Cabinet on proposals for new council policy referred by Cabinet, Council or the Scrutiny Committee”.*

3. Immediately following the inaugural meeting, the Chief Executive received an e-mail from the Leader of the Labour Group to say that he was withdrawing the Labour Group from the Committee. This has resulted in three vacancies on the Committee for the duration of 2014/15. The composition of the Committee for 2014/15 has therefore been seven Conservative members (including the Chairman and Vice-Chairman), one Independent member, and three vacancies.

4. A schedule of meetings and the policies, plans and strategies considered by the Committee is at Appendix II. This also provides a summary of what the Committee considered.

5. From the outset, as agendas were compiled, and policies, plans and strategies were identified for the Committee's consideration, the relevant Cabinet Member and Lead Officer(s) were invited to attend the meetings. This worked well and the minutes show that, except for one or two occasions when they were unavailable, Cabinet Members attended all meetings to which they had been invited.

6. One aspect that did come to light during the year was that while the relevant Heads of Service were attending the meetings, they were being accompanied by relatively junior members of staff and that these staff were being given the opportunity to present reports. This had several benefits:

- it enabled staff who can often bring a local rather than a corporate view of how a policy might work in practice to meet and discuss emerging policy with members other than the Cabinet;
- it provided staff with an opportunity to develop their presentation skills;
- non-executive members actually got to hear from officers who had led on the development of policies; and
- this all took place in a forum which was less adversarial than overview and scrutiny can sometimes be.

7. A trawl of the Cabinet and Council agendas for the year shows that all major policies, plans, and strategies had been considered by the Committee prior to their approval. The exceptions were the Local Plan and Licensing Policy, which are in any case the preserve of the Local Development Framework Panel and General Licensing Committee respectively. This reinforces the need to maintain a robust register of policies and to liaise with Heads of Services regularly to ensure that the information held on the Policy Register is up to date.

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## Policies considered by the Policy Development and Review Committee during 2014/15

Date considered	Policy title	Summary of Committee considerations
8 July 2014	Communications Strategy	<p>The draft Communications Strategy for 2014/15 sets out the Council's approach and priorities for effective communication. The Council was aiming for a clear and consistent voice and identity so that residents were more informed about and satisfied with its services.</p> <p>The Committee considered that the communications priorities were the right ones for Swale, and that there were no unintended negative consequences of focusing on those priorities.</p>
“	Corporate Plan for 2015-18	<p>The Committee considered the work needed to develop a new Corporate Plan for the Council covering the period 2015-18. The Corporate Plan is the overarching statement of SBC's medium-term strategic objectives.</p> <p>The Committee made a number of detailed comments and suggested changes on the draft plan which would be fed into the version that was due to be consulted on in the Autumn.</p>
3 September 2014	Community Asset Transfer Policy	<p>The first version of the Community Asset Transfer Policy was approved by Cabinet in August 2009. It was developed out of a need for a clear framework within which to structure the transfer of community assets, the principle of which was beginning to emerge as a corporate priority for the Council.</p> <p>The Policy was revised and updated in April 2013 in response to comments made by the Council's external auditor. Since this last update, a number of asset transfers have taken place that highlighted the need for some further amendments and clarifications.</p> <p>The Committee raised a number of detailed points including: leasehold and freehold considerations; promotion of opportunities for community groups; advice and guidance on the process; and rental options.</p>
“	Volunteering Strategy	<p>The Strategy sets out a strategic approach for the Council, working in partnership with other agencies, to increase volunteering within Swale, including a series of priorities and</p>

Date considered	Policy title	Summary of Committee considerations
		<p>actions for the next three years.</p> <p>The Committee made a number of comments on the document and recommended to Cabinet that:</p> <ul style="list-style-type: none"> <li>▪ <i>the figures in the report be updated and there be more publicity, to include who to contact for further information, and Swale Councillor and officer volunteer numbers.</i></li> </ul>
15 October 2014	Planning Enforcement Strategy and Charter	<p>The Planning Enforcement Strategy and Charter was due to be reviewed, and the Committee were invited to have an input to this process.</p> <p>Planning Enforcement relates to anything that requires planning permission but does not have it, or failing to comply with a planning condition. Additionally, the Planning Enforcement Service also issues Section 215 Notices requiring land to be cleaned up when its condition adversely affects the amenity of the area.</p> <p>The Committee considered the issues raised by the Strategy and Charter including: liaison between the Planning Enforcement and Legal Services Teams; resources; communications on enforcement notices served; and Members' reporting planning breaches. The Committee will revisit the Strategy and Charter in the next Municipal Year.</p>
19 November 2014	Local First Policy	<p>The Local First policy aims to:</p> <ul style="list-style-type: none"> <li>▪ maximise the proportion of our spend that is retained locally;</li> <li>▪ deliver social value in the Swale BC area; and</li> <li>▪ support and enable local businesses, town and parish councils and the voluntary and community sector to bid for contracts and services.</li> </ul> <p>The Committee explored:</p> <ul style="list-style-type: none"> <li>▪ how the policy worked in practice;</li> <li>▪ how it was promoted;</li> <li>▪ criteria for evaluating tenders;</li> </ul>

Date considered	Policy title	Summary of Committee considerations
		<ul style="list-style-type: none"> <li>▪ the database of local businesses;</li> <li>▪ the new “Swale Means Business” website;</li> <li>▪ training and development; and</li> <li>▪ apprenticeships.</li> </ul>
“	Sport and Physical Activity Framework	<p>The Sport and Physical Activity Framework was developed following a review in 2011 and public consultation in February 2012 with both the Sport and Physical Activity (SPA) Network and the residents of the Borough to review and develop the role the Council should be undertaking in relation to SPA, and to provide partners in Swale with a Framework from which they can develop their own strategies for action. The Committee considered:</p> <ul style="list-style-type: none"> <li>▪ how funds secured from Sport England were being deployed to encourage greater take-up of SPA in Swale, including partnership arrangements with Health Trainers and Job Centre Plus;</li> <li>▪ communication with councillors about Health Trainer programmes; and</li> <li>▪ officer support for the Swale Community Leisure Trust.</li> </ul>
14 January 2015	Community Safety Strategy	<p>The Swale Community Safety Partnership annually refreshes its Partnership Plan following a Strategic Assessment process and agreement of priorities by Partners. The process has begun to refresh the plan for 2015/16, and the purpose of this session was to afford the Committee with the opportunity to influence the refresh process. The Committee considered:</p> <ul style="list-style-type: none"> <li>▪ the key activities delivered by the Community Safety Partnership;</li> <li>▪ the Community Payback Scheme;</li> <li>▪ community cohesion;</li> <li>▪ Swale Action To End Domestic Abuse (SATEDA) Freedom Programme;</li> <li>▪ child sexual exploitation;</li> </ul>

Date considered	Policy title	Summary of Committee considerations
		<ul style="list-style-type: none"> <li>▪ joint working with the Clinical Commissioning Groups;</li> <li>▪ crime figures; and</li> <li>▪ priorities for 2015/16.</li> </ul>
“	Social Media Policy	<p>The Committee considered drafts of both the Social Media Policy and Guidelines and the Customer Use Policy. The policies were being introduced in response to the increasing use the Council was making of key social media tools to raise awareness of our services and shape policy development through communicating updates, photos, videos, latest news, events, supported campaigns, and information about our Council services and those available from other local authorities and partners.</p> <p>The Social Media Policy and Guidelines was designed to guide Council Departments on when and how to use social media. The Customer Use Policy is designed to guide officers responsible for managing the Council’s social media accounts, eg on appropriate service standards etc.</p> <p>The Committee explored issues around the display of images on SBC’s website and social media accounts of vulnerable adults and children; access to council services for residents who were not online; and training for members on social media.</p>
“	Tree Policy	<p>The draft policy set out SBC’s responsibility for trees on its land. SBC had a role in managing, maintaining and enhancing the environment and aims to sustain a balanced and healthy tree population, while recognising the constraints of budget and prioritising safety first. The Committee considered:</p> <ul style="list-style-type: none"> <li>▪ who residents should contact if they had concerns about trees on Council-owned land;</li> <li>▪ trees in relation to planning applications; and</li> <li>▪ whether the Council should have a policy to promote the planting of trees more generally in Swale.</li> </ul>

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## POLICY DEVELOPMENT AND REVIEW COMMITTEE

3 June 2015	Agenda Item 5
<b>Work programme 2015/16</b>	
Report author:	Bob Pullen – Policy and Performance Officer
<b>Recommendations</b>	
That the Committee:	
(i) <b>notes</b> the Committee's terms of reference which were adopted by Council in 2014/15 (Appendix i); and	
(ii) <b>considers and agrees</b> the schedule at Appendix ii as a basis for its work programme to review the council's existing policies, strategies and plans and help develop new ones.	

### 1 Purpose of report and executive summary

- 1.1 This report is concerned with the Committee's work programme for 2015/16. It considers how the Committee can exercise its terms of reference.

### 2 Background

- 2.1 The Policy Development and Review Committee was established in 2014/15.
- 2.2 The Committee's terms of reference were approved by Council on 19 February 2014 and are reproduced at **Appendix i**. The terms of reference form part of the Council's Constitution.
- 2.3 In summary, the purpose of the Committee is to assist the Cabinet in developing or reviewing either new or existing policies, strategies or plans. Its workload is expected to be driven by the natural cycle of considering existing policies, strategies or plans of the council as they come up for review or providing advice to Cabinet on proposals for new council policy referred by Cabinet, Council or the Scrutiny Committee.
- 2.4 The Committee does not have the formal legal responsibilities to discharge the Council's overview and scrutiny function. Those responsibilities fall to the Council's Scrutiny Committee. Neither does it have the power to initiate reviews itself.

### 3 Discussion

- 3.1 The Council has developed a Policy Register to track all of its key policies, strategies and plans. This is reproduced at **Appendix ii** along with details of when these are due to be reviewed, a calendar of future Committee meeting dates, the relevant Service Unit with responsibility for the policy and any relevant commentary.

3.2 As well as reviewing existing policies, plans and strategies, the Committee may be asked to consider proposals for new council policy referred by a Cabinet Member or by resolution of Cabinet, the Scrutiny Committee or Full Council.

#### **4 Conclusion**

4.1 It is recommended that the Committee:

- (i) **notes** the terms of reference that were agreed by Council on 19 February 2014 (Appendix i); and
- (ii) **considers and agrees** the schedule at Appendix ii as a basis for its work programme to review the Council's existing policies, strategies and plans and help develop new ones.

#### **5 Appendices and background papers**

Appendix i: the Committee's terms of reference as agreed by Council on 19 February 2014;

Appendix ii: Policies, plans and strategies due for review in 2015/16;

#### **6 Officer contacts**

Bob Pullen – Policy and Performance Officer  
[BobPullen@swale.gov.uk](mailto:BobPullen@swale.gov.uk) ☎ 01795 417187

## **Policy Development and Review Committee**

### **Terms of reference (as agreed by Council on 19 February 2014)**

Within its terms of reference, the Committee will:

- (i) consider any built-in review of any existing policies, strategies or plans of the Council;
- (ii) consider existing policies in the light of changes to legislation or national guidance;
- (iii) consider other reviews of existing council policy referred by a Cabinet Member or by resolution of Cabinet, Scrutiny Committee or Full Council;
- (iv) consider proposals for new council policy referred by a Cabinet Member, Cabinet or Full Council;
- (v) provide pre-decision comment on policy decisions.

A policy shall not be re-considered by the committee within two years or before its built-in review period, unless by resolution of the full Council or Cabinet, or as required by a change in legislation or national guidance.

The chairman may invite Cabinet Members and officers of the council or other persons to attend committee meetings to answer questions pertinent to the business of the committee.

Having considered an item, the committee may make recommendations to the person or body that referred the item to it; Cabinet, Cabinet Member, Officer of the Council or the Full Council.

The Policy Development and Review Committee shall exercise overall responsibility for any finances made available to it.

Annual Report – the Policy Development and Review Committee must report annually to the Full Council on their work and make recommendations for amended working methods if appropriate.

## Policies, plans and strategies due for review in 2015/16

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
Planning Enforcement Charter and Strategy	Planning Services		22 July 2015	The Committee considered an earlier report on the review of the Planning Enforcement Charter and Strategy on 15/10/04. The original timetable for the review has since slipped.
Housing Allocations Policy	Resident Services	Summer 2015	22 July 2015	
Access Strategy/Digital First	Communications/Commissioning and Customer Contact Unit		22 July 2015	
Communications Strategy	Communications		22 July 2015	
Corporate Equality Strategy	Policy and Performance	To be published in October 2015	16 September 2015	The Committee considered an earlier report on the development of the

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
				Corporate Equality Strategy on 18/03/15.
Climate Local Swale	Policy and Performance	Review once the refreshed Kent Environment Strategy has been published by Kent County Council	16 September 2015	Work to revise Climate Local Swale hinges on Kent County Council refreshing the Kent Environment Strategy which is expected in July 2015.
Playing Pitch Strategy	Commissioning and Customer Contact Unit	August 2015	16 September 15	The timing of presentation to PDRC and Cabinet will need to be confirmed.
Facilities Strategy	Economy and Community Services	December 2015	16 September 2015	
Play Policy	Commissioning and Customer Contact Unit	September 15	28 October 15	The review will recommence in June for completion in September.
Busking Policy	Economy and Communities	February 2016	18 November 2015	

<b>Policies, plans and strategies</b>	<b>Service unit</b>	<b>Due date for publication of new/revised policy, plan or strategy</b>	<b>Policy Development and Review Committee dates</b>	<b>Commentary</b>
Data Quality Standard	Policy and Performance	Revised standard to be published by 31 March 2016	20 January 2016	Existing standard to be revised.
Open Spaces Strategy	“	January 2016	24 February 2016	
Volunteering Strategy refresh	“	By March 2016	24 February 2016	
Revised Property Asset Strategy 2016-19	Property Services	May 2016	24 February 2016	

**Policy Development and Review Committee dates 2015/16:**

- 3 June 2015;
- 22 July 2015;
- 16 September 2015;
- 28 October 2015;
- 18 November 2015;
- 20 January 2016; and
- 24 February 2016.