

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 12 October 2016

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mark Ellen, Mick Galvin, Mike Henderson, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Peter Marchington and Ben Stokes

Quorum = 4

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Pages

1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Meeting held on 31 August 2016 (Minute Nos. 838 - 849) as a correct record.

#### 4. 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.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

**Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

#### **Part One - Substantive Item**

5. Financial Management Report 1 - 16

The Committee is asked to consider the Financial Management Report April – June 2016.

#### **Part Two - Business Items**

6. Reviews at Follow-up Stage and Log of Recommendations 17 - 18

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

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews:

- Development Management;
- Leisure and Tourism (report to-follow);
- Housing Services.

8. Committee Work Programme

19 - 22

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

9. Urgent Business Requests

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

10. Cabinet Forward Plan

23 - 36

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

### Issued on Monday, 3 October 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

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

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<b>Scrutiny</b>	<b>Agenda Item 5</b>
<b>Meeting Date</b>	<b>12 October 2016</b>
<b>Report Title</b>	<b>Financial Management Report – April – June 2016</b>
<b>Cabinet Member</b>	<b>Cllr Duncan Dewar-Whalley, Cabinet Member for Finance &amp; Performance</b>
<b>SMT Lead</b>	<b>Nick Vickers, Head of Finance</b>
<b>Head of Service</b>	<b>Nick Vickers, Head of Finance</b>
<b>Lead Officer</b>	<b>Phil Wilson, Chief Accountant</b>

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

- 1.1 This report shows the revenue and capital projected outturn for 2016/17 as at the end of June 2016. The report is based on service activity up to the end of June 2016, and is collated from monitoring reports from budget managers.
- 1.2 A total revenue projected underspend on services is forecast of £199,000;
- 1.3 The detailed outturn statements are detailed in Tables 2 and 3.

## **2. Background**

- 2.1 The Council operates a monthly budget monitoring process at Head of Service level, with reports each month to the Strategic Management Team.
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

### 3. Proposals

#### Revenue Outturn

3.1 There are a number of service movements within the projected revenue outturn, and the most significant of these are summarised below.

**Table 1: Service Movements**

Service/Contract	Reason for Variance	Working Budget £'000	Projected Variance £'000
<b>Additional Income:</b>			
<b>Fees &amp; Charges set by SBC:</b>			
Parking	Additional income from parking fees	(1,565)	(165)
Legal	Additional income from S106 fees	(29)	(11)
Recycling & Waste Management & Street Cleansing	Additional income from garden waste collections (brown bins)	(368)	(11)
<b>Other Income:</b>			
Corporate Items	Additional external interest income	(93)	(134)
Recycling & Waste Management & Street Cleansing	Special collections and sale of litter bins	(25)	(6)
<b>Total Additional Income</b>			<b>(327)</b>
<b>Procurement/Shared Service Savings/Additional Costs:</b>			
Refuse Collection/Street Cleansing	Street Cleansing Contract	884	(30)
	Refuse & Recycling Contract	2,401	(17)
Leisure & Sport	Net contract savings	226	(2)
Planning MKIP	Additional MKIP costs	251	13
Audit Shared Service	Additional shared service costs	157	1
Benefits	Fraud Prevention savings	93	(19)
Public Conveniences	Net contract savings	250	(5)
<b>Total Net Procurement/Shared Service Savings</b>			<b>(59)</b>
<b>Overspends:</b>			
Homelessness	Net bed and breakfast budget	111	119
Planning	Shortfall on planning income	(672)	100
<b>Total Overspends</b>			<b>219</b>
<b>Other Net Underspends</b>			<b>(32)</b>
<b>Total Variance</b>			<b>(199)</b>

3.2 Table 2 below shows the outturn position by service. The line-by-line variations are explained in Table 3.

**Table 2 : Underspend by Service**

	Service Manager	Working Budget	Projected Outturn 2016/17	Projected Variance
		£	£	£
Chief Executive	A. Kara	265,810	237,810	(28,000)
Policy	D. Clifford	213,860	212,860	(1,000)
Economy & Communities	C. Hudson	2,066,690	2,066,690	0
Communications	S. Toal	234,770	234,770	0
Resident Services	A. Christou	1,654,760	1,716,760	62,000
Planning	J. Freeman	935,730	1,080,730	145,000
Commissioning & Customer Contact	D. Thomas	5,486,430	5,242,430	(244,000)
Director of Corporate Services & Director of Regeneration	M. Radford / E. Wiggins	361,850	364,850	3,000
Information Technology	A. Cole	1,081,500	1,081,500	0
Audit	R. Clarke	156,990	157,990	1,000
Environmental Health	T. Beattie	507,050	507,050	0
Finance	N. Vickers	1,452,480	1,443,480	(9,000)
Human Resources	D. Smart	342,010	342,010	0
Legal	J. Scarborough	395,640	384,640	(11,000)
Democratic Services	K. Bescoby	914,720	913,720	(1,000)
Property	A. Adams	574,930	569,930	(5,000)
Variances to be met from underspend		0	10,000	10,000
Corporate Items		1,806,048	1,685,048	(121,000)
<b>NET REVENUE SERVICE EXPENDITURE</b>		18,451,268	18,252,268	(199,000)
<b>Financed by:</b>				
Revenue Support Grant		(1,954,950)	(1,954,950)	0
Business Rates		(5,643,950)	(5,643,950)	0
New Homes Bonus		(3,482,000)	(3,482,000)	0
Collection Fund Surplus		(260,970)	(260,970)	0
Council Tax Freeze Grant		(79,000)	(79,000)	0
Council Tax Requirement		(7,030,398)	(7,030,398)	0
<b>TOTAL CONTRIBUTION TO GENERAL FUND</b>		<b>0</b>	<b>(199,000)</b>	<b>(199,000)</b>

**Table 3: Main Variations by Service**

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>CHIEF EXECUTIVE – Cllr A. Bowles (Abdool Kara)</b>		
Chief Executive & Corporate Costs	(28)	£7k underspend on corporate costs £21k other net savings
Policy	(1)	Net staff costs savings
<b>TOTAL</b>	<b>(29)</b>	
<b>ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove &amp; A. Horton (Charlotte Hudson)</b>		
Environmental	0	The Dog Warden Service is negotiating a new kennelling contract however it is too early to estimate the final service outturn.  Additional staff costs in Environmental Response are anticipated to be offset by savings elsewhere.
Economic Development	0	Additional maternity cover staff costs are expected to be offset by savings in Learning & Skills.
Learning & Skills	0	Savings arising from the new contract for Business Support Services will offset Economic Development additional staff costs.
Markets	0	Anticipated additional specialist markets on Saturday may generate additional business rates and income. However, contract terms are still being negotiated and it is too early to estimate any additional costs or savings.
<b>TOTAL</b>	<b>0</b>	
<b>COMMUNICATIONS, PRINTING, ADVERTISING &amp; PROMOTION – Cllrs M. Cosgrove &amp; A. Horton (Sara Toal)</b>		
Communications	0	Nil Variance reported at this stage
<b>TOTAL</b>	<b>0</b>	
<b>RESIDENT SERVICES – Cllr K. Pugh (Amber Christou)</b>		
Council Tax Benefit	0	Nil Variance reported at this stage
Housing Benefit and Council Tax	(14)	£19k projected underspend on the Fraud Partnership shared service;  £11k underspend on mileage;  £10k overspend projected on staff costs  £6k overspend for grants



<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
Housing Development and Strategy	(1)	Staff costs underspend
Private Sector Housing	(14)	£11k underspend on staff costs as a member of staff is on maternity leave £3k mileage underspend
Stay Put Scheme	(2)	Small underspend on salaries.
Housing Options	93	£119k overspend on the Bed & Breakfast budget £30k underspend for homeless hostel budget £4k miscellaneous overspends
<b>TOTAL</b>	<b>62</b>	
<b>PLANNING – Cllr G. Lewin (James Freeman)</b>		
Building Control	0	Nil Variance reported at this stage
Development Control	128	£100k net pressure for planning fees £2k additional income £25k overspend from Spade Lane appeal £5k overspend for enforcement salaries
Development Services	4	Additional staff costs £4k
Local Land Charges	0	Nil Variance reported at this stage
Local Planning & Conservation	0	Nil Variance reported at this stage
Mid Kent Planning Service (MKPS)	13	Anticipated additional costs for MKPS
<b>TOTAL</b>	<b>145</b>	
<b>COMMISSIONING &amp; CUSTOMER CONTACT – Cllr D. Simmons (Dave Thomas)</b>		
Commissioning & Customer Contact, Client & Amenity Services and Customer Service Centre	8	£7k staff costs pressure £1k miscellaneous other costs
Parking Management	(165)	Anticipated additional income over budget
Leisure & Sports	(13)	£11k energy costs recharges for Central House £2k Serco credit sale agreement repayments lower than budgeted

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
Cleansing	(2)	£5k staff costs savings £3k miscellaneous additional costs (including mileage lump sum £1k)
Recycling & Waste Minimisation	(11)	Garden Waste bins additional income.
Refuse Collection / Street Cleansing/ Public Conveniences	(61)	£52k estimated contract costs savings £5k special collections fees £3k rates savings £1k sale of litter bins (Note – contract costs for current year are still being negotiated)
<b>TOTAL</b>	<b>(244)</b>	
<b>DIRECTOR OF CORPORATE SERVICES – Cllr D. Dewar-Whalley (Mark Radford)</b>		
Corporate Costs	0	Nil variance
Licensing	0	Nil variance
<b>TOTAL</b>	<b>0</b>	Nil variance
<b>EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)</b>		
Emergency Planning	0	Nil variance
<b>TOTAL</b>	<b>0</b>	
<b>DIRECTOR OF REGENERATION – Cllr M. Cosgrove (Emma Wiggins)</b>		
Strategic Director	3	Minor variance
<b>TOTAL</b>	<b>3</b>	
<b>IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)</b>		
IT MKIP	0	Nil variance
IT Clientside	0	Nil variance
<b>TOTAL</b>	<b>0</b>	
<b>ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)</b>		
Environmental Health MKIP	0	Nil variance
<b>TOTAL</b>	<b>0</b>	
<b>INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)</b>		
Audit Services	1	Small increase in the recharge for the MKIP Audit service due to new pay scales at MBC
<b>TOTAL</b>	<b>1</b>	

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of June 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)</b>		
Financial Services	(9)	Minor variance
<b>TOTAL</b>	<b>(9)</b>	
<b>HUMAN RESOURCES – Cllr D. Dewar-Whalley (Dena Smart)</b>		
Human Resources	0	Nil variance
Organisational Development	0	Nil variance
<b>TOTAL</b>	<b>0</b>	
<b>LEGAL – Cllr D. Dewar-Whalley (John Scarborough)</b>		
Legal MKLS	0	Nil variance
S106 Income	(11)	Additional income from S106 income
<b>TOTAL</b>	<b>(11)</b>	
<b>DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)</b>		
Democratic Process	(1)	Minor variance
Other Democratic Costs	0	Nil Variance
<b>TOTAL</b>	<b>(1)</b>	
<b>PROPERTY SERVICES – Cllr D. Dewar-Whalley (Anne Adams)</b>		
Property Services	(9)	Underspend on salary budgets
Administrative Buildings	(2)	Miscellaneous small underspends
Property Management	6	£11k pressure on rental income £5k underspend on rates
Health & Safety	0	Nil variance
<b>TOTAL</b>	<b>(5)</b>	
<b>VARIANCES TO BE MET FROM UNDERSPEND</b>		
Sittingbourne Town Centre Development	10	Additional Legal Fees re Sittingbourne Town Centre Project. As in previous years, it is requested that this be funded from the anticipated final total underspend.
<b>TOTAL</b>	<b>10</b>	
<b>NON-SERVICE BUDGETS</b>		
Corporate Items	(121)	£134k external interest additional income £7k additional costs re: Lower Medway Internal Drainage Board £6k net additional costs
	<b>(199)</b>	<b>NET EXPENDITURE (PROJECTED VARIANCE)</b>

## Business Rates

- 3.3 The headline figures for total Business Rates income are:
- 2015/16 NNDR3 (outturn) £45,081,000
  - 2016/17 Budget £46,422,000
  - 2016/17 NNDR1 (Forecast) £47,542,000
- 3.4 The Council retains about 10% of total business rates and 40% of any growth over the 1 April 2013 base position. The Council has agreed that any surplus goes into the Business Rates Volatility Reserve. The reserve currently stands at £2.6m and any surplus business rates for 2016/17 will be put to this reserve in order to be able to address any future volatility of income.
- 3.5 The Council has set aside £8.1m for business rate appeals. This indicates how business rate income can vary greatly as a result of a decision made on business rate appeals.
- 3.6 On 5 July 2016, DCLG published the consultation paper, “*Self-sufficient local government: 100% Business Rates Retention*”. The paper seeks views regarding the implementation of 100% Business Rates Retention for local government which government intends to introduce to local government by the end of the Parliament. It is expected that, at the same time, the government will update the relative needs formulae (i.e. that determines the amount of resources that an authority will have if it collects at its business rates target). A discussion paper “*Fair Funding Review: Call for evidence on needs and redistribution*” on the review of the Baseline Need figure was also published on 5 July 2016. There will also be a revaluation of business rates as at 1 April 2017.
- 3.7 DCLG have confirmed agreement to a business rate pool for 2016/17 consisting of KCC and ten district / borough councils – Sevenoaks remains outside, Dartford comes in and Dover leaves.

## Improvement and Regeneration Funds

- 3.8 Table 4 below details the outturn position on a number of reserve funds.

**Table 4: Improvement and Regeneration Funds**

	<b>Balance as at 1 April 2016</b>	<b>Transfers from reserve (Expenditure) in year</b>	<b>Transfers to reserve (Income) in year</b>	<b>Balance as at March 2017</b>
<b>Funds:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Performance	536,417	(2,850)	0	533,567
Regeneration	362,649	(9,782)	250,000	602,867
Communities	71,913	(143)	0	71,770
Transformation	212,142	(221)	0	211,921
Local Loan Fund	250,000	0	0	250,000
<b>TOTAL</b>	<b>1,433,121</b>	<b>(12,996)</b>	<b>250,000</b>	<b>1,670,125</b>

3.9 Appendix I details the allocations from the above funds during 2016/17.

### Capital Expenditure

3.10 This section of the report details actual capital expenditure and highlights any variations between the revised 2016/17 capital budget and the projected outturn.

3.11 Actual expenditure to end of June 2016 is £346,003. This represents 12.6% of the revised budget. Further details are set out in Appendix II.

### Funding of the 2016/17 Capital Programme

3.12 The 2016/17 capital programme expenditure of £346,003 is funded as set out in Table 5.

**Table 5: Capital Programme Funding**

	<b>2016/17 Revised Budget £</b>	<b>2016/17 Actual to end of June 2016 £</b>
Partnership funding (including S106 Grants)	2,104,000	317,524
Earmarked Reserves	47,000	8,567
Long Term Debtors / Third Party Loans	0	19,912
Capital Receipts	605,000	0
<b>Total Funded</b>	<b>2,756,000</b>	<b>346,003</b>

### Payment of Creditors

3.13 The payment of creditors to end of June 2016 is 99% paid in 30 days against the target of 97%.

### Debtors

3.14 Tables 6, 7 and 8 below analyse the sundry debt outstanding.

**Table 6: Debt outstanding by due date (not including Rent Deposit Scheme)**

	<b>June 2016</b>	<b>June 2015</b>
	<b>£'000</b>	<b>£'000</b>
Not Due	112	313
1-2 Months	440	116
2-6 Months	46	65
6-12 Months	11	20
1-2 Years	19	11
2-3 Years	4	6
3-4 Years	6	8

	June 2016	June 2015
	£'000	£'000
4-5 Years	7	24
5-6 Years	14	11
6 Years +	23	15
<b>Total</b>	<b>682</b>	<b>589</b>
<b>Total Due</b>	<b>570</b>	<b>276</b>
<b>% Total Due</b>	<b>84%</b>	<b>47%</b>

**Table 7: Debt outstanding by due date (including Rent Deposit Scheme)**

	June 2016	June 2015
	£'000	£'000
Not Due	114	317
1-2 Months	440	116
2-6 Months	56	76
6-12 Months	23	20
1-2 Years	33	18
2-3 Years	38	12
3-4 Years	11	15
4-5 Years	15	57
5-6 Years	43	173
6 Years +	94	15
<b>Total</b>	<b>867</b>	<b>819</b>
<b>Total Due</b>	<b>753</b>	<b>502</b>
<b>% Total Due</b>	<b>87%</b>	<b>61%</b>

**Table 8: Debt outstanding (including Rent Deposit Scheme) by Head of Service**

	June 2016	June 2015
	£'000	£'000
Rent Deposit Scheme	185	231
Commissioning & Customer Contact	58	33
Property	157	196
Residents Services	49	66
Legal (MKLS)	5	2
Economy & Communities	14	12
Planning	3	20
Regeneration	0	45
Communications	0	1
Environmental Health	14	4
Policy	1	3
Other	381	206
<b>Total</b>	<b>867</b>	<b>819</b>

3.15 The debt over six years old relates to charges on property, i.e. where the debt cannot be collected until the property concerned is sold.

3.16 Of the £440k shown to be outstanding as at June 2016, £392k (largely S106 income) was paid on 5 July 2016. Of the debts older than 12 months, £24k are charges on property.

## 4. Alternative Options

4.1 None identified – this report is largely for information.

## 5. Consultation Undertaken or Proposed

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

## 6. Implications

Issue	Implications
Corporate Plan	Good financial management is key to achieving our Corporate Plan priority of being “A council to be proud of”
Financial, Resource and Property	As detailed in the report
Legal and Statutory	None identified at this stage
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health & Wellbeing	None identified at this stage
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage

## 7. Appendices

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

- Appendix I: Improvement & Regeneration Fund allocations as at the end of June 2016
- Appendix II: Capital Programme – Projected outturn as at end of June 2016

## 8. Background Papers

8.1 The Budget 2016/17 and Medium Term Financial Strategy 2016/17 to 2018/19.

## Improvement and Regeneration Fund Allocations to the end of June 2016

	<b>Amount £</b>
<b>Performance Fund</b>	
Community Safety Operational Pot	5,000
Transformation Project	120,000
Data Quality Project	25,000
Transitional Review into Future Delivery of DFG's	4,000
Consultancy support for renegotiation of Grounds Maintenance contract	20,000
Smarter Digital Services	20,000
Additional hours to support Cabinet and Deputy Cabinet Members	1,604
Website Development	5,000
Digital Service Development - GovDelivery implementation	3,320
Website re-design	49,000
Pilot project for website self service	10,260
<b>Total Approved as at June 2016</b>	<b>263,184</b>
<b>Regeneration Fund</b>	
Sheerness Strategic Regeneration Framework	15,000
<b>Total Approved as at June 2016</b>	<b>15,000</b>
<b>Communities Fund</b>	
<b>Total Approved as at June 2016</b>	<b>0</b>



## Capital Programme 2016/17

	Funding SBC / P	2016/17 Original Budget £	Other Adjustments £	2016/17 Working Budget £	2016/17 Actual to End of June 2016 £	2016/17 Projected Variance £
<b><u>SUMMARY</u></b>						
<b><u>PARTNERSHIP FUNDING SCHEMES</u></b>						
Economy & Communities	P	964,000		964,000	13,538	
Resident Services	P	1,140,000		1,140,000	302,625	
<b>TOTAL PARTNERSHIP FUNDING SCHEMES</b>	<b>P</b>	<b>2,104,000</b>	<b>0</b>	<b>2,104,000</b>	<b>316,163</b>	<b>0</b>
<b><u>SWALE BOROUGH COUNCIL FUNDING SCHEMES</u></b>						
Commissing & Customer Contact	SBC	15,000		15,000	0	
Corporate Services	SBC	0	17,000	17,000	8,500	
Environmental Health	SBC	55,000		55,000	0	
Economy & Communities	SBC	565,000		565,000	0	
Resident Services	SBC	0		0	21,340	
Finance	SBC					
<b>TOTAL SBC FUNDING SCHEMES</b>	<b>SBC</b>	<b>635,000</b>	<b>17,000</b>	<b>652,000</b>	<b>29,840</b>	<b>0</b>
<b>TOTAL CAPITAL PROGRAMME</b>		<b>2,739,000</b>	<b>17,000</b>	<b>2,756,000</b>	<b>346,003</b>	<b>0</b>

## Capital Programme 2016/17

	Funding SBC / P	2016/17 Original Budget £	Other Adjustments £	2016/17 Working Budget £	2016/17 Actual to End of June 2016 £	2016/17 Projected Variance £
<b><u>ECONOMY &amp; COMMUNITIES - C.HUDSON</u></b>						
CCTV - Repairs & Renewals Reserve	SBC	15,000		15,000	0	
<i>Easthall Farm Community Centre - S106</i>	<i>P</i>	<i>964,000</i>		<i>964,000</i>	<i>13,538</i>	
Faversham Pools - Capital Receipts	SBC	150,000		150,000	0	
The Mill Project, Sittingbourne Skate Park - Capital Receipts	SBC	200,000		200,000	0	
Faversham Creek Basin Regeneration Project (swing bridge) - Capital Receipts	SBC	200,000		200,000	0	
<b>TOTAL ECONOMY &amp; COMMUNITIES</b>		<b>1,529,000</b>	<b>0</b>	<b>1,529,000</b>	<b>13,538</b>	<b>0</b>
<b><u>COMMISSIONING &amp; CUSTOMER CONTACT - D.THOMAS</u></b>						
Car Park Machines - Reserves	SBC	15,000		15,000	0	
<b>TOTAL COMMISSIONING &amp; CUSTOMER CONTACT</b>		<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
<b><u>CORPORATE SERVICES - MARK RADFORD</u></b>						
Uniform Licencing Implementation	SBC		17,000	17,000	8,500	
<b>TOTAL CORPORATE SERVICES</b>		<b>0</b>	<b>17,000</b>	<b>17,000</b>	<b>8,500</b>	<b>0</b>



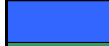


## Capital Programme 2016/17

	Funding SBC / P	2016/17 Original Budget £	Other Adjustments £	2016/17 Working Budget £	2016/17 Actual to End of June 2016 £	2016/17 Projected Variance £
<b><u>ENVIRONMENTAL HEALTH - T.BEATTIE</u></b>						
Replacement of Air Quality Stations - Capital Receipts	SBC	55,000		55,000		
<b>TOTAL ENVIRONMENTAL HEALTH</b>		<b>55,000</b>	<b>0</b>	<b>55,000</b>	<b>0</b>	<b>0</b>
<b><u>RESIDENT SERVICES - A.CHRISTOU</u></b>						
<i>DFG Mandatory Grants (CLG)</i>	<i>P</i>	<i>1,140,000</i>		1,140,000	302,625	
HRG - Housing Repair Grants Over 60	SBC	0		0	1,360	
RHB2 - Decent Home Loans Owner Occupier	SBC	0		0	19,913	
Temporary Accommodation - Reserves	SBC	0		0	67	
<b>TOTAL RESIDENT SERVICES</b>		<b>1,140,000</b>	<b>0</b>	<b>1,140,000</b>	<b>323,965</b>	<b>0</b>

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OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS

Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	Environmental enforcement	1	Members shadowing service units	Accepted	E. Wiggins	Implemented	Policy to be reviewed annually by Asset Transfer Group.
Scrutiny	MKS Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	Steve McGinnes (the Head of Mid-Kent Revenues and Benefits), has been appointed until a permanent postholder is in place. The recruitment process is being run by Maidstone (who will be line managing the post).
Scrutiny	MKS Governance and Communications	7	That a toolkit is created to assist managers in their role as internal clients of shared services.	Accepted	A.Kara	Ongoing	This is already happening through the maturing of the Shared Service Boards and the role of the Mid Kent Services Director. A review of the overarching governance document (including moving to the Partnership existing in perpetuity with appropriate break clauses; changing the name of the Partnership from MKIP to MKS; and agreeing new the objectives and strategic priorities) and model collaboration agreement has taken place with those changes being formally approved at a co-located meeting on 4 July 2016.
Scrutiny	MKS Governance and Communications	9	That a joint Communication Plan is developed.	Implemented	A. Kara	Completed	A Communications Plan has been developed and approved by the MKS Board. The Support Officer is currently undertaking the agreed actions throughout the year with regular updates to Chief Executives and to the Board. There is a dedicated MKS webpage on the SBC website, the Annual Report 2015/16 has been completed and circulated, member briefings are being planned for next year, the MKS Newsletter is back in regular circulation and a member survey on MKS was distributed in September. The results of the staff/member surveys will be fed-back into the updating of the Communications Plan.
Scrutiny	MKS Governance and Communications	10	That the MKS Board has responsibility for the effective implementation of an agreed Communication Plan and ensures its delivery is resourced appropriately.	Implemented	A. Kara	Completed	The Support Officer continues to provide updates on progress against actions as a standing item at Chief Executives' meetings and at MKS Board meetings (17 December 2015, 24 March 2016, 28 June 2016 (Away Day)).
Scrutiny	MKS Governance and Communications	13	That future MKS Board meetings should be held and papers published in accordance with the appropriate local authority access to information regulations.	Rejected	A.Kara	N/A	MKS papers will only be placed on the internal Intranet facility (and new SharePoint site), not published via the Council's external website.

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

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12 October 2016	Agenda Item 8
<b><i>Scrutiny Committee Work Programme for 2016/17</i></b>	
Report author:	Bob Pullen – Policy and Performance Officer
<b>Recommendations</b> That the Committee considers which topics or services it should review during the course of the year.	

## 1 Purpose of report

- 1.1 Following the initial discussion of the Committee’s work programme for the forthcoming year at the meeting on 9 June, this report collates the suggestions made at that meeting and provides an initial analysis to help the Committee to select and prioritise what reviews might be taken forward.

## 2 Background

- 2.1 Each year, the Committee decides which topics it should review and in what priority order. This process has been delayed this year as little progress had been made on three reviews which had been identified in the previous year.

## 3 Discussion

- 3.1 As acknowledged at the meeting held on 9 June, if the Scrutiny Committee is to be effective and bring real value, it will need to focus on where it can make its biggest impact. This means basing decisions on what topics or services to review on clear objectives and hard evidence why such a review is justified.
- 3.2 The topics and services that were suggested as possible areas to review at the meeting on 9 June are listed in the schedule at Appendix I together with existing activity or reviews.
- 3.3 In prioritising which reviews to take forward, it should be remembered that the Committee will also be considering regular finance and performance reports and undertaking the annual scrutiny of the Cabinet’s budget proposals which all needs to be fitted into the Committee’s work schedule.

There may also be other urgent items arising during the course of the year which will require the Committee's attention.

- 3.4 New reviews will need to be scoped and a review plan (setting out clear justification, objectives, timescales and what information is being sought, and from whom), will need to be approved by the Committee in advance of any work starting in earnest.

## **4 Conclusion**

- 4.1.1 That the Committee considers which topics or services it should review during the course of the year.

## **5 Officer contacts**

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



## Scrutiny Committee – Possible review activity 2016/17

Topic	Ongoing review/activity?	Commentary
1 - Financial monitoring	Yes	The Committee will continue to receive quarterly financial monitoring reports during the course of the year to review.
2 - Performance monitoring	Yes	The Committee will continue to receive quarterly performance monitoring reports during the course of the year to review.
3 - Council Budget	Yes	The annual review of the Cabinet's budget proposals for 2017/18 will take place at the Scrutiny Committee meeting on 26 January 2017.
4 – Fees and charges	Yes	The Committee has traditionally reviewed the Cabinet's proposals for setting Fees and Charges for Council Services for the next financial year. This is likely to take place at the Scrutiny Committee meeting on 16 November 2016.
5 – Leisure and tourism	Yes	This review is being taken forward by a Task and Finish Group. A report is due to be considered by the Committee on 12 October 2016.
6 - Housing services	Yes	This review is being taken forward by a Task and Finish Group. A report is due to be considered by the Committee on 12 January 2017.
7 – Development management	Yes	This review is being taken forward by a Task and Finish Group. A report is due to be considered by the Committee on 12 January 2017.
8 – Update on Sittingbourne Town Centre regeneration	Yes	An update on Sittingbourne Town Centre Regeneration was provided at the Committee meeting on 31 August 2016 and recommendations were made to Cabinet on which a response is awaited.
Street cleansing	No	Suggested at Scrutiny Committee meeting on 9 June.
Mid Kent Services update	No	Suggested at the Scrutiny Committee meeting on 9 June. During the 2014/15 Municipal Year, a Task and Finish Group of the Committee had undertaken a joint review of Mid Kent Improvement Partnerships (MKIP – now renamed Mid

Topic	Ongoing review/activity?	Commentary
		Kent Services (MKS)) with Maidstone and Tunbridge Wells Scrutiny Committees of Governance and Communications. The Committee receive a report on the implementation of recommendations made in that report at each meeting, but the purpose of this would be a more general update on MKS services. Alternatively, this could be held as an all-Member briefing as part of the regular development/training slots?
Troubled Families programme	No	This is something SBC does in partnership with the Kent County Council-led programme, so could possibly be done as part of an update?
Safeguarding	No	Again, is this something that is more appropriate as an update?

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

**November 2016 - February 2017**

**Notes:**

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at £100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

**Councillor Andrew Bowles** - Leader

**Councillor Gerry Lewin** – Deputy Leader and Cabinet Member for Planning

**Councillor Duncan Dewar-Whalley** - Cabinet Member for Finance and Performance

**Councillor Mike Cosgrove** - Cabinet Member for Regeneration

**Councillor David Simmons** – Cabinet Member for Environment and Rural Affairs

**Councillor Alan Horton** – Cabinet Member for Safer Families and Communities

**Councillor Ken Pugh** – Cabinet Member for Housing and Wellbeing

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Promenade re-surfacing, The Leas, Minster Having successfully obtained funding from the Environment Agency, Swale has recently gone out to tender to obtain prices to carry out repairs and re-surfacing to the promenade at The Leas, Minster, east of Seaside Avenue. The design works have been undertaken through the East Kent Engineering Partnership, by Canterbury City Council, who will also be supervising the works.</p> <p>Unfortunately, the first Invitation to Tender, using the East Kent Engineering Partnership Framework Agreement, produced no responses, and the contract has therefore been re-advertised as an Open Tender, with a deadline for submitting tender documents of 5 October 2016.</p>	Cabinet 9 November 2016	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Mike Knowles</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Council Tax Support Scheme 2017/18 We are required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by 31 January 2017. Across Kent the finance officers and benefit managers are working together to put forward proposals for the new scheme.</p>	<p>Cabinet 9 November 2016</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance  Zoe Kent</p>
	<p>Review of Fees and Charges The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18 for submission to Council. Charges will take effect from 1 April 2017.</p>	<p>Cabinet 9 November 2016</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance  Nick Vickers</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service</p> <p>To consider adopting a single employing authority for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.</p>	Cabinet 9 November 2016	Non-Key	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Tracey Beattie</p>
	<p>Adoption of Biodiversity Action Plan and Swale Green Grid Strategy</p> <p>Swale Green Grid Partnership, comprising statutory environment agencies, has refreshed strategies to reflect current environment framework</p>	Cabinet 7 December 2016	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Lyn Newton</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>including legislative changes.</p> <p>The key documents can be used to support the Local Plan as well as support planning and external funding applications by local organisations.</p>		<p>savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>			
	<p>Grounds Maintenance Extension of Contract Grounds Maintenance extension of Contract.</p>	<p>Cabinet 7 December 2016</p>	<p>Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs  Alan Turner</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			local authority.			
	<p>Stray Dog Kennel and Re-homing Contract</p> <p>The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	<p>Cabinet</p> <p>7 December 2016</p>	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews</p>
	<p>Contract for the provision of a pest control service within Swale</p> <p>The current pest control contract ends on 31</p>	<p>Cabinet</p> <p>7 December 2016</p>	<p>Key</p> <p>It is likely to result in the Council incurring</p>	Open		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews</p>



Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	December 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.		expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	Minutes of the Local Development Framework Panel on 1 December 2016 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council	Cabinet 7 December 2016	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Financial Management Report - April to September 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 6, covering the period from April to September 2016.</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Public Conveniences Cleaning and Minor Maintenance Contract Renewal</p> <p>The report contains a proposal to retender the public conveniences cleaning and minor maintenance contract.</p>	Cabinet 11 January 2017	<p>Key</p> <p>It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral</p>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Alan Turner</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			divisions in the area of the local authority.			
	Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016	Cabinet 11 January 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Planning  James Freeman

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Minutes of the Swale Joint Transportation Board meeting held on 19 December 2016	Cabinet 11 January 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Regeneration  Dave Thomas
	Treasury Management Strategy Statement and Investment Strategy 2017/18	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be	Open		Cabinet Member for Finance and Performance  Nick Vickers

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2017/18. It will be proposed to Council at the meeting on 15 February 2017.		considered and decided by full Council.			
	Medium Term Financial Plan and 2017/18 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Visitor Economy Strategy Sets out priority actions for the tourism sector in Swale from 2017 to 2020.	Cabinet 15 March 2017	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard	Open		Cabinet Member for Regeneration  Lyn Newton

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			to the local authority's budget for the service or function to which the decision relates.			
	<p>Financial Management Report: April - December 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.</p>	Cabinet 15 March 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017	Cabinet 15 March 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in	Open		Cabinet Member for Regeneration  Dave Thomas

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Minutes of the Local Development Framework Panel on 9 February 2017 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council	Cabinet 15 March 2017	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017	Cabinet 24 May 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  James Freeman