
POLICY DEVELOPMENT AND REVIEW COMMITTEE

MINUTES of the Meeting held in the Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT on Wednesday, 19 June 2019 from 6.55pm - 7.32pm.

PRESENT: Councillors Steve Davey (Substitute for Councillor Julian Saunders), Mike Dendor, Alastair Gould (Chairman), Ann Hampshire, Alan Horton (Substitute for Councillor Lloyd Bowen), Peter Macdonald (Substitute for Councillor Ken Pugh), Benjamin Martin, Richard Palmer (Substitute for Councillor Sarah Stephen), Ken Rowles, Ghlin Whelan (Vice-Chairman) and Corrie Woodford.

OFFICERS PRESENT: Philippa Davies and Bob Pullen.

APOLOGIES: Councillors Lloyd Bowen, Ken Pugh, Julian Saunders and Sarah Stephen.

57 **EMERGENCY EVACUATION PROCEDURE**

The Chairman drew attention to the emergency evacuation procedure.

58 **MINUTES**

The Minutes of the Meeting held on 12 February 2019 (Minute Nos. 490 – 496) were taken as read, approved and signed by the Chairman as a correct record.

59 **DECLARATIONS OF INTEREST**

No interests were declared.

Part B Minutes for Information

60 **ANNUAL REPORT FOR 2018/19**

The Policy and Performance Officer introduced the Annual Report to Council. It was a requirement of the Committee's Terms of Reference to report annually to Council on what the Committee had achieved. He drew attention to Appendix III, on page 16 in the report. This highlighted the new focus, since July 2018, to ensure that policies were brought forward to the Policy Development and Review Committee (PDRC) as early as possible to ensure the maximum opportunity for input from Members.

A Member who had attended previous meetings of the Committee in the role as invited guest explained that the process had previously been carried out in a co-operative, and not confrontational way, and this had assisted the Cabinet Member working through a good policy, rather than it being argued about.

Members agreed that it be recommended that the 2018/19 Vice-Chairman of the PDRC presented the report to Full Council.

Resolved:

(1) That the draft Annual Report to Council be agreed.

61 FUTURE WORK PROGRAMME

The Chairman introduced the report which set out the Committee's work programme for the 2019/20 Municipal Year. He drew Members' attention to the amended page 20 of the report which was tabled, and which set out a list of current policies and the indicative timescale for reviewing them. The Chairman explained that additional PDRC meetings might need to be scheduled. He briefly outlined the items on the tabled paper, and said that papers for the Constitution Review would be submitted to the next PDRC meeting. He also drew attention to the Public Realm and Open Spaces item where there would be the opportunity to set out some principles and guidelines for spending the £1m per annum funds committed to this project.

In response to a question about timescales and the opportunities for the PDRC to comment, the Policy and Performance Officer explained that the policies being submitted to Cabinet on 10 July 2019, would not be 'signed-off' and adopted at this stage, but would start the process of being reviewed by the PDRC.

There was some discussion on reviewing planning-based policies, including infrastructure, and that this was more likely to be considered within the Local Plan review by the Local Plan Panel. A Member also considered IT policy needed to be looked at.

The Chairman suggested that the items for review be set out in more detail and expanded to highlight the different stages of the work carried out on each policy, and to indicate this in a flow-chart.

Resolved:

(1) That the initial work programme for 2019/20 be noted.

Chairman

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All Minutes are draft until agreed at the next meeting of the Committee/Panel