

AGENDA

CABINET MEETING

Date: Wednesday, 11 March 2015
Time: 7.00 pm
Venue: Council Chamber - Swale House

Membership:

Councillors Bowles (Chairman), Mike Cosgrove, Duncan Dewar-Whalley, Gerry Lewin (Vice-Chairman), Ken Pugh, David Simmons, Mike Whiting, Ted Wilcox and John Wright

Quorum = 3

RECORDING NOTICE

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	Pages
1. Apologies for Absence	
2. Minutes	
To approve the Minutes of the Meeting held on 4 February 2015 (Minute Nos. 463 - 476) 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 B Reports for Decision by Cabinet

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15.	Local Development Framework Panel recommendations from the meeting held on 2 March 2015.	

Recommendations to-follow.

16.	Exclusion of the Press and Public	
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To decide whether to pass the resolution set out below in respect of the following items:

That under Section 100A(4) of the Local Government Act 1972, the press and

public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

6. Information which reveals that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment.

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Issued on Monday, 2 March 2015

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

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

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Agenda Item 4

Meeting: Cabinet	Agenda Item: 4
Meeting Date	11 th March 2015
Report Title	The Mill Project
Portfolio Holder	Councillor Mike Whiting
SMT Lead	Pete Raine
Head of Service	Emma Wiggins
Lead Officer	Peter Binnie
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	1. That Cabinet approves the provision of up to £200k of capital funding to help deliver a Skate Park on the Mill site in Sittingbourne subject to the conditions detailed in 2 below.
	2. That Cabinet delegates authority to the Director for Regeneration and Head of Finance in consultation with the Cabinet Member for Localism, Sport, Culture and Heritage and the Cabinet Member for Finance to release the allocation of up to £200k subject to the following conditions: i. The balance of funding is secured to meet the full cost of the facility ii. That a trust is established that will operate and manage the facility to ensure sustainability of the project iii. A business plan is provided
	3.
	4.

1. Purpose of Report and Executive Summary

1.1 This report provides Members with information for them to consider a proposal that the Council provides up to £200k of capital funding to help deliver a skate park on the Mill site in Sittingbourne subject to the conditions detailed in 1.2 below.

1.2 Specifically, this report asks Members to delegate authority to the Director of Regeneration and Head of Finance in consultation with the Cabinet member for

Localism, Sport, Culture and Heritage and the Cabinet Member for Finance to release the allocation of up to £200k subject to the following conditions:

- i. The balance of funding is secured to meet the full cost of the facility
- ii. That a trust is established that will operate and manage the facility to ensure sustainability of the project
- iii. A business plan is provided

2. Background

- 2.1 The Council undertook a review of its Sports Development provision in 2011 and the subsequent Sport and Physical Activity Framework (SPAF) 2012-17 highlighted a need to get more people active and particularly to encourage young persons to engage in at least 60 minutes of physical activity a day.
- 2.2 The Council and local stakeholders have for some time held an aspiration to build a skate park in the Sittingbourne area as a way of increasing participation in sport and physical activities and encouraging young people in sporting achievements. A working group was established that has been working for over three years to make it a reality. The group meet on a regular basis and to date there has been a number of successful funding bids that have been used to secure an outline planning permission and an option agreement for land on the Mill Site.
- 2.3 The project is led by the Sittingbourne Skate Park Group that includes local residents, members and officers of the Council. The group has procured support from Groundwork for feasibility work, consultancy and design, and for fund raising. The park would support four of the five key elements in the Council's play strategy and research has demonstrated that two existing sites in Swale attract 20 to 50 users at peak times after school and at weekend and it is expected that the Mill site would attract between 45 and 60 regular users.
- 2.4 The project also contributes to the Council's priority of regenerating the borough by bringing a derelict site back into use.
- 2.5 While funding is being sourced the Council is drawing up proposals for the future maintenance and operation of the site with the intention that it will be managed by a trust. The trust will have strong links to existing organisations such as Kent County Council Youth Services, the Swale Community Leisure Trust, private sector partner Amicus Horizon and the Young Kent assured quality for youth project who have all pledged to support the project. Amicus Horizon has already made a financial commitment to the project and will continue to provide support as the project is developed.

- 2.6 The current design and outline planning permission for a wheeled activity park will be large enough to become a regional facility. Indicative construction costs for this size of facility have been assessed to be in the order of £300k to £350k from an estimate by a reputable contractor. As this is now out of date an allowance should be made for inflation that would add approximately £20-30k to the estimate assuming that the project is completed during 2015.
- 2.7 At the present time there is insufficient funding to take the project forward into the construction procurement phase and a recent Sport England bid for £150k was unsuccessful. Sport England has also indicated that if partnership funding from the Council was secured the chances of leveraging £150k would increase. The bid has been strengthened following consultation with Sport England and a number of partners were brought on board to support its resubmission. The new partners include KCC youth services, Amicus Horizon and Swale Leisure Limited, all of whom see social and financial benefits arising from the project. Groundwork has also submitted a number of other bids to private sector organisations and charitable trusts and is awaiting a response from them. The requested funding amount of up to £200k from the Council would provide significant support towards the Sport England and other funding bids with match funding that would increase the likelihood of success. It would also ensure that a viable scheme can be delivered if only part of the funding is realised.
- 2.8 If sufficient funding is achieved and the project is able to proceed then there will be a significant new leisure facility in Sittingbourne that the stakeholders and public will be able to enjoy. It will bring a brownfield site back into use and make a significant difference to the lives of young people in the area and this would be the ideal outcome for both the project and the community. The project would also be an excellent starting point for the regeneration of this part of the town and would provide a worthwhile use for a site that is currently derelict.
- 2.9 The site identified for the Skate Park is on the Mill Site next to the Wharf and it currently has an outline planning consent. The land is under an option agreement with the owners Essential Land that allows the Council to draw down the land when sufficient funding has been realised for the Skate Park to be built. The land option protects the Council's position and reduces the risk of it having to secure and maintain the site in a safe condition should the Skate Park not go ahead and the current agreement will expire at the end of 2015 so any significant delay could result in the land being lost to other developments.
- 2.10 It is noted that there are other potential uses for the overall site including an area for a Heritage building and a possible new Leisure facility. While it is envisaged that all of the uses currently proposed can be accommodated on the site, it may be necessary to be flexible in the final positioning of each of the proposed uses to ensure that all can be accommodated.

3. Proposals

- 3.1 That Cabinet approves the provision of up to £200k of capital funding to help deliver a Skate Park on the Mill site in Sittingbourne.
- 3.2 That Cabinet delegates authority to the Director for Regeneration and Head of Finance in consultation with the Cabinet Member for Localism, Sport, Culture and Heritage and the Cabinet Member for Finance to release the allocation of up to £200k subject to the following conditions:
 - i. The balance of funding is secured to meet the full cost of the facility
 - ii. That a trust is established that will operate and manage the facility to ensure sustainability of the project
 - iii. A business plan is provided

4. Alternative Options

- 4.1 A reduced scheme has been considered by the Skate Park Group and discounted because it would not meet their aspirations for a regional facility in Sittingbourne.
- 4.2 A phased approach to the project has been considered by the Skate Park Group and discounted because it was felt by the group that subsequent phases would not be supported and their aspiration for a regional facility would not be met.
- 4.3 Alternative locations for the Skate Park within the Wharf site have been considered. These have been discounted because the rest of the land is not in the ownership of the council.

5. Consultation Undertaken or Proposed

- 5.1 The project working group is made up of a number of stakeholders and significant public engagement has been carried out through press releases and advertisements. A number of banners have been manufactured and fitted around the town centre and a Facebook page is well represented and used by supporters and the general public. Public consultation is not considered to be necessary at this time, and proposals will be in the public domain through this report and the Council report.
- 5.2 The outline planning permission that has been obtained included for statutory consultation with the public and other groups and interested parties.

6. Implications

Issue	Implications
Corporate Plan	Addresses the Open for Business Priority
Financial, Resource and Property	The financial impact on the Council will be reflected in the coming year's Medium Term Financial Plan and annual budget setting for the 2015/16 financial year. £200k capital is requested. In addition, officer resource to manage the project and project management time to take this through the design and build phase will be required..
Legal and Statutory	Legal Services has been consulted and engaged to obtain the option agreement for the site and will be engaged in the placing of any construction contracts.
Crime and Disorder	No specific implications have been identified at this stage. Proposals will require more detailed discussion at the detailed planning stage with the Police and the Crime and Disorder Team to put in place measures to ensure that the proposals have a negligible impact.
Sustainability	The proposals will help to ensure play provision in the future of the Town Centre and will contribute significantly to its sustainability.
Health and Wellbeing	No specific implications have been identified at this stage although the project is aimed at improving health and wellbeing. Health impacts will be considered as part of any community impact assessment that will be carried out at the appropriate time.
Risk Management and Health and Safety	No specific implications have been identified at this stage, but detailed work will be required with the Skate Park group to ensure that there will be no specific negative Health and Safety implications arising from the schemes.
Equality and Diversity	No specific implications have been identified at this stage, and a full impact assessment will be carried out at the appropriate time.

7. Appendices

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

- Appendix I:Funding Schedule

8. Background Papers

- None

Appendix 1

The Mill Project - Skate Park Funding

Current funding achieved for the project

		Amount
1	SBC Regeneration Funds	£30,000
2	Section 106 from East Hall Farm (conditional)	£25,000
3	Members grants to date	£6,340
4	Amicus Horizon	£10,000
5	Bernard Sunley Foundation (conditional)	£10,000
6	Donations directly to Skate Park Group	Less than £1,000
		<hr/> <u>£82,340</u>

Approximately £35k has been expended to date

Agenda Item 5

Cabinet Meeting		Agenda Item: 5
Meeting Date	11 th March 2015	
Report Title	Faversham Creek Basin Regeneration Project	
Cabinet Member	Cllr Mike Cosgrove, Cabinet Member for Regeneration	
SMT Lead	Pete Raine	
Head of Service	Emma Wiggins	
Lead Officer	Debbie Townrow	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none">1. To approve the allocation of £200,000 capital funding from the reserves, as a contribution to fund the works required to replace the Faversham Creek swing bridge subject to satisfactory completion of the feasibility study.2. To provide delegated authority to the Director of Regeneration in consultation with the Cabinet Member for Regeneration and the Cabinet Member for Finance to release the allocation of £200,000 subject to:<ul style="list-style-type: none">- Viability established through the technical work;- A robust costing and a full funding package to be in place;- Access to the northern bank of the basin secured to create new wharfage;- Appropriate licensing approvals in place;- Adequate arrangements secured for the operation and maintenance of the bridge in the long term;- Final design of bridge, gates and sluices agreed;- Approval of neighbourhood plan.	

1 Purpose of Report and Executive Summary

- 1.1 This report sets out details of the commitment made to date in funding preliminary investigation works to determine if the rebuilding of the Faversham Creek opening bridge is a viable option. Subject to viability being established the report also

requests approval to commit £200,000 capital funding as a contribution to the rebuilding costs.

2 Background

- 2.1 Faversham Creek Basin Regeneration Project is a partnership made up of Kent County Council, Swale Borough Council, Faversham Town Council, the Faversham Creek consortium, the Faversham Creek Trust and the Brents Community Association.
- 2.2 The purpose of the project is to restore navigation to Faversham Creek Basin to conserve and bring alive the maritime heritage. The Basin will become a tourist destination. It will bring back into use a derelict area of the Creek-side, making it a destination in its own right rather than a peripheral part of the town. It will provide a link between the historic architectural centre of the town and its maritime centre, between the commercial centre and a thriving harbour.
- 2.3 The inner basin of Faversham Creek is currently full of mud and little else. If the swing bridge is restored, vessels of all types – including traditional Thames barges – can be moored. This will help the process of developing Faversham's offer to visitors and with appropriate signing and promotion lead to greater footfall from the town centre, to explore the Creekside. This will contribute to generating growth in visitor numbers with the potential for higher spend per head.
- 2.4 Before the bridge works can begin, certain technical questions need to be addressed; specifically these concern the dredging of the inner basin, for which licencing approval is required from the Marine management Organisation (MMO) and the Environment Agency (EA) respectively.
- 2.5 A Regeneration Fund Bid for £23,000 has been approved to fund the feasibility works and these are currently being completed by consultants with payment in staged payments being made against submitted invoices for completed works.
- 2.6 The whole Faversham Creek basin is within the area included in the Faversham Neighbourhood Plan that is currently being finalised and will then be submitted to DCLG by the end of February. It will then be subject to an independent examination and put to a referendum later in 2015.

3 Proposals

- 3.1 The project proposes a like-for-like working replacement of the Brents Swing Bridge and sufficient dredging of silt to provide navigable access. Works to the Swing Bridge will be carried out by Kent County Council Highways & Transportation team under separate permit.
- 3.2 The costs of a renewed swing bridge and gates are estimated at upwards of £1m, with a small amount of ongoing maintenance. Following discussions, it has been

agreed that Kent County Council would fund at least £400,000 as the contribution covering its highways' role; Faversham Town Council is actively considering £175,000, possibly via a loan. There have been positive recent discussions with Peel Ports with regards to providing the additional funding required and/or work and services. An historic local company and charity have indicated that they might be prepared to consider a financial contribution to ensure these iconic features.

- 3.3 Cabinet is asked to consider and approve the request to allocate £200,000 capital funding from the reserves as the Council's contribution to the funding required for a renewed bridge and associated works to the inner basin. The contribution will be paid to whichever public sector body is responsible for the bridge works contract – Kent County Council, Swale Borough Council or Faversham Town Council.
- 3.4 Cabinet is asked to provide delegated authority to the Director of Regeneration in consultation with the Cabinet Member for Regeneration and the Cabinet Member for Finance to release the allocation of £200,000 upon satisfactory completion of the feasibility study. This will be subject to the conditions set out in the recommendations.

4 Alternative Options

- 4.1 Not to contribute to the rebuilding of the bridge and associated works. This is not recommended as Council support will be added to match funding and used to lever in the additional funds required to deliver this project.

5 Consultation Undertaken or Proposed

- 5.1 Currently the Faversham Creek Neighbourhood Plan is ending its formal consultation process that is managed by Swale's Planning Department. In early spring it will be examined by the external assessor to determine viability. Within the proposals are 13 sites with a potential for 100 new housing units.
- 5.2 Throughout the local Faversham consultation processes, the potential for a new swing bridge and gates has had universal support. There was an overwhelming 91.2% support for a new swing bridge and gates from consultation involving over 1,000 people in a two day exhibition and on-line survey.

6 Implications

Issue	Implications
Corporate Plan	This work will be targeted to achieving the priorities against the Corporate priorities of 'Open for Business' and 'Healthy Environment'. Within the economic development strategy, creating an 'Open for Business' environment' is identified as one of four key priorities, with the Faversham Creek Neighbourhood Plan detailed

	as a specific action. The Corporate Plan details the 'Healthy Environment' including 'Protecting and enhancing the natural environment' as one of the key objectives.
Financial, Resource and Property	Up to £23,000 has already been committed from the Regeneration Fund Bid to fund the feasibility and investigation works. The Recommendation for £200,000 for capital investment in the bridge would need to be found from the Council reserves. Some staff resource from across the authority will be required and has been allocated.
Legal and Statutory	Work is underway to secure the licences required from the Marine Management Organisation and the Environment Agency to enable the works to be permitted. Further input may be required to ensure conditions of funding are met.
Crime and Disorder	Improvements to the basin surroundings and increased footfall will reduce the opportunity for anti-social behaviour.
Sustainability	The underpinning objective to secure new investment will enhance quality of life for residents. Additional environmental sustainability may be secured as part of social value detailed in tenders completed to deliver the works.
Health and Wellbeing	Promoting a stronger economy and the social value outcome can make a positive contribution to the well-being of residents.
Risk Management and Health and Safety	Each contractor / consultant undertaking works will be responsible for providing their own appropriate insurances and they will be carrying out their own risk assessments as part of their works.
Equality and Diversity	A Community Impact Assessment will be undertaken.

7 Appendices

7.1 There are no appendices attached to this report.

8 Background Papers

8.1 There are no background papers associated with this report.

Cabinet Meeting	Agenda Item: 6
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Meeting Date	11 March 2015
Report Title	Faversham Pools – request for capital funding
Cabinet Members	CLlr Mike Whiting, Cabinet Member for Localism and CLlr Duncan Dewar-Whalley, Cabinet Member for Finance
SMT Lead	Mark Radford
Head of Service	Anne Adams
Lead Officer	Anne Adams
Key Decision	Yes
Classification	Open
Forward Plan	Yes

Recommendation	<p>Approve the allocation of £150,000 capital funding for the refurbishment of the Faversham Pools. The grant will be payable on completion of the procurement process and provided that the following conditions have been met:</p> <ol style="list-style-type: none"> 1. That Faversham Swimming Pools Management Committee becomes an incorporated body, and 2. That the outstanding land swap issues set out in the report are completed.
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1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to seek approval to allocate capital funding towards the refurbishment of Faversham Pools with a view to ensuring the long term future of the facility as an independently managed and sustainable community facility.

2 Background

- 2.1 In October 2013, SBC and the Faversham Swimming Pools Management Committee (FSP) jointly commissioned two condition survey reports, one focusing on the building fabric and the other on the mechanical and electrical installations. The reports concluded that, over the next 15 years, around £620,000 would need to be spent on repairs and maintenance. This did not allow for any improvements or modifications.
- 2.2 These reports have been used by FSP to estimate the likely costs of a refurbishment project and to inform the priorities for such a project. They have developed a number of options for refurbishment, the preferred option being to initially refurbish the

changing village and toilet area in November/December 2015. The estimated cost of this is £300,000.

- 2.3 The overall pools site is held in a number of different legal titles including SBC, the Arden Theatre and FSP. There are some boundary anomalies with these land holdings which are explained in more detail below.
- 2.4 There is also a land swap issue that remains outstanding. The land swap is to facilitate a transfer of part of the land from SBC to the Arden Theatre and a subsequent lease back to SBC for a term of 99 years of land which forms part of the adjoining car park which is within the ownership of the Arden Theatre. The transactions are intended following the completion of an agreement dated 5 May 1992 between (1) SBC, (2) The Trustees of the Arden Theatre and (3) FSP. Completion of this matter is long overdue and it is essential that the terms of the agreement are now implemented.
- 2.5 There is also a proposal for FSP to become an incorporated body. This will enable FSP to hold land in its own name, appoint its own trustees and raise funds through grants and other activities. Incorporation is expected to be completed by April 2015.
- 2.6 With regards to responsibility for repair and maintenance of the pools site, the legal documents are silent on this issue. Whilst this issue should ideally be resolved, it is considered that it can be best addressed at a later date as part of a future asset transfer.

3 Proposal

- 3.1 It is recommended that Cabinet agree to make a capital allocation of £150,000 to FSP towards the cost of refurbishments. This represents a 50% contribution towards the estimated cost of the project and will allow FSP to bid for external grant funding for the balance required to fund the project. The grant will be payable on completion of the procurement process and provided that the following conditions have been met:
 1. That FSP becomes an incorporated body, and
 2. That the outstanding land swap issues set out in 2.4 above are completed.

4 Alternative Options

- 4.1 The alternative options are:
 - *Do not provide any capital funding towards the refurbishment of Faversham Pools.* Not recommended because this would result in a high risk of the Pools having to close unless the Faversham Pools Committee could secure adequate funding from alternative sources.

- *Provide a reduced level of funding.* Not recommended because this would result in a risk that the objectives set out in the Faversham Pools Business Plan would not be met due to the need to scale down the scope of the refurbishment project leading to a knock on effect of a reduction in income.

5 Consultation Undertaken or Proposed

- 5.1 This proposal has been prepared in consultation with the Faversham Pools Committee and the relevant Cabinet members.

6 Implications

Issue	Implications
Corporate Plan	The allocation of capital to the Faversham Pools demonstrates a commitment by the Council to the Corporate Plan priorities of both Embracing Localism and Healthy Environment.
Financial, Resource and Property	The financial implications are set out in the body of the report.
Legal and Statutory	The Legal Services team will be required to oversee the completion of the transfer agreement detailed in 2.4 of this report and completion of this document will be a condition of the grant funding.
Crime and Disorder	None identified at this stage.
Sustainability	The refurbishment work will be required to comply with current Building Regulations therefore all opportunities to will be taken improve environmental impacts and reduce carbon emissions.
Health and Wellbeing	It is anticipated that the refurbishment project will increase pool usage and therefore make a positive contribution towards the health and wellbeing of the local community.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	The refurbishment work will be required to comply with current Building Regulations therefore all opportunities to will be taken to ensure that the experience for disabled users is enhanced where possible.

7 Appendices

None

8 Background Papers

None

Cabinet Meeting	Agenda Item: 7
Meeting Date	11 th March 2015
Report Title	Tackling litter and dog fouling - a new approach to Fixed Penalty Notices - pilot project
Cabinet Member	Cllr David Simmons, Cabinet Member for Environment and Rural Affairs
SMT Lead	Pete Raine
Head of Service	Emma Wiggins
Lead Officer	Alister Andrews
Key Decision	Yes
Classification	Open
Forward Plan	Yes
Recommendations	<ol style="list-style-type: none"> 1. To agree to the Fixed Penalty Notice pilot project to tackle littering and dog fouling. 2. To agree a waiver of finance and contract standing orders to contract the services of 'Kingdom' for the pilot project.

1 Purpose of Report and Executive Summary

- 1.1 This report sets out details of a new approach to tackling litter and dog fouling through a pilot Fixed Penalty Notice (FPN) project.

2 Background

- 2.1 Discussions were held with SMT and Cabinet in late 2014/early 2015 on outline proposals to pilot a new approach to tackling litter and dog fouling.
- 2.2 Since January further details and costings have been developed on the proposed project which now comes to Cabinet for approval.
- 2.3 The pilot will start in March 2015, and run for 6 months with an estimate of around 1800 FPN's being issued. The total value of the contract is estimated at £144K.
- 2.4 This scheme will increase the chances of being caught if committing an environmental offence. It is anticipated that more robust enforcement will '*nudge*' residents into doing the right thing with their litter or dogs mess, consequently creating a healthier and cleaner environment for all.

- 2.5 'Kingdom' is a company based in the southeast of England. Maidstone BC already uses Kingdom for their litter FPN contract, and they have been pleased with the service received. Tunbridge Wells BC have recently undertaken a tender process for their FPN litter contract, and Kingdom was found to be the most viable option for service delivery. Outside the MKIP group, Gravesham BC and Canterbury CC are also part way through piloting schemes with Kingdom. As such a waiver to procurement is sought to enable the council to use Kingdom for the pilot, given their involvement in other boroughs with clear expertise and specialism. A full tender will be undertaken once the pilot is over, and a decision has been made regarding continuing the scheme or not.
- 2.6 'Kingdom' will provide a team of two officers to attend litter hot spot areas and issue FPNs for the first three months. The team will increase to four officers for the final three months of the pilot. It is anticipated that these officers may issue between 80 and 100 FPNs each a month, resulting in an overall estimate of 1800 FPNs during the pilot scheme. The officers will be tasked to patrol any problematic rural areas, as well as the town centres.
- 2.7 After the pilot is completed, if Cabinet decides to continue with the scheme a full tender will take place, potentially in partnership with other authorities in order to keep procurement costs as low as possible.

3 Proposals

- 3.1 To agree to the Fixed Penalty Notice pilot project to tackle littering and dog fouling.
- 3.2 To agree a waiver of finance and contract standing orders to contract the services of 'Kingdom' for the pilot project.

4 Alternative Options

- 4.1 That a full tender is completed for the 6 month litter FPN pilot. This is not recommended as this will mean the council will not be able to introduce the pilot for some months, plus it is clear that Kingdom are the preferred supplier to all other Kent schemes. Where other Kent authorities have already undertaken procurement, the results suggest that Kingdom is the most viable option with demonstrable experience of delivering such schemes. By starting this pilot now, the timescales may allow us to tender in partnership with another local authority after the pilot, which may have cost benefits.

5 Consultation Undertaken or Proposed

- 5.1 More litter penalties appears to be a popular suggestion whilst undertaking environmental customer engagement surgeries. Results from the LAPS survey have also been used to justify the proposals in that cleaner streets are important to local people.

6 Implications

Issue	Implications
Corporate Plan Priorities	This project addresses the corporate priority of Healthy Environment as it will tackle litter offences and so improve street cleanliness and ultimately Swale's environment
Financial, Resource and Property	<p>The number of FPN's issued is anticipated at around 1800. Therefore the total value of the contract is estimated at £144K.</p> <p>Assuming a payment rate of between 70% and 75%, and assuming that those who intend to pay, generally pay at the lesser amount (£60), the pilot is estimated to generate between £75K and £81K.</p> <p>Assuming that 95% of all FPNs are issued correctly, and that around 12% of all cases go to court, the contractor and legal costs combined will equate to approx. £100k. This leaves an estimated deficit of between £19K and £25K, for which a bid to the performance fund has been made in order to carry out the pilot.</p> <p>After the pilot, the viability of the project will be reviewed if it is decided to continue, and options for self-financing will be considered.</p> <p>The legal costs and officer costs are all reclaimable if we are successful in court. However, previous experience suggests that these costs are rarely recovered in full, and if they are it can take years.</p>
Legal and Statutory	<p>Swale BC has powers under the Environment Protection Act 1990 to issue FPN's to anyone dropping litter. The Clean Neighbourhoods and Environment Act 2005 allowed local councils to set the financial penalties for these FPNs within specified parameters. SBC have already set these fees at an Executive meeting in November 2006.</p> <p>Local Authorities have a duty to tackle anti-social behaviour.</p>
Crime and Disorder	The recommendations should have a positive impact under section 17 of the Crime and Disorder Act 1998, as this will tackle litter offences and as such reduce anti-social behaviour.
Sustainability	Cleaner streets result in improved environmental sustainability. The contractor scheme can be reviewed and adjusted according to demand and support.
Health and Wellbeing	Cleaner streets make Swale a better place to live and so improves the health and well-being of its residents
Risk Management and Health and Safety	Risk that implementing this may result in some negative press. The role can be confrontational, so sufficient training must be given to officers.

Equality and Diversity	A CIA was carried out initially, and it identified that FPN's will not be issued to anyone under the age of 18 without prior discussion with the youth offending team, and the police. Warnings or supervised reparation will continue to be the favoured option for youth offenders.
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7 Appendices

7.1 None

8 Background Papers

8.1 SMT reports Tackling litter - a new approach to fixed penalty notices - pilot project
16th December 2014

Cabinet Meeting		Agenda Item: 8
Meeting Date	11 March 2015	
Report Title	Award of Family Support Services Contract	
Cabinet Member	Cllr Ken Pugh, Cabinet Member for Community Safety and Health	
SMT Lead	Abdool Kara, Chief Executive and Chair of Swale Community Safety Partnership	
Head of Service	Emma Wiggins, Head of Economy and Community Services	
Lead Officer	Charlotte Hudson, Economy and Community Services Manager	
Key Decision	No	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	1. To extend the Family Support Services Contract with Children and Families Ltd to 2015 – 16 for £87,782.	

1 Purpose of Report and Executive Summary

- 1.1 This report provides Cabinet with an update on progress of the Swale Families Programme, and seeks approval to extend the Family Support Services contract to March 2016.

2 Background

- 2.1 In 2012 DCLG launched the Troubled Families Programme which aimed to transform the lives of 120,000 families nationally by 2015, with a specific focus on families experiencing issues of truancy/exclusion from school, youth offending, anti-social behaviour and worklessness. DCLG estimated that Kent had 2,560 troubled families to engage with over a three year period (2012-15).
- 2.2 The accountable body for the programme is Kent County Council and a multi-agency governance structure was put in place to ensure the programme was delivered effectively. To ensure that delivery was designed to respond to local needs and characteristics, district councils were approached to support local delivery models and facilitate the co-ordination of the programme in their locality. KCC provided a Local Delivery Project Manager to each district to facilitate these processes. KCC also commissioned a county-wide provision of Family Intervention workers to work with the most complex families.

- 2.3 In 2012 it was agreed that Swale Community Safety Partnership would be the local accountable body for the programme due to the national criteria aligning with their priorities. In 2013 Swale Community Safety Partnership submitted a proposal for the local delivery model to Kent County Council to form an expert team of existing professionals that would enhance their current practice from single issue working to a 'whole family' approach. This proposal was accepted by KCC and Swale CSP was issued a grant of £178,000 for a two-year period. Swale Borough Council is the accountable body for the grant. Commissioned services are required to work with 20% of the cohort.
- 2.4 An Expression of Interest process was undertaken to identify existing service providers to provide Family Support Services to the identified families on the programme. Following that process, contracts were awarded to Children and Families Ltd and Swale Community and Voluntary Services. The current contracts are due to expire on 31 March 2015; the contracts have provision for an extension of one year, ie to 31 March 2016.
- 2.5 As of December 2014 there were 429 families identified for Phase 1 of the programme, and 312 were engaged in the programme. The current cohort consists of 108 families engaged in the programme through all the delivery streams, including the local delivery model. The last payment-by-results claims were made in October 2013, and Swale had 'turned around' 161 families, representing c44% of the target cohort. Children and Families Ltd has achieved the highest number of turned around families from the commissioned services working in Swale.
- 2.6 The rollout of Phase 2 has been confirmed which will run for a further three years, April 2015 – March 2018. KCC have confirmed the grant to SBC for April 2015 – 16 as £71,200. KCC have also confirmed that the anticipated underspend of £17,000 from the current grant can be rolled forward to 2015/16 financial year. Within Phase 2 the criteria is much broader, and therefore the commissioned delivery streams will be required to work with more complex families than has been the case during phase 1. The funding for Phase 2 is at a 20% reduction of previous years, and therefore the delivery mechanism for Swale will be on a smaller scale.
- 2.7 A number of options have been considered regarding provision of family support services for 2015/16, including: re-tendering for provision; extension of both existing contracts at reduced levels; or extension of one provider.
- 2.8 Due to funding only being confirmed for one year it is recommended that a retender exercise is not conducted - this will ensure continuity of case work with families and will also ensure quality and skilled workers are maintained. Due to the change of emphasis in Phase 2 of working with more complex families, it is recommended that Children and Families Ltd contract is extended by one year at a value of £87,782, which will provide 2xFTE Family Support Workers and a 0.7xFTE Family Finance Worker for the year.

3 Proposals

3.1 To extend the Family Support Services Contract with Children and Families Ltd to 2015 – 16 for £87,782. This will enable the most successful delivery stream to continue and provide continuity to the programme.

4 Alternative Options

4.1 The alternative options are presented in the table below:

Option	Pros	Cons	Costs	
1. Re-tender for new providers	<ul style="list-style-type: none"> ▪ Test market ▪ Identify new ways of working 	<ul style="list-style-type: none"> ▪ Costs and time of procuring ▪ Transition arrangements 	<ul style="list-style-type: none"> ▪ Cost of service covered by grant from KCC. ▪ Officer time for procurement exercise. 	<ul style="list-style-type: none"> ▪ Not recommended due to the negative impact on family from transition arrangements.
2. Extend both contractors at reduced levels	<ul style="list-style-type: none"> ▪ Wider range of provision 	<ul style="list-style-type: none"> ▪ Phase 2 requires work with more complex families. This is not the remit of SCVS. ▪ Potential loss of existing workers due to reduced hours. 	<ul style="list-style-type: none"> ▪ Cost of service covered by grant from KCC. 	<ul style="list-style-type: none"> ▪ Not recommended as would impact on staff retention and therefore have a negative impact on service to families.

5 Consultation Undertaken or Proposed

5.1 The Chairs of Swale Community Safety Partnership has been consulted due to the governance arrangements of the programme.

6 Implications

Issue	Implications
Corporate Plan	The delivery of the Troubled Families Programme assists with

	delivering the healthy environment priority.
Financial, Resource and Property	SBC has received confirmation of a grant for £71,200 from KCC for 2015/16 and agreement to roll the underspend of £17,000. The contract value is within this grant. Contract extension meets with our own procurement rules and Standing Orders
Legal and Statutory	SBC will receive a grant variation to extend the grant for one year at £71,200, and contracts are currently in place with the service providers which have the opportunity to be extended. The current service providers have been issued notices that the contract is due to end on 31 March 2015.
Crime and Disorder	One of the programme aims is to reduce ASB and Youth Crime, and Phase 2 will also include reducing adult offending. Swale Community Safety Partnership also provides the local governance for the programme.
Sustainability	None identified.
Health and Wellbeing	The wider criteria for Phase 2 of the programme also address physical and mental health issues so work with families will positively impact on this priority.
Risk Management and Health and Safety	The main risk to SBC is non-delivery on the commitments of the grant agreement. Suitable governance and contract management arrangements are in place to ensure effective delivery.
Equality and Diversity	The national programme has been subjected to an Equalities Impact Assessment, and the families' individual needs will be addressed in their family action plans.

7 Appendices

7.1 None

8 Background Papers

8.1 None

Cabinet Meeting	Agenda Item: 9
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Meeting Date	11 th March 2015
Report Title	Staying Put Contractor Framework
Cabinet Member	Cllr Wright, Cabinet Member for Housing Cllr Dewar-Whalley, Cabinet Member for Finance
SMT Lead	Pete Raine, Director of Regeneration
Head of Service	Amber Christou, Head of Housing and Health
Lead Officer	Amber Christou
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	Cabinet agrees to enter into a new three and a half year Contractor Framework Agreement for Staying Put, starting in April 2015.

1 Purpose of Report and Executive Summary

- 1.1 This report seeks approval to enter into a new three and a half year Contractor Framework Agreement for the Staying Put service, starting in April 2015.

2 Background

- 2.1 Staying Put is the Council's in-house Home Improvement Agency, which provides adaptations and repairs within the homes of elderly and vulnerable residents across the Borough. The service manages a Contractor Framework for the delivery of works funded primarily through Disabled Facilities Grants (DFGs). The current Framework started in October 2011 and consists of 17 contractors.
- 2.2 The Framework operates as a preferred supplier list for physical works carried out in people's private homes. Works undertaken through the Framework include major adaptations to properties, such as the installation of flush-floor showers; work to prevent falls, such as the installation of grab rails; work to enable people to be discharged from hospital; such as moving bedrooms downstairs; and other minor works and adaptations to a property, such as installing wheelchair ramps or clearing rooms where hoarding has been taking place.
- 2.3 Works undertaken are funded through a variety of sources, including DFGs, home repair loans, funding provided by Swale Clinical Commissioning Group and residents directly funding works themselves.
- 2.4 The value of the current Framework Agreement is an estimated £350,000 per annum. The value and types of works undertaken through the Framework over the last 3 years is set out below:

	DFG works	Hospital discharge and prevention	Repairs/loans/private	TOTAL
2011/12	350,000	26,927	11,304	376,927
2012/13	400,000	12,554	55,243	467,797
2013/14	416,980	37,738	97,655	552,373
TOTAL	£1,166,980	£77,219	£164,202	£1,397,097

- 2.5 The current Framework value was set based on the estimated level of DFG works to be carried out through the Framework. Since then, there has been a growth in other works undertaken, such as smaller repairs and adaptations. The new Framework Agreement will reflect this and be advertised with an approximate value of £500,000 per annum. The total value of the Framework over the life of the contract will be £1,750,000.

3 Proposal

- 3.1 The Council has undertaken a procurement exercise for a new Framework Agreement, starting in April 2015. The length of time for the Framework is three and a half years, to bring it in line with expected future external funding from both KCC and other sources such as health, which tends to run from September – September.
- 3.2 The value of the new Framework is estimated at £500,000 per annum. The Framework was advertised on the same terms as the existing Framework, with no guarantee of income for the contractors.
- 3.3 The new Framework contains explicit reference to other works beyond those funded by DFGs, and is divided into three lots:
- Lot 1: DFG physical works – i.e. shower room conversions, external ramping;
 - Lot 2: Hospital discharge works – i.e. lowering doorsteps for wheelchair access, bringing bedrooms downstairs. This is urgent work that will need to be completed to strict timescales; and
 - Lot 3: Repairs – any other repairs to homes.
- 3.4 There was a positive response to the procurement exercise. 24 initial Expressions of Interest were received, resulting in 13 final contractors being selected to go onto the new Framework across the 3 different lots. The majority of the contractors are local to Swale and SMEs. A breakdown of the contractors by lot is set out below:

	Total No. of Contractors	Percentage who are local	Percentage who are SMEs
Lot 1- DFG works	12	75%	92%
Lot 2 – Hospital discharge works	7	70%	86%
Lot 3 – Repairs	13	70%	92%

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4 Alternative Options

- 4.1 A new Framework Agreement is not put in place and any works would need to be procured using the Council's Standing Orders approach to procurement, ie quotes would need to be sought for each work undertaken, which would be time-consuming and potentially more costly. Each year, around 150 jobs are put through the Framework Agreement; seeking quotes for each of these would be a time-consuming process, which could potentially incur delays for the customer.
- 4.2 In addition, rates for individual types of works are fixed under the Framework Agreement, meaning that the Council knows the costs of works for the lifetime of Agreement and that they are competitive, providing better value for money for the customer and taxpayers. If the Council were to seek quotes for each individual work, there would be less control over costs.

5 Consultation Undertaken or Proposed

- 5.1 Customer satisfaction surveys are carried out following works being undertaken. Customer feedback from previous clients was used to inform the specification used during the procurement exercise.

6 Implications

Issue	Implications
Corporate Plan	The new Framework supports the Corporate Priorities of Embracing Localism and Open for Business by providing opportunities for local small businesses. It also supports the Corporate Priority of Healthy Environment by contributing to the local health agenda and minimising any potential negative impact of private housing on health.
Financial, Resource and Property	The value of the new Framework will be £1,750,000. If no external funding is received from KCC, core costs of the service would need to be funded from earmarked reserves.
Legal and Statutory	The nature of the works carried out under this agreement fall under the activities listed in Schedule 2 of the Public Contracts Regulations 2006, constituting Works within the meaning of the 2006 Regulations. The total value of works over a four year period has been estimated at £1,750,000.
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health and Wellbeing	The works carried out under the Framework will have a positive impact on the health and wellbeing of elderly and disabled residents across Swale. Works undertaken will provide adaptations and home improvements that will make residents' homes safer and help them

	to live in their own homes for longer rather than either staying in hospital or moving into residential care.
Risk Management and Health and Safety	The management of financial and operational risks, including health and safety, were considered as part of the Council's agreed procurement processes. Successful organisations will be required to ensure that they comply with minimum health and safety standards and adhere to the Council's Health and Safety policy. Responsibility for health and safety of contractors will remain with the contractor organisation.
Equality and Diversity	<p>The new Framework will actively support elderly and disabled residents within Swale, by helping them to live in their own homes for longer.</p> <p>As part of the procurement exercise, bidders were asked to confirm their commitment to comply with the Equalities Act 2010 around discrimination. They were also checked to ensure that they have not been found guilty of any unlawful discrimination or been subject to a formal investigation by the CEHR within the proceeding 3 years.</p> <p>These proposals do not envisage any change in the level of service provision to residents with particular protected characteristics (age, disability) and therefore does not require a formal impact assessment.</p>

7 Appendices

None

8 Background Papers

None

Cabinet Meeting		Agenda Item: 10
Meeting Date	11 March 2015	
Report Title	Faversham Allotment Transfer	
Cabinet Member	Cllr Mike Whiting. Cabinet Member for Localism, Sport, Culture & Heritage	
SMT Lead	Dave Thomas	
Head of Service	Dave Thomas, Head of Commissioning & Customer Contact	
Lead Officer	Len Mayatt, Commissioning & Open Spaces Manager	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none"> 1. To agree the freehold transfer for the four allotment sites in Faversham to Faversham Town Council 2. To agree the freehold transfer to Faversham Town Council of the public amenity land adjacent to Stonebridge Ponds 3. To provide up to £14,000 for replacing the dangerous footbridge at the Stonebridge pond site 4. To delegate authority to the Head of Commissioning & Customer Contact, in consultation with the Cabinet Members for Finance and Localism, Sport, Culture & Heritage to agree the final detailed terms of the freehold transfer 	

1. Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to seek approval from Cabinet to complete the freehold transfer of the four allotment sites in Faversham to Faversham Town Council and the adjacent Public Amenity land at Stonebridge Pond.

- 1.2 The four allotment sites and public amenity land are owned by the Borough Council. Three of the allotment sites have active allotment associations who deal with the day-to-day administration of the allotments. Two of the three sites (Millfield and Stonebridge Ponds) are statutory allotment sites. The fourth site (St Nicholas Road) is currently overgrown and not in use as allotments. The amenity land is closely linked to the allotment land.

2. Background

- 2.1 Cabinet previously received a report on this subject in March 2014, when the option for a 125 year lease for each of the sites was discussed and approved. Faversham Town Council subsequently refused the offer of a 125 year lease, maintaining their wish to achieve a transfer of the freehold.
- 2.2 In order to comply with the Borough Council's Community Asset Transfer Policy (revised November 2014) a freehold transfer, as opposed to 125 year lease, can be offered under exceptional circumstances. The Policy states that under such circumstances a claw back clause will be included as a condition of the transfer. Paragraph 5.6 of the Policy states:
- "In the exceptional event that a form of tenure other than leasehold is entered into, a 'clawback' or 'asset lock' provision will be placed as a legal condition on the transfer."*
- 2.3 While considering the principle of transferring the allotments, Members are advised that the transfer is recommended as under the provisions of the Local Government Act 1972, in an area where there is a Parish Council, all functions under the Allotments Acts 1908 to 1950 which include the provision of allotments shall only be exercisable by the Parish Council for the area. As such, in an area such as Faversham, the Town Council are the relevant authority to provide allotments and not the Borough Council. Therefore, there are strong grounds to offer the freehold transfer as an exceptional circumstance, which will also ensure the Borough Council is fully compliant with the Local Government Act 1972.
- 2.4 During discussions with the Town Council on the proposed transfer, the condition of the Boundary Wall and footpaths/waterways at Stonebridge Ponds has been a focus for discussion. East Kent Engineering Partnership (EKEP) was commissioned to inspect the bridges/footpaths/waterways and produce a proposal for any works which may be required and an indication of associated costs. It is proposed that only essential safety works are undertaken on any of these features by the Borough Council.
- 2.5 EKEP have inspected the site and produced a specification to replace one footbridge that is currently in a dangerous condition. They estimate the works required to rebuild the bridge will cost in the region of £14,000 plus a fee of £2,000 to manage the works if requested. The Stonebridge Allotment Association has agreed to undertake works to repair the other bridges on the site at no cost to the Council, as that work is of a much less technical nature.
- 2.6 EKEP have produced a specification for undertaking repairs to the banks of the waterways/footpaths if works are required in the future.

- 2.7 Members are asked to agree to provide the sum of up to £14,000 to be made available to facilitate repairs to the dangerous bridge. Faversham Town Council has agreed to provide £2,000 towards the cost of the works. Any future costs relating to the blast wall, bridges and waterways will be the responsibility of the Town Council.
- 2.8 Under the provisions of Section 123 of the Local Government Act 1972, the Council is required to achieve the best consideration that can be reasonably obtained in the circumstances when offering the freehold unless Government consent is specifically granted for a disposal at “under value”.
- 2.9 Where an agreement is proposed that means the Council will not be achieving best consideration and the ‘under value’ does not exceed £2 million, the Local Government Act 1972: General Disposal Consent 2003 (Circular 6/03) removes the requirement for a specific consent to be obtained in circumstances where the transaction will help it to secure the promotion or improvement of the economic, social or environmental wellbeing of its area. Local authorities should seek professional advice relating to the likely amount of ‘under value’ resulting from the transaction, so the Council can make an informed decision on the implications of the proposal.
- 2.10 DVS were appointed to supply an independent valuation in February 2014. They provided the following valuations:
- (a) ‘Unrestricted Value’ this is the current market value of the freehold interest based upon a 125 year lease for an unrestricted use at a market rent; and
 - (b) ‘Restricted Value’ this is the current market value of the freehold interest subject to the specific terms of the proposed transaction.
- 2.11 They considered the Unrestricted Value to be £190,000 for all four sites and the Restricted Value to be £1,470. Therefore, the estimated Undervalue resulting from the proposed transaction being the difference between the Unrestricted and Restricted Valuations is **£188,530**.
- 2.12 The Council obtained further advice from DVS in September 2014 on the values based on a freehold disposal. They subsequently confirmed that without any material changes to the terms of the transfer there should be no significant difference in the market value of the allotments between a freehold disposal or disposal by way of a 125 year lease.

3. Proposals

- 3.1 The proposal is to offer Faversham Town Council the freehold for the four allotment sites and the public amenity land, including a clawback clause as a condition of the transfer as required by the Borough Council’s Community Asset Transfer Policy.

3.2 Members are requested to provide up to £14,000 for the cost of replacing the footbridge at the Stonebridge Pond site. It is proposed the money for this work could be made available from the projected revenue underspend for 2014/2015.

4. Alternative Options

4.1 There are two alternative options for consideration.

4.2 **Option One:** as the Borough Council does not have legal powers to provide allotments within the boundary of the Faversham Town Council area, there is an option for the Borough Council to retain ownership of the sites and cease using them as allotments. This would mean the Town Council would then either have to purchase alternative land to provide allotments, or for there to be no allotments in the Faversham area. This is not considered to be a sensible or cost effective approach and is not recommended to Members.

4.3 **Option Two:** as Members have previously offered the Town Council 125 year lease for each of the sites in question, they may wish to adhere to that previous decision. However, as the Borough Council does not have legal powers to provide allotments in the Faversham area as described in Paragraph 2.2 and Faversham Town Council have resisted the offer of 125 year lease, there is a strong case to offer the freehold transfer as an exceptional circumstance under the Borough Council’s current Community Asset Transfer Policy. Therefore, the option of maintaining the offer of 125 year lease is not recommended for approval.

5. Consultation Undertaken or Proposed

5.1 Faversham Town Council and the allotment associations have been consulted and are in agreement with the proposal. Consultation has involved the Cabinet Member for Localism, Sport, Heritage and Culture and the Cabinet Member for Finance.

6. Implications

Issue	Implications
Corporate Plan	<p>This proposal supports the corporate priority for Embracing Localism by transferring ownership (in response to the special conditions contained within the Local Government Act 1972) to the Town Council.</p> <p>The proposal is compatible with the Council’s Community Asset Transfer Policy as revised in November 2014.</p>

Financial, Resource and Property	Provide up to £14,000 as a one-off cost to replace the dangerous bridge at Stonebridge Ponds. Once the transfer is complete, all future maintenance costs will be borne by the Town Council.
Legal and Statutory	The Local Government Act 1972 states that in an area where there is a Parish Council, provision of allotments lies solely with the Parish Council. Therefore, Faversham Town Council is the relevant authority to provide allotments which lends further support to the proposal in this report. The Council has met its obligations under Section 123 of the Local Government Act 1972 by appointing a Property Specialist to establish the estimated level of any Under Value if the proposal is approved.
Crime and Disorder	No implications noted at this time.
Sustainability	With the support of the Faversham Town Council, the allotment associations will be able to secure their long term future and potentially apply for funding the Borough Council would not have access to.
Health and Wellbeing	The activity of working an allotment and growing fresh produce is a positive contribution to the health and wellbeing of the local community.
Risk Management and Health and Safety	The Town Council will be responsible for complying with appropriate Health & Safety legislation
Equality and Diversity	None noted at this stage.

7. Appendices

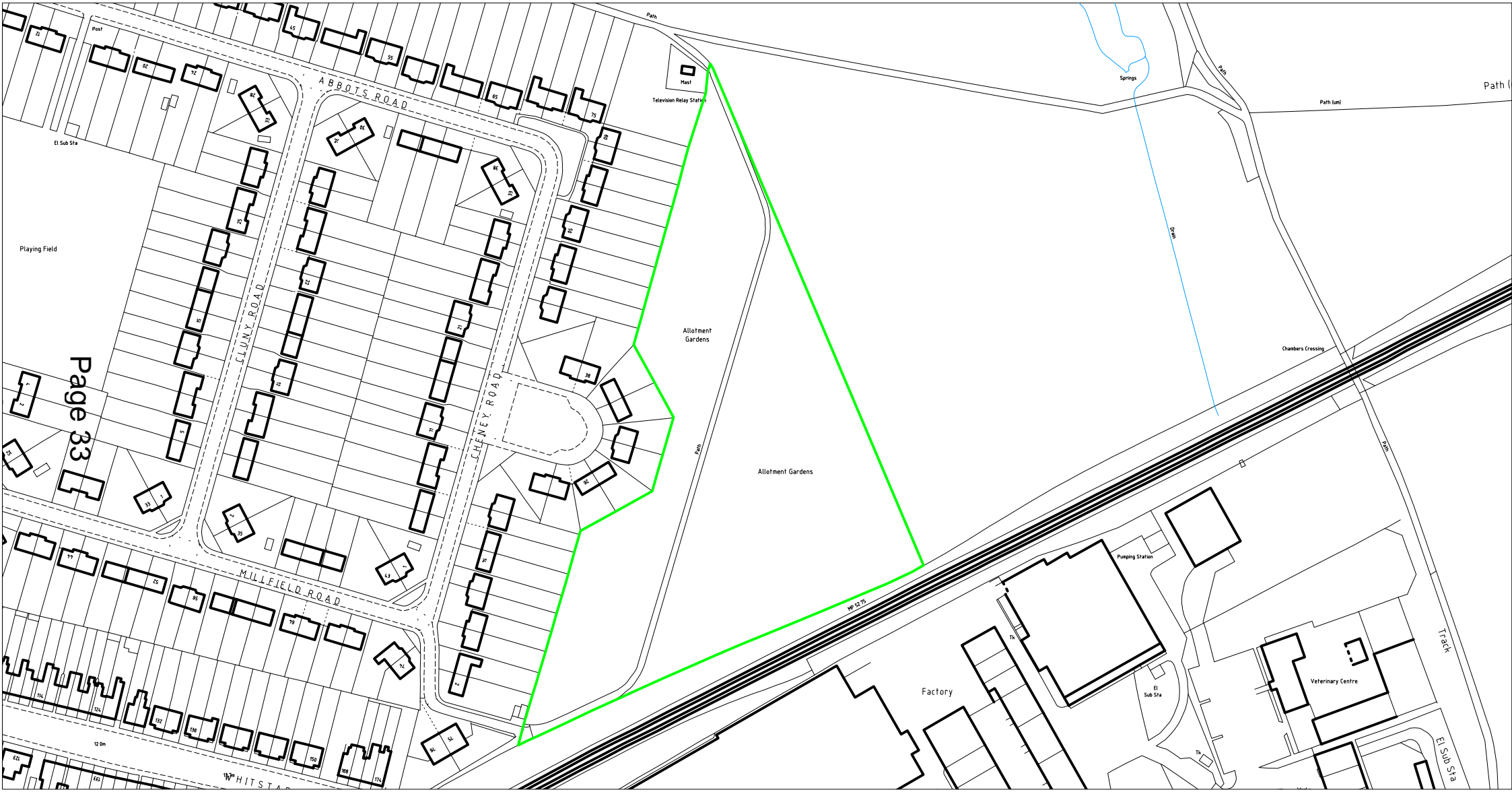
7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Location plans

8. Background documents

8.1 None.

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Playing Field

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Allotment
Gardens

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Pumping Station

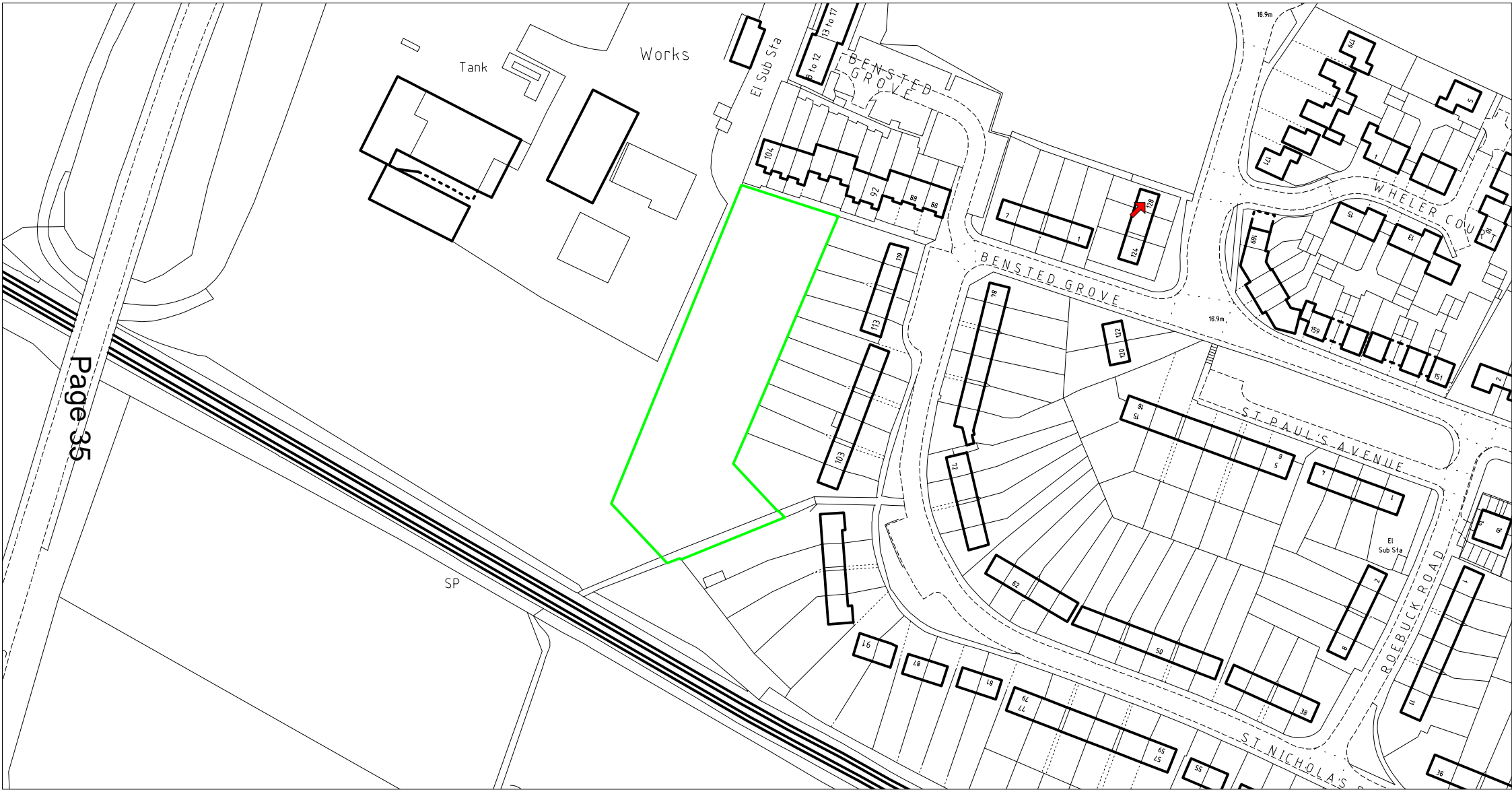
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Veterinary Centre

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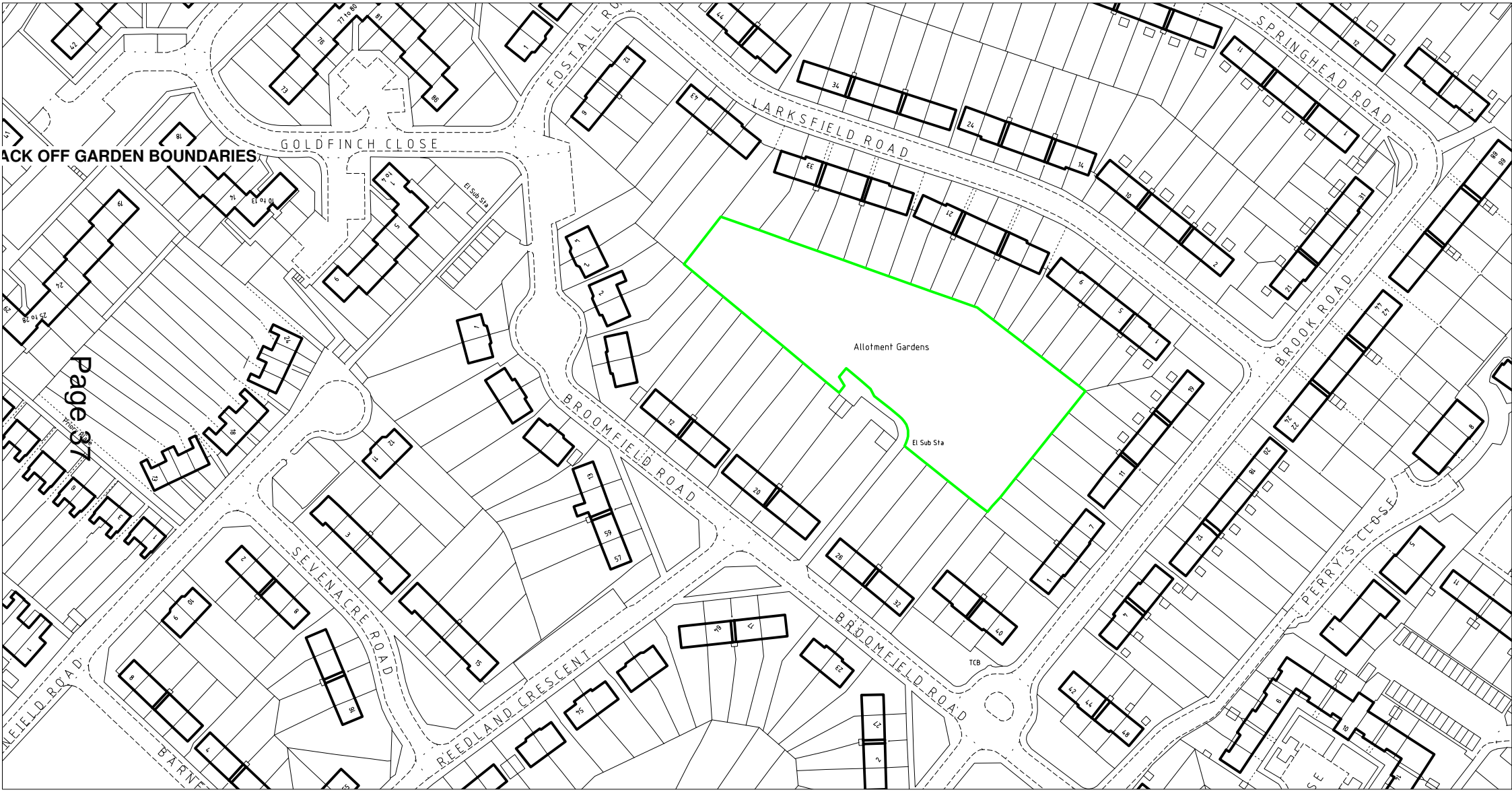
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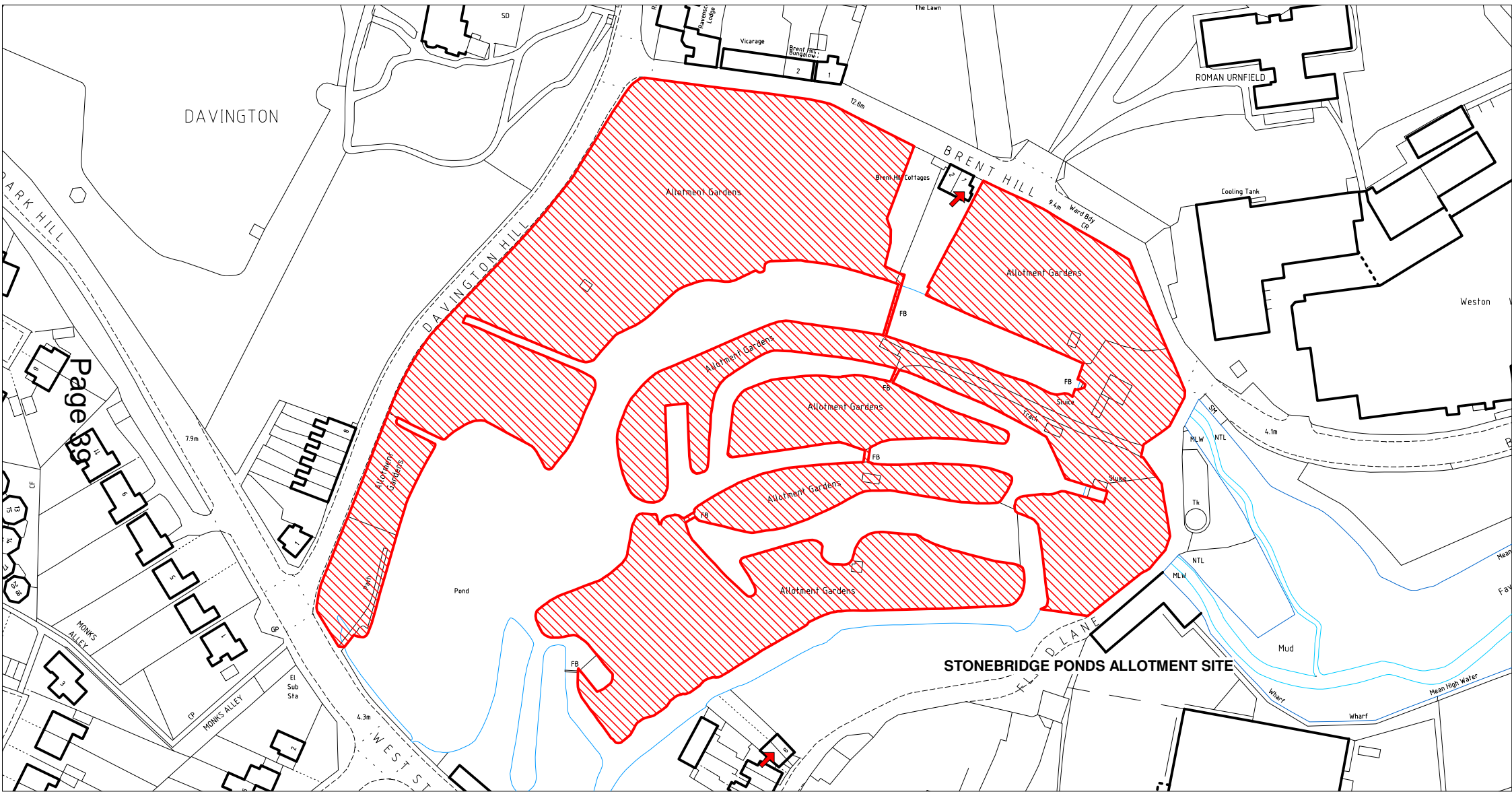


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BACK OFF GARDEN BOUNDARIES



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Cabinet	Agenda Item: 11
Meeting Date	11 March 2015
Report Title	Financial Management Report – April – December 2014
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance
SMT Lead	Nick Vickers, Head of Finance
Head of Service	Nick Vickers, Head of Finance
Lead Officer	Phil Wilson, Chief Accountant
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To note the projected revenue underspend on services of £867,600 and the proposed rollover of specific and other grants of £148,700 for 2014/15. 2. To note the projected capital underspend for 2014/15 of £153,384 and to approve the additional capital funding to Sittingbourne War Memorial – additional £7,470 from capital receipts.

1. Purpose of Report and Executive Summary

- 1.1 This report shows the revenue and capital projected outturn for 2014/15 as at the end of period nine, covering the period from April to December 2014. The report is based on service activity up to the end of December 2014, and is collated from monitoring reports from budget managers.

2. Background

- 2.1 As part of the monthly financial reporting arrangements, detailed reports by Heads of Service have been produced to help focus accountability and reporting at the overall level. Based on the responses and discussions with Service Managers, a budget underspend of £867,600 is projected for the period April 2014 to December 2014 (nine months).
- 2.2 The Council has been proactive in addressing the known funding reductions in future years. This is reflected in the way in which members and managers look to restrict expenditure and generate new income streams. The biggest contributors to the underspend are the further savings on the waste contract, (our largest contract), and additional planning fees – 85% of the net

underspend. A pragmatic approach to roll-overs of underspends means that there is no incentive for managers to spend up to the budget limit.

- 2.3 Financial monitoring reports are presented to Cabinet on a quarterly basis as well as to Scrutiny Committee.

3. Proposal

Revenue Spend

- 3.1 Based on the responses and discussions with Service Managers, a projected underspend of £867,600 is forecast compared with £687,720 (April to September) when last reported to Cabinet in December - a movement of £179,880.

- 3.2 The main movements from December over £20,000 are as follows:

- Parking – refund of VAT on parking fees £35k;
- Parking – additional parking income and PCNs £40k;
- Environmental Health – £49k reduced costs mainly salaries;
- Planning Fees – additional fees £84k;
- S106 Fees – reduced fee income £30k;
- Planning Mid Kent Planning Service – additional implementation costs £55k;
- Development Services - £23k additional staffing costs to meet high workloads the Swale Development teams are now experiencing;
- Democratic Services – additional costs – increased National Insurance due on Members’ travel following the changes to the HMRC taxation legislation £29k;
- Non Service Items – reduced corporate provision for bad debt – underspend £75k;
- Members Localism Grants underspend £20k;
- Markets/Sports Development – underspend £27k;
- Housing – ringfenced grants to be rolled forward therefore overspend on B & B £46k;
- Net underspend movement £33k.

- 3.3 Table 1 analyses the projected variance by Service.

Table 1: Underspend by Service

	Service Manager	Working Budget	Projected Outturn 2014/15	Projected Variance
		£	£	£
Chief Executive	A. Kara	252,700	242,100	(10,600)
Policy	D. Clifford	204,700	191,100	(13,600)
Economy & Communities	E. Wiggins	2,125,730	2,063,330	(62,400)
Communications	E. Wiggins	261,770	243,370	(18,400)
Housing	A. Christou	1,168,420	1,160,820	(7,600)
Planning	J. Freeman	930,850	903,450	(27,400)
Commissioning & Customer Contact	D. Thomas	6,745,900	6,251,700	(494,200)
Service Delivery	B. Planner	(710,520)	(785,620)	(75,100)
Director of Corporate Services & Director of Regeneration	M. Radford / P. Raine	361,760	358,460	(3,300)
Information Technology	A. Cole	1,045,420	1,050,320	4,900
Audit	R. Clarke	150,760	154,160	3,400
Environmental Health	T. Beattie	472,460	412,460	(60,000)
Finance	N. Vickers	1,760,700	1,734,800	(25,900)
Human Resources	D. Smart	387,040	387,040	0
Legal	J. Scarborough	330,020	311,820	(18,200)
Democratic Services	K. Bescoby	806,170	811,270	5,100
Property	A. Adams	659,190	607,690	(51,500)
Variances to be met from underspend		0	48,000	48,000
KCC Second Homes Discount		(46,000)	(73,530)	(27,530)
Corporate Provision for Bad Debt		217,440	132,440	(85,000)
NNDR Discretionary Relief		146,980	146,980	0
Other Variances		0	(8,000)	(8,000)
Corporate Items		782,830	693,860	(88,970)
SERVICE EXPENDITURE		18,054,320	17,038,020	(1,016,300)
Rollover Specific Grants (See Appendix II)		0	148,700	148,700
SERVICE EXPENDITURE AFTER ROLL FORWARDS		18,054,320	17,186,720	(867,600)
Financed by:				
Formula Grant		(4,296,000)	(4,296,000)	0
Business Rates		(4,604,000)	(4,604,000)	0
New Homes Bonus		(2,269,000)	(2,269,000)	0
Council Tax Freeze Grant		(79,000)	(79,000)	0
Council Tax Requirement		(6,868,000)	(6,868,000)	0
NET EXPENDITURE		(61,680)	(929,280)	(867,600)

The underspend of £1,016,300 will be reduced at year end by £148,700 in respect of unspent ring fenced grants which are moved to a separate account. The net expenditure after ring fenced grants is an underspend of £867,600.

3.4 Table 2 below details the main variations by Service:

Table 2: Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of December 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE - Cllr A. Bowles (Abdool Kara)		
Chief Executive	(1)	Various minor underspends.
Corporate Costs	(9)	Reduced Consultancy/ Specialist Advice expenditure.
Policy	(14)	Salary underspend as result of vacant posts.
TOTAL	(24)	
ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove, M. Whiting & K. Pugh (Emma Wiggins)		
CCTV	12	Reduced income for CCTV re previous customers cancelling use of the service.
Community Budgets – Troubled Families	(15)	£15k will be requested to roll forward into 2015/16 of unspent ring fenced grants.
Community Halls/Centres	3	Quinton Hall additional costs (rates £1.5k and estimated utility costs £1.5k).
High Street Innovation Fund	(12)	£12k will be requested to roll forward into 2015/16 of unspent ring fenced grants.
Markets	(17)	Underspend against rates.
Members Localism Grants	(20)	£20k will be requested to roll forward into 2015/16.
Sports Development	(13)	£3k will be requested to roll forward into 2015/16. This is a KCC grant for the Satellite Club to create links between schools and community clubs.
TOTAL	(62)	(£27k will be requested to roll forward into 2015/16 of unspent ring fenced grants and £23.2k of other budget underspends – refer to Appendix II.)
COMMUNICATIONS, PRINTING, ADVERTISING & PROMOTION – Cllrs M. Cosgrove, M. Whiting & K. Pugh (Emma Wiggins)		
Communications	(18)	Additional income from advertising in Inside Swale and postage budget transferred.
TOTAL	(18)	
HOUSING – Cllr J. Wright (Amber Christou)		
Housing Development and Strategy	(21)	Staff costs savings £20k, other net savings £1k
Private Sector Housing	(26)	Staff costs savings £20k, mileage and lump sum savings £7k, offset by other minor overspends £1k.
Stay Put Scheme	(14)	Salary costs savings £15k; unachievable Disabled Facilities Grant income £25k, offset by additional grants received and not spent in year. A request will be made to roll forward these ringfenced unspent grants. The underspend is due to the lack of referrals from Health.
Housing Options	53	Projected overspend of £55k on Bed & Breakfast landlord payments; other minor underspends £2k.
TOTAL	(8)	(£53k will be requested to roll forward into 2015/16 of unspent ring fenced grants – refer to Appendix II.)

Projected Net (Under)/Overspend / Income Shortfall as at end of December 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
PLANNING – Cllr G. Lewin (James Freeman)		
Building Control	(4)	Underspend on dangerous structures.
Development Control	(214)	Additional planning fees £234k; net IT Development costs £4k; £8k underspend for enforcement salaries and £6k underspend on enforcement fees; £5k underspend on appeals and £5k overspend on consultancy services. There is also a £30k projected pressure for S106 monitoring fees as the the amount collected is very much dependent upon a few very large planning permissions carrying forward to construction. It is anticipated that there are likely to be wide variances from year to year. The 14/15 income reflects this situation but we expect this shortfall to be balanced out in future years.
Development Services	90	£87k net additional staffing costs to meet the high workloads the Swale Development teams are now experiencing. £3k office move & redecoration costs.
Local Planning & Conservation	(4)	Reduced fees and services in spatial policy and the conservation & design teams.
Planning Mid Kent Planning Service (MKPS)	105	The additional cost of implementing the planning MKIP service is £95k. However, £25k can be met from reserves. A further £35k overspend on salaries, including the business support officer post.
TOTAL	(27)	
COMMISSIONING AND CUSTOMER CONTACT – Cllrs D. Simmons & M. Whiting (Dave Thomas)		
Cemeteries and Closed Churchyards	23	Additional grounds maintenance required to trees and footpaths in cemeteries.
Grounds Maintenance Contract	(20)	Underspend re open spaces. £5k of this underspend will be used to fund an overspend on capital.
Leisure and Sports Centres	50	Contribution towards Executive Office (Swale Community Leisure Ltd).
Cleansing	(15)	Staff costs savings.
Parks & Open Spaces	12	Overspend on equipment maintenance and purchase within play areas.
Public Conveniences	(22)	Underspend on contract costs and energy costs.
Recycling & Waste Minimisation	(130)	Net additional income from Garden Waste Scheme and savings on Recycling Credits.
Refuse Collection / Street Cleansing	(402)	Net underspend on contract costs (including savings on cost of additional properties, increased Bulky Waste, Special Collections and bin sales income and additional costs for purchase of bins).
Minor net variances	10	Minor overspends on Sports Pitches re energy costs & rates, Countryside & Parks re grounds maintenance.
TOTAL	(494)	(£11.3k will be requested to roll forward into 2015/16 of unspent ring fenced grants and £20k of other budget underspends – refer to Appendix II.)

Projected Net (Under)/Overspend / Income Shortfall as at end of December 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
SERVICE DELIVERY – Cllr D. Simmons (Brian Planner)		
Parking Management	(35)	Refund of VAT on overpayment of parking income.
Service Delivery	(40)	Salary underspend on Head of Service Delivery post.
TOTAL	(75)	
DIRECTOR OF CORPORATE SERVICES – Cllrs D. Dewar-Whalley & T. Wilcox (Mark Radford)		
Corporate Costs	0	Nil variance reported to date.
TOTAL	0	
EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)		
Emergency Planning	(3)	Minor underspend on supplies and services.
TOTAL	(3)	
DIRECTOR OF REGENERATION (Pete Raine)		
Strategic Directors	0	Nil variance reported to date.
TOTAL	0	
IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)		
IT MKIP	0	Nil variance reported to date.
GIS	5	Outstanding holiday pay and related on costs.
TOTAL	5	
ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)		
Environmental Services	(21)	Additional staff savings £5k, contribution from other Local Authorities £15k and minor savings £1k.
Health & Safety and Food Safety	(6)	Additional fee income
Pollution Noise	(2)	Savings on equipment maintenance
Pollution Control	(31)	Additional income from Environmental Protection Act fees and contaminated land fees. £23k will be requested to roll forward into 2015/16 of unspent ring fenced grant.
TOTAL	(60)	(£23k will be requested to roll forward into 2015/16 of unspent ring fenced grants - refer to Appendix II)
INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)		
Audit Services	3	£3k overspend projected on the charge for the MKIP Audit service.
TOTAL	3	
FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)		
Financial Services	(26)	Savings on Minimum Revenue Provision (MRP) £40k; Interest savings of £7k offset by £6k salaries overspend; and £15k other miscellaneous expenditure.
TOTAL	(26)	(£26k will be requested to roll forward into 2015/16 – refer to Appendix II.)

Projected Net (Under)/Overspend / Income Shortfall as at end of December 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
HUMAN RESOURCES – Cllr T. Wilcox (Dena Smart)		
Organisational Development	0	Nil variance reported to date.
TOTAL	0	
LEGAL – Cllr D. Dewar-Whalley (John Scarborough)		
Legal Services (prior to 1/11/14)	(8)	Net salary underspend offset by overspends on running costs.
Legal (MKLS) (from 1/11/14)	(10)	Underspend on salaries and related costs.
TOTAL	(18)	
DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)		
Democratic Process	(5)	Additional staff costs £3k, savings on training courses £4k, other miscellaneous savings £4k.
Administration	10	Net staff costs overspend.
National Insurance for Members	29	Additional National Insurance due on Members' travel following the changes to the HMRC taxation legislation.
Elections & Electoral Registration	(29)	Additional canvassers fees £3k, additional election costs £3k. £35k additional income received to fund individual electoral registration.
TOTAL	5	(£35k will be requested to roll forward into 2015/16 of unspent ring fenced grants - refer to Appendix II)
PROPERTY – Cllr D. Dewar-Whalley (Anne Adams)		
Health & Safety	(3)	Saving on books & journals.
Property Services	19	Land holding review project with an estimated cost of £25k offset by small underspend on salaries £2k and miscellaneous income £4k.
Administrative Buildings	(14)	Net utility costs savings £8k, Sheerness office savings £10k and £4k overspend on equipment for the council chamber.
Property Management	(54)	Net additional property rental income based on 14/15 forecast.
TOTAL	(52)	(Any underspend will be requested to top up the building maintenance reserve – refer to Appendix II)
OTHER VARIANCES (TO BE MET FROM TOTAL UNDERSPEND)		
Sittingbourne Town Centre Development	43	Variance to be funded out of general year-end corporate underspend.
Arts Events & Activities	5	Additional spend to support the WW1 community grant scheme. This will be funded out of general year-end corporate underspend.
TOTAL	48	
NON-SERVICE BUDGETS		
KCC 2 nd Homes Discount	(28)	Additional KCC 2 nd Homes discount grant.
Corporate Provision for bad debt	(85)	Improvement in outstanding debt, Homelessness £10k and Housing Benefit £75k.

Projected Net (Under)/Overspend / Income Shortfall as at end of December 2014		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Other Variations:-		
Revenue Funding of Capital Expenditure	12	Underspends reported in service budgets which are to be used to fund capital expenditure.
Business Rates	(20)	Additional income 'New Burden – Council Tax & Business Rates' Grant. (Will be requested to roll forward into 2015/16 as unspent non-ring fenced grants - refer to Appendix II.)
TOTAL OTHER VARIATIONS	(8)	
Corporate Items	(89)	Interest savings on finance leases, unspent earmarked reserves £46k, grant received £17k and external interest offset by pensions adjustment. (£17k for new burdens from Localism Act on right of challenge will be requested to roll forward into 2015/16 of unspent non-ring fenced grants - refer to Appendix II.)
	(1,016)	TOTAL BEFORE ROLLOVER REQUESTS
	149	Specific Grant Rollover Requests (to be approved by Cabinet as part of the 2014/15 Statement of Accounts) See Appendix II.
	(867)	PROJECTED UNDERSPEND AFTER PROPOSED ROLLOVER OF RING FENCED GRANTS

Sensitivity Analysis

3.5 The Council has a small number of large and volatile budgets which will be the main cause of any significant variation in the Council's final outturn.

Table 3:

Budget Head	2014/15 Working Budget	Current Forecast	Current Projected Variance (as per table 2)	Range of Variance Options (increased / decreased cost or income)		Notes
				Min	Max	
	£	£	£	£	£	
Car Park Income	(1,522,900)	(1,522,900)	0	15,000	(15,000)	
PCN Income	(499,890)	(499,890)	0	10,000	(15,000)	
Planning Fees	(600,930)	(834,930)	(234,000)	(200,000)	(300,000)	(i)
Bed & Breakfast costs	126,800	181,479	54,679	35,660	100,000	(ii)
Housing Benefits	56,840,000	56,840,000	0	(100,000)	100,000	(iii)

- (i) Planning Fees - We have received several major planning applications with significant fee income. Further major applications are also expected by the end of the financial year which should give rise to fee income significantly above forecast.

- (ii) Bed & Breakfast - There has been a recent increase in emergency accommodation placements as predicted and the costs have therefore slightly increased. This is currently offset by income and Homelessness Grant and will be closely monitored, but the alternative emergency accommodation arrangements owned by SBC were put in place by January 2015 which should reduce costs by year-end.
- (iii) Housing Benefits - This is an extremely volatile budget and could vary by +/- £100,000 at year-end on a gross budget of £57m.

Improvement and Regeneration Funds

3.6 The balance as at the end of December 2014 on these funds is shown in Table 4 below:

Table 4: Improvement & Regeneration Funds

	Balance Unallocated as at 1 April 2014	2014/15 Approved Allocations	Balance Unallocated as at 31 December 2014
Funds:	£	£	£
Performance	598,713	69,955	528,758
Regeneration	368,290	237,643	130,647
Localism	48,793	24,183	24,610
Transformation	252,418	54,992	197,426
Local Loan Fund	250,000	50,000	200,000
TOTAL	1,518,214	436,773	1,081,441

- 3.7 The Regeneration Fund was topped up by £250,000 from the 2014/15 budget and will be topped up by a further £250,000 in 2015/16.
- 3.8 The VAT refund on car parking, £35,000, will be used in part to top up the Regeneration Fund for the Christmas car parking concession cost of £26,000.
- 3.9 The Localism Fund was topped up by £26,400 from the 2013/14 underspend.
- 3.10 Further details of the approved allocations to the end of December 2014 are available in Appendix I.
- 3.11 Appendix I provides details of how to submit bids against these funds.
- 3.12 If any of the above allocations are not required the balance will be added back to the relevant fund as at 31 March 2015.

Reserves

- 3.13 At 31 March 2014 the Council's earmarked reserves totalled £7.564m. These were then further increased by £1.356m from the 2013/14 underspend as agreed by Cabinet on 16 July 2014.

3.14 For 2014/15 to date the reserves have funded expenditure of £730,620 and £266,070 on revenue and capital respectively. In addition, reserves have been used to increase the revenue budget by £153,920. This use of reserves is mainly due to spend on approved projects from the improvement and regeneration funds or from the rollover of the 2013/14 underspend.

Capital Expenditure

3.15 This report details the latest position on the 2014/15 capital programme and highlights any variations between the 2014/15 capital budget and expenditure to the end of period 9 (December 2014). An underspend of £153,384 is forecast on the capital budget.

3.16 Actual expenditure to end of December 2014 (month 9) is £1,317,745. This represents 50.5% of the working budget (as per Appendix II).

3.17 The main issues on the projected variances are set out in table 5 below.

Table 5: Capital programme – main projected variances

Variance	Specific Issues
Managed Underspends	<u>Waste Collection & Recycling</u> £35k - recent years' spend on wheeled bins has been treated as revenue; part-funded by the revenue budget and also the repairs and renewals reserve. Further on-going expenditure for replacement bins is expected to continue as revenue expenditure. <u>Disabled Facilities Grants £120k</u> - these grants will all be committed by the end of 2014/15 but payments are unlikely to be made until early 2015/16.
Deferred Projects	<u>Swale House Window Replacement and Building Refurbishment £26.5k</u> - until we have definite plans regarding future office space we will not be planning to invest in Swale House. However, as plant and equipment is increasingly likely to fail the longer that Swale House remains in use, capital funded projects may be required to replace this equipment on a reactive basis. This underspend will fund the overspend on the Ground Floor Reception Area.
Overspends	<u>Ground Floor Reception Area</u> £20k - Variance due to a combination of design changes, change in furniture specification, electrical works under-specified in tender, and issues discovered during strip-out due to age of building and previous modifications. <u>Central Plaza</u> £4.5k – Variance due to a combination of design changes, issues regarding the drainage and tarmac levels during strip-out and additional costs arising. This overspend will be funded from an underspend on revenue. <u>Sittingbourne War Memorial</u> £7.4k - Tender documentation prepared based on estimates from trusted contractors familiar with this specialist work who subsequently chose not to tender. Interest in the tender opportunity was limited and only one company was considered suitable based on proven track record and cost. Despite negotiating a 2.5% reduction the projects costs were still £7,470 over original estimated budget.

3.18 A £100,000 top up from reserve funds to Disabled Facilities Grants has been agreed at Cabinet in December.

3.19 The following requests are made

- To fund the Sittingbourne War memorial overspend of £7,470 from Capital Receipts;
- To fund the Ground Floor Reception Area from an underspend on the Swale House Building & Refurbishment capital budget;
- To fund the Central Plaza from a revenue underspend within the service;

3.20 Table 6 details the movement from the Original 2014/15 budget to the Working Budget 2014/15.

Table 6: Actual Expenditure to Date and Forecast Variations

	£
Original Estimate	1,106,740
Add Supplementary Approvals:	
Rollovers agreed at Cabinet 16 July 2014	372,150
External Funding	567,370
Capital Receipts	244,430
Earmarked Reserve	310,000
Revenue	10,475
Total Working Budget	2,611,165
Actual to end of December 2014	1,317,745
Variance to date	1,293,420
Projected Variance	153,384

3.21 Further details are available in Appendix II.

Capital Receipts

3.22 Balance of capital receipts as at 31 March 2014 was £1,330,818.

Payment of Creditors

3.23 The latest monitoring position is shown in Table 7.

Table 7: Invoice payment

	Target 2014/15	Cumulative year to date	December 2014	November 2014	October 2014
Invoices paid in 30 days	97.00%	96.95%	97.23%	97.19%	95.76%

Debtors

3.24 Tables 8, 9 and 10 analyse the debt outstanding.

3.25 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. Of the debt 2 – 6 months for December, £46k, has been paid early January. It should be noted that the number of debts raised is increasing as we are now required to raise debtors for all of our grants with Kent County Council, NHS etc.

Table 8: Debt outstanding by due date (not including Rent Deposit Scheme)

	Current Year			Previous Year
	December 2014	October 2014	September 2014	December 2013
	£'000	£'000	£'000	£'000
0-2 Months	203	451	229	179
2-6 Months	267	131	67	55
6-12 Months	58	27	53	33
1-2 Years	5	13	13	14
2-3 Years	8	10	11	22
3-4 Years	20	21	27	16
4-5 Years	17	17	12	11
5-6 Years	8	7	6	1
6 Years +	20	15	15	27
Total	606	692	433	358
Total over 2 months	403	241	204	179

Of the debts 0 – 2 months £94k relate to KCC grants and £100k relate to quarterly property leases;

Of the debts 2 – 6 months £102k relate to KCC, NHS and Central Government grants.

Table 9: Debt outstanding by due date (including Rent Deposit Scheme)

	Current Year		Previous Year
	December 2014	September 2014	December 2013
	£'000	£'000	£'000
0-2 Months	204	229	179
2-6 Months	265	67	65
6-12 Months	44	28	55
1-2 Years	35	44	18
2-3 Years	11	17	31
3-4 Years	28	39	292
4-5 Years	260	257	11
5-6 Years	8	6	1
6 Years +	20	15	27
Total	875	702	679
Total over 2 months	671	473	500

Table 10: Debt outstanding (including Rent Deposit Scheme) by Head of Service

	December 2014	September 2014
	£'000	£'000
Rent Deposit Scheme	269	269
Commissioning & Customer Contact	95	20
Property	210	185
Housing	135	42
Legal	0	7
Economy & Communities	112	18
Planning	17	1
Environmental Health	2	3
Service Delivery	3	24
Finance	0	125
Policy	3	3
Other	29	5
Total	875	702

Business Rates Monitoring

3.26 In 2013/14 the Council's total business rate income was £4.3m and for 2014/15 it is forecast to be £4.6m. Any surplus on the business rate income will be put into the business rate volatility reserve as agreed at Cabinet in February. A Business Rate Group consisting of representatives from Finance, Revenues and Economic Development has been established to regularly review the factors that may affect the forecast income for this item.

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	Embracing Localism Open for Business Healthy Environment
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

Issue	Implications
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 forms part of the report:

Appendix I – Improvement and Regeneration Fund allocations as at end of December 2014;

Appendix II – Revenue Rollovers of Specific Grants & Other Revenue Rollover requests;

Appendix III – Capital Programme - Projected outturn as at end of December 2014.

8. Background Papers

8.1 The Budget 2014/15 and Medium Term Financial Strategy 2014/15 to 2016/17.

IMPROVEMENT AND REGENERATION FUND ALLOCATIONS (PERIOD 9)

	Amount £
Performance Fund	
Communications Service Interim Support	10,027
Grove toilets, Leysdown	4,995
Local Area Perception Survey 2014/15	12,000
Annual Contribution to MKIP 2014/15	34,425
Softphone Licences for Remote Working	1,908
Analytical reviews of income from Business Rates	6,600
Total Approved as at December 2014	69,955
Regeneration Fund	
Members Regeneration Grants	47,000
Trademarks - Faversham Hop Festival	1,520
Magna Carta 800 Celebrations, Faversham 2015	9,950
Small Business Saturday 2014	5,590
Christmas Car Parking Concession 2014	26,000
Regeneration Officer Town Centres 2015/16	46,788
Economic Development Support Officer 2015/16	36,555
Beach Huts - Phase 2	43,450
Thames Gateway Innovation, Growth & enterprise Loan Fund	20,790
Total Approved as at December 2014	237,643
Localism Fund	
Volunteer Week Campaign	1,186
Funding Fair	1,050
Heritage Projects	10,000
Volunteer Swale Awards 2014/15	2,670
Swale Trustee Network Event	1,027
Neptune Terrace Materials	1,250
Quinton Hall Asset Transfer	5,600
The Salt Giveaway 2014/15	1,400
Total Approved as at December 2014	24,183

	Amount £
Transformation Fund	
Redundancy Payments 2014/15	54,992
Total Approved as at December 2014	54,992
Swale Local Loan Fund	
Queenborough Harbour Trust	50,000
Total Approved as at December 2014	50,000
TOTAL APPROVED AS AT DECEMBER 2014	436,773

IMPROVEMENT AND REGENERATION FUND APPROVAL PROCESS

Fund	Purpose	Authorisation Process
Performance Fund	To improve overall performance. Officers are invited to submit a bidding list of proposals.	Bids are to be submitted to Finance and agreed and signed by the Head of Finance and Cabinet Member for Finance. The Strategic Management Team will then consider the bids as part of the Financial Monitoring process.
Regeneration Fund	To fund regeneration projects in the Borough.	<ol style="list-style-type: none"> 1. The application should be agreed by the Relevant Cabinet Member for his/her endorsement before submission. 2. Email copy to Head of ECS who will then forward to Director of Regeneration and the Head of Finance who will sign to approve. 3. The form is forwarded to the Council Leader and Cabinet Member for Finance for their sign off. 4. The fully approved bid form will be returned to the relevant Head of Service.
Localism Fund	To drive the Localism agenda by delivering the actions and projects under the Embracing Localism priority in the Council's Corporate Plan.	Sign off will be through Head of ECS, Head of Finance, Director of Regeneration and Cabinet Member Localism.

REVENUE ROLLOVERS – SPECIFIC GRANTS

The following grants were received during 2014/15 or before and are ring fenced but are likely to remain unspent as at the end of 2014/15. A request for a rollover will be submitted at year end.

Head of Service	Description	Projected Rollover Request £
Katherine Bescoby	Individual Electoral Registration Grant	34,200
Total Democratic Services		34,200
Tracey Beattie	Air Quality Grant	23,000
Total Environmental Health		23,000
Amber Christou	Stay Put Grants	48,200
Amber Christou	Warm Homes Healthy People Grant	5,000
Total Housing		53,200
Dave Thomas	WEEE Local Project fund	11,300
Total Commissioning & Customer Contact		11,300
Emma Wiggins	High Street Innovation fund	12,000
Emma Wiggins	Troubled Families Grant	15,000
Total Economy & Communities		27,000
TOTAL		148,700

REVENUE ROLLOVERS - OTHER

The following rollovers will be requested at the end of the financial year.

Head of Service	Description	Projected Rollover Request £
Anne Adams	Property Services underspend to top up the building maintenance reserve	46,700
Total Property Services		46,700
Dave Thomas	Facilities strategy costs	20,000
		20,000
Emma Wiggins	Members Localism Grants	20,000
Emma Wiggins	Satellite grant - KCC	3,200
Total Economy & Communities		23,200
Nick Vickers	Finance underspend to fund future upgrading of financial systems	26,000
Total Financial Services		26,000
Corporate	Community Right to Challenge & Community Right to Bid Grants	16,400
Corporate	New Burdens Grant – Council Tax & Business Rates	20,320
Total Corporate		36,720
TOTAL		152,620

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Actual to End of period 9 £	2014/15 Projected Variance £
SUMMARY							
<u>PARTNERSHIP FUNDING SCHEMES</u>							
Economy & Communities	P	0	0	393,670	393,670	42,245	7,469
Commissioning & Customer Contact	P	0	127,200	169,150	296,350	116,330	0
Housing	P	926,740	0	0	926,740	698,165	0
Corporate Services	P	0	0	6,200	6,200	6,216	0
Property	P	0	0	4,550	4,550	4,554	0
TOTAL PARTNERSHIP FUNDING SCHEMES	P	926,740	127,200	573,570	1,627,510	867,510	7,469
<u>SWALE BOROUGH COUNCIL FUNDING SCHEMES</u>							
Commissioning & Customer Contact	SBC	35,000	39,760	173,350	248,110	23,049	-35,000
Economy & Communities	SBC	15,000	0	58,100	73,100	65,569	0
Housing	SBC	100,000	152,150	165,000	417,150	230,002	-120,000
Finance	SBC	30,000	26,570	0	56,570	0	0
Property	SBC	0	26,470	117,255	143,725	83,933	-25,853
Service Delivery	SBC	0	0	45,000	45,000	47,682	20,000
TOTAL SBC FUNDING SCHEMES	SBC	180,000	244,950	558,705	983,655	450,235	-160,853
TOTAL CAPITAL PROGRAMME		1,106,740	372,150	1,132,275	2,611,165	1,317,745	-153,384

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Actual to End of period 9 £	2014/15 Projected Variance £
<u>ECONOMY & COMMUNITIES - E.WIGGINS</u>							
CCTV - Repairs & Renewals Reserve	SBC	15,000	0	0	15,000	0.00	0
Queenborough Harbour Trust Loan - Swale Loan Fund	SBC	0	0	50,000	50,000	50,000	0
Sittingbourne War Memorial - Capital Receipts	SBC			8,100	8,100	15,569	7,469
Capital Expansion of CCTV Service - S106	P	0	0	38,800	38,800	0.00	0
Meads Community Centre - S106	P	0	0	348,000	348,000	35,379	0
Kemsley Community Facilities - S106	P	0	0	4,870	4,870	4,866	0
Easthall Farm Community Centre	P	0	0	2,000	2,000	2,000	0
TOTAL ECONOMY & COMMUNITIES		15,000	0	451,770	466,770	107,814	7,469
<u>CORPORATE SERVICES - M.RADFORD</u>							
Miscellaneous I.T Equipment - Scanners	P	0	0	6,200	6,200	6,216	0
TOTAL CORPORATE SERVICES		0	0	6,200	6,200	6,216	0

CAPITAL MONITORING TO END OF DECEMBER 2014 (PERIOD 09)

Appendix III

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Actual to End of period 9 £	2014/15 Projected Variance £
COMMISSIONING & CUSTOMER CONTACT - D.THOMAS							
Cemeteries - future burial provision in the borough - Capital Receipts	SBC	0	32,590	0	32,590	0.00	0
Wheelie bins - R&R	SBC	35,000	0	0	35,000	0.00	-35,000
Beach Huts, Minster Leas - Performance Fund	SBC	0	7,170	0	7,170	0.00	0
Cemetery Chapel, Love Lane Faversham - Capital Receipts	SBC	0	0	25,300	25,300	0	0
Millon Creek Footpath - Capital Receipts	SBC	0	0	30,000	30,000	0	0
High Risk Tree Wroks in 3 Cemeteries - Capital Receipts	SBC	0	0	45,000	45,000	0	0
Medium Risk Tree Wroks in 3 Cemeteries- Capital Receipts	SBC	0	0	10,000	10,000	0	0
Customer Service Centre telephony system	SBC	0	0	40,000	40,000	0	0
The Glen Play Area - Revenue Funding	SBC	0	0	5,050	5,050	5,049	0
Steel Gantry - School Lane - S106	SBC	0	0	18,000	18,000	18,000	0
The Glen Play Area - S106	P	0	0	30,950	30,950	30,950	0
Thistle Hill Community Woodland - Trim Trail - S106	P	0	35,000	0	35,000	0.00	0
New Play Area - Iwade Schemes - S106	P	0	92,200	0	92,200	0.00	0
Kemsley West Play Area- S106	P	0	0	62,200	62,200	62,199	0
Kemsley East Play Area- S106	P	0	0	50,000	50,000	7,852	0
Faversham Recreation Ground Improvements	P	0	0	26,000	26,000	15,329	0
TOTAL COMMISSIONING & CUSTOMER CONTACT		35,000	166,960	342,500	544,460	139,379	-35,000

CAPITAL MONITORING TO END OF DECEMBER 2014 (PERIOD 09)

Appendix III

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Actual to End of period 9 £	2014/15 Projected Variance £
<u>SERVICE DELIVERY - B. PLANNER</u>							
Ground Floor Reception Area - Revenue Funding	SBC	0	0	25,000	25,000	27,682	0
Ground Floor Reception Area - Capital Receipts	SBC	0	0	20,000	20,000	20,000	20,000
TOTAL SERVICE DELIVERY		0	0	45,000	45,000	47,682	20,000
<u>HOUSING - A. CHRISTOU</u>							
DFG Mandatory Grants	P	926,740	0	0	926,740	698,165	0
DFG Mandatory Grants	SBC	100,000	152,150	0	252,150	0.00	-120,000
HRG - Housing Repair Grants Over 60	SBC	0	0	0	0	17,859	0
HRG - DFG Remedial	SBC	0	0	0	0	2,717	0
RHB2 - Decent Home Loans Owner Occupier	SBC	0	0	0	0	45,356	0
Emergency Accommodation - House Purchase - Earmarked Reserves	SBC	0	0	165,000	165,000	164,070	0
TOTAL HOUSING		1,026,740	152,150	165,000	1,343,890	928,167	-120,000
<u>FINANCE - N. VICKERS</u>							
Cash Receipting System - Replacement - Capital Receipts	SBC	30,000	26,570	0	56,570	0	0
TOTAL FINANCE AND PERFORMANCE PORTFOLIO		30,000	26,570	0	56,570	0	0

CAPITAL MONITORING TO END OF DECEMBER 2014 (PERIOD 09)

Appendix III

	Funding SBC / P	2014/15 Original Budget £	Approved Rollovers £	Other Adjustments £	2014/15 Working Budget £	2014/15 Actual to End of period 9 £	2014/15 Projected Variance £
<u>PROPERTY - A. ADAMS</u>							
Swale House Window Rep & Building Refurbishment - Capital Receipts	SBC	0	26,470	0	26,470	0	-26,470
Central Plaza Sittingbourne - Capital Receipts & Revenue	SBC	0	0	30,515	30,515	0	0
Committee Room new Equipment - Capital Receipts	SBC	0	0	17,850	17,850	14,426	0
Committee Room new Equipment - Capital Receipts	SBC	0	0	920	920	920	0
Council Chamber Digital System - Reserves	SBC	0	0	52,000	52,000	52,617	617
Folder Inserter Machine - Capital Receipts	SBC	0	0	15,970	15,970	15,970	0
Folder Inserter Machine - Revenue Grant	P	0	0	4,550	4,550	4,554	0
TOTAL PROPERTY		0	26,470	121,805	148,275	88,487	-25,853

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Cabinet Meeting		Agenda Item: 12
Meeting Date	11 March 2015	
Report Title	Supporting Swale’s parish and town councils – Statement of Intent	
Cabinet Member	Cllr Mike Whiting, Cabinet Member for Localism, Culture, Heritage and Sport	
SMT Lead	Chief Executive	
Head of Service	David Clifford	
Lead Officer	Bob Pullen	
Key Decision	No	
Classification	Open	
Forward Plan	Yes	
Recommendations	1. To approve the Statement of Intent.	

1 Purpose of Report and Executive Summary

1.1 The Statement of Intent (Sol) has been developed to provide clear guidance for the level of support parish and town councils can expect from Swale Borough Council (SBC). Its aim is to provide a clear framework within which SBC and local councils can work together in partnership and cooperation.

2 Background

2.1 SBC is committed to supporting and enabling Swale’s parish and town councils to embrace the localism agenda and helping to ensure that decision-making is made at the most appropriate level. The Sol is one of a series of commitments SBC has made including:

- The Corporate Plan, which pledged to work better with parish and town councils; and
- Local First, our prospectus of local services which promoted devolving local assets and services to local communities.

2.2 The Sol has been developed to provide clear guidance for the level of support parish and town councils can expect from SBC.

2.3 Ideas for what should be included in the Sol were suggested by Heads of Service last year and Informal Cabinet agreed an earlier version of the draft Sol at their meeting on 28 April 2014.

- 2.4 Since then, two separate meetings have been held with representatives from Swale's parish and town councils and the Swale Branch of the Kent Association of Local Councils (KALC) to discuss the draft Sol. The current version of the Sol incorporates responses made at those meetings where we consider we could accommodate them.
- 2.5 The Council formally consulted parish and town councils on the draft Sol on 16 December 2014 and four councils responded with comments. An analysis of the comments received is provided at Appendix I. The post-consultation version of the Sol is at Appendix II.

3 Proposals

- 3.1 The Sol is intended to provide clear guidance for the level of support parish and town councils can expect from SBC. No such guidance currently exists, and parish and town councils tell us it is difficult to gauge what support is available. In addition, the Council has no prior knowledge of the types of demands parish and town councils can make on us. A Statement of Intent such as this clearly sets out our offer.
- 3.2 Most district councils in Kent have published a document to support their local councils. The Sol would demonstrate a clear commitment that we want to support and enable parish and town councils to embrace the localism agenda.
- 3.3 During the course of the discussions with parish and town councils, the idea of a 'Compact' between SBC and local councils arose. Therefore, the draft Sol leaves open the option to develop a document that is closer to a 'Compact' or 'concordat' (para 1.6 of the Sol refers) than the current Statement of Intent.

4 Alternative Options

- 4.1 Not to have a Sol. This is not recommended as it will mean that the Council does not embrace Localism priorities fully. Supporting parish and town councils is an action in the Corporate Plan. Having a Sol will protect the council as it is able to budget for agreed levels of support.

5 Consultation Undertaken or Proposed

- 5.1 Two meetings were held with representatives of parish and town councils and Swale KALC on 2 July and 14 October 2014. In addition, Cllr Whiting attended a meeting of Swale KALC and both he and Cllr Sandle have been attending meetings of parish and town councils to raise awareness of the draft Sol.
- 5.2 The Council formally consulted all parish and town councils and Swale KALC in December 2014 and the response to that consultation is at Appendix II.

6 Implications

Issue	Implications
Corporate Plan	The Sol addresses the priority of Embracing Localism, but will also support the Open for Business and Healthy Environment priorities too.
Financial, Resource and Property	<p>Staff resources within SBC have been made available, and SBC has set aside £250k for a Localism Loan Fund and £112,800 for local member community grants, both of which are available to parish and town councils to support their aspirations.</p> <p>SBC has a duty to publish a list of Assets of Community Value and resource is required from the Property Team to maintain that and go through the process of listing.</p> <p>There may be additional assets that SBC may decide to transfer in accordance with our Asset Transfer Policy.</p> <p>While SBC is responsible for the costs involved in setting up the independent examinations and the referendums for Neighbourhood Plans (NPs), these costs are currently covered by a specific grant from central government. Outside of that, parish and town councils would need to provide the resources to undertake and produce their NPs and further grants are available directly to them from central government up to £7,000. Parish and town councils may seek further funding from developers or others involved in their NPs.</p>
Legal and Statutory	The Sol takes account of the Localism Act 2011.
Crime and Disorder	Through localism, communities are more cohesive and resilient and this can help to reduce crime and disorder.
Sustainability	The Sol will help identify what support from SBC and others is required by parish and town councils who want to take on assets and responsibilities.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	By being Local First, the Council is giving a fair opportunity to parish and town councils.

7 Appendices

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

- Appendix I: Responses to consultation
- Appendix II: Statement of Intent: Post-consultation

8 Background Papers

Consultation draft of Statement of Intent - http://archive.swale.gov.uk/assets/Media/SOI-consultation-draft-final_2.pdf

RESPONSES TO CONSULTATION ON STATEMENT OF INTENT – FEBRUARY 2015

Sol ref	Respondent	Parish/town council response	SBC Commentary
-	Iwade PC	At its January meeting my Members considered the documents received and are disappointed that Swale is still not taking into account the Charter proposal nor fully listening to Parish Councils.	We clearly stated in the documentation issued with the consultation that SBC will consider any suggestions from parish and town councils about developing the Sol in the future into a 'Charter' type document. The Sol is SBC's first step in how it and local councils can work together in partnership and cooperation. We await further proposals from parish and town councils with interest.
-	Sheldwich, Baddlesmere and Leaveland PC	At the Parish Council meeting last evening councillors discussed the document. It is considered completely satisfactory for our needs.	-
-	Dunkirk PC	I am writing to again express our disappointment with the draft Statement of Intent. I have attached a copy of the July Statement (in red) and the alterations you have made (in black) for the December Draft. We appreciate this is intended to be continually updated but, with both Town and Parish Councils having made representations, after a considerable amount of debate and time, some change could have been made in this draft.	A schedule listing all of the comments received on the Sol was sent to those parish and town councils who had commented in December 2014, just prior to the launch of the formal consultation. This detailed SBC's responses to those comments. Suggestions on how to improve on what is already being provided has been passed to the relevant officers for consideration.

Sol ref	Respondent	Parish/town council response	SBC Commentary
		Town and Parish Councils are part of the LPA. They all, in the main, express a desire to work with Swale. We are not an opposition. Dunkirk Parish Council are unable to support the 'Local First Swale Borough Council's Statement of Intent for supporting Town and Parish Councils Consultation draft – December 2014' in its unaltered state. To be clear, we are happy to continue a dialogue and discuss changes with Swale, but we are not prepared to endorse the current document.	
2.1	Minster PC	Minster-on-Sea Parish Council believes that to consult and then make no changes is unacceptable. To this end, it would hope that the requirement that the Borough Council will ensure its views and the views of residents “..will be given due weight and consideration” is upheld.	SBC will always give views expressed as part of a consultation due weight and consideration, and will consider carefully specific proposals put forward. . SBC will always seek to explain why it has pursued a particular course of action.
2.2	Minster PC	Legal and HR should be available to parish and town councils as a matter of course,	We understand that parish and town councils need to obtain the best Legal and HR advice and that they are able to do this as part of their membership of KALC.

Sol ref	Respondent	Parish/town council response	SBC Commentary
		not chargeable.	SBC has a duty to local people to cover its costs in order to provide value for money. Therefore SBC will continue to offer discretionary services at a reasonable charge.
2.3	Minster PC	SBC could do more to ensure its website is up to date. The layout of the site is also an issue with many items hard to find. Planning Reports are particularly difficult and the process of where Officers' reports are all combined to form one major document makes it difficult for the public to find important information. The website needs to be more accessible and transparent.	<p>We are committed to making sure our website is up-to date and made as accessible as possible. Swale BC follows the accessibility guidelines issued by the World Wide Web Consortium (W3C). We aim to meet Level AA of the W3C Web Accessibility Guidelines. Content and data is also published to our website in accordance to the DCLG's Local Government Transparency Code 2014.</p> <p>Work is in progress at the moment to make the Planning section in particular, easier for users to access relevant information, including having a better 'search facility' within the site.</p> <p>SBC has recently introduced a new Committee Administration System "Modern.Gov" to help with committee administration management. Planning Reports are now separated out on the website into individual applications to enable readers to select the particular report they require without having to wade through a large document.</p>
2.4	Minster PC	Discussion should take place with parish and town councils with regard to the New Homes Bonus, Section 106 Agreements and CIL. Minster-on-Sea Parish Council would also like to see better	Swale Borough Council would welcome the views of parish and town councils on any planning applications that are likely to result in Section 106 payments being made to it. Any recommendations brought forward by the Town or Parish Council as to how their local community might best benefit from those S106 payments will form part of the report that will be presented to Swale's Planning Committee for its consideration before it determines the application. Where the Town or Parish Council is aware of

Sol ref	Respondent	Parish/town council response	SBC Commentary
		communication in place to ensure any entitlements are passed to the relevant parish or town council and any associated projects achieved within the agreed timescales.	a possible future application of sufficient size to likely require an S106 contribution from the developer, then it should contact Swale's planning officers and/or local elected members for early discussions.
2.5	Minster PC	The requirement to "...support town and parish councils to develop, channel shift, move towards online and digital methods of enquiry as opposed to specific face-to-face advice" does little to include the section of the community who lack the basic IT skills. Swale's history of having a significant number of the population with below average basic skills means that these people could be disadvantaged. To resolve this, Minster-on-Sea Parish Council would like to see some form of face to face to continue to be offered.	SBC agrees and has amended the Sol accordingly. The purpose is to encourage the development of new technologies to offer a choice for residents and local communities as to how they interact with local government.
2.6	Minster PC	Minster-on-Sea Parish Council is pleased that you have taken on board its previous suggestion to offer places to Clerks on its own Member Training and Development	-

Sol ref	Respondent	Parish/town council response	SBC Commentary
		courses.	
2.7	Minster PC	<p>The requirement to “ensure a named SBC officer is provided...” is listed as discretionary. The Parish Council is concerned that this could lead to the introduction of unallocated casework. Minster’s Elected Members believe that allocating cases particularly for large scale applications to named officers is crucial and something Swale’s Planning Department has always been good at. Unallocated cases will lead to problems for all involved in the planning process (the Planning Authority, the relevant Parish or Town Council and Applicant), cause major problems and put pressure on Planning Officers who may feel unable to keep on top of their caseload. To resolve this Minster-on-Sea Parish Council would like the allocation of a named SBC Officer to become mandatory practice.</p>	<p>All planning applications are allocated to a case officer and this is included on the weekly list and on the public access IT systems. There are no plans to discontinue the practice of allocating cases to named officers.</p>

Sol ref	Respondent	Parish/town council response	SBC Commentary
		<p>Furthermore, there is no mention of 'enforcement' which is the teeth of the planning system. Without it planning would be ineffectual. Swale needs to practise this important service and establish a relationship with Parish and Town Councils to share information and advice in a more generic way so that they can work in partnership more effectively. It also needs to review its existing resources and work with these organisations to resolve issues earlier in the process in line with its own Swale Planning Enforcement Strategy.</p>	<p>The Council has an adopted Planning Enforcement Strategy and Charter which was subject to consultation with parish and town councils. The Council is currently undertaking a review of this Strategy and Charter as well as the whole Planning Enforcement Service. As part of that review, we will be considering how to keep councillors, parish and town councils and the general public informed of progress on cases and complaints. The review is due to be completed in Summer 2015.</p>
2.8	Minster PC	<p>Signposting to available guidance including bespoke geographic analysis of key data needs clarification. Some feel signposting is a euphemism for zero funding. SBC tries very hard to promote 'localism' but stops short of putting any real investment into Neighbourhood Plans. Whilst funding is limited for Parish and Town Councils</p>	<p>Neighbourhood plans are all entered into voluntarily by parish and town councils. There is no obligation on parish and town councils to undertake neighbourhood plans but where they do then SBC will continue to offer professional advice. There is little point in SBC duplicating information that is already available from the Department for Communities and Local Government or websites such as Community Rights.</p> <p>The grants that are available to district councils are intended to offset the costs of discharging statutory duties such as:</p> <ul style="list-style-type: none"> ▪ Publicising and designating neighbourhood areas and

Sol ref	Respondent	Parish/town council response	SBC Commentary
		to £7,000 per designated area, the Borough Council can currently apply for £5,000 following the designation of a neighbourhood area, a further £5,000 when it publicises the plan prior to examination and a further £20,000 on successful completion of the neighbourhood planning examination. Swale Borough Council has the resources and expertise available to enable it to do more to support Parish and Town Councils in producing Neighbourhood Plans.	<p>neighbourhood planning forums;</p> <ul style="list-style-type: none"> ▪ Publicising the plan/order and inviting representations to send to the examiner; ▪ Appointing the examiner and paying their costs, and making arrangements for the examination; ▪ Assessing whether the plan/order meets basic conditions so it can proceed to a referendum; and ▪ Organising the referendum and paying any costs involved.
Sol ref	Respondent	Suggestion	SBC Commentary
2.2	Emma Wiggins	SBC to enable parish and town councils to have access to artwork in order to print posters and signs (eg. dog fouling, fly tipping etc.) to put up in their local areas.	-
2.6	Lyn Newton	Include Visit Kent among the list of partners SBC works with who can support parish and town councils on tourism business support activities.	-

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Local First

Swale Borough Council's

Statement of Intent

for supporting Town and Parish Councils

**Post-consultation –
February 2015**

1. INTRODUCTION

- 1.1 Swale Borough Council (SBC) is committed to continuing to support Town and Parish Councils (T/PCs).
- 1.2 This **Statement of Intent (SOI)** has been developed to provide clear guidance for the level of support T/PCs can expect from SBC. It provides a framework within which SBC and T/PCs can work together in partnership and cooperation.
- 1.3 This statement draws on the principles of **OPEN First** – SBC’s charter for engagement (<http://www.swale.gov.uk/open-first/>), which sets out the approach officers should take when liaising with T/PCs.
- 1.4 SBC will also work with other agencies, such as Action for Communities in Rural Kent and Kent Association of Local Councils (KALC), to improve collaboration.
- 1.5 SBC understands that its limited resources mean that it cannot do everything at once. Should demand from T/PCs be high at a point in time, then it may be necessary to prioritise work to ensure those resources are not spread too thinly, helping to ensure that the highest standard of service can be maintained.
- 1.6 It is recognised that this Statement of Intent is about the level of support T/PCs can expect from SBC. We remain open to any suggestions, collectively from the T/PCs or from Swale KALC, about how this document can be developed in the future to reflect what support T/PCs can provide to SBC.

2. THROUGH ITS STATEMENT OF INTENT, SWALE BOROUGH COUNCIL WILL:

2.1 Consultation and engagement (discretionary)

- Invite T/PCs to place items for discussion and to attend the Rural Forum and Local Engagement Forums, each held quarterly in Faversham, Sheppey, Sittingbourne, and the rural hinterland.
- The relevant SBC officers and Cabinet Members will endeavour to attend KALC Swale Area meetings when invited to do so by KALC.
- Ensure T/PCs are informed of any consultations relevant to them and their residents, are invited to have their say, and that their views will be given due weight and consideration.

- In particular, consult T/PCs when commissioning new services where it affects their local areas.
- Ensure SBC feeds back on the outcomes of all relevant consultations.

2.2 Bespoke additional services (discretionary)

- Provide bespoke additional services when requested to do so e.g. undertake ground maintenance via our contractor, print T/PC newsletters, to share artwork (eg. dog fouling and fly tipping designs for posters etc) and provide financial, legal and HR advice, at a charge which does not seek to make a profit for the Council.

2.3 Democracy and community leadership (mainly discretionary)

- Support its ward members so that they may be effective community leaders working in partnership with T/PCs in their areas to tackle issues that are important to the local community.
- Send its agendas, committee reports etc to T/PCs via email and also publish these online.
- Maintain T/PC Clerks' contact details on its website.
- Manage T/PCs elections and Neighbourhood Plan referendums according to its statutory responsibilities (statutory).

2.4 Finance and funding (mainly discretionary)

- Provide information about external funding opportunities through the Rural Bulletin.
- Provide support through the Local Loan Fund on receipt of a valid application form.
- Collect precepts on behalf of T/PCs (statutory).
- Consult with T/PCs about any changes to its budget that impact on them.

2.5 Advice, support and guidance (discretionary)

- Use best endeavours to respond to specific questions, queries or issues raised by T/PCs where the answer is not available elsewhere.
- Support T/PCs to develop channel shift, encouraging new technologies to offer a choice for residents and local communities as to how they interact with local government whether that is online, face-to-face or by telephone.

- Where appropriate, provide signposting to other agencies, such as Kent County Council or KALC, for assistance, for example, business planning guidance, legal advice, health and safety advice, and governance advice.

2.6 Learning, development and training (discretionary)

- Work with partners such as Swale Community and Voluntary Services, Visit Kent and Kent Invicta Chamber of Commerce to support, for example, the delivery of capacity-building training, business support, and trustee development.
- Offer places to T/PC members and clerks on its own Member Training and Development courses as appropriate, eg. planning.
- Work with KALC to identify further training needs, and consider the best way to meet those needs.

2.7 Planning

- Ensure T/PCs are fully involved in the development of Swale's Local Plan and associated policy documents (statutory).
- Ensure T/PCs have sight of planning applications relevant to their areas, and ensure they receive the statutory 21 days response period (statutory).
- Encourage developers to involve T/PCs in their plans (discretionary).
- Ensure a named SBC officer is provided so T/PCs can raise queries – eg. on planning casework (discretionary).
- Parish and town council consultation responses to planning applications, including how any Section 106 monies might be spent, will be included in the officers report to the Planning Committee (discretionary).

2.8 Neighbourhood Planning (the decision to pursue a Neighbourhood Plan is discretionary, but if pursued many obligations on SBC are statutory)

- Recommend Town or Parish Councils discuss the opportunity for undertaking neighbourhood planning with SBC's Planning Service before proceeding with any designation or plan. SBC Officers are in a position to advise on the most appropriate course of action to deliver the objectives of the T/PC.
- Support T/PCs by providing:
 - start-up advice and guidance on the process of preparing a Neighbourhood Development Plan or Order;
 - sign- posting of data and evidence on our web site;

- sign-posting to available guidance, including bespoke geographic analysis of key data where available; and
- sign-posting to relevant Department for Communities and Local Government, Local Government Association and National Association of Local Councils resources;
- SBC would also have statutory responsibility to:
 - publicise and designate neighbourhood areas and neighbourhood planning forums;
 - produce a map of all the neighbourhood areas;
 - publicise the plan / order and invite representations to send to the examiner;
 - appoint the examiner and pay their costs, and make arrangements for the examination;
 - assess whether the plan / order meets basic conditions so it can proceed to a referendum; and
 - organise the referendum and pay any costs involved.

SBC's web site includes a link (<http://archive.swale.gov.uk/assets/Planning-General/Planning-Policy/Faversham-Creek/FINAL-Community-Led-Planning-Guidance-March-2014-3.pdf>) to a Kent-wide Community-led Plans Guidance Note which provides general advice, and includes a flow chart showing the process involved.

2.9 Community Rights (statutory)

- Support the statutory rights in the Localism Act 2012.
- Ensure the list of Assets of Community Value is available on the Council's website.
- Ensure that the 'My Community Rights' website is signposted clearly on the Council's website (<http://www.swale.gov.uk/localism/>) to offer guidance.

2.10 Community Asset Transfer (discretionary)

- Support T/PCs in the transfer of appropriate assets, in accordance with the Council's Asset Transfer Policy (<http://www.swale.gov.uk/community-asset-transfer-policy/>).

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Cabinet Meeting	Agenda Item No. 13
Meeting Date	11 March 2015
Report Title	Scrutiny Committee recommendations on Welfare Reform Update
Cabinet Member	Cllr John Wright, Cabinet Member for Housing
SMT Lead	
Head of Service	Amber Christou – Head of Housing
Key Decision	No
Classification	Open
Forward Plan	N/A
Recommendations	1. Cabinet is asked to note the Scrutiny Committee recommendation as attached in Appendix I; a full response will be prepared for the meeting on 15 April 2015.

1 Purpose of Report and Executive Summary

- 1.1 The Scrutiny Committee received an update on Welfare Reform at their meeting on 11 February 2015. The Scrutiny Committee made a recommendation which is attached as Appendix I.

2 Background

- 2.1 The Minutes of the Scrutiny Committee’s discussion is set out below for completeness (Minute No. 488/02/15 refers):

The Chairman welcomed the Assistant Revenue and Benefits Manager and the Cabinet Member for Finance to the meeting to provide an update on welfare reform.

The Cabinet Member for Finance praised the Assistant Revenue and Benefits Manager for her hard work on implementing the new welfare reform proposals. He welcomed the proposal for a Job Centre Plus presence in Swale House and at Sheerness Gateway, and the training of benefits staff to provide budgeting advice.

The Assistant Revenue and Benefits Manager referred Members to the tabled report which provided an update on Discretionary Housing Payments and Universal Credit. In addition to the note she advised that the initial phase of Universal Credit would be for single people who were likely to be non-dependents. Benefits officers would be trained to provide budget advice but specifically not debt advice.

In response to a question, the Assistant Revenue and Benefits Manager confirmed that the consultation on Discretionary Housing Payments had been promoted through the Council's website, Facebook, Twitter, press releases and on letters sent to landlords.

A Member raised concern that a lack of flexibility restricted people from moving to alternative accommodation even when there was a demonstrable need. Councillor Mike Henderson proposed the following motion: "That our Housing Department discusses with Amicus Horizon and other Housing Associations to allow greater flexibility where it will help to provide extra or smaller properties". This was seconded and upon being put to the vote was agreed.

A Member asked how many claimants had internet access and could the Benefits Team write out to all claimants to advise them of the consultation.

The Assistant Revenue and Benefits Manager advised that no information was available on how many claimants had internet access and advised that it was not viable to write out to each claimant separately due to the cost involved. However, a note would be added to the end-of-year letters sent out in March.

A Member asked what support had been offered by Housing Associations to advertise the consultation. The Assistant Revenue and Benefits Manager confirmed that the Housing Associations had been advised and they had offered to include information on the consultation in their newsletters to residents, which the Assistant Revenue and Benefits Manager confirmed would be followed up.

- Assistant Revenue and Benefits Manager

In response to questions regarding Universal Credit, the Assistant Revenue and Benefits Manager explained that the first phase was aimed at those claimants who were fit for work. The process would be reviewed again after the General Election but the principle was to encourage people into work. She explained that Swale, Maidstone and Ashford had been chosen for the first phase in Kent as the Councils had good working relationships with the Job Centre Plus for their area. The decision not to pay Universal Credit into Post Office accounts had been taken by the Department of Work and Pensions.

A Member considered that there was a lack of information available to residents on the housing register and the process for bidding for properties; in particular, can residents be moved down the priority list once bidding had closed, and what happened after the bidding process has completed. The Assistant Revenue and Benefits Manager undertook to take these comments back to the Head of Housing for consideration.

- Assistant Revenue and Benefits Manager

The Chairman thanked the Assistant Revenue and Benefits Manager and Cabinet Member for Finance for attending the meeting.

RESOLVED:

(1) The Scrutiny Committee proposes to Cabinet that our Housing Department discusses with Amicus Horizon and other Housing Associations to allow greater flexibility where it will help to provide extra or smaller properties.

3 Proposals

3.1 Cabinet is asked to note the Scrutiny Committee recommendation as attached in Appendix I; a full response will be prepared for the meeting on 15 April 2015.

4 Alternative Options

None.

5 Consultation Undertaken or Proposed

N/A

6 Implications

6.1 None identified at this stage.

7 Appendices

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

- Appendix I: Scrutiny Committee Recommendation

8 Background Papers

None.

SCRUTINY COMMITTEE

Scrutiny Committee Recommendation on Welfare Reform Review

Policy Overview Committee Recommendations	Cabinet Response	Portfolio Holders	Lead Officer
<p>R1:</p> <p>The Scrutiny Committee proposes to Cabinet that our Housing Department discusses with Amicus Horizon and other Housing Associations to allow greater flexibility where it will help to provide extra or smaller properties.</p>		<p>Councillor John Wright Cabinet Member for Housing</p>	<p>Amber Christou, Head of Housing</p>

Cabinet Meeting		Agenda Item 14
Meeting Date	11 March 2015	
Report Title	Cabinet response to the Scrutiny Committee recommendations on MKIP Governance and Communication	
Cabinet Member	Cllr Andrew Bowles, Leader of the Council	
SMT Lead	Abdool Kara – Chief Executive	
Head of Service	N/A	
Lead Officer	N/A	
Key Decision	No	
Classification	Open	
Forward Plan	Yes	
Recommendations	1. Cabinet is asked to agree the response to the Scrutiny Committee’s recommendations, as attached in Appendix I.	

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is for Cabinet to formally respond to the formal recommendations of the recent Scrutiny Review of MKIP Governance and Communications.

2 Background

- 2.1 This report responds to the recommendations of the Joint Task and Finish Group (JTFG) which was established to review the governance and communication arrangements of the Mid Kent Improvement Partnership.
- 2.2 The Joint Task and Finish Group (JTFG) was established to:
 “consider how the Mid Kent Improvement Partnership’s (MKIP) governance arrangements should be taken forward and how an MKIP communications plan should be developed.”
- 2.3 The review was instigated by a joint meeting of the Maidstone, Swale and Tunbridge Wells Scrutiny Committees on 7 July 2014.
- 2.4 The review was conducted principally through a number of question and answer sessions with a range of Cabinet members and senior officers from the three authorities and/ or external partners. The JTFG also reviewed a number of reports, agendas and minutes of meetings and other papers.

- 2.5 The planning support review is outside the remit of the JTFG; however, a preview summary report was included as part of the evidence base.
- 2.6 The final report of the JTFG was completed on 12 January 2015. The recommendations were received by the Swale Cabinet on 4 February 2015.
- 2.7 In line with Swale’s constitutional rules, Cabinet is required to respond as part of its next cycle of decision making, hence this response being listed for its 11 March meeting.

3 Proposals

- 3.1 The proposed response of the Swale Cabinet to the JTFG recommendations are set out at Appendix I.
- 3.2 In summary, Cabinet are broadly supportive of the recommendations but there are some issues of clarification including:
 - (i) clarifying the distinct roles of Cabinet and Overview and Scrutiny (see responses to recommendations a, b and c);
 - (ii) a concern that the JTFG acted beyond the remit that it set itself by straying into areas and making recommendations relating to the management of MKIP services (see responses to recommendations d, e, f and g); and
 - (iii) a misunderstanding of the role of the Programme Manager (see response to recommendation e) and of the MKIP Board itself (see response to recommendation j).

4 Alternative Options

- 4.1 Each recommendation could have a number of different responses. Those included here are considered to be the most appropriate.

5 Consultation Undertaken or Proposed

- 5.1 The original work of the JTFG was widely consulted upon. These responses have been considered through Cabinet and officer discussions.

6 Implications

Issue	Implications
Corporate Plan	The delivery of effective shared services is key to the ongoing corporate health and financial sustainability of Swale Borough Council.

Financial, Resource and Property	The costs of meeting the recommendations that are agreed with will be met from within existing budgets and staffing resources
Legal and Statutory	There are no specific legal or statutory implications – the MKIP Board is not a decision-making body. However, whilst every attempt will be made to ensure transparency in the work of the MKIP Board, there may be occasions where commercially confidential or personally restricted information will be withheld, in line with Data Protection and Freedom of Information guidelines. In addition, the general principles of access to information will be applied so confidential or exempt information, as defined under the Local Government Act 1972, would not be disclosed.
Crime and Disorder	None.
Sustainability	None.
Health and Wellbeing	None.
Risk Management and Health and Safety	None.
Equality and Diversity	None.

7 Appendices

- 7.1 Appendix I: Cabinet Response to the Scrutiny Committee Recommendations on MKIP Governance and Communications

8 Background Papers

- 8.1 The report of the JTFG as agreed by the joint meeting of the Overview and Scrutiny Committees on 12 January:
<http://services.swale.gov.uk/meetings/documents/s1962/MKIP%20Report.pdf>
and the minutes of that meeting:
<http://services.swale.gov.uk/meetings/documents/g1504/Printed%20minutes%2012th-Jan-2015%2019.00%20Special%20Meeting%20of%20the%20Overview%20and%20Scrutiny%20Committee.pdf?T=1>

Cabinet Response to the Scrutiny Committee Recommendations on MKIP Governance and Communications

Overarching recommendation: That the Overview and Scrutiny Committees for Maidstone Borough Council, Swale Borough Council and Tunbridge Wells Borough Council each request that their individual Cabinets should jointly consider and respond to the following recommendations that have arisen from the joint scrutiny of governance and communications.

Cabinet response: the MKIP authorities have considered responding jointly, as suggested above, but have decided to respond separately as the recommendations affect each council's governance and communications arrangements in slightly different ways.

Scrutiny Recommendations	Cabinet Response	Cabinet Member	Lead Officer
MKIP Governance			
a) That opportunities for pre-scrutiny should be provided within existing governance arrangements at each authority prior to any new shared service proposals being considered at a tri-Cabinet meeting (i.e. after MKIP Board consideration, if not before)	<p>Opportunities for scrutiny pre-decision consideration of any Cabinet decision already exist both in law and therefore as part of our constitutional arrangements.</p> <p>Cabinet would of course be pleased to engage with Overview and Scrutiny on any such discussions that they choose to activate.</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
b) That joint Overview & Scrutiny task and finish groups should be convened by the Overview and Scrutiny Committee(s) of the individual authorities, as necessary, to jointly review any major issues that arise in regard to shared service delivery and also any new options, such as the possibility of contracting to deliver a shared service for an authority outside the partnership	<p>The convening of task and finish groups by Overview and Scrutiny is a matter for Overview and Scrutiny, and not for Cabinet.</p> <p>However, Cabinet would of course be pleased to engage with Overview and Scrutiny on any such discussions that they choose to activate.</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
c) That the MKIP Board will notify the Overview and Scrutiny functions of each authority when there are potential items of interest that a joint task and finish group	It is for Overview and Scrutiny to consider the potential items that it wishes to review, and it is not for Cabinet to presume what they might be.	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive

could review on their behalf	Having said that, see the response to item (m) below, where the proposal is to place those MKIP Board papers that are not subject to commercial or personal confidentiality issues on an accessible part of the Swale intranet for Overview and Scrutiny members to review as they see fit.		
d) That the creation of the Mid Kent Services Director post should be favourably considered in light of the value already placed on this role by members of the Shared Services Boards and others, as it provides a single point of contact for the MKIP Board and Mid Kent Service Managers;	<p>This recommendation strays beyond the remit of the Joint Scrutiny Task and Finish Group as set out in its initial scoping report¹ – in particular this is a recommendation related to management issues.</p> <p>Having said that, we are clear that it will be appropriate to review the position of the MKSD at the agreed time and on an evidential basis, in light of the report due from the independent review group that has been set up, chaired by Zena Cooke from Maidstone BC, and of course taking into consideration the resources available to fund the post.</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
e) That the role of the MKIP Programme Manager should be re-examined and aligned with the reporting arrangements arising from the appointment of a Mid Kent Services Director (if the post is confirmed);	<p>Again, this is a recommendation related to management issues and not issues of governance or communications.</p> <p>Having said that, the post of the Programme Manager has been designed since its inception to largely support the 'client' side of the MKIP arrangements, in particular the MKIP Board, the MKIP Chief Executives, and latterly the improvement in effective working of the Shared Service Boards.</p> <p>The necessity for this role is unaffected by the appointment of the MKSD role.</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
f) That early consideration should be given to transferring the management of the Planning Support and Environmental Health shared services under the Mid Kent Services umbrella as soon as	<p>Again, this is a recommendation related to management issues and not issues of governance or communications.</p> <p>Having said that these services are hosted/led by Maidstone and Tunbridge Wells BCs respectively, and therefore the line management location of these services are in law a matter</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive

¹ The terms of reference were stated as: Governance arrangements; Seeking clarity on the role of O&S to be able to scrutinise the decisions of the MKIP Management Board, if it so wished; The objectives of the Mid Kent Services Director and how these would be measured; and Communication.

possible	<p>for those authorities to determine, rather than ourselves.</p> <p>However, we work closely in partnership with both authorities, and so would expect to continue to have meaningful and positive discussions with them about the most appropriate management arrangements for both of these services.</p>		
g) That a toolkit is created to assist managers in their role as internal clients of shared services	<p>Again, this is a recommendation related to management issues and not issues of governance or communications.</p> <p>Having said that, we would support the sharing of good practice for those officers who are acting as client-side managers. To a great extent this is already happening through the maturing of the Shared Service Boards and the role of the MKSD.</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
h) That (where appropriate) shared services create a service catalogue for their service that will help internal clients to better understand the extent of the service they provide.	<p>Cabinet is clear that it is for the client side of any service to explicitly specify the range, scope, scale, and quality of service that it wishes to receive from its respective shared service, and for the shared service to be clear about what the cost for that would be.</p> <p>This process is formally followed each year as part of agreeing the annual Service Level Agreement and Service Plan.</p>	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
Communication			
i) That a joint communications plan is developed to improve staff and member awareness and understanding of MKIP (shared service development) and MKS (shared service delivery);	<p>Cabinet support this recommendation.</p>	Councillor Andrew Bowles, Leader	Emma Wiggins, Head of Economy and Communities
j) That the MKIP Board has responsibility for the effective implementation of an agreed communications plan and ensures its delivery is resourced appropriately	<p>It is right that the MKIP Board would take an overview of the creation and implementation of the communications plan, but the aim must be to keep the MKIP Board working at a strategic and forward-looking level.</p> <p>Therefore, implementation will in practice be actively</p>	Councillor Andrew Bowles, Leader	Emma Wiggins, Head of Economy and Communities

	monitored by the MKIP Chief Executives, and day-to-day implementation will be led by the MKIP Programme Manager.		
k) That communication should be improved between the newly created Shared Service Boards and the MKIP Board to ensure the latter is fully aware of any major service issues and any suggested options for change	The relatively new reporting format that escalates issues from the shared services boards to the MKIP Board is working well, and we consider that it is already fulfilling this function.	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
l) That client representatives on the Shared Service Boards should ensure the outcomes of their meetings, including any related direction coming from the MKIP Board, are effectively cascaded to relevant staff within each authority	Cabinet supports this recommendation, but considers that this is already largely the case at Swale BC, with an update provided after every Shared Service Board by the client side Director.	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
m) That future MKIP Board meetings should be held and papers published in accordance with the appropriate local authority access to information regulations.	Cabinet agrees that MKIP papers should be afforded the same degree of openness as the Access to Information legislation requires. However, we do not wish to add unnecessary bureaucracy and extra costs to our already stretched Democratic Services Team. Therefore, this may best be achieved by placing those MKIP Board papers that are not subject to commercial or personal confidentiality issues on an accessible part of the Swale intranet for Overview and Scrutiny members to review as they see fit.	Councillor Andrew Bowles, Leader	Abdool Kara, Chief Executive
Corporate Governance			
n) That, given the change in governance arrangements at Maidstone BC from May 2015, consequential amendments be made to reflect that the Overview and Scrutiny function will be absorbed within the Policy and Resources and three other service committees.	Not applicable to Swale BC.	N/A	N/A

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