



AGENDA

CABINET MEETING

Date: Wednesday, 25 September 2019

Time: 7.00pm

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

Membership:

Councillors Mike Baldock (Vice-Chairman), Monique Bonney, Angela Harrison, Ben J Martin, Richard Palmer, Roger Truelove (Chairman) and Tim Valentine.

Quorum = 3

RECORDING NOTICE

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1. Emergency Evacuation Procedure

Pages

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

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

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

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

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

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

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Meeting held on 10 July 2019 (Minute Nos. 119 to 128) and to approve the [Minutes](#) the Extraordinary Meeting held on 7 August 2019 (Minute Nos. 179 to 181) as correct records.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

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

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the 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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14.	Exclusion of the Press and Public	

To decide whether to pass the resolution set out below in respect of the following item:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves 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).

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Issued on Monday, 16 September 2019

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

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

Cabinet		Agenda Item: 5
Meeting Date	25 September 2019	
Report Title	Council Tax Support Scheme 2020/21 consultation	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Nick Vickers, Chief Financial Officer	
Head of Service	Nick Vickers, Chief Financial Officer	
Lead Officer	Zoe Kent, Revenues and Benefits Manager	
Recommendations	<ol style="list-style-type: none"> 1. To note the work undertaken thus far, the options appraisals set out in Appendix I, and recommendation that any new Council Tax Support Scheme should be based on the current scheme but with a series of potential modifications upon which we consult. 2. To launch a consultation on the potential introduction of a range of modifications to the current CTS scheme for working age claimants as set out in paragraph 3.3. 3. Through the consultation to seek views on other ways of meeting the demands highlighted through the report other than changing the existing CTS scheme. 4. To note the first stage Community Impact Assessment, and that a full Community Impact Assessment will be prepared and considered prior to any final decisions being taken. 5. To give delegated authority to the Revenues and Benefits Manager and Chief Financial Officer to finalise the consultation material, in consultation with the Leader and Cabinet Member for Finance. 	

1 Purpose of Report and Executive Summary

- 1.1 The Council Tax Support Scheme (CTS) was introduced by the Department for Communities and Local Government (DCLG) in April 2013 as a replacement for Council Tax Benefit (CTB) administered on behalf of the Department for Work and Pensions (DWP). Each year the local Scheme must be approved by Full Council by 11 March.
- 1.2 The purpose of this report is to recommend changes to the scheme in readiness for public consultation, and to give delegated authority to the Chief Financial Officer and the Revenues and Benefits Manager to finalise the consultation material in consultation with the Leader and Cabinet Member for Finance.

2 Background

- 2.1 Prior to the introduction of the scheme in April 2013 the Kent authorities worked together to design a CTS scheme. A common approach was adopted across Kent, with the new scheme broadly replicating the former CTB scheme, but with a basic reduction in entitlement for working age claimants.
- 2.2 As part of its introduction, central government set out a number of key elements:
 - 1) The duty to create a local scheme for working age applicants was placed with billing authorities,
 - 2) Government funding was reduced initially by the equivalent of 10% from the levels paid through benefit subsidy to authorities under the previous CTB scheme, and
 - 3) Persons of pension age, although allowed to apply for CTS, would be dealt with under regulations prescribed by central government, and not the authorities' local scheme.
- 2.3 In Swale, under the current scheme working age claimants must pay at least 25% of their Council Tax liability. Although there is a common approach across Kent, local schemes at district level have been tailored to local needs, this percentage varies among Kent authorities.
- 2.4 The Kent districts have been able to use the changes to the empty property discounts to vary the amount working age claimants pay towards their liability. Since its introduction in April 2013, our own local scheme has been reviewed annually; however; the core elements remain as were originally agreed.
- 2.5 Under the Kent-wide agreement the major precepting authorities agreed to collectively pay to each district council an administration fee to assist with the costs of delivery of the scheme.
- 2.6 It has been recognised by the Kent Finance Officers Group that the contributions that the major precepting authorities make towards the administration of the scheme are essential. It was therefore agreed to base the allocation of the administration fee on the size of the caseload. Swale has been allocated £141,600 administration fee for 2019/20, the second highest award in Kent.
- 2.7 When the new scheme started in April 2013, it resulted in approximately 5,000 households within the Borough paying some council tax for the first time. In addition, approximately 2,500 other households who received partial assistance saw increases in their bills.
- 2.8 Collection of the council tax balances in many of these cases has been challenging. However, with focus on these accounts and some changes to recovery processes, the scheme has been successful. The administrative fee

paid by the major preceptors has been essential in assisting with the cost of the recovery of these debts.

- 2.9 The overall level of applicants, both working age and pension age, has fallen since the introduction of CTS to 9,812 as at 1 April 2019, compared with 13,381 as at 1 April 2013. This is mainly due to a reduction in unemployment, the rise of the pension age and changes brought into the scheme from April 2017. As a result, the total cost of the scheme has reduced since its inception.
- 2.10 However, the initial '90%' funding that the government passed on to authorities through Revenue Support Grant to support the costs of local schemes has effectively been cut as part of the wider reductions in local government financial settlements. In the current financial year the Council will receive RSG of £113,000 compared with £5.5m in 2013/14 and will be nil in the future therefore, although costs have reduced due to a lower claimant base, the outcome is that a greater share of the cost burden is falling on the billing authorities and the other major precepting bodies. This outcome has been one of the main catalysts for a Kent wide review being undertaken.

Table 1: CTS expenditure by year

Year	Expenditure
2013/14	£10,712,895
2014/15	£ 9,940,783
2015/16	£ 9,801,120
2016/17	£ 9,723,402
2017/18	£ 9,002,798
2018/19	£ 8,854,129
2019/20	£ 8,741,419*

*As at 1 August 2019

- 2.11 It was agreed by the Kent Finance Officer's Group to appoint a consultant to carry out the review. The consultant has been assisting in the evaluation of alternative scheme models and will, in due course, assist with the public consultation process. The review has been considering whether Kent authorities should move to a banded scheme where claimants are placed into an income band based on their family size and the level of their income.
- 2.12 As in 2016/17 when the last Kent wide review was carried out, the objectives that have been agreed are to:
- 1) Have regard to the reductions in government grant and the financial pressures we face,
 - 2) Make the scheme less costly (if possible), and more efficient in terms of its operation; and
 - 3) Have regard to the impact such changes may have on vulnerable residents, and target support to those most in need.

3 Proposal

- 3.1 Consideration has been given to moving to a banded scheme however as working age Universal Credit claims are only reviewed three times a year (unless there is a significant change) it is felt that a better option would be to simplify the current scheme. As claimants are paying a minimum of 25% which is higher than a number of districts across Kent it is not felt the scheme should make further savings in 2020/21.
- 3.2 The most practical option would be to maintain a scheme similar to our current scheme. The reasoning behind this is:
- 1) It is known to our claimants;
 - 2) It largely mirrors the housing benefit system;
 - 3) Our software systems are adapted for this type of scheme and would, therefore, require little additional cost to update;
 - 4) Our staff are familiar with the administration of this type of scheme; and
 - 5) As it is also aligned to housing benefit, we can continue to take advantage of economies of scale.
- 3.3 It is proposed that the following changes are consulted on for the 2020/21 scheme:
- 1) To reduce the minimum payment from 25% to 20%,
 - 2) To reduce the standard level of non dependant deduction from £15 to £10 for all claimants who have a non dependant living with them who works more than 16 hours per week,
 - 3) To disregard Child Maintenance paid to a claimant or partner in the calculation of Council Tax Support,
 - 4) To disregard Child Benefit paid to a claimant or partner in the calculation of Council Tax Support,
 - 5) To apply a fixed income period to all working age claims where the claimant or partner are either working or in receipt of Universal Credit, and
 - 6) To apply a tolerance to Universal Credit claims so information received from the DWP can be automated
- 3.4 Given the objectives of the review set out at 2.12, it is important that we seek to not increase the overall costs of the scheme significantly whilst maintaining fairness and the feasibility of the scheme. Therefore, it is considered that a

locally determined selection of the options set out in 3.3 should be included as part of the consultation on Swale's scheme for 2020/21.

4 Alternative Options

- 4.1 As part of the consultation, as well as consulting on various options related to the design of the scheme, case law has clarified that we are also required to consider alternative funding options as opposed to simply changing the current scheme to reduce costs.
- 4.2 It is therefore recommended that the following questions be posed.
- 1) Should Council Tax be increased for all Council Tax payers to fund the CTS scheme, subject to the referendum limit?
 - 2) Should Council reserves be used to fund the scheme?
 - 3) Should there be cuts to Council services to fund the scheme?
- 4.3 Were any of these options to be implemented, the impact would affect all residents in the Borough.

5 Consultation Undertaken or Proposed

- 5.1 Prior to the implementation of any changes to a CTS scheme, authorities are required to consult with the public. There have been a number of challenges to CTS consultations, and it should be noted that a recent judgement handed down by the Supreme Court has defined what is meant by 'good consultation'.
- 5.2 The guiding principles which have been established through case law for fair consultation are as follows:
- 1) The consultation must be carried out at a stage when proposals are still at a formative stage,
 - 2) Sufficient information on the reasons for the decision must be provided to permit the consultees to carry out intelligent consideration of the issues to respond,
 - 3) Adequate time must be given for consideration and responses to be made, and
 - 4) The results of the consultation must be properly taken into account in finalising any decision.
- 5.3 There is also a duty to consult with the major precepting authorities who are statutory consultees. All major precepting authorities will be consulted during the consultation period.

5.4 This report will also be offered to the Policy Development Review Committee for their review.

6 Implications

Issue	Implications
Corporate Plan	<p>Running an effective and efficient CTS Scheme contributes to the Council priority of being 'A Council to be proud of'. It also contributes to the priority of 'A Community to be proud of', as it supports the most vulnerable whilst creating incentives to work for those who are able to.</p> <p>The changes introduced through the Welfare Reform agenda and Local Council Tax Support Scheme are aimed at providing greater work incentives, which have the potential to positively impact on the economic prosperity of those returning to employment, as well as the wider community. Data shows that the number of working age claimants has reduced, which results at least in part from movement of benefits claimants into work.</p> <p>Performance is measured through BV9 Percentage of Council Tax collected in year.</p>
Financial, Resource and Property	<p>It is anticipated that there will be some limited costs associated with the consultation process, but this is a statutory requirement.</p> <p>The costs of awards made under the CTS scheme impact on the declared tax base, and thereby the council tax yield. If the cost of awards were to be reduced, this would mean that the Council's tax base would increase, and overall council tax income could increase.</p> <p>Any increase to council tax income is shared through the Collection Fund with major preceptors.</p>
Legal and Statutory	<p>The Council has a statutory duty to consult on a proposed scheme. As mention in paragraph 5.1, case law has determined the guiding principles for fair consultation, which we will follow.</p> <p>Regard needs to be made to the rules around consultation laid out through the Supreme Court ruling in the case of R (on the application of Moselely) v London Borough of Haringey (2014), and in particular, the need to set out alternative choices within the consultation. Referred to in paragraph 5.2.</p>
Crime and Disorder	<p>If any CTS scheme that is brought in increases the amount of Council Tax working age claimants have to pay significantly it could mean that some claimants are driven to carry out crimes to pay their Council Tax.</p> <p>Since the implementation of the first scheme in 2013/14 there has</p>

	been no evidence linking the scheme to crimes being carried out in Swale. There has also been no links to disorder in the area.
Sustainability	The CTS scheme is reviewed on an annual basis across the Kent districts and with the major preceptors. All authorities have worked to ensure the schemes are sustainable across future years, with funding provided by the major preceptors towards the collection of Council Tax.
Health and Wellbeing	Residents who have difficulty in paying their Council Tax can put in a claim for a Section 13A discretionary award. Those whose health appears to be affected will be signposted to appropriate advice. The Revenues and Benefits team works with other sections of the authority, CAB, financial charities and the major housing providers in the area to ensure those residents who are struggling with debt or other problems are signed posted to the correct advice and agencies.
Risk Management and Health and Safety	If consultation is not carried out appropriately, there is a risk of challenge once a decision is taken.
Equality and Diversity	A first stage Community Impact Assessment is being carried out prior to the consultation. Once the consultation results have been analysed, a full Community Impact Assessment will be carried out.

7 Appendices

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

- 1) Appendix I: First stage CIA CTS Scheme 2020/21

8 Background Documents

Council Tax Support Report 2019/20 Scheme Full Council 14.11.2018

<https://services.swale.gov.uk/meetings/documents/s11157/Council%20Meeting%20Council%20Tax%20Support%20Report%2014.11.18.pdf>

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Community Impact Assessment

A Community Impact Assessment (CIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making.

When to assess

A CIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Public sector equality duty

The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:

- 1) Eliminate discrimination, harassment and victimisation;
- 2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- 3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are known as the three aims of the general equality duty.

Protected characteristics

The Equality Act 2010 sets out nine protected characteristics that apply to the equality duty:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

We also ask you to consider other socially excluded groups, which could include people who are geographically isolated from services, with low literacy skills or living in poverty or low incomes; this may impact on aspirations, health or other areas of their life which are not protected by the Equality Act, but should be considered when delivering services.

Due regard

To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

How much regard is 'due' will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. The three aims of the duty may be more relevant to some functions than others; or they may be more relevant to some protected characteristics than others.

Collecting and using equality information

The Equalities and Human Rights Commissions (EHRC) states that 'Having due regard to the aims of the general equality duty requires public authorities to have an adequate evidence base for their decision making'. We need to make sure that we understand the potential impact of decisions on people with different protected characteristics. This will help us to reduce or remove unhelpful impacts. We need to consider this information before and as decisions are being made.

There are a number of publications and websites that may be useful in understanding the profile of users of a service, or those who may be affected.

- The Office for National Statistics Neighbourhoods website <http://www.neighbourhood.statistics.gov.uk>
- Swale in 2011 http://issuu.com/swale-council/docs/key_data_for_swale
- Kent County Council Research and Intelligence Unit http://www.kent.gov.uk/your_council/kent_facts_and_figures.aspx
- Health and Social Care maps <http://www.kmpho.nhs.uk/health-and-social-care-maps/swale/>

At this stage you may find that you need further information and will need to undertake engagement or consultation. Identify the gaps in your knowledge and take steps to fill these.

Case law principles

A number of principles have been established by the courts in relation to the equality duty and due regard:

- Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty
- Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.
- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one.
- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- The general equality duty is not a duty to achieve a result, it is a duty to have due regard to the need achieve the aims of the duty.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

Examples of case law can be found here [EHRC relevant case law](#). They include examples of why assessing the impact **before** the decision is made is so important and case law around the need to have due regard to the duty

Lead officer:	<i>Zoe Kent</i>
Decision maker:	<i>Council</i>
People involved:	<i>Zoe Kent</i>
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<ul style="list-style-type: none"> • <i>This is a localised scheme that the Borough is required to put in place to give financial help towards Council Tax to those residents on a low income.</i> • <i>We are required to review this scheme before 31 January of the financial year.</i>
Date of decision: The date when the final decision is made. The CIA must be complete before this point and inform the final decision.	<i>Full Council – 8 January 2020</i>
Summary of the decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p><i>What are the aims and objectives?</i></p> <ol style="list-style-type: none"> <i>1. To provide help towards Council Tax as a localised Council Tax Support scheme to those on a low income in the Borough</i> <i>2. To provide pensioners with the support as per The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended by The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018</i> <i>3. To provide working age claimants support taking into consideration the reduction in financial support provided within the Revenue Support Grant towards the Council Support Scheme.</i> <i>4. Support vulnerable people</i> <i>5. Support claimants back into work</i> <p><i>What are the key actions?</i></p> <ul style="list-style-type: none"> • <i>Providing a scheme that supports those claimants on a low income</i> • <i>Putting into place a scheme that does not mean a financial burden to the authority which could lead to putting other services provided by the Borough at risk.</i> • <i>Continuing to design and deliver services to meet the needs of vulnerable customers</i> • <i>Consider user feedback, engagement and consultation when designing the scheme</i> <p><i>What are the expected outcomes?</i></p> <p><i>To put in place a scheme that balances the needs of vulnerable claimants against the budget requirements of the Borough.</i></p> <p><i>Who will be affected?</i></p> <p><i>Those working-age residents who are on a low income who claim help towards their Council Tax. This covers all areas of the Borough but particularly those who live in deprived areas.</i></p> <p><i>How many people will be affected?</i></p> <p><i>5,532 working age claimants will be affected by the changes to the scheme (9% of all Council Tax account holders).</i></p>
Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed 	<i>Since 1st April 2013, the Council has maintained a local Council Tax Support scheme. This replaced the national Council Tax Benefit scheme, which ended on 31 March 2013.</i>

<p>the decision.</p> <ul style="list-style-type: none"> • Include sources and key findings. • Include information on how the decision will affect people with different protected characteristics. 	<p><i>Council Tax Support helps provide support to council taxpayers who have a low income. It supports the taxpayers by providing a reduction in the actual amount in Council Tax payable.</i></p> <p><i>The Council has the ability to determine the level of support given to working age applicants only. The scheme for pension age applicants is determined by Central Government, and therefore the ability of the Council to vary that part of the scheme is limited and can only enhance the national scheme in any event.</i></p> <p><i>When Council Tax Support was first introduced, Central Government provided a specified level of grant, which was approximately 10% lower than the amounts previously given (pre 1 April 2013). This has now been replaced by a general duty to provide a scheme and funding is not separately identified within the grants given to the Council.</i></p> <p><i>After the original consultation, the Council decided to introduce a Council Tax Support scheme that differed from the original Council Tax Benefit in that, instead of granting a maximum level of support of 100%, it would limit the maximum support to 91.5% in 2013/14 (due to an extra grant being received from DCLG), decreased to 85% from 2014/15.</i></p> <p>Changes since 2013</p> <p><i>Since the introduction of Council Tax Support the overall scheme adopted by the Council has remained broadly the same, with only applicable amounts and non-dependant charges being uprated, as well as minor changes being made to mirror changes to the Housing Benefit scheme. Central Government has also continued to uprate changes to applicable amounts for pension age applicants, again to mirror the changes in Housing Benefit.</i></p> <p><i>From April 2017 changes were made to the scheme including:</i></p> <ul style="list-style-type: none"> • <i>the more accurate targeting of support to those working age applicants who most need it;</i> • <i>the need to change the scheme, not only to align with proposed changes to Housing Benefit, but also to align the scheme with the approach taken by the Department for Work and Pensions in the creation, introduction and roll out of Universal Credit; and</i> • <i>to address potential shortfalls in funding due to the continued reduction in Central Government grants.</i> <p><i>The changes brought in were:</i></p> <ol style="list-style-type: none"> 1. <i>Reducing the maximum level of support for working age applicants from 15 per cent to 20 per cent.</i> 2. <i>Removing the Family Premium for all new working age applicants</i> 3. <i>Reducing backdating to one month</i> 4. <i>Using a set income for self-employed earners after 18 months self-employment.</i> 5. <i>Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to four weeks.</i> 6. <i>To introduce a standard level of non dependant deduction of £15 for all working-age claimants who have non-dependants resident with them who work 16 hours or more per week.</i> <p><i>In April 2018 further changes were made to the scheme including:</i></p> <ul style="list-style-type: none"> • <i>The need to change the scheme to align with Universal Credit as the caseload changed to more claimants receiving Universal</i>
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Credit to top up their earnings.

- *To again address potential shortfalls in funding due to the continued reduction in Central Government grants.*

The changes brought in were

1. *Reducing the maximum level of support for working age applicants from 20 per cent to 25 per cent.*
2. *Reducing the capital limit from the existing £16,000 to £10,000.*
3. *Restricting the level of the maximum level of Council Tax Support payable to the equivalent of a Band D charge*
4. *Applying a fixed income period to Universal Credit claims for Council Tax Support to avoid multiple changes*
5. *To disregard Bereavement Support payments inline with the Housing Benefit regulations*

In April 2019 no major changes were made to the scheme.

The Proposed Scheme for 2020/21

An annual review will be undertaken as to the effectiveness of the current Council Tax Support scheme; and a public consultation will be undertaken to gather views as to whether the current scheme should be changed. The review will ensure changes to the working age scheme meet the following:

- *to increase the more accurate targeting of support to those working age applicants who most need it;*
- *to continue to align the scheme with proposed changes to Housing Benefit and Universal Credit; and*
- *to address potential shortfalls in funding due to the continued reduction in Central Government grants.*

The Council will seek feedback through the consultation as to whether further increases in council tax, cuts to services, and use of limited savings should be considered as an alternative to changing the Council Tax Reduction Scheme. Changes such as those in points 1 to 3 below may affect all residents in the Borough and across Kent.

1. *Should Council Tax be increased for all Council Taxpayers, subject to the referendum limits?*
2. *Should Council reserves be used to fund the scheme?*
3. *Should there be further cuts to Council services?*

The Council proposes to maintain a similar methodology as in the past. Any changes, if adopted, will be effective from 1st April 2020. The proposed options will be put out to consultation, will be as follows:

- a. *Should a reduction be made to the minimum payment reducing it from 25% to 20%?*
- b. *Should a reduction be made to the standard level of non dependant deduction reducing it from £15 to £10 for all claimants who have a non dependant living with them who works more than 16 hours per week?*
- c. *Should Child Maintenance paid to a claimant or partner be disregarded in the calculation of Council Tax Support?*

- d. *Should Child Benefit paid to a claimant or partner be disregarded in the calculation of Council Tax Support?*
- e. *Should a fixed income period be put in place for all working age claims where the claimant or partner are either working or in receipt of Universal Credit?*
- f. *Should a tolerance be applied to Universal Credit claims so information received from the DWP can be automated.*

Scope of the Community Impact Assessment

The following identifies the potential impact on claimants and particularly groups of claimants.

It should be noted that Pensioners will continue to be protected under the rules prescribed by Central Government. These broadly replicate council tax benefit scheme, which existed prior to 1 April 2013.

Central Government has not been prescriptive in how it does this, but points to the Council's existing responsibilities including the Child Poverty Act 2010, the Disabled Person Act 1986, and the Housing Act 1996, as well as the public sector equality duty in section 149 of the Equality Act 2010.

The Council has given consideration to the effects of the options on working age claimants, in particular, vulnerable groups.

Disability

Working age people with disabilities continue to make up a high proportion of the caseload at 25%. Working age people with disabilities receive more per week than working age people without disabilities on average, due to the design of the scheme that ignores certain disability benefits and awards higher applicable amounts.

Age

The age groups of person receiving CTS broadly reflect the overall population, the main difference being those between the ages of 18-24. This difference is probably caused by the lower applicable amounts for single claimants in this group reducing the amount of people who are entitled to CTS. Those aged 54-64 currently receive the highest weekly amount, on average. Those aged 18-24 currently receive the lowest weekly amount, on average.

Carers

There is a slightly higher proportion of claimants with a carer in the household, than the population generally overall (13%). Working age claimants with a carer in the household receive more per week, on average, than working age claimants without a carer in the household. The main reason for this is the treatment of both disability and care within the existing scheme.

Gender

Females continue to make up a high proportion of the caseload at 68%. Although, there is a difference between the average amounts females and males receive per week, this is due to factors relating to circumstances which directly affect the calculation of council tax reduction, and is not linked to a claimant's sex directly.

Ethnicity

This information is not collected from all claimants as it is not relevant to the calculation of council tax reduction.

Other protected characteristics

We do not collect information about the following characteristics from claimants as it is not relevant to the calculation of council tax reductions:

- *Religion or belief*
- *Sexual orientation*
- *Gender reassignment*
- *Marital or civil partnership status*
- *Pregnancy or maternity*

Actions to mitigate any identified impacts

The Council has an Exceptional Hardship Scheme; the design of this allows any claimant to apply for additional support. It examines their overall circumstances, examining both income and expenditure with a view to determining whether exceptional hardship exists.

Under the scheme, claimants will potentially be able to receive additional support up to the full level of their Council Tax.

Method of Consultation

The Council has used the following methods to obtain the view of taxpayers.

Stakeholders Methodology

1. *Existing claimants (both working age and pensionable age Web based questionnaire*

Hard copy documents to be provided as necessary

2. *Council taxpayers and service users generally*

Web based questionnaire

Hard copy documents to be provided as necessary

3. *Interested organisations and groups.*

Web based questionnaire

4. *Organisations with significant interest to be notified directly*

Hard copy documents to be provided as necessary

General Awareness

Provision of information and awareness raising of changes and proposals

News releases

Face-to-face communication at customer service points

Information in libraries/surgeries and other public venues

The Council's Website and Social Media

Analysis and Assessment

A full analysis and assessment will be provided

Consultation:

- *Has there been specific consultation on this decision?*
- *What were the results of the*

consultation? <ul style="list-style-type: none"> ▪ Did the consultation analysis reveal any difference in views across the protected characteristics? ▪ Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics? 	
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Is the decision relevant to the aims of the equality duty?

Guidance on the aims can be found in the EHRC's [PSED Technical Guidance](#).

Aim	Yes/No
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	No

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Characteristic	Relevance to decision High/Medium/Low/None	Impact of decision Positive/Negative/Neutral
Age	Medium	Negative
Disability	Medium	Negative
Gender reassignment	None	Neutral
Marriage and civil partnership	None	Neutral
Pregnancy and maternity	Low	Negative
Race	None	Neutral
Religion or belief	None	Neutral
Sex	None	Neutral
Sexual orientation	None	Neutral
Other socially excluded groups ¹	Low	Negative

<p>Conclusion:</p> <ul style="list-style-type: none"> • Consider how due regard has been had to the equality duty, from start to finish. 	<p>Summarise this conclusion in the body of your report</p> <p>We have considered how all groups with protected characteristics will be affected by the scheme. As part of our consultation we asked responders their gender, age ethnicity, whether they considered</p>
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¹ Other socially excluded groups could include those with literacy issues, people living in poverty or on low incomes or people who are geographically isolated from services.

<ul style="list-style-type: none"> • There should be no unlawful discrimination arising from the decision (see PSED Technical Guidance). <p>Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.</p>	<p>themselves disabled and whether they claimed CTS. A breakdown of how they responded to the options is available in Appendix I: CTS Scheme review of the consultation.</p> <p>We also asked for comments on each option. Although the results show those with a disability and children were more likely to respond negatively to the scheme in their comments about the options, more than half of disabled responders agreed yes to every option.</p> <p>As in previous years schemes, those with a protected characteristic such as the disabled or those with children, receive a higher income (due to extra benefits being awarded to cover these costs) than a single claimant or couple especially those who are under 25. To mitigate these issues the Council provides a Section 13A discretionary hardship scheme.</p>
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Timing

- Having 'due regard' is a state of mind. It should be considered at the inception of any decision.
- Due regard should be considered throughout the development of the decision. Notes should be taken on how due regard to the equality duty has been considered through research, meetings, project teams, committees and consultations.
- The completion of the CIA is a way of effectively summarising the due regard shown to the equality duty throughout the development of the decision. The completed CIA must inform the final decision-making process. The decision-maker must be aware of the duty and the completed CIA.

Full technical guidance on the public sector equality duty can be found at:

http://www.equalityhumanrights.com/uploaded_files/PSD/technical_guidance_on_the_public_sector_equality_duty_england.pdf

This Community Impact Assessment should be attached to any committee or SMT report relating to the decision. This CIA should be sent to the Website Officer (Lindsay Oldfield) once completed, so that it can be published on the website.

Action Plan

Issue	Action	Due date	Lead Officer	Manager	Cabinet Member
Views needed on the proposed scheme from claimants, residents and stakeholders	Consultation to be carried out	12/2019	Zoe Kent	Nick Vickers	Cllr Roger Truelove
Financial hardship for CTRS working age claimants	Further consultation work to be carried out in Quarter 3 2019/20	02/2020	Zoe Kent	Nick Vickers	Cllr Roger Truelove
Drop in collection rate for Council Tax	The collection of Council Tax to be monitored throughout the financial year 2019/20	11/2019	Zoe Kent	Nick Vickers	Cllr Roger Truelove
Financial hardship for residents with an empty property	Advice on alternative help to be sent out with Council Tax bills and adjustment notices	02/2020	Zoe Kent	Nick Vickers	Cllr Roger Truelove

Actions in this action plan will be reported to the CIA group once a quarter, so updates will be required quarterly.

Cabinet Meeting	
Meeting Date	25 September 2019
Report Title	Financial Management Report – April to June 2019
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Phil Wilson, Financial Services Manager and Caroline Frampton, Principal Accountant
Key Decision	No
Classification	Open
Recommendations	<p>Cabinet is asked to:</p> <ol style="list-style-type: none"> 1. Note the projected revenue underspend on services of £254,000 (Table 1 refers). 2. Note the capital expenditure of £3,559,972 to end of June 2019 (Paragraph 3.14 and Appendix I Table 2 refers). 3. To approve £20,110 of funding for a new capital scheme as detailed in paragraph 3.16.

1. Purpose of Report and Executive Summary

- 1.1 This report sets out the revenue and capital projected outturn position for 2019/20 as at the end of June 2019. The report is based on service activity up to the end of June 2019 and is collated from monitoring returns from budget managers.
- 1.2 The headline figures are:
 - total revenue underspend of £254,000;
 - capital expenditure of £3,559,972.

2. Background

- 2.1 The Council operates a budget monitoring process at Head of Service level, with regular reports to the Leader and Cabinet Member for Finance, the Deputy Cabinet Member for Finance and the Strategic Management Team.
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

3. Proposals

Revenue Outturn

3.1 As at the end of June 2019 the forecast revenue underspend projected to 31 March 2020 is £254,000.

Table 1: Projected Variance by Service

Service	Service Manager	Working Budget £	Projected Outturn £	Projected Variance £
Chief Executive	M. Radford	331,280	318,280	(13,000)
Democratic Services	K. Bescoby	1,114,370	1,114,370	0
Policy, Communications & Customer Services	D. Clifford	1,203,400	1,147,400	(56,000)
Director of Regeneration	E. Wiggins	179,360	179,360	0
Commissioning, Environment & Leisure	M. Cassell	5,646,030	5,476,030	(170,000)
Planning	J. Freeman	818,230	1,006,230	188,000
Housing, Economy & Community	C. Hudson	2,845,060	2,865,060	20,000
Finance	N. Vickers	803,120	793,120	(10,000)
Revenues & Benefits	Z. Kent	(245,200)	(540,200)	(295,000)
Property	A. Adams	335,760	341,760	6,000
Licensing & Resilience	D. Fackrell	47,000	63,000	16,000
Environmental Health	T. Beattie	591,070	584,070	(7,000)
Information Technology	C. Woodward	1,202,260	1,256,260	54,000
Audit	R. Clarke	186,180	191,180	5,000
Human Resources	B. Sandher	436,620	430,620	(6,000)
Legal	P. Narebor	461,590	471,590	10,000
Sittingbourne Regeneration	N. Vickers	0	(6,000)	(6,000)
STC - Retail Park	N. Vickers	182,000	(27,000)	(209,000)
Contributions to Reserves from services shown above	N. Vickers	0	210,000	210,000
Corporate Items	N. Vickers	2,551,870	2,560,870	9,000
NET REVENUE SERVICE EXPENDITURE		18,690,000	18,436,000	(254,000)
Financed by:				
Revenue Support Grant		(113,000)	(113,000)	0
Business Rates		(8,083,000)	(8,083,000)	0
New Homes Bonus		(1,875,000)	(1,875,000)	0
Council Tax Requirement		(8,258,000)	(8,258,000)	0
TOTAL FINANCING		(18,329,000)	(18,329,000)	0
NET EXPENDITURE (Contribution (to)/ from General Fund		361,000	107,000	(254,000)

The Working Budget shows the service expenditure being more than the income in the year so the General Fund was budgeted to reduce by £361,000. The projected outturn forecasts that the service expenditure will be greater than the income in the year so the General Fund is forecast to decrease by £107,000.

Business Rates

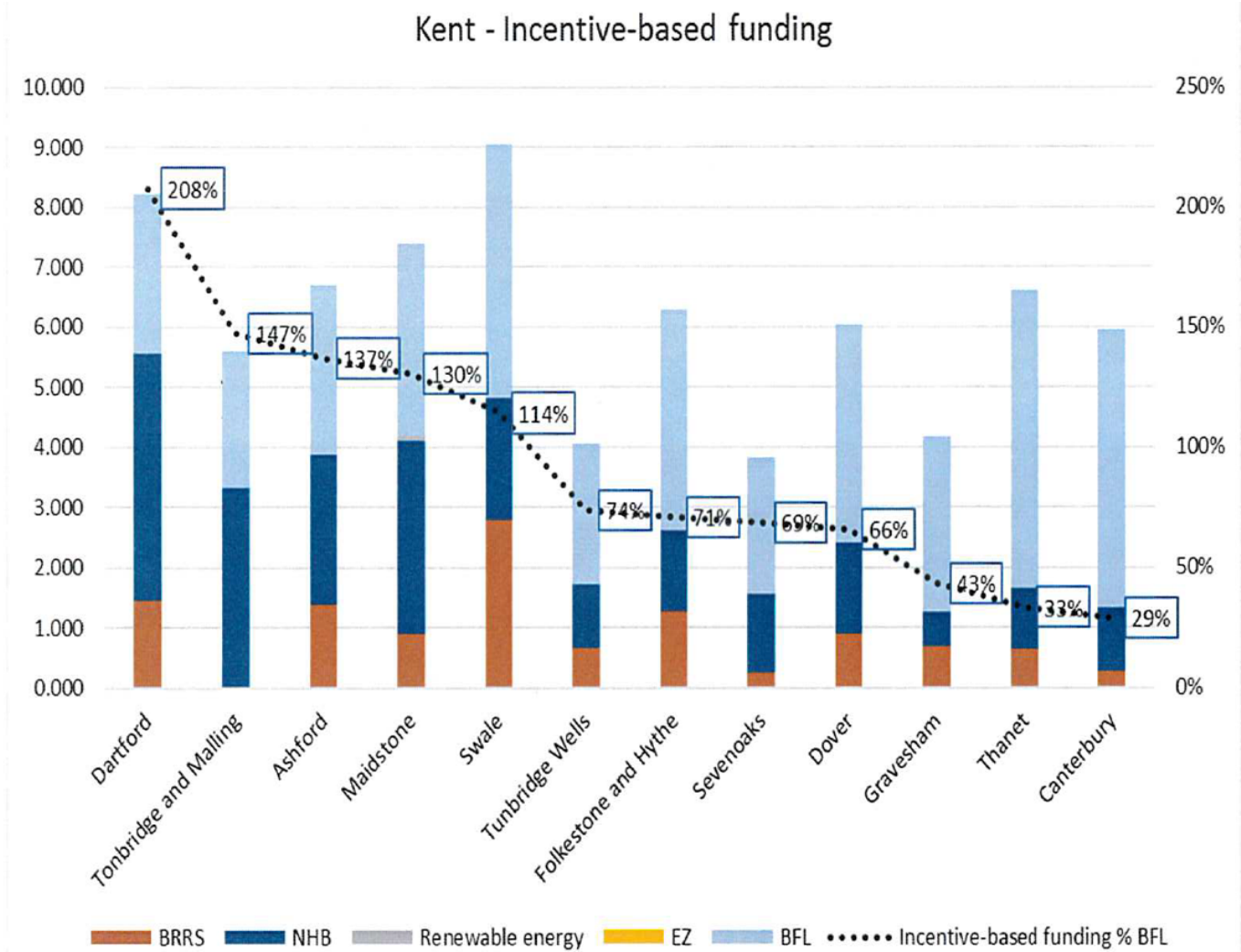
- 3.2 The Council is budgeted to collect £48m of business rates in 2019/20. After the complicated system of levies and tariffs has been accounted for, the Council is forecast to receive £7.8m.
- 3.3 Council has previously agreed to the establishment of a Business Rates Volatility Reserve, in order to assist the Council in managing the anticipated volatility in business rate income resulting from the introduction of business rate localisation from 2013/14. There are a number of causes of this volatility, such as new businesses opening, existing business growing or closing, rating appeals, and collection rates. The balance on the reserve is currently £4.9m.
- 3.4 The Business Rates Collection Fund has set aside £10m for appeals, of which our share is £4m. The total sum set aside for appeals is reviewed every year as part of the audit of the Council's accounts and this sum indicates how greatly business rate income can vary as a result of a decision made on business rate appeals. For example, in July we were notified of a successful business rate appeal by Morrisons for their major warehouse on the 2010 rating list. The one-off cost charged to the provision for appeals is £2.5m and the ongoing impact is a £400,000 reduction in business rates income. However the effect on future years' business rates income has been offset to an extent as a result of a change in the methodology used for calculating the cost of potential appeals for the 2017 rating list. In addition, our annual business rate income is largely based on the forecast made for the NNDR1 return and therefore the reduction in income will not be fully felt in the current year. However, the reduction in income and the affect on the provision for appeals will result in a deficit on the Business Rates Collection Fund for this year and therefore affect our share of this fund which in the past has been used to support the revenue budget.
- 3.5 The Council has benefitted very significantly from the localisation of business rates, but the Morrisons outcome does show how volatile this income stream can be.

Medium Term Financial Plan

- 3.6 At the time that Council agreed the 2019/20 budget, we highlighted that major changes in local government finance were expected for 2020/21. These were the implementation of the Fair Funding Review, the full localisation of Business Rates and the 2019 Comprehensive Spending Review. The Government Spending Review announced on 5 September made it clear that these major changes will not happen with effect from 1 April 2020 but for the year after that.
- 3.7 With significant changes to local government finance there will be winners and losers, and safety nets to help cushion the financial impact. For Swale there are two particular risks from the changes from 1 April 2021:
- (1) The Council has benefitted from the retention of elements of business rate growth. The new system will be a resetting of the business rate baseline and so moving forward our funding will assume that this growth is part of our base funding.

(2) Although much reduced from its peak of over £3m the Council still receives substantial New Homes Bonus, and this is likely to be lost.

3.8 Pixel are an independent local government finance consultancy who have prepared the chart below showing just how dependent the Council is on “incentive based funding”:



BRRS: Business Rates Retention Scheme (what each council achieves in income through localisation of business rates)

NHB: New Homes Bonus

EZ: Enterprise Zone

BFL: Baseline Funding Level (Government set for what each council deemed to need to spend)

3.9 The Medium Term Financial Plan (MTFP) agreed by Council in February showed a revenue funding gap of £1,014,000.

- 3.10 At the July Cabinet two items of unbudgeted expenditure were agreed to be funded from the 2018/19 underspend in this financial year. These were the introduction of the Real Living Wage at an estimated cost £68,000 and the reinstatement of the parking concession at the Swallows and Beachfields at an estimated cost of £90,000. Both of these need to be funded in 2020/21.
- 3.11 An updated MTFP is attached in Appendix I Table 4 showing a forecast gap for 2020/21 of £1.2m.
- 3.12 Officers have started work on the detail preparation of the 2020/21 budget and the fees & charges proposals.

Capital Expenditure

- 3.13 Table 2 in Appendix I details the actual capital expenditure and highlights any variations.
- 3.14 Actual expenditure to end of June 2019 was £3,559,972. This represents 17% of the revised budget.
- 3.15 The revised budget includes the capital rollovers from 2018/19 approved by the July Cabinet.
- 3.16 The projected capital variance is £20,106 which is due to the need to purchase a new folder/ inserter machine for the print room for an advantageous price offer. Cabinet approval is requested for this item.

Payment of Creditors

- 3.17 The payment of creditors to the end of June 2019 is 98.6% paid within 30 days of receipt of invoice, against the target of 97%.

Sundry Debtors

- 3.18 Tables 3.1 and 3.2 in Appendix I analyse the sundry debt outstanding.

Special Projects Fund

- 3.19 The fund was established by Cabinet in July and it will be used to deliver tangible projects for the residents of the borough, making the public spaces cleaner and better presented and to address climate change issues.
- 3.20 At least initially, the projects will be focussed on areas within the Environmental portfolio. The two main themes will be:
- (1) Improvements to the public realm including high streets, green spaces and seafronts, and
 - (2) Projects to support the achievement of the climate change motion agreed by Council.

3.21 At the time of writing the report, to date the following bids have been approved totalling £410,000

- Carbon Management Plan 2019 - 2023 £25,000;
- Fuel and water poverty outreach worker £100,000;
- Recycling bins on main bathing beaches £10,000;
- Traffic pollution additional planting on SBC land £40,000;
- Playground improvements £40,000;
- Parks infrastructure fund £150,000;
- Project support surveyor £45,000 (permanent post).

4. Alternative Options

4.1 None identified – this report is largely for information.

5. Consultation Undertaken or Proposed

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

6. Implications

Issue	Implications
Corporate Plan	Good financial management is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	As detailed in the report.
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environment and Sustainability	None identified at this stage.
Health & Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7. Appendices

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

- Appendix I: Financial Monitoring Report Tables as at the end of June 2019.

8. Background Papers

8.1 The Budget 2019/20 and Medium-Term Financial Strategy 2019/20 to 2021/22.

<http://www.swale.gov.uk/assets/Latest-Publications/Revenue-Budget-and-Capital-Programme/Revenue-Budget-and-Capital-Programme-2019-20.pdf>

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE – Cllr R Truelove (Mark Radford)		
Chief Executive & Corporate Costs	(13)	(£11k) Underspend – external audit fee; (£2k) Net additional savings.
TOTAL	(13)	
DEMOCRATIC SERVICES – Cllr R Truelove (Katherine Bescoby)		
Democratic Process	(18)	(£14k) Underspend – members' travel; (£4k) Reduced expenditure net.
MKS Shared Service Corporate Costs	-	Nil variance reported.
Elections & Electoral Registration	18	£31k Additional costs resulting from the Borough and European elections in May 2019; (£8k) Reduced net salary costs; (£5k) Additional fees and charges income.
TOTAL	-	
POLICY, COMMUNICATIONS AND CUSTOMER SERVICES – Cllr R Truelove (David Clifford)		
Policy	(3)	(£3k) Net underspend.
Communications	(17)	(£17k) Underspend – net staff costs.
Customer Services	(33)	(£24k) Underspend – net staff costs; (£9k) Net underspend.
Information Governance	(3)	(£3k) Underspend – net staff costs.
TOTAL	(56)	
REGENERATION – Cllr M Bonney (Emma Wiggins)		
Regeneration	-	Nil variance reported.
TOTAL	-	
COMMISSIONING, ENVIRONMENT AND LEISURE – Cllr A Harrison, Cllr T Valentine (Martyn Cassell)		
Commissioning, Contracts and Procurement	(60)	(£51k) Savings vacant posts – pending reorganisation; (£8k) Savings equipment purchase and maintenance; (£1k) Net other savings.

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Client & Amenity Services and Technical Services	(23)	(£10k) Salary savings; (£4k) Savings travel expenses; (£9k) Net other savings.
Environmental Response Team	(45)	(£17k) Net savings Fixed Penalty Notices (FPNs) costs and income; (£6k) Staff cost savings; (£7k) Savings travel expenses; (£2k) Net other savings re dog kennelling and dog warden service; (£3k) Savings – use of skips; (£3k) Additional income – pest control contract commission; (£7k) Net other savings.
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments	6	£6k Net additional costs.
Community Halls & Centres	(6)	(£3k) Premises costs savings; (£3k) Other net savings.
Grounds Maintenance	(25)	(£25k) Net contract savings.
Cemeteries and Closed Churchyards	7	£10k Additional premises costs. (£3k) Additional income internments;
Refuse Collection / Street Cleansing / Public Conveniences / Recycling & Waste Minimisation	(127)	£77k Wheeled bins purchase additional expenditure; (£64k) Additional income wheeled bins; (£57k) Contract costs savings; (£36k) Additional income – garden waste collection; (£21k) MHCLG Clean-Up grant received; (£11k) Net additional income Special Collections; (£7k) Savings Public Conveniences premises costs; (£8) Net other savings.

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Seafront, Harbour & Quays, Coast Protection and Flood Preparation	(1)	(£13k) Additional income memorial benches, £6k Additional salary costs, Seafront; £5k Net Reduced income Beach Huts; £1k Net other costs.
Parking Management	131	£109k Net reduced income – pay and display fees and season tickets; £14k Net reduced income on and off-street Penalty Charge Notices (PCN's); £25k Additional car park equipment purchase and licences costs; (£25k) Additional Income – Residents Parking permits; £9k Additional costs – Parking Partnership (Maidstone Borough Council; (£3k) Staff cost savings; £2k Net other costs. N.B. Any surplus relating to on-street parking will be transferred to the ring fenced on-street parking account under Section 55 of the Road Traffic Act 1984.
Highways	(27)	(£25k) Street naming & numbering fees additional income; (£2k) Other additional income.
TOTAL	(170)	
PLANNING – Cllr M Baldock (James Freeman)		
Building Control/Dangerous Structures	-	Nil variance reported.
Development Services	(85)	(£85k) Reduced net salary costs;
Local Land Charges	67	£80k Reduced income from land charges; (£13k) Reduced costs – Mid Kent Planning Service.
Mid Kent Planning Service (MKPS)	(6)	(£6k) Reduced costs – Mid Kent Planning Service.

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Local Planning & Conservation	(17)	(£15k) Reduced costs – Local Plan; (£2k) Reduced costs net. N.B. Any variance on the local plan will be transferred to the ring-fenced reserve to fund Local Plan associated work.
Development Control	229	£36k Additional net salary costs; £34k Reduced income – Pre-application advice; (£33k) Additional income – planning fees – increase in applications; (£20k) Net savings/underspend. £17k Additional costs – legal fees / planning consultancy advice; £195k Additional costs for defending two public enquiries on planning applications and extended determination periods for handling major planning applications.
TOTAL	188	
HOUSING, ECONOMY AND COMMUNITY SERVICES – Cllr B Martin, Cllr T Valentine, Cllr R Palmer, Cllr M Bonney, Cllr A Harrison (Charlotte Hudson)		
Economy & Community Services:-		
CCTV	(16)	(£16k) Line rental savings; £4k Additional contract costs; (£4k) Additional contribution income.
Community Safety	(13)	(£12k) Net staff cost savings; (£1k) Net savings.
Members Grants and Community Services	(2)	(£2k) Net savings. (was Voluntary Organisations)
Economy & Community Services, Cultural & Economic Development	(14)	(£7k) Net staff cost savings; (£7k) Net other savings.
Tourism & Heritage	(2)	£3k Additional net salary costs; (£5k) Net additional income.
Markets	(5)	(£5k) Net additional rental income.
Sports Development	(9)	(£7k) Net salary savings; (£2k) Net other cost savings.
Sub-total	(61)	

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Housing:-		
Homelessness Temporary Accommodation	125	£122k Net additional homelessness costs. £2k Additional costs Landlords Introduction Scheme; £1k Additional other costs.
Homelessness Temporary Houses	11	£5k Additional Council Tax and Utilities costs; £7k Loss of rental income; (£1k) Net savings other costs.
Housing Advice / Options	(2)	(£2k) Additional savings.
Private Sector Housing	1	£1k Net additional costs.
Housing Development and Strategy	(7)	(£4k) Additional income; (£3k) Additional other costs.
Stay Put Scheme	(47)	(£28k) Additional Disable Facilities Grants (DFG) Fee income; (£11k) Net salary savings; (£4k) Additional income fees and grants; (£4k) Net additional savings.
Sub-total	81	
TOTAL	20	
FINANCE – Cllr R Truelove (Nick Vickers)		
Financial Services	(10)	(£10k) Net underspend.
TOTAL	(10)	

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
REVENUES & BENEFITS – Cllr R Truelove (Nick Vickers)		
	(295)	(£140k) Additional income - Department for Works and Pensions (DWP) Housing Benefit Grant; £32k Reduction in Benefit Admin Subsidy; (£93k) Staff cost savings; N.B. The net saving of (£201k) detailed above will be transferred to reserves at year end. £64k Increased expenditure on net Housing Benefits; (£50k) Additional income – from recovery of over payments of Housing Benefits; (£31k) Additional income – recovery of Council Tax benefit overpaid and recovery of Council Tax costs; (£16k) Additional income – recharge to Collection Fund NNDR; (£14k) Reduced costs Fraud Partnership with Maidstone Borough Council; (£14k) Reduced costs re postage; (£14k) Reduced external audit fees; (£8k) Additional income MKS Debt Enforcement Partnership share of surplus; (£11k) Net additional savings.
TOTAL	(295)	
PROPERTY SERVICES – Cllr M Bonney (Anne Adams)		
Property Services	(10)	(£33k) Underspend net salary costs; £8k Overspend equipment maintenance; £17k Additional consultancy costs; (£2k) Reduced expenditure net.
Administrative Buildings	11	(£20k) Underspend net salary costs; £31k Additional expenditure on security – Swale House.
Property Management	9	£9k Additional expenditure – fees & services.

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Building Maintenance	(4)	N.B. Any variance on building maintenance will be transferred at year end to the ring-fenced reserve to be used solely to fund building maintenance expenditure in future years.
TOTAL	6	
LICENSING & RESILIENCE PLANNING – Cllr R Palmer (Della Fackrell)		
Licensing & Resilience	16	£20k Reduced income – Gambling licence fees; £10k Reduced income – Hackney Carriage licences; (£10k) Staff cost savings; (£4k) Net savings. N.B. Any net underspend or overspend on Hackney Carriage licences will be transferred to the ring-fenced reserve under the Local Government Act 1976. This reserve is to be used to fund Hackney Carriage related expenditure in future years.
TOTAL	16	
ENVIRONMENTAL HEALTH – Cllr T Valentine (Tracey Beattie)		
Environmental Health Mid Kent Service	-	Nil variance on Mid Kent Environmental Health service with Tunbridge Wells Borough Council.
Environmental Services	(7)	(£7k) Net underspend/additional income on client side.
TOTAL	(7)	
IT SERVICES – Cllr R Truelove (Chris Woodward)		
Telecommunications	-	Nil variance on equipment maintenance and line rental.
IT Maintenance and Software	-	Nil variance on IT maintenance and software. N.B. Any variance will be transferred to the ring-fenced reserve to be used solely to fund IT related expenditure in future years.
Mid Kent ICT	54	GIS £5k Additional expenditure ICT £49k Additional expenditure due to revised method of allocating costs between shared services councils based on usage.
TOTAL	54	

Table 1 – Main Variations by Service as at the end of June 2019 by Service

Net (under)/overspend / income shortfall for 2019/20 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
INTERNAL AUDIT – Cllr R Truelove (Rich Clarke)		
Mid Kent Audit Services	5	£5k Additional expenditure.
TOTAL	5	
HUMAN RESOURCES – Cllr R Truelove (Bal Sandher)		
Mid Kent Human Resources	-	Nil variance reported on shared service with Maidstone Borough Council.
Organisational Development	(6)	(£6k) Reduced expenditure net.
TOTAL	(6)	
LEGAL – Cllr R Truelove (Patricia Narebor)		
Legal MKLS	-	Nil variance reported.
External Legal Fees	-	Nil variance reported.
S106 Income	10	£10k Reduced income.
TOTAL	10	
NON-SERVICE BUDGETS		
Sittingbourne Town Centre	(6)	Net additional recovery of costs.
STC – Retail Park	(209)	(£245k) Additional income – rental income Princes Street Retail Park (total rental income for year £495k); £18k Additional Expenditure – Fees & Services; £18k Minimum Revenue Provision (MRP) (total MRP cost of retail park for year £181k) which is the expected cost to revenue of internally borrowing to fund capital expenditure.
Transfer to Reserves	210	£210k Net contribution to reserves from ring fenced services as detailed in table above.
Corporate	9	(£55k) Increase in cash flow and an improved return on our investments; £64k Net additional expenditure.
	(254)	PROJECTED NET EXPENDITURE (Underspend)

Table 2 – Capital Programme 2019/20 Outturn as at end of June 2019

Capital Scheme	Funding SBC/ Partnership (P)	2019/20 Original Budget £	2019/20 Revised Budget £	2019/20 Actual to Date £	2019/20 Projected Variance £
CCTV - Reserves - Repairs & Renewals	SBC	15,000	30,000	0	0
The Mill Project, Sittingbourne Skate Park - S106	P	15,000	16,345	0	0
The Mill Project, Sittingbourne Skate Park - Capital Receipts	SBC	150,000	200,000	0	0
Faversham Creek Basin Regeneration Project – Capital Receipts	SBC	200,000	200,000	0	0
Sittingbourne Town Centre – Cinema Complex	SBC	14,212,758	14,212,758	2,632,884	0
Sittingbourne Town Centre - Other Assets	SBC	0	0	193,790	0
Sittingbourne Town Centre - Multi Storey Car Park	SBC	0	0	9,026	0
Disabled Facilities Grants - External Grant	P	2,062,800	3,676,727	262,953	0
Winter Warmth Grants – from recycled capital receipts	SBC	0	0	1,313	0
Decent Home Loans Owner Occupier – from recycled capital receipts	SBC	0	0	4,530	0
Total Housing, Economy & Community Services		16,655,558	18,335,830	3,104,496	0
Faversham Recreation Ground Improvement	P	1,328,920	1,328,920	69,798	0
Gunpowder Works Oare Faversham	P	0	9,000	0	0
Leisure Centres	SBC	0	1,079,000	310,529	0
Milton Creek Country Park Access Road	SBC	40,000	40,000	0	0
Modular Toilet Kiosk, Mister Lees	SBC	30,000	30,000	0	0
New Play Area – Iwade Scheme	P	45,000	45,000	0	0
Nursery Close Queenborough Lines – Play Area S106 funded	P	0	0	2,050	0

Table 2 – Capital Programme 2019/20 Outturn as at end of June 2019

Capital Scheme	Funding SBC/ Partnership (P)	2019/20 Original Budget £	2019/20 Revised Budget £	2019/20 Actual to Date £	2019/20 Projected Variance £
Open Spaces Project Play Equipment	P	226,000	226,000	0	0
Play Improvements Project	SBC	150,000	190,300	47,993	0
Resurfacing Promenade, The Leas	P	84,970	84,970	5,000	0
Total Commissioning, Environment & Leisure		1,904,890	3,033,190	435,370	0
Replacement of Air Pollution Monitoring Station	SBC	0	49,045	0	0
Total Environmental Health		0	49,045	0	0
New Folder/Inserter machine in Print Room	SBC	0	0	20,106	20,106
Total Property Services		0	0	20,106	20,106
Agresso Upgrade	SBC	0	5,205	0	0
Total Finance		0	5,205	0	0
ICT infrastructure and equipment replacement	SBC	91,200	91,200	0	0
Total Information Technology		91,200	91,200	0	0
Total Capital Programme (SBC funded)	SBC	14,888,958	16,127,508	3,220,171	20,106
Total Capital Programme (Partnership funded)	P	3,762,690	5,386,962	339,801	0
Total Capital Programme	SBC & P	18,651,648	21,514,470	3,559,972	20,106

Table 3 – Sundry Debt Analysis

Table 3.1: Sundry Debt Outstanding by Due Date

	June 2019 £'000	June 2018 £'000
Not Due (less than 1 month)	1,803	222
1-2 Months	42	287
2-6 months	170	73
6-12 months	53	75
1-2 years	34	24
2-3 years	19	22
3-4 years	11	25
4-5 years	28	10
5-6 years	8	0
6 years +	32	36
Total	2,200	774
Total over two months	355	265
% Total over two months	16	34

Table 3.2: Sundry Debt Outstanding by Head of Service

	June 2019 £'000	June 2018 £'000
Property	205	190
Commissioning, Environment & Leisure	57	68
Housing, Economy & Communities	119	179
Environmental Health	10	15
Planning	0	2
Finance	5	0
Legal	360	0
Other	1,444	320
Total	2,200	774

“Other” includes a single invoice for £1.375 million for S106 monies due from a developer.

Table 4 – Revised Medium Term Financial Plan

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Base Budget	17,924	18,082	18,082	18,082
Growth items	0	619	596	597
Unavoidable cost pressures	0	58	80	101
Loss of income	0	696	662	662
Additional income	0	(1,084)	(873)	(882)
Committed price increases	0	325	517	715
Lower Medway Internal Drainage Board	803	817	838	859
<u>Salary Related:</u>				
Pay Award	0	230	464	704
Other Pay Increases	0	78	125	150
Contribution to/(from) reserves	(11)	(169)	(11)	(11)
Revenue Support Grant	0	(113)	0	0
Business Rates	(8,441)	(7,768)	(8,005)	(8,139)
Contribution from Business Rates Reserve	0	(250)	0	0
Levy account surplus		(65)	0	0
Council Tax	(7,913)	(8,258)	(8,632)	(9,021)
New Homes Bonus	(2,046)	(1,875)	(1,574)	(1,474)
Savings Required	316	1,323	2,269	2,343
Service savings	0	(962)	(1,062)	(1,090)
Requirement for balanced position	0	0	(1,207)	(1,253)
Committed savings	0	(962)	(2,269)	(2,343)
Contribution (to) from General Fund	316	361	0	0

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Cabinet Meeting	
Meeting Date	25 th September 2019
Report Title	Fourth Deed of Variation to the Development Agreement between the Council and Spirit of Sittingbourne
Cabinet Member	Cllr Monique Bonney, Cabinet Member for Economy and Property
SMT Lead	Emma Wiggins Director of Regeneration
Head of Service	Charlotte Hudson Head of Housing, Economy and Community Services
Lead Officer	Peter Binnie Sittingbourne Town Centre Senior Project Advisor.
Key Decision	No
Classification	Open
Recommendations	1. That Cabinet delegates authority to the Director of Regeneration to agree a fourth Deed of Variation to the Development Agreement between the Council and Spirit of Sittingbourne to extend the long stop date for the drawdown of land to the residential elements of Phase 1 of the Development Agreement

1 Purpose of Report and Executive Summary

- 1.1 This report provides the background and relevant information to request delegated authority to the Director of Regeneration in consultation with the Leader and Cabinet Member for Economy and Property to agree a Fourth Variation to the Development Agreement entered into between the Council and Spirit of Sittingbourne on 19th September 2012 and subsequently varied by the First Deed of Variation and Second Deed of Variation both dated 20th January 2015 and the Third Deed of Variation dated 28th June 2017.
- 1.2 The variation relates to the long stop date for the next phase of the project which is a residential development on the Cockleshell Walk and Spring Street car parks and in Fountain Street. These are sites currently owned by the Council.

2 Background

- 2.1 The Development Agreement between the Council and Spirit of Sittingbourne allows for the construction of 212 residential units on Cockleshell Walk, Spring Street and Fountain street.
- 2.2 The Development Agreement contains several conditions and longstop dates for the Development Agreement between the Council and Spirit of Sittingbourne that is to be delivered in two distinct phases, Phase 1 and Phase 2. Phase 1

comprised significant roadworks and infrastructure that are substantially complete, a retail park that is complete and open to business, a Multi Storey Car Park that is complete, a Cinema, Hotel and public open space that will be completed by the end of the year and the three residential site that have not yet started.

- 2.3 Considering the Coalition’s priorities, particularly in relation to affordable housing Officers engaged with Spirit of Sittingbourne to consider ways in which the residential phase could be substantially revised. These discussions are ongoing and as a result Spirit could not meet the timescale for the satisfaction of the Viability Condition and the Council’s Funding Condition. In order continue discussions Spirit of Sittingbourne has requested a 3-month extension to the Longstop Date for drawdown of the Building Leases to the three residential sites. In undertaking discussions intended to achieve better outcomes the Council has to act “reasonably” which is why the request for the extension of the long stop date is made.

3 Proposals

- 3.1 It is proposed to extend the Longstop Date for draw down of the Building Leases to sites 1,2 and 3 in the Development Agreement between the Council and Spirit of Sittingbourne under a fourth Deed of Variation by three months that will extend the due date to the 29 October 2019.
- 3.2 The extension of the long stop date will allow the Council and Spirit to continue their discussions.

4 Alternative Options

- 4.1 The revised Longstop Date is not agreed, and the Council will have to consider approval on the original submission and whether the conditions have been met, this is not recommended as we are seeking a better solution and Legal advice has indicated that we need to act reasonably.

5 Consultation Undertaken or Proposed

- 5.1 Advice has also been taken with Legal and Commercial advisors.

6 Implications

Issue	Implications
Corporate Plan	Supports the Delivering regeneration objective.

Financial, Resource and Property	These have been taken account of in the overall financial arrangements for the development. The proposal to build residential units has to be fully funded by Spirit.
Legal, Statutory and Procurement	Detailed Legal and Commercial advice has been provided by Pinsent Mason.
Crime and Disorder	No implications have been identified from this change
Environment and Sustainability	No implications have been identified from this change
Health and Wellbeing	No implications have been identified from this change
Risk Management and Health and Safety	Risk Management and Health and safety are fully covered in the Development Agreement and this change has not raised any new issues.
Equality and Diversity	No implications have been identified from this change
Privacy and Data Protection	No implications have been identified from this change

7 Appendices

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

8 Background Papers

- 8.1 Cabinet approval for the original Development Agreement,

<http://services.swale.gov.uk/meetings/CeListDocuments.aspx?MID=1422&RD=Minutes&DF=09%2f04%2f2014&A=1&R=0>

- 8.2 Cabinet approval for the first and second deeds of variation,

<http://services.swale.gov.uk/meetings/CeListDocuments.aspx?MID=302&RD=Minutes&DF=06%2f06%2f2012&A=1&R=0>

- 8.3 Cabinet approval for the third deed of variation,

<https://services.swale.gov.uk/meetings/documents/g1721/Printed%20minutes%2001st-Feb-2017%2019.00%20Cabinet.pdf?T=1>

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Cabinet Meeting	Agenda Item: 8
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Meeting Date	Wednesday 25 th September 2019
Report Title	Safeguarding Policy Refresh 2019
Cabinet Member	Cllr Angela Harrison, Cabinet Member for Health and Wellbeing
SMT Lead	Emma Wiggins
Head of Service	Charlotte Hudson
Lead Officer	Stephanie Curtis
Recommendations	1. For Cabinet to approve the revised Safeguarding Policy and associated training plan

1 Purpose of Report and Executive Summary

- 1.1 This report summarises the amendments that are proposed to be made to the Safeguarding Policy and associated training plan and asks that Cabinet agree the revisions made.

2 Background

- 1.2 The Safeguarding Policy was last revised in May 2018 and is subject to an annual review to ensure that it reflects current legislative requirements and any procedural changes.
- 1.3 The main amendments that have been made to the previous version of the Safeguarding Policy are as below:
- Foreword amended to reflect new Cabinet Member;
 - ‘Quick View’ flowchart amended to reflect addition of ‘general welfare concern’ and process to take; and change in terminology of KCC Front Door;
 - Terminology throughout documented amended to reflect change of term from ‘vulnerable adult’ to ‘adult at risk’ as per Kent and Medway Safeguarding Adult Board terminology;
 - Section 3.8 has been amended – this describes the new Kent Safeguarding Children Multi-Agency Partnership (KSCMAP) which comes into effect in September, replacing the previous Kent Safeguarding Children Board (KSCB). Swale Borough Council are deemed a relevant agency as part of these arrangements. This change should have limited impact on SBC and the implementation of our safeguarding policy as we already worked closely with partners through the KSCB. Multi-agency training will continue to be offered

through the KSCMAP which is the source of a large element of our own staff's training is;

- Section 3.9 has also been added – The Home Office are planning to bring forward legislation to place a duty on specific organisations, including borough councils, to ensure they are focused on and accountable for preventing and reducing serious violence. There will be cross over of this duty with our community safety duties and we currently await further details. It is unlikely to change our working safeguarding procedures but may result in additional training required for the organisation. A further briefing note will be brought forward when further details are available;
- Section 5.2 has been amended to include reference to the Kent and Medway Self-Neglect procedures. With an increasing number of self neglect cases having been identified by SBC, it is important that these procedures are discussed within our policy;
- Section 5.5 has been added to reflect the increase in the number of general welfare concerns that staff and councillors have raised to the safeguarding team over the last 12 months. These are those concerns that don't necessarily require a referral into statutory services such as social services, but where a concern may have been raised about someone's mental health, level of debt etc;
- Section 5.6 has been added to discuss the need for Safeguarding Officers to consider whether any concerns raised to them should be referred on to the multi-agency Vulnerability Panel (previously Community MARAC);
- Key Safeguarding Contacts have been updated;

1.4 Following feedback from staff, there have been changes recommended to the training plan included within this policy, along with the safeguarding levels. These changes have been made to ensure that staff only complete the most relevant subjects and in the most suitable way. Additionally, consideration has been given to whether there are any new subjects that should be included given a review of the highest categories of safeguarding concerns raised across the organisation.

Section 4.4.1 of the policy has been amended to create a 'Level 4' – these are those with 'strategic responsibility for safeguarding' – there will only be 2 posts at this level (Chief Executive and HOS Housing and Economy, Community Services) – they have been separated from level 3 staff (the safeguarding officers and ECS Manager) who need a greater level of specialist face to face training than those now at level 4.

The Training Plan has been amended as follows:

- Level 0 – No changes;

- Level 1 – No change to e-learning requirement. Face to face or team meeting input added for suicide awareness for those teams that deal with high level of calls (e.g. CSC and revenue and benefits);
- Level 2 – Removed requirement for this group to complete e-learning. All must complete face to face sessions which are more detailed and appropriate than the e-learning for this group that have regular contact with vulnerable groups. An input on suicide awareness has also been added (this was a recommendation out of a Domestic Homicide Review due to be published shortly);
- Level 3 – removed required to complete e-learning as need to complete more specialised face to face sessions. Also added in requirement for input on suicide awareness;
- Level 4 – these have been removed from the level 3 staff as not require such a high level of specialist training. Its suggested they complete the e-learning packages and only two face to face sessions that will focus on their strategic responsibilities for safeguarding within the organisation;
- The training requirements are also now to be discussed between the Safeguarding Officers and the team managers for those requiring face to face training, to determine the most suitable form of input. This may be an input at a team meeting level, rather than attending a separate half day training session.

2.4 It has been requested that Member safeguarding training be discussed by the Member development working group when it meets. Previously, safeguarding training inputs have been undertaken in evening member briefings. At this stage, member training requirements are therefore not referenced within the Safeguarding Policy.

3 Proposal

3.1 For Cabinet to approve the revised Safeguarding Policy and associated training plan

2 Alternative Options

4.1 That the Safeguarding Policy is not revised. This is not recommended as although the current Policy is largely accurate in relation to legislative requirements, it is not complete, and the training plan has needed revisions to ensure it meets all current needs and is more reflective of individual's needs.

3 Consultation Undertaken or Proposed

5.1 Consultation has been undertaken with the team managers

6 Implications

Issue	Implications
Corporate Plan	The proposals in this report delivers against the Corporate Priority 'delivering improved quality of life' and 'delivering the council of tomorrow'.
Financial, Resource and Procurement	<p>There is limited financial implication to the delivery of the training plan within this Policy. The majority of the subjects can be accessed through the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) for free and one of our staff members has now been trained to deliver these directly for us. Other subjects can also be delivered by other partners such as Kent Police. The ELMS e-learning modules are already in place. If there were any further costs, these could be considered within the corporate training budget.</p> <p>There is staff time involved in both the organisation/delivery of the training plan and for all staff in completing the required sessions and modules. However, this is felt necessary to ensure the level of knowledge across the organisation is at a high enough level to effectively identify and action any safeguarding concern.</p>
Legal, Statutory and Property	<p>The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. The Children Act 2004 specifies the statutory guidance relating to Swale Borough Council under this agenda.</p> <p>The Safeguarding Policy also highlights other legislation relating to this agenda and requirements upon the Council including The Care Act 2014, Counter Terrorism Act 2015 and Modern Slavery Act 2015.</p> <p>It also discusses the proposed legislation to be introduced relating to serious violence reduction; and that SBC is named as a relevant authority within the new . Kent Safeguarding Children Multi-Agency Partnership (KSCMP), established from Working Together to Safeguard Children 2018.</p>
Crime and Disorder	Through the implementation of the Safeguarding Policy and addressing safeguarding concerns of vulnerable individuals, there will naturally be some cases where the individual is also supported to address crime and anti-social behavioural issues, through referrals and information sharing with other agencies.
Environment and Sustainability	No specific sustainability implications have been identified at this stage.
Health and Wellbeing	The Safeguarding Policy will ensure that the Council responds appropriately to safeguard children and vulnerable adults. This also extends to welfare concerns that may not have met the thresholds for referrals to statutory services, but by addressing the needs

	identified, improves the communities health and wellbeing.
Risk Management and Health and Safety	Safeguarding has in the past been one of the risks identified in the corporate risk register, but due to the levels of controls in place as identified by this Policy is now only within the ECS Service Plan Risk Register.
Equality and Diversity	No specific equality and diversity implications have been identified at this stage. All safeguarding concerns are handled in an appropriate manner for the case in question.
Privacy and Data Protection	The safeguarding database 'My Concern' referenced within the Policy as part of the recording process, has increased security compared with the old intranet site – all users must be approved by the safeguarding team and given an appropriate level of access. All referrals can also securely be saved here and case notes. Section 4.4.9 discusses information sharing.

7 Appendices

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

- Appendix I: Safeguarding Policy Refresh August 2019

8 Background Papers

None.

Safeguarding Policy

August 2019 Review

Foreword



It's not my job. It's none of my business.

How many times have we heard or read that? Well, Safeguarding is our job and it is our business. If in doubt, report it. Someone else can decide whether there is any substance – you don't have to; you just have to be concerned. Better to be Safe than Sorry.

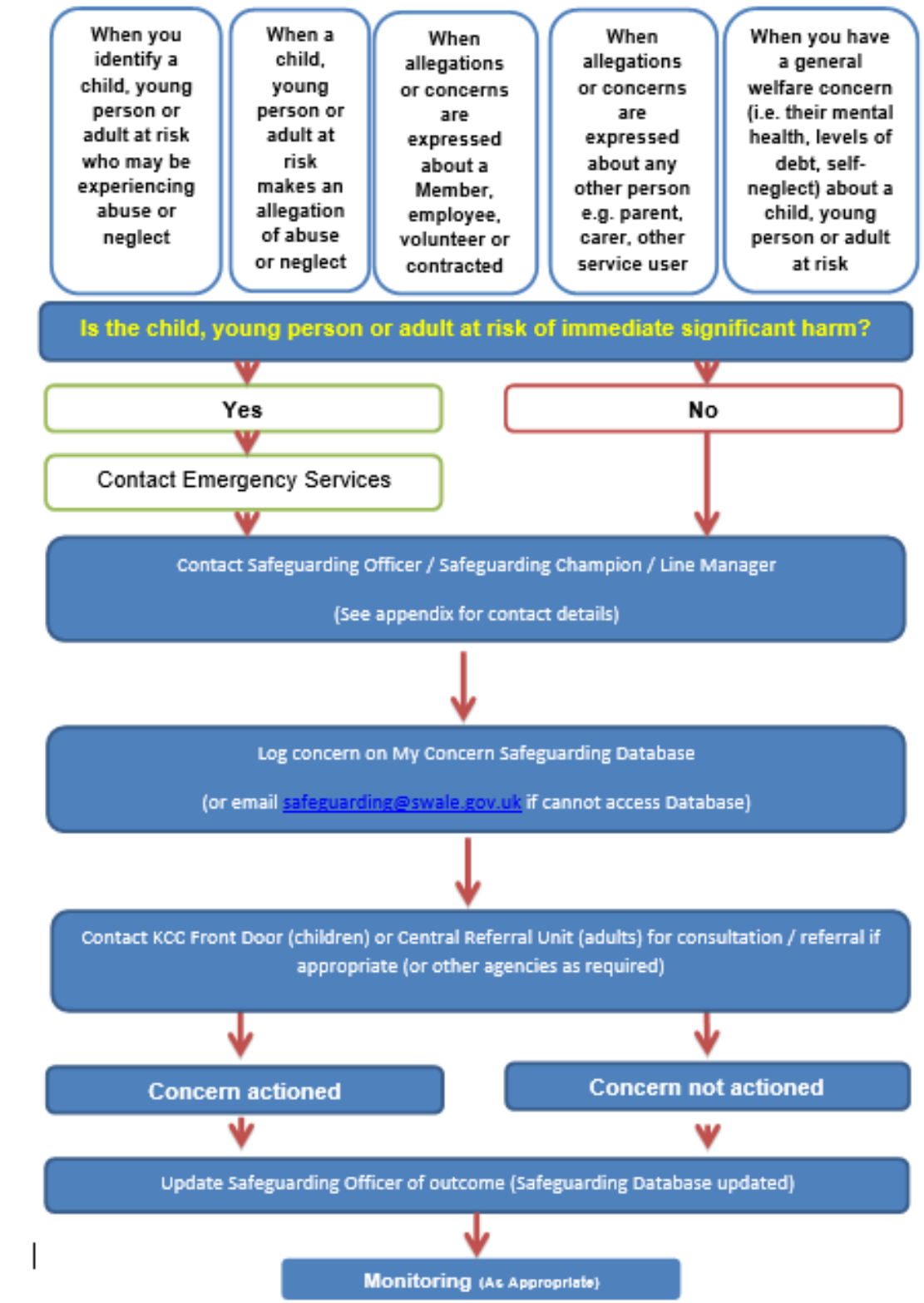
Councillor Angela Harrison, Swale Borough Council

Children, young people and adults at risk have a right to expect that they are protected from abuse and can be given opportunities to thrive and fulfil their potential. At Swale Borough Council we believe that every person who works for and with us has a responsibility to ensure that this happens. Alongside our partners, we make sure that our staff in every area of the council's activities understand the importance of safeguarding when providing services to our communities. We will review regularly what we do to inform how best to improve the way in which we deliver our safeguarding responsibilities and will continue to strive to improve best practice.



Mark Radford, Chief Executive, Swale Borough Council

Safeguarding 'Quick View' Procedure



1. Introduction

Safeguarding is 'everyone's business'. This policy sets out Swale Borough Council's (SBC) responsibilities under the Children Act 2004, Care Act 2014 and other legislation to ensure children, young people and adults at risk are kept safe from harm. This policy must be read in conjunction with the supplementary guidance and suite of documents on the Safeguarding intranet site (<https://teams.mkip.org/sites/csu/default.aspx>) or the My Concern Database Resource Area.

2. Purpose

2.1 The purpose of this policy and the associated procedures are to protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by SBC. The policy also aims to support the Council, its officers, elected members and volunteers in fulfilling their statutory responsibilities. Swale Borough Council (from hereon referred to as 'the Council' or SBC) is not a Children's Services Authority and it is not the role of the Council to investigate allegations of abuse. However, all Elected Members (from hereon referred to as 'Members'), employees, volunteers and contracted services providers have a clear responsibility to take action when they suspect or recognise that a child, young person or adult at risk may be a victim of significant harm or abuse.

2.2 This policy demonstrates how SBC will meet its legal obligations and reassure members of the public, service users, Members, employees, volunteers and those working on behalf of the Council as to:

- a) What they can expect SBC to do to protect and safeguard children, young people and adults at risk;
- b) That they are able to safely voice any concerns through an established procedure;
- c) That all reports of abuse or potential abuse are dealt with in a serious and effective manner;
- d) That they can raise even a basic welfare concern for a child or adult and that appropriate action will be taken;
- e) That there is an efficient recording and monitoring system in place;
- f) That Members, employees, volunteers and contractors receive appropriate training;
- g) That robust 'safer' recruitment procedures are in place.

3. Legal Duties

3.1 The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 10, 11 and 13 of the Children Act 2004 and specifies what is required of SBC. This includes:

- Senior management commitment to the importance of safeguarding and promoting children's welfare;
- A clear statement of the Council's responsibilities to children, available to staff;

- Clear lines of accountability for work on safeguarding and promoting well being;
- Using the views of children and young people to help shape services;
- Safer recruitment procedures for those coming into contact with children and young people;
- Appropriate training for staff;
- A duty to promote inter-agency cooperation between named agencies, including district councils;
- Representation on, and participation in, local safeguarding children's boards;
- Effective working relations within the Council and with other agencies to safeguard and promote well-being and to share information effectively.

3.2 Under the Children Act 2004 and Working Together to Safeguard Children 2018, SBC has a duty to co-operate with Kent County Council (KCC) in discharging its duties as a Children's Services Authority and to promote the well-being of children and young people.

3.3 KCC is the lead agency for the protection of adults at risk. SBC is committed to working in partnership with KCC in delivering their responsibilities around Safeguarding Adults.

3.4 SBC must carry out its responsibilities by ensuring that the needs and interests of children, young people and adults at risk are considered by all Members, employees, volunteers and contracted services, when taking decisions in relation to service provision.

3.5 SBC policies and procedures are governed by The Care Act 2014 that provides the legal framework for how local authorities (in this case Kent County Council) and other parts of the system such as relevant partners (which includes SBC as a district council) should protect adults at risk of abuse or neglect. SBC has a duty to co-operate with KCC in the exercise of:

- (a) their respective functions relating to adults with needs for care and support
- (b) their respective functions relating to carers, and
- (c) functions of theirs the exercise of which is relevant to functions referred to in paragraph (a) or (b).

3.6 The Counter-Terrorism Act 2015 dictates that local authorities are vital to the Prevent work which exists to reduce the risk of people being drawn into terrorism. Local authorities must use counter-terrorism local profiles (CTLPs) for SBC must be used to assess the risk of individuals being drawn into terrorism. SBC must incorporate the duty into existing policies and procedures to fulfil safeguarding responsibilities ensuring there are clear and robust policies to identify and safeguard children at risk. Furthermore SBC must develop a Prevent action plan should there be a risk to identify interventions to be actioned. SBC must also ensure that appropriate frontline staff, including those of it's contractors, have a good understanding of Prevent and are trained to recognise vulnerability to being drawn into terrorism and are aware of available programmes to deal with the issue. The

Community Safety Plan is utilised to ensure a consistent response to Prevent is provided across local partner agencies and that this duty is met by SBC.

- 3.7** Under the Modern Slavery Act 2015 SBC has a statutory duty to report and provide notification to the National Crime Agency about any potential victims of modern slavery or trafficking that we encounter. Adult victims are able to remain anonymous should they wish to do so. SBC are under a duty to co-operate with the Commissioner.
- 3.8** The Children Act 2004 has been amended by the Children and Social Work Act 2017 and will see the replacement of Local Children Safeguarding Boards. Working Together to Safeguard Children 2018 details the arrangements for their replacement. Three key safeguarding partners (Local Authority (upper tier), Police and Clinical Commissioning Groups) have been given specific responsibility for safeguarding children and the new 'Kent Safeguarding Children Multi-Agency Partnership (KSCMP)' will be established on the 17th September 2019 for these partners to exercise their functions. These safeguarding partners have identified a number of 'relevant agencies' – of which Swale Borough Council is one – that are expected to cooperate with the new Partnership in accordance with the new arrangements, to achieve the purpose to safeguard and promote the welfare of children and young people.
- 3.9** In July 2019, the Home Office published the results of a consultation on introducing a new legal duty to prevent and tackle serious violence. The Government intends to bring forward legislation to implement the results of this consultation. This is likely to be after the annual refresh of this Policy, however will impact the safeguarding requirements for Swale Borough Council. A statutory duty will be placed on specific organisations and local authorities (including district/borough councils) to ensure they are focused on and accountable for preventing and reducing serious violence.

4. Policy Position

4.1 Principles

SBC believes Safeguarding is committed to the following principles for children, young people and adults at risk:

- Their welfare is paramount;
- Whatever their background and culture, parental or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity, they have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination;
- They have the right to be protected from harm, exploitation, abuse, and to be provided with safe environments to live and play;
- Working in partnership with them, alongside their parents or carers and other agencies, is essential to the promotion of their welfare.

4.2 Policy Statement

SBC is committed to safeguarding children, young people and adults at risk from abuse when they are engaged in services organised and provided by, or on behalf of, the Council. The Council will:

- a) Endeavour to keep residents and service users safe from abuse. Suspicion of abuse will be responded to promptly and appropriately. We will always act in the best interests of the child, young person or adults at risk;
- b) Proactively seek to promote the welfare and protection of all children, young people and adults at risk living in Swale at all times;
- c) Ensure that unsuitable people are prevented from working with children, young people and adults at risk through robust 'safer recruitment' procedures;
- d) Deal with any concern raised by a Member, employee, volunteer, contracted service provider, or member of the public appropriately and sensitively;
- e) Any Safeguarding referrals made by a Member, employee, volunteer or contracted service provider cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the referrers may be required as prosecution witnesses;
- f) Not tolerate harassment of any Member, employee, volunteer, contracted service provider or child, young person or vulnerable adult who raises concerns of abuse or neglect;
- g) Work in co-operation with KCC as required under the Children Act 2004 and the Care Act 2014 to make appropriate changes and amendments to improve the Council's safeguarding policies and procedures as recommended by Adult and Child Safeguarding Partnership Boards;
- h) Prevent abuse by using good practice to create a safe and healthy environment and avoid situations where abuse or allegations of abuse could occur;
- i) Establish an appropriate governance structure, made up with delegates from appropriate departments across the Council to monitor activity and make necessary improvements around this agenda, led by the Safeguarding Officer.

4.3 Scope

4.3.1 This policy covers all Members, employees and volunteers at SBC, including contracted service providers

4.3.2 While Members, employees, volunteers and contracted services providers are likely to have varied levels of contact with children, young people and adults at risk as part of their duties and responsibilities for the Council, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns. Responsibilities are limited and it is important to remember the following:

IT IS NOT THE RESPONSIBILITY OF ANY SBC MEMBER, EMPLOYEE, VOLUNTEER OR CONTRACTED SERVICE PROVIDER TO DETERMINE WHETHER ABUSE IS ACTUALLY TAKING PLACE

HOWEVER:

IT IS THE RESPONSIBILITY OF THE MEMBER, EMPLOYEE, VOLUNTEER OR CONTRACTED SERVICE PROVIDER TO TAKE THE ACTIONS SET OUT IN THE PROCEDURE, IF THEY ARE CONCERNED ABUSE MAYBE TAKING

4.4 Safeguarding Roles, Responsibilities and Governance in SBC

4.4.1 SBC offers a range of training dependent on the role. Safeguarding training offered ranges from basic awareness training via Elms E-Learning, to more in depth training provided through the Safeguarding Boards or other external training providers. Staff at SBC are assigned a role category which determines the level of Safeguarding training required. Below are the categories of staff roles. All staff will be advised of the required safeguarding training for their level by the Safeguarding leads, as agreed with Senior Management Team. This training plan is shown in Appendix I.

0 – No contact with children/young people/adults at risk and/or parents/carers;

1 – Limited contact with children/young people/adults at risk/ and/or parents/carers- no unsupervised contact;

2 – Regular contact with children/young people/adults at risk and/or parents/carers or any unsupervised contact;

3 – Professional advisers and designated leads for children’s and/or adults at risk safeguarding irrespective of the level of contact with children/young people/adults at risk and/or parents/carers.

4 - Strategic responsibility for safeguarding children and/or adults at risk for the organisation irrespective of the level of contact with children/young people/adults at risk and/or parents/carers.

4.4.2 Chief Executive or Officer from the Strategic Management Team (SMT)

The Chief Executive and SMT are responsible for ensuring that this policy and related procedures are implemented, monitored and consistently reviewed.

4.4.3 Lead Cabinet Member

The Member with the portfolio for safeguarding children and adults at risk is responsible for ensuring the implementation, consistent monitoring and improvements of the Safeguarding Policy and related procedures.

4.4.4 Safeguarding Officer

The Safeguarding Officer is responsible for dealing with reports or concerns about the protection of children, young people and adults at risk appropriately and in accordance with the procedures that underpin this policy.

- 4.4.5 All Heads of Service** must ensure that appropriate employees are subject to Disclosure and Barring Service checks and that their staff members comply with this policy and the related procedures.
- 4.4.6 All Service Managers** (and Contract Managers responsible for contracted service providers) are responsible for ensuring that employees follow this policy and its related procedures and receive the safeguarding training and support they need, in line with their responsibilities and level of contact with children, young people and adults at risk.
- 4.4.7 All Members, employees and volunteers** are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and adults at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. They must bring safeguarding concerns to the attention of the Safeguarding Officer.
- 4.4.8 Contractors, sub-contractors or other organisations funded by or on behalf of the Council** are responsible for applying the appropriate DBS checks, delivering safeguarding training commensurate with their level of contact with children, young people and adults at risk and ensuring their employees comply with their organisational Safeguarding Policy and Procedures.
- 4.4.9** Information sharing is vital to safeguarding and promoting the welfare of children and adults at risk. Government guidance 'Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)' highlights key rules for information sharing and is equally helpful for working with adults at risk. Consent is one possible lawful basis to process and share information and can be used if the individual gives this explicitly and freely, although it is not the only option with regards to sharing information regarding a safeguarding concern. Under the General Data Protection Regulation and Data Protection Act 2018 you may share information without consent if, in your judgement, there is another lawful basis to do so. Information can be shared legally without consent, if a referring officer is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child or adult at risk. Relevant personal information can be shared lawfully (without consent) if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional wellbeing.

5. Safeguarding Procedures

5.1 Introduction

The procedure for reporting a concern or allegation informs all SBC Members, employees, volunteers and those contracted service providers that have accepted this policy, of what actions they should take if they have concerns or suspicions, or encounter a case of abuse or neglect in any child, young person or adult at risk.

Even for those experienced in working with child or adult abuse it is not always easy to recognise a situation where abuse may occur or already has taken place. Whilst it is accepted that staff are not experts at such recognition all staff have a duty to act if they have any concerns and discuss with an appropriate Safeguarding representative within SBC.

Abuse is form of maltreatment that can occur in several forms which are not mutually exclusive.

For children, types of abuse include:	Types of adult abuse include:
Physical Psychological Sexual Grooming Child Sexual Exploitation Female Genital Mutilation Online Abuse/Cyberbullying/Bullying Child Trafficking/Modern Slavery Domestic Abuse Self-neglect/Self-injurious Forced Marriage	Physical Sexual Psychological Discrimination Exploitation Financial Organisational Domestic Abuse Self-neglect/Self-injurious Modern slavery/Human trafficking Neglect and acts of Omission Female Genital Mutilation Inappropriate Restraint

Please refer to the procedural guides and information available on the Intranet under 'Safeguarding' for further information and advice or on the resource section of the My Concern Database.

There are five main situations when Members, employees, volunteers and contracted service providers may need to respond and report a concern or case of alleged or suspected abuse. These are set out below:

5.2 When you identify a child, young person or adult at risk who may be experiencing abuse or neglect, you should:

- Stay calm and try to get another witness, if it does not compromise the situation;
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any Member, employee or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify the Safeguarding Officer, Line Manager or Head of Service;
- Immediately report to and inform the Safeguarding Officer, Line Manager or Head of Service (as appropriate and where possible);
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk and contact your team's Safeguarding Champion.

- Consultation with the Kent Front Door (Children Social Services) or Central Referral Unit (Adult social services) and/or referral to be made and recorded with support from the Safeguarding Officer/Safeguarding Champion/Line Manager.
- The Kent and Medway Self Neglect Protocol is in place to guide all agencies in the process to follow for cases of possible self-neglect by adults. As an identifying agency, it may be that Swale BC needs to lead this process.
- Outcome of the consultation/referral to be recorded on the Safeguarding Database.

5.3 When a child, young person or adult at risk makes an allegation of abuse or bullying, you should:

- Stay calm and try to get another witness, if it does not compromise the situation;
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any Member, employee or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify the Safeguarding Officer, Line Manager or Head of Service;
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence;
- Find an appropriate opportunity to explain it is likely that information will need to be shared with other responsible people, do not promise to keep secrets;
- Only ask questions for clarification, the use of open questions e.g. what, where, when, who? is advisable, do not ask leading questions (that suggest certain answers as this could compromise evidence);
- Reassure the child, young person adult at risk that they have done the right thing in telling you;
- Tell them what you will do next and who you will inform;
- Immediately report to and inform the Safeguarding Officer, Line Manager or Head of Service (as appropriate and where possible);
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk and contact your team's Safeguarding Champion.
- Consultation with the Kent Front Door (Children Social Services) or Central Referral Unit (Adult social services) and/or referral to be made and recorded with support from the Safeguarding Officer/Safeguarding Champion/Line Manager.
- Outcome of the consultation/referral to be recorded on the Safeguarding Database.

5.3 When allegations or concerns are expressed about a Member, employee, volunteer or contracted service provider, you should:

- Take the allegation or concern seriously;
- Immediately inform the Safeguarding Officer, Line Manager, Head of Service or Contract Manager (as appropriate);
- The Safeguarding Officer informs Human Resources or Contract Manager at the earliest opportunity, provides a report of the incident and the intended action in accordance with 'Managing Allegations' procedure;
- If you believe the child, young person or adult is 'at risk' of immediate significant harm, which includes situations which you would reasonably believe requires the

emergency services, then you should contact the relevant emergency service and then notify the Safeguarding Officer, Line Manager or Head of Service;

- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk and contact your team's Safeguarding Champion;
- The Safeguarding Officer has a consultation with Kent Front Door/Kent Central Referral Unit or makes formal referral
- The Safeguarding Officer follows procedures outlined in 'Managing Allegations' procedure and makes contact with the KCC Local Authority Designated Officer (LADO). The KCC LADO can support Human Resources or Contract Manager with appropriate decision-making;
- Any Member, employee or volunteer can make a referral to the KCC LADO if they believe a case has been inappropriately or ineffectively investigated by SBC

5.4 When allegations or concerns are expressed about any other person (e.g. parent, carer, other service user), you should:

- Take the allegation or concern seriously;
- If you believe the child, young person or adult is 'at risk' of immediate significant harm, which includes situations which you would reasonably believe requires the emergency services, then you should contact the relevant emergency service and then notify the Safeguarding Officer, Line Manager or Head of Service and immediately ;
- Immediately report to and inform the Safeguarding Officer & Line Manager or Head of Service (as appropriate);
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk and contact your team's Safeguarding Champion;
- Consultation with Kent Front Door/Kent Central Referral Unit and/or referral to be made with support from the Safeguarding Officer/Safeguarding Champion/ Line Manager;
- Outcome of the consultation/referral to be recorded on the Safeguarding Database.

5.5 When you have a general welfare concern (i.e. their mental health, levels of debt etc) about a child, young person or adult at risk you should:

- Discuss your concern as soon as possible with a Safeguarding Officer – formal consultation or referrals to social care or the Police may not be needed, but a wider range of referrals to support agencies could be looked into and made.

5.6 For all concerns, there may be cases identified to the Safeguarding Officers that meet the criteria for the multi-agency Swale Vulnerability Panel (previously known as Community MARAC). This panel focuses on adults that have been or are likely to be a victim of crime or ASB; are isolated; felt to be self-neglect; have a diagnosed, or felt undiagnosed, mental health condition; meet the threshold for statutory services but limited engagement. Cases should be referred to this panel by the

Safeguarding Officers if it is felt the criteria are met, for a multi-agency discussion on how best to support the adult.

5.7 Recording Concerns

If any Member, employee or volunteer has concerns about the welfare or safety of a child, young person or adult at risk, or has concerns about the behaviour of a Member, employee or volunteer, it is vitally important to record all relevant details regardless of whether or not the concerns are shared with the Police, KCC or other appropriate partners.

The My Concern Safeguarding Database is in place to record and manage all safeguarding concerns. A new Concern should be logged on the database for all events of concern (even if no referral is subsequently made).

The Safeguarding Database can be found at: <https://www.myconcern.education>

It is the responsibility of the person who directly observes/witnesses the event (e.g. living situation) of concern or who has participated in the meeting/conversation that has caused concern, to log the concern. The record should be clear which person provided the information and there must be clear differentiation between opinion and fact.

If the person who has witnessed/observed/participated in the event of concern and is unable to log their concern on the Safeguarding database, the details of the concern should be emailed directly, as soon as possible, to safeguarding@swale.gov.uk to alert the Safeguarding Officer. Their team Safeguarding Champion and Line Manager should also be alerted to this, who may be able to log the concern on their behalf.

Records may be used for: Evidence for investigations and inquires; Court Proceedings; Monitoring Quality Assurance; and Disciplinary procedures. The Safeguarding Officer will then manage the process and follow guidance on information sharing, confidentiality, consent and making appropriate referrals to KCC and other agencies.

6. Recruitment

SBC is committed to safer recruitment procedures set out by the Kent Safeguarding Children Board (KSCB). Where it is identified that services or staff have regular contact with children, young people and adults at risk, or will hold safeguarding responsibility, then appropriate procedures are initiated by the recruiting Manager and the relevant Human Resources Officer. Managers who are recruiting for a post of safeguarding level 2 or 3 are required to have completed 'Safer Recruitment' training within the last 3 years.

6.1 Risk Assessment

It is the responsibility of the recruiting manager to undertake a risk assessment for the job description and person specification for those roles likely to involve regular and/or substantial unsupervised contact with children, young people or adults at risk before recruitment takes place. This will ensure that only appropriate individuals are selected to undertake DBS procedures. The risk assessment for an adult working with adults at risk must also take into account other forms of potential abuse, which do not necessarily apply when working with children (e.g. financial abuse).

6.2 DBS Disclosures

SBC is not a Children's Services Authority therefore scope for working directly with children, young people or vulnerable adults is limited. DBS disclosures should only be sought where a Member, employee or volunteer has substantial, regular or unsupervised contact with children, young people and adults at risk as part of their duties or responsibilities for, or on behalf of, the Council.

SBC will refer any member of staff or volunteer to DBS for consideration for the barred list(s) if SBC thinks a person has:

- harmed or poses a risk of harm to a child or vulnerable adult
- has satisfied the harm test; or
- has received a caution or conviction for a relevant offence and;
- the person they're referring is, has or might in future be working in regulated activity and;
- the DBS may consider it appropriate for the person to be added to a barred list

Please see the SBC 'DBS Policy January 2016' for further information.

Further information about barring and regulated activity can be found here <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

Key Safeguarding Contacts

Safeguarding Officer:

Email: safeguarding@swale.gov.uk

(this email must be used to ensure all safeguarding concerns or questions are picked up by the Officers and wider team. Personal email addresses should not be used for reporting of new concerns or urgent case updates).

Phone: 01795 417457 or 'Safeguarding' on Skype

Department Safeguarding Champion:

Housing – **Michelle Bussandra, Kerrie McDermott**

Leisure Services – **Kerrie Houghting**

Revenue & Benefits – **Adam Cudworth, Sarah Neaves, Tracy Brown, Andrea French**

Community Safety - **Tina Grafton**

Customer Services – **Jennifer Williams**

Environment Response – **Jo Mapp**

Sheerness Gateway Coordinator – **Sarah-Jane Radley**

Kent County Council

Kent County Council Adults Social Services – **03000 41 61 61**

Social Services Children & Families – **03000 41 11 11**

Social Services Out of Hours – **03000 41 91 91**

Kent Police

Emergency – 999

Non-emergency - 101

Further information and guidance on partner agencies and support available can be found on the Safeguarding Information section of the Intranet and the Resource Area of the Safeguarding Database.

Safeguarding Training Plan: Minimum learning requirements

Safeguarding Contact Level	Level of Contact definition	Minimum learning requirements
0	No contact with children/young people/adults at risk and/or parents/carers	Elms e-learning <ol style="list-style-type: none"> 1. Safeguarding Children 2. Safeguarding Adults 3. Combined Safeguarding Issues 4. Domestic Abuse
1	Limited contact with children/young people/adults at risk and/or parents/carers- no unsupervised contact	Elms e-learning <ol style="list-style-type: none"> 1. Safeguarding Children 2. Safeguarding Adults 3. Combined Safeguarding Issues 4. Domestic Abuse <p>Where teams have a large amount of telephone contact with adults, suicide awareness inputs will be offered at team level.</p>
2	Regular contact with children/young people/adults at risk and/or parents/carers or any unsupervised contact	Face-to-Face <ol style="list-style-type: none"> 1. Prevent (Counter-Terrorism) training 2. Modern Slavery training 3. Child Sexual Exploitation training 4. Child Protection: Basic Awareness 5. Safeguarding Adults 6. Domestic Abuse 7. Suicide Awareness
3	Professional advisers and designated leads for safeguarding children and/or adults at risk, irrespective of the level of contact with children/young people/adults at risk and/or parents/carers	Face-To-Face <ol style="list-style-type: none"> 1. Prevent (Counter-Terrorism) training 2. Modern Slavery training 3. Child Sexual Exploitation training 4. Child Protection: Basic Awareness 5. Safeguarding Adults

		6. Domestic Abuse 7. Suicide Awareness 8. Safeguarding Children (Designated Staff)
4	Strategic responsibility for safeguarding children and/or adults at risk for the organisation irrespective of the level of contact with children/young people/adults at risk and/or parents/carers.	Elms e-learning <ol style="list-style-type: none"> 1. Safeguarding Children 2. Safeguarding Adults 3. Combined Safeguarding Issues 4. Domestic Abuse Face to Face <ol style="list-style-type: none"> 1. Safeguarding Children (Designated Staff) 2. Safeguarding Adults

Monitoring

Elms E-Learning will need to be completed every 3 years. E-learning adherence will be monitored quarterly and reported to SMT.

Face-to-Face training will need to be renewed every 3 years with the exception of Child Protection for Designated Staff (Level 3 and 4 only) which should be renewed every 2 years.

Face-to-Face training adherence will be monitored quarterly and reported to SMT.

A forward plan of what Training sessions are required for each year will be created in April each year by the Safeguarding Officers.

The Safeguarding Officers will discuss the best method of delivering each face to face training course with Team managers of those staff at training level 2, 3 and 4. This may include staff attendance at externally or internally arranged training courses or an input at a team meeting.

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Cabinet Meeting	
Meeting Date	25 September 2019
Report Title	Contract award for the supply of water and sewerage services
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Anne Adams, Head of Property Services
Lead Officer	Charlotte Knowles, Commissioning Officer
Key Decision	Yes
Classification	Open
Recommendations	1. That the Cabinet approves the appointment of Business Stream as water and sewerage services supplier from 1 December 2019 for an initial period of 5 Years with the option to extend by up to two years.

1 Purpose of Report and Executive Summary

- 1.1 The commercial water market opened up to competition in April 2017 meaning that businesses, charities and public sector organisations in England are no longer restricted to buying water services from their regional monopoly. Instead, they can shop around, renegotiate, and find the right deal for them.
- 1.2 Swale Borough Council instructed Laser to run a mini competition through Lot 1 of their Framework Agreement (reference Y16045).
- 1.3 This report summarises the procurement process, its results and seeks Cabinet approval of the recommended contractor.

2 Background

- 2.1 The opportunity was sent to all retailers on the Framework on 28 June, the deadline for submission was 19 July and two responses were received. The submissions were evaluated by Laser. Assessment was based on the Most Economically Advantageous (Mini) Tender (MEAT). Scores were calculated with the following weightings:

Assessment Criteria	
Customer Service	43%
Added Value	27%
Pricing	30%

3 Proposals

3.1 The tender demonstrates a saving of approximately £1,200 per annum over the default tariff. Additional benefits are expected through the assurances of customer service provision received in responses. Through LASER's framework, the received customer service will be evaluated against Key Performance Indicators (KPIs), with the potential to enforce Poor Performance Remedies in cases of significant and prolonged poor customer service.

3.2 Responses were received from two suppliers on the framework. Both responses pointed to a good understanding of the portfolio and an improved customer service provision. Responses from each supplier were scored as follows:

Retailer	Quality of Service	Added Value	Pricing	Total
Business Stream	233	116	300	649
Company B	179	119	258	556

3.3 Business Stream were ranked highest overall. They submitted a price around 1% cheaper than the second bidder, and scored significantly higher in the Quality of Service section indicating a higher level of customer service. They submitted a particularly strong response for the monitoring and reporting of query response rates, which included monthly customer reporting, with good detail around customer contact and resolution plans being offered. Their on-line portal response was also quite strong, with query management included as well as the ability to view and generate custom reports for consumption and cost monitoring. This will mean improved management information and ensure that the Council will be using its water resources more efficiently.

3.4 They scored very slightly lower than the second bidder in the Added Value section, and neither submission offered any free Automatic Meter Reading (AMR) units, but Business Stream had a strong offering on AMR data availability, which can be accessed via an online portal and contained graphical data, which showed real business benefit. Their unscored response around cost for supply and installation of AMR equipment was of good quality, offering elements free and including a maintenance visit allowance.

3.5 A free tariff health check is carried out on contract award, and is repeated annually, as well as a quarterly desktop review which benchmarks your estate, highlights potential issues, and details sites that may benefit from closer consumption monitoring.

3.6 Business Stream are an organisation with over 370 directly employed staff and several other similar contracts with local authorities within Kent.

3.7 Cabinet is therefore requested to approve the proposal to enter into a contract with Business Stream for a period of five years with the option to extend by up to two further years.

4 Alternative Options

- 4.1 Not award the contract - The implication of this is that we would have to pay £1500 to Laser to allow them to recover their costs.

5 Consultation Undertaken or Proposed

- 5.1 The Property Services team have been heavily involved throughout the process.

6 Implications

Issue	Implications
Corporate Plan	Good management of utilities is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	<p>The proposed contract represents an estimated £1200 saving per annum based on the current contract and meets the current budget available.</p> <p>Anticipated annual spend on the contract is £75,000. The total contract value for the seven years (if extended) is therefore, estimated at around £525,000, depending on consumption.</p>
Legal, Statutory and Procurement	<p>The Laser Framework Agreement is a compliant procurement route. The procurement has been carried out in accordance with the Public Contract Regulations 2015.</p> <p>Public Services (Social Value) Act 2012 – Since 2008 Business Stream has helped businesses and public sector organisations save over £128 million and reduce their water consumption by over 38 billion litres. The Council’s dedicated account manager will work with us to create a tailored water efficiency programme.</p> <p>Quarterly desktop reviews will be undertaken which benchmark the Council’s estate, highlight potential issues, and detail sites that may benefit from closer consumption monitoring.</p>
Crime and Disorder	None identified at this stage.
Environment and Sustainability	See Public Services (Social Value) Act 2012 above.
Health and Wellbeing	None identified at this stage.

Risk Management and Health and Safety	<p>When the Framework was set up, Laser ensured that suppliers were fully competent, particularly in the area of health and safety.</p> <p>The risks associated with this decision have been considered in accordance with the Council's Risk Management Framework. We are satisfied that the risks associated are being appropriately managed, and will be monitored in accordance with the Framework.</p>
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

7.1 None

8 Background Papers

8.1 None

Cabinet	
Meeting Date	25 September 2019
Report Title	The Lodge Faversham Recreation Ground – Lease to Faversham Rugby Club
Cabinet Member	Cllr Tim Valentine, Cabinet Member for Environment
SMT Lead	Martyn Cassell, Head of Commissioning, Environment and Leisure
Head of Service	Martyn Cassell, Head of Commissioning, Environment and Leisure
Lead Officer	Graeme Tuff, Greenspaces Manager
Key Decision	No
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. That Cabinet agrees to enter a new lease with Faversham Rugby Club. 2. That delegated authority be given to the Head of Property Services to agree final terms in consultation with the Cabinet Member for the Environment and Cabinet Member for Economy and Property. 3. The Head of Mid Kent Legal Services be authorised to complete the necessary legal formalities in due course.

1 Purpose of Report and Executive Summary

- 1.1 This report sets out the proposals for a new lease of The Lodge at Faversham Recreation Ground, Faversham (as shown on the attached location plan at Appendix I) to Faversham Rugby Club.

2 Background

- 2.1 Faversham Recreation Ground is owned by Faversham Municipal Charities and leased by the Council under a 50-year lease dated August 2010. As such the Council is responsible for the management and maintenance of this important town centre site. There are two other sports clubs located on the Recreation Ground in addition to the Rugby Club. Faversham Tennis club have a lease dated 2017 and have invested heavily in facilities which they fully maintain and Faversham Recreation Bowls Club who have a management agreement dated 1997, have invested in the pavilion and fully maintain the bowling green and internal pavilion.
- 2.2 The Lodge at Faversham Recreation Ground was built in the 1860's and for many years was gardeners and staff accommodation before an agreement was made in 1994 with Faversham Rugby Club to use the building as their "home" and social

premises. The club's current agreement essentially enables them to undertake management and control of the premises at no cost but paying all the utilities/outgoings and maintaining the interior of the building. The Council retained responsibility for the exterior of the building. Like much of the Recreation Ground the Lodge has become a little "tired" over the last 25 years.

- 2.3 The Lodge is a significant Grade II listed building over two storeys with a bar, kitchen and social facilities downstairs and living accommodation above. Its refurbishment forms part of the current Faversham Recreation Ground Heritage Lottery Improvement Project. This work involves not only refurbishing the current structure and putting back some of the lost heritage features such as bricked up windows, but also reconfigures part of the building to provide a café/kiosk and public toilet to increase facilities for users of the recreation ground. The improvement project also seeks to ensure that the recreation ground is more sustainable into the future, meeting the needs of the community, but with additional streams of income to help fund maintenance. A business plan was included within the successful Heritage Fund application and this includes additional income in order to maintain the Heritage Fund investment.
- 2.4 Given the changes to the building it was felt that this was the right time to modernise the legal agreement with the Rugby Club and offer a new lease. Twelve months' notice on the old agreement was served in January 2018 leading into the improvement project delivery with enough time to discuss and negotiate new terms. Discussions with the club have been ongoing with the aim of securing similar terms to the original document and the club have recently indicated their agreement in principal to the latest heads of terms.

3 Proposals

- 3.1 The proposal would see the future use and security of the Lodge maintained and the Rugby Clubs continued presence and use of the wider recreation ground facilities.
- 3.2 The terms of the proposed lease are similar to those of the original management agreement, with the club being responsible for maintaining the interior and all utilities and outgoings. The Council retain responsibility for the exterior given its importance as a heritage asset and the investment committed to the building as part of the improvement project.
- 3.3 The proposed lease is for 10 years and there will be a rent review after five years. Details of the rent are included as Appendix II. Both parties will have an option to break on serving twelve months' notice.
- 3.4 The lease will exclude the new café/kiosk and public convenience but will include additional storage in part of the former public convenience building.

4 Alternative Options

- 4.1 The alternative option would be to find an alternative tenant for the building, however with a successful rugby club and their desire to continue playing and socialising at the recreation ground this option has been discounted.

5 Consultation Undertaken or Proposed

- 5.1 The Council and its consultants have undertaken considerable consultation on the Recreation Ground Improvement Project and there is significant public support for the activities and sport that takes place. As part of this work the club have also been involved in stakeholder groups and Officers have worked with the club on interior design/fitting out, in addition to discussing and negotiating the terms of a new agreement.
- 5.2 The Council's Faversham Recreation Ground Improvement Project Board have been kept up to date throughout the process.
- 5.3 Faversham Municipal Charities agreement to a sub-lease is required under the terms of the Council's lease. As such their General Purposes Meeting will discuss the proposal on the 18 September 2019.

6 Implications

Issue	Implications
Corporate Plan	The letting of the building is being proposed and supports the priorities of the Corporate Plan
Financial, Resource and Property	The proposed lease will result in a rental income for the Council as identified in Appendix II
Legal, Statutory and Procurement	Legal Services will be required to prepare a new lease.
Crime and Disorder	None anticipated.
Environment and Sustainability	None anticipated
Health and Wellbeing	Continued physical activity within the recreation ground.
Risk Management and Health and Safety	None anticipated.
Equality and Diversity	The club continue to grow with recent success and stability. Junior and lady's rugby is a key aim following the wider Faversham

	Recreation Ground project and facility improvement/refurbishment.
Privacy and Data Protection	None anticipated.

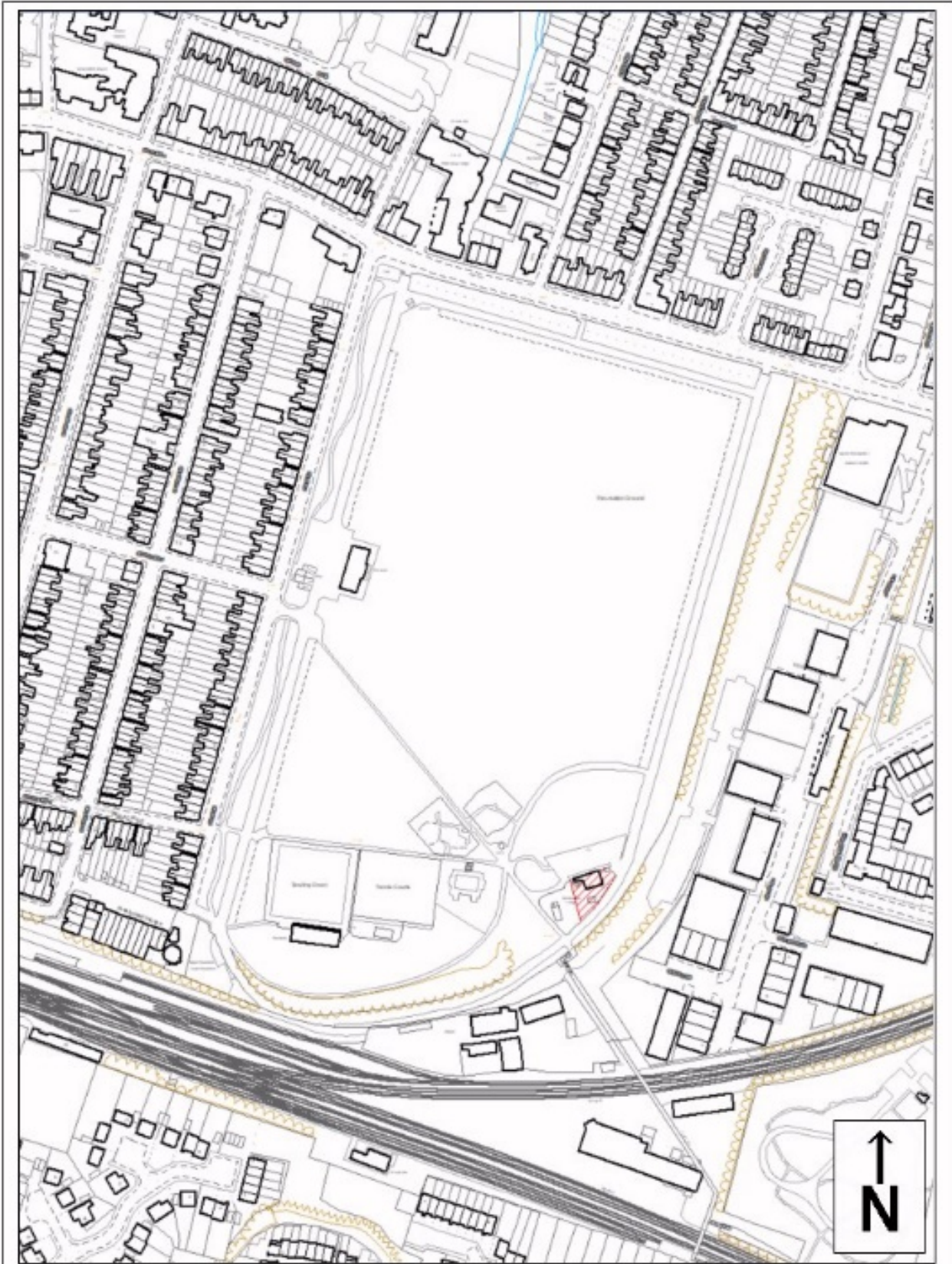
7 Appendices

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

- Appendix I: The Lodge, Faversham Recreation Ground Location Plan
- Appendix II (restricted): The Lodge, Faversham Recreation Ground – Rent

8 Background Papers

None



Appendix 1- The Lodge, Faversham Recreation Ground Location Plan
Scale 1:2500

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Cabinet Meeting		Agenda Item: 11
Meeting Date	25 September 2019	
Report Title	Disposal of 17/17A Station Street, Sittingbourne	
Cabinet Member	Cllr Monique Bonney, Cabinet Member for Economy and Property	
SMT Lead	Nick Vickers, Chief Financial Officer	
Head of Service	Anne Adams, Head of Property Services	
Lead Officer	Kent Parker, Estates Surveyor	
Key Decision	Yes	
Classification	Open with restricted appendix	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none"> 1. That Cabinet agrees to dispose of the freehold of 17/17A Station Street by auction with outline planning permission at the reserve price agreed with the auctioneers set out in Appendix II. 2. That the Head of Property Services in consultation with the Cabinet Member for Economy and Property be authorised to finalise the terms and the Head of Legal Services be authorised to complete the necessary legal formalities and all agreements and deeds arising from or ancillary to the disposal in due course. 	

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to obtain approval for the freehold sale by auction of the Council owned property at 17/17A Station Street (as shown on the attached plan Appendix I).
- 1.2 The property was previously occupied by Citizens Advice Swale who has now relocated to Swale House. The building is considered suitable for conversion/development for residential use.
- 1.3 A proposal for the Council to convert the property to temporary homeless accommodation has been discounted due to high costs of conversion. An alternative and more cost effective way forward is to dispose of the property by auction to obtain a capital receipt.

2 Background

- 2.1 Reference is made to the report to Cabinet on 11 July 2018 when it was agreed to take forward the option to convert the building to temporary homeless accommodation. Following this further work has been undertaken on the detailed design and construction costs. Due to the need to comply with modern building standards the costs are much greater than originally anticipated and this option is now no longer proceeding as it would not be a cost effective way forward.
- 2.2 No other alternative community uses for the building have been identified. Neither do the Council have any requirements for its own use of the building. The building is therefore surplus to the Council's requirements.
- 2.3 As discussed in the previous report residential conversion is considered to be the most viable future use for the building. A planning application for change of use from office to residential would be required and given the lack of demand for such offices in this location and the residential nature of the surrounding buildings, it is likely that such an application will be favourably considered by officers. It is also possible that the change of use could fall within Class M of the General Permitted Development Order 2015 – this means that residential use could be permitted subject to certain conditions.
- 2.4 The property also has potential for further development at the rear fronting onto Pembury Street subject to planning permission which will enhance the value of the property. The Planning Officer has advised that the site lies in an area where there is a presumption in favour of residential development and the site is considered to be of an appropriate size to accommodate a dwelling.

3 Proposals

- 3.1 It is proposed that the property be sold by auction with residential conversion and development potential. The proposed guide and reserve prices discussed with the auctioneers are set out in the attached Appendix II.
- 3.2 Disposal of the site with outline planning consent for development of a dwelling on the land at the rear fronting Pembury Street could potentially enhance the value but would result in increased costs and delay. There is also a risk of refusal which would have a significant impact on its attractiveness to developers and a negative impact on value.
- 3.3 It is recommended that the property is sold by auction subject to the stated reserve price. This method of sale will ensure that the disposal will be for the best consideration reasonable obtainable and complies with the Council's statutory obligations.

3.4 The Council is developing plans to enhance Sittingbourne High Street. When these proposals are brought forward they will be funded by a combination of internal and external borrowing and use of capital receipts.

4 Alternative Options

4.1 The alternative options were discussed in the previous report and it is now recommended that the option to sell the freehold of the building in its current condition is approved. Other options considered are:

4.2 Sell by private treaty: This is not recommended as it is not as transparent and not as likely to achieve the best price.

4.3 Conversion of the building to temporary homeless accommodation: This option is not recommended as it would not be a cost effective way forward.

5 Consultation Undertaken or Proposed

5.1 Consultations have been carried out with Planning and the Asset Management Group who support the proposal.

6 Implications

Issue	Implications
Corporate Plan	The proposal contributes to Delivering regeneration by helping to deliver small scale redevelopment. It also contributes to Delivering the Council of tomorrow by disposal of vacant property for a capital receipt which strengthens our financial resilience.
Financial, Resource and Property	The consideration to be paid for the property will be the best consideration reasonably obtainable. The proposal will also remove the Council's liability for managing and maintaining the property in the future.
Legal and Statutory	The Council has power under section 123(1) of the Local Government Act 1972 to dispose of land and property in any manner that it wishes. The proposed disposals must be for the best consideration reasonably obtainable in accordance with section 123 of the Local Government Act 1972 or meet the requirements of Circular 06/03: Local Government Act 1972 General Disposal Consent (England) 2003 - disposal of land for less than the best

	consideration that can be reasonably obtained failing which, the Secretary of State's consent would be required.
Crime and Disorder	None identified at this stage.
Environmental Sustainability	None identified at this stage.
Health and Wellbeing	The provision of new housing will benefit the health and wellbeing of the residents
Risk Management and Health and Safety	In the event that an application were made for outline planning consent prior to disposal, there is a risk that this could be refused which would have a significant impact on the property's attractiveness to developers and a negative impact on value.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	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: Site Plan
- Appendix II(Restricted): – Details of guide and reserve prices

8 Background Papers

Cabinet report dated 11 July 2018 -

<https://services.swale.gov.uk/meetings/ielIssueDetails.aspx?IId=6911&PlanId=0&Opt=3#A15885>

Cabinet Meeting	Agenda Item: 12
Meeting Date	25 September 2019
Report Title	Landholdings Review - Sale of Land at Queenborough
Cabinet Member	ClIr Monique Bonney, Cabinet Member for Economy and Property
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Anne Adams, Head of Property Services
Lead Officer	Kent Parker, Estates Surveyor
Key Decision	Yes
Classification	Open with restricted appendix
Forward Plan	Reference number:
Recommendations	<p>1. That Cabinet agrees to dispose of the freehold of the site by auction with outline planning permission at the reserve price agreed with the auctioneers set out in Appendix II.</p> <p>2. That the Head of Property Services in consultation with the Cabinet Member for Economy and Property be authorised to finalise the terms and the Head of Legal Services be authorised to complete the necessary legal formalities in due course.</p>

1 Purpose of Report and Executive Summary

- 1.1 As part of the Council's landholdings review work the site in Queenborough was considered in terms of its development potential. The objectives being to release sites for development where this is considered appropriate and generate capital receipts for the Council.
- 1.2 The purpose of this report is to obtain approval for the freehold sale by auction of the Council owned plot in North Road (as shown on the attached plan Appendix I) as a potential building plot.
- 1.3 The site was held as a potential future development plot and is currently let to Queenborough Rowing Club for boat storage. It has now been agreed to relocate the rowing club to an alternative larger site to the rear of the Queenborough Guildhall. As part of the Landholdings Review the site is considered to have development potential and disposal by auction is recommended.

2 Background

- 2.1 The site was held by the Council as a potential infill building plot. The site has been occupied under a licence agreement by the Queenborough Rowing Club for boat storage since 1997. The club are now looking for a larger site and have identified the land to the rear of Queenborough Guildhall as a suitable alternative site which would give them potential to develop and increase their membership.
- 2.2 Both these sites were considered as part of the Council's recent landholdings review and were considered to have development potential. Pre application advice has been obtained for each site. The site currently occupied by the rowing club is, however, considered to be a community facility and under the Local Plan policy planning permission for development for housing would only be granted if the community use was relocated to an alternative site or it was no longer viable.
- 2.3 Planning permission has been granted for a pair of semi-detached houses on the adjoining site and the owner of this site has approached the Council wishing to purchase the plot and made previous offers. This had not been pursued as the site was occupied by the rowing club.

3 Proposals

- 3.1 Pre application advice indicates that the site has potential for a pair of semi-detached houses similar to the permission granted on the adjoining site. Subject to the rowing club relocating to the alternative site, it is proposed that the site be sold by auction in order to obtain the best consideration. It is not considered that a sale to the adjoining owner would generate additional marriage value as the number of units on a combined site is likely to be the same.
- 3.2 Disposal of the site with outline planning consent for development of a pair of semi-detached houses could potentially enhance the value but would result in increased costs and delay. There is also a risk of refusal which would have a significant impact on its attractiveness to developers and a subsequent negative impact on value. The proposed guide and reserve prices discussed with the auctioneers are set out in the attached Appendix II.
- 3.3 It is proposed that the site is sold by auction. This method of sale will ensure that the disposal will be for the best consideration reasonably obtainable and complies with the Council's statutory obligations.
- 3.4 The site would not be sold until the rowing club has relocated to the alternative site.
- 3.5 Given that this plot could be suitable for self or custom build housing, subject to an appropriate planning permission being granted, consideration could also be

given to alerting entrants on the Council's Self Build and Custom Housebuilding Register as to the means and timing of disposal.

- 3.6 It is proposed that the capital receipt is to be earmarked for provision of social housing.

4 Alternative Options

- 4.1 Do nothing i.e. site either remain vacant or let for alternative storage: This is not recommended as it would be a missed opportunity and not achieve any capital receipt
- 4.2 Sell by private treaty: This is not recommended as it is not as transparent and not as likely to achieve the best price.
- 4.3 Offer to the adjoining owners: This is not recommended as it is not considered that this would achieve a higher price than a sale by auction.

5 Consultation Undertaken or Proposed

- 5.1 Consultations have been carried out with Planning through the pre-application advice, the Asset Management Group, Ward Councillors and the Town Council who support the proposal.

6 Implications

Issue	Implications
Corporate Plan	The proposal contributes to Delivering regeneration by helping to deliver small scale regeneration and additional housing. It also contributes to Delivering the Council of tomorrow by disposal of underused land for a capital receipt which strengthens our financial resilience.
Financial, Resource and Property	The consideration to be paid for the site will be the best consideration reasonable obtainable. The proposal will also remove the Council's liability for managing and maintaining the site in the future.
Legal and Statutory	The Council has power under section 123(1) of the Local Government Act 1972 to dispose of land and property in any manner that it wishes. The proposed disposal must be for the best

	consideration reasonably obtainable in accordance with section 123 of the Local Government Act 1972 or meet the requirements of Circular 06/03: Local Government Act 1972 General Disposal Consent (England) 2003 - disposal of land for less than the best consideration that can be reasonably obtained failing which, the Secretary of State's consent would be required.
Crime and Disorder	None identified at this stage.
Environmental Sustainability	None identified at this stage.
Health and Wellbeing	The provision of new housing will benefit the health and wellbeing of the residents
Risk Management and Health and Safety	In the event that an application were made for outline planning consent prior to disposal, there is a risk that this could be refused which would have a significant impact on the property's attractiveness to developers and a negative impact on value.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	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: Site Plan
- Appendix II: (Restricted): – Details of guide and reserve prices

8 Background Papers

None

Tabled Report
Recommendations for approval

Swale Joint Transportation Board – 9 September 2019

Minute No. 206 – Petition – Extension to residents' parking scheme Park Road, Sittingbourne

(1) That Members note the report and a further consultation with residents to include extending the Residents' Parking Scheme in Park Road, Sittingbourne as far as the junction with Ufton Lane, Sittingbourne be carried out.

Minute No. 207 Formal objections to Traffic Regulation Order – Swale Amendment 7

(a) That the proposed double yellow lines in Church Road, Eastchurch be progressed as detailed in the Traffic Regulation Order.

(b) That the proposed double yellow lines in Cormorant Road, Iwade be abandoned.

(c) That the proposed waiting restrictions and KCC Scheme in The Mall, Faversham be abandoned, and a further consultation on a workable scheme be carried out.

(d) That the proposed double yellow lines on the junction of Gore Court Road and Whitehall Road, Sittingbourne be progressed by 10m east and 15m west in Gore Court Road from its junction with Whitehall Road and by 10m into Whitehall Road from its junction with Gore Court Road, Sittingbourne

(e) That the proposed extension to the double yellow lines in Conyer Road, Teynham be considered after the results of the sweep path analysis have been received.

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