

Despatched: 15.04.13

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00pm on 23 April 2013 to transact the under-mentioned business.



Chief Executive

AGENDA

Apologies for absence

1. **To approve as a correct record the minutes of the meeting of the Council held on 19 February 2013** (Pages 1 - 10)
2. **To receive any additional declarations of interest from Members in respect of items of business included on the agenda for this meeting.**
3. **Chairman's Announcements**
4. **To receive any petitions submitted by members of the public.**
5. **Matters considered by the Cabinet and/or other committees:**
 - a) **Community Plan 2013-2016 and 15 year vision** (Pages 11 - 14)
6. **To consider the following report from the Leader of the Council on matters requiring the attention of Council:**
 - a) **Outcomes of Governance Review** (Pages 15 - 24)
7. **To consider the following reports from the Chief Executive or other Directors on matters requiring the attention of Council:**
 - a) **Appointment of Independent Person for Standards** (Pages 25 - 28)
 - b) **Programme of Meetings** (Pages 29 - 38)
If Full Council approve the recommendations at Item 6a, this item will be withdrawn

8. **To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
9. **To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.**
10. **To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.** (Pages 39 - 40)
11. **To receive a report from the Chairmen of the Select Committees on the work of the Committees since the last Council meeting.** (Pages 41 - 46)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

DISTRICT COUNCIL OF SEVENOAKS

Minutes of the Meeting of the Sevenoaks District Council
held on 19 February 2013 commencing at 7.00 pm

Present: Mrs. Morris (Chairman)

Pett (Vice-Chairman)

Cllrs. Abraham, Mrs. Ayres, Ayres, Mrs. Bayley, Ball, Mrs. Bracken, Brookbank, Brown, Butler, Ms. Chetram, Clark, Mrs. Clark, Mrs. Cook, Cooke, Mrs. Davison, Davison, Mrs. Dibsdall, Dickins, Eyre, Firth, Fittock, Fleming, Gaywood, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, London, Ms. Lowe, Maskell, McGarvey, Neal, Orridge, Mrs. Purves, Raikes, Ramsay, Mrs. Sargeant, Scholey, Searles, Miss. Stack, Miss. Thornton, Towell, Underwood, Walshe and Williamson

Apologies for absence were received from Cllrs. Bosley, Mrs. Bosley, Mrs. Dawson, Edwards-Winsler, Mrs. Parkin and Piper

46. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 27 NOVEMBER 2012

The Chairman proposed that the minutes of the meeting of the Council held on 27 November 2012 be approved as a correct record.

Resolved: That the minutes of the Council held on 27 November 2013 be approved and signed by the Chairman as a correct record.

47. TO RECEIVE ANY DECLARATIONS OF INTEREST NOT INCLUDED IN THE REGISTER OF INTEREST FROM MEMBERS IN RESPECT OF ITEMS OF BUSINESS INCLUDED ON THE AGENDA FOR THIS MEETING

No additional declarations of interest were made.

48. CHAIRMAN'S ANNOUNCEMENTS

The Chairman report that on Friday 1st February she and Councillor Fleming attended the funeral of former Cllr Tony Waller who was the Swanley Christchurch Ward Councillor from 2007-11.

49. TO RECEIVE ANY PETITIONS SUBMITTED BY MEMBERS OF THE PUBLIC.

No petitions were received.

50. MATTERS CONSIDERED BY THE CABINET AND/OR OTHER COMMITTEES:

(a) Revenue Budget and Council Tax 2013/14

Councillor Fleming proposed and Councillor Ramsay seconded that (a) the Summary of Council Expenditure and Council Tax set out in Appendix C of the report be approved; (b) the 10-year budget 2012/13 to 2022/23 which is the guiding framework for the detailed

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approval of future years' budgets set out in Appendix A to the report, including the growth and savings proposals set out in Appendix B to the report, and where possible any variations during and between years be met from the Budget Stabilisation Reserve be approved; and (c) The changes to reserves set out in Appendix F of the report be approved.

The report set out the proposed budget and required levels of Council Tax for 2013/14. The proposed net expenditure budget was £13.800m (£13.44m in 2012/13). Subject to any further changes this would result in a Council Tax increase of 1.98% in 2013/14, with the District's Council Tax being £185.49 for a Band D property for the year.

Councillor Fittock proposed and Councillor Underwood seconded the following amendment:

That the net expenditure for this Council for 2013/2014 be held at £13.443m thus resulting in the District's Council Tax being unchanged from the current rate.

This would be achieved by accepting the grant available from Central Government equivalent to a 1% increase in Council Tax.

The budget would be revised:

Contribution from Central Government	£92,510
Savings from Democratic Services	£52,510
Contributions from general reserves	£40,000

Members held a debate on the proposed amendment. The amendment was put to the vote and was LOST.

Members returned to debating the original motion. This was put to the vote and it was

Resolved: That

- (a) The Summary of Council Expenditure and Council Tax set out in Appendix C be approved;
- (b) The 10-year budget 2012/13 to 2022/23 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix A to the report, including the growth and savings proposals set out in Appendix B to the report, and where possible any variations during and between years be met from the Budget Stabilisation Reserve be approved; and
- (c) The changes to reserves set out in Appendix F of the report be approved.

(b) Council Tax Discounts and Premium Resolution

Councillor Fleming proposed and Councillor Ramsay seconded that (a) from 1 April 2013, the council tax discount applied to second homes (prescribed Classes A & B) in accordance with Section 11A of the Local Government Finance Act 1992, be set at 0%; (b) from 1 April 2013, the council tax discount applied to unoccupied and substantially

unfurnished dwellings (prescribed Class C) in accordance with Section 11A of the Local Government Finance Act 1992, is set at 100% for a maximum period of three months and that following the expiry of the three month period; the discount be set at 0%; (c) from 1 April 2013, the council tax discount applied to vacant dwellings requiring or undergoing major repairs, undergoing structural alteration or which have undergone such repairs/ alterations (prescribed Class D) in accordance with Section 11A of the Local Government Finance Act 1992, be set at 100% for a maximum period of twelve months. (d) from 1 April 2013, in accordance with Section 11B of the Local Government Finance Act 1992, no council tax discount shall be applied to dwellings that are unoccupied and substantially unfurnished for more than two years and that the council tax payable on such properties be increased from 100% to 150% (except for those properties which fall into prescribed Classes E & F).

The purpose of the report was to formally determine the level of Council Tax discounts (if any) to be applied from 1 April 2013 to prescribed classes of dwellings and to formally determine the percentage level of additional council tax payable in respect of long-term empty dwellings.

Resolved:

- (a) That from 1 April 2013, the council tax discount applied to second homes (prescribed Classes A & B) in accordance with Section 11A of the Local Government Finance Act 1992, be set at 0%.
- (b) That from 1 April 2013, the council tax discount applied to unoccupied and substantially unfurnished dwellings (prescribed Class C) in accordance with Section 11A of the Local Government Finance Act 1992, is set at 100% for a maximum period of three months and that following the expiry of the three month period; the discount be set at 0%.
- (c) That from 1 April 2013, the council tax discount applied to vacant dwellings requiring or undergoing major repairs, undergoing structural alteration or which have undergone such repairs/alterations (prescribed Class D) in accordance with Section 11A of the Local Government Finance Act 1992, be set at 100% for a maximum period of twelve months.
- (d) That from 1 April 2013, in accordance with Section 11B of the Local Government Finance Act 1992, no council tax discount shall be applied to dwellings that are unoccupied and substantially unfurnished for more than two years and that the council tax payable on such properties be increased from 100% to 150% (except for those properties which fall into prescribed Classes E & F).

(c) Treasury Management Strategy 2013/14

Councillor Fleming proposed and Councillor Ramsay seconded that the Treasury Management Strategy for 2013-14 as set out in the report be approved.

The report set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

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Resolved: That the Treasury Management Strategy for 2013-14 as set out in the report be approved.

(d) Senior Management Reorganisation

Councillor Fleming proposed and Councillor Mrs Davison seconded that (a) the changes proposed within the report and the senior management structure set out at Appendix A to the report be approved; (b) the post of director of Community and Planning and Deputy Chief Executive be deleted from April 2013 following an offer of voluntary redundancy from the post holder; (c) the new senior management structure will take effect from 1st September 2013; (d) the processes in respect of consultation and recruitment be agreed; and (e) authority be delegated to the Monitoring Officer to make the necessary consequential changes to Part 13 of the Constitution entitled "Officer Responsibilities and Delegations" in order to take account of the changes in senior management set out within the report. In moving the recommendation, the Leader reporting that the offer of earlier voluntary redundancy from the Director of Community and Planning Services and Deputy Chief Executive had released an additional £55,000 in savings.

The report set out a proposal for a restructure of the Council's senior management that met the commitment within the four year savings plan to deliver a reduction in senior management costs of £302,000.

At the conclusion of the debate the Full Council expressed its appreciation to the Director of Community and Planning and Deputy Chief Executive for all her work at Sevenoaks and wished her well for the future.

Resolved: That

- (a) the changes proposed within the report and the senior management structure set out at Appendix A to the report be approved;
 - (b) the post of director of Community and Planning and Deputy Chief Executive be deleted from April 2013 following an offer of voluntary redundancy from the post holder;
 - (c) the new senior management structure will take effect from 1st September 2013;
 - (d) the processes in respect of consultation and recruitment be agreed; and
 - (e) authority be delegated to the Monitoring Officer to make the necessary consequential changes to Part 13 of the Constitution entitled "Officer Responsibilities and Delegations" in order to take account of the changes in senior management set out within the report.
- (e) Sevenoaks District Tenancy Strategy and Sevenoaks District Housing Register Allocations Policy

Councillor Fleming proposed and Councillor Mrs Clark seconded that the Sevenoaks District Tenancy Strategy and Sevenoaks District Housing Register Allocations Policy be approved and adopted as District Council policy. In moving the recommendation the

Leader highlighted that the two significant changes to the Policy were the inclusion of greater emphasis on local connection and employment.

The report outlined the District Council's proposed housing strategy response/approach to welfare reform. The purpose of the Policy was to ensure that the that the District's limited affordable housing supply was directed at those deemed in most need (with more emphasis on local connection and employment) and that future rent revenues were maximised to generate funding for the provision of new social sector housing.

Resolved: That the Sevenoaks District Tenancy Strategy and Sevenoaks District Housing Register Allocations Policy be approved and adopted as District Council policy.

(f) Licensing of Sex Shops, Sex Cinemas and Sexual Entertainment Venues Policy

Councillor Fleming proposed and Councillor Pett seconded that the consultation responses be noted and the Policy be approved and adopted as District Council policy.

The report provided details of the proposed Policy for licensing of sex shops, sex cinemas and sexual entertainment venues and provided a summary of the feedback that the Council had received as part of the consultation process.

Resolved: That the consultation responses be noted and the Policy be approved and adopted as District Council policy.

(g) Allocations and Development Management Plan

Councillor Fleming proposed and Councillor Mrs Davison seconded that the Pre-Submission version of the Allocations and Development Management Plan be approved for pre-submission publication. The Portfolio Holder for Planning and Improvement noted that all Councillors had been sent a letter from Pro Vision relating to Broom Hill, Swanley. The Portfolio Holder reported that the Legal Service Manager had considered the previous letter to Cabinet, the processes followed and the appropriate legislation and had stated that he could not see how a decision would be vulnerable to challenge by Judicial Review. Pro Vision would have the opportunity to put their views forward on the draft plan and then to the examination.

The report brought forward the Allocations and Development Management Plan (ADMP) Pre Submission document for approval prior to public consultation and submission to an independent inspector.

Resolved: That the Pre-Submission version of the Allocations and Development Management Plan be approved for pre-submission publication.

(h) Community Infrastructure Levy Charging Schedule

Councillor Fleming proposed and Councillor Mrs Davison seconded that (a) That the Community Infrastructure Levy Draft Charging Schedule be approved for publication and submission for independent examination; (b) That the Portfolio Holder for Planning and Improvement be authorised to agree minor presentational changes and detailed amendments to the Charging Schedule to assist the clarity of the document; (c) That the consultation document be published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder; (d) That the

scheme is monitored to understand its impact on development across the District and held under review; (e) that, subject to the awaited Ministerial Guidance, the Council be recommended to provide top up funding to Parishes within the £75/m² boundaries; and (f) That the Implementation Plan be presented to the Environment Select Committee for review.

Resolved: That

- (a) That the Community Infrastructure Levy Draft Charging Schedule be approved for publication and submission for independent examination;
- (b) That the Portfolio Holder for Planning and Improvement be authorised to agree minor presentational changes and detailed amendments to the Charging Schedule to assist the clarity of the document;
- (c) That the consultation document be published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder;
- (d) That the scheme is monitored to understand its impact on development across the District and held under review; (e) that, subject to the awaited Ministerial Guidance, the Council be recommended to provide top up funding to Parishes within the £75/m² boundaries; and
- (f) That the Implementation Plan be presented to the Environment Select Committee for review.

(i) Monitoring Officer's Annual Report

Councillor Fleming proposed and Councillor Firth seconded that the Monitoring Officer's Annual Report be endorsed.

The purpose of the Monitoring Officer's report was to provide an overview of the work of the Monitoring Officer, the work of the Standards committee and the general governance arrangements within the Council in the past year. The report summarised how the duties of the Monitoring Officer had been discharged during 2012 in accordance with the Council's Constitution and legislative requirements.

Resolved: That the Monitoring Officer's Annual Report be endorsed.

(j) Funding of Free Christmas Parking

Councillor Fleming proposed and Councillor Mrs Hunter seconded that the cost of the free Christmas parking for 2012, estimated at £15,000, be funded from Supplementary Estimates.

Resolved: That the cost of the free Christmas parking for 2012, estimated at £15,000, be funded from Supplementary Estimates.

51. TO CONSIDER THE FOLLOWING REPORTS FROM THE CHIEF EXECUTIVE OR OTHER DIRECTORS ON MATTERS REQUIRING THE ATTENTION OF COUNCIL:

(a) Budget and Council Tax Setting 2013/14

Councillor Fleming proposed and Councillor Ramsay seconded that the recommendations contained in Appendix 2 and Appendix 3 to the report be agreed.

Resolved: That

- (a) the Summary of Council Expenditure and Council Tax 2013/14 be approved (Cabinet 7 February 2013 – Revenue Budget and Council Tax – Appendix C);
- (b) the 10 Year budget 2012/13 to 2022/23 which is the guiding framework for the detailed approval of future years’ budgets, including the growth and savings proposals set out be approved and that wherever possible any variations during and between years be met from the Budget Stabilisation Reserve (Cabinet 7 February 2013 – Revenue Budget and Council Tax – Appendix A);
- (c) any changes in the taxbase and collection fund and other minor variations be transferred to/from the Budget Stabilisation Reserve (Cabinet 7 February 2013);
- (d) the changes to reserves and provisions be approved (Cabinet 7 February 2013 – Revenue Budget and Council Tax – Appendix F);
- (e) the Capital Programme 2013/16, and Asset Maintenance 2013/14 budget of £427,000 be approved (Cabinet 7 February 2013);
- (f) the Financial Strategy be approved (Cabinet 7 February 2013 – Revenue Budget and Council Tax – Appendix H);
- (g) it be noted that at the Cabinet meeting on 10 January 2013 the Council calculated as its council tax base for the year 2013/14:
 - (i) for the whole Council area as 47,052.88 being Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended, (the “Act”); and
 - (ii) for dwellings in those parts of its area to which a parish precept relates as in the attached Appendix 1;
- (h) the council tax requirement for the Council’s own purpose for 2013/14 (excluding Town and Parish precepts) be calculated as £185.49;
- (i) the following amounts be calculated for the year 2013/14 in accordance with Sections 31 to 36 of the Act:

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- (i) £52,320,287 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Town and Parish Councils.
 - (ii) £40,270,161 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (iii) £12,050,126 being the amount by which the aggregate at (i)(i) above exceeds the aggregate at (i)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R in the formula in Section 31B of the Act).
 - (iv) £256.10 being the amount at (i)(iii) above (Item R), all divided by (g)(i) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (including Town and Parish precepts).
 - (v) £3,322,287 being the aggregate amount of all special items (Town and Parish precepts) referred to in Section 34 (1) of the Act (as per the attached Appendix 1).
 - (vi) £185.49 being the amount at (i)(iv) above, less the result given by dividing the amount at (i)(v) above by the amount at (g)(i) above (Item T), calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no Town or Parish precept relates.
- (j) it be noted that for the year 2013/14 the Kent County Council, the Kent Police & Crime Commissioner and the Kent & Medway Towns Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below:-

<u>Valuation Bands</u>	<u>Precepting Authority</u>			
	Sevenoaks District Council £	Kent County Council £	Kent Police & C.C. £	Kent & Medway Towns Fire Authority £
A	123.66	698.52	94.31	45.30
B	144.27	814.94	110.03	52.85
C	164.88	931.36	125.75	60.40

D	185.49	1,047.78	141.47	67.95
E	226.71	1,280.62	172.91	83.05
F	267.93	1,513.46	204.35	98.15
G	309.15	1,746.30	235.78	113.25
H	370.98	2,095.56	282.94	135.90

(k) the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix 3 as the amounts of council tax for the year 2013/14 for each part of its area and for each of the categories of dwellings; and

(l) the Council's basic amount of council tax for 2013/14, shown in (i)(vi) above, is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

(b) Pay Policy Statement

Councillor Fleming proposed and Councillor Ramsay seconded that the Pay Policy Statement be adopted and published on the Council's website.

The report outlined that as part of the Localism Act 2011 there was a requirement for Local Authorities to publish a Pay Policy Statement by 31 March each year. The Pay Policy Statement, attached at Appendix 1 to the report, remained substantially unchanged in the second year, with updates only made to reflect the impact of the restructure to senior management previously considered by the Council.

Resolved: That the Pay Policy Statement be adopted and published on the Council's website.

(c) Employment Stability Policy

Councillor Fleming proposed and Councillor Ramsay seconded that the updated Employment Stability Policy be adopted by the Council. In moving the recommendation, the Leader reported that there had been consultation with management, staff and unions and that the proposals in the report would potentially realise savings in future years.

The report outlined the purpose of the Employment Stability Policy and noted that the current policy had been in place since 2007. It was designed to ensure that the Council retained a balance of skills and experience within the workforce to ensure that it was equipped to meet future challenges and service requirements.

Resolved: That the updated Employment Stability Policy be adopted by the Council.

52. TO CONSIDER ANY QUESTIONS BY MEMBERS UNDER PARAGRAPH 19.3 OF PART 2 (THE COUNCIL AND DISTRICT COUNCIL MEMBERS) OF THE CONSTITUTION, NOTICE OF WHICH HAVE BEEN DULY GIVEN.

There were no questions.

53. TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER PARAGRAPH 17 OF PART 2 (THE COUNCIL AND DISTRICT COUNCIL MEMBERS) OF THE CONSTITUTION.

There were no questions.

54. TO RECEIVE THE REPORT OF THE LEADER OF THE COUNCIL ON THE WORK OF THE CABINET SINCE THE LAST COUNCIL MEETING.

The Leader of the Council reported on the work that he and the Cabinet had undertaken in the period 17 November 2012 to 31 January 2013. In particular, the Leader drew attention to the West Kent Partnerships Conference which, on this occasion, had also included colleagues from East Sussex. The Partnership was considering submitting a bid for Regional Growth Funding although, in order for the bid to be successful, it was likely that councils from East Kent would also have an involvement in putting the bid together. The Leader also drew attention to the Sevenoaks 'Mind the Gap' Health Inequalities Workshop which a number of Members had attended.

55. TO RECEIVE A REPORT FROM THE CHAIRMEN OF THE SELECT COMMITTEES ON THE WORK OF THE COMMITTEES SINCE THE LAST COUNCIL MEETING.

The Council received reports from the Chairmen of the following Select Committees:

- Services Select Committee – 14 January 2013
- Environment Select Committee – 15 January 2013
- Social Affairs Select Committee – 22 January 2013

56. TO RECEIVE A REPORT FROM THE CHAIRMEN OF THE PERFORMANCE AND GOVERNANCE COMMITTEE ON THE WORK OF THE COMMITTEE SINCE THE LAST COUNCIL MEETING.

The Council received a report from the Chairman of the Performance and Governance Committee on the work undertaken by the Committee at its meeting on 8 January 2013.

THE MEETING WAS CONCLUDED AT 8.02 pm

Chairman

COMMUNITY PLAN 2013-2016 AND 15 YEAR VISION

Full Council – 23 APRIL 2013

Report of the: Chief Executive –Robin Hales

Status: For Consideration

Also considered by: Sevenoaks District Kent Locality Board – 6 March 2013

Social Affairs Committee – 26 March

Cabinet - 11 April 2013

Key Decision: Yes

Executive Summary:

Attached to this report is the final draft of the three year Community Plan and fifteen year vision. The document and its supporting Action Plan have been developed following comprehensive consultation with Members, residents, a wide range of voluntary and community organisations and partner agencies.

The results of the public consultation are appended and have been taken into consideration in the final draft. The Action Plan and the associated performance monitoring are the result of discussion with partner agencies about realistic delivery of the aspirations in the Community Plan.

Head of Service Head of Community Development, Lesley Bowles

Recommendation to Full Council

Members are asked to approve the final Community Plan and its supporting Action Plan before partner agencies are invited to sign off the document

Reason for recommendation:

Final changes suggested by Cabinet will be reported to Full Council for approval.

Introduction

- 1) The current three year Community Plan and fifteen year vision expire in March 2013. Whilst the District Council is responsible for co-ordinating this work, the Community Plan is a multi-agency strategy, delivered in partnership with many agencies and therefore covers a wide range of issues and services.
- 2) A thorough consultation programme took place during the second half of 2012 which helped to identify local priorities. The consultation together with

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examination of local data informed the public consultation document, which was published at the beginning of January 2013.

- 3) Comments received as a result of the public consultation document are summarised at Appendix A.
- 4) A draft fifteen year Community Plan vision and three year action plan has been compiled and is attached at Appendix B.
- 5) The public consultation stage was used to produce a strategic level action plan setting out how priorities in the plan will be delivered. The action plan and the associated performance monitoring are the result of discussion with partner agencies and Heads of Service within the Council about realistic delivery of the aspirations in the Community Plan

Key Implications

Financial

- 6) Delivery of the Community Plan is through each agency's own resources. In some cases, work will be dependent upon external funding sources and appropriate funding bids will be made.

Community Impact and Outcomes

- 7) The Community Plan is based upon the results of consultation with the community, including its harder to reach groups, partner agencies and other stakeholders. It also reflects community needs identified through local data.

Legal, Human Rights etc.

- 8) Part I of the Local Government Act 2000 places a duty on local authorities to prepare a community strategy for promoting and improving the economic, social and environmental well-being of their area and contributing to the achievement of sustainable development in the UK.

Value For Money and Asset Management

- 9) Use of the website and electronic mail will considerably reduce the cost of the production of the Community Plan. Agencies working together can produce better value for money than single agencies working alone.

Equality Impacts

- 10) An equality impact assessment has been completed and is attached at Appendix C.

Sustainability Checklist

- 11) A sustainability checklist has been completed and is attached at Appendix D.

RISK ASSESSMENT STATEMENT

Risk	Mitigation
<p>The Community Plan is an aspirational document which reflects the needs and desires of the community. Whilst every effort has been made to identify realistic targets, outcomes rely on the continued input of a range of agencies working together, along with the goodwill of communities and voluntary organisations.</p>	<p>Regular quarterly monitoring of the Community Plan will identify at an early stage outcomes that may not be delivered so that alternative strategies or revised targets can be agreed.</p>

Appendices

Appendix A – Consultation summary (available online)

Appendix A1 – Response from the Sevenoaks District Seniors Action Forum (available online)

Appendix B – Final Draft Community Plan (available online)

Appendix C – Equality Impact Assessment (available online)

Appendix D - Sustainability checklist (available online)

Appendix D1 – Summary of Community Plan consultations (available online)

Contact Officer(s):

Lesley Bowles, ext 7335

Alan Whiting, ext 7446

ROBIN HALES

Chief Executive

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PROPOSED GOVERNANCE ARRANGEMENTS

COUNCIL – 23 April 2013

Report of the: Leader of the Council

Status: For Decision

Key Decision: No

Executive Summary: At the meeting of the Modern Local Government Group on 20 November 2012, the Leader reported that he intended to conduct a review of the Council's current governance arrangements. Following this, in response to a question asked at the Council meeting on 27 November 2012, the Leader gave notice of his intention to launch a governance review that would report back to the Council meeting in April 2013.

The basic premise of the Governance Review was the need to review both member and officer resource in response to the future challenges facing Sevenoaks, the efficiency and transparency of decision-making, and in part the extended governance opportunities afforded by the Localism Act 2011.

This report sets out the proposed structure taking on board comments arising from the Governance Review.

The new Governance Committee that is being proposed will enable options requiring more detailed consideration, such as the Committee System or a Hybrid Model requiring Secretary of state approval, to be investigated during the next municipal year.

Members may also wish to consider undertaking a review of the new arrangements and report back to Full Council in April 2014.

This report supports the Key Aim of effective management of Council resources

Recommendation: That Full Council be Recommended to

- (a) Approve the proposed governance structure attached at Appendix B and for Officers to bring back to the May Council meeting the detailed mechanisms to enable the implementation of the structure;
- (b) Delegate authority to the Leader of the Council, in consultation with Members to work with the Monitoring Officer and the Chief Executive, to make consequential amendments to the Constitution as appropriate.
- (c) Undertake a review of the new governance arrangements and report to Full Council in April 2014.

Reason for recommendation: To introduce a new governance model that will provide for greater involvement of non-executive members in the routine decision making at the Council.

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Introduction

1. As part of the Governance Review, three meetings were held with Members to discuss options for future Governance Arrangements. The meetings were held on 30 January 2013, 28 February 2013 and 20 March 2013. The last session on 20 March 2013 was facilitated by Ed Hammond, Research and Information Manager at the Centre for Public Scrutiny. The purpose of the meetings was to gather the views of Members and reach a consensus on basic design principles for any new governance arrangements.
2. The purpose of this paper is to finalise proposals for the restructure of the Council's decision making process. The proposals focus on the routine decisions taken by the Cabinet and will allow non-executive Members to have a greater input into the decisions taken by Cabinet. The proposed structure also includes changes to the Council's committees. Whilst the Development Control Committee and the Licensing Committee are largely unaffected, the proposed structure introduces an Audit Committee and the work of the Modern Local Government Group and the Electoral Arrangements Committee would be incorporated into a new Governance Committee.

The Current Governance Structure at Sevenoaks District Council

3. The starting point for the review was the Council's current structure. Sevenoaks currently operates under the Leader and Cabinet model. The Cabinet is currently composed of the Leader (who is Chairman) and six Portfolio Holders. Cabinet also appoints Members to sit on the Finance Advisory Group and the Local Development Framework Advisory Group.
4. Members are appointed to three Select Committees (Environment Select, Services Select and Social Affairs Select), each with nineteen Members and these Committees fulfil both the Overview and Scrutiny function and a Policy Development function. The Select Committees can also establish "In-depth Scrutiny" Working Groups and these Groups have considered issues such as Universal Credit and Housing Need.
5. In addition to this, Members are appointed to the Performance and Governance Committee, Development Control Committee, Licensing Committee, Appointments Committee, Standards Committee, Homelessness Review Board, Modern Local Government Group and Electoral Arrangements Committee by Full Council to fulfil quasi-judicial functions. Members are also appointed to represent the Council on groups such as the Sevenoaks Joint Transportation Board and the Sevenoaks District Kent Locality Board.
6. The Committees listed above are all administered by the Democratic Services Team and supported by Officers and Departments across the Council.
7. The current structure is attached at **Appendix A**.
8. The Leader and Cabinet model operated at Sevenoaks District Council is based on "pre-decision scrutiny". In practice, this means that where possible all decisions taken by Cabinet are considered by at least one Select Committee in advance of the decision being taken.

9. In very broad terms, the general tenor of Members' concerns with the current Cabinet/Scrutiny structure arising from the Governance Review meetings may be summarised as follows:
- perception of remoteness/inaccessibility of portfolios;
 - feeling of disengagement from influence and decision-making;
 - lack of training and development (succession planning for future Cabinet members); and
 - need to streamline the system to match the resource available.

The Proposed Governance Structure for Sevenoaks District Council

10. Following the Governance Review meetings the Leader has produced a draft model of governance to address the views expressed by Members at the three governance review meetings. A diagram of the proposed model is attached at **Appendix B**. The new features of the proposed model are:

Advisory Committees

The role of Advisory Committees would be to participate in the development of executive decisions and to help develop the policy framework which is recommended to Council by the Cabinet. The Advisory Committees would be composed of both non-executive Members and Cabinet Members. Meetings would be open to the public and all aspects of their administration would be subject to Access to Information Regulations. The terms of reference for the Advisory Committees should be approved at the start of each municipal year to enable the structure to be flexible and accommodate any changes that may be made to Cabinet Portfolios. The Advisory Committees are not Overview and Scrutiny Committees and would therefore not be able to consider call-ins.

Scrutiny Committee

The number of overview and scrutiny committees has been reduced to one. The Scrutiny Committee would be responsible for the call-in function as well as post-implementation review of decisions.

11. The suggested size of the Committees is outlined in the table below:

Agenda Item 6a

Table 1: Number of Members on Committees

Current System	No of Members	Proposed System	No of Members
Council	54	Council	54
Performance & Governance	14	Audit Committee	9
Standards	7	Standards Committee	7
Modern Local Government	10	Governance Committee	7
Electoral Arrangements	10		
Licensing	15	Licensing Committee	13
Development Control	19	Development Control Committee	15
Cabinet	7	Cabinet	7
Environment Select	19	Scrutiny Committee	9*
Services Select	19		
Social Affairs Select	19		
Finance Advisory Group	6	Advisory Committees ¹	7 each**
LDF Advisory Group	6	LDF Advisory Group	11
Joint Transportation Board	7	Joint Transportation Board	7
Locality Board	7	Locality Board	7

*Chair/V.Chair **Including Portfolio Holder

12. It is intended that the proposed model would encourage greater involvement from non-executive Members in the development of policy and executive decisions. They would be engaged in decisions at an earlier stage than at present. The fundamental principle is that executive decisions will be formulated and developed by the relevant advisory committee prior to consideration by Cabinet. This should enable greater participation in, and ownership of, the decisions taken by the Council.
13. What is being proposed at this time is the concept for a new structure that will address the concerns raised by a number of Members during the governance review process. Further details will emerge between April 2013 and May 2013 for final approval at the Annual Council meeting on 14th May 2013.
14. The new Governance Committee that is being proposed will enable options requiring more detailed consideration, such as the Committee System or a Hybrid Model requiring Secretary of state approval, to be investigated during the next municipal year.

Next Steps

15. Should Council approve the proposed structure on 23 April 2013, it is intended that the new governance arrangements would be implemented from the Annual Council meeting on 14 May 2013 and members appointed to the newly formed Advisory Committees.

¹ Advisory Committees equate to the current Cabinet Advisory Groups and would be composed of 8 Members plus the relevant Portfolio Holder. The Advisory Committees would mirror the Portfolios.

16. The following actions will need to be taken before the Annual Council meeting to enable the new structure to be implemented:
- Details of the titles and remit of Portfolio Holders to be agreed;
 - Details of the names and terms of reference of the Advisory Committees to be agreed;
 - Memberships of Committees to be considered prior to Annual Council
 - A new Calendar of meetings to reflect the structure to be drafted and circulated to Members;
 - Joint Independent Remuneration Panel to begin work on reviewing the Members' Allowances Scheme;
 - Constitution to be redrafted to reflect changes to the Governance Structure
17. Members may also wish to consider undertaking a review of the new arrangements and report back to Full Council in April 2014.

Key Implications

Financial

18. Value for money was one of the concerns raised by Members during the Governance Review meetings with Members suggesting that the introduction of any new system should be cost neutral.
19. The proposed governance model represents a streamlined approach and should naturally lead to a reduction in formally constituted meetings. An indicative comparison of the possible number of meetings is outlined in the table below:

Agenda Item 6a

Table 2: Number of Meetings

Current System	No of Meetings	Proposed System	No of Meetings
Council	7	Council	4
Performance & Governance	5	Audit	2
Standards	1	Standards	1
Modern Local Government	4	Governance	2
Electoral Arrangements	2		
Licensing	5	Licensing	4
Development Control	17	Development Control	13
Cabinet	12	Cabinet	10
Environment Select	5	Scrutiny	2 +
Services Select	5		
Social Affairs Select	4		
Finance Advisory Group	5	Advisory Committees	4 each*
LDF Advisory Group	3		
Joint Transportation Board	4	Joint Transportation Board	4
Locality Board	4	Locality Board	4
TOTAL	83	TOTAL	80+

*Formal meetings excluding ad hoc working groups.

In addition to these meetings there are also Licensing Hearings and ad hoc committees such as the Appointments Committee.

20. The proposed model would have an impact on Members' allowances and the Independent Remuneration Panel would have to review the Members Allowances Scheme and make recommendations in light of the proposed changes.

Community Impact and Outcomes

21. The proposed governance model would increase openness and accountability.

Legal, Human Rights etc.

22. The proposals being put forward are legally compliant. In implementing any change in governance it will be necessary to ensure all legal requirements of Local Government Acts are complied with. Any changes will necessitate the Council's Constitution being updated to reflect the changes.
23. The Joint Independent Remuneration Panel would be required to review the Members' Allowance Scheme and make new recommendations in light of the proposed changes.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The proposed model is intended to be more inclusive and allow greater participation in the decision making process.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The proposals should provide greater opportunity for involvement in the decision making process.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Appendices

Appendix A – Current Structure

Appendix B – Proposed Structure

Background Papers:

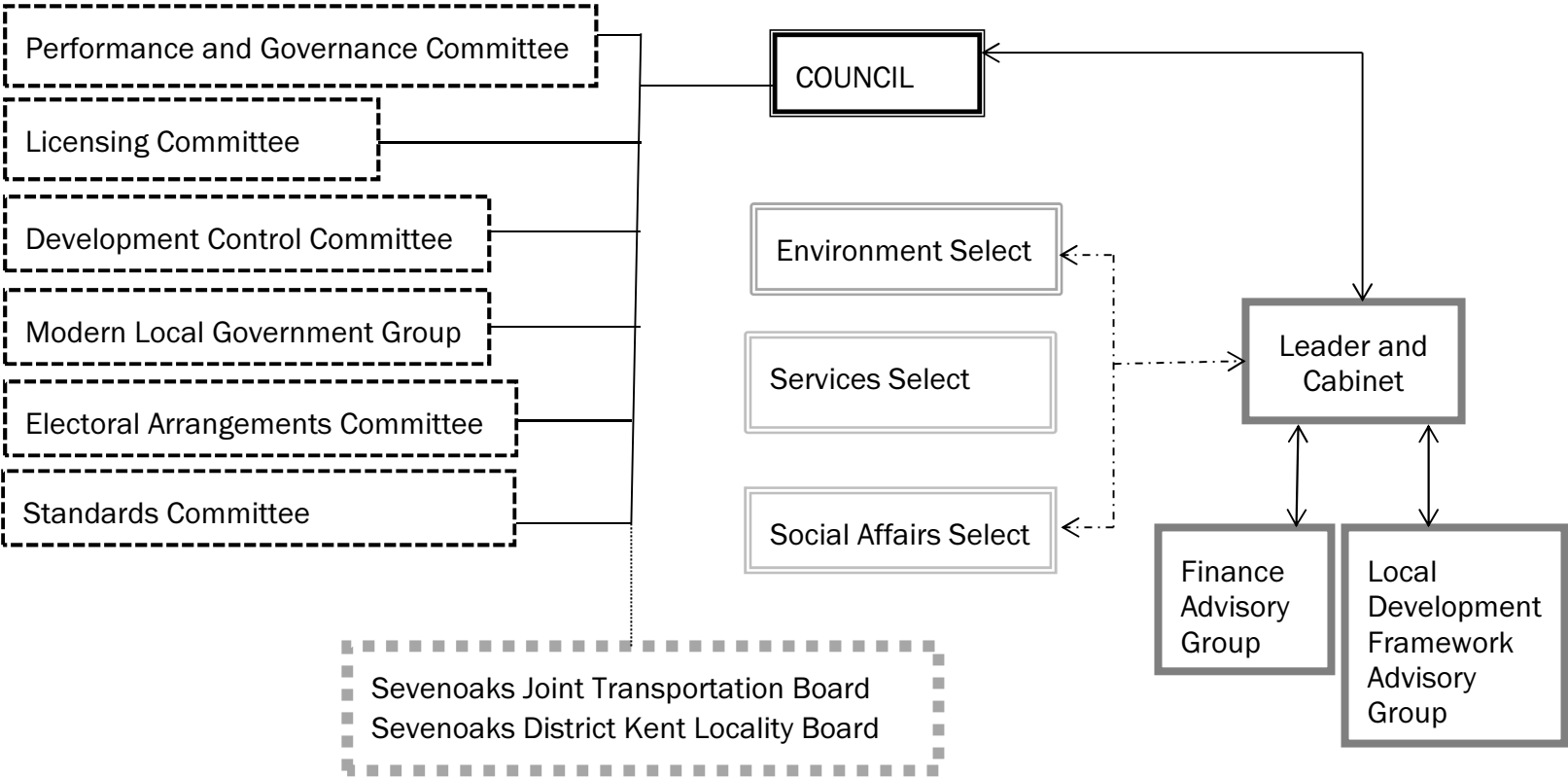
Localism Act 2011

Notes from Governance Review meetings

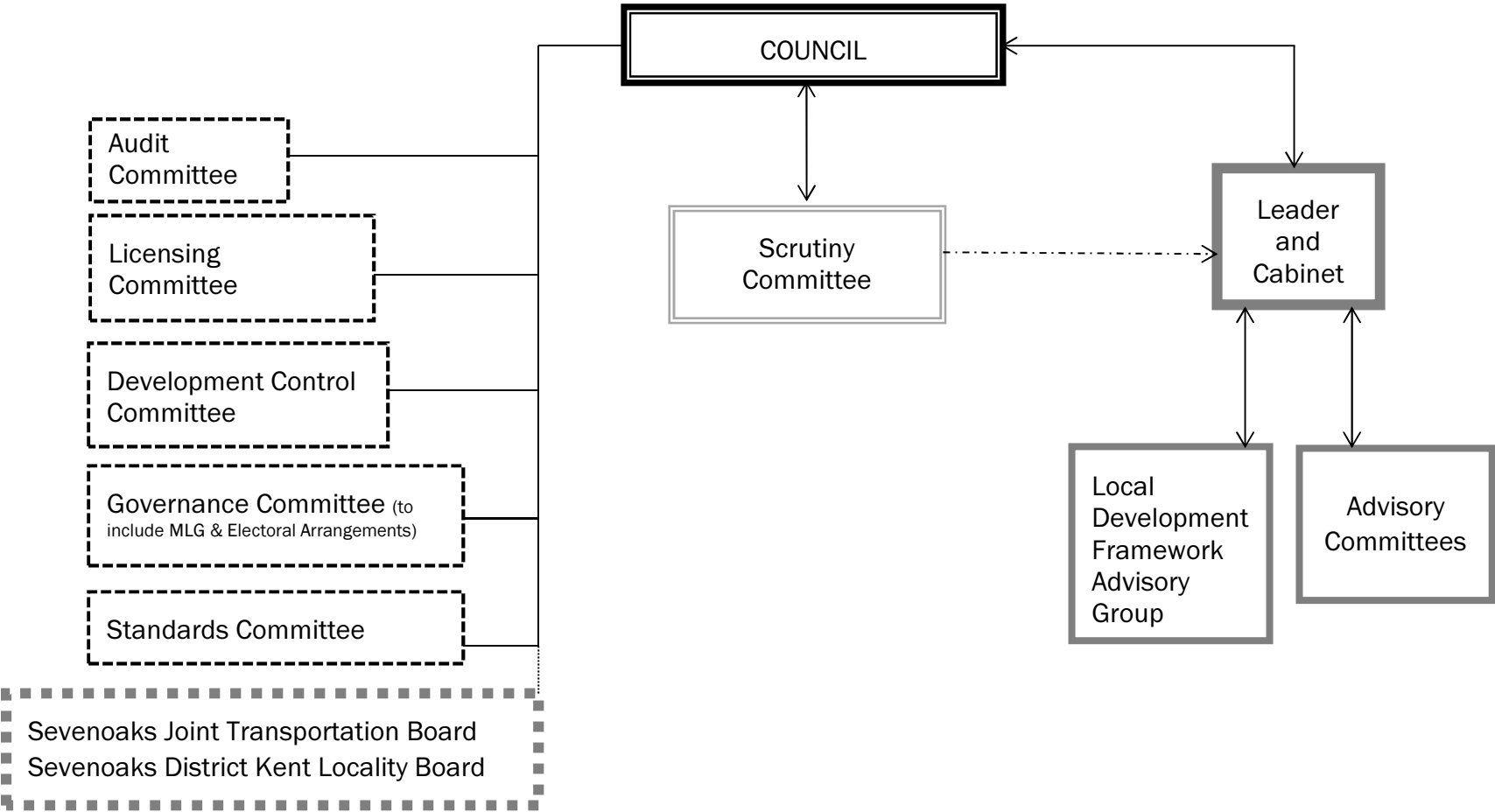
Councillor Peter Fleming

Leader of the Council

Current Structure



Proposed Structure



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APPOINTMENT OF THE INDEPENDENT PERSON

COUNCIL – 23 April 2013

Report of the: Monitoring Officer

Status: For Decision

Key Decision: No

Executive Summary: This report seeks appointments to be made for the roles of Independent Person and reserve Independent Person for Members Standards introduced by the Localism Act 2011.

This report supports the Key Aim of effective management of Council resources

Head of Service Head of Legal and Democratic Services and Monitoring Officer – Mrs Christine Nuttall

Recommendation: The Recruitment Panel recommends to the Council that:

- (a) Mr John Linehan be appointed as the Independent Person.
- (b) Mrs Elaine Jackson be appointed as the reserve Independent Person

for the purposes of the Localism Act 2011 and these appointments be effective immediately.

NOTE: Any appointment must be made by a majority of the Members of the Council.

Reason for recommendation: To comply with the requirements of Section 28 of the Localism Act 2011.

Introduction

- 1 At its meeting on 16 October 2012, Full Council appointed Mr John Henderson as the Independent Person for Standards at Sevenoaks District Council. Under the transitional arrangements, Mr Henderson could only serve as the Independent Person for a period of one year as he had previously sat as an Independent Member of the Sevenoaks District Council Standards Committee under the old standards regime. A new appointment is being sought at this time to enable training and support to be provided by the current Independent Person for a three month period prior to hand-over.
- 2 The Localism Act 2011 requires that the views of the Independent Person must be sought on a complaint referred for investigation before the outcome of the complaint is determined. Also, the Member who is the subject of a complaint may discuss the matter with the Independent Person. In addition, Full Council adopted procedures for

Agenda Item 7a

dealing with misconduct complaints which requires the Monitoring Officer to consult the Independent Person as part of the Assessment Process.

- 3 On 24th July 2012 Full Council authorised the Monitoring Officer to advertise for no less than one Independent Person. A panel comprising the Leaders of the Political Groups was established to set the allowances and expenses for the Independent Person and to short-list and interview candidates, and to make a recommendation to Full Council.
- 4 The Panel agreed that an allowance of £1,000 for the Independent Person and £500 for a reserve Independent Person should be paid in addition to the usual travel expenses.
- 5 Section 28(8)(c)(iii) of the Act requires any appointment to be approved by a majority of the members of the Council (i.e. at least 28 members in favour)

Application Process

- 6 In accordance with the requirements of the Act, applications for the position of Independent Person were invited by advertisement on the Council's website and via a press release. Following this advertisement, seven applications were received by the closing date of 5pm on 25th March 2013 and interviews were held on 3rd April 2013.
- 7 The Independent Persons Interview Panel comprised Councillor Peter Fleming (Leader of the Conservative Group) and Councillor Mark Fittock (Leader of the Labour Group). Councillor Roger Walshe (Leader of the Liberal Democrat Group) was unable to attend the interviews on the day. The Democratic Services Manager was also in attendance to take notes on behalf of the Panel.
- 8 The following candidates submitted applications and were interviewed by the Panel:

Mrs Joanne Frawley

Mrs Frawley, a resident of Swanley, is a Member of the West Kent Housing Association Board of Governance, a Member of the West Kent Tenants Consultative Committee and Chairman of Swanley White Oak Action Group.

Mrs Elaine Jackson

Mrs Jackson, a resident of Rainham in Kent, is an Office Advice Manager for Shelter in the East of Kent and is the Chairman of the Governing Body of Rainham Mark Grammar School

Mrs Jackie Turner

Mrs Turner, a resident of Tunbridge Wells, is a full time mother and had previously worked in Human Resources at Visit London.

Mr John Linehan

Mr Linehan, a resident of Lenham, is a retired Civil Servant. During his Career Mr Linehan had various overseas postings and was Chief Immigration Officer based at Dover and the Channel Tunnel.

Ms Carol Anne Bayes

Ms Bayes, a resident of Farningham, is a Senior Neighbourhood Auditor for Affinity Sutton Homes. Prior to this, Ms Bayes had been a Housing Special Investigations Manager at the London Borough of Southwark. In 2008, Ms Bayes had been a School Governor at High Firs Primary School in Swanley, Kent.

Mr Jonathan Drury

Mr Drury, a resident of Sevenoaks, is a retired Social Worker who throughout his career held positions in a number of local authorities.

Mrs Roberta Fairclough

Mrs Fairclough, a resident of Otford, has been a Member of the Independent Monitoring Board (IMB) for HM Prison Maidstone and the UKBA Immigration Removal Centre at Gatwick for fifteen years and Chairman of the Board for six years.

Interview Process

- 9 All seven candidates were scored against the same assessment criteria drawn from the job description and person specification. The Interview Panel asked the same questions to all of the candidates to ensure consistency.
- 10 The interview Panel, after thorough examination of the job description, person specification, application forms and interviews have recommended that the Council appoint Mr John Linehan as the Independent Person and Mrs Elaine Jackson as the reserve Independent Person.

Key Implications

Financial

In accordance with the process approved by Council on 24th July 2012, the Interview Panel agreed that the position of Independent Person should attract an allowance of £1000 per annum and the position of reserve £500. These sums can be contained within the existing Members Allowances budget that includes provision for payments to the Independent and Town/Parish Members of the previous Standards Committee.

Community Impact and Outcomes

As the legislation sets out clearly that an authority must promote and maintain high standards of conduct by Members and Co-opted Members of the Authority, the Community should not be aware of any impact or outcomes as it is anticipated that a seamless transfer to the new Independent Person will take place.

Legal, Human Rights etc.

The Council is required by the Localism Act 2011 to appoint at least one Independent Person as part of the arrangements in place to demonstrate the promotion of good ethical governance. It provides an opportunity to retain confidence in the ethical governance of the District, Town and Parish Councils and demonstrates a commitment to public accountability for the actions of the Members.

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Equality Impacts

It is suggested that there are no specific equality implications arising from these proposals. These proposals do not have any particular implications regarding one “protected group” over another. The appointment followed an open recruitment process ensuring that the recommended candidates were selected on merit.

Background Papers:

The Localism Act 2011 – The New Standards Regime (Monitoring Officer’s Report to Council – 24 July 2012)

Candidate Application Forms (The recruitment documents contain personal information and, as such, are exempt under paragraph 1 of Schedule 12A of the Local Government Act 1972 as amended.)

Contact Officer(s):

Philippa Gibbs, Democratic Services Manager (Ext. 7247)

Christine Nuttall
Monitoring Officer

CALENDAR OF MEETINGS 2013/2014 (Draft)

	Monday	Tuesday	Wednesday	Thursday	Friday
MAY	29 April	30 April	1	2 Kent County Council Elections	3
MAY	6 PUBLIC HOLIDAY	7	8	9 Cabinet 7pm (Chamber)	10
MAY	13	14 Annual Full Council Meeting 7pm (Chamber) Cabinet 7.30pm (Chamber)	15	16 Development Control Committee 7pm (Chamber)	17
MAY	20	21	22	23 Locality Board 7pm (Conference)	24
MAY/JUNE	27 PUBLIC HOLIDAY	28	29 Finance Advisory Group 9.30am	30	31
JUNE	3	4 Performance and Governance Committee 7pm (Conference)	5	6 Local Development Framework Group 5pm (Conference) Cabinet 7pm (Conference)	7

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
JUNE	10	11	12 Sevenoaks Joint Transportation Board 7pm (Conference)	13 Development Control Committee 7pm (Chamber)	14
JUNE	17	18 Environment Select Committee 7pm (Conference)	19	20	21
JUNE	24	25 Social Affairs Select Committee 7pm (Conference)	26	27 Licensing Committee 6pm (Conference)	28
JULY	1	2 Services Select Committee 7pm (Conference)	3	4 Cabinet 7pm (Conference)	5
JULY	8	9	10 Locality Board 7pm (Conference)	11 Development Control Committee 7pm (Chamber)	12
JULY	15	16 Council 7pm (Chamber)	17	18	19

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
JULY	22	23	24 Finance Advisory Group 9.30am (Conference)	25	26
JULY/ AUGUST	29	30	31	1	2
AUGUST	5	6	7	8 Development Control Committee 7pm (Chamber)	9
AUGUST	12	13	14	15	16
AUGUST	19	20	21	22	23
AUGUST	26 PUBLIC HOLIDAY	27	28	29	30
SEPTEMBER	2	3	4 Sevenoaks Joint Transportation Board 7pm (Conference)	5 Development Control Committee 7pm (Chamber)	6
SEPTEMBER	9	10 Performance and Governance Committee 7pm (Conference)	11	12 Cabinet 7pm (Conference)	13

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
SEPTEMBER	16	17 Environment Select Committee 7pm (Conference)	18	19 Locality Board 7pm (Conference)	20
SEPTEMBER	23	24 Social Affairs Select Committee 7pm (Conference)	25	26	27
SEPTEMBER/ OCTOBER	30	1 Licensing Committee 6pm (Conference)	2	3 Development Control Committee 7pm (Chamber)	4
OCTOBER	7	8 Services Select Committee 7pm (Conference)	9	10 Local Development Framework Group 5pm (Conference) Cabinet 7pm (Conference)	11
OCTOBER	14	15 Council 7pm (Chamber)	16 Finance Advisory Group 9.30am (Conference)	17	18

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
OCTOBER	21	22 Performance and Governance Committee 7pm (Conference)	23	24 Environement Select Committee 7pm (Conference)	25
OCTOBER/ NOVEMBER	28	29	30	31 Development Control Committee 7pm (Chamber)	1
NOVEMBER	4	5 Services Select Committee 7pm (Conference)	6	7 Cabinet 7pm (Conference)	8
NOVEMBER	11	12 Locality Board 7pm (Conference)	13	14	15
NOVEMBER	18	19 Social Affairs Committee 7pm (Conference)	20	21	22
NOVEMBER	25	26 Council 7pm (Chamber)	27	28 Development Control Committee 7pm (Chamber)	29

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
DECEMBER	2	3	4 Local Development Framework Group 5.30pm (Conference)	5 Cabinet 7pm (Conference)	6
DECEMBER	9	19	11 Sevenoaks Joint Transportation Board 7pm (Conference)	12	13
DECEMBER	16	17	18	19	20
DECEMBER	23	24	25 PUBLIC HOLIDAY	26 PUBLIC HOLIDAY	27 OFFICES CLOSED
DECEMBER/ JANUARY 2014	30	31	1 PUBLIC HOLIDAY	2 Development Control Committee 7pm (Chamber)	3
JANUARY	6	7 Performance and Governance Committee 7pm (Conference)	8	9 Cabinet 7pm (Conference)	10
JANUARY	13	14 Environment Select Committee 7pm (Conference)	15	16 Standards Committee 7pm (Conference)	17

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	20	21 Social Affairs Select Committee 7pm (Conference)	22 Finance Advisory Group 9.30am (Conference)	23	24
JANUARY	27	28 Services Select Committee 7pm (Conference)	29	30 Development Control Committee 7pm (Chamber)	31
FEBRUARY	3	4 Licensing Committee 6pm (Conference)	5	6 Cabinet 7pm (Conference)	7
FEBRUARY	10	11	12 Locality Board 7pm (Conference)	13	14
FEBRUARY	17	18 Council (Budget) 7pm (Chamber)	19	20 Local Development Framework Group 5.30pm (Conference)	21
FEBRUARY	24	25	26	27 Development Control Committee 7pm (Chamber)	28

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
MARCH	3	4	5	6 Cabinet 7pm (Conference)	7
MARCH	10	11 Performance and Governance Committee 7pm (Conference)	12 Sevenoaks Joint Transportation Board 7pm (Conference)	13	14
MARCH	17	18 Environment Select Committee 7pm (Conference)	19	20	21
MARCH	24	25 Social Affairs Select Committee 7pm (Conference)	26 Finance Advisory Group 9.30am (Conference)	27 Development Control Committee 7pm (Chamber)	29
MARCH/ APRIL	31	1 Licensing Committee 6pm (Conference)	2	3 Services Select Committee 7pm (Conference)	4
APRIL	7	8 Locality Board 7pm (Conference)	9	10 Cabinet 7pm (Conference)	11
APRIL	14	15	16	17	18 PUBLIC HOLIDAY

Agenda Item 7b

	Monday	Tuesday	Wednesday	Thursday	Friday
APRIL	21 PUBLIC HOLIDAY	22	23	24 Development Control Committee 7pm (Chamber)	25
APRIL /MAY	28	29	30	1	2
MAY	5 PUBLIC HOLIDAY	6	7	8 Cabinet 7pm (Conference)	9
MAY	12	13 Annual Full Council Meeting 7pm (Chamber) Cabinet 7.30pm (Chamber)	14	15	16
MAY	19	20	21	22 Development Control Committee 7pm (Chamber)	23

Other Regular Meetings

In addition the following dates are reserved for meetings but are subject to cancellation if not required:

Licensing Hearing: 10.30 am on each Monday of each month (excluding 26 August and 23 December)

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COUNCIL – 23 April 2013

Report by Leader of the Council

This is my report to Council on the work undertaken by the Leader and the Cabinet in the period 1 February 2013 to 11 April 2013.

February

- Kent and Medway Police and Crime Panel
- Meeting to discuss the SPIG Report
- Shared Services Conference
- South East England Councils All-Member meeting
- South East England Local Enterprise Partnership Executive Group Meeting
- Kent Council Leaders (formerly Kent Forum)
- Future Councillors – National Local Government Network
- Sevenoaks District Council Business Breakfast
- Reputation Round Table- Joint strategic Guidelines for Local Gov. Communications
- Breakfast Friends Business Breakfast
- Schools feedback for Community Plan Public Consultation meeting
- Fort Halsted Meeting
- LGIU Councillor Achievement Awards
- SENCIO Disabled access event

March

- A new model for local government - regional road shows
- Local Government Digital Summit
- District Councils' Network
- Revising the Kent Re-Commitment: Leaders Sub-Group
- SELEP Board meeting
- Launch of a Sevenoaks shared ownership housing scheme

April

- Sevenoaks Town Forum
- Kent and Medway Police and Crime Panel
- VAWK Conference

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Environmental Select Committee 19/3/13

There were no further Declarations of interest.

There was no formal response from the Cabinet.

Pending action regarding the bus user numbers was noted – a further update would be provided at the next meeting.

The future Business plan was adjusted to incorporate some additional items for future meetings.

Air Quality Management Areas (AQMAs)

After a long discussion it was resolved to recommend to Cabinet that the various AQMAs along the A 25 should be merged into one area running the length of the A25 in the Sevenoaks District. The Committee also recommended the creation of a new area at the junction of Birchwood Road and London Road in Swanley.

The meeting closed at 7.43 pm.

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Social Affairs Select – Report of a Meeting held on 26th March 2013

Members received a report from the head of Environmental and Operational services, Richard Wilson, regarding options for the future delivery of the pest control service which currently operates at a net loss. Whilst this service is non-statutory the Council, nevertheless, has certain responsibilities under the Prevention of Damage by Pests Act and would therefore be liable to incur some costs even if this service was discontinued.

After considerable debate and questioning it was agreed by a narrow margin to recommend to Cabinet that the service be maintained until April 2014 but that a further review be held at the October meeting to consider the possibility of competitive tendering.

The main theme of the meeting was around ‘improving the lives of young people’. The Head of Community Development, Lesley Bowles, explained the breadth of the Council’s involvement in delivering its objective through grant aiding the relevant voluntary organisations and working with partners such as the Kenward Trust.

This was followed by presentations on the House in the Basement – the youth café at the STAG- following a recent visit made there and the work of the Sevenoaks District Arts Council (SDAC). The latter presentation included a short clip from A Journey Through Time – a community arts project involving Town / Parish Councils, Historical and Civic Societies and the Sevenoaks Camera Club. This production traced the history of the District from prehistoric times through to the present day.

Members also received reports on visits to various Sure Start Centres.

Alison Cook

Chairman

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SERVICES SELECT – MEETING HELD ON 4TH APRIL.

The Work Plan was reviewed. It was agreed that although the meeting scheduled for September had no items for business, the situation would be reviewed at the next meeting in June to allow for reports from sub committees to be considered.

An update on the SDHR Allocation Policy and the Sevenoaks District Tenancy Strategy was presented by the Social Housing Manager. Following a number of questions, the planned reduction in the register numbers and an increased local emphasis was agreed as the best way forward.

The Housing Policy Manager gave an update on the Under Occupation of the Social Housing Plan. Good co-operation between the stakeholders was progressing the plan well with a number of initiatives being used. The Committee welcomed the positive report and the progress made.

Head of Housing and Communications, assisted by the Economic Development Officer, presented the scope and terms of reference document for the in depth scrutiny of Rural Broadband in the District. It was agreed that this work would be carried out by the IT Working Group and that as Cllr.Pett was having to step down as Chairman, his place would be taken by Cllr. Scholey. The spare place on the working group to be assigned to Cllr. Piper.

An update on the Localising Support for Council Tax was given by the Chief Officer – Finance. All those affected by the changes had been contacted. Where no payment is received further reminders would be sent. It was noted that both pay points (Sevenoaks and Swanley) were receiving an increased number of payments resulting from the new system

The Customer Services Manager presented a paper requesting the support of the Committee to start negotiations for new contract with Swanley Town Council relating to the Swanley Local office. It was proposed that there would be no change in the financial support and that clauses to allow renegotiation of the contract if Swanley Town Council sought to amend the current operating procedures.

It was unofficially agreed that Cllr Horwood could create a small team to look into the costs of printing. Details of the Terms of Reference and objectives to be formally agreed at the next meeting.

R.J.Davison

Chairman

07/04/2013.

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