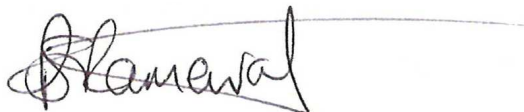


Despatched: 09.12.13

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 7.00 pm on 17 December 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 1 October 2013** (Pages 1 - 8)
2. **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**
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) **Amendments to the Constitution relating to the Council's Licensing Function** (Pages 9 - 42)
 - b) **Christmas Parking 2013** (Pages 43 - 62)
 - c) **Climate Local Sevenoaks** (Pages 63 - 76)
6. **To consider the following reports from the Chief Executive or other Directors on matters requiring the attention of Council:**
 - a) **Local Council Tax Support Scheme 2014/15** (Pages 77 - 82)
 - b) **Membership of Standards Committee** (Pages 83 - 84)

7. **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.**
8. **To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**

1. The following motion has been received from Councillor Walshe:

“Rewiring Public Services

This Council, noting

- that England is now widely recognised to be the country with the most centralised system of government in Europe;
- that devolution has brought decisions about tax and spending, and the quality of public services, closer to voters in Scotland and Wales, while English voters have not gained comparably greater influence over decision-making that affects their taxes and services; and

considers

- that the likely scale of change in how public services are funded and provided makes it democratically unsustainable for those changes to be decided within the existing over-centralised model;
- that services need to be reformed and integrated across local agencies to enable them to prevent problems rather than picking up the pieces;
- that voters should be given back a meaningful say on a wider range of tax and spending decisions, through place-based budgetary arrangements, the abolition of the discredited Barnett formula and the reinstatement of fair financial distribution agreed among English councils, the re-creation of a municipal bond market, and the certainty of multi-year funding settlements for the life of a Parliament;
- that central government should enable that local decision-making by joining up and reducing in size Whitehall departments in order to facilitate local place-based budgets, by reducing Ministers’ powers to intervene in local decisions, and replacing bureaucratic tick-box inspection regimes with local service users champions; and
- that such a new more mature settlement between central and local government should be put beyond future revision by giving formal constitutional protection to local democracy; and

resolves

- to support the Local Government Association’s *Rewiring Public Services* campaign, which embodies these objectives;
- to ask the District’s Members of Parliament to support the *Rewiring Public Services* campaign to improve local voters’ influence over services, tax and spending; and
- to make the council’s position clear to the Secretary of State.”

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 85 - 86)

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

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 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)

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DISTRICT COUNCIL OF SEVENOAKS

Minutes of the Meeting of the Sevenoaks District Council
held on 1 October 2013 commencing at 7.00 pm

Present: Cllr. Pett (Chairman)

Cllr. Mrs. Davison (Vice-Chairman)

Cllrs. Abraham, Mrs. Ayres, Ayres, Mrs. Bayley, Ball, Bosley, Mrs. Bosley, Mrs. Bracken, Brookbank, Brown, Ms. Chetram, Clark, Mrs. Clark, Mrs. Cook, Cooke, Davison, Dickins, Fittock, Fleming, Gaywood, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, Lindsay, London, Ms. Lowe, Maskell, McGarvey, Mrs. Morris, Orridge, Mrs. Parkin, Piper, Raikes, Ramsay, Mrs. Sargeant, Scholey, Searles, Miss. Thornton, Towell, Underwood, Walshe and Williamson.

Apologies for absence were received from Cllrs. Butler, Edwards-Winsler, Firth, Neal, Mrs. Purves and Miss. Stack

12. To approve as a correct record the Minutes of the meeting of the Council held on 14 May 2013

The Chairman proposed that the Minutes of the meeting of the Council held on 14 May 2013 be approved and signed as a correct record.

Resolved: That the Minutes of the meeting of the Council held on 14 May 2013 be approved and signed as a correct record.

13. 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 further declarations of interest were received.

14. Chairman's announcements

The Chairman reported the passing of Councillor Jenny Dibsall who had lost her fight against cancer on Friday 28th June 2013. Councillor Dibsall had been elected to the Council in March 2012, representing the Crockenhill and Well Hill ward.

The Chairman also welcomed Councillor Stephen Lindsay who had been newly elected to the Council on 26th September 2013 representing the Crockenhill and Well Hill ward.

15. To receive any petitions submitted by members of the public.

No petitions were received.

16. Matters considered by the Cabinet and/or other Committees:

(a) Review of Members' Allowances

Cllr Fleming proposed and Cllr Mrs Davison seconded that (a) Option 2 – the Joint Independent Panel proposed increase less 15% for all allowances - for the payment of

Members' Allowances be adopted; (b) the Governance Committee review relative ratios as part of the on-going review into the Council's governance structure; and (c) the Council formally record thanks to Barry Cushway, Rachael Roots and Susan Piggot-Foster MBE for their work in preparing 'Report on revised allowances for Members following change of Committee Structure at Sevenoaks District Council, June 2013'.

In August 2012, the Joint Independent Remuneration Panel (JIRP) began a review into Members' Allowances for 2013/14. The review made a number of recommendations covering Basic Allowance, Special Responsibility Allowances (SRAs), Carers' Allowance, Travel Expenses and Pensions. In June 2013, following a change in governance arrangements the Panel reviewed its recommendations regarding allowances payable under the new structure. The Council considered a report setting out the recommendations arising from the further review.

A Member queried whether it was appropriate for a special responsibility allowance to be paid to the Chairman of the Joint Transportation Board, and requested that the Governance Committee investigate whether any additional payment was made to the County Council Member when responsibility for chairing the meeting rested with the County.

A number of Members expressed concern about raising the level of Members' Allowances. In response, the Leader of the Council suggested that the Governance Committee should also be asked to investigate whether there was a way in which Members' allowances could be linked to the national pay agreement that existed for staff.

Resolved: That

- a) Option 2 – the Joint Independent Panel proposed increase less 15% for all allowances - for the payment of Members' Allowances be adopted;
- b) the Governance Committee review relative ratios as part of the on-going review into the Council's governance structure; and
- c) The Council formally record thanks to Barry Cushway, Rachael Roots and Susan Piggot-Foster MBE for their work in preparing 'Report on revised allowances for Members following change of Committee Structure at Sevenoaks District Council, June 2013'.

(b) Review of Members' Expenses

Cllr Fleming proposed and Cllr Mrs Davison seconded that the changes to Appendix G of the Constitution in relation to Members' Expenses, including the inclusion of Schedule 2 to the Members' Allowance Scheme, attached at Appendix 1.1 be approved.

Members noted that the framework for the payment of Members' Expenses needed to be reviewed to take account of the new governance arrangements introduced in May 2013.

Resolved: That the changes to Appendix G of the Constitution in relation to Members' Expenses, including the inclusion of Schedule 2 to the Members' Allowance Scheme, attached at Appendix 1.1 be approved.

- (c) Appointment of Electoral Registration Officer and Returning Officer for District and Parish Council Elections

Cllr Fleming proposed and Cllr Mrs Davison seconded the Chief Executive, Dr. Pav Ramewal, be appointed Electoral Registration Officer for the Sevenoaks District Council and Returning Officer for the election of councillors of the Sevenoaks District and of councillors of parishes within the Sevenoaks District.

Sevenoaks District Council was required by the Representation of the People Act to appoint an officer of the Council as Electoral Registration Officer and as Returning Officer for the election of Sevenoaks District councillors and of parish councillors. At Sevenoaks District Council these roles had traditionally been undertaken by the Chief Executive and the report recommended to Council that the Chief Executive, Dr. Pav Ramewal, be appointed Electoral Registration Officer for the Sevenoaks District Council and Returning Officer for the election of councillors of the Sevenoaks District and of councillors of parishes within the Sevenoaks District.

Resolved: That the Chief Executive, Dr. Pav Ramewal, be appointed Electoral Registration Officer for the Sevenoaks District Council and Returning Officer for the election of councillors of the Sevenoaks District and of councillors of parishes within the Sevenoaks District.

- (d) Change in Scrutiny Committee Terms of Reference

Cllr Fleming proposed and Cllr Mrs Davison seconded that the revisions to Part 5 and Appendix H of the Council's Constitution as set out in Appendices A and B to the report, be approved.

The Terms of Reference for the Scrutiny Committee had been drafted in such a way that nine members were called from a pool of fifteen, and the mechanics of this process could lead to a breach of political proportionality. In order to avoid this at the first meeting, all members of the Committee were invited to attend. However it was necessary to make changes to the terms of reference prior to the next meeting in order for the Committee to legally and effectively fulfil its scrutiny function.

The current Terms of Reference stated that:

- 4.1 The Scrutiny Committee will comprise a permanent Chairman and Vice Chairman, neither of whom sit on Cabinet Advisory Committees and a pool of 15 members 3 drawn from each of the Cabinet Advisory Committees, none of whom may be members of the Cabinet or be their Deputies.*
- 4.2 When a meeting is called 9 ordinary members and the Chairman and Vice Chairman will be called to form the committee. No Members will be called from the Cabinet Advisory Committee where a decision being scrutinised was formulated.*
- 4.3 The membership is to be chosen according to political proportionality rules.*
- 4.4 The membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.*

Agenda Item 1

Council - Tuesday, 1 October 2013

The following changes were proposed in the report:

- 4.2 *When a meeting is called the Chairman (or Vice Chairman in the Chairman's absence) will call 9 members from the pool of 15 (see para. 4.1 above) and if necessary a pool of substitutes (see para. 4.3 below) to form the committee. No Members will be called from the Cabinet Advisory Committee where a decision being scrutinised was formulated.*
- 4.3 *The membership is to be chosen according to political proportionality rules. If application of paras. 4.1 and 4.2 above results in a breach of these rules, then a substitution may be made from a pool of substitutes drawn from the Cabinet Advisory Committees, in order to maintain political proportionality.*

Resolved: that the revisions to Part 5 and Appendix H of the Council's Constitution as set out in Appendices A and B to the report, be approved.

(e) Sevenoaks District Strategic Board

Cllr Fleming proposed and Cllr Mrs Davison seconded that (a) the creation of a Sevenoaks District Strategic Board which builds on the working arrangements of the previous Sevenoaks District Kent Locality Board be approved, (b) the draft terms of reference as amended be approved; and (c) the proposed Strategic Board delivery structure be noted.

The report set out the background to Locality Boards and sought approval to work with the County Council to establish a Sevenoaks District Strategic Board. The setting up of local arrangements to replace the Sevenoaks District Kent Locality Board had the support of the Leader of Kent County Council.

On 11th September 2013 the Locality Board had considered the report and put forward the following amendment to the terms of reference:

- amending number 1 to remove the word "Cabinet" to read "...and 7 Sevenoaks District Council Members"
- the addition of a new number 2 "The Leader of Sevenoaks District Council will have the power to rotate/amend the District Council membership as appropriate" with sequential numbering appropriately changed.

These amendments had been supported by the Governance Committee at its meeting on 19 September 2013.

At the Locality Board meeting the Head of Business Transformation and Programmes at Kent County Council (KCC) had confirmed that the arrangements did not need to be formally confirmed through the KCC committee process.

Resolved: That

- (a) the creation of a Sevenoaks District Strategic Board which builds on the working arrangements of the previous Sevenoaks District Kent Locality Board be approved,
- (b) the draft terms of reference as amended be approved; and
- (c) the proposed Strategic Board delivery structure be noted.

(f) Surveillance Policy - Report of the Chief Surveillance Commissioner

Cllr Fleming proposed and Cllr Ramsay seconded that (a) the report of the Chief Surveillance Commissioner be noted; (b) The revised Surveillance Policy, as set out in Appendix B to the report, be noted; and (c) An annual report with quarterly updates be made to Councillors by email in addition to being available on the Members Electronic Portal.

The report recommended the adoption of a revised surveillance policy and the approval of reporting arrangements to Elected Members following an inspection by the Office of the Surveillance Commissioner.

On 19th June 2013, the Council was inspected by the Officer of the Surveillance Commissioner (OSC). These inspections were carried out on a three yearly basis. The Council received a report from the OSC and contained within the report were a small number of recommendations, including some minor changes to the Council's surveillance policy.

The report of the OSC made 3 recommendations:

- Elected members of a local authority should review the authority's use of the 2000 Act and set out the policy at least once a year. They should also consider internal reports on the use of the 2000 Act on at least a quarterly basis to ensure that it is being used consistently with the local authority's policy and that the policy remains fit for purpose. They should not however, be involved in making decisions on specific authorisations.
- The Council ensure that the extant recommendations of 2010 with regard to training is acted upon without delay.
- The future training encompasses the following issues:

The applicant for directed surveillance understands that they not only have to set out the investigation objectives of the covert activity along with a narrative of the intelligence but an outline of the provenance of the intelligence.

That the covert activity should be reviewed during the period of authorisation.

The above recommendations had been addressed in that it was being recommended to Council that it agreed that an annual report with quarterly updates be made to Councillors through the Members' Electronic Portal. Training for Officers had also been organised.

Resolved: That

- (a) The report of the Chief Surveillance Commissioner be noted;
- (b) The revised Surveillance Policy, as set out in Appendix B to the report, be noted; and
- (c) An annual report with quarterly updates be made to Councillors by email in addition to being available on the Members Electronic Portal.

17. To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:

(a) Amendments to the Council's Constitution: Part 13 - Officer Responsibilities and Delegations

Cllr Fleming proposed and Cllr Ms Lowe seconded that the consequential amendments made to Part 13 of the Council's constitution under delegated powers, arising from the senior management reorganisation, be formally adopted.

As a direct consequence of the senior management reorganisation and the new governance structure, various amendments have been required to update the Council's Constitution. In accordance with Part 2 para. 6. 1 (a) only a meeting of Full Council can adopt or change the Council's Constitution, therefore delegated powers were granted to enable Officers to make the required changes.

Under the above delegated authority the Monitoring Officer had made the necessary amendments to the Council's Constitution and these were in place when the new senior management structure took effect on 1 September 2013. However, due to the substantial amendments required it was felt prudent to bring these to Members' attention.

A Member requested that in future track changes be reflected on the documents provided to the Council. The Member also suggested that the Standards Committee review the changes that had been made to delegations in relation to the Monitoring Officer's role with the Standards Committee and that the Scrutiny Committee review the other changes that had been made. In response, the Leader of the Council highlighted that this was a courtesy item to Council but that he was happy for the Chairman of the Standards Committee and the Chairman and Vice-Chairman of the Scrutiny Committee to give this some consideration.

Resolved: That the consequential amendments made to Part 13 of the Council's constitution under delegated powers, arising from the senior management reorganisation, be formally adopted.

(b) Agreement and Signing of Minutes of Past Committees

Cllr Fleming proposed and Cllr Ms Lowe seconded that the minutes of past committees be agreed and that the Chairman be authorised to sign the minutes attached to the report at Appendices A to G, as correct records.

Following the introduction of the new governance structure the following committees ceased to exist and the minutes of the following remain as draft until agreed as a correct record and signed:

- Modern Local Government Group - 9 May 2013
- Performance & Governance Committee - 17 April 2013
- Services Select Committee - 4 April 2013
- Social Affairs Select Committee - 26 March 2013
- Environment Select Committee - 19 March 2013
- Electoral Arrangements Committee - 12 September 2012

Minutes of meetings of Council were public records and could only be used as evidence if kept correctly. Minutes could be lawfully recorded on loose leaf sheets as long as they were consecutively numbered and each page initialled by the person signing the minutes, there was also a requirement that they be signed at the next meeting or another meeting regarded as suitable. However as the meetings listed above no longer met, it was necessary to agree an appropriate course of action to ensure legal requirements were met. It was not a legal requirement that the person presiding over the meeting the minutes were a record of to sign those minutes, only the person presiding over the meeting where they were agreed as a correct record.

Resolved: That the minutes of past committees be agreed and that the Chairman be authorised to sign the minutes attached to the report at Appendices A to G, as correct records.

18. 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.

19. 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.

20. 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 15 May 2013 to 17 September 2013.

The Leader stressed the importance of the Public Inquiry into the A21 to the District, especially in light of the location of the new hospital and concerns around the safety of the road.

In addition to the Fly the Flag campaign for Armed Forces Day the Leader had also participated in the signing of the military covenant on the same day.

The Leader also reported that Councillor Ms. Michelle Lowe had been appointed as Deputy Leader of the Council.

THE MEETING WAS CONCLUDED AT 7.43 pm

Chairman

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**Item 5 (a) –
Licensing Committee and Governance Committee
- Recommendation to Council**

Recommendation to Council: that the amendments to Part 8 and Part 13 of the Council's Constitution attached as Appendices A and B to the report, be approved.

The attached report was considered by the Licensing Committee and the Governance Committee, relevant minute extracts are below:

Licensing Committee – 16 October 2013 (Minute 12)

Members noted the further amendments made to Part 8 and 13 of the Constitution as circulated in the supplementary agenda, in light of scrap metal dealers licensing being an Executive function and being removed.

It was further noted that an amendment was required to Part 8, paragraphs 2.1 and 3.1, as the Licensing Committee had at its meeting on 25 July 2013 established 'four' Licensing Hearing Sub-Committees.

Resolved: That it be recommended to Council that the amendments to Part 8 and Part 13 of the Council's Constitution attached as Appendices A and B to the supplementary agenda, including the above amendment to Part 8, paragraphs 2.1 and 3.1, be approved.

(Note the amendments were made before submission to Governance Committee)

Governance Committee – 5 November 2013 (Minute 21)

The Committee considered a report setting out proposed amendments to Part 8 and Part 13 of the Council's Constitution relating to the Licensing Function. It was necessary to update the constitution to reflect changes that had been made to legislation and new legislation that had been implemented.

In Part 8 – Licensing Committee, the Committee's Terms of Reference had been amended to reflect new legislation in the Police Reform and Social Responsibility Act 2011 – to enable the Local Authority to set a Late Night Levy or an Early Morning Restriction Order should they wish. It was also being suggested that the Licensing Committee should delegate powers to the Licensing Sub-Committees for the determination of an application for Sexual Establishment licences. The report also proposed a minor amendment to the Terms of Reference for the Licensing Sub-Committee to enable some reports concerning the licensing of hackney carriages and private hire vehicles to be referred to a Licensing Sub-Committee at the discretion of Officers.

Agenda Item 5a

The proposed changes to Part 13 – Officer Responsibilities and Delegations, clarify that the delegations to Officers to determine applications under the Licensing Act 2003 and Gambling Act 2005, exist only when no relevant representations have been received. Licensing Officers would be able to make representations on Licensing Act 2003 applications and call for a review of a licence.

A Member expressed concern that the quorum for Licensing Hearings was only two Members as problems could arise if the two Members did not agree. Officers explained that it was very rare that a situation arose where there were only two Members at a hearing as a Member was kept on standby to attend at late notice and Members were substituted if necessary. The Committee suggested that it would be helpful to have some wording in the Constitution to formalise these arrangements.

Resolved: That Full Council be recommended to approve the amendments to Part 8 and Part 13 of the Council's constitution attached at Appendix A and Appendix B of the report.

AMENDMENTS TO THE COUNCIL'S CONSTITUTION RELATING TO THE COUNCIL'S LICENSING FUNCTION

Council – 17 November 2013

Report of Chief Officer Environmental and Operational Services

Status: For Decision

Also considered by: Licensing Committee – 16 October 2013

Governance Committee – 5 November 2013

Key Decision: No

Portfolio Holder Cllr. Ms Lowe (Housing and Community Safety)

Contact Officer(s) Claire Perry Ext: 7325

Recommendation to the Licensing Committee and Governance Committee: That Full Council be recommended to approve the amendments to Part 8 and Part 13 of the Council's constitution attached at Appendix A and Appendix B.

Recommendation to Council: That the amendments to Part 8 and Part 13 of the Council's constitution attached at Appendix A and Appendix B be approved.

Reason for recommendation: to ensure that the Council's Constitution remains up-to-date and reflects the legislation under which the Council's Licensing Team operate.

Introduction and Background

1. It has been necessary to update the Council's constitution to reflect changes that have been made to legislation and new legislation that has been implemented.
2. In Part 8 – Licensing Committee, the Committee's Terms of Reference have been amended to reflect new legislation in the Police Reform and Social Responsibility Act 2011 – to enable the Local Authority to set a Late Night Levy or an Early Morning Restriction Order should they wish.
3. Under Part 8 of the Constitution it is also being suggested that the Licensing Committee should delegate powers to the Licensing Sub-Committees for the determination of an application for a Sexual Entertainment Venue licence.
4. It is also felt that it would be beneficial to refer some reports to a Licensing Sub-Committee on either an application by a Private Hire Driver or a Hackney Carriage Driver. As a result of this a minor amendment to the Terms of Reference for the Licensing Sub-Committees has been suggested.

Agenda Item 5a

5. The proposed changes to Part 13 – Officer Responsibilities and Delegations, clarify that the delegations to Officers to determine applications under the Licensing Act 2003 and Gambling Act 2005, exist only when no relevant representations have been received.

Key Implications

Financial

None arising directly from the contents of this report.

Legal Implications and Risk Assessment Statement.

Section 37 of the Local Government Act 2000 requires the Council to keep its Constitution under review.

If Chief Officers act without the appropriate authority any decision or action they take could be challenged and result in adverse costs and publicity against the Council. It is therefore imperative that delegations are given correctly.

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	N/A
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Appendices

Appendix A - Part 8 – Licensing Committee (as amended)

Appendix B– Part 13 - Officer Responsibilities and Delegations (as amended)

Background Papers:

[Sevenoaks District Council's Constitution](#)

Mr Richard Wilson

Chief Officer for Environmental and Operation Services

PART 8 – LICENSING COMMITTEE

1. Licensing Committee

1.1 Composition: Thirteen Members of the District Council reflecting the political proportionality of the Council

1.2 Terms of Reference

- (a) Except as provided in the Licensing Act 2003 and the Gambling Act 2005, the discharge of all functions of the District Council as licensing authority prescribed by those acts;
- (b) the issue, renewal, transfer, suspension and revocation of hackney carriage, private hire vehicle, driver and operator licenses;
- (c) applications for the licensing of sex establishments
- (d) the discharge of relevant functions relating to the Police Reform and Social Responsibility Act 2011; and
- (d) the discharge of all other functions relating to licensing and registration in so far as they are the responsibility of the District Council.

2. Licensing Hearing Sub-Committees

2.1 The Licensing Committee has established ~~four~~five Licensing Hearing Sub-Committees. The Chief Executive will call a meeting of one of the sub-committees whenever there is business to be transacted.

Composition: Each Sub-Committee will contain three Members of the Licensing Committee. Any member of the Licensing Committee may act as a substitute on any of the Licensing Sub-Committees. Democratic Services must be notified by the members concerned of any substitutions at least one working hour prior to a sub-committee meeting.

~~2.2~~ Terms of Reference

Licensing Act 2003:

- (a) determination of application for the grant/ renewal of a personal licence where an objection notice has been given by the Police;
- (b) consideration of Police objection notice following conviction of personal licence holder;
- (c) determination of application for the variation of a designated premises supervisor where a notice has been received from the Police;

Part 8 – Page ~~10~~14 ~~10/10/2013~~ 24/10/2013 11:45:08

14:20:38

Agenda Item 5a

- (d) determination of application for the transfer of a premises licence where a notice has been received from the Police;
- (e) determination of application for:
 - (i) premises licence;
 - (ii) club premises certificate;
 - (iii) provisional statement;
 - (iv) variation of premises licence / club premises certificates;
 - (v) review of a licence following an application by a senior police officer; where relevant representations have been made;
- (f) determination of application for the review of a premises licence/club premises certificate;
- (g) determination on review of premises licence following closure order;
- (h) consideration of Police or Environmental Health objection notice given in response to a temporary event notice; and
- (i) consideration of Police notice given in response to an interim authority notice.

Gambling Act 2005:

- (a) determination of application for the grant/ variation/ transfer/ reinstatement of premises licence where relevant representations have been received.;
- (b) determination on review of premises licence;
- (c) determination of application for provisional statement where relevant representations have been received.;
- (d) consideration of notice of objection to temporary use notice;
- (e) determination of application for the grant/ renewal of family entertainment centre gaming permit, club gaming permit, club machine permit, licensed premises gaming machine permit, gaming machine permit where relevant representations have been received.; and
- (f) cancellation of club gaming permit, club machine permit, licensed premises gaming machine permit where relevant representations have been received.

Part 8 – Page 224/10/2013 11:45:08~~10/10/2013~~

14:20:38

Local Government (Miscellaneous Provisions) Act 1982 (as amended by Section 27, Policing and Crime Act 2009

(a) determination of application for the grant/ renewal/ transfer of a sex shop, sex cinema or sexual entertainment venue

Town Police Clauses Act 1847, Public Health Act 1875 and Local Government (Miscellaneous Provisions) Act 1976

(a) to exercise the Council's powers and duties in relation to the licensing of hackney carriages and private hire vehicles, including the licensing of vehicles, drivers and operators, the control of numbers of hackney carriages, the licensing of private hire operators and the granting of permits for small buses where the matter has been referred by the delegated officer.

3. Procedure at Sub-Committees of the Licensing Committee (established in accordance with Section 9 of the Licensing Act 2003)

- 3.1 In accordance with Section 9 (1) of the Licensing Act 2003, the Licensing Committee has resolved to establish **fourfive** Sub-Committees, each consisting of three members of the Committee.
- 3.2 The Sub-Committees have delegated authority to determine those functions that are reserved for decision by the Sub-Committees in accordance with Appendix B of the Council's Statement of Licensing Policy dated 7th January 2011.
- 3.3 Hearings shall be conducted in accordance with this Procedure Note and The Licensing Act 2003 (Hearings) Regulations 2005 subject to the right of the Sub-Committee to vary that procedure at their absolute discretion if considered in the public interest.
- 3.4 The quorum for a Sub-Committee shall be two members.
- 3.5 At the commencement of each hearing the Sub-Committee shall elect one of its members as Chairman.
- 3.6 The order of business at hearings shall be:
 - (a) Election of Chairman.
 - (b) Declarations of interests.

Agenda Item 5a

- (c) Chairman explains the procedure to be followed at the hearing, including the setting of equal time limits for all parties and the granting of adjournments.
- (d) Chairman ascertains who is assisting or representing the parties.
- (e) Applicant (or his/her representative) addresses the Sub-Committee.
- (f) Applicant questioned by members. At the discretion of the Sub-Committee, other parties may be permitted to question the applicant.
- (g) Persons who have made representations in respect of the application (or their representative) address the Sub-Committee. No issues other than those relevant to their representations may be raised.
- (h) Members question each party at the conclusion of their address. At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.
- (i) Sub-Committee may offer the parties a short adjournment to discuss in the absence of the Sub-Committee whether a solution acceptable to all the parties can be put to the Sub-Committee.
- (j) Applicant (or his/her representative) makes closing address.
- (k) Sub-Committee may grant a short adjournment. The parties may not speak to members regarding the application during adjournments.
- (l) The Sub-Committee considers the application and motions put to accept or reject the application in the terms requested or to grant the application subject to specified conditions. Reasons are to be given for motions.
- (m) The parties will be informed of the decision at the hearing or thereafter in accordance with Regulation 26 of the 2005 Regulation.

PART 13 - OFFICER RESPONSIBILITIES AND DELEGATIONS

1. The Council’s Officers

1.1 The Council has people working for it (Officers) to give advice, implement decisions and manage the day-to-day delivery of its services. Some Officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationships between Officers and Members. (Appendix J - Protocol on Councillor and Officer Relations)

2. Management Structure

General

2.1 The full Council may engage such staff (referred to as Officers) as it considers necessary to carry out its functions.

Chief Officers

2.2 The full Council will engage persons for the following posts, who will be designated Chief Officers:

Post	Functions and areas of responsibility
Chief Executive	Overall corporate management and operational responsibility (and Head of Paid Service) (including overall management responsibility for all Officers) Provision of professional advice to all parties in the decision-making process. Representing the Council on partnership and external bodies (as required by statute or the Council). The Section 151 Officer. The Returning Officer and Electoral Registration Officer for the Council. Responsibility for Regeneration.
Chief Officer Communities & Business	Community Engagement, Community Plan, Community Safety, Economic Development, Grants, Health, Leisure, Health and Wellbeing Boards, Older People, Safeguarding, West Kent Partnership, Young People.
Chief Officer Environmental & Operational	Building Control, Business Continuity, Corporate Health & Safety, CCTV, Emergency Planning, Environmental Health, Licensing, Parking & Amenity, Procurement, Refuse Collection & Recycling, Street & Other

Agenda Item 5a

Services	cleansing services, Land Charges.
Chief Finance Officer	Audit, Anti-Fraud, Benefits, Business Rates, Council Tax, Finance, Risk Management, Strategic Asset Management, Treasury Management.
Chief Officer Housing	Climate Change, Empty Homes, Housing Policy & Enabling, Management of Gypsy/Traveller sites & unauthorised encampments, Liaison with Housing Associations, Private Housing, Social Housing, West Kent Leader Programme, Private sector letting scheme, Disabled facility grants and welfare funerals.
Chief Officer Legal & Governance	Data Protection & Freedom of Information, Democratic Services, Elections, Legal Services, Monitoring Officer, Standards Ethics and Governance
Chief Planning Officer	Conservation, Development Control, Planning Appeals, Planning Enforcement, Planning Policy, Arboricultural Policy.
Chief Officer Corporate Support	Customer Services, Facilities Management, IT Services, Property Services, Post Room & Scanning, Telecommunications.

2.3 The designations of these posts may be changed from time to time by the Cabinet on receipt of advice from the Chief Executive.

Head of Paid Service and s.151 Officer and Monitoring Officer

2.4 The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service and s. 151 Officer
Chief Officer Legal & Governance	Monitoring Officer

2.5 Such posts will have the functions described in paragraphs 3, 4 and 5 below.

Structure

2.6 The Chief Executive will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of Officers. This is set out at the end of this part of this Constitution.

Delegations to Dartford Borough Council

2.7 Pursuant to enabling legislation Council and Cabinet have delegated to Dartford

Borough Council via its Head of Paid Service the discharge of all functions with regard to the Internal Audit and Fraud Service as may be more particularly identified in Schedule 1 of the Partnership Working Agreement. Council and Cabinet have also agreed to place at the disposal of Dartford Borough Council for the purposes of their functions the services of officers employed by Sevenoaks District Council.

- 2.8 Pursuant to enabling legislation Council and Cabinet have delegated to Dartford Borough Council via its Head of Paid Service the discharge of all functions with regards to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements. Council and Cabinet have also agreed to place at the disposal of Dartford Borough Council for the purposes of their functions the services of officers employed by Sevenoaks District Council.

3. Functions of the Chief Executive (as Head of Paid Service)

Discharge of Functions by the Council

- 3.1 The Chief Executive will keep under review the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

Restrictions on Functions

- 3.2 The Chief Executive may not be the Council's Monitoring Officer but may hold the post of s.151 Officer if a qualified accountant.

4. Functions of the Monitoring Officer (Chief Officer Legal & Governance)

Maintaining the Constitution

- 4.1 The Monitoring Officer (Chief Officer Legal & Governance) will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.

Ensuring Lawfulness and Fairness of Decision-Making

- 4.2 After consulting with the Chief Executive (the Head of Paid Service and s.151 Officer), the Chief Officer Legal & Governance (Monitoring Officer) will report to the full Council or to the Cabinet in relation to an Executive Function – if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration.
- 4.3 Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

Agenda Item 5a

Supporting the Standards Committee

- 4.4 The Chief Officer Legal & Governance (the Monitoring Officer) will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- 4.5 Notwithstanding the duty of confidentiality, the Monitoring Officer shall be at liberty to disclose any information relating to the Council's affairs, and providing copies of any records or documents belonging to the Council to the Standards Committee for the purpose of investigation or determination of a complaint against a Member.

Conducting Investigations

- 4.6 The Chief Officer Legal & Governance (the Monitoring Officer) may conduct investigations into allegations of Member Code of Conduct breaches and make reports or recommendations in respect of them to the Standards Committee.

For Access to Information

- 4.7 The Chief Executive (the Head of Paid Service and s.151 Officer) will ensure that Cabinet decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

Advising Whether Cabinet Decisions are Within the Budget and Policy Framework

- 4.8 The Monitoring Officer, in consultation with the Head of Paid Service and s.151 Officer, will advise whether decisions of the Cabinet are in accordance with the budget and policy framework.

Providing Advice

- 4.9 The Monitoring Officer, in consultation with the Head of Paid Service and s.151 Officer, will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members.

Restrictions on Posts

- 4.10 The Monitoring Officer cannot be the Head of Paid Service and s.151 Officer.

5. Functions of the s.151 Officer (the Chief Executive)

Ensuring Lawfulness and Financial Prudence of Decision-Making

- 5.1 After consulting with the Monitoring Officer, the s.151 Officer will report to the full Council or to the Cabinet in relation to an Executive Function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

Administration of Financial Affairs

- 5.2 The s.151 Officer will have responsibility for the administration of the financial affairs of the Council.

Contributing to Corporate Management

- 5.3 The s.151 Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

Providing Advice

- 5.4 The s.151 Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members and will support and advise Members and Officers in their respective roles.

Giving Financial Information

- 5.5 The s.151 Officer will provide financial information to the media, members of the public and the community.

Restrictions on Functions

- 5.6 The s.151 Officer may not be the Monitoring Officer but may hold the post of Head of Paid Service.

6. Duty to provide sufficient resources to the Monitoring Officer, the s.151 Officer and the Returning Officer

- 6.1 The Council will provide the Monitoring Officer, s.151 Officer and the Council's Returning Officer with such Officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

7. Conduct

- 7.1 Officers will comply with the Officers' Code of Conduct (Appendix I - Code of Conduct for Employees) and the Protocol on Officer/Councillor Relations set out in (Appendix J - Protocol on Councillor and Officer Relations) or such other Protocols as may be adopted by the Council.

8. Employment

- 8.1 The recruitment, selection and dismissal of Officers will comply with the Officer Employment Procedure Rules set out in (Appendix M - Officer Employment Procedure Rules).

9. Delegations to Officers

Agenda Item 5a

Introduction - Overall Basis

- 9.1 This scheme delegates the powers and duties of the Council to Officers and shall be interpreted widely rather than narrowly and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of anything specified, including appointment and dismissal of staff (where that is not reserved to Members by the scheme of delegation to committees) and authorising the affixing of the Common Seal.
- 9.2 This scheme operates under sections 101 of the Local Government Act 1972 and 15 of the Local Government Act 2000 and all other enabling powers.

Overall Limitations

- 9.3 This scheme does not delegate to Officers:
- (a) any matter reserved to full Council;
 - (b) any matter, which by law, may not be delegated to an Officer; and
 - (c) the determination of policy (including extension of or amendment to an existing policy) and budgetary matters; and
 - (d) any matter expressly withdrawn from delegation by this scheme or, in a particular case, by the Council, Cabinet or Committee or Sub-Committee.
- 9.4 The exercise of a delegated power shall be subject to:
- (a) The Council's policies, procedures and protocols, including the Budget and Policy Framework (Appendix B - Budget and Policy Framework Procedure Rules).
 - (b) The requirements of the Constitution, including the Contracts Procedure Rules (Appendix E - Contracts Procedure Rules) and Financial Procedure Rules (Appendix D - Financial Procedure Rules);
 - (c) Any statutory restrictions;
 - (d) The right of the Council, Cabinet, Committee or Sub-Committee to decide any matter in a particular case; and
 - (e) Any restrictions, conditions or directions of the delegating body.
- 9.5 In exercising delegated powers, Officers shall:
- (a) have regard to any report by the Chief Executive in his capacity as Head of Paid Service or the Monitoring Officer under sections 4 and 5 of the Local Government and Housing Act 1989 or the Chief Executive in his capacity as s.151 Officer under section 114 of the Local Government Finance Act 1988.

- (b) not go beyond the provision in the revenue or capital budgets for their service except to the extent permitted by the Contracts Procedure Rules (Appendix E - Contracts Procedure Rules) or Financial Procedure Rules (Appendix D - Financial Procedure Rules).
- (c) Where and when appropriate, report back to Cabinet, or appropriate Committee or Sub-Committee, as to the exercise of the delegated powers.

10. Further Provisions:

- 10.1 This scheme includes the power for Officers to delegate in writing all or some of the delegated functions to other Officers (described by name or post) either fully or under the general supervision and control of the delegating officer. Sub-delegations shall be recorded in a register kept by the Democratic Services Team under section 100G of the Local Government Act 1972. It shall be the responsibility of the Officer delegating any function to ensure that a copy of the delegation is forwarded to the Democratic Services Manager.
- 10.2 Before exercising delegated powers an Officer shall comply with the requirements for consultation with Members set out in this Constitution, including the limitations set out in this Scheme of Delegation, the Budget and Policy Framework Procedure Rules (Appendix B - Budget and Policy Framework Procedure Rules), the Access to Information Procedure Rules (Appendix A - Access to Information Procedure Rules), the Financial Procedure Rules (Appendix D - Financial Procedure Rules), and the Contracts Procedure Rules (Appendix E - Contracts Procedure Rules), and the Protocols (as set out in the appendices to this Constitution). It shall always be open to an Officer not to exercise delegated powers but to refer the matter to the Cabinet, Committee or Sub-Committee for decision.
- 10.3 In exercising delegated powers, Officers shall consult with such other Officers as they determine appropriate and shall have regard to any advice given.
- 10.4 This scheme shall operate from 1st September 2013.
- 10.5 This scheme delegates to the holder of each post named in it the management of the resources made available for the duties of the post as specified in the terms of the post holder's appointment.
- 10.6 In each case the delegated authority does not authorise the post holder to make any planning application which would materially conflict with or prejudice an identified policy in an adopted Local Plan for the time being in force.
- 10.7 In each case, except where the Chief Executive is exercising delegated authority under paragraph 12 (d) below, none of the Officers named is authorised to make a formal response on behalf of the Council to any Government Consultation Paper, without reference first to the Cabinet, relevant Portfolio Holder or the relevant Committee provided that when the timescale does not allow for reference to a scheduled Cabinet or Committee meeting, Officers are authorised to respond,

Agenda Item 5a

following consultation with the relevant member of the Cabinet (where the matter is an Executive function) or with the relevant Committee Chairman (where the matter is not an Executive function).

- 10.8 The powers delegated to Officers, other than the Chief Executive, in this scheme may also be exercised by the Chief Executive when he considers such action to be appropriate.
- 10.9 Any reference to any Act of Parliament shall include reference to regulations, subordinate legislation and European Union legislation upon which either UK legislation is based, or from which powers, duties and functions of the Council are derived.
- 10.10 Reference to any enactment, regulation, order or byelaw shall include any amendment, re-enactment or re-making of the same.
- 10.11 Any post referred to below shall be deemed to include any successor post or a post which includes within the job description elements relevant to any particular delegation, which were also present in the earlier post and shall include anyone acting up or seconded.

11. General Delegations to All Chief Officers Acting Individually

- 11.1 The Chief Officers referred to within Part 13 of the Constitution are those set out in paragraph 2.2 above.
- 11.2 Chief Officers are empowered to carry out those specific functions of the Council delegated to them in this scheme of delegation forming Part 13 of the Constitution in addition to the follows generic powers:-
- 11.3 Deal with employment issues in accordance with the Council's procedures.
- 11.4 Within service budgets, accept tenders, place contracts and procure other resources within or outside the Council subject to compliance with the Council's Financial and Contract Procedure Rules.
- 11.5 Serve, receive and act upon notices and comply with any duty of the Council.
- 11.6 Exercise virement within the financial limits contained in the Financial Procedure Rules.
- 11.7 Provide services to other local authorities and organisations.
- 11.8 In exercising their delegated powers Chief Officers must act within the law, the Council's Constitution, its Financial and Contract Procedure Rules and other procedures and policies and within appropriate service budgets.
- 11.9 In exercising their delegated powers the Chief Officers will:

- consult the relevant Cabinet Portfolio Holder as appropriate;
- consult any appropriate Chief Officer or relevant Head of Service/Service Manager, in particular where there are significant financial, legal, property or HR implications of the proposed action or decision.

11.10 In the event of a Chief Officer post being vacant, or in the absence of a Chief Officer, those delegated powers may be exercised by the relevant Head of Service/Service Manager so far as permitted by law.

11.11 Where this Constitution permits the exercise of delegated powers by Heads of Service/Service Managers, such exercise is subject to the same restrictions and requirements as are applicable to Chief Officers.

12. Delegation to the Chief Executive and s.151 Officer

- (a) To be Head of the Paid Service under Section 4 of the Local Government and Housing Act 1989 and the s.151 Officer
- (b) The power to incur expenditure in the event of a civil emergency and to make orders under the Public Order Act 1986.
- (c) To manage the co-ordination of budget processes, including overall strategy, planning and information.
- (d) In cases of urgency, after consultation with the Leader and Deputy Leader of the Council [and, where possible, the Leader(s) of the Opposition], to take any decision which could be taken by the Cabinet or by a Committee and to report such actions to Cabinet or Committee as appropriate.
- (e) To be the Returning Officer and Electoral Registration Officer for the Council.
- (f) To be the proper officer of the Council for the purposes of the Local Government Act 1972, The Local Authorities (Executive and Arrangements)(Meetings and Access to Information)(England) Regulations 2012 and the Local Government (Miscellaneous Provisions) Act 1976.
- (g) To designate suitably qualified officers as Authorising Officers for the purpose of granting authorisations to exercise the powers made available to the Council by the Regulation of Investigatory Powers Act, 2000 in accordance with the changes to provisions made by the Protection of Freedoms Act 2012.
- (h) To exercise the granting of the higher level of internal authorisation under the Regulation of Investigatory Powers Act 2000 as set out in the Council's Surveillance Policy.
- (i) To be the proper officer of the Council for the purpose of Part II of the Local Authorities (Statutory Order) (England) Regulations 2001

Agenda Item 5a

- (j) As Head of Paid Service, to exercise any powers delegated to another Officer except those in respect of which a specific professional qualification is required by statute.
- (k) The Chief Executive, or in his absence, the Chief Officer Communities & Business to give authorisation of a dispersal order under the Anti Social Behaviour Act 2003 Part 4 (Sections 30 and 31).
- (l) Pursuant to enabling legislation this Council via its Chief Executive has received and shall discharge all the functions of Dartford Borough Council with regard to the Revenues and Benefits Service as may be more particularly identified in Schedule 1 of the Partnership Working Agreement and Dartford Borough Council have agreed to place at the disposal of Sevenoaks District Council for the purposes of those functions the services of officers employed by Dartford Borough Council.
- (m) Pursuant to enabling legislation this Council via its Chief Executive has received and shall discharge all the functions of Dartford Borough Council with regard to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements and Dartford Borough Council have agreed to place at the disposal of Sevenoaks District Council for the purposes of those functions the services of officers employed by Dartford Borough Council.
- (n) To grant exemptions on the political restrictions of officer posts under the Localism Act 2011
- (o) To exercise the proper administration of the Council's financial affairs which shall include issues of insurance, discretions as to rating, housing benefits and Council Tax under section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988.

This authority is limited in the following cases:

- (i) the approval of sums exceeding £10,000 being transferred from an agreed estimate to another purpose other than for which it was approved shall be subject to approval by the relevant Portfolio Holder(s); and
 - (ii) the writing off of debts exceeding £5,000 and rent arrears exceeding £5,000 shall be subject to approval by the Value for Money Portfolio Holder.
- (p) To exercise the budgetary control functions under the Council's Financial Procedure Rules.
 - (q) To arrange all borrowings, financing and investment in line with the Council's Treasury Management Policy Statement.
 - (r) To agree the terms of loans permitted under law.
 - (s) To authorise the release of funds from contingencies as set out in the Revenue Budget.

- (t) To have responsibility for the Council's general administration (including the sealing of documents), Committee structure and operation (including payment of Members' allowances and expenses) save that any adjustment to the Council's calendar of meetings as may be necessary shall only be exercised after consultation with the Leader of the Council or the appropriate Chairman. To be the proper officer of the Council for the purposes of sections 96, 225, 229 and Part VA, sections 115 and 146 of the Local Government Act 1972 and for the purposes of section 41 of the Local Government (Miscellaneous Provisions) Act 1976.
- (u) To manage central training and job evaluation.
- (v) To determine and issue guidelines to Officers for the management of human resources and in particular recruitment, training, conditions of service, rewards and discipline.
- (w) To permanently re-grade posts up to and including Head of Service level.

13. Delegation to the Chief Finance Officer

- (a) To exercise all the powers of management in the best interests of the Council with regard to land and property owned by the Council including authorising action for possession of any land or property.
- (b) To acquire and dispose of land that is necessary for the Council's current programme.
- (c) To institute and conduct legal proceedings where sufficient evidence exists when this is in the Council's interest or arising out of its functions and to take such action as he thinks appropriate with regard to any such proceedings as being in the Council's interest.
- (d) To defend all proceedings brought against the Council including appeals against its decisions and to take such action as he thinks appropriate with regard to any such proceedings.
- (e) To authorise Officers to represent the Council before all Courts and Tribunals.
- (f) To have the responsibility for taking care of all securities and title deeds of all property held in the name of the Council.
- (g) To maintain the collection of revenue, council tax and national non-domestic rates.
- (h) The administration of benefits.
- (i) To maintain an effective internal audit service
- (j) To act as lead officer for the Audit Committee
- (k) To act as the Risk Management Officer Champion and ensure appropriate risk

Agenda Item 5a

management arrangements are in place across the Council.

- (l) To act as lead officer for maintaining effective corporate governance arrangements and the preparation of the Annual Governance Statement.
- (m) To make appropriate banking arrangements on behalf of the Council
- (n) To insure against risks where he considers this appropriate.
- (o) To receive and respond to expressions of interest under Community Right to Challenge, under Part 5, Chapter 2 of the Localism Act 2011.
- (p) To undertake the functions of the designated s.151 Officer in the absence of such Officer.

14. Delegation to the Chief Officer Legal & Governance

- (a) To institute and conduct legal proceedings where sufficient evidence exists when this is in the Council's interest or arising out of its functions and to take such action as is considered appropriate with regard to any such proceedings as being in the Council's interest.
- (b) To defend all proceedings brought against the Council including appeals against its decisions and to take such action as is considered appropriate with regard to any such proceedings.
- (c) To authorise Officers to represent the Council before all Courts and Tribunals.
- (d) To have responsibility for the Council's general administration (including the sealing of documents), Committee structure and operation (including payment of Members' allowances and expenses) save that any adjustment to the Council's calendar of meetings as may be necessary shall only be exercised after consultation with the Leader of the Council or the appropriate Chairman or Chairmen.
- (e) To have the responsibility for taking care of all securities and title deeds of all property held in the name of the Council.
- (f) To act as the Proper Officer for the purposes of the Local Government Act 2000.
- (g) To amend the Constitution where necessary to reflect changes in the law or decisions of council bodies or to correct inaccuracies.
- (h) To prepare all contracts for the sale or purchase of Council Land and property and all leases, tenancy agreements or other agreements affecting Council land or property including easements or any interest in land.
- (i) To settle legal documents.
- (j) To sign the documents intended to give effect to decisions of a council body.

- (k) To sign any notice, demand or other document on behalf of the Council in connection with any actual or contemplated legal proceeding.
- (l) To settle any action in any court or tribunal in which the Council is a party or where legal proceedings are indicated providing that any settlement exceeding £50,000 will be subject to prior consultation with the Leader or Deputy Leader of the Council except in cases of urgency where the settlement is made on the advice of Counsel.
- (m) In consultation with the Chairman of the Governance Committee to make payments or provide other benefits in cases of maladministration in accordance with Section 92 of the Local Government Act 2000 (as amended)
- (n) To act as the Proper Officer for the purposes of the Local Government Acts 1972 and 2000 and all Regulations made there under other than those Proper Officer functions delegated to the Chief Executive and s.151 Officer in connection with the administration of the Council's financial affairs.
- (o) To act as lead officer for the Governance Committee
- (p) To act as lead officer for the Standards Committee

15. Delegation to Chief Planning Officer

- (a) To exercise all the powers and duties of the Council as the Local Planning Authority (including the conduct of appeals) under all Town and Country Planning legislation, subject to the following exceptions:
 - (1) Where an application is submitted to Sevenoaks District Council for determination, it shall be referred to the Development Control Committee if any of the following apply.
 - (i) In the opinion of the Chief Planning Officer, the application is of a significant, controversial or sensitive nature.
 - (ii) It is proposed to determine an application which in the opinion of the said Chief Planning Officer, would set a significant precedent.
 - (iii) A written request for consideration by the Development Control Committee, supported by an appropriate planning reason¹, has been received from a Member of the Council no later than 21 calendar days following despatch of the weekly list of planning applications on which such applications appear, or such lesser period as may be notified by the Chief Planning Officer in relation to any application where a decision could not otherwise be made by Committee before the statutory deadline for determination.

¹ A 'Planning Reason' includes accordance with a relevant Development Plan Policy or a material planning consideration. The Chief Planning Officers or Development Control Manager will offer advice if necessary on an appropriate planning reason.

Agenda Item 5a

Where amended plans and/or information of a significant nature (as determined by the Chief Planning Officer) are received on an application, an additional call-in period will be given, the period for which will be specified by the Chief Planning Officer to suit the circumstances of each case.

- (iv) A written request for consideration by the Development Control Committee, supported by an appropriate planning reason, has been received from a Member of the Council relating to an application in their Ward no later than seven calendar days following notification by the Chief Planning Officer of a proposed recommendation which is contrary to representations received in support of, or in objection to, an application from the Town or Parish Council for the area (subject to the arrival of such representations within the statutory consultation period).
 - (v) An application known to have been submitted by, or on behalf of, a Member or an Officer of the District Council, or a member of their family².
- (2) Where the Council is a consultee to an application e.g. where an application is submitted to Kent County Council as the Mineral Planning Authority, the application shall be referred to the Development Control Committee if in the opinion of the Chief Planning Officer, it is of a significant, controversial or sensitive nature.
- (3) Enforcement action shall be referred to the Development Control Committee if either of the following apply.
- (i) A request for consideration by the Development Control Committee, supported by an appropriate planning reason, has been received from a Local Member; or
 - (ii) The Chairman or Vice Chairman of the Development Control Committee requires the case to be considered by the Development Control Committee.
- (4) Where permission has been refused under delegated powers, an appeal has been lodged and new information has been received that leads Officers to conclude that refusal of permission can no longer be substantiated at appeal, the matter will be referred back to Members to enable the original delegated refusal to be reviewed.

If sufficient time is available, local Members will be asked to agree to a decision no longer to oppose the scheme following the procedure for delegated decisions and if the local Members do not agree the matter will be

² A 'member of their family' shall include a partner (someone they are married to, civil partner or other person who they live with in a similar capacity), a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of their partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.

referred to the Development Control Committee including, if necessary, an emergency meeting.

If the appeal timetable does not allow for the above process to be completed in time, the review of the delegated decision will be referred to a Panel of three Members of the Committee for decision, after consultation with the local Members.

The Chief Executive will call a meeting of one of the Panels whenever there is business to be transacted.

A Panel will contain three Members of the Development Control Committee. Either the Chairman or Vice-Chairman of the Development Control Committee will be one of the Members of the panel and the other Members of the Panel will be selected sequentially in alphabetical order. Local Members should not normally be part of the Panel but will have the right to address the Panel for a maximum of 3 minutes.

Any Member of the Development Control Committee may act as a substitute on a Panel. Democratic Services must be notified by the Members concerned of any substitutions at least one working hour prior to a Panel meeting. The Chairman or Vice-Chairman of the Development Control Committee, whichever is present, will be the Chairman of the Panel.

The quorum for a Panel meeting shall be three Members.

The procedure will not apply to the review of individual reasons for refusal where the decision to refuse permission does not change.

- (5) The Chief Planning Officer to institute, conduct and settle legal proceedings on behalf of the Council in any Court of Law, Tribunal or other body in respect of any breach or contravention of the Planning Acts and regulations made thereunder (including actions for injunctions).
- (b) To take all necessary action to defend legal proceedings against the Council.
- (c) To exercise all relevant legislation where appropriate as follows:
- The Town and Country Planning Act 1990
 - Planning (Listed Buildings and Conservation Areas) Act 1990
 - Town and Country Planning (Control of Advertisements)(England) Regulations 2007
 - the Town and Country Planning (General Permitted Development) Order 1995

Agenda Item 5a

- Planning & Compulsory Purchase Act 2004
- Planning and Compensation Act 1991
- Countryside and Rights of Way Act 2000.
- Growth and Infrastructure Act 2013
- the Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the planning authority

16. Delegation to the Chief Officer Environmental & Operational Services

- (a) To exercise all the Council's powers and duties with regard to Building Control under the Building Act 1984 and regulations made thereunder.
- (b) To take all necessary action to secure compliance with the Building Act 1984 and regulations made thereunder, including the service of statutory notices.
- (c) To institute, conduct and settle legal proceedings on behalf of the Council in any Court of Law, Tribunal or other body in respect of any breach or contravention of the Building Act 1984 and regulations made thereunder (including actions for injunctions).
- (d) To take all necessary action to defend legal proceedings against the Council.
- (e) To exercise the functions of the Council with regard to environmental improvements and access to the Countryside.
- (f) To deal with all matters relating to high hedges under Part 8 of the Anti-Social Behaviour Act 2003

Environmental and Operational Services

Direct Services

- (g) To operate the activities of Sevenoaks Direct Services.
- (h) To deal with any matters relating to the powers contained in the Clean Neighbourhood and Environment Act 2005.
- (i) To deal with any matters relating to the powers contained in the Environmental Protection Act 1990
- (j) To deal with any matters relating to the powers contained in the Refuse Disposal (Amenity) Act 1978

Parking & Amenity

- (k) To operate playgrounds to ensure health and safety requirements are met, and to seek alternative management of playgrounds as appropriate.
- (l) To monitor and review the Council's grounds maintenance contract and ensure corrective action is taken when required.

Environmental Services

- (m) To be the Council's proper officer for the purposes of matters relating to food safety and infectious diseases save that where such designation requires a medical or other specialist qualification, to be authorised to designate suitable persons as proper officer for that purpose.
- (n) To exercise all the functions of the Council with regard to matters relating to environmental health, including public health, food hygiene and health and safety, animal welfare (including the authorisation of legal proceedings).
- (o) To exercise all the functions of the Council with regard to matters relating to contaminated land (including the authorisation of legal proceedings) and air quality.

Licensing

- (p) To authorise legal proceedings in respect of any contravention arising from the Licensing Act 2003, the Gambling Act 2005 and the Charities Act 2006.
- (q) To determine all applications for a personal licence, where no objections have been made
- (r) To determine all applications for a premises licence/club premises certificate under the Licensing Act 2003, where no relevant representations have been made.
- (s) To determine all applications for a provisional statement under the Licensing Act 2003, where no relevant representations have been made.
- (t) To determine all applications to vary premises licences/club premises certificates under the Licensing Act 2003, where no relevant representations have been made.
- (u) To determine all applications to vary designated personal licence holders, except where there is a police objection.
- (v) To determine all requests to be removed as designated personal licence holders.
- (w) To determine all applications by way of Interim Authority Notices except where there is a police objection.
- (x) To determine whether representations submitted are irrelevant, frivolous, or vexatious

Agenda Item 5a

(y) To determine all applications for Minor Variations to premises/club premises licences.

~~(z)~~ To determine all applications for removal of the mandatory condition to have a Designated Premises Supervisor at Community Premises.

~~(aa)~~ To make a representation to applications for Premises Licence or Club Premises Certificate under the Licensing Act 2003.

~~(bb)~~ To make an application for a premises licences or club premises certificate to be reviewed without having to wait for another Responsible Authority to make an application.

~~(cc)~~ To determine all applications for a premises licence/club premises certificate under the Gambling Act 2005, where no relevant representations have been made.

~~(dd)~~ To determine all applications for a provisional statement under the Gambling Act 2005, where no relevant representations have been made.

~~(ee)~~ To determine all applications to vary premises licences/club premises certificates under the Gambling Act 2005, where no relevant representations have been made.

~~(z)~~~~(ff)~~ To maintain the Licensing Register.

~~(aa)~~~~(gg)~~ To exercise the Council's powers and duties in relation to the licensing of hackney carriages and private hire vehicles, including the licensing of vehicles, drivers and operators, the control of numbers of hackney carriages, the licensing of private hire operators and the granting of permits for small busses.

~~(bb)~~~~(hh)~~ To exercise all the Council's functions with regard to hypnotism street collections (including the variation of any conditions imposed on any licence)

Additional Functions

~~(ee)~~~~(ii)~~ To carry out the land charges function.

~~(dd)~~~~(jj)~~ To carry out street naming and numbering.

~~(ee)~~~~(kk)~~ To carry out the retaining of walls near streets.

~~(ff)~~~~(ll)~~ To carry out the Council's functions in relation to temporary road and footpath closures.

~~(gg)~~~~(mm)~~ To carry on the functions associated with parking contraventions.

~~(hh)~~~~(nn)~~ To exercise as appropriate all relevant legislation as follows:

- Animal Boarding Establishments Act 1963

- Animal Welfare Act 2006
- Animals Act 1941
- Breeding of Dogs Act 1973 & 1991
- Dogs (Fouling of Land) Act 1996
- Clean Air Act 1993
- Control of Pollution Act 1974
- Control of Dogs Order 1991
- Criminal Justice and Public Order Act 1994
- Anti- Social Behaviour Act 1972
- Dangerous Dogs Act 1991
- Dangerous Wild Animals Act 1976
- Environment Act 1995
- European Communities Act 1972
- Food Safety Act 1984 and 1990
- Food Hygiene (England) Regulations 2006
- Food and Environment Protection Act 1985
- Guard Dogs Act 1975
- Health Act 2006
- Health and Safety at Work etc Act 1974
- National Assistance (Amendment) Act 1951
- National Assistance Act 1948
- Noise Act 1996
- Noise and Statutory Nuisance Act 1993
- Offices, Shops and Railway Premises Act 1963

Agenda Item 5a

- Performing Animals (Regulations) Act 1925
- Pet Animals Act 1951
- Pesticides Act 1995
- Pollution Prevention and Control Act 1990
- Police and Criminal Evidence Act 1984
- Prevention of Damage by Pests Act 1949
- Public Health (Amendment) Act 1907 and 1961
- Public Health Act 1936, 1925, 1961
- Public Health (Control of Diseases) Act 1984
- Refuse Disposal (Amenity) Act 1978
- Riding Establishments Act 1964 & 1970
- Scrap Metal Dealers Act 2013
- Christmas Day Trading Act 2004
- Sunday Trading Act 1847
- Goods Vehicle (Licensing of Operators) Act 1995
- Towns Improvement Clauses Act 1847
- The Water Supply (Water Quality) Regulations 2010
- Water Industry Act 1991
- Wildlife and Countryside Act 1981
- The Private Water Supply Regulations 2009
- Zoo Licencing Act 1981
- Road Traffic Act 1988 and 1991
- Road Traffic Regulation Act 1984
- Traffic Management Act 2004

- Town Police Clauses Act 1847
- Highways Act 1980
- House to House Collections Act 1939
- Local Government Act 1972
- The Local Government (Miscellaneous Provisions) Act 1976 and 1982
- Commons Act 1899
- Local Authorities (Goods and Services) Act 1970
- Sunbeds Regulation Act 2010
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the Environmental services authority.

17. Delegation to the Chief Officer Housing

Housing Services

- (a) To exercise all the functions of the Council as a housing authority, including the responsibility for the Council's Housing Strategy and policies, the enabling role, the Homelessness and Housing advice service, standard and fitness or properties, Energy Conservation issues and the management of unauthorised encampments and of the Council's gypsy site.
- (b) The power to authorise Housing staff (Housing advice and Homelessness) under Part V11 Housing Act 1996, Housing Act 2002, Prevention from Eviction Act 1977, Police and Criminal Evidence Act 1984 and National Assistance Act 1948.
- (c) To exercise where appropriate all other relevant legislation as follows:
 - Houses, Grants, Construction and Regeneration Act 1996
 - Housing Acts 1977, 1985, 1988, 1989, 1996, 2002 and 2004
 - Environmental Protection Act 1990
 - Local Government Acts 1933 & 1972
 - Caravan Sites and Control of Development Act 1960
 - Caravan Sites Act 1968

Agenda Item 5a

- Building Act 1984
- The Water Supply (Water Quality) Regulations 2010
- The Water Industry Act 1991 as amended
- The Private Water Supply Regulations 2009
- Prevention of Damage by Pests Acts 1949
- Public Health Acts 1936 & 1961
- Public Health Control of Disease Act 1984 as amended
- Landlord and Tenant Act 1985
- National Assistance Act 1948
- Local Government (Miscellaneous Provisions) Act 1976 & 1982
- Criminal Justice and Public Order Act 1994
- Home Energy Conservation Act 1995 as amended
- Land Drainage Act 1991
- Rent (Agricultural) Act 1976
- Protection from Eviction Act 1977
- Mobile Homes Act 1975 and 1983
- Police and Criminal Evidence Act 1984
- The National Assistance Act 1948
- The Local Government (Miscellaneous Provisions) Act 1976
- The Kent Acts
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions of the Housing Authority.

18. Delegations to the Chief Officer Communities & Business

Communities and Business

- (a) To be responsible for the implementation and co-ordination of the Council's duties and functions under the Crime and Disorder Act 1998 as amended, including the authorisation of seeking appropriate orders under the Act.
- (b) To manage the Council's contractual relationship with Sencio Community Leisure and to operate the Council's leisure facilities that are not under the management of the Leisure Trust, including seeking alternative management of leisure facilities or funding or assistance from the Lottery Arts Fund save that where support or rejection for such assistance arises from a town or parish council, the Local Member(s) shall be consulted.
- (c) In partnership, facilitate arts (arts development in partnership with Kent County Council) within Council policies and manage the Council's contractual relationship for the operation of the Stag (formerly known as Sevenoaks Playhouse).
- (d) To exercise co-ordination of all matters relating to sustainable development and other matters of environmental management and policy agreed by the Council.
- (e) To be responsible for the implementation of Economic Development Policy and Programmes.
- (f) To be responsible for Strategic and Operational Tourism.
- (g) To undertake the Council's involvement in Health Improvement Plans, Health and Wellbeing Boards and the implementation of Health Policy.
- (h) To be responsible for the implementation, with other partners, of the Sevenoaks District Community Plan on behalf of the Council.
- (i) The responsibility, with other partners, for the implementation of the Voluntary Sector Compact.
- (j) To facilitate youth development and safeguarding within the Council's policies.
- (k) To operate the Council's capital schemes in parishes and other grant schemes.
- (l) To authorise and maintain a list of assets of community value and to make adjudications and decisions in relation thereto.
- (m) To exercise where appropriate all other relevant legislation as follows:
 - Anti-Social Behaviour Act 2003 and consequential amendments
 - Police Reform Act 2002
 - Police & Justice Act 2006
 - Localism Act 2011

Agenda Item 5a

or such other Acts of Parliament as relate to the relevant statutory functions for Community Safety.

19. Delegations to Chief Officer Corporate Support

(a) To be responsible for the following functions

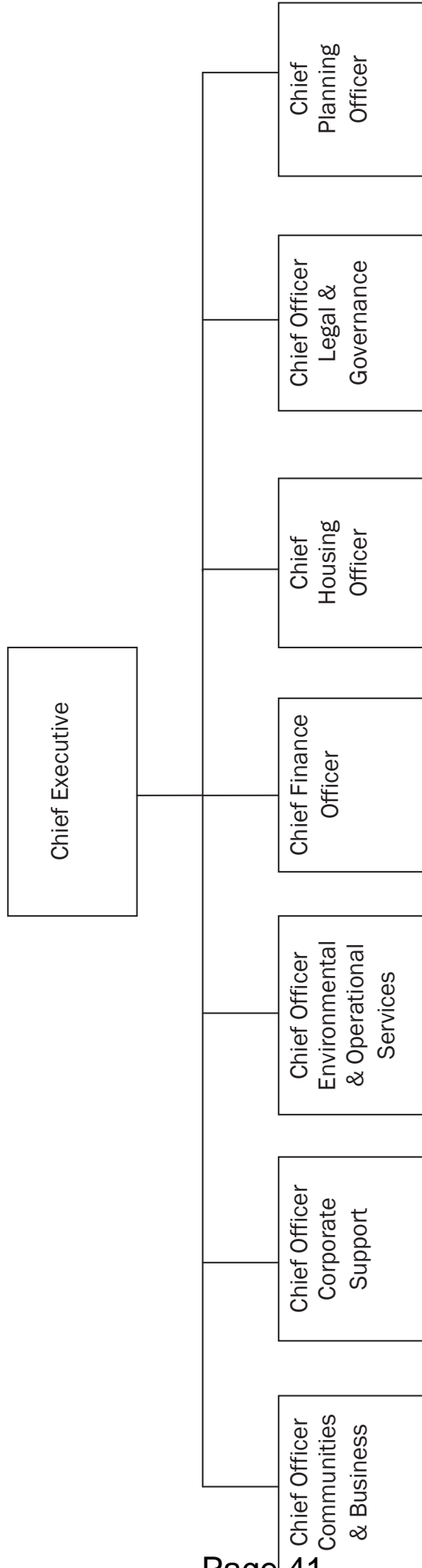
- Customer services
- Facilities Management
- IT Services
- Property Services,
- Post Room and Scanning
- Telecommunications

(b) To exercise where appropriate all other relevant legislation as follows:

- Landlord and Tenant Act 1954
- Landlords and Tenant Covenants Act 1995
- The Construction (Design and Management) Regulations 2007
- The Control of Asbestos Regulations 2012
- Disability Discrimination Act 2005
- The Local Government (Miscellaneous Provisions) Act 1976
- Local Authorities (Goods and Services) Act 1970
- The Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007
- Localism Act 2011

or such other Acts of Parliament as relate to the relevant statutory functions in relation to the Facilities and IT services of the authority

Organisational Structure



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**Item 5 (b) – Christmas Parking 2013
Cabinet - Recommendation to Council**

Recommendation to Council: That the cost in terms of lost income, from the provision of free parking in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas 2013 on the preferred dates expressed by the Town Councils (7th and 14th December in respect to Westerham and 14th and 21st December in respect to Sevenoaks), be funded from Supplementary Estimates.

—

The attached report was considered by the Cabinet on 7 November 2013, Minute 38:

‘Members considered the report and the recommendations from the Economic and Community Development Advisory Committee including a tabled revised Appendix B to the report (*revised Appendix B attached to report submitted ehre as background document*). It was noted that alternative proposals in respect to Westerham had been submitted by the Westerham Town Partnership and that it was suggested that these be considered and included in the consultation process.

A three week consultation period for any proposals would commence in the New Year and the Town and Parish Councils and known groups such as the Westerham Town Partnership would be contacted directly as part of this. Officers would then report back either to the meeting in February or March 2013.

With reference to the provision of free parking in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas 2013. Members considered the joint request from the Government’s Department for Business Innovation & Skills and Department for Communities and Local Government to support the first ever ‘UK Small Business Saturday’ on 7 December 2013 but were in agreement to offer the preferred dates expressed by the Town Councils. The Chairman reminded all present that whilst the parking was free maximum stay periods would still apply to ensure a turnover of spaces.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) all the proposals listed within the report be put to consultation including:
 - (i) the proposed changes to car park charges for 2014/15;

Agenda Item 5b

- (ii) the proposed changes to on-street parking charges for 2014/15;
 - (iii) whether amendment of the car park evening charge in Sevenoaks town centre should be considered;
 - (iv) whether the introduction of parking charges into the Council office car park on Saturdays should be considered;
 - (v) whether Sunday charges should be considered;
 - (vi) the alignment of the on-street tariffs at Knockholt Station with the tariff structure for Swanley; and
 - (vii) the standardisation of the on-street tariffs for Westerham town with others in the district; and
 - (viii) the proposals submitted by the Westerham Town Partnership;
- b) free parking be provided in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas 2013 on the preferred dates expressed by the Town Councils (7th and 14th December in respect to Westerham and 14th and 21st December in respect to Sevenoaks), and that it be RECOMMENDED to Council that the cost in terms of lost income be funded from Supplementary Estimates.'

ANNUAL REVIEW OF PARKING CHARGES FOR 2014/15 AND CHRISTMAS PARKING 2013

Cabinet – 7 November 2013

Report of: Chief Officer Environmental and Operational Services

Status: For decision

Also considered by: Economic & Community Development Advisory Committee - 24 October 2013

Key Decision: Yes

Executive Summary: This report is the annual review of parking charges. It proposes options for increases in respect to car park and on-street parking charges to meet the income budget targets for 2014/15, and includes consideration of free Christmas parking for 2013.

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

Portfolio Holder Cllr. R Hogarth

Contact Officer(s) Gary Connor Ext. 7310

Recommendation to Cabinet: It be RESOLVED that:

- (a) the proposed changes to car park charges for 2014/15 be confirmed, subject to consultation as noted in the report;
 - (b) the proposed changes to on-street parking charges for 2014/15 be confirmed, subject to consultation as noted in the report;
 - (c) free parking be provided in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas 2013; that the preferred dates be confirmed; and that the cost in terms of lost income be funded from Supplementary Estimates;
 - (d) it be confirmed whether amendment of the car park evening charge in Sevenoaks town centre should be considered;
 - (e) it be confirmed whether the introduction of parking charges into the Council office car park on Saturdays should be considered;
 - (f) it be confirmed whether Sunday charges should be considered;
 - (g) the alignment of the on-street tariffs at Knockholt Station with the tariff structure for Swanley be confirmed; and that
 - (h) the standardisation of the on-street tariffs for Westerham town with others in the district be confirmed.
-

Reason for recommendation: to meet the Council's budgets for parking for 2014/15.

Introduction

- 1 Through the Council's budget setting process, the budget plan increase for parking income from both car park and on-street parking for 2014/15 is set at 3.5%.
- 2 In addition to achieving the target increases for both of the parking accounts, and for guide purposes in connection with the budget setting process, the options provided indicate additional income that could be achieved.
- 3 Included in this report is a suggestion that the Council considers repeating its free parking concession on two Saturdays before Christmas.

Background

- 4 Because car park ticket machines do not accept bronze coins, and because of the general lack of availability of 5p coins, parking tariffs are usually set to the nearest 10p. This practice is commonly adopted by local authorities. It should be noted that although a tariff increase of 10p may be relatively low in monetary terms, it can be high in percentage terms depending upon the scale of the charge, particularly in relation to lower tariffs.
- 5 For guide purposes, current car parking charges for neighbouring authorities are attached as Appendix A.
- 6 For information, in relation to parking in the vicinity of rail stations, the current day charge for the station car parks operated on behalf of Southeastern Trains is £6.50 at Sevenoaks, £6.00 at Swanley and £3.50 at Knockholt. Annual season ticket charges at Sevenoaks are £1,176 for Car Park 4 (off Morewood Close) and £1,411 for Car Park 1 (adjacent the station).
- 7 Car Park Proposals
- 8 The approved 10 year budget strategy assumes income will increase by 3.5% each year. For 2014/15, this would amount £70,475.
- 9 The increase in income assumption also has to take into account increases in car park expenditure such as increased maintenance and operating costs.
- 10 There was a shortfall of £107,000 for 2012/13 on the car parks account of which approximately £92,000 related to pay and display income. Although the additional income from the increases approved at last year's review of parking charges, income which applies to the current year, is being achieved, the performance of the account is not sufficient to make up the shortfall from the previous year end. As at the end of September, the total income shortfall was just over £49,000 of which £47,000 related to income from pay and display.
- 11 The development of the London Road area of the Blighs site to provide a new Marks & Spencer store commenced in June 2013. As a result, 49 spaces were

lost from the “old” part of the Blighs car park and, to date, some 20 spaces have been lost in the Pembroke Road car park, but it is expected that the car park will soon have to be given up in its entirety to the residential element of the development. The loss of these parking areas will have an impact upon car park use and, of course, upon parking income in the town. The overall parking situation in the town centre is currently unsettled and whilst care has been taken to account for the likely effects of the development upon the estimations for 2014/15, predictions for parking income are consequently more difficult to make. Investment may need to be made to meet unmet demand for car parking in Sevenoaks town centre.

- 12 The Marks & Spencer development includes the provision of a VMS (variable message signing) system for the town centre. Electronic signs will be installed on the main approaches to the town which will indicate the number of spaces available in the town centre car parks. Thus people will be encouraged to make better use of available spaces in all car parks rather than queue and wait for a space in the most central car park.
- 13 It is hoped that the VMS system will be installed in time for the run up to Christmas, as it would, no doubt, be of benefit at such a busy time of year especially in view of the reduced amount of parking in the town. The system should assist in the assessment of parking behaviour and trends both before and subsequent to the opening of the new M&S store.
- 14 The reduction in long stay parking provision as a result of the development and the impact this will have, and indeed is already having, upon the Buckhurst 2 car park, needs to be carefully evaluated. Whilst the development proposals did not indicate likely issues with short stay provision as a result of the new store, it may be timely to review parking provision in the town with a view to identifying possible options to improve parking should this be considered of benefit to the viability of the town.
- 15 Proposals and options for car park charges are provided and attached as Appendix B. This comprises a table showing individual increases proposed and the resultant income for all three options, and a second table showing the same increases in percentage terms. All income figures quoted are net of VAT.
- 16 All of the options shown more or less achieve the budget target of 3.5%, but in slightly different ways.
- 17 The proposals within each option are not exclusive to that particular option, but can be interchanged or swapped with those in other options to provide a preferred set of proposals should Members so wish. However, care should be taken to maintain charging differentials, particularly between Blighs car park and the other short stay car parks in the town centre.
- 18 Included in Appendix B, as an example and as an option, is the income that could be derived from a flat 10p increase to all pay and display tariffs and a £10 increase to all season tickets. This could achieve an additional £74,000. This could, perhaps, be considered as a further option to those contained in the appendix should Members so wish.

Agenda Item 5b

- 19 It should be noted that the achievement of the budget income target is difficult without applying significant increases to certain charges as put forward for consideration in the options provided.
- 20 In formulating the options, an attempt has been made to avoid the areas where increases were applied as a result of the previous review for the current budget year. Hence, there are no proposals in relation to the 1 hour/£1.00 charge in the Buckhurst 1, South Park and Suffolk Way car parks (item 1.5). The same argument has been applied to the charges in the Blighs car park, but the inclusion of some of the changes is unavoidable if the budget target is to be met.
- 21 Option 1 comprises an increase of 20p on all 2 hour, 3 hour and 4 hour tariffs and an increase of £20 for all season tickets in Sevenoaks town centre and Sevenoaks station car parks. In respect to the car parks at St Johns Hill, Sevenoaks, in Swanley and in Westerham, an increase of 10p is proposed to the shorter stay tariffs of 30 minutes, 1 hour and 2 hours, and an increase of 20p to the longer stay periods of 3 to 4 hours and all day.
- 22 In Option 2, the increases for the Buckhurst 2 car park have been reduced to 10p for all day parking and to £10 for season tickets, and no increases are proposed for the 30 minute and 1 hour periods in the Sevenoaks St Johns Hill, Swanley and Westerham car parks. However, this means that higher increases need to be applied elsewhere, as can be seen. It could be argued that the same consideration ought to be given to the long stay charges in these car parks, but they are currently significantly lower than the charge in Buckhurst 2.
- 23 In Option 3, by generally applying larger increases to the longer periods of stay, the car parks at Sevenoaks St Johns Hill, Swanley and Westerham can be less effected. Because of increased pressures upon long stay parking in the Buckhurst 2 car park and, consequently, the unpredictability of short stay use in the car park, any likely income from short stay in the car park has not been included in the overall income calculation. However, any increases approved in relation to the Buckhurst 1, South Park and Suffolk Way short stay car parks will automatically be applied to Buckhurst 2 as this will remain as joint short/long stay use.
- 24 The two-day ticket in the Bradbourne car park will be automatically adjusted so that its twice the day ticket rate.
- 25 In relation to the Vicarage Hill car park in Westerham, because of its central location and close proximity to on-street parking areas, we have traditionally adopted the on-street tariff structure in the car park. There are no proposals to vary this policy.
- 26 The cost of altering ticket machines and signing has been taken into account in the budget figures provided.
- 27 The adjustment of car park charges will require an amendment to the Council's Off-Street Parking Places Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of the proposals. To enable any revised charges to take effect at the beginning of April 2014, the proposals would need to be advertised in January so that any objections received

could be reported to Cabinet for consideration in February to facilitate implementation on, or as soon after, 1st April 2014.

Car Parks – 30 Minute Free Parking

- 28 The option of 30 minutes free parking has been raised and consequently the implications of providing this have been investigated as part of this review. Unfortunately, it is not possible to provide free parking during the day on an ad-hoc basis without it having a significant impact upon parking income.
- 29 If 30 minute free parking were to be provided, it would follow that those people currently parking for 30 minutes in the Blighs car park would not need to buy a ticket. There would be similar implications in respect to the other town centre car parks where, if it were to be assumed that, say, one third of people parking for 1 hour would take advantage of 30 minute free parking, the resultant loss of income could be in excess of £100,000.
- 30 In addition, from a parking management point of view, it would be difficult to effectively control such a scheme and ensure that the free parking concession was not abused.

Car Parks – Evening Charge

- 31 The evening charge was introduced in the Sevenoaks town centre car parks in 2004 and has not been amended since. Although Sevenoaks is one of a few Councils in Kent with an evening charge, they may be scope to consider a small increase. Alternatively, the evening charge could be replaced by an extension of the day-time tariff into the evening period. Ticket sales are approximately 54,000 annually, so even a small increase could achieve significant additional income.

Car Parks – Council Office Car Park

- 32 Members may be aware of the increasing popularity of the Council office car park which is available to the public free-of-charge and without time limitation on Saturdays. Whilst it is acknowledged that this provides a useful parking facility to supplement those in the town centre on Saturdays, it is believed that the car park is being increasingly used for long stay parking which effectively reduces availability for short stay shopping use, as originally intended.
- 33 The introduction of pay and display charges could be considered to better manage and control the use of the car park. If this were to be considered, we would need to be mindful of possible displacement onto the surrounding residential roads where there is free parking for up to two hours and care would need to be taken in setting the level of charges to reduce any likely impact.

Car Parks – Sunday Charges

- 34 The inclusion of Sunday charges had not been previously considered in any great detail and does not form part of the proposals within this report. However, asking people who park on Sundays to contribute towards the parking facilities they are using would be a means of raising further income. The evening charge was introduced on the basis that people who were using the car parks during the

Agenda Item 5b

evening period were not contributing to the upkeep of the facility in the same way as those parking during the day. The same argument could be said to apply to the use of the car parks on Sundays.

- 35 Survey data would need to be collected to enable an assessment to be undertaken, but it is understood that many of the car parks are well used on Sundays. The impact to surrounding residential areas would, of course, need to be taken into account.
- 36 Sunday charges are gradually becoming more the norm with many local authorities and this may be something that Members feel may warrant further investigation as a means of contributing to the budget and easing the burden upon the main areas of parking charges.

On-Street Proposals for 2014/15

- 37 The approved 10 year budget strategy assumes income will increase by 3.5% each year. For 2014/15, this would amount £19,101.
- 38 Three options to achieve this are provided in Appendix C for consideration.
- 39 The outcome of last year's review was that an increase of 10p was applied to all the 30 minute tariffs. These have, therefore, been excluded from consideration in this year's review. Similarly, as the charging structure for residents' and business permits was amended in 2012, these are not considered as part of this review.
- 40 In Option 1, a 10p increase is applied to all 1 hour and 2 hour charges throughout.
- 41 Option 2 has a 20p increase to all 2 hour charges.
- 42 Option 3 mainly concentrates on the longer stay periods by proposing a 20p increase to the 4 hour and all day charges, although a 10p increase to the 2 hour charge is also included in order to achieve the target.
- 43 When the Knockholt station parking scheme, which is actually in Halstead parish, was introduced in October 2011, it was intended to align the charges with those for the Swanley area, but this was not recommended at last year's review because the scheme was subject to a review. This review has now been undertaken and there are no outstanding amendments pending to the scheme. Therefore, as part of this parking charge review, it is recommended that the Swanley charging structure is adopted for the Knockholt station area. This will have the benefit of overcoming issues with people currently using the pay by phone system to buy multiples of the 4 hour charge (60p) to obtain cheaper all day parking.
- 44 In last year's review it was suggested that the charging structure for the on-street pay and display areas in Westerham be standardised with others elsewhere in the district, however, Members were not minded to approve the proposal. It is recommended that this be reconsidered as part of this year's review.
- 45 Any on-street proposals would require an amendment to the Traffic Regulation Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of the proposals.

Christmas Parking 2013

- 46 In previous years, to encourage people to shop locally and to help support local businesses in the face of competition from other shopping areas in the region, the Council provided free parking in all car parks and on-street parking areas on two Saturdays before Christmas. Members are asked to consider repeating the free parking concession this Christmas.
- 47 It should be noted that this would only apply to Sevenoaks and Westerham as parking charges in Swanley and in Halstead (outside Knockholt station) only apply Monday to Friday.
- 48 Coincidentally, we have received a joint request from the Government's Department for Business Innovation & Skills and Department for Communities and Local Government to support the first ever "UK Small Business Saturday" on 7 December, which is being promoted nationally. The request, attached as Appendix D for information, is aimed at supporting small businesses and the viability of town centres. One of the suggested measures is the waiving of town centre parking charges for the day, which fits well with our traditional Christmas free parking concession.
- 49 In view of this, and although the day is early in the month, Members are requested to consider supporting this event and to confirm that the 7 December should be adopted as one of the free Christmas parking days. Should this be recommended, we would then need to determine the most suitable day for the second free Saturday we normally provide, and Members are asked whether the 21 December would be the most suitable.
- 50 We are in the process of inviting the views of the Sevenoaks Chamber of Commerce, the Sevenoaks Town Council and the Westerham Town Council regarding the Small Business event and the preferred dates for the free parking concession, and will report any responses received at the time of the meeting.
- 51 It should be noted that the provision of free parking will enable people to park up to the maximum period of stay should they so wish, which is likely to reduce the turnover of spaces. However, all parking areas will be enforced as normal to ensure compliance with general conditions of use.
- 52 As last year, all ticket machines would be closed-off with suitable signing provided to advise users that they do not need to pay.
- 53 The parking areas operated by Sencio at the Sevenoaks leisure centre form part of the Suffolk Way car park. Sencio will be requested to confirm its support for the Christmas free parking concession again this year.
- 54 It is estimated that the loss of income for all car parks and on-street areas throughout the district for each Saturday would be in the region of £8,000. Therefore, the total cost of providing free parking for the two Saturdays is estimated at £16,000. It is suggested that should free parking be made available for Christmas 2013, it be funded from the Supplementary Estimates.

Agenda Item 5b

Christmas Lights Events 2013

- 55 Members are advised that the provision of free parking in connection with Christmas Lights events being held in Westerham on 28 November (free parking from 5pm) and in Sevenoaks on 29 November (free parking from 6pm) is being considered by the Council's Portfolio Holder for Economic and Community Development. The Council is pleased to support these events. It should be noted that the Sevenoaks event is also traditionally supported by Sencio Leisure.

KEY IMPLICATIONS

FINANCIAL

- 56 Proposals to increase parking income are required to meet the Council's budget targets set in respect to car park and on-street parking.
- 57 The financial implications are evident in the report and appendices.

LEGAL IMPLICATIONS AND RISK ASSESSMENT STATEMENT.

- 58 As mentioned earlier in this report, any changes to the car park charges will necessitate an amendment to the Car Park Order and similarly, any changes to the on-street parking charges will necessitate an amendment to the Traffic Regulation Order. There are set legal processes to be followed in respect to both of these Orders.
- 59 The estimated figures are based upon current levels of patronage. The introduction of higher parking charges could lead to reduced patronage and, hence, the under-achievement of the income levels estimated in this report.

EQUALITY IMPACTS

- 60 There is a low risk that any of the options presented will have an adverse impact on people with 'protected characteristics' under the Equality Act. There are no apparent issues of direct relevance to parking charges as our car parks are open to use by anyone who chooses to do so. Free parking is generally available in roads just out from the town centres, although in some cases this might be limited to 2 hours. Free parking is offered for those with disabilities who hold a Blue Badge and this remains unaffected. Any issues will be monitored through complaints received.

COMMUNITY IMPACT AND OUTCOMES

- 61 The introduction of parking charge increases is likely to have an impact to some degree upon those people from the local community and visitors from outside the district who use the parking facilities, although it is impossible to quantify any likely resultant effect. Rather than pay any higher charges, people may instead decide to park for shorter periods, may lessen the frequency of their visits or may choose to go elsewhere.

HUMAN RIGHTS

- 62 There are no human rights issues or implications.

CONCLUSIONS

- 63 Proposals and options to meet the budget income targets are detailed in the appendices to this report. It is important that the proposals are considered making reference to the Parking Charges for Neighbouring Authorities, which are appended to this report.

Appendices

Appendix A – Parking Charges for Neighbouring Authorities

Appendix B – Options for Car Park Charges (*updated version*)

Appendix C – Options for On-Street Parking Charges

Appendix D – Request regarding “UK Small Business Saturday”

Mr Richard Wilson
Chief Officer Environmental and Operations Services

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CURRENT PARKING CHARGES FOR NEIGHBOURING AUTHORITIES – AS AT OCTOBER 2013

(Charges shown relate to town centre car parks)

	Dartford ①	Gravesham	Maidstone ②	Orpington (L.B. of Bromley)	Oxted (Tandridge)	Sidcup (L.B. of Bexley)	Tonbridge & Malling ③	Tunbridge Wells ④	Sevenoaks
Charges apply:	8am – 6.30pm Mon - Sat	8am - 6pm Mon - Sat	8am – 6.30pm Mon - Sun	7.30am - 6.30pm Mon - Sat	7am–5pm Mon - Frid	8am - 6pm Mon - Sun	8am - 6pm Mon - Sat	8am - 6pm Mon - Sat and 10am - 5pm On Sundays	8.30am - 6.30pm Mon - Sat
Short Stay									
									(Blighs in brackets)
0 - 30 minutes	--	--	50p	--		--	50p	--	-- (70p)
0 - 1 hr	£1.00	80p	80p - 90p	30p	Up to 4 hours free parking except in one car park where the charge is £4.60 for parking before 10am.	50p - 90p	£1.00	£1.00 - £1.20	£1.00 (£1.30)
1 - 2 hrs	£1.00	£1.50	£1.60 - £2.00	30p		£1.00 - £1.20	£1.70	£1.70 - £2.20	£1.60 (£2.50)
2 - 3 hrs	£2.00	£1.50	£1.60 - £2.00	--		£1.30 - £1.60	£2.30	£2.40 - £3.20	£2.20 (£4.20)
3 - 4 hrs	£2.00	£2.00	£1.60 - £3.00	--		£1.30 - £1.60	£2.80 - £3.30	£3.20 - £4.20	£3.20 --
Evenings	£1.00	--	£1.50	--		--	--	--	£1.00
Long stay									
All day	£4.00	£3.00- £6.50	£6.00	n/a		£3.80 - £10.00	£4.90	£4.70 - £10.00	£4.20

① Dartford: one car park has 50p for up to 1 hour; the evening charge does not apply to all car parks

② Maidstone: charges apply 7 days a week; a £1.50 charge applies evenings and overnight.

③ Tonbridge & Malling: the 50p charge for 30 minutes is not available in all car parks.

④ Tunbridge Wells: charges apply 7 days a week (but from 10 to 5 on Sundays).

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OPTIONS FOR CAR PARK CHARGES

CAR PARK TARIFFS				Example		Proposed Increases			Estimated Income			
Item No.	Description	Charge Period	Current Charge	Income from 10p/£10 increase		Option 1	Option 2	Option 3	Option 1	Option 2	Option 3	
1.0	SEVENOAKS TOWN CENTRE - Blighs											
1.1	Short stay	30 minute	70p	10p	£8,000							
1.2	" "	1 hour	£1.30	10p	£10,800							
1.3	" "	2 hours	£2.50	10p	£7,300	20p	20p	20p	£13,800	£13,800	£13,800	
1.4	" "	3 hours	£4.20	10p	£1,500	20p	30p	30p	£2,800	£4,000	£4,000	
	Buckhurst 1, South Park, Suffolk Way											
1.5	Short stay	1 hour	£1.00	10p	£14,000							
1.6	" "	2 hours	£1.60	10p	£7,900	20p	20p	20p	£15,000	£15,000	£15,000	
1.7	" "	3 hours	£2.20	10p	£3,500	20p	20p	30p	£6,600	£6,600	£9,400	
1.8	" "	4 hours	£3.20	10p	£1,700	20p	30p	30p	£3,200	£4,600	£4,600	
	Buckhurst 2											
1.9	Long stay	all day	£4.20	10p	£3,500	20p	10p	20p	£6,600	£3,500	£6,600	
1.10	Season tickets	year	£819	£10	£1,500	£20	£10	£20	£3,000	£1,500	£3,000	
2.0	SEVENOAKS STATION											
2.1	Long stay	all day	£6.50	10p	£2,000	20p	20p	30p	£4,000	£4,000	£6,000	
	Season tickets:											
2.2	Bradbourne	year	£1,060	£10	£1,500	£20	£20	£30	£3,000	£3,000	£4,500	
2.3	Sennocke	year	£1,100	£10	£500	£20	£20	£30	£1,000	£1,000	£1,500	
3.0	SEVENOAKS ST JOHNS HILL											
3.1	Short stay	30 minute	20p	10p	£2,000	10p			£2,000			
3.2	" "	1 hour	40p	10p	£1,000	10p			£1,000			
3.3	" "	2 hours	60p	10p	£800	10p	20p		£800	£1,500		
3.4	" "	3-4 hours	£1.00	10p	£500	20p	30p		£1,000	£1,400		
3.5	Long stay	all day	£2.90	10p	£300	20p	20p	20p	£600	£600	£600	
4.0	SWANLEY											
4.1	Short stay	30 minute	20p	10p	£400	10p			£400			
4.2	" "	1 hour	40p	10p	£300	10p			£300			
4.3	" "	2 hours	60p	10p	£400	10p	20p		£400	£700		
4.4	" "	3-4 hours	£1.00	10p	£400	20p	30p		£700	£1,100		
4.5	Long stay	all day	£3.70	10p	£600	20p	20p	20p	£1,000	£1,000	£1,000	
5.0	WESTERHAM											
5.1	Short stay	30 minute	20p	10p	£200	10p			£200			
5.2	" "	1 hour	40p	10p	£700	10p			£700			
5.3	" "	2 hours	60p	10p	£1,000	10p	20p		£1,000	£1,900		
5.4	" "	3-4 hours	£1.00	10p	£900	20p	30p		£1,700	£2,400		
5.5	Long stay	all day	£2.90	10p	£800	20p	20p	20p	£1,500	£1,500	£1,500	
			Total:		£74,000				Total:	£72,300	£69,100	£71,500
			Percentage:		3.68%				Percentage:	3.59%	3.43%	3.55%

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ON-STREET PARKING TARIFFS				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
6.0	SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)								
6.1	Short stay	30 minutes	20p						
6.2	" "	1 hour	60p	10p			£6,600		
6.3	" "	2 hours	£1.20	10p	20p	10p	£5,300	£10,600	£5,300
7.0	SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)								
7.1	Short stay	30 minutes	20p						
7.2	" "	1 hour	60p	10p			£100		
7.3	" "	2 hours	£1.20	10p	20p	10p	£100	£200	£100
7.4	long stay	all day	£2.40			20p			£2,800
8.0	SEVENOAKS RAIL COMMUTER and COURTS AREAS (St Botolphs, Morewood Close)								
8.1	Short stay	30 minutes	20p						
8.2	" "	1 hour	60p	10p			£300		
8.3	" "	2 hours	£1.20	10p	20p	10p	£300	£600	£300
8.4	" "	4 hours	£2.20			20p			£1,200
8.5	long stay	all day	£5.30			20p			£3,200
9.0	SWANLEY (Azalea Drive, Goldsel Road)								
9.1	short stay	30 minutes	20p						
9.2	" "	1 hour	60p	10p			£50		
9.3	" "	2 hours	£1.20	10p	20p	10p	£50	£100	£50
9.4	" "	4 hours	£2.20			20p			£100
9.5	long stay	all day	£3.30			20p			£2,600
10.0	WESTERHAM (The Green, Market Square, Fullers Hill, Croydon Road)								
10.0	short stay	30 minutes	20p						
10.1	" "	1 hour	50p	10p			£3,700		
10.2	" "	2 hours	£1.00	10p	20p	10p	£5,000	£10,000	£5,000
11.0	KNOCKHOLT STATION								
11.1	short stay	4 hours	60p			20p			£150
11.2	long stay	all day	£3.00			20p			£2,200
						Total:	£21,500	£21,500	£20,650
						Percentage:	3.94%	3.94%	3.78%

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Department
for Business
Innovation & Skills



Department for
Communities and
Local Government

06 September 2013

Dear colleague,

We are writing to ask for your support for the first ever UK Small Business Saturday, which will be held on 7 December this year.

Small Business Saturday will be an excellent opportunity to raise the profile of small businesses of all kinds, both locally and nationally, and to encourage people and organisations to do business with them. Doing business with small business often means doing business locally - bringing life back to high streets and town centres and making them centres of the local community. Small Business Saturday should also allow us to highlight the wide variety of models which contribute to local growth, such as social enterprises, mutuals, charities and community run organisations.

As you may be aware, the initiative has been a great success in the United States, where it was pioneered by American Express and quickly taken up by Federal and state authorities, big businesses and many other organisations. We hope to be able to replicate this success in the UK, to help small businesses which are so important for growth. This is not a politician-led initiative - many organisations and businesses are getting behind it, each doing what they can within their field, and you may already be making plans. But the Prime Minister, government and all major political parties fully support this event and for our part are using our influence and contacts to open doors and prompt support.

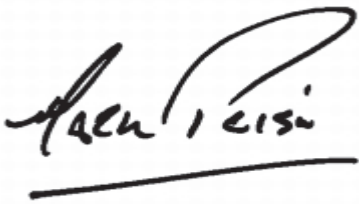
We would encourage you to think about how you can promote Small Business Saturday in your area and welcome feedback on what you plan to do. This could include co-ordinating with activities and events already planned, for example:

- waiving town centre parking fees on the day
- working with Town Centre Managers to encourage promotional activity on High Streets
- linking the day to plans you already have for Christmas markets
- encouraging and enabling pop-up shops
- space for community organisations to promote activities supporting and involving local small businesses
- Meet the Buyer events or clinics opening up council procurement opportunities to small businesses.

Agenda Item 5b

We are very pleased that American Express is supporting this UK initiative and has agreed that local authorities can use the Small Business Saturday brand they have developed. Our officials will send details of this separately, along with further information about the day.

If you wish to be involved in this day, please inform our officials of a named contact if possible by Monday 30 September. If you have any queries, please get in touch with Sarah Fox (sarah.fox@communities.gsi.gov.uk or T: 0303 444 1173) or Val Hewson (val.hewson@bis.gsi.gov.uk or T: 0114 207 5116).



MARK PRISK MP



MATTHEW HANCOCK MP



RT HON DON FOSTER MP

**Item 5 (c) – Climate Local
Cabinet - Recommendation to Council**

Recommendation to Council: That Members adopt *Climate Local Sevenoaks* as District Council policy.

—

This item was considered by the Cabinet on 5 December 2013. The minutes of the meeting were not available at the time the Council agenda went to print. An extract of the minutes will follow when available.

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CLIMATE LOCAL SEVENOAKS

Council - 17 December 2013

Report of Chief Housing Officer

Status: For Decision

Also considered by: Cabinet – 5 December 2013
Local Planning and Environment Advisory Committee - 19 November 2013

Key Decision: No

This report supports the Key Aim of:

- a) Housing Strategy;
- b) Community Plan; and
- c) Climate Local Kent.

Portfolio Holder Cllr. Ian Bosley

Contact Officer(s) Gavin Missons, Housing Policy Manager (x7332)

Recommendation to Local Planning & Environment Advisory Committee: That Members support the adoption of *Climate Local Sevenoaks* (Option A / Appendix A) and recommend it to Cabinet for approval as District Council policy;

Recommendation to Cabinet: That Members support the adoption of *Climate Local Sevenoaks* and recommend it to Full Council for approval as District Council policy; and

Recommendation to Full Council: That Members adopt *Climate Local Sevenoaks* as District Council policy.

Reason for recommendation: To contribute towards wider *Climate Local Kent* targets and provide the policy framework for related work programmes, as required by the Climate Change Act 2008.

Background

- 1 The District Council has a number of roles, responsibilities and legal duties in relation to energy efficiency, fuel poverty and climate change. Being a major employer, property holder, and operating a large transport fleet, the District Council has the scope to achieve significant carbon savings across its operations.

Agenda Item 5c

- 2 As community leader, the District Council also has a key role in influencing behavioural change through advice, promotion and administering a range of related schemes aimed at reducing fuel poverty, improving thermal efficiency, cutting carbon use, and creating more sustainable communities.

Climate Local

- 3 *Climate Local* is a Local Government Association (LGA) initiative to drive, inspire and support local authority action on a changing climate. The initiative supports 'mitigation' measures (address the root causes by reducing greenhouse gas emissions) and 'adaptation' measures (lower the risks posed by the consequences of climatic changes). *Climate Local* supersedes the *Nottingham Declaration on Climate Change*, which was previously adopted by the District Council (10/07).
- 4 In response to the above, Kent County Council and its public sector partners, which include all Kent district/borough councils, Kent Police, Kent Fire and Rescue, and Kent and Medway NHS Trust, jointly developed *Climate Local Kent* and this was subsequently supported by the Kent Forum.
- 5 Key aims of *Climate Local Kent*, are:
- To help deliver public services that are resource efficient, less carbon intensive and resilient;
 - Protect those who are most vulnerable to climate impacts; and
 - Make sure that buildings and operations are resource efficient, use clean energy, and are well prepared for the impacts of a changing climate.
- 6 A number of contributory *Climate Local Kent* targets relate to employment in the low-carbon sector, green economy, low-carbon retrofit in the domestic and commercial sectors, reducing water consumption, and managing the effects of extreme weather. These targets correspond with the District Council's own Community Plan and other corporate strategy.

Developing District-level targets

- 7 Having agreed with the broad principles of *Climate Local Kent*, each district/borough council is then open to adjust targets and tactics to suit local circumstances, e.g. demographics, business profiles and infrastructure etc.
- 8 Members are therefore presented with two options, as follows:
- (i) Option A: Adopt District targets in line with *Climate Local Kent* (local targets and comparisons included at Appendix A).

County targets have been scaled-down to district/borough level by assuming an equal proportion for each respective authority. Consideration was then given to the local population, housing stock types/numbers and condition, major infrastructure and business, planning restrictions and deprivation.

A reduction was subsequently applied to some targets to reflect limited scope for savings in the Sevenoaks District. This provides a more realistic set of commitments and targets to work towards at District level, whilst still demonstrating a local commitment to wider Kent outcomes; or

- (ii) Option B: Members work with Officers to develop a bespoke action plan with associated targets.

With Climate Local covering the whole remit of operations and services, input would be required from departments across the District Council (and other advisory boards, if a move away from generally agreed strategy).

Next steps

- 9 If Option A were agreed, Officers would produce a summary of existing and planned measures to achieve related targets. This would then be made available on the Member Portal, with reviews and updates taking place biennially.
- 10 If Option B were agreed, Officers would await instruction from the Advisory Board as to the process it would like to follow.

Interim strategy

- 11 With domestic and commercial sector activity mostly relying on private sector investment, strategy continues to focus on advice and promotion, encouraging behaviour change, and signposting to schemes through organisations better equipped to offer assistance. This approach is frequently reviewed to ensure resources are maximised. With Green Deal placing the onus back on households to fund low-carbon retrofit, key associated strategy revisions are underway.
- 12 Officers are also working with partners to prepare a District-wide project to deliver the Energy Company Obligation (ECO) element of Green Deal. This project will provide retrofit measures at nil-cost for certain households and/or on particular properties. This will be the District's key retrofit programme through 2014 and the District Council will be seeking to maximise its share of an £80-million pot of funding, which was secured as part of a Kent consortium.
- 13 With regard to the District Council's own property, transport fleet and associated operations, work continues to reduce carbon and achieve (often consequential) financial savings as part of budget planning. These areas of activity are reported to Members in more detail by the departments concerned and span all portfolios.
- 14 The District Council's Energy Conservation and Initiatives Officer continues to create new and innovative approaches to deliver related strategy. This work is a key contributor to health and economic development outcomes in wider community strategy.

Reviewing and monitoring progress

- 15 It is proposed to report key progress back to the Advisory Committee two-years from plan approval. The latest Community Plan also includes a target to achieve at least 80% of targets and commitments contained in (what will become) *Climate*

Agenda Item 5c

Local Sevenoaks. Quarterly reports against the Community Plan will allow Members to monitor related strategy more frequently, should they wish to do so.

- 16 Strategy will be adapted as when changes are required, ensuring the District Council responds in the most effective way it can with available resources. If any changes require a significant move away from generally agreed policy, the Advisory Committee will be further consulted.
- 17 Related data is provided at Appendix B to enable Members to gauge effectiveness of current strategy and provide a baseline from which to monitor progress from this point onwards.

Key Implications

Financial

Option A does not require additional finances. The level of success of this strategy in relation to the community (outside of District Council operations) will, however, be dependent on the availability of direct and indirect external funding.

Legal Implications and Risk Assessment Statement.

The Climate Change Act 2008 places responsibility on local authorities to address climate change risks in their area and to put in place positive actions to reduce carbon emissions in line with Central Government policies. *Climate Local Kent* was developed having regard to these requirements and *Climate Local Sevenoaks*, as currently proposed, corresponds with this requirement.

There are a number of risks associated with not adopting climate related targets, including:

- i. Not complying with the Climate Change Act 2008;
- ii. A lack of response to the national policy guidance and associated targets;
- iii. A lack of community leadership in relation to climate change – a key role for local authorities, as per Government guidance;
- iv. Not delivering key components of the Community Plan and associated sub-strategies; and
- v. Not seeking to maximise on consequential financial savings.

Community Impact and Outcomes

Key outcomes of Option A would be a greener and healthier environment (both key components of the Community Plan) whilst also maximising resources by creating a more environmentally and financially sustainable District.

Resource (non-financial)

Option A would not require additional non-financial resources.

Value For Money and Asset Management

- The policy at Option A is structured in the District Council’s corporate interest;
- There would be no additional impact on accommodation required to implement Option A;
- There would be no impact on operating hours or affect operating costs with Option A;
- Option A would help to decrease the environmental impact of the District Council and generate less CO²; and
- Option A would help to achieve financial savings for the District Council.

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	There are no adverse equality impacts in relation to this policy
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	Positive action - assistance would be directed towards vulnerable and lower-income households helping to promote equality of opportunity
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		None required

Sustainability Checklist

Policy focuses on positive measures – no negative impacts identified.

Appendices

Appendix A – Climate Local Kent/Sevenoaks

Appendix B – Related baseline data

Background Papers:

[Climate Local Kent \(target references\)](#)

Nottingham Declaration on Climate Change (latest policy approach considered against previous)

[Community Plan](#)

Agenda Item 5c

DECC data (relevant data sources in baseline Appendix B)

Contact Officer(s):

Pat Smith (x7355)

Gavin Missons (x7332)

Pat Smith
Chief Officer for Housing

APPENDIX A

CLIMATE LOCAL KENT/SEVENOAKS (TARGETS / COMPARISONS)

CLIMATE LOCAL (KENT)	CLIMATE LOCAL (SEVENOAKS)
<p>We will work towards a cut in emissions of 2.6% annually in Kent by 2020 which will see an overall reduction of 34% in our emissions</p>	<p><i>Reduce carbon emissions in domestic sector - 2010 baseline (5.7t per capita)</i></p> <p><i>Reduce carbon emissions in road transport sector - 2010 baseline (1.5t per capita)</i></p> <p><i>Reduce carbon emissions in industry and commercial sector - 2010 baseline (1.6t per capita)</i></p> <p><i>(targets are not reflective of Kent's as these do not include major roads and infrastructure or larger commercial activity etc., which are outside of the District Council's remit – target data will be developed in 13/14)</i></p>
<p>We will encourage renewable energy installations and we want to see Kent increase its energy from renewable sources by 10% by 2020</p>	<p><i>Adopt same target</i></p> <p><i>(no baseline data – officers will also need to test strategy tactics in this area and may need to reconsider target at later date)</i></p>
<p>We will work towards retrofitting of homes across Kent, beginning with 1,000 households in 2013 through the work of the Kent and Medway Green Deal Partnership</p>	<p><i>Scaled down 1/12 and target reduction of 20% = 67 retrofit measures for 2013</i></p> <p><i>(2014 onwards to be agreed once more is known about initial take-up of Green Deal and related ECO activity)</i></p>
<p>We will work with at least 500 local companies by 2015 to help them cut their energy, waste and water bills. We will give them guidance on how climate change could affect their company and they can plan for it</p>	<p><i>Scaled down 1/12 = 42 x local companies by 2015</i></p>

Agenda Item 5c

<p>We will support activity to reduce water consumption in Kent from 160 litres to 140 litres per person per day by 2016</p>	<p><i>Adopt same target</i></p> <p><i>(no baseline data – officers will need to test strategy tactics in this area and may need to reconsider target at later date – limited influence through strategy)</i></p>
<p>We will ensure that 60% of our wildlife sites are being positively managed</p>	<p><i>Adopt same target</i></p> <p><i>(monitoring arrangements will be agreed with KCC and the Kent Nature Partnership)</i></p>
<p>We will work to ensure that 95% of Kent's Sites on Special Scientific Interest (SSSIs) are in 'favourable' state or 'recovering'</p>	<p><i>Adopt same target</i></p> <p><i>(monitoring arrangements will be agreed with KCC)</i></p>
<p>We will encourage an increase in volunteering with a target of a 20% increase in hours spent and a 20% increase in Kent's residents taking part in organised outdoor activities</p>	<p><i>Adopt same target</i></p>
<p>We will increase flooding resilience in 4,500 Kent homes and bring in £5.6m in partnership funding for flood measures</p>	<p><i>Officers will work with KCC to develop a suitable target at District level and report back progress</i></p>
<p>We will assess all our services for risks and opportunities and build resilience to climate change into our work</p>	<p><i>Now an established policy and service consideration across the District Council</i></p>

<p>We will support local communities in preparing for climate change through the development of 15 community plans for those most at risk or with greatest opportunities</p>	<p><i>TBA</i></p>
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CLIMATE LOCAL (SEVENOAKS) - BASELINE DATA

<p>LA CO₂ emissions (kt CO₂)</p> <p>Dataset: Per capita CO₂ emission estimates; industry, domestic and transport sectors</p> <p>Source: https://www.gov.uk/government/publications/local-authority-emissions-estimates</p> <p>(Appendix A spreadsheet – local and regional CO₂ estimates for 2005-10 – full dataset)</p> <p>Dataset: Per capita CO₂ emissions within the scope of influence of local authorities</p> <p>Source: https://www.gov.uk/government/publications/local-authority-emissions-estimates</p> <p>(Appendix B – emissions within the scope of local authorities for 2005-10)</p>	<p>2005 – 9.9</p> <p>2010 – 8.8</p> <p>(-11% change since 2005 base year to 2010)</p> <p>2005 – 6.4</p> <p>2010 – 5.7</p> <p>(-11% change since 2005 base year to 2010)</p>
<p>Average domestic gas consumption (kWh)</p> <p>Average commercial and industrial gas consumption (kWh)</p> <p>Source: https://www.gov.uk/government/organisations/department-of-energy-climate-change/series/sub-national-gas-consumption-data</p>	<p>2006 - 21,054</p> <p>2011 – 17,025</p> <p>(-19.1% change since 2006 base year to 2011)</p> <p>2006 – 214,365</p> <p>2011 – 226,308</p> <p>(+5.5% change since 2006 base year to 2011)</p>

Agenda Item 5c

<p>Average domestic electricity consumption (gWh)</p> <p>Average commercial and industrial electricity consumption (gWh)</p> <p>Source: https://www.gov.uk/government/statistical-data-sets/sub-national-energy-consumption-statistics</p>	<p>2009 – 252.8</p> <p>2009 – 237.1</p>
<p>Fuel poor households (all tenures) (%)</p> <p>Source: https://www.gov.uk/government/statistical-data-sets/fuel-poverty-2010-sub-regional-data</p> <p>(Appendix C – fuel poverty 2010: sub-regional data)</p>	<p>2012 – 11.9</p> <p>Kent – 13.1</p> <p>SE Region – 11.5</p>
<p>Registered FIT households</p> <p>Source: https://www.renewablesandchp.ofgem.gov.uk/</p>	
<p>Cavity wall and loft insulation</p> <p>Source: http://tools.decc.gov.uk/en/content/cms/statistics/local_auth/interactive/insulation/index.html</p>	<p>2009/10: 1,731 cavity wall installations (361 x per 10,000 population)</p> <p>2009/10: 1,587 loft installations (331 per 10,000 population)</p>
<p>Domestic solar photovoltaic installation</p> <p>Source: http://tools.decc.gov.uk/en/content/cms/statistics/local_auth/interactive/domestic_solar/index.html</p>	<p>Sep 2012: 548 installations (114 x per 10,000 population)</p>
<p>SDC's own estate and operations (key sources of emissions)</p> <p>Direct emissions (2010)</p> <p>Including fuels combustion from boilers; transport fleet</p> <p>Indirect emissions (2010)</p> <p>Including consumption of purchased electricity</p>	<p>Gas: 99.6 t CO₂ (2010/11)</p> <p>Electricity: 475.8 t CO₂ (2010/11)</p>

Agenda Item 5c

Other indirect (2010) Including transport-related activities	
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LOCAL COUNCIL TAX SUPPORT SCHEME 2014/15

Council – 17 December 2013

Report of Chief Finance Officer

Status: For Decision

Key Decision: No

Executive Summary: Through the Local Government Finance Bill the Government abolished council tax benefit and placed a requirement on local authorities to introduce their own local council tax support schemes with effect from 1 April 2013.

In November 2012 Council agreed the form of the local council tax support scheme to be administered for three years from 1 April 2013. However, the Government recently announced that they would be making changes to Prescribed Requirements for pension age claimants within the scheme and would require local authorities to update their own schemes in light of these changes.

This report sets out the changes being required by Government and sets out recommendations for the adjustment of the Council's local council tax support scheme to take effect from 1 April 2014.

This report supports the Community Plan priority of caring communities.

Portfolio Holder Cllr. Brian Ramsay

Contact Officer(s) Meryl Young, Head of Revenues and Benefits. Ext. 7397

Recommendations to Council:

- (a) Members note that as resolved by Council on 27 November 2013 that from 1 April 2014 all residents of working age receive a deduction on the amount of council tax support they are entitled to, calculated on the basis of the previous council tax benefit scheme, of 18.5%.
- (b) Note that the Council's local council tax support scheme will be amended for pension age claimants as required by Government regulations; and
- (c) The Council amends its local council tax support scheme from 1 April 2014 to ensure that figures used in the calculation of council tax support for work age claimants are updated in line with Government regulations for pension age claimants.

Reason for recommendation: The Council has implemented a local council tax support scheme to replace the previous council tax benefit scheme as required by the Local

Agenda Item 6a

Government Finance Bill.

The decision on any amendments to the council's local scheme must be taken by Council and to meet the requirements of legislation the decision of Council must be made by 31 January 2014 for those amendments to take effect from 1 April 2014.

The recommendations in this report will ensure that the Council's scheme takes account of new regulations from Government and seeks approval to ensure the amendments proposed by Government to protect claimants of pension age are also applied to working age claimants.

Introduction and Background

- 1 In November 2012 the Council agreed the local council tax support scheme for Sevenoaks District Council that took effect on 1 April 2013. The scheme that was agreed was one that had been developed across Kent and included the following criteria:
 - The District accepts a standard deduction of 18.5% on all non-pensioner claimants (i.e. if a claimant currently receives 100% benefit, they will receive 81.5% discount under this scheme);
 - and agrees to reduce the exemption on Class C empty properties from 6 months to 3 months;
 - then Major Precepting Authorities will agree to reimburse the district if it incurs a cost on new council tax discounts from the local scheme that is higher than the grant receivable from the government;
 - and pay £125,000 to each district each year as a contribution to the increased administration, collection and recovery costs of the new scheme;
 - and reimburse each district reasonable increased administrative costs necessarily incurred if the case load on the local scheme (during the period of this agreement) exceeds the case load of the council tax benefit scheme (as at 31 March 2013) by more than 15%.
- 2 In year 1 of the scheme, from 1 April 2013 to 31 March 2014 the Council also applied transitional protection for all residents of working age eligible to receive council tax support. This transitional protection ensured that in year 1 only all residents of working age received a deduction of 8.5% on the amount of council tax support they are entitled to, as calculated on the basis of the previous council tax benefit scheme.
- 3 Members should note that the agreed scheme applies for three years before it will be subject to a detailed review.
- 4 The Government recently announced that it would be making amendments to Prescribed Requirements. Prescribed Requirements are those elements of the Council's local scheme which legislation requires it adopts. As a result it is considered appropriate to inform Members of the amendments required.

Proposed changes to the 2014/15 local council tax support scheme

- 5 On 27 November 2013 the Government confirmed that necessary legislation will be put in place to amend the prescribed matters which must be included in each Council's local council tax support scheme. The amendments increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.
- 6 The changes being proposed by Government are in line with the arrangements that had always been applied to the previous council tax benefit scheme and are correcting what may have been an oversight in the initial design of the default scheme which the Council chose to adopt.
- 7 The up-rated figures relate to:
 - non-dependant deductions, which are adjustments made to the maximum amount of reduction a person can receive to take account of adults living in the dwelling who are not dependants of the applicant;
 - the applicable amount in relation to an applicant for a reduction, which is the amount against which an applicant's income is compared in order to determine the amount of reduction to which he or she is entitled; and
 - the income bands in relation to which the amount of a person's alternative maximum council tax reduction is calculated.
- 8 The Government amendments are limited to pension age claimants and are in the main intended to benefit the claimant to ensure that up-rated allowances in other aspects of the welfare system are accounted for in the calculation of council tax support and maintain a balance between benefit changes and the council tax support available.
- 9 It is recommended that allowances, premiums and income bands are increased in line with the government's figures for similar allowances from 1 April 2014 and in future years. This would ensure that the Council remains true to its original decision that its own local scheme is based on the previous council tax benefit scheme, providing for a consistent and equitable approach for residents of all ages that require support in paying their council tax bill.
- 10 To illustrate the impact of the changes being proposed, a single customer in receipt of Jobseeker's Allowance receives £71.70 a week and their personal allowance is currently £71.70 a week. This means that they are entitled to receive the maximum amount of council tax reduction. If their Jobseeker's Allowance is increased by the government as a result of the annual up-rating of benefits to £72.42 a week, the assistance towards council tax will be reduced because it is now more than the personal allowance. Unless the personal allowance is increased the customer will be worse off.
- 11 In addition, the gross income and non-dependant deductions used in the calculation of support received by households that have another adult living within them should be increased in line with the government's figures for similar

Agenda Item 6a

allowances. This is again to maintain a balance between benefit changes and the council tax support available.

Other Options Considered and/or Rejected

- 12 The Council may chose not to up rate allowances, premiums and income bands for working age claimants of council tax support. It is not recommended that this course of action is taken as it would create a variation in the balance between other benefit changes and the council tax support available and lead to different calculations being applied to the level of entitlement to council tax support between working age and pension age claimants.

Key Implications

Financial

- 13 The Council currently pays approximately £6.8m in Council Tax Benefit and this is fully reimbursed as Government grant. From April 2013 the grant was reduced by 10% to £6.1m. This grant will be shared by the billing and major precepting authorities. This council's share is approximately 12% which equates to about £700,000.
- 14 The Government grant for council tax support is not expected to be separately identified in 2014/05. The Council will be required to estimate the cost of its scheme in 2014/15 and allocate funding to it from its Revenue Support Grant.
- 15 However, by adopting a Kent-wide scheme, a significant proportion of financial impact for the first three years will be borne by the three major precepting authorities instead of this council.

Legal Implications and Risk Assessment Statement.

- 16 The scheme is governed by the Local Government Finance Act and the Council will required under new legislation to amend Prescribed Requirements within its scheme for pension age claimants.

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?	Yes	A full impact assessment is required to be completed to fully understand the impact of up-rating allowances, premiums and disregards. The Government are yet to finalise the legislation which will set out the detailed financial information required and therefore it is not possible to complete this exercise until that time.
b. Does the decision being made or recommended through this paper have the potential to promote	Yes	An impact assessment was completed for the Council's Local Support for Council Tax Scheme adopted by Council on 27 November 2012,

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
equality of opportunity?		which is available at: http://cds.sevenoaks.gov.uk/documents/s8499/Local%20Council%20Tax%20Support%20Scheme%20-%20Appendix%20B.pdf
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

- 17 The Council adopted its local support for council tax scheme in November 2012 and took effect from 1 April 2013. The scheme calculates entitlement to support with their council tax bill based on the previous council tax benefit scheme and applies and 18.5% reduction for working age claimants which the Council reduced to 8.5% in the first year to provide transitional support.
- 18 It is recommended that allowances, premiums and income bands are increased in line with the government’s figures for similar allowances from 1 April 2014 and in future years. This would ensure that the Council remains true to its original decision that its own local scheme is based on the previous council tax benefit scheme, providing for a consistent and equitable approach for residents of all ages that require support in paying their council tax bill.

Appendices None

Background Papers: [Local Support for Council Tax scheme – Report to Council \(27 November 2013\)](#)

<http://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CId=121&MId=1464>

[Local Support for Council Tax Scheme rules](#)

Adrian Rowbotham
Chief Finance Officer

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MEMBERSHIP OF STANDARDS COMMITTEE

Council – 17 December 2013

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Vanessa Etheridge Ext. 7199

Recommendation to Council: That Councillor Lindsay be appointed to the Standards Committee.

Reason for recommendation: to fill the current vacancy on the Committee.

Introduction

- 1 At Annual Council on 14 May 2013, the Committee memberships and compositions (which form Appendix H of the Council's Constitution) were agreed. Since that time a vacancy arose on the Standards Committee and the new composition and membership is proposed as follows:

Standards Committee

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 6 Conservative, 1 UKIP)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011.

Up to 2 co-opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr. Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Mrs Bosley, Mrs Bracken, Brown, Lindsay and Mrs Morris.

Agenda Item 6b

Key Implications

Financial

None as a direct result of this report

Legal Implications and Risk Assessment Statement.

There are no legal implications arising from this report.

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	N/A
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

Background Papers:

[Council Agenda and Minutes – 14 May 2013](#)

Mrs Christine Nuttall
Chief Officer for Legal and Governance



COUNCIL – 17 December 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 18 September 2013 to 6 December 2013.

September

- Launch: survey of public attitudes towards conduct in public life 2012.
Venue : Institute for Government
- KCL - formerly Kent Forum
- District Council Network Executive
- SEEC & SESL Strategic aviation meeting
- KCC & SDC Tour of Fort Halstead and Swanley Centre
- IRRV Annual Conference

October

- SELEP Full Board Meeting
- NVQ Certificate Presentation
- Solace Summit
- Simon Willis, CE at The Young Foundation
- High Growth Business Breakfast
- Public Sector Shared Services 2013
- CBRE Presentation with QinetiQ & Regeneris
- West Kent Partnership meeting
- Jenny Godfrey - Sevenoaks Area Mind

November

- Remembrance Day Parade and Service
- Kent & Medway Economic Partnership meeting
- Sevenoaks District Strategic Board (formerly Sevenoaks District Kent Locality Board)
- Sparse Rural and Rural Services Network – AGM
- SELEP Board Away day
- District Council Network Executive meeting
- Meeting with Ken Browse - NALC Chairman
- Visit to Lady Boswell's school
- The Kent Tackling Disadvantage Commission

Agenda Item 10

December

- Peer Challenge
- Networking/coffee morning with Sevenoaks Chamber of Commerce