

03 March 2016 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks  
Despatched: 24.02.16



# Cabinet


## Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe  
Cllrs. Dickins, Firth, Hogarth, Piper and Searles

## Agenda

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 4 February 2016, as a correct record	(Pages 1 - 12)	
2. <b>Declarations of interest</b> Any interests not already registered		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees</b>		
<b>REPORTS AND RECOMMENDATIONS FROM THE CABINET ADVISORY COMMITTEES</b>		
5. <b>Procurement Strategy Update</b>	(Pages 13 - 28)	Richard Wilson Tel: 01732 227262
6. <b>Community Grant Scheme Draft Allocations 2016/17</b>	(Pages 29 - 52)	Lesley Bowles Tel: 01732 227335




- |    |  |                 |   |
|----|--|-----------------|---|
| 7. | <b>Swanley Local Office</b><br> | (Pages 53 - 58) | Amy Wilton, Jim<br>Carrington-West<br>Tel: 01732<br>227280/7286 |
| 8. | <b>Swanley Regeneration</b><br> | (Pages 59 - 70) | Robin Cooper<br>Tel: 01732227099                                |

### Consideration of Exempt Information

Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendices B agenda item 8 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

- |    |            |                 |
|----|------------|-----------------|
| 8. | Appendix B | (Pages 67 - 70) |
|----|------------|-----------------|

 Indicates a Key Decision

 indicates a matter to be referred to Council

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227247 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

**CABINET**

Minutes of the meeting held on 4 February 2016 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Firth, Hogarth, Lowe, Piper and Searles

Apologies for lateness were received from Cllr Fleming.

Cllrs. Abraham, Dr. Canet, Mrs. Hunter, Parkin, Pett, Raikes and Thornton were also present.

(Vice Chairman in the Chair)

62. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 14 January 2016 be approved and signed as a correct record.

63. Declarations of interest

There were no additional declarations of interest.

64. Questions from Members

There were none.

65. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees

There were none.

CHANGE IN AGENDA ITEM ORDER

With Members' agreement, the Vice Chairman (in the Chair) brought forward considerations of Agenda Items 12 to be taken before Agenda Item 5 and Agenda Item 11 after Agenda Item 5.

66. Sevenoaks District Council Trading Company named Quercus7 Ltd

The minute reference from the Legal & Democratic Services Advisory Committee was tabled. The Portfolio Holder for Legal & Democratic Services presented the report which provided information on how the new Trading Company Quercus 7 Limited would work operationally and requested Cabinet to approve the current working and further

proposed arrangements. The Legal & Democratic Services Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

The Portfolio Holder for Legal & Democratic Services introduced Louis Sebastien from Trowers & Hamlins who gave a brief background to the report and ran through the anticipated workings of the Trading Company. All Members present had the opportunity to ask questions of clarification concerning the report and proposals.

In response to questions Mr Sebastien and the Chief Officer Legal & Governance agreed to investigate and report back to Members with regards to whether the Trading Board could be 'classed' as shadow directors. It was noted that the Chief Officer Legal & Governance hoped to have completed the Shareholder Agreement before leaving the Council, and had completed the first draft which would be circulated to relevant Portfolio Holders. With regards to dividends and loan repayments, the facility agreement would specify the terms of the loan and the Articles of Association set out the process for payment of dividends. With regards to the business plan, the Executive Board would draft it and it would be reviewed by the Trading Board.

It was clarified that it was only intended that the Trading Company would be used as a last resort, and that any property to be or already acquired by the Council would preferably be managed by the Council. State aid rules were also explained. The Non Executive Directors of the Company would only be involved in Company matters and could not get involved in looking after the Council's property investment portfolio.

With reference to the queries raised at the meeting of the Legal & Democratic Services Advisory Committee, it was clarified that since the Companies Act 2008 there had no longer been a requirement to have a Company Secretary. However, for the operational activities of the Trading Company the position of Company Secretary had been written into the articles of association as there was no advantage gained in not having one. It was anticipated that this role would be carried out by an officer from within the Council's legal team.

### Public Sector Equality Duty

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

Resolved: That the following working arrangements be approved

- a) the appointment of Chief Officers initially put forward as Directors on incorporation;
- b) the composition of The Trading Board, established to oversee the trading activities of the Company, to comprise the Cabinet with a quorum of three Members to be chaired by the Leader of the Council;
- c) the job description and specification required to recruit the 2 Non-Executive Directors as set out at Appendix B and such recruitment to be either using internal resources or through a firm of specialist Management & Recruitment Consultants with an approved budget of up to £6,000 in this respect;

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- d) remuneration to be paid to the Non-Executive Directors up to £5,000 each; and
- e) the Chief Officer Legal and Governance in conjunction with the Chief Finance Officer be authorised to finalise a Shareholder Agreement and Loan Arrangements for the Company in conjunction with relevant Portfolio Holders.

(Cllr Fleming arrived towards the end of debate of this item, was seated in the public gallery and did not take part in the remainder of the debate or voting thereon. Once the recommendations had been agreed he took his seat as Chairman)  
Chairman in the Chair

67. Annual Review of Parking Charges for 2016/17

The Portfolio Holder for Direct & Trading Services presented the report which was the response to a public consultation on the annual review of parking charges for 2016-17, and proposed agreeing revised tariffs in the Council’s off-street car parks and in on-street pay and display parking bays.

Public Sector Equality Duty

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

Resolved: That following consideration of the responses to the public consultation, the following revised parking charges for 2016-17 be agreed

Off street 2016/17			
1A	Blighs	Up to 30 mins	70p
		Up to 1 hr	£1.50
		Up to 2 hrs	£3
		Up to 3 hrs	£5
		Up to 4 hrs	£10
		Evening	£1
		Sundays - Up to 4 hrs	4 hours max stay
1B	Buckhurst 1 South Park Suffolk Way	Up to 1 hr	£1
		Up to 2 hrs	£2
		Up to 3 hrs	£3
		Up to 4 hrs	£4
		Up to 5 hrs	£4.50
		Evening	£1
1C	Buckhurst 2 Weekdays	All day	£4.60
		Evening	£1
	Buckhurst 2 Saturdays	Up to 1 hr	£1
		Up to 2 hrs	£2
		Up to 3 hrs	£3
		Up to 4 hrs	£4

	Buckhurst 2 and South Park Season Tickets	Over 4 hours and all day	£4.60
		Evening	£1
		Annual Season Ticket	£859
		Quarterly Season Ticket	£224.75
		Resident Permit	£35
1D	Council Offices	Saturdays and Sundays	Free
2A	St Johns St James	Up to 30 mins	20p
		Up to 1 hr	40p
		Up to 2hrs	60p
		Up to 4 hrs	£1
		Over 3 hrs and all day	£3.10
		Annual Season Ticket	£429
			£117.25
		Resident Permit	£35
2B	Bradbourne	All day	£7
		After 3pm up to 6.30pm	£1.50
	Bradbourne Season	Annual Season Ticket	£1,110
		Quarterly Season Ticket	£287.50
2C	Sennocke	All day	£7
		Up to 2 hrs	£1
		After 3pm up to 6.30pm	£1.50
	Sennocke Season Tickets	Annual Season Ticket	£1,150
		Quarterly Season Ticket	£297.50
2D	Bevan Place Park Road (not all day) Station Road	Up to 30 mins	30p
		Up to 1 hr	50p
		Up to 2 hrs	70p
		Up to 4 hrs	£1.10
		Over 4 hrs and all day	£4
2E	Bevan Place Season Tickets	Annual Season Ticket	£396
		Quarterly Season Ticket	£109

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2F	Darent	Up to 30 mins	Free
		Up to 1 hr	
		Up to 2 hrs	
		Up to 3 hrs	
		Up to 4 hrs	£1.50
		Over 4 hrs and all day	£3.50
2G	Quebec Avenue	Up to 15 mins	10p
		Up to 30 mins	20p
		Up to 1 hr	50p
		Up to 2 hrs	70p
		Up to 4 hrs	£1.20
		Over 4 hrs and all day	£3.10
2H	Vicarage Hill	Up to 15 mins	10p
		Up to 30 mins	20p
		Up to 1 hr	60p
		Up to 2 hrs	£1.50
On street 2016/17			
3A	High Street London Road South Park	Up to 30 mins	40p
		Up to 1 hour	80p
		Up to 2 hours	£1.40
		Sunday	2 hours max stay
3B	Sevenoaks Town The Vine Plymouth Drive	Up to 30 mins	20p
		Up to 1 hour	60p
		Up to 2 hours	£1.30
		Over 2 hrs and all day	£3
3C	Sevenoaks Station Moorwood Close (West)	Up to 30 mins	20p
		Up to 1 hour	60p
		Up to 2 hours	£1.30
		Up to 4 hours	£2.40
3D	Sevenoaks Station St Botolphs Ashley Close Moorwood Close (East)	Up to 30 mins	20p
		Up to 1 hour	60p
		Up to 2 hours	£1.30
		Up to 4 hours	£2.40
		Over 4 hrs and all day	£5.50
3E	Sevenoaks District Resident Parking Permits	First	£35
		Second	£70
		Third	£125
		Fourth	£250

3F	Resident Vistors	Book of 5	£6
3G	Resident Vistors	Town Annual	£270
		Town Half Yearly	£135
		Town Quarterly	£67.50
		Station (West) Annual	£765
		Station (West) Half Yearly	£382.50
	Non-Resident Parking Permits	Station (West) Quarterly	£191.25
		Station (East) Annual	£650
		Station (East) Half Yearly	£325
		Station (East) Quarterly	£162.50
4A	Knockholt	All Day	£3.50
		After 2pm up to 6pm	£2.40
4B	Swanley Station Azalea Road Godsel Road	Up to 30 mins	20p
		Up to 1 hour	60p
		Up to 2 hours	£1.30
		Up to 4 hours	£2.40
		Over 4 ours and all day	£3.50
4C	Westerham On Street The Green The Grange Market Square	15 minutes	10p
		30 minutes	20p
		1 hour	60p
		2 hours	£1.50
4D	Westerham On Street Fullers Hill Croydon Road	15 minutes	10p
		30 minutes	20p
		1 hour	60p
		2 hours	£1.50
		3 hours	£2.50

68. Scrap Metal Dealers Fees

The minute reference from the Legal & Democratic Services Advisory Committee was tabled. The Portfolio Holder for Legal & Democratic Services presented the report the report which proposed fees that maintained a 'self financing' position for the service in providing the Council's statutory duty under the Scrap Metal Dealers Act 2013, in accordance with the Council's Service and Budget Plan.

The Legal & Democratic Services Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.



Public Sector Equality Duty

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

Resolved: That the appropriate fee levels set out below, be approved

Site Licence – Grant (3 years)	£460
Site Licence - Renewal (3 years)	£390
Collectors Licence – Grant/renewal (3 years)	£280
Minor administrative change to licence -	£30
Variation - change of site manager -	£165
Variation from collector to site licence -	£200
Variation from site to collector licence -	£130

69. Budget & Council Tax Setting 2016/17

The Portfolio Holder for Finance presented the report for Members consideration, which was the final stage of the budget process that had seen members of the Advisory Committees having greater opportunity to contribute to the budget process. The report set out the proposed budget and required level of Council Tax for 2016/17 and also detailed changes to the draft budget since the Cabinet meeting on 14 January 2016. Members noted the corrected Appendix B as previously separately circulated and published after the main agenda but not contained in the original paper copy of the agenda, and further noted Appendices J to M would be circulated for Council decision.

The Government's draft finance settlement had been worse than expected across local government but had once again showed the benefit of having a 10-year budget strategy as no further savings had needed to be made to protect the Council's position. This was not the case for many other local authorities. If approved, the net expenditure budget for 2016/17 would be £13.689m with the District's Council Tax increasing by 1.96% resulting in Band D Council Tax being £196.65. He was pleased to announce that the report once again left the Council with a fully funded budget over the next 10 years.

The report also contained the Collection Fund position and an opinion on the robustness of the budget and the adequacy of the reserves.

The Chief Finance Officer explained that Appendix H to the report contained a review of reserves which included the recommendation to establish a Switch & Save Reserve, a

Business Rates Retention Reserve and a CIL Reserve. Also included were some other movements between reserves.

The Government had not yet announced the final funding settlement figures for 2016/17 which were expected early the following week. Any changes included in that settlement would not affect the budget being recommended in the report. He reminded Members that the provisional settlement included a 61% reduction in the Revenue Support Grant (RSG) in 2016/17 alone, and that the figures assumed no funding would be passed on to Town and Parish Councils for Council Tax Support, which was one of the three options Council would be asked to consider.

He further advised that the changes should make the 10-year budget even more sustainable going forward as any Government changes would have less impact.

The Chairman, on behalf of the Cabinet, congratulated the Chief Finance Officer and all his staff for all their work, especially with regards to leading the response to Government on the new RSG proposals.

The Chairman advised that he believed there would be an expectation from Government for local authorities to accept any freedoms given this financial year, as part of locally raised fees and charges.

### Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) the Summary of Council Expenditure and Council Tax for 2016/17 set out in Appendix E to the report, be approved;
- b) the 10-year budget 2016/17 to 2025/26 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix B to the report, including the growth and savings proposals set out in Appendix C-D to the report, be approved; and that where possible any variations during and between years be met from the Budget Stabilisation Reserve;
- c) the changes to reserves and provisions set out in Appendix H to the report, be approved;
- d) Members' views be sought on the issue of Council Tax Support funding for Town and Parish Councils and one of the following options be approved:
  - i) no funding be passed to Town and Parish Councils for Council Tax Support in 2016/17;

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- ii) an amount of funding be passed to Town and Parish Councils for Council Tax Support in 2016/17 equivalent to the amount passed on in 2013/14 less 78% (the Council's reduction in Revenue Support Grant); or
- iii) a different amount be passed to Town and Parish Councils for Council Tax Support in 2016/17.

**70. Discretionary Rate Relief**

The minute reference from the Finance Advisory Committee was tabled. The Portfolio Holder for Finance presented the report which set out the proposals for awarding discretionary rate relief for 2016/17. The Council required potential recipients of discretionary rate relief to submit a formal application every two years, but in light of the changes brought about by business rate retention, the proposals for awarding relief were now to be reported annually.

All applications received were recommended for approval. If Cabinet approved all of the applications, the total gross relief granted would be £176,882. The Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

**Public Sector Equality Duty**

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

Resolved: That the proposals for granting relief from business rates for 2016/17 set out in Appendix B to the report, be approved.

**71. Capital Programme and Asset Maintenance**

The minute reference from the Finance & Advisory Committee was tabled. The Portfolio Holder for Finance presented the report which set out the proposed 2016/19 Capital Programme, with supporting documentation in a standard format for individual scheme bids. Projected capital receipts were included, indicating the proposed financing of the Programme. A proposed overall provision limit for Asset Maintenance was also made.

The Finance Advisory Committee had considered the same report and a tabled, amended, Appendix B which was attached to the tabled minute reference from the meeting. The Finance Advisory Committee had agreed to recommend everything except the back-up generator, to Cabinet.

The Head of Finance explained that at the Finance Advisory Committee an additional request had been submitted for an additional £40,000 to reflect the revised costs of a replacement generator for the Argyle Road Offices in addition to the £140,000 already approved in the capital programme.

Following the comments made at that meeting, Officers had started working on alternative solutions as the number of options had increased since the original bid was

completed. Therefore, it was suggested that the additional £40,000 was not approved and, instead, Officers asked to report back after they had carried out further work.

### Public Sector Equality Duty

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

Resolved: That

- i) the Capital Programme 2016/19 and funding method set out in the tabled Appendix B to the Capital Programme and Asset Maintenance 2016/19, excluding the bid for a replacement backup power generator, report be approved;
- ii) Officers continue to investigate and report back on other possible options for a replacement backup power generator at Argyle Road; and
- iii) the proposed Asset Maintenance budget of £490k be agreed for 2016/17.

### 72. Treasury Management Strategy 2016/17

The minute reference from the Finance & Advisory Committee was tabled, which included an updated interest rate forecast from Capita Asset Services together with an update on Santander UK Plc latest credit ratings. The Portfolio Holder for Finance presented the report advising that the Finance Advisory Committee had considered the same report and had agreed to recommend it with the inclusion of Santander UK Plc as an investment counterparty.

The Principal Accountant introduced the report advising that it formed part of the budget strategy for 2016/17 and sets out the proposed treasury strategy for the forthcoming year. Since the writing of the report, Capita Asset Services had amended their interest rate forecast. Therefore, the prospects for interest rates detailed in the report and Appendix B to the report had changed.

Santander was recognised as a UK bank, but its parent company was Spanish. It was noted that investment in non-UK banks was currently permitted under the existing policy, but Members had preferred that investment was restricted to UK organisations with the exception of Handelsbanken, a Swedish bank which was approved for use in the current financial year. He advised that he was aware that out of the eleven authorities in the investment benchmarking group, six had investments with Santander and the bank's investment rates were either in line with or exceeded those available in the market.

If Members were minded to include Santander, then the Capita Asset Services recommended duration limit at the present time was 6 months, and they would fall into the investment limit category of up to £7m.

It was noted that the last training session by Capita for Members had been in 2010. Officers agreed to investigate further training for Members. As there was a fee, joint training with other authorities could be considered in order to spread the cost.

Public Sector Equality Duty

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

Resolved: That with the inclusion of Santander UK Plc as an investment counterparty, Cabinet recommend the Council approve the Treasury Management Strategy for 2016/17.

73. Financial Results to the end of November 2015

The minute reference from the Finance & Advisory Committee was tabled. The Portfolio Holder for Finance presented the report advising that the Finance Advisory Committee had considered the same report and had agreed to recommend it to Cabinet with no further comment.

Public Sector Equality Duty

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

Resolved: That the report be noted.

THE MEETING WAS CONCLUDED AT 8.13 PM

CHAIRMAN

## IMPLEMENTATION OF DECISIONS

This notice was published on 8 February 2016. The decisions contained in Minutes 66, 68, 70, 71 and 73 take effect immediately. The decision contained in minute 67 takes effect on 16 February 2016. Minutes 69 and 72 are recommended to Council and will be considered on 16 February 2016.



## **Item 5 - Procurement Strategy Update**

The attached report was considered by the Finance Advisory Committee relevant Minute extract below

### Finance Advisory Committee - 25 January 2016 (Minute 28)

The Chief Officer Environmental and Operational Services presented a report on updates to the Council's Procurement Strategy.

The Council's current Procurement Strategy was adopted by Cabinet in September 2013. The Council's Officer Procurement Group has kept the strategy under review to ensure it continues to comply with relevant legislation and best practice in procurement as well as supporting the Council in meeting its priorities.

The current strategy required updating to ensure it took account of the Council's safeguarding duties and updated promises to residents which will form the basis on the Council's next Corporate Plan.

### Public Sector Equality Duty

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

Resolved: That it be recommend to Cabinet that the updated Procurement Strategy be adopted.

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## PROCUREMENT STRATEGY UPDATE

Cabinet - 3 March 2016

Report of Chief Officer Environmental & Operational Services

Status: For Decision

Also considered by: Finance Advisory Committee - 25 January 2016

Key Decision: No

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**This report supports the Council Promise to provide value for money**

**Portfolio Holder** Cllr. Searles

**Contact Officer(s)** Richard Wilson (Ext. 7262)  
Lee Banks (Ext. 7161)

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### **Recommendation to Finance Advisory Committee:**

To recommend to Cabinet that the updated Procurement Strategy be adopted.

### **Recommendation to Cabinet:**

To adopt the updated Procurement Strategy.

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**Reason for recommendation:** To ensure that the Council has in place an appropriate strategy that guides all procurement activity across the council.

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### **Introduction and Background**

- 1 The Council's current Procurement Strategy was adopted by Cabinet in September 2013. Since this time the Council's Officer Procurement Group has kept the Strategy under review to ensure it continues to comply with relevant legislation and best practice in procurement as well as supporting the Council in meeting its priorities.
- 2 The current Procurement Strategy requires updating to ensure it takes account of the Council's safeguarding duties and updated promises to residents which will also form the basis of the Council's next Corporate Plan.

### **Updates to the Procurement Strategy**

- 3 The Procurement Strategy as adopted in 2013 continues to provide a robust framework for procurement activity across the council by ensuring key principles are considered in the award of any contract for goods or services.

## Agenda Item 5

- 4 It is a requirement of the Strategy that any amendments required to it are reported to Members for their consideration and approval. In summary the Procurement Strategy at Appendix A includes the following updates:
- Revised Council Promises (page 1 of the Strategy); and
  - Addition of a section on Safeguarding (page 4 of the Strategy).

### **Other Options Considered and/or Rejected**

- 5 No further options have been considered by Officers. The update to the Strategy is important to support best practice procurement across the council. Members may wish to recommend other areas that the Strategy should consider to further improve the Council's approach to procurement.

### **Key Implications**

#### Financial

- 6 The Procurement Strategy is designed to support the delivery of best value in all decision making in the purchase of goods and services. Adoption of the updated Procurement Strategy will continue to promote effective use of council resources and value for money.

#### Legal Implications and Risk Assessment Statement.

- 7 Failure to follow appropriate procurement guidance and legislation has the potential to create significant complications for a local authority. The Strategy promotes best practice and Officers are clear on the requirements to adhere to financial and contract procedure rules, and to take the professional advice of the Council's legal service to ensure guidance and legislation is followed in all procurement activity.
- 8 The Council's Officer Procurement Group plays a key role in minimising risk to the Council and regular Internal Audit reviews provide assurance that appropriate practices are being followed and recommendations for improvement will be made where this is not the case.

#### Equality Assessment

- 9 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusions**

- 10 Updates to the council's Procurement Strategy have been recommended to Members to ensure that the framework that guides the decision making on all purchases of goods and services is in accordance with relevant legislation and best practice in procurement as well as supporting the Council in meeting its priorities.

- 11 Subject to the consideration of the Finance Advisory Committee it is recommended that the updated Strategy put forward is recommended for adoption by Cabinet.

**Appendices** Appendix A - Draft Procurement Strategy

**Background Papers** None

**Richard Wilson**  
**Chief Officer Environmental & Operational Services**

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# Sevenoaks District Council

# Procurement Strategy



## Procurement Strategy

This strategy sets out a clear framework for procurement at Sevenoaks District Council. It reflects the Council Vision and Promises and aligns with the financial and contract procedure rules set out in the Council's Constitution.

The Strategy is reviewed annually by the Council's Officer Procurement Group and updated as necessary to reflect developments in best practice procurement. Where updates are required the Procurement Strategy is reported to Members for approval.

**We are always interested in ways to improve our approach to the Procurement and welcome your suggestions.**

### Contact us

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### Publication details

#### **Purpose of the Procurement Strategy**

To ensure that the Council adopts appropriate principles in the purchase of goods and services, in accordance with legislation and its own contract and financial procedure rules.

#### **Publication date**

January 2016

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## 1. Background & Information

### Introduction

Procurement is the process of acquiring goods, works and services from a range of suppliers. The process spans the whole cycle from the identification of needs through to the end of a services contract or the end of the useful life of an asset.

Procurement is broader than just buying or commissioning, it is about securing goods and services that best meet the needs of service users and the local community.

Procurement is a tool that when used effectively helps the Council to achieve its overall objectives. It remains critical to deliver best value in procurement but that does not mean that the key focus should be on price. It is important that procurement decisions are made in line with wider service and Council objectives. For Sevenoaks District Council this means considering environmental, social and community benefits alongside financial cost. Striking this balance is at the heart of best value procurement

### Council Vision & Promises

All procurement activity is undertaken to help the Council achieve its vision and promises. The vision of the District Council can be summarised as:

“Pride in the District of Sevenoaks by working with the Community as a whole, to sustain and develop a fair, safe and thriving local economy.”

The Council’s promises are to:

- Provide value for money;

- Work in partnership to keep the District of Sevenoaks safe;
- Provide the high quality services residents want;
- Protect the Green Belt; and
- Support and grow the local economy.

The principal aim of this Procurement Strategy is to set a clear framework for best value procurement that enables the Council to achieve these promises and deliver its vision for the District.

### Procurement at Sevenoaks District Council

Procurement is a key function that is embedded across all Council services. The Council has an established Officer Procurement Group with the primary objective to embed best practice procurement across the Council and oversee and champion improvement in procurement practices across the Council. Each Officer on the Procurement Group acts as a ‘Procurement Champion’ within their service area to ensure a best practice approach is adopted whenever a procurement exercise is undertaken. ‘Procurement Champions’ are supported by independent advice from the Council’s Legal Service.

This approach ensures the Council has a pool of procurement experience to draw on to deliver its aim of embedding best practice procurement across the Council.

The production of annual Procurement Plans is a key tool for services. They set out what needs to be procured each year, at what point in time and by which procurement method, i.e. quote, tender or EU procurement. The Procurement



Plans form the basis for all procurement activity at Sevenoaks District Council.

## 2. Procurement Principles

### Best Value

The Council seeks to deliver the best value for money in the procurement of all goods and services. This may not always be the lowest price but the procurement option that delivers the best value for money over the whole life of the product or contract.

An assessment of best value will incorporate a number of the principles set out in this strategy.

### Social Value

The Public Services (Social Value) Act 2012 requires the Council to consider, at pre-procurement stage, how what is to be procured may improve social, environmental and economic well being of the District.

The Council will consider how social value could be improved through its procurement and will consult with the community on the design of procurement specifications to enhance social value where it is necessary to do so.

The Social Value Act is applied only to public service contracts and framework agreements to which Parts A and B of Schedule 3 of the Public Contracts Regulations 2006 apply and only those within this that are above EU thresholds in value.

### Sustainability

Sustainability is an important consideration when making procurement decisions. It ensures that the Council considers the environmental impact of its procurement decisions.

Environmental impact is assessed at the key stages of procurement to ensure that principles of waste reduction,

recycling and use of environmentally acceptable materials are met.

Tools have been developed to assist officers in applying sustainability considerations, primarily through 'Pre-Qualification Questionnaires'.

### Equality and Diversity

All procurement procedures comply with the Council's Equalities Statement and the Disability Discrimination Act.

The Council has regard to appropriate workforce strategies through the procurement process and includes an assessment of a potential suppliers approach to equalities and diversity as part of the tender evaluation criteria.

Tools have been developed to ensure officers apply Equalities criteria to procurement decisions including through 'Impact Assessment' templates.

### Collaboration and Working in Partnership

The Council is committed to collaborating with other local authorities and organisations in the procurement process whenever it is appropriate. At each point a procurement need arises the Council always considers whether working in partnership or collaborating could deliver better outcomes or value for money.

### Supporting Local Business and Small and Medium Enterprises

The Council is committed to supporting local businesses and community organisations, as well as small and medium enterprises (SMEs) to compete for and win contracts, insofar as it is possible within the legal framework.

## 3. Effective Practice & Decision Making

### Effective practice

The Council fulfils its statutory duties meeting both EU Directives and UK statutory requirements, and taking account of case law that emerges. The Council also ensures that it follows the rules set out in its Constitution.

No one individual is permitted to authorise all stages of the procurement process. The authority to release funds from a budget is separated from the authority to certify the purchase, so as to ensure that at least two people are involved in determining that the purchase is legitimate, necessary and that it delivers value for money.

The Council's Officer Procurement Group oversees and champions best practice in procurement and works to ensure effective practice in all procurement. The Group is supported by advice from the Council's Legal Service and periodic Internal Audit reviews provide valuable feedback on the effectiveness of procurement practice.

### Ethical behaviour

The highest standards of professional behaviour are expected from all Councillors and Officers in their dealings with partners and suppliers. The Council must always act with integrity and, where possible, with openness in undertaking procurement.

Any conflicts of interest in the procurement process are documented and managed in line with the Council's Constitution.

The Council must always act fairly with suppliers in all matters, including prompt payment in accordance with

agreed terms. There is no favouritism or bias shown towards one supplier over another. Procurement decisions must always be communicated clearly.

### Decision Making

Procurement decisions are based on clear and justifiable evidence. They are transparent and have an audit trail which can be scrutinised.

Criteria are established prior to invitations to tender to enable a balanced evaluation to be made which takes into account quality, deliverability and fitness for purpose. Such criteria are shared with potential suppliers.

Procurement decisions are always made on the basis of the whole life evaluation of quotes and tenders.

### Continuous Improvement

Procurement opportunities are always seen as an opportunity to improve. This can be improved outcomes for service users or the local community, better performance levels or reduced cost.

Continuous improvement is also applied to the on going training and development of officers involved in the procurement process and the tools the Council uses to assist in procurement activity. This includes the use of annual procurement plans, flow charts of procurement rules, user friendly guides and best practice advice on the Council Intranet and the use of the South East Business (SEB) portal.

Where contracts run for a number of years the contract is sufficiently flexible to provide for continuous improvement through the period of the contract.

## 3. Effective Practice & Decision Making

(continued)

### Risk Management

The Council ensures that any risk to the authority or the community it serves, is properly recognised in all its procurement dealings. Risks are identified, evaluated and managed at every stage of the procurement process in accordance with the Council's risk management strategy and framework.

### Safeguarding

The Council's Safeguarding Policy seeks to enhance the quality of life of children and vulnerable adults through consultation with them about the services we provide, identifying and responding to child and adult protection issues, seeking to prevent cases of abuse, promoting good practice and sharing information to assist in the prevention of abuse.

Where it is appropriate in the services being procured the Council is committed to ensuring suppliers have appropriate safeguarding measures in place and are aware of their requirements under the Council's Policy.

### Staffing-related issues

Employees affected by any procurement process are consulted and those who may transfer as a consequence of a procurement decision will be protected under the Transfer and Undertaking Protection Regulations (TUPE).

The Council is committed to ensuring that contractors are good employers, and will look to ensure that contractors (and their subcontractors) utilise local labour wherever possible, particularly for apprenticeship schemes and similar.

## 4. Additional Information

### Links to plans and strategies

The Council's Procurement Strategy is aligned to the commitments made in a number of other Council plans and strategies. These include the:

- Council's Constitution;
- Financial Procedure Rules;
- Contract Procedure Rules;
- Financial Strategy;
- Human Resources Strategy;
- Equality Statement;
- Safeguarding Policy;
- IT Strategy; and
- Risk Management Strategy.

### Guidance for officers

Further procurement guidance is available on the Council's Intranet. This information includes:

- Procurement Policies;
- 'How to' Procurement Guides; and
- Best practice tools and advice.

### Guidance for suppliers

Further procurement guidance is available to all potential suppliers on the Council's website. This information includes:

- Suppliers Guide;
- Financial Thresholds for contracts and tenders;
- Contract Register (through SEB Portal); and
- Current Contract Opportunities (through SEB Portal).

# Sevenoaks District Council

## Procurement Strategy

If you have any comments about this document or require further copies, please contact:

Policy & Performance  
Sevenoaks District Council  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG

Telephone 01732 227000

E-mail [policy@sevenoaks.gov.uk](mailto:policy@sevenoaks.gov.uk)

Further information about Procurement is available on the Council's website at [www.sevenoaks.gov.uk/procurement](http://www.sevenoaks.gov.uk/procurement)

Other formats:

**This publication is available in large print.  
For a copy, call 01732 227000.**

If you need help communicating with us or understanding this document, we can arrange for an interpreter to help you. Please contact us on 01732 227000 stating your language and telephone number.

[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

January 2016



**Item 6 - Community Grant Scheme Draft Allocations 2016/17**

The attached report was considered by the Economic & Community Development Advisory Committee, relevant Minute extract below

Economic & Community Development Advisory Committee - 11 February 2016 (Minute 29)

The Chief Officer for Communities and Business presented a report on the Community Grant Scheme draft allocations and summarised applications received by the Council from voluntary organisations for funding during 2016/17. She advised Members that those organisations in receipt of a community grant were monitored to ensure that the funds were used in accordance with the purpose brief of each scheme.

The report was to be considered at Cabinet on 3 March 2016, and was for information.

Public Sector Equality Duty

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

Resolved: That the report be noted.

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**COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2016/17**

**Cabinet - 3 March 2016**

Report of Chief Officer - Communities & Business

Status: For Decision

Also considered by: Economic & Community Development Advisory Committee -  
11 February 2016

Key Decision: Yes

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**Executive Summary:** This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2016/17.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth, the Deputy Portfolio Holders for Economic & Community Development, Cllrs Hogarth, Abraham, Maskell, and Cllr Mrs Bosley. Members have been trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

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**This report supports the Corporate Vision of Providing Value for Money and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.**

**Portfolio Holder** Cllr. Hogarth

**Contact Officer** Simon Davies Ext. 7374

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**Recommendation to Economic & Community Development Advisory Committee:** for information.

**Recommendation to Cabinet:** Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 14.

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**Reason for recommendation:** Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of

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the scheme and represent value for money.

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### Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2015. The closing date was 27 November 2015. The total budget available for distribution in 2016/17 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to a three year Service Level Agreement 2015-18.
- 4 The 2016/17 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA	£ 98,540
Amount available for grants	£ 54,791
<b>Total Budget</b>	<b>£ 153,331</b>

- 5 A total of 30 grant applications have been received, representing total grant requests of £114,933.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Members' Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 In 2015/16, the voluntary organisations funded supported 205,594 volunteer hours, which represented an economic benefit to the District of £2.56 million.

### Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal

and a detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth and the Deputy Portfolio Holders for Economic & Community Development, Cllrs Abraham and Maskell, and Cllr Mrs Bosley. Recommendations have been made in accordance with the Scheme Guidelines and the Council’s Corporate Code of Practice for grants and take into account various factors, including:

- i. the extent to which the application supports the District Council’s priorities;
- ii. the extent to which the application assists residents across the District and its impact;
- iii. the extent to which the application should be funded by other organisations;
- iv. whether performance indicators are relevant and appropriate;
- v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- vi. the level of reserves held by the applicant.
- vii. Whether the applicant has appropriate child protection and safeguarding arrangements in place.

Recommended Level of Grant

- 11 A summary of the total value of recommendations in this report and the total draft budget is set out below.

Total 2016/17 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,331
Grants to CABx for 2016/17 under the terms of a three-year SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,790
Total recommendations	£153,330

- 12 A full list of grants recommended to voluntary and youth groups is attached at Appendix C.
- 13 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Imago or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

**Recommended Conditions**

- 14 It is recommended that grants be made to voluntary organisations subject to the following conditions:
- (i) that performance indicators as set out in the application forms are adhered to and monitored;
  - (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
  - (iii) that appropriate recognition of this Council’s funding contribution is made in all their publicity; and
  - (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

**Key Implications**

Financial

- 15 The level of funding recommended is in accordance with the draft 2016/17 budget of £153,331.

Resources (Non-financial)

- 16 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

- 17 There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.

<p>As a condition of grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.</p>	<p>Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.</p>
<p>Grant allocations not approved in March.</p>	<p>A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.</p>

Equality Assessment

- 18 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
<p>a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?</p>	<p>No</p>	<p>The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need.</p>
<p>b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?</p>	<p>Yes</p>	<p>The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities</p>
<p>c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts</p>		<p>No negative impacts identified</p>

## Agenda Item 6

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
identified above?		

### Conclusions

- 19 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

### Appendices

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B - Community Grant Scheme guidelines

Appendix C - Full schedule of applications

### Background Papers:

[Grant scheme guidelines](#)

[Sevenoaks District Council Code of Practice for Grant-making.](#)

**Lesley Bowles**  
Chief Officer Communities & Business

## Sevenoaks District Council Grants

### Code of Practice September 2003

For this purpose, a grant is taken to mean:

*'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'*

#### **Each grant scheme should have:**

1. Written criteria outlining:
  - Eligibility
  - Scheme objectives
  - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

#### **Principles**

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

#### **Eligibility**

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

**The application form should:**

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

**The application process;**

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.



### **Deadlines**

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

### **Grants application appraisal**

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

### **Approval**

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

### **Payment**

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

### **Monitoring & Evaluation**

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

### **Promotion**

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

### **Review**

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

### **General**

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

**Sevenoaks District Council**  
**Community Grants Scheme 2016/17**  
**SCHEME GUIDELINES**

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.  
Email [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk).

The Sevenoaks District Council Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focussing on those in greatest need.

In particular, the Council wishes to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

Please note: We can only accept one application per organisation.

Please complete the application form electronically – we cannot accept hand-written applications.

## 1. WHAT ARE THE SCHEME'S PRIORITIES?

### **Volunteering:**

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

### **Social Inclusion:**

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation by excluded or vulnerable groups;
- Improve the wellbeing of local residents.

### **Community Safety:**

- Reduce crime or anti-social behaviour.

### **Information, Advice, Advocacy and Counselling:**

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

**Young People:**

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

**Arts & Sports:**

- Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

## 2. WHO CAN APPLY?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- “Not for profit” registered charity
- Youth Organisation
- Voluntary Organisation
- Community Interest Company

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

## 3. HOW MUCH AND WHAT CAN I APPLY FOR?

The minimum you can apply for is £100

The most we will award for any one application is £5,000

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition you can apply for core running costs that are commensurate with the project, service or activity applied for.

## 4. WHAT ARE THE MAIN CONDITIONS?

**By applying, you are confirming that you comply with the terms and conditions. The main conditions include:**

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation either has an equalities policy in place and is prepared to sign the Council's Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;

- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge Sevenoaks District Council's support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

## 5. WHAT WE WILL NOT FUND

### We will not fund the following:

- Projects, services or activities that serve only one Parish;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

**6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?**

**The appraisal process will look at:**

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit from your project;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

**7. WHEN WILL YOU KNOW IF YOUR APPLICATION IS SUCCESSFUL?**

The deadline for submitting your completed application form is Friday 27th November 2015. Applications received after this date will not be considered.

During March, we will decide who will receive funding. We will write to you during April to let you know if your application has been successful.

If you require any assistance, please contact:

Simon Davies, Partnership and Projects Officer, on 01732 227000

Applications must be signed by the applicant on behalf of the organisation and returned by post to the address below:

**Community Grant Scheme, Communities & Business Team,  
Sevenoaks District Council, Council Offices, Argyle Road,  
Sevenoaks, Kent, TN13 1HG**

**Deadline for completed applications: 27th NOVEMBER 2015**

Community Grant Scheme - Schedule of Applications 2016/17

Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				
3	North West Kent Volunteer Centre	Caring Communities through Volunteering - a) Befriending Scheme, b) Community Transport Scheme, c) Gardening Support Scheme, d) Providing aid to 200 local charities and volunteer-involving organisations	£4,500	£4,500	<b>£5,000</b>	£4,500		
4	Home-Start North West Kent	Support Home Visiting Family Support. To extend the family support project to cover the Sevenoaks area. Families will be supported by volunteers and be provided with information, advice and advocacy and be encouraged into community participation	No application	No application	<b>£5,000</b>	£0	3, 4	
7	MHR (Tunbridge Wells Mental Health Resource)	Reachout Youth. Offering free weekly peer support groups to young people who are struggling with emotional and mental health. The project will run for 36 weeks over term time for 1 year.	No application	No application	<b>£5,073</b>	£2,000		
8	Sevenoaks District Arts Council	Provide grants or underwriting to arts groups/societies across the whole Sevenoaks District	£4,250	£4,250	<b>£5,000</b>	£4,250		
9	Home Start South West Kent	Big Hopes Big Future. To fund a Family Support Worker to work in the Edenbridge area for 1 day per week for 6 months to introduce HomeStart to the area and set up the project.	No application	No application	<b>£4,860</b>	£0	3, 4	
11	Centra Care and Support	Keep Moving Forward Project. To put together a package of support for vulnerable women and children living in a refuge after fleeing domestic abuse.	No application	No application	<b>£3,714</b>	£0	7	

Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				
21	West Kent Mind	Mental Health Community Champions. To fund the cost of training 16 SDC staff and 16 residents in accredited Mental Health First Aid to equip the District with a team of people who can deal with people experiencing mental health problems and raise awareness about better training	£4,200	£3,000	<b>£4,940</b>	£4,000		
30	Sevenoaks District Sports Council	Group coaching and/or training in all sports; Individual coaching; Organised coaching/training courses; Helping new clubs set up sports for young and disabled, Social sports for the older generation, Help all ages with disabled sports and coaching, Individual grants for talented sportsmen/women, boys/girls	£4,250	£4,250	<b>£5,000</b>	£4,250		



Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				
44	Sevenoaks Counselling (District wide)	To pay for subsidised confidential counselling sessions. Sessions are open to everyone on an equal opportunities basis, with referrals from GO surgeries and CAB etc.	£600	£600	<b>£800</b>	£800		
58	CVSNWK	To provide support and infrastructure services to voluntary sector within North West Kent.	£900	£1,000	<b>£5,000</b>	£1,000		
66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and encouraging volunteering by potential new drivers and maintaining support for existing drivers.	£500	£500	<b>£500</b>	£500		
85	Imago	Volunteer Centre - £5,000, Infrastructure support - £ 3,000, Youth volunteering and services - £5,000, Dial2Drive - £ 5,000	£12,000	£12,000	<b>£18,000</b>	£12,000		
110	Sevenoaks Community First Responders	To kit out three new emergency responders	No application	No application	<b>£5,000</b>	£1,660		

Community Grant Scheme - Schedule of Applications 2016/17

Ref No	Name of Organisation	Purpose	2014/15	2015/16	Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
148	Sevenoaks Home Library Service	Annual running costs and maintenance of the library van	£100	£150	<b>£250</b>	£250		
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	<b>£400</b>	£400		
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents to Sevenoaks Hospital, other hospitals and clinics and also organisations for disabled people.	£500	£500	<b>£500</b>	£500		
243	Hospice in the Weald	Contribution towards cost of modernising patient bedrooms and en-suite shower rooms	No application	No application	<b>£4,940</b>	£0	4	
264	West Kent Mediation	Continued provision of a free, restorative, impartial, confidential community mediation service for all individuals, families and groups living in Sevenoaks District. To part fund restorative conferencing service to resolve multi-party disputes within the community. To recruit and train new volunteers from SDC areas. Contribution to volunteers' expenses and hall hire costs for joint mediation meetings.	£5,000	£5,000	<b>£5,000</b>	£5,000		

Community Grant Scheme - Schedule of Applications 2016/17

Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				
265	Ellenor	To fund fortnightly drop-ins and clinics to provide opportunity for patients to receive advice and support regarding symptom management, psychological and emotional support. To commence "Carers Cuppa" sessions at Swanley Link to provide an opportunity for carers to meet informally and offer peer support and signposting. To hold 6 week carers course in Swanley to equip carers with skills and confidence to care for loved ones.	No application	No application	<b>£5,000</b>	£2,000		
344	Kent Friendz (District-wide)	To provide a specialist club for 20 children with severe and complex disabilities, including multiple learning disabilities and physical disabilities. Each child will receive 2:1 support because of their needs. Experienced staff will have training in managing challenging behaviour. Activities will be tailored to each individual's needs with specialist equipment.	£1,000	£1,000	<b>£2,000</b>	£1,000		
394	BRIDGES	To replace outdated computer and office laptop. To contribute to cost of Forget-me-Not Dementia cafes, running fortnightly in Edenbridge and Tunbridge Wells. To provide 3 additional chairs suitable for elderly people.	£1,000	£1,000	<b>£2,365</b>	£1,000		
436	West Kent Extra	Contribution towards summer residential trip for vulnerable children aged 8-12 living in Sevenoaks District	£1,500	£1,000	<b>£3,000</b>	£1,250		

Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				
439	Kenward Trust	To fund 5 days of Kenward Intervention Programme (KIP), aimed at young people aged 13 to 24 who are using substances and alcohol and causing anti-social behaviour.	No application	No application	<b>£2,000</b>	£1,000		
446	Domestic Abuse Volunteer Support Services	Grant towards core costs and volunteer expenses, providing vital support services for women and men experiencing domestic abuse, providing a cost effective helpline, face to face support, risk assessments to national standards, signposting, Support to Court project, help with paperwork, assisting with Sevenoaks One Stop Shop programme	£3,000	£3,000	<b>£5,000</b>	£3,580		

Community Grant Scheme - Schedule of Applications 2016/17

Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				
455	Community Futures Kent	To produce a second, updated edition of the "accessible Information Standard Guide" which will enable organisations to produce easy read information to support compliance with the Accessible Information Standard coming into practice in 2016.	£1,300	£600	<b>£1,248.20</b>	£600		
462	Salus Group CIC	Safety in Action - West Kent. To support staging a 2 week event for 1,600 year 2 children from west Kent. All Sevenoaks District primary schools are invited to participate.	No application	£1,000	<b>£1,000</b>	£1,000		
464	Funding for All	Funding for All - Sevenoaks. Specialist mentoring of charities and community groups, assisting community groups through neighbourhood projects, funding bids etc, over and above the light touch approach of other infrastructure organisations.	No application	£0	<b>£4,767</b>	£0	3	
466	D'Vine Singers	To cover costs of running a singing for wellbeing group. To cover fees for professional group facilitators and hire of premises.	No application	No application	<b>£3,000</b>	£0	2, 4	
467	EDNA	A pilot scheme to deliver activities to older adults, vulnerable and elderly people to improve health and wellbeing.	No application	No application	<b>£2,000</b>	£0	7	
468	Advocacy for All	For an autism self-advocacy group to put together a film and presentation about people with high functioning autism/Aspergers syndrome.	No application	No application	<b>£4,575</b>	£2,250		

Ref No	Name of Organisation	Purpose			Grant app. 2016/17	Recommended allocations	Reason for refusal	Notes
			2014/15	2015/16				

**TOTAL      TOTAL      £114,933      £54,790**

**AVAILABLE FUNDING      £54,791**

- Refusal Reasons
- 1 The organisation's reserves are considered to be too high to enable a grant to be recommended
  - 2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme
  - 3 The available level of funding is not sufficient for the Council to be able to support this priority
  - 4 This service is primarily the responsibility of another agency
  - 5 This is an advice service that does not have CLS accreditation
  - 6 This application is for work taking place in a different financial year
  - 7 Application is ineligible under the Community Grant Guidelines
  - 8 This application cannot be supported as priority has been given to applications supporting a wide area of the District

**Item 7 - Swanley Local Office**

The attached report will be considered by the Policy & Performance Advisory Committee on 1 March 2016, and therefore the relevant Minute extract was not available prior to the printing of this agenda.

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## SWANLEY LOCAL OFFICE

Cabinet - 3 March 2016

Report of Chief Officer Corporate Support

Status: For Decision

Also considered by: Policy and Performance Advisory Committee - 1 March 2016

Key Decision: Yes

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Portfolio Holder Cllr. Fleming

Contact Officer(s) Amy Wilton, Ext.7280 & Jim Carrington-West, Ext.7218

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### Recommendation to Policy and Performance Advisory Committee:

It is recommended to Cabinet that the renewal of the provision of a Local Office service for a further 2 years with Swanley Town Council based on the current terms and value is approved.

### Recommendation to Cabinet:

Renewal of the provision of a Local Office service for a further 2 years with Swanley Town Council based on the current terms and value is approved.

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**Reason for recommendation:** A partnership agreement has existed for fourteen years between Sevenoaks District Council and Swanley Town Council for the operation of services through a local office in Swanley. The current agreement expires on 31 March 2016 and Members approval is sought for the District Council to seek to continue this arrangement and to renew the agreement to end on 31 March 2018.

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### Introduction and Background

- 1 The Swanley Contact and Information Centre provides information and services on tourism and Council services. The office was a joint partnership operated by Swanley Town Council under the direction of the District Council until August 2015. From August 2015 the office was re-branded as Swanley Link and now operates under the direction of Swanley Town Council, with an agreement between Kent County Council and West Kent Housing Association. District Council services continue to be provided by Swanley Town Council.
- 2 Customers use the local office to access District services such as the regular benefits surgeries, held twice a week, and run by the Sevenoaks District Council Benefits team (using facilities provided as part of this contract), to

## Agenda Item 7

purchase refuse sacks and to contact the Customer Services team through a dedicated telephone line.

- 3 For the last full year of the agreement (2014/15) performance information related to District Council services provided at the Swanley Local Office was:
  - 480 customers seen at the Benefits surgery;
  - £854,229 of payments taken through the Handitill; and
  - Customer satisfaction levels at 91%.
- 4 From March 2016 it is planned that the handitill machine which enables customers to make cash payments for Council Tax and Housing Benefit overpayments will be removed from the Swanley Link. From this point the District Council will commence a new contract with Allpay which will enable customers to make payments at Post Office counters and PayPoint outlets throughout the district and wider.

### Swanley Local Office agreement

- 5 The District Council allocates a budget of £49,719 per annum for the provision of services at the Swanley Local Office.
- 6 It is therefore proposed that Members approve that the District Council seek to enter in to a new agreement for the provision of District Council services provided by Swanley Town Council at Swanley Link for a period of 2 years from 1 April 2016 to 31 March 2018.
- 7 Subject to Members approval it is proposed that in seeking to reach an agreement with Swanley Town Council for the provision of services the annual cost will remain within agreed budgets.
- 8 Members may wish to note that the District Council will request that clear District Council branding is sited throughout Swanley Link as part of the agreement to provide services.

### Other Options Considered and/or Rejected

- 9 None.

### Key Implications

#### Financial

- 10 It is anticipated that the renewal of the Local Office contract with Swanley Town Council would commit the Council to expenditure in the region of £99,000 over the next 2 years. This is in line with the current annual spend on the Local Office service.

- 11 Subject to Member approval to enter in to agreement with Swanley Town Council Officers will ensure that the Council's contract procedure rules are adhered to.

Legal Implications and Risk Assessment Statement.

- 12 An updated Partnership Agreement will need to be executed between the Town Council and the District Council subject to agreement of the annual fee.

Equality Assessment

- 13 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Conclusions**

- 14 The provision of a Local Office in Swanley to enable residents in the north of the District to access Council services is valued by residents. It is recommended that Members approve the renewal of its agreement with Swanley Town Council in line with the current terms and value.

**Appendices:** None

**Background Papers:** None

**Jim Carrington-West**  
**Chief Officer Corporate Support**

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**Item 8 - Swanley Regeneration**

The attached report will be considered by the Policy & Performance Advisory Committee on 1 March 2016, and therefore the relevant Minute extract was not available prior to the printing of this agenda.

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## SWANLEY REGENERATION

Cabinet - 3 March 2016

Report of Chief Officer Communities & Business

Status: For decision

Also considered by: Policy and Performance Advisory Committee - 1 March 2016

Key Decision: Yes

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**Executive Summary:** Cabinet has approved the demolition of the former Working Men's Club at 18 High Street Swanley, the former Bank at 16 High Street Swanley and the vacant shop units and accommodation above them at 27 - 37 High Street Swanley, subject to further investigation into the possible VAT and CIL implications of developing the site.

This report informs Members about the VAT and CIL implications. It also informs Members of the planning implications for 27-37 High Street Swanley of it being listed as an Asset of Community Value.

The report seeks consent to proceed with the demolition process at the former Working Men's Club at 18 High Street, the former bank (CAB centre) at 16 High Street and the disposal of the temporary building currently on the Bevan Place site.

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**This report supports the Key Aim of Value for money, and supporting an developing the local economy**

**Portfolio Holder** Cllr. Fleming

**Contact Officer** Robin Cooper Ext 7099

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**Recommendation to Policy and Performance Advisory Committee:** That it be recommended to Cabinet

- i) To note the CIL and VAT implications of developing land at 16 - 18 High Street and to demolish both buildings (The former Working Men's Club and former CAB building) at the earliest opportunity noting the demolition works have already been procured and the contractor is ready to mobilise.
  - ii) To note the revised costings for the demolition (contained in the exempt appendix) and note that the previous contractor remains the best value for money.
  - iii) To approve the demolition of the former Working Men's Club and CAB
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building and note this is subject to a Prior Approval Notification

### Recommendation to Cabinet

- i) To note the CIL and VAT implications of developing land at 16 - 18 High Street and to demolish both buildings (The former Working Men's Club and former CAB building) at the earliest opportunity noting the demolition works have already been procured and the contractor is ready to mobilise.
- ii) To note the revised costings for the demolition (contained in the exempt appendix) and note that the previous contractor remains the best value for money.
- iii) To approve the demolition of the former Working Men's Club and CAB building and note this is subject to a Prior Approval Notification

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**Reason for recommendation:** Development of these sites will generate significant income and capital receipts that can be reinvested. High quality development will serve the needs of Swanley and improve this important gateway site into the town thus supporting the Council's Economic Development Strategy. It will also result in higher performing assets in accordance with the Council's approved Property Investment Strategy.

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### Introduction and Background

- 1 The Council has owned property comprising Bevan Place Car Park and 16 High Street (a former bank) and 27-37 High Street, Swanley, for some time. More recently it acquired the Swanley Working Men's Club. The intention is to develop the 16 - 18 High Street site for residential use with some business use in the form of incubator, innovation or business start up space and some retail. The prominent site needs to have a genuine quality gateway feel to the town centre.

### VAT Implications

- 2 Policy and Performance Advisory Committee requested further details on the VAT implications of developing the site. These are highlighted below:
- 3 In the absence of final plans, and without an option to tax in place, the assumption is that the VAT incurred on associated costs is attributable to exempt supplies as the default liability of land supplies is exempt. The VAT on the cost of demolition should be included in the Council's partial exemption calculation (this calculation enables certain bodies to recover VAT on costs relating to non-business activity). In 2014/15 the Council incurred exempt input tax of £26,300 which represents 1.74% of the total VAT incurred (the limit is 5%).
- 4 Taking 2014/15 as a base year and incorporating anticipated capital figures for 2015/16 and 2016/17 it is likely that the Council may exceed the partial exemption calculation, thus potentially having to pay back circa £100,000.



5 The effects of an option to tax are:

- Supplies of land and buildings, such as freehold sales, leasing or renting, are normally exempt from VAT. This means that no VAT is payable, but the person making the supply cannot normally recover any of the VAT incurred on their own expenses.
- However, you can opt to tax land. For the purposes of VAT, the term 'land' includes any buildings or structures permanently affixed to it. Once you have opted to tax all the supplies you make of your interest in the land or buildings will normally be standard rated, and you will normally be able to recover any VAT you incur in making those supplies.

6 If there is potential to breach the partial exemption calculation, the following options could be considered:

- Contact HM Revenues & Custom (HMRC) and request "exceptional circumstances" as why the Council has breached the 5% limit, as part of this the Council would need to demonstrate that if it took an average of 7 years it would be under the 5% (four previous years, the year we exceed and two future years). However, the HMRC do not have to allow this.
- Split the demolition - Demolish the Working Men's Club before 31 March 2016, the Council may then be able to absorb this in the 2015/16 partial exemption calculation.

7 If clear plans are formed and decided before demolition takes place, and these will result in the Council making taxable supplies (either standard-rated or zero-rated) then the VAT on the demolition costs would be fully recoverable without any impact on the Council's partial exemption calculation.

### **Community Infrastructure Levy (CIL) Obligations**

8 There will also be CIL obligations from developing out the sites and these are summarised as:

At 16 - 18 High Street the CIL payments, assuming 40% affordable housing, is around £125,862. In addition at 27 - 37 High Street the CIL payment is estimated at £44,758 (so £170,620 in total for CIL). In total then on both sites with VAT and CIL - the worst case scenario is around £270,620 which effectively would come off the capital receipt to the Council. A higher density scheme would add to the CIL liability.

The Council has no real option but to accept these sums if it is to comply with planning policy and HMRC regulations. The Allocations and Development Management Plan (ADMP) suggest around 46 units of accommodation could be provided at the old Working Men's Club site.

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Over the road at 27 - 37 High Street would be 3 retail units at ground floor and 14 flats. This site (27 - 37) already has outline planning consent. In total then the sites could accommodate 60 new units of accommodation as well as business and retail opportunities at ground floor level.

### **Asset of Community Value**

An application was made to the Council to register 27 - 37 High Street as an Asset of Community Value because it was being used by Age Concern at the time. The Council agreed to register the building as an Asset. The building has outline planning consent and the intention is to apply for full planning consent which, if granted, would allow the new development to proceed and the Asset of Community Value would no longer be registered as the building will have been removed. The property was offered to Age Concern but no offer to purchase came forward. Age Concern no longer use the building which is empty.

### **Benefits**

- 9 It is important that the Council seeks to reduce any business rates liabilities, reduce the opportunity for vandalism (which has already occurred) or occupation by potential squatters and improve the visual appearance of the site. If appropriate, attractive hoardings will be erected around the site promoting what Swanley and the District has to offer.

### **Key Implications**

#### Financial

The financial issues around CIL and VAT are reported above. A tender price has been received from 4 tenderers and the recommended award is in the exempt appendix. This expenditure will be funded from the Property Investment Strategy Reserve.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications arising from the recommendations. The land is not required for operational uses.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Conclusions**

Demolition of the buildings at 16 - 18 High Street and the removal of a temporary building on site will remove any rates liability, reduce the risks of vandalism or squatting and improve the appearance of the site.

It is not proposed to demolish 27 - 37 High Street at this stage until full planning permission has been obtained and redevelopment is about to start as the effects of demolition will be to expose large party walls which may be difficult to effectively make wind and water tight and will also look unattractive. Demolition costs, excluding 27 - 37 High Street are in the exempt appendix on this agenda paper and the preferred contractor remains as before and is the cheapest and represents the best value for money from 4 firms who tendered.

**Appendices**

Appendix A Site Plan

Appendix B - Tender EXEMPTED

**Background Papers:**

None

**Lesley Bowles**

**Chief Officer for Communities and Business**

Appendix A: Site Plan



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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