

23 February 2016 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 15.02.16



Scrutiny Committee

Membership:

Chairman, Cllr. London; Vice-Chairman, Cllr. Brown
Cllrs. Ball, Brookbank, Clack, Hogg, Kitchener, Lindsay, McArthur, Purves and Reay

Agenda

	Pages	Contact
Apologies for Absence		
1. Minutes To approve the Minutes of the meeting of the Committee held on 24 November 2015, as a correct record.	(Pages 1 - 6)	
2. Declarations of Interest Any declarations not already registered		
3. Responses of the Cabinet to reports of the Scrutiny Committee (if any)		
4. Actions from the last meeting of the Committee (if any)		
5. Kent County Council - Highways Matthew Balfour, Cabinet Member for Environment and Transport for Kent County Council, to answer questions about highways in the Sevenoaks District.		
6. Performance Monitoring	(Pages 7 - 22)	Lee Banks Tel: 01732 227161
7. Questions to the Portfolio Holder for Planning	(Pages 23 - 28)	Cllr. Robert Piper
8. Questions to the Portfolio Holder for Legal & Democratic Services	(Pages 29 - 30)	Cllr. Anna Firth

- | | | |
|-----|--|------------------------------------|
| 9. | Leisure In-Depth Scrutiny Working Group - Interim Report
Verbal update to be provided by the Chairman of the Leisure In-Depth Scrutiny Working Group | Cllr. Cameron Brown |
| 10. | Chairman's Annual Report to Council | (Pages 31 - 34) Cllr. James London |
| 11. | Work Plan | (Pages 35 - 36) |

EXEMPT INFORMATION

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.

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.

SCRUTINY COMMITTEE

Minutes of the meeting held on 24 November 2015 commencing at 7.00 pm

Present: Cllr. London (Chairman)

Cllr. Brown (Vice-Chairman)

Cllrs. Ball, Brookbank, Clack, Hogg, McArthur, Purves and Reay

An apology for absence was received from Cllr. Lindsay

Cllrs. Firth, Fleming and Searles were also present.

11. Minutes

Resolved: That the minutes of the meeting of the Scrutiny Committee held on 14 July 2015 be approved and signed by the Chairman as a correct record.

12. Declarations of Interest

No additional declarations were made.

13. Responses of the Cabinet to reports of the Scrutiny Committee

There were none.

14. Actions from the last meeting of the Committee

There were none.

15. Kent Police - Crime and Disorder in the Sevenoaks District

The Chairman welcomed Chief Inspector Roscoe Walford, Sevenoaks District Commander of Kent Police, to the meeting, who gave an overview of the levels of crime and disorder within the District.

Chief Inspector Walford explained that 12 to 16 crimes were reported in the District each day, while 183 active crimes were open. Kent Police were in the top 8 forces in the country for crime reduction and while Kent experienced 61 crimes per 1,000 people, Sevenoaks District experienced only 45 crimes per 1,000 people. The largest form of crime was domestic violence, which had seen a small increase in the last year. The next largest crime was shoplifting, which occurred most at the ASDA supermarket in Swanley. Thirdly was criminal damage which, together with anti-social behaviour, had experienced declines. Kent Police would encourage further preventative measures through winter, particularly in securing allotments and garages. However he said that the District was a very safe place to be.

Questions were asked of Chief Inspector Walford.

The Chairman asked for the reasons in the rise in reports of domestic violence and whether the greater use of intelligence-led policing meant that fewer resources were required in general. Chief Inspector Walford replied that he believed the Police were, taking positive action at each incident and that victims were becoming more confident at reporting incidents. However, Police resources were stretched, with an 11% vacancy rate in Constables. Staff reductions were due to begin in 2016, commencing with the managerial level.

A Member raised concerns at the opening hours of the Swanley Police Station and the quality of the telephone service. Chief Inspector Walford noted that the Swanley and Sevenoaks stations were only open to the public during daytime and Edenbridge had no front-facing office. Kent Police were looking into web-based technology to be more accessible.

Members were concerned with road traffic incidents and asked what measures would be taken to improve safety. Chief Inspector Walford advised that he did encourage patrols to act if they saw poor driving. Although resources had to focus on areas such as Prevent, Child Sexual Exploitation and domestic violence, Kent Police would support volunteer schemes. He recognised that the schemes may suffer from volunteer fatigue but consideration was being given to how the Speedwatch volunteers might be better supported in terms of follow-up letters to those who had been recorded as exceeding the speed limit. He asked for patience whilst this was being considered.

Chief Inspector Walford was asked for his views on the 101 telephone service. He noted that there had been some inappropriate use of it, but it had assisted in real-time recording of incidents and formed part of the range of specialist hotlines for particular concerns.

A Member asked the likelihood of further visible police cars in the District. He explained that it was unlikely and he was concerned that personal policing was likely to reduce. He said that if further spending reductions were required then these would fall on staffing levels. It was not possible to reduce spending on equipment any further as 85% of the budget was staff rather than equipment. In order to free up staff, Kent Police were making greater use of restorative justice and, from 2016, remote working.

He was asked the number of unauthorised traveller encampments and whether there would be consistency of approach in enforcing against them. Chief Inspector Walford replied that the number of such cases had been low. Kent Police would allow land owners to lead on the eviction process, but provide assistance afterwards in directing them to leave. Following incidents at Brasted Pavilion and Swanley where there may have been inconsistencies, a common approach had been created for all Police Officers to follow.

The Chairman thanked Chief Inspector Walford.

16. Performance Monitoring

The Chief Officer Corporate Support introduced a report which summarised performance across the Council to the end of September 2015. Members were asked to consider

three performance indicators which were performing 10% or more below their target with a commentary from Officers explaining the reasons and detailing any plans to improve performance. If actions taken were not deemed sufficient, the report recommended referring those indicators to Cabinet for further assessment. The report also provided key performance indicators relating to the Portfolio Holders invited to the Scrutiny Committee meeting.

The Chief Officer Corporate Support updated the Committee that since the report was published the three exceptional performance indicators had moved on target.

Resolved: That the contents of the report be noted.

17. Questions to the Leader and Portfolio Holder for Policy & Performance

The Portfolio Holder for Policy & Performance updated the Committee on recent achievements within his portfolio. He explained that the Council was to hit a particular milestone in achieving financial self-sufficiency from the Government's Revenue Support Grant and New Homes Bonus. Discussions had continued with the Kent Leaders Group to discuss the Government's devolution agenda, however the number of local authorities involved made an agreement unlikely. Developments at the Sennocke and Bradbourne car parks and in Swanley High Street were continuing.

The Portfolio Holder responded to Members' questions.

The Chairman asked what the Council's approach to property investment would be after the departure of the Head of Economic Development & Property in January 2016. The Portfolio Holder advised that while here the Officer had done substantial work arranging the property portfolio in selling off, buying and redeveloping property. He was confident in putting in place alternative arrangements which he hoped to present to Members before Christmas 2015.

The Chairman also enquired whether he had a preference between the Cabinet, Committee or hybrid governance arrangements. The Portfolio Holder considered that the existing hybrid arrangements worked best for Sevenoaks, particularly in encouraging pre-implementation involvement. A delegation from Horsham District Council was due to attend the Policy & Performance Cabinet Advisory Committee meeting on 26 November 2015 to be shown how it worked. However, the political make up of a Council led some arrangements to be more or less appropriate in each case.

The Portfolio Holder was asked whether the Council's financial self-sufficiency model was something which could be translated to other local authorities. He explained that many of the Council's savings had been made at times when more resources were available and it was difficult to make such savings when a Council was under financial pressures. However, larger local authorities were becoming aware that they needed to make greater use of their assets.

Members asked about the risk surrounding property investment and whether use of the Council's reserves would give less flexibility in the event the rates of return were not reached. The Portfolio Holder said that the portfolio of investments was a mixed one, while the price of office space was rising, the Council would continue to hold the assets and investments such as the hotel would provide a fixed return. Investing in the

Agenda Item 1

Scrutiny Committee - 24 November 2015

regeneration of Swanley and the raising of property values had a benefit beyond the Council making money. The Council's reserves would continued to be reviewed by Members as part of the budget process.

The Vice Chairman raised concerns about the provision of infrastructure when planning permission was granted by the Council. The Portfolio Holder noted that in Swanley these issues would be considered as part of a Masterplan for Swanley & Hextable, enabling development to take place within a planned framework.

18. Questions to the Portfolio Holder for Finance

The Portfolio Holder for Finance presented a report updating the Committee on recent achievements within his portfolio. He highlighted that since becoming Portfolio Holder in May 2015 he had supported new ways of working, particularly in the use of IT.

The Portfolio Holder responded to Members' questions.

The Chairman asked whether the Portfolio Holder had concerns with the risks involved in property investment. The Portfolio Holder explained that clear expected rates of return had been set in the strategy, which were being achieved and exceeded. The investments were contributing towards achieving the 10-year budget.

A Member suggested that the Council Offices could be hired out for conferences at weekends. The Portfolio Holder said this could be considered.

In response to a question, the Portfolio Holder explained that before each property investment took place, the possible funding sources would be considered. The Council had invested in the Local Government Association's Municipal Bond Scheme which would allow the Council to borrow at better rates than from the Public Work Loans Board.

A Member asked whether the Council had made progress in identifying pieces of land the Council owned, across the district, left over from the property transfers to West Kent Housing. The Portfolio Holder advised that the work was ongoing and would consider whether to develop or sell the parcels already identified. Local Members would be advised of any such land in their ward.

The Chairman enquired about the progress of the draft budget. The Portfolio Holder confirmed that there was a £50,000 shortfall for 2016/17. Asked about any concerns he had, he advised that Economic & Community Development had more growth items than cuts and he felt the value of a potential Tourism Officer had not changed since the post was deleted two years before.

19. Leisure In-Depth Scrutiny Working Group - Update

The Committee considered a report from the Vice Chairman, as Chairman of the Leisure In-Depth Scrutiny Working Group, updating Members on their work. The Group had met on two occasions and had agreed that, within their terms of reference, they would focus on the questions of whether Sencio provided good value for money and, if it did, what costs could be reduced and what income could be increased. The Group had sought information from Officers and had met with representatives from Sencio.

The Group intended to have four more meetings to gather evidence. They sought to meet with two trust providers and a private provider of leisure services. The Group would finalise a report for submission to the Committee in either February or May 2016.

Resolved: That the report be noted.

20. Update from Kent County Council on Education Questions

The Committee considered a report from the Vice Chairman which explained that he had written to County Councillor Crabtree, the Kent County Council (KCC) Deputy Cabinet Member for Education, requesting further information arising from her attendance at the Committee on 14 July 2015. The report set out the responses given by County Councillor Crabtree and KCC Officers.

The response from Kent County Council considered that the cost of transporting 1,100 children from the Sevenoaks District to Tunbridge Wells could not be well estimated as the children were mostly not entitled to free transport. However if they were entitled to free transport then the transport would represent a cost of between £850,000 to £1 million per year. If they were entitled to a Young Person's Travel Card then the subsidy would represent a cost of £370,000 a year. All secondary schools were supported by the County Council to produce school travel plans to focus on sustainable transport and the Young Person's Travel Card encouraged the use of public transport. However, private schools could not be compelled to engage with parents in encouraging public transport.

Resolved: That the report be noted.

21. Work Plan

The Committee agreed to add a representative of the NHS as a possible future external invitee, with Kent Police to be invited each year. The outstanding 'Councillor Call for Action' relating to the Gypsy & Traveller Site Consultation was to be removed from the plan given the time which had passed since it was initially raised.

In response to the Chairman's request for possible in-depth scrutiny topics, Members agreed that the provision of accommodation for vulnerable people and a brief scrutiny of the Council's investment in property ought to be added to the list, with highways to be removed.

Members clarified that at the meeting of the Committee on 23 February 2016 they hoped to focus their scrutiny of Kent Highways on the Swanley Traffic Plan, traffic flows on the A25 and slip roads, the effectiveness of the Joint Transportation Board, gulley cleaning, potholes and the balance of the highways budget between east and west Kent.

THE MEETING WAS CONCLUDED AT 8.46 PM

CHAIRMAN

PERFORMANCE REPORT

Scrutiny Committee - 23 February 2016

Report of Chief Executive

Status: For Information

Key Decision: No

This report supports the Council Promise to provide value for money

Portfolio Holder Cllr. Peter Fleming

Contact Officer(s) Lee Banks (Ext. 7161)

Recommendation to Scrutiny Committee:

- (a) Members note the contents of the report; and
- (b) If Members are dissatisfied by actions being taken to improve performance by either Officers, Advisory Committee or Cabinet, they consider areas of underperformance for scrutiny.

Reason for recommendation: To ensure that areas of under performance within services are considered and reviewed by Members.

Introduction and Background

- 1 Scrutiny Committee have requested a regular update at each of their meetings of any performance indicators which are not meeting their target level. Attached to this short introduction paper is an exceptions report with a commentary from officers explaining the reasons why performance is not within 10% of target and detailing any actions the service is planning to take to improve performance levels.

Performance Overview

- 2 The table on the following page summarises performance levels as at the end of December 2015.

Agenda Item 6

	Current Month	Year To Date
Red <i>10% or more below target</i>	3 7%	0 0%
Amber <i>Less than 10% below target</i>	1 2%	3 7%
Green <i>At or above target</i>	41 91%	42 93%

- 3 Provided as Appendix A to this report are details of the three indicators where performance is 'Red' and missing the target level by 10% or more.

Portfolio Holder Performance Reports

- 4 At the Scrutiny Committee meeting held on 14 July 2015 it was resolved for 'Officers to provide key performance indicators relevant to the Portfolio Holders invited to the Scrutiny Committee at each meeting'. The following performance reports are provided as appendices to this report:
- Appendix B - Planning Portfolio performance report
 - Appendix C - Legal & Democratic Services Portfolio performance report
- 5 Where performance is 'red' and missing the target level by 10% or more Officers have provided a commentary for Members consideration.

Other Options Considered and/or Rejected

- 6 None.

Key Implications

Financial

- 7 Effective performance management monitoring arrangements will assist the Council in diverting resources to areas or services where it is considered to be a greater priority.

Legal Implications and Risk Assessment Statement.

- 8 Robust arrangements are in place to ensure that the risk of inaccurate data being reported to Members is minimised and assurance can be placed on the accuracy of data used to assess performance. By reporting to Members and ensuring all Members are able to access the Council's performance

management system the risk of poor performance not being identified or addressed is minimised.

Equality Impacts

- 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 This report to Members summarises performance across the Council with data that was available at the end of December 2015. Members are asked to consider three performance indicators which are performing 10% or more below their target and if the actions being taken by officers are not deemed sufficient are recommended to refer those indicators to the Cabinet for further assessment.

Appendices

Appendix A - Exceptions Report

Appendix B - Planning Portfolio performance report


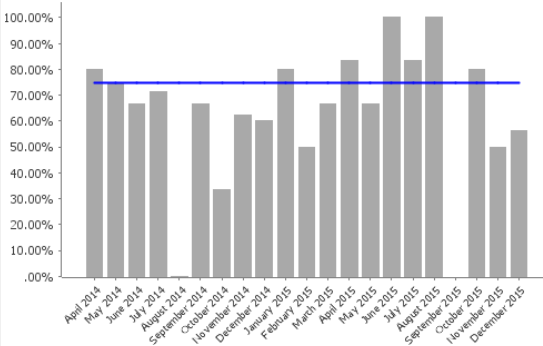

Appendix C - Legal & Democratic Services Portfolio performance report


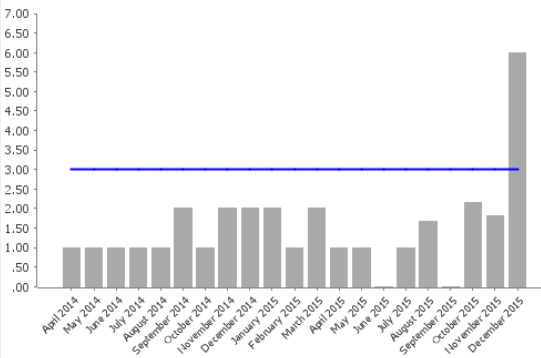



Background Papers: None

**Dr Pav Ramewal
Chief Executive**


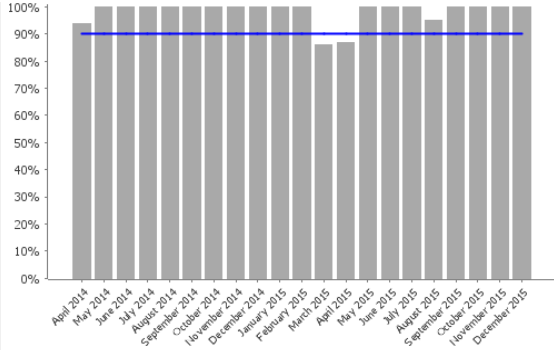


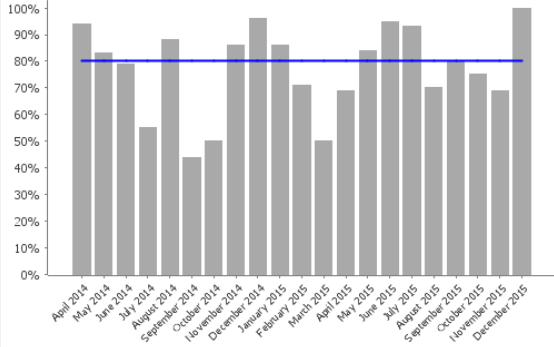

This page is intentionally left blank

Scrutiny Committee - Exceptions Report


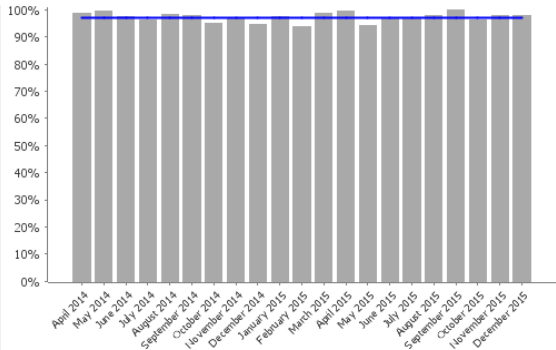


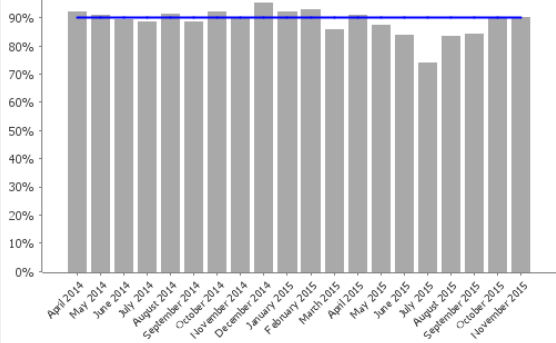

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note																																												
						2015/16																																															
						Value	Target	Status																																													
Page 11 of 19	Percentage of appeals against planning application refusal dismissed	56.25%	75.00%		 <table border="1"> <caption>Monthly Performance Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2014</td><td>80.00%</td></tr> <tr><td>May 2014</td><td>75.00%</td></tr> <tr><td>June 2014</td><td>68.00%</td></tr> <tr><td>July 2014</td><td>72.00%</td></tr> <tr><td>August 2014</td><td>68.00%</td></tr> <tr><td>September 2014</td><td>65.00%</td></tr> <tr><td>October 2014</td><td>35.00%</td></tr> <tr><td>November 2014</td><td>62.00%</td></tr> <tr><td>December 2014</td><td>60.00%</td></tr> <tr><td>January 2015</td><td>80.00%</td></tr> <tr><td>February 2015</td><td>50.00%</td></tr> <tr><td>March 2015</td><td>68.00%</td></tr> <tr><td>April 2015</td><td>82.00%</td></tr> <tr><td>May 2015</td><td>68.00%</td></tr> <tr><td>June 2015</td><td>100.00%</td></tr> <tr><td>July 2015</td><td>82.00%</td></tr> <tr><td>August 2015</td><td>100.00%</td></tr> <tr><td>September 2015</td><td>80.00%</td></tr> <tr><td>October 2015</td><td>50.00%</td></tr> <tr><td>November 2015</td><td>55.00%</td></tr> <tr><td>December 2015</td><td>73.08%</td></tr> </tbody> </table>	Month	Percentage	April 2014	80.00%	May 2014	75.00%	June 2014	68.00%	July 2014	72.00%	August 2014	68.00%	September 2014	65.00%	October 2014	35.00%	November 2014	62.00%	December 2014	60.00%	January 2015	80.00%	February 2015	50.00%	March 2015	68.00%	April 2015	82.00%	May 2015	68.00%	June 2015	100.00%	July 2015	82.00%	August 2015	100.00%	September 2015	80.00%	October 2015	50.00%	November 2015	55.00%	December 2015	73.08%	73.08%	75.00%		<p>During December there were 16 decisions taken on planning appeals of which 9 were dismissed.</p> <p>The planning team continues to evaluate the outcome of planning appeal decisions to determine if improvements can be made to the way in which decisions are taken particularly to understand how ever changing government guidance is being interpreted.</p> <p>Across the year as a whole there have been a total of 52 decisions taken on planning appeals of which 38 have been dismissed. Performance across the year remains strong and the service remains confident that the target performance level can be achieved at year end.</p>
Month	Percentage																																																				
April 2014	80.00%																																																				
May 2014	75.00%																																																				
June 2014	68.00%																																																				
July 2014	72.00%																																																				
August 2014	68.00%																																																				
September 2014	65.00%																																																				
October 2014	35.00%																																																				
November 2014	62.00%																																																				
December 2014	60.00%																																																				
January 2015	80.00%																																																				
February 2015	50.00%																																																				
March 2015	68.00%																																																				
April 2015	82.00%																																																				
May 2015	68.00%																																																				
June 2015	100.00%																																																				
July 2015	82.00%																																																				
August 2015	100.00%																																																				
September 2015	80.00%																																																				
October 2015	50.00%																																																				
November 2015	55.00%																																																				
December 2015	73.08%																																																				

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_DS Clean 003	Average number of days taken to remove abandoned vehicles	6.00	3.00			1.62	3.00		<p>On average the Council receives reports of 18 abandoned vehicles per month. During December 12 vehicles were reported.</p> <p>Performance in removing the vehicles against a target of 3 days was hampered by the Bank Holidays over the Christmas period.</p> <p>Performance for the year to date remains strong with abandoned vehicles being removed in an average of 1.6 days.</p>
LPI_LIC 004	Percentage of all applications outstanding for more than one month	20.83%	10%			4.46%	10%		<p>The team exceeded the target this month due to the outstanding annual animal licensing renewal applications, a reduced number of days in December and staff taking leave over the festive period.</p> <p>Performance across the year as a whole remains strong and within the target level.</p>

Scrutiny Committee - Planning Portfolio performance report


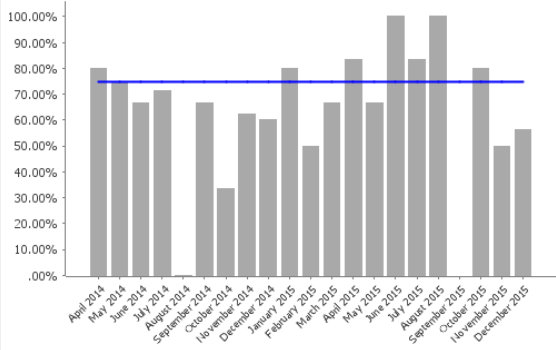

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_B C 001	Percentage of full plans / Building Notices acknowledged within 3 working days	100%	90%			98%	90%		Commentary is only provided for 'red' indicators.
LPI_B C 002	Percentage of full plans checked within 10 working days	100%	80%			81.67%	80%		Commentary is only provided for 'red' indicators.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_B C LC 001	Average number of days to process a land charge search	9.9	10	✔		9.9	10	✔	Commentary is only provided for 'red' indicators.
LPI_D C 001a	Average number of days taken to validate a planning application	4.1	5	✔		3.78	5	✔	Commentary is only provided for 'red' indicators.


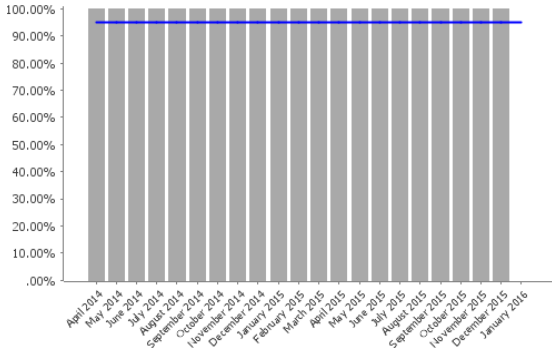


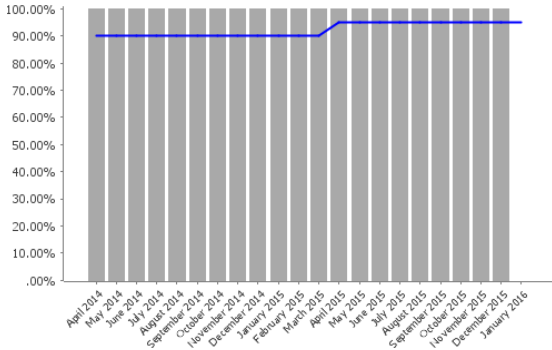

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_D C 002	Percentage of decisions delegated	97.83%	97%			97.55%	97%		Commentary is only provided for 'red' indicators.
LD C 003	Percentage of enforcement visits undertaken within 3 days of receiving a complaint	90%	90%			85.49%	90%		Commentary is only provided for 'red' indicators.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_D C 004	Percentage of enforcement notices issued within 28 days of authorisation	N/A	100.00%			100.00%	100.00%		Commentary is only provided for 'red' indicators.
LPI_D C 007a	Processing of planning applications: Major applications in 13 weeks	100.00%	80.00%			92.59%	80.00%		Commentary is only provided for 'red' indicators.


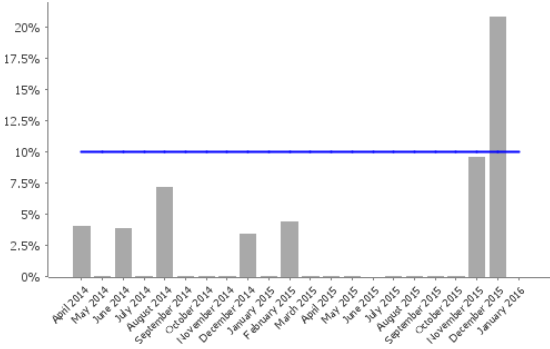

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_D C 007b	Processing of planning applications: Minor applications in 8 weeks	87.23%	80.00%	✔		86.28%	80.00%	✔	Commentary is only provided for 'red' indicators.
Page 17 LPI_D 007c	Processing of planning applications: Other applications in 8 weeks	95.49%	90.00%	✔		90.76%	90.00%	✔	Commentary is only provided for 'red' indicators.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
	Percentage of appeals against planning application refusal dismissed	56.25%	75.00%			73.08%	75.00%		<p>During December there were 16 decisions taken on planning appeals of which 9 were dismissed.</p> <p>The planning team continues to evaluate the outcome of planning appeal decisions to determine if improvements can be made to the way in which decisions are taken particularly to understand how ever changing government guidance is being interpreted.</p> <p>Across the year as a whole there have been a total of 52 decisions taken on planning appeals of which 38 have been dismissed. Performance across the year remains strong and the service remains confident that the target performance level can be achieved at year end.</p>

Scrutiny Committee - Legal & Democratic Services Portfolio performance report

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_LIC002(s)	The percentage of valid personal licences processed within 2 weeks	100.00%	95.00%			100.00%	95.00%		Commentary is only provided for 'red' indicators.
LPI_LIC001(s)	The percentage of valid temporary event notices processed within 72 hours	100.00%	95.00%			100.00%	95.00%		Commentary is only provided for 'red' indicators.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2015/16			
						Value	Target	Status	
LPI_LI C 003(s)	Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)	100%	95%	✔		100%	95%	✔	Commentary is only provided for 'red' indicators.
LPI_LI C 005(s)	The percentage of driver and operator licenses issued within 10 days of validation	100.00%	90.00%	✔		100.00%	90%	✔	Commentary is only provided for 'red' indicators.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note																																														
						2015/16																																																	
						Value	Target	Status																																															
LPI_LI C 004(s)	Percentage of all applications outstanding for more than one month	20.83%	10%		 <table border="1"> <caption>Monthly Performance Data (2015/16)</caption> <thead> <tr> <th>Month</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr><td>April 2014</td><td>4.0</td></tr> <tr><td>May 2014</td><td>4.0</td></tr> <tr><td>June 2014</td><td>4.0</td></tr> <tr><td>July 2014</td><td>4.0</td></tr> <tr><td>August 2014</td><td>7.0</td></tr> <tr><td>September 2014</td><td>7.0</td></tr> <tr><td>October 2014</td><td>7.0</td></tr> <tr><td>November 2014</td><td>7.0</td></tr> <tr><td>December 2014</td><td>7.0</td></tr> <tr><td>January 2015</td><td>4.0</td></tr> <tr><td>February 2015</td><td>4.0</td></tr> <tr><td>March 2015</td><td>4.0</td></tr> <tr><td>April 2015</td><td>4.0</td></tr> <tr><td>May 2015</td><td>4.0</td></tr> <tr><td>June 2015</td><td>4.0</td></tr> <tr><td>July 2015</td><td>4.0</td></tr> <tr><td>August 2015</td><td>4.0</td></tr> <tr><td>September 2015</td><td>4.0</td></tr> <tr><td>October 2015</td><td>4.0</td></tr> <tr><td>November 2015</td><td>4.0</td></tr> <tr><td>December 2015</td><td>4.0</td></tr> <tr><td>January 2016</td><td>4.46</td></tr> </tbody> </table>	Month	Value (%)	April 2014	4.0	May 2014	4.0	June 2014	4.0	July 2014	4.0	August 2014	7.0	September 2014	7.0	October 2014	7.0	November 2014	7.0	December 2014	7.0	January 2015	4.0	February 2015	4.0	March 2015	4.0	April 2015	4.0	May 2015	4.0	June 2015	4.0	July 2015	4.0	August 2015	4.0	September 2015	4.0	October 2015	4.0	November 2015	4.0	December 2015	4.0	January 2016	4.46	4.46%	10%		<p>We exceeded the target this month due to the outstanding annual animal licensing renewal applications, a reduced number of days in December and staff taking leave over the festive period.</p> <p>Performance across the year as a whole remains strong and within the target level.</p>
Month	Value (%)																																																						
April 2014	4.0																																																						
May 2014	4.0																																																						
June 2014	4.0																																																						
July 2014	4.0																																																						
August 2014	7.0																																																						
September 2014	7.0																																																						
October 2014	7.0																																																						
November 2014	7.0																																																						
December 2014	7.0																																																						
January 2015	4.0																																																						
February 2015	4.0																																																						
March 2015	4.0																																																						
April 2015	4.0																																																						
May 2015	4.0																																																						
June 2015	4.0																																																						
July 2015	4.0																																																						
August 2015	4.0																																																						
September 2015	4.0																																																						
October 2015	4.0																																																						
November 2015	4.0																																																						
December 2015	4.0																																																						
January 2016	4.46																																																						

This page is intentionally left blank

Planning Portfolio---Report to the Scrutiny Committee

1 Background

SDC's Planning Department is the busiest in Kent , with 2070 applications in the year to March 2015 . The next highest is Canterbury with 1754 and Maidstone with 1514 . This is 500 more than Dartford and Gravesham combined. Over 90% of applications are dealt with within the 8/13 weeks prescribed .

In 2014/5 199 houses were built in the District , ahead of the 165 target — see attached appendix I . The geographical mix is surprising and somewhat contrary to the settlement hierarchy .

We built 15 affordable homes compared with the target of 66 .

SDC is winning 74% of appeals this year —although there were only 73 appeals . We have tried to increase transparency and hopefully members are now more involved .

Enforcement has also been more proactive and several s215 orders have been issued . A monthly report is now sent to all members re issues in their wards .

2 Local Plan

The current policy priority is the review of the Local Plan , including housing numbers , retail , employment , sports and leisure .

A)Housing is the immediate priority .The Strategic Housing Market Assessment (SHMA) has been completed and recommends an unconstrained target of 620 dwellings per year compared with 165 under the current plan. This assumes 1% growth in population per year for the next 20 years , but takes no account of the high level of constraints , namely the 93% Green Belt and 61% AONB, which clearly suggests that the final housing target for new homes will be materially lower.

The Planning Policy team is currently assessing the 250 replies to the Call for Sites but it has to be recognised that most are in the Green Belt and unlikely to go further . Each is being individually reviewed and it is hoped to discuss each with members in April /May ahead of consideration by PAC on 21 June .At this stage confidentiality and consistency of treatment are key .

B)It is important to understand where the increased population may come from . The ONS advise that 40% of the increased population comes from births exceeding deaths (as we are all living longer) and 60% comes from moves from other areas of the UK – for jobs , education and lifestyle etc . Immigration from other countries is broadly equal to Sennockians moving abroad for jobs or retirement .

C)Later in the Summer the other aspects of the Local Plan will be reviewed (retail etc) with the aim of going out to consultation in Spring 2017 , followed by preferred options later in the year and submission to the Inspector in early 2018 .

D) A novel initiative this time has been the Swanley and Hextable Masterplan (see attached Appendix ii) This is a tremendous opportunity for the whole community to help revitalise the area , with improved transport links , infrastructure and housing .

3 CIL

The Community Infrastructure levy has made a slow start with receipts totalling only around £125k .The Board will meet for the first time when receipts exceed £250k .

4 Consultations

Recent HMG consultations have included starter homes , commuter hubs and affordable homes . In the transport area Gatwick v Heathrow rumbles on and Highways England are seeking views on a Lower Thames Crossing .

5 Concerns going forward include –

- A) The provision of affordable housing . We have routinely missed the target of 66 per year –although the next couple of years will be a lot better due to West Kent Cold Store etc --and it is often difficult to accept that certain areas of the District are unviable for developers . Salmons is a case in point. We will look again at our policy to see what more can be done , but it is apparent that as land values have risen since the crash the number of AH has plateaued .
- B) The Local Plan is ambitious and it will be a challenge to create consensus on housing numbers , employment sites , infrastructure etc .
- C) And the usual concerns in recruiting and retaining planners in both Policy and Development Management have not gone away .

RL Piper

February 2016

Introduction

A 'Frequently Asked Questions' information sheet is available today to provide you with answers to other more detailed questions you may have.

Please ask a member of staff if you require any assistance today

What is the Swanley and Hextable Masterplan?

- 'Masterplans' are developed to look at local needs to improve locations in the District over the next 20 years, as part of the Council's Local Plan.
- This Masterplan will look at options for improving Swanley and Hextable. This will include Swanley Town Centre including the need for shops, new homes, leisure facilities, green spaces, health services, transport and traffic and business space.
- Sevenoaks District Council is working with Swanley Town Council and Hextable Parish Council and with an independent consultant, Tibbalds, to seek local people's views **before work on the Masterplan starts**.
- The views of local people will be included in the Masterplan which will form the basis for future regeneration and growth for Swanley and Hextable.

Why is the Masterplan being done now?

The Masterplan is being completed now as there are a number of great opportunities to improve Swanley & Hextable, some of which include:

- SDC acquiring land at the main entrance to Swanley to create a new welcoming approach to Swanley
- New Swanley Town Centre landowners who want to create a vibrant centre for local people to be proud of
- The need to build a new Leisure Centre for Swanley, as the current one has reached the end of its life
- South Eastern Railway investing in an improved station and an extension of the London Oyster Scheme

Think of other comments when you leave, have your say online:
www.sevenoaks.gov.uk/swanley&hextable

Ward	2012/13	2013/14	2014/15
Ash And New Ash Green	1	0	0
Brasted, Chevening And Sundridge	6	12	6
Cowden & Hever	5	1	1
Crockenhill & Well Hill	1	3	0
Dunton Green & Riverhead	33	43	59
Edenbridge North & East	39	25	0
Edenbridge South & West	6	7	4
Eynsford	0	6	0
Farningham, Horton Kirby & South Darenth	1	6	11
Fawkham & West Kingsdown	5	11	0
Halstead, Knockholt and Badgers Mount	7	0	0
Hartley & Hodsoll Street	1	2	8
Hextable	0	0	1
Kemsing	0	8	2
Leigh & Chiddingstone Causeway	1	17	-2
Otford & Shoreham	0	6	6
Penshurst, Fordcombe & Chiddingstone	1	-1	1
Seal & Weald	5	3	11
Sevenoaks Eastern	4	1	15
Sevenoaks Kippington	7	1	48
Sevenoaks Northern	6	1	1
Sevenoaks Town and St. John's	30	26	19
Swanley Christchurch & Swanley Village	2	11	0
Swanley St Mary's	1	2	2
Swanley White Oak	-28	27	0
West Kingsdown	0	0	5
Westerham and Crockham Hill	7	6	1
Net Completions	141	224	199

This page is intentionally left blank

UPDATE ON LEGAL & DEMOCRATIC SERVICES PORTFOLIO

Scrutiny Committee – 23rd February 2016

Key actions and achievements to date

Legal and democratic services

- Sevenoaks District Council’s proposal for an alternative KCC division plan accepted in full by Local Government Boundary Commission for England. Only District Council in Kent to submit detailed, workable alternative proposal which better reflects our communities and residents wishes.
- Set up the SDC trading company, **Quercus 7 Limited**, in conjunction with the Chief Legal Officer, Leader and Finance Portfolio Holder to support this Council’s aim to remain self-sufficient from direct Government funding. Quercus 7 Ltd incorporated on 31st December 2015. Shareholder and loan agreements currently being finalised.
- Supported the Chief Executive in dealing with a complicated prosecution brought against SDC by the HSE following the sad death of a motorcyclist on a two lane slip road in Swanley some 5 years ago. Case was heard at Maidstone Crown Court on 15th December 2015.
- Legal services team awarded excellence in legal practice management and client care following major three yearly Lexcel inspection, despite the department being in the middle of a restructure.

Licensing

- London Borough of Bexley planned to join the Licensing Partnership from June 2016.
- Implementation of a new on-lines form project (Victoria Forms) – nearly complete.
- Decision of this Council’s Licensing Sub-Committee to suspend a driver’s Taxi licence last year successfully upheld on appeal and costs of £9,425 awarded to SDC.
- Gambling Policy, Taxi Licensing Policy and Scrap Metal Dealers fees revised and updated.

Equalities and elections

- Equalities members workshop held on 26th January 2016 to set direction of travel for new 4 yearly aims & commitments/yearly equalities action plan needed for new financial year.
- Individual registration process (IER) and publication of the new register published on-time on 1st December showing slight increase of electorate to 87,700.

Shared services

- Dartford Borough Council now buying the Council’s HERO service for 2 days a week.
- Discussions to have a joint CCTV control room at SDC for TW/T&M progressing well. Aiming to present business case to Committee/Cabinet in March.

Key challenges ahead

- **Legal & democratic services** - recruitment and retention of staff - still searching for a permanent planning solicitor and new Head of Legal & Democratic Services.
- **Trading company** - finalising shareholder agreement, loan agreement and recruiting 2 non-executive directors. Overseeing its Governance.
- **Elections** – encourage on-line registration **“save time, do it on-line”** to bring down cost of IER process. Forecast to be £40,000 over-budget for current year.
- **Licensing partnership** – bringing in a new electronic taxi renewals process. Embedding London Borough of Bexley within the Licensing Partnership.
- **Equalities** – finalise 4 yearly aims & commitments and yearly action plan.
- **Shared services** – effect of devolution on current shared services/potential partners.
- **General**: maintaining quality of all services within tighter budgetary and staffing restraints.

This page is intentionally left blank

DRAFT - Scrutiny Committee Annual Report to Council - 2015/16

Throughout the course of 2015/16, the Scrutiny Committee has drawn up and followed a work plan which has focussed on some key areas. These are:

- Inviting two Cabinet Portfolio Holders to each meeting of the Scrutiny Committee to discuss particular areas of focus/challenge.
- Inviting a number of external representatives to attend Scrutiny Committee to discuss particular areas of concern.
- Setting up In-Depth Scrutiny working groups as task and finish groups to investigate particular areas in detail, reporting back to the Committee so that recommendations can be agreed and reported to Cabinet.
- Performance of services in relation to agreed performance indicators.

As per the constitution:

- *“The Scrutiny Committee will comprise a permanent Chairman and Vice Chairman, and 9 other elected Members that follow the political proportionality of the Council. No Members of the Committee may be members of the Cabinet, their deputies or members of any of the Cabinet Advisory Committees.”*

Based on the above approach, the following is a summary of work carried out during 2015/16 by the Scrutiny Committee.

Portfolio Holders

Portfolio Holders were asked to provide an update on recent work and future challenges to the relevant meeting, and were subsequently asked a number of questions by Members of the Committee regarding specific challenges and their approach and views. Portfolio holders attended as follows:

Scrutiny Committee	Portfolio Holder	Area of Committee Focus
July 2015	Cllr Peter Fleming Policy and Performance	Future funding and the move to self-sufficiency
November 2015	Cllr Tony Searles Finance	Property Investment Strategy 2016/17 draft budget
November 2015	Cllr Peter Fleming Policy and Performance	Future funding and the move to self-sufficiency
February 2016	Cllr Robert Piper Planning	TBC
February 2016	Cllr Anna Firth Legal and Democratic Services	TBC
May 2016	Cllr Matthew Dickins Direct and Trading Services	TBC
May 2016	Cllr Michelle Lowe Housing and Health	TBC

Agenda Item 10

External Invitees

July 2015 - County Councillor Margaret Crabtree, Deputy Cabinet Member for Education and Health Reform and Ian Watts, KCC Area Education Officer for the Sevenoaks District.

Mrs. Crabtree gave a presentation on apprenticeships and the commissioning of school places. With regard to apprenticeships she emphasised that they were an excellent way for young people to earn while they learnt and would increase their opportunities while improving their pay levels. Mrs Crabtree also spoke to the Committee regarding the provision of school places throughout the District and highlighted the County Council's approach in a number of different areas.

Members of the Committee then asked a number of questions relating to areas including:

- Future primary provision in the Halstead area
- Costs of pupils leaving the District to attend Grammar schools elsewhere
- Future school provision in other areas of the District, including Swanley
- Apprenticeships and funding to support them

November 2015 - Chief Inspector Roscoe Walford, Sevenoaks District Commander of Kent Police

Chief Inspector Walford was in attendance to answer questions about crime and disorder in the Sevenoaks District. Chief Inspector Walford explained that 12 to 16 crimes were reported in the District each day, while 183 active crimes were open. Kent Police were in the top 8 forces in the country for crime reduction and while Kent experienced 61 crimes per 1,000 people, Sevenoaks District experienced only 45 crimes per 1,000 people. The largest form of crime was domestic violence, which had seen a small increase in the last year. The next largest crime was shoplifting, which occurred most at the ASDA supermarket in Swanley. Thirdly was criminal damage which, together with anti-social behaviour, had experienced declines. Kent Police would encourage further preventative measures through winter, particularly in securing allotments and garages. However he said that the District was a very safe place to be.

Members of the Committee then asked a number of questions relating to areas including:

- Opening hours of District Police stations
- Road traffic incidents and measures being taken to improve safety
- The effectiveness of the 101 telephone service
- Visibility of policing in the District
- Staffing levels and consistency in approach

February 2016 - Matthew Balfour, Cabinet Member for Environment and Transport for Kent County Council, to answer questions about highways in the Sevenoaks District.

May 2016 - Bryan Sweetland, Cabinet Member for Commercial and Traded Services for Kent County Council.

In-Depth Scrutiny Working Groups

At its July 2015 meeting, the Scrutiny Committee reconstituted an In-Depth Scrutiny Working Group to look the Leisure area.

Remit - To benchmark with other authorities and leisure providers the value for money provided by Sencio in the provision of leisure services through the leisure trust. To analyse the amount of subsidy per use of the Council's centres paid by the Council to Sencio - if possible in comparison with other providers as well as over time. To assess customer satisfaction with the service provided.

Outcomes - To report back to Scrutiny Committee in February 2016

Lessons Learned

Councillor James London

Chairman

This page is intentionally left blank

Scrutiny Committee Workplan

Committee Date	2 October 2014	20 November 2014	3 February 2015	14 July 2015
External Invitees	Sencio - Jane Parish, Chief Executive	Kent County Council (Secondary Schools) - Roger Gough, Cabinet Member for Education & Health Reform	West Kent Clinical Commissioning Group (Passenger Transport) - Ian Ayres, Chief Officer	Kent County Council (Primary Schools) - Margaret Crabtree, Deputy Cabinet Member for Education & Health Reform
Scrutiny Committee	Performance Monitoring Peter Fleming - Leader, Strategy and Performance Brian Ramsay - Finance and Resources	Performance Monitoring Roderick Hogarth - Economic and Community Development Robert Piper - Local Planning and Environment	Performance Monitoring Michelle Lowe - Housing, Welfare and Community Safety Chairman's annual report to Council	Performance Monitoring Peter Fleming - Leader and Portfolio Holder for Policy & Performance
In-Depth Scrutiny	Working Group Leisure - Stages Two/Three ¹	Working Group Leisure - Stages Three/Four ¹		

Committee Date	24 November 2015	23 February 2016	3 May 2016	Summer 2016
External Invitees	Kent Police (Crime & Disorder in the Sevenoaks District) - Chief Inspector Roscoe Walford, Sevenoaks District Commander	Kent County Council (Highways) - Matthew Balfour, Cabinet Member for Environment and Transport	Kent County Council (Commercial and Traded Services) - Bryan Sweetland, Cabinet Member for Commercial and Traded Services	TBC
Scrutiny Committee	Performance Monitoring Update from Kent County Council on Education Questions Peter Fleming - Leader and Portfolio Holder for Policy & Performance Tony Searles - Portfolio Holder for Finance	Performance Monitoring Robert Piper - Portfolio Holder for Planning Anna Firth - Portfolio Holder for Legal & Democratic Services Chairman's annual report to Council	Performance Monitoring Matthew Dickins - Portfolio Holder for Direct & Trading Services Michelle Lowe - Portfolio Holder for Housing & Health	Performance Monitoring Roderick Hogarth - Economic and Community Development Tony Searles - Portfolio Holder for Finance (TBC)
In-Depth Scrutiny	Working Group Leisure - Update Stages Two/Three ¹	Working Group Leisure - Interim Report Stages Two/Three/Four ¹	Working Group Leisure - Final Report Stages Two/Three/Four ¹	

¹ For detailed information on stages refer to "A Guide to In-Depth Scrutiny"

Past In-Depth Scrutiny Working Groups

2013/14	
Parking	Cllrs Clark, Cooke, Edwards-Winser, Eyre, Mrs Purves, Raikes (Chairman)
Budget	Cllrs Abraham, Mrs Bracken (Chairman), Butler, Gaywood, Maskell
2014/15	
Leisure	Cllrs. Gaywood, Grint, Mrs. Morris, and Pett (Chairman)
Investment in Property (put on hold)	Cllrs. Brookbank, Davison (Chairman) and Underwood

Current In-Depth Scrutiny Working Groups

Leisure	Cllrs. Ball, Brown (Chairman), Clack and Kitchener
---------	--

Possible future areas for In-Depth Scrutiny

Housing - Welfare Reform
Housing - accommodation for vulnerable people
Property Investment

Possible External Invitees

Position	Name	Topic
KCC Cabinet Member - Community Services	Mike Hill	Libraries
NHS	TBC	
Kent Police	TBC	Crime & Disorder