

Despatched: 14.11.16

SUPPLEMENTARY AGENDA

Please find attached the minute references and appendices marked to follow in the main agenda papers which were not available for the printing of the main agenda.

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|---|----|---|-----------------|
| 6 | b) | Christmas Parking 2016 (replacement page 17) | (Pages 1 - 2) |
| 6 | c) | Council Tax Reduction Scheme (replacement page 23) | (Pages 3 - 6) |
| 7 | c) | Outcome of Electoral Review Workshop (replacement page 123) | (Pages 7 - 8) |
| 7 | d) | 2018 Parliamentary Boundary Review (replacement page 133) | (Pages 9 - 10) |
| 8 | a) | Committee Memberships Appendix | (Pages 11 - 14) |

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

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

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

Democratic Services (01732 227000/ democratic.servces@sevenoaks.gov.uk)

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Item 6 (b) - Christmas Parking 2016

The attached report was considered by the Cabinet on 10 November 2016 and relevant minute extract below:

Cabinet - 10 November 2016 (Minute 44)

The Portfolio Holder for Direct & Trading Services presented the report which set out proposals for free parking on two Saturdays preceding Christmas and for the cost in terms of lost income to be funded from Supplementary Estimates. Cabinet discussed the proposals and the benefits of the intended free parking.

The Policy & Performance 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

- a) free parking be provided in car parks and on street parking bays for two Saturdays, 10 and 17 December 2016 preceding Christmas; and
- b) **it be recommended to Council** that the cost in terms of lost income for free Christmas parking be funded from Supplementary Estimates.

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Item 6 (c) - Council Tax Reduction Scheme 2017/18

The attached report was considered by the Cabinet on 10 November 2016 relevant minute extract below:

Cabinet - 10 November 2016 (Minute 41)

The Head of Revenues and Benefits presented the report which set out options for the Council Tax Reduction Scheme (CTRS), the results of the resident consultation and the equality impact assessment. Members were asked to consider the information set out and make recommendations for the CTRS to be adopted for 2017/18 to be implemented with effect from 1 April 2017.

Through the Local Government Finance Act 2012 the Government abolished council tax benefit and placed a requirement on local authorities to have their own Council Tax Reduction Scheme (CTRS) from 1 April 2013. Each financial year the Council was required to confirm or revise its existing CTRS.

Due to timescales it had not been possible for the Finance Advisory Committee to consider the report before Cabinet, but all Members of the Advisory Committee had been invited to attend the meeting.

The Head of Revenues and Benefits set out the options agreed for consultation by Cabinet on 14 July 2016. He explained that the Council had made every effort to promote the consultation through personalised letters, social media and a video, all of which generated 164 replies.

Full details of the responses were set out between pages 19 and 54 and between pages 55 and 60 in the report under consideration, with the latter being Kent County Council's response.

The Head of Revenues and Benefits explained that all responses had been carefully considered but KCC's response was particularly important to note because of their provision of an annual payment of £125,000 to help mitigate the impact of the Council's scheme being less generous than the fully subsidised Council Tax Benefit scheme abolished in 2013. He stated that in addition, whilst they support cost reduction options, they also support the concept of an Exceptional Hardship Scheme which they and the major preceptors agree should be subsidised through the Collection Fund. He asked Cabinet to take into consideration the consultation responses and the Equality Impact Assessment detailed between pages 71 and 82 of the report and to consider and agree the recommendations made on pages 9 and 10.

Members were requested to note that following the consultation it was proposed that the assumed level of earnings for self-employed claimants

Agenda Item 6c

would be introduced after two years of trading, not one year as in the original proposal.

Public Sector Equality Duty

Members noted Appendix D to the report detailing the consideration which had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that

- a) the outcome of the public consultation and the consultation with Kent County Council as set out at Appendix A and B to the report be considered and noted;
- b) the potential impacts of the proposed changes on working age claimants with the protected characteristics of disability, age and sex, as set out in the Equality Impact Assessment at Appendix D to the report, be noted;
- c) the following amendments to the current CTRS be adopted and take effect from 1 April 2017:
 - i. the maximum level of support for working-age claimants be reduced from 81.5% to 80%;
 - ii. the Family Premium be removed for all new working-age claimants;
 - iii. the backdating provision be reduced from six months to one month;
 - iv. as a result of concerns raised through consultation, a minimum level of income be introduced for self-employed earners after two years of trading (rather than one year as initially proposed);
 - v. the period for which a person can be absent from Great Britain and still receive Council Tax Reduction is reduced from thirteen weeks to four weeks;
 - vi. foreign nationals with limited immigration status (Persons from Abroad) are excluded from receiving Council Tax Reduction; and
 - vii. a scheme to help claimants suffering exceptional financial hardship is introduced.
- d) subject to Government making the relevant amendments to the Housing Benefit regulations, the following amendments to the current CTRS be adopted and take effect from 1 April 2017:
 - i. the Work Related Activity Component is removed from the calculation of Council Tax Reduction for new claims from

working-age claimants who are in receipt of Employment and Support Allowance; and

- ii. the dependent child addition used in the calculation of Council Tax Reduction is limited to a maximum of two children.
- e) the Exceptional Hardship Policy as set out at Appendix C to this report be adopted.

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Item 7 (c) - Outcome of electoral review workshop

The attached report was considered by the Governance Committee on 3 November 2016 relevant minute extract below:

Governance Committee - 3 November 2016 (Minute 4)

The Chairman presented the report which asked Members to consider whether to request the Local Government Boundary Commission for England (LGBCE) to undertake a review of the current electoral arrangements for the District. Members were advised that a review of the Council's electoral arrangements were not required at the moment, and the cost was not a material consideration for the LGBCE but rather electoral equality. If there was a call for review the council would have no control over the process but rather be a consultee. He informed Members that a Community Governance review could take place to regulate any projected anomalies by making adjustments to Parish Boundaries, of which the LGBCE would then be asked to ratify the changes.

Members discussed whether a review at this current time was needed. Some Members thought that a review should take place due to an increase in the voting population. As officers had been required to make cuts, Members should look at doing the same. It was thought that only a minority of residents contacted Councillors and most of this was carried out through the use of new technology. However some Members disagreed, and believed there were other ways of making savings rather than trying to reduce the number of Councillors and thought a review was not required as the LGBCE may not decide that fewer Councillors for the District were required. With fewer Councillors, caseloads could increase. Meeting patterns may have to change, with meetings possibly during the day, which could lead to would be councillor candidates in employment being excluded. There would be a reduction in the breadth of skills, knowledge and experience that Councillors could offer with impact on the quality of decision making. Fewer wards would mean that village identities could be less clear.

Public Sector Equality Duty

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

Councillor London moved and it was seconded that it be recommended to Council that no action be taken at this stage, but the matter be reconsidered shortly after the 2019 local elections.

The motion was put to the vote and it was:

Resolved: That it be recommended to Council that no action be taken at this stage, but the matter be reconsidered shortly after the 2019 local elections.

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Item 7 (d) - 2018 Parliamentary boundary review

The attached report was considered by the Governance Committee on 3 November 2016, relevant minute extract below:

Governance Committee - 3 November 2016 (Minute 5)

Members considered a report which detailed the initial proposals from the Boundary Commission for England (BCE) who were required to conduct a review of the Parliamentary constituencies in the UK and make recommendations, to be published in September 2018, that reduces the number of constituencies in England to 501 from 533. A survey had been sent to all Members requesting their views on the initial proposals and the results were set out at Appendix B.

The Chairman allowed a Member to address the Committee with a counterproposal to the Boundary Commission's for the placement of Ash and New Ash Green to remain within the Sevenoaks Constituency and Borough Green and Long Mill, and Downs and Mereworth remain within Tonbridge & Malling Parliamentary constituency as the character of Ash and New Ash Green were rural rather than the urban character of Gravesham. By suggesting keeping the Tonbridge and Malling Parliamentary constituency, it would not break any local ties that were already established.

Members discussed the proposal and whether Ash cum Ridley and Hartley and Hodsoll Street should be brought back into the Sevenoaks District. Some Members thought there were merits in moving Swanley and Hextable to the Dartford Parliamentary constituency. Members also discussed the moving of some of the District into the Tunbridge Wells Parliamentary constituency.

Public Sector Equality Duty

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

The Chairman moved that recommendation b, be amended to include, 'and the additional comments submitted at the meeting'

The motion was put to the vote and it was

Resolved: That it be recommended to Council that

- a) the Boundary Commission for England proposals for Parliamentary boundaries for the Sevenoaks District Council area are noted; and
- b) the council submits a consultation response to the Boundary Commission for England based on the views collated from Members as set out at Appendix B and the additional comments submitted at the meeting be agreed with the Chairman of the Governance Committee.

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APPENDIX

Appointments Committee

(10 Members: 6 Conservatives plus Leader of the Council and 3 appropriate Portfolio Holders)

Cllrs. Clark, Grint, Krogdahl, London, Pearsall and Miss Stack

(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)

Audit Committee

(9 Members: 7 Conservative, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr Grint

Cllrs. Clack, Edwards-Winsor, Halford, Layland, McArthur, Purves, Reay and Searles

Development Control Committee

(19 Members: 16 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr Williamson

Vice-Chairman: Cllr Thornton

Cllrs. Ball, Barnes, Bosley, Brown, Clark, Cooke, Edwards-Winsor, Mrs. Hunter, Hogg, Horwood, Gaywood, Kitchener, Layland, Parkin, Purves, Reay and Miss Stack

Governance Committee

(7 Members: 6 Conservative, 1 UKIP)

Chairman: Cllr Pett

Vice-Chairman: Cllr Ms Tennessee

Cllrs. Clack, Halford, Layland, London and McGarvey

Health Liaison Board

(8 Members: 6 Conservative, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr. Mrs Bosley

Vice-Chairman: Cllr. Dyball

Cllrs. Abraham, Dr. Canet, Clark, Halford, McArthur and Parkin

Agenda Item 8a

Homelessness Review Board

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing & Health to be Chairman of the Board and the membership to be drawn from the Council.

Licensing Committee

(13 Members: 11 Conservative, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr Mrs Morris

Vice-Chairman: Cllr Clark

Cllrs. Abraham, Mrs Bosley, Cooke, Dr. Canet, Esler, Halford, Kelly, Lake, McArthur, Parkin, Pett

Scrutiny Committee

(11 Members: 7 Conservative, 1 Independent, 1 Labour, 1 Liberal Democrat, 1 UKIP)

Chairman: Cllr London

Vice-Chairman: Cllr Brown

Cllrs Ball, Clack, Hogg, Kitchener, Lindsay, McArthur, Purves, Reay and Searles

Standards Committee

The Standards Committee will be composed of:

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

(7 Members: 7 Conservative)

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

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

Chairman: Cllr Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Bosley, Clark, McGarvey, McGregor, Morris

Sevenoaks Joint Transportation Board

(7 District Council Members: (7 Conservative), 7 Kent Council Council Members and 1 Town/Parish Council Representative)

Chairman: County Councillor Chard

Vice-Chairman: Cllr London

(The position of Chairman is on a yearly alternate basis between the District Council and County Council and appointed under respective constitutional arrangements. This year it is the County Council's turn.)

District Council Membership: Cllrs. Barnes, Clack, Edwards-Winsor, Esler, Layland and Williamson.

County Council Membership: County Councillors: Brazier, Horwood, Mrs. Crabtree, Gough, Parry and Pearman

Town/Parish Council Representative: (nominated by the Area Committee of the Kent Association of Local Councils)

(The Board comprises of all Kent County Council local members for divisions in the Sevenoaks District Council area, an equal number of Sevenoaks District Council Members and a Town/Parish Council Representative (of which a substitute member may be nominated) who may speak but not vote, nor propose a motion or amendment.)

Cabinet Membership

(7 Members: 7 Conservatives) Cllrs. Fleming, (Chairman), Dickins, Firth, Hogarth, Lowe , Piper and Scholey

Portfolio Holders 2016/17 (revised November 2016)

Cllr. Peter Fleming	Leader Policy & Performance	Corporate Policy & Performance, Communications, Customer Service Standards, Business Transformation, Special Projects (Asset Acquisition, Disposal & Redevelopment), Digital, Human Resources.
Cllr. Matthew Dickins	Direct & Trading Services	Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Markets, Parking, Pest Control.
Cllr. Roddy Hogarth	Economic & Community Development	Economic Development, Business Continuity, Emergency Planning, Regeneration, Town Centres, Tourism, West Kent Partnership, West Kent Leader Programme, Community Grants, Community Plan, Community Safety, Safeguarding, Youth, Parishes.
Cllr. John Scholey	Finance	Audit & Corporate Governance, Budget & Financial Strategy, Local Tax, Procurement Policy, Facilities Management, Strategic Risk, Housing Benefit, Fraud, Operational Assets.
Cllr. Michelle Lowe	Housing & Health	Housing Strategy & Policy, Housing Standards, Housing Needs, Empty Homes, Gypsy and Traveller, DFG, Health, Energy Efficiency, Fuel Poverty, Leisure.
Cllr Anna Firth	Legal & Democratic Services	Corporate Health and Safety, Equality, Democratic Services, Elections, Legal, Licensing, Trading Company, Shared Service Programme, Governance.
Cllr. Robert Piper	Planning	Conservation, Development Services, Development Control, Local Plan, Planning Policy, Building control, Transport policy, Enforcement.