

24 April 2012

I hereby summon you to attend the Annual meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 24 April 2012 to transact the under-mentioned business.



Chief Executive

### AGENDA

#### Apologies for absence

1. To approve as a correct record the minutes of the meeting of the Council held on 21 February 2012 (Pages 1 - 10)
2. To receive any additional declarations of interest from Members in respect of items of business included on the agenda for this meeting. (Pages 11 - 12)
3. Chairman's Announcements
4. To receive any petitions submitted by members of the public.
5. Matters considered by the Cabinet and/or other committees:
  - a) The Developing Vision (Pages 13 - 18)
  - b) Partnership Working between Dartford Borough Council (DBC) and Sevenoaks District Council (SDC) in Relation to Environmental Health Services (Pages 19 - 26)
6. To consider the following reports from the Chief Executive or other Directors on matters requiring the attention of Council:
  - a) Calendar of Meetings 2012/2013 (Pages 27 - 40)
7. To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.

8. To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.
9. To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting. (Pages 41 - 42)
10. To receive a report from the Chairmen of the Select Committees on the work of the Committees since the last Council meeting. (Pages 43 - 48)
11. To receive a report from the Chairman of the Performance and Governance Committee on the Work of the Committee since the last Council Meeting (Pages 49 - 50)

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

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

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

**The Democratic Services Team (01732 227241)**

**DISTRICT COUNCIL OF SEVENOAKS**

Minutes of the Meeting of the Sevenoaks District Council  
held on 21 February 2012 commencing at 7.00 pm

Present: Orridge (Chairman)

Mrs. Morris (Vice-Chairman)

Abraham, Mrs. Ayres, Ayres, Ball, Bosley, Mrs. Bosley, Brookbank, Brown, Butler, Ms. Chetram, Clark, Mrs. Clark, Mrs. Cook, Cooke, Mrs. Davison, Davison, Mrs. Dawson, Dickins, Eyre, Firth, Fittock, Fleming, Gaywood, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, London, Ms. Lowe, Maskell, McGarvey, Mrs. Parkin, Pett, Piper, Mrs. Purves, Raikes, Mrs. Sargeant, Scholey, Miss. Thornton, Towell, Underwood and Walshe

Apologies for absence: Mrs. Bayley, Edwards-Winsor, Ramsay, Searles, Miss. Stack and Williamson

47. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 29 NOVEMBER 2011

Resolved: That the Minutes of the meeting of the Council held on 29 November 2011 be approved and signed by the Chairman as a correct record.

48. TO RECEIVE ANY ADDITIONAL DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ITEMS OF BUSINESS INCLUDED ON THE AGENDA FOR THIS MEETING.

The declarations of interest made by Members at meetings held between 8 November 2011 and 8 February 2012 were received. No additional declarations were made.

49. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that this would be Tricia Marshall's final meeting with the Council as, after thirteen years, she would be leaving Sevenoaks District Council in March to take up a position as Director of Resources at Canterbury District Council. Members thanked Tricia Marshall for all her work at Sevenoaks and wished her well in her new role.

The Chairman also proposed that following Items 5(a) – Treasury Management Strategy 2012/13 and 5(b) – Revenue Budget and Council Tax 2012/13, subject to the recommendations being approved, Item 6(a) – Budget and Council Tax Setting be considered.

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

No petitions were received.

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

(a) Treasury Management Strategy 2012/13 (Cabinet – 9 February 2012)

Cllr. Fleming moved and Cllr. Mrs Davison seconded the recommendation of the Cabinet held on 9 February 2012 that Council approve the Treasury Management Strategy Statement set out in the report with the exception that the minimum long term credit rating in the 2012/13 creditworthiness policy be reduced to A. In moving the recommendation the Leader of the Council thanked the Finance Advisory Group and the Performance and Governance Committee for the work they had undertaken in developing the Strategy. The report set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Resolved: That the Treasury Management Strategy Statement set out in the report, with the exception that the minimum long term credit rating in the 2012/13 creditworthiness policy be reduced to A, be approved.

(b) Revenue Budget and Council Tax 2012/13 (Cabinet – 9 February 2012)

Cllr. Fleming moved and Cllr. Mrs Davison seconded that Council approve (a) the summary of Council Expenditure and Council Tax set out in Appendix C of the report; (b) the 10 year budget 2011/12 to 2021/22 set out in Appendix A of the report, including the growth and savings proposals set out at Appendix B of the report, and that where possible any variations during and between years be met from the Budget Stabilisation Fund; and (c) any changes in the taxbase and collection fund and other minor variations be transferred to/from the Budget Stabilisation Reserve.

The report set out the proposed budget and required level of Council Tax for 2012/13 and detailed changes to the draft budget since the Cabinet meeting on 8 December 2011. The proposed net expenditure budget was £13.443 million. This would envisage no Council Tax increase on 2012/13, with the District's council tax remaining at £181.89 for a Band D property for the year. In moving the recommendation, the Leader reported that the Council was in year two of its 10 year budget. The £47,000 gap in the budget had now been met and, due to an increase in the council tax base, the Council would be making a contribution of £52,000 from the Revenue Budget to the Council's Reserves. Investment income remained depressed and the Council would face further challenges in future years with a requirement to deliver further savings in 2012/13 and 2013/14. The 10-year budget had placed the Council in a strong position to meet the challenges however, difficult decisions would still have to be taken in future years.

Cllr. Walshe moved and Cllr. Mrs Purves seconded the following amendment:

“Delete or reduce proposed savings figures:

Grants - £20,000

Leisure (Asset Maintenance) - £70,000

Tourism (reduced activity) - £30,000

Youth (reduced activity) - £60,000

TOTAL £180,000

Insert new savings figures:

Members allowance (new scheme) - £45,000

Contact Centre – £50,000

External Communications - £25,000

IT - £60,000

TOTAL £180,000

The amendment was put to the vote and was LOST.

Cllr. Fittock moved and Cllr. Underwood seconded the following amendment:

" To reduce the subsidy on the Stag Community Arts Centre by 20% and transfer the £20,000 saved to all other voluntary organisations."

Councillor Raikes declared a prejudicial interest as Chairman of the Stag Theatre and left the room for the duration of the debate.

Councillors Mrs Dawson, Hogarth, Piper and Brown declared prejudicial interests as Trustees of the Stag Theatre and left the room for the duration of the debate.

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

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

Resolved: that:

(a) the summary of Council Expenditure and Council Tax set out in Appendix C of the report be approved;

(b) the 10 year budget 2011/12 to 2021/11 set out in Appendix A to the report, including the growth and savings proposals set out at Appendix B to the report, be approved and that where possible any variations during and between years be met from the Budget Stabilisation Fund; and

(c) any changes in the tax base and collection fund and other minor variations be transferred to/from the Budget Stabilisation Reserve.

(c) Monitoring Officer's Annual Report (Standards – 26 January 2012)

Cllr. Fleming moved and Cllr. Mrs Bracken seconded that the recommendations of the Standards Committee held on 26 January 2012 be approved.

The report provided an overview of the work of the Monitoring Officer, the work of the Standards Committee and the general governance arrangements within the Council in the past year. The report also set out the Monitoring Officer's statutory responsibilities, summarising how these duties had been discharged during 2011 in accordance with the Council's constitution, legislative requirements and drew attention to issues requiring attention in the next calendar year.

Resolved that the Monitoring Officer's Annual Report be noted.

(d) Housing Strategy Action Plan (Cabinet – 9 February 2012)

Cllr. Fleming moved and Cllr. Mrs Clark seconded that the recommendations of the Cabinet held on 9 February 2012 be approved.

The report advised Members that the draft Housing Strategy Action Plan had been produced to reflect findings from consultation and latest intelligence, both of which provided an indication of future housing need and demand. Consideration had also been given to financial and non-financial capacity going forward, which was a key factor in the current and near-term economic environment. Delivery of the Housing Strategy Action Plan would be overseen by the Local Strategic Partnership's (LSP) Strategic Housing Sub-group, which was represented by District Council officers and a number of other partner organisations. Progress reports would be taken to the main LSP and Service Select Committee to update on strategic objectives. It was likely that, over time, minor adjustments would be made to the Action Plan to reflect developing policy and the changing housing market. This would ensure that that local housing strategy was routinely adapted to best effect. A full review and update of the Housing Strategy Action Plan would take place in 2014.

Resolved: That the Housing Strategy Action Plan be adopted.

(e) IT Strategy (Cabinet – 9 February 2012)

Cllr. Fleming moved and Cllr. Mrs Davison seconded that the recommendation of the Cabinet held on 9 February 2012 that the IT Strategy and Plan be approved and adopted. In moving the recommendation, the Leader thanked Members and officers for their input into the Strategy.

The report set out the Council's strategic approach to the management, use and development of technology. Within the strategy consideration was given to the Council's strategic priorities, policies and other key strategies. The strategy also set out key assumptions being made to deliver the required outcomes.

Resolved: That the IT Strategy and Plan 2012-2015 be approved and adopted.

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

(f) Budget and Council Tax Setting 2012/13

Cllr. Fleming moved and Cllr. Mrs Davison seconded that the recommendations contained in appendices 6 and 7 to the report be agreed.

The report set out the factors requiring consideration in order to set the Council Tax for 2012/13 and to approve the 2012/13 budgets. These factors include (i) precepts received from other authorities, (ii) Collection Fund position, (iii) Corporate Budget Update, and (iv) opinion on the robustness of the budget and the adequacy of the reserves.

Resolved:

- (a) That the Summary of Council Expenditure and Council Tax 2012/13 at Appendix 2 of the report be approved;
- (b) that the 10 Year budget 2011/12 to 2021/22 including the growth and savings proposals set out at Appendix 3 of the report be approved and that wherever possible any variations during and between years be met from the Budget Stabilisation Reserve;
- (c) that any changes in the taxbase and collection fund and other minor variations be transferred to/from the Budget Stabilisation Reserve;
- (d) that the changes to reserves and provisions set out in Appendix 4 to the report be approved;
- (e) that the Capital Programme 2012/15, and Asset Maintenance 2012/13 budget of £372,000 be approved;
- (f) that the Financial Strategy attached at Appendix 5 of the report be approved;
- (g) that it be noted that at the Cabinet meeting on 12 January 2012 the Council calculated as its council tax base for the year 2012/13:
  - (i) for the whole Council area as 50,860.03 being Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended, (the "Act"); and
  - (ii) for dwellings in those parts of its area to which a parish precept relates as in Appendix 1 to the report;
- (h) that the council tax requirement for the Council's own purpose for 2012/13 (excluding Town and Parish precepts) be calculated as £181.89;

- (i) that the following amounts be calculated for the year 2012/13 in accordance with Sections 31 to 36 of the Act:
- (i) £59,232,241 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Town and Parish Councils.
  - (ii) £46,579,074 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (iii) £12,653,167 being the amount by which the aggregate at (i)(i) above exceeds the aggregate at (i)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R in the formula in Section 31B of the Act).
  - (iv) £248.78 being the amount at (i)(iii) above (Item R), all divided by (g)(i) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (including Town and Parish precepts).
  - (v) £3,402,236 being the aggregate amount of all special items (Town and Parish precepts) referred to in Section 34 (1) of the Act (as per the attached Appendix 1).
  - (vi) £181.89 being the amount at (i)(iv) above, less the result given by dividing the amount at (i)(v) above by the amount at (g)(i) above (Item T), calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no Town or Parish precept relates.
- (j) that it be noted that for the year 2012/13 the Kent County Council, the Kent Police Authority and the Kent & Medway Towns Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below:-



Valuation Bands	Precepting Authority			
	Sevenoaks District Council £	Kent County Council £	Kent Police Authority £	Kent & Medway Towns Fire Authority £
A	121.26	698.52	92.45	45.30
B	141.47	814.94	107.86	52.85
C	161.68	931.36	123.27	60.40
D	181.89	1,047.78	138.68	67.95
E	222.31	1,280.62	169.50	83.05
F	262.73	1,513.46	200.32	98.15
G	303.15	1,746.30	231.13	113.25
H	363.78	2,095.56	277.36	135.90

(k) that the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix 7 to the report as the amounts of council tax for the year 2012/13 for each part of its area and for each of the categories of dwellings; and

(l) that the Council's basic amount of council tax for 2012/13, shown in (i)(vi) above, is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

(g) Pay Policy Statement

Cllr. Fleming moved and Cllr. Mrs Davison seconded that the Pay Policy Statement be adopted by the Council and published on the Council's website. In moving the recommendation, the Leader highlighted that the Pay Policy Statement set out in the report was a requirement of the Localism Act and that the information it contained was in accordance with the primary legislation. For Sevenoaks District Council it brought together in one place information about the pay of officers and that the information had been available on the Council's website and in the Statement of Accounts. The Government had belatedly issued final guidance related to Pay Policy Statements on Friday 17<sup>th</sup> February 2012, and in light of this the Leader recommended to Members that any minor and consequential amendments to the Policy to reflect the emerging Government guidance be delegated to the Leader (in agreement with the Portfolio Holder for Finance and Value for Money).

The report outlined that as part of the Localism Act 2011 there was a requirement for Local Authorities to publish a Pay Policy Statement by 31 March 2012. The Pay Policy Statement is required to set out the authority's policies relating to the remuneration of each of its chief officers, the remuneration of its lowest paid employees and the relationship between the two.

Resolved that the Pay Policy Statement be adopted and published on the Council's website and that any minor and consequential amendments to the Policy to reflect the emerging Government guidance be delegated to the Leader (in agreement with the Portfolio Holder for Finance and Value for Money).

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

No questions were submitted by Members in accordance with Paragraph 19.3 of Part 2 of the Constitution.

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

No questions had been received from members of the public.

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

The Leader of the Council reported on the work that he and the Cabinet had undertaken in the period 16 November 2011 to 10 February 2012.

The Leader drew attention to the visit to the Council by Lord Freud, Minister for Welfare Reform. Lord Freud had spent three to four hours meeting with the Leader and officers and looking at frontline delivery. The Leader expressed hope that some of the amendments emerging from the debate in the House of Lords had been coloured by Lord Freud's visit to Sevenoaks. Drawing attention to the Kent College event for Apprenticeship Week in February 2012, the Leader expressed pride in the support provided to the apprenticeship scheme by Sevenoaks District Council. In response to a question regarding his meeting with Roger House and Robert Hardy, Federation of Small Business, the Leader clarified that this had been a scoping meeting to investigate the support that could be provided to the Centre for Micro Business and that more information would be provided to Members as discussions progressed. In response to a question regarding Locality Boards the Leader reported that a detailed paper would be presented to Members in the future.

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

The Council received the reports from the Chairmen of the Select Committees as follows:

- Environment Select Committee – 17 January 2012

- Social Affairs Select Committee – 24 January 2012
- Services Select Committee – 31 January 2012

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

The Council received the report from the Chairman of the Performance and Governance Committee on the work undertaken by the Committee at its meeting on 10 January 2012.

THE MEETING WAS CONCLUDED AT 8.01 pm

Chairman



### MEMBERS' DECLARATIONS OF INTEREST AT MEETINGS FROM 9 FEBRUARY 2012 TO 10 APRIL 2012

Councillor Mrs Hunter declared a Personal Interest as the Council Appointee on the Board of the Citizens Advice Bureau - Sevenoaks and Swanley (Cabinet 09.02.12)

Cllr. Dickins declared that he intended to speak as the local Member on item 5.01 - SE/11/03008/OUT: 48 The Moor Road, Sevenoaks. He did not take part in the debate or votes on the item. (Development Control Committee 16.02.12)

Cllr. Piper declared personal interests in items 5.01 - SE/11/03008/OUT: 48 The Moor Road, Sevenoaks, 5.02 - SE/11/02864/FUL: Denada, Solefields Road, Sevenoaks, 5.03 - SE/11/02774/FUL: 46 South Park, Sevenoaks and 5.06 - SE/11/03229/FUL: Sevenoaks District Council, Council Offices, Argyle Road as a dual hatted member of both the District Council and Sevenoaks Town Council, which had already expressed views on the matters. (Development Control Committee 16.02.12)

Cllr. Davison declared a personal interest in 5.05 - SE/11/02650/VAR106: Graceful Gardens Ltd, Hever Lane, Hever as the local Member. (Development Control Committee 16.02.12)

Cllr. Scholey declared a personal interest in item 5.05 - SE/11/02650/VAR106: Graceful Gardens Ltd, Hever Lane, Hever as a dual hatted member of both the District Council and Edenbridge Town Council, which had already expressed views on the matters. (Development Control Committee 16.02.12)

All Members declared a personal interest in item 5.06 - SE/11/03229/FUL: Sevenoaks District Council, Council Offices, Argyle Road as Members of the Council. (Development Control Committee 16.02.12)

In relation to Minute 84, Community Grant Allocations 2012/2013, Councillors Ramsey and Mrs Clark declared personal interests as the HAWK scheme was run by their parishes. (Cabinet - 08.03.12)

Councillor Mrs Davison declared a prejudicial interest in Minute 84, Community Grant Allocations 2012/2013. (Cabinet 08.03.12)

Cllr. Mrs. Cook declared a personal and prejudicial interest in minute item 27 as it related to the Land to the rear of Garden Cottages, Leigh as the access route would affect her home address. (LDF Advisory Group - 12.03.12)

Cllr. Fittock declared a personal interest in minute item 27 as it related to the Swanley Town Centre Regeneration area, as a trustee of Swanley Town Centre Recreation Ground. (LDF Advisory Group - 12.03.12)

Cllrs. Mrs Dawson and Piper declared personal interests in item 5.01 - SE/12/00024/FUL: Amity, Clenches Farm Lane, Sevenoaks TN13 2LX as dual hatted members of both the District Council and Sevenoaks Town Council, which had already expressed views on the matter. (Development Control - 15.03.12)

## Agenda Item 2

Cllr. Miss. Thornton declared a personal interest in items 5.04 – SE/11/01735/FUL: Kentish Yeoman, The Kentish Yeoman, 10-12 High Street Seal and 5.05 – SE/11/03105/LBCALT: Kentish Yeoman, The Kentish Yeoman, 10-12 High Street Seal as the Local Member and had been involved in general discussions with the applicant for items 5.04 – SE/11/01735/FUL: Kentish Yeoman, The Kentish Yeoman, 10-12 High Street Seal and 5.05 – SE/11/03105/LBCALT: Kentish Yeoman, The Kentish Yeoman, 10-12 High Street Seal. (Development Control – 15.03.12)

Councillor Bosley declared that he sat on West Kingsdown Parish Council. (Electoral Arrangements Committee 27.03.12)

Councillor Mrs Davison declared that she sat on Edenbridge Parish Council. (Electoral Arrangements Committee 27.03.12)

Councillor Mrs Clark declared that she sat on Ash-Cum-Ridley Parish Council. (Electoral Arrangements Committee 27.03.12)

Councillor Brookbank declared that he sat on Swanley Town Council. (Electoral Arrangements Committee 27.03.12)

Councillor Ms Lowe declared that she lived in one of the disputed areas. (Electoral Arrangements Committee 27.03.12)

Councillor Grint declared that he lived in Badgers Mount. (Electoral Arrangements Committee 27.03.12)

In respect of Minute 46 – Improving the Lives of Young People – Councillor Michael Horwood declared that he had been a volunteer for VSU in Dartford. (Social Affairs Select Committee – 27.03.12)

Cllr. McGarvey declared a personal interest in Minute Item 52 as a temporary clerk to Shoreham Parish Council. He did not vote on the matter. (Finance Advisory Group – 28.03.12)

Cllr. Mrs . George declared a personal interest in that she worked closely with Deborah White from West Kent Housing Association. (Services Select Committee – 03.04.12)

Cllr. Mrs. Parkin declared a personal interest in matters relating to housing and benefits as she had relatives in both social housing and on benefits. (Services Select Committee – 03.04.12)

**Item 5(a) – The Developing Vision**

**Cabinet’s Recommendation to Council**

At its meeting on 12 April 2012 Cabinet considered the matter as follows:

The Chairman introduced a report outlining the developing Vision of the District Council which could 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 following three core values would guide and define the District Council’s policies for the District and the local area: Fairness, Integrity and Quality. These three Core Values develop the Vision with the resulting five promises:

- i) We will provide value for money;
- ii) We will work in partnership to keep the District of Sevenoaks safe;
- iii) We will continue to collect rubbish efficiently and effectively,
- iv) We will protect the Green Belt;
- v) We will support and develop the local economy.

Resolved: that the developing Leader’s Vision be recommended to Full Council for approval and adoption in order to agree the Core Values which will guide and define the current and emerging District Council policies for the Sevenoaks District.

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**THE DEVELOPING VISION: “PRIDE IN THE DISTRICT OF SEVENOAKS BY WORKING WITH THE COMMUNITY AS A WHOLE, TO SUSTAIN AND DEVELOP A FAIR, SAFE AND THRIVING LOCAL COMMUNITY”**

**Cabinet – 12<sup>th</sup> April 2012**

**Council – 24<sup>th</sup> April 2012**

Report of the: Leader of the Council

Status: For Decision

Key Decision: Yes

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**This report and appendices supports the key aims of the Council’s**

- i) Community Plan;
- ii) Vision of Balanced Communities;
- iii) Local Development Framework; and
- iv) Value for Money and 10-year budget programme.

**Portfolio Holder** Cllr. Fleming

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**Recommendation to Cabinet:** It be resolved that Members recommend the developing Leader’s Vision to Full Council for approval and adoption.

**Recommendation to Full Council:** It be resolved that Members adopt the developing Vision for the District Council.

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**REASON FOR RECOMMENDATION:** To agree the three Core Values which will guide and define the current and emerging District Council policies for the Sevenoaks District.

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# Agenda Item 5a

## Introduction

- 1 The District Council has had a strategic vision (the key aims referred to in the beginning of the report) which has been developed over the last few years and the main message is: “To lead the whole community in meeting its needs and to work in partnership to improve the quality of life within the District“. This Vision has not changed and has helped to provide a strong local leadership, effective working with partners, value for money and quality services, with a robust Local Development Framework. In the context of this District Council I have therefore been reviewing this Vision.
- 2 At our last Council meeting, we confirmed our 10-year budget and noted that our first year objectives had been achieved and our second year is on track. Against that financial framework and other changes such as the Localism Act and the Welfare Reform it was felt timely to review and develop this Vision. The developing Vision will reflect the emerging needs of the whole community and the District Council is committed to working closely with local people and partners to achieve this. The District Council will be honest and open and will provide quality services. The District Council shares the local people’s sense of pride in the District, which is a unique place.

## Developing Vision

- 3 The developing Vision is 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 community”.
- 4 The following are the three related Core Values that will guide and define the District Council’s policies for the District and local area:

**i) Fairness**

In the current climate the District Council ,like everyone ,will need to take difficult decisions. We will consider very carefully how our decisions impact on residents, to ensure that although some may be difficult, we will always seek to be fair and balanced. We will particularly consider those who are vulnerable and depend on us for support.

**ii) Integrity**

We will be open and honest with local people, partners, local businesses and our staff. We aim never to make promises we cannot keep and when we get something wrong we will admit our mistake and learn from that experience to get it right next time. We value above all else, the trust of the local people.

**iii) Quality**

We will concentrate on doing the things that matter to local people. We will constantly find innovative ways, work harder and smarter to provide the highest possible quality services.

5 These three Core Values develop the Vision with the resulting five promises:

**i) We will provide value for money**

The District Council has had its funding severely cut so there is less to go round. We will continue to spend the local council tax payers' money as carefully as possible. We will look to get things right the first time, drive hard bargains with suppliers, work in partnership and be innovative and resourceful to provide value for money.

**ii) We will work in partnership to keep the Sevenoaks District safe**

The District Council is one of the safest places in the United Kingdom. We work hard with partners, such as the Police and other agencies to keep it that way. We are vigilant and continuously looking at ways to reduce crime and make the District even safer.

**iii) We will continue to collect rubbish efficiently and effectively**

Collecting rubbish on a weekly basis and ensuring the streets are kept clean is a basic requirement and affects everyone. We know it matters to local people and we will ensure it continues to the high standard all residents expect. We will not reduce the service, as others have, in an attempt to save money. We will keep providing a high quality service and we will keep collecting rubbish weekly

**iv) We will protect the Green Belt**

The Sevenoaks District is 93% Green Belt and this is of paramount importance to local people. Through our planning processes and the LDF we will protect and defend this for the present and future generations.

**v) We will support and develop the local economy**

A thriving local economy is key to the quality of life in our District and an important source of employment for many local residents. Along with partners we will work with our local businesses to support and help them grow to ensure the District enjoys a good reputation as a place to work and do business. In addition, we will also make sure there are different housing options available.

### **Key Implications**

#### Financial

6. The objectives of the developing Vision will be delivered from existing budgets and bids for external funding will be made where appropriate.

#### Legal, Human Rights etc.

7. This Vision is compatible with the provision of the Human Rights Act 1998 (HRA) and is not likely to result in any HRA implications.

## Agenda Item 5a

### Resource (non-financial)

8. The Vision will be delivered using existing resources and there will be no additional non-financial implications.

### Value For Money and Asset Management

9. The Vision will support value for money with efficient effective quality services. Working in partnership helps to reduce costs and make savings.

### Equality Impacts

10. The Vision treats everyone fairly and appropriately. In the individual components of the Vision, equality impact assessments are undertaken accordingly.

### Sustainability Checklist

11. Completed and available by request.

### **Conclusions**

12. The developing Vision will enhance the four key aims already embedded in District Council policies and plans, such as the Sustainable Community Action Plan.
13. The three Core Values will guide and define the current and emerging District Council policies for the District and local areas.
14. The five key promises will ensure that the Core Values and aims are delivered and will demonstrate that the District Council has integrity and is committed to improving the quality of life for people in the local community.

### **Risk Assessment Statement**

15. By not having an up-to-date Vision, there would be a lack of political and strategic direction reflecting current times and emerging issues.

**Background Papers:** Community Plan, Balanced Communities and previous Vision.

**Item 5(a) – Partnership Working between Dartford Borough Council (DBC) and Sevenoaks District Council (SDC) in relation to Environmental Health Services**

**Cabinet’s Recommendation to Council**

This item was considered by the Cabinet on 12 April 2012.

At the time of publication of this agenda the Cabinet minute was not available. The minute will be tabled at the Council meeting.

**Modern Local Government Group’s Recommendation to Council**

This item was considered by the Modern Local Government Group on 18 April 2012.

At the time of publication of this agenda the Modern Local Government Group minute was not available. The minute will be tabled at the Council meeting.



**PARTNERSHIP WORKING BETWEEN DARTFORD BOROUGH COUNCIL (DBC) AND SEVENOAKS DISTRICT COUNCIL (SDC) IN RELATION TO ENVIRONMENTAL HEALTH SERVICES**

Report of the: Deputy Chief Executive & Director of Corporate Resources

Status: For Decision

Key Decision: Yes

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**Executive Summary:** To agree the scheme of delegations in relation to the joint working arrangements between Sevenoaks District Council and Dartford Borough Council in relation to Environmental Health Services.

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**This report supports the Key Aim of** Effective Management of Council Resources

**Portfolio Holder** Cllr. Mrs. Bracken

**Head of Service** Head of Legal and Democratic Services, Christine Nuttall  
Head of Environmental and Operational Services, Richard Wilson

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**Recommendation to Cabinet and Council :** It be RESOLVED that:

Cabinet agrees and recommends to Council:

- (a) that Cabinet (in relation to executive functions) and Council (in relation to council functions) authorises the Managing Director being the Head of Paid Service at DBC to exercise the powers and functions as set out in the Appendix to this report and the necessary amendments to the Constitution.
  - (b) that Cabinet (in relation to executive functions) and Council (in relation to council functions) amend its Scheme of Delegation so as to authorise the Chief Executive being the Head of Paid Service at SDC to exercise the powers and functions delegated by DBC as set out in the Appendix to this report and the necessary amendments to the Constitution.
- 

**Reason for recommendation:** To put in place the necessary Partnership Working delegations to protect the legal position of both Councils.

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**Introduction**

- 1 It was agreed by Cabinet on the 13<sup>th</sup> October 2011 that the proposed operating model for the joint provision of Environmental Health Services with Dartford Borough Council be approved. Matters were also presented to Council on the 29<sup>th</sup> November 2011.

## Agenda Item 5b

- 2 The Local Government Act 1972 (s.113) allows a local authority to enter into an agreement with another authority to place its officers at the disposal of the other authority, subject to consultation with the staff although staff consent is not required.
- 3 Staff who are made available under such an arrangement are then treated as officers of the other authority for the purposes of their functions, although they remain an employee of their original authority for employment and superannuation purposes.

### Delegations

4. The Local Government Act 1972 s.101 provides a local authority with the power to make arrangements for the discharge of its functions by a committee, sub-committee or officer of the local authority or by another local authority. When an executive function is involved the relevant powers are in section 19 and 20 of the Local Government Act 2000.
5. It is necessary for the Councils to delegate and empower each other to discharge certain Agreed Functions via its Heads of Paid Service and these are to be set out within the Partnership Working Arrangements.
6. As the functions will involve both executive and non-executive functions the arrangements need to be approved by both Cabinet and Council, with Council approving the necessary changes to the Constitutional scheme of Delegation as set out within the Appendix to this report.
7. Such arrangements do not prevent each authority making the delegation from exercising the functions itself.

### Key Implications

#### Financial

8. The financial implications and saving of the Environmental Health Service joint working arrangements was set out in the Report to Cabinet on the 13<sup>th</sup> October 2011 and the Report to Council on the 29<sup>th</sup> November 2011.

#### Community Impact and Outcomes

- 9 Achieving significant savings whilst protecting service standards will be a clear benefit to residents of Dartford and Sevenoaks.

#### Legal, Human Rights etc.

- 10 Delegation of functions need to be put in place in order to delegate the responsibility for the day to day operation of the shared services to the Heads of Paid Service. However, Council will still retain the responsibility for employing their own staff within the service.



Equality

- 11 There are no specific activities covered in this report that would need a Equalities Impact Assessment.

**Conclusions**

- 12 Amending the Scheme of Delegations will facilitate the instances of increased collaboration allowing the Head of Paid Service of each Council to undertake particular functions of the shared service and to sub delegate such functions to other officers including officers placed at the Councils' disposal, as if that officer were an officer employed directly by the Council.

**Risk Assessment Statement**

- 13 The risks to the delivery of the joint working arrangements were separately assessed within the Business Case presented to Cabinet on the 13<sup>th</sup> October 2011.

**Appendices:** Appendix A: Amendments to the Constitution

**Background Papers:** Reports to Cabinet 13<sup>th</sup> October 2011 and Council on the 29<sup>th</sup> November 2011.

**Contact Officer(s):** Christine Nuttall ext 7245

Richard Wilson ext 7262

**Dr Pav Ramewal**

**Deputy Chief Executive & Director of Corporate REsources**

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## **ADDITIONS TO PART 13 - OFFICER RESPONSIBILITIES AND DELEGATIONS**

### **2. Management Structure**

#### Delegations to Dartford Borough Council

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

### **11. Delegation to the Chief Executive**

(l) Pursuant to enabling legislation this Council via its Chief Executive has received and shall discharge all the functions of Dartford Borough Council with regard to the Environmental Health Service as may be more particularly identified in the Partnership Working Arrangements and Dartford Borough Council have agreed to place at the disposal of Sevenoaks District Council for the purposes of those functions the services of officers employed by Dartford Borough Council.

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**COUNCIL – 24 APRIL 2012**

**DRAFT CALENDAR OF MEETINGS 2012/13**

Report of the: Deputy Chief Executive and Director of Corporate Resources

Status: For Decision

Portfolio Holder Cllr. Fleming

Head of Service Head of Legal and Democratic Services – Mrs. Christine Nuttall

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**Recommendation:** That the Calendar of Meetings for 2012/13 be approved subject to the confirmation of the Annual Meeting of the Council on 15 May 2012.

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- 1 The draft calendar of meetings for the municipal year 2012/13 is attached for consideration. Committee Chairmen and Senior Officers have been consulted on the draft dates.
- 2 The draft calendar broadly follows the pattern of previous years and there has been an attempt to keep August free of formal meetings. However Development Control Committee (23.8.12) has been arranged in its normal four-week cycle.
- 3 It is the responsibility of the Annual Meeting of the Council to confirm the Council's calendar of meetings for the oncoming year. However, it is considered sensible to put it before this meeting of the Council to allow more time for the publication of the calendar and for the booking of meeting rooms.

**RISK ASSESSMENT STATEMENT**

- 4 The Council is under a legal duty to hold an Annual Meeting during a particular period and to set a Council Tax by a specific date. The calendar proposed here meets those requirements.

**Sources of Information:** Calendars of Meetings from previous years and comments from Officers and Members

**Contact Officer(s):** Philippa Stone Ext. 7247

**Dr. Pav Ramewal**  
Deputy Chief Executive and Director of Corporate Resources

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**DRAFT CALENDAR OF MEETINGS 2012/2013 (FINAL)**

	Monday	Tuesday	Wednesday	Thursday	Friday
MAY	30 April	1	2	3	4
MAY	7 PUBLIC HOLIDAY	8	9	10 Public Cabinet 7.30pm (Chamber)	11
MAY	14	15 Annual Full Council Meeting 7.00pm (Chamber)	16	17	18
MAY	21	22	23	24 Cabinet Briefing 2.00pm (Conference)	25
				Development Control Committee 7.00pm (Chamber)	
MAY/JUNE	28	29 Environment Select Committee 7.00pm (Conference)	30	31	1

## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
JUNE	4 PUBLIC HOLIDAY	5 PUBLIC HOLIDAY	6	7 Local Development Framework Group 5.30pm (Conference)	8
JUNE	11	12 Performance and Governance Committee 7.00pm (Conference)	13 Finance Advisory Group 9.30am Committee)  Sevenoaks Joint Transportation Board 7.00pm (Conference)	14 Public Cabinet 7.00pm (Conference)	15
JUNE	18	19 Services Select Committee 7.00pm (Conference)	20	21 <i>Cabinet Briefing</i> 2.00pm (Conference)  Social Affairs Select Committee 7.00pm (Conference)	22
JUNE	25	26 Licensing Committee 6.00pm (Conference)	27	28 Development Control Committee 7.00pm (Chamber)	29



## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>JULY</b>	2	3 Modern Local Government Group 5.30pm (Conference)	4	5	6
JULY	9	10 Standards Committee 7.00pm (Conference)	11 Electoral Arrangements Committee 7.00 pm (Conference)	12 Public Cabinet 7.00pm (Conference)	13
JULY	16	17	18	19	20
JULY	23	24 Council 7.00pm (Chamber)	25 Finance Advisory Group 9.30am (Conference)	26 <i>Cabinet Briefing</i> 2.00pm (Conference)  Development Control Committee 7.00pm (Chamber)	27
JULY/ <b>AUGUST</b>	30	31	1	2 <i>Cabinet Briefing</i> 2.00pm (Conference)	3
AUGUST	6	7	8	9	10
AUGUST	13	14	15	16	17

## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
AUGUST	20	21	22	23 <i>Cabinet Briefing</i> 2.00pm (Conference)  Development Control Committee 7.00pm (Chamber)	24
AUGUST	27 PUBLIC HOLIDAY	28	29	30	31
SEPTEMBER	3	4 Environment Select Committee 7.00pm (Conference)	5	6 Social Affairs Select Committee 7.00pm (Conference)	7
SEPTEMBER	10	11	12 Sevenoaks Joint Transportation Board 7.00pm (Conference)	13 Public Cabinet 7.00pm (Conference)	14
SEPTEMBER	17	18 Services Select Committee 7.00pm (Conference)	19	20 <i>Cabinet Briefing</i> 2.00pm (Conference)  Development Control Committee 7.00pm (Chamber)	21

## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
SEPTEMBER	24	25 Performance and Governance Committee 7.00pm (Conference)	26	27	28
OCTOBER	1	2	3 Local Development Framework Group 5.30pm (Conference)	4 Modern Local Government Group 5.30pm (Conference)	5
OCTOBER	8	9	10 Licensing Committee 6.00pm (Conference)	11 Public Cabinet 7.00pm (Conference)	12
OCTOBER	15	16 Council 7.00pm (Chamber)	17	18 <i>Cabinet Briefing</i> 2.00pm (Conference)  Development Control Committee 7.00pm (Chamber)	19

## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
OCTOBER	22	23 Environment Select Committee 7.00pm (Conference)	24 Finance Advisory Group 9.30am (Conference)	25	26
OCTOBER/ NOVEMBER	29	30 Social Affairs Select Committee 7.00pm (Conference)	31	1 Services Select Committee 7.00pm (Conference)	2
NOVEMBER	5	6	7	8 Public Cabinet 7.00pm (Conference)	9
NOVEMBER	12	13 Performance and Governance Committee 7.00pm (Conference)	14	15 <b>Police Commissioner Elections</b>  <i>Cabinet Briefing</i> 2.00pm (Conference)	16
NOVEMBER	19	20	21	22 Development Control Committee 7.00pm (Chamber)	23

Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
NOVEMBER	26	27 <b>Council</b> <b>7.00pm</b> <b>(Chamber)</b>	28	29	30
DECEMBER	3	4	5 Local Development Framework Group 5.30pm (Conference)	6 Public Cabinet 7.00pm (Conference)	7
DECEMBER	10	11	12 Sevenoaks Joint Transportation Board 7.00pm (Conference)	13 <i>Cabinet Briefing</i> <i>2.00pm</i> <i>(Conference)</i>  Development Control Committee 7.00pm (Chamber)	14
DECEMBER	17	18	19	20	21
DECEMBER	24 OFFICE CLOSED ?	25 PUBLIC HOLIDAY	26 PUBLIC HOLIDAY	27	28
DECEMBER/ JANUARY 2013	31	1 PUBLIC HOLIDAY	2	3	4

## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	7	8 Performance and Governance Committee 7.00pm (Conference)	9	10 Public Cabinet 7.00pm (Conference)	11
JANUARY	14	15 Environment Select Committee 7.00pm (Conference)	16	17 <i>Cabinet Briefing</i> 2.00pm (Conference)  Development Control Committee 7.00pm (Chamber)	18
JANUARY	21	22 Social Affairs Select Committee 7.00pm (Conference)	23 Finance Advisory Group 9.30am (Conference)  Modern Local Government Group 5.30pm (Conference)	24 Standards Committee 7.00pm (Conference)	25
JANUARY/ FEBRUARY	28	29 Services Select Committee 7.00pm (Conference)	30 Licensing Committee 6.00pm (Conference)	31	1
FEBRUARY	4	5	6	7 Public Cabinet 7.00pm (Conference)	8

Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
FEBRUARY	11	12	13	14 <i>Cabinet Briefing</i> 2.00pm (Conference)	15
				Development Control Committee 7.00pm (Chamber)	
FEBRUARY	18	19 <b>Council (Budget)</b> 7.00pm (Chamber)	20	21	22
FEBRUARY/ MARCH	25	26	27	28	1
MARCH	4	5 Local Development Framework Group 5.30pm (Conference)	6	7 Public Cabinet 7.00pm (Conference)	8
MARCH	11	12 Performance and Governance Committee 7.00pm (Conference)	13 Sevenoaks Joint Transportation Board 7.00pm (Conference)	14 Development Control Committee 7.00pm (Chamber)	15

## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
MARCH	18	19 Environment Select Committee 7.00pm (Conference)	20	21 <i>Cabinet Briefing</i> 2.00pm (Conference)	22
MARCH	25	26 Social Affairs Select Committee 7.00pm (Conference)	27 Finance Advisory Group 9.30am (Conference)  Licensing Committee 6.00pm (Conference)	28	29 PUBLIC HOLIDAY
APRIL	1 PUBLIC HOLIDAY	2	3	4 Services Select Committee 7.00pm (Conference)	5
APRIL	8	9	10	11 Public Cabinet 7.00pm (Conference)	12
APRIL	15	16	17	18 <i>Cabinet Briefing</i> 2.00pm (Conference)  Development Control Committee 7.00pm (Chamber)	19



## Agenda Item 6a

	Monday	Tuesday	Wednesday	Thursday	Friday
APRIL	22	23 <b>Council</b> 7.00pm (Chamber)	24	25	26
APRIL /MAY	29	30	1	2 <b>Kent County</b> <b>Council</b> <b>Elections</b>	3
MAY	6 PUBLIC HOLIDAY	7	8	9 Public Cabinet 7.00pm (Conference)	10
MAY	13	14 <b>Annual Council</b> 7.00pm (Chamber)	15	16	17
MAY	20	21	22	23	24

*Italics:* These meetings are for Councillors' reference only

### **Other Regular Meetings**

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

**Licensing Sub-committee:** 10.30 am on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month (excluding 27 August and 24 December)

**Standards Sub-committee:** 2.00 pm on the last Wednesday of each month (December meeting on 19 December)

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COUNCIL – 24 April 2012

**Report by Leader of the Council**

This is my report to Council on the work undertaken by the Leader and the Cabinet in the period 11 February 2012 to 6 April 2012. I am listing below the agenda items discussed since Members will have received the minutes of those meetings.

**Cabinet – 9 February 2012**

- Housing Strategy Action Plan
- IT Strategy
- Treasury Management Strategy 2012/13
- Capital Programme and Asset Maintenance 2012/15
- Revenue Budget and Council Tax 2012/13
- Annual Review of Parking Charges for 2012/13 – Results of Public Consultation
- Citizens Advice Bureau Service Level Agreement 2012/13-2014/15
- Adoption of Vision for Kent

**Cabinet – 8 March 2012**

- Local Development Framework timetable
- West Kent Equality Partnership - Aims and Commitments for 2012-16
- Community Grant Allocations 2012/2013
- Big Community Fund Applications

**The work of the Leader – Meetings held and attended:**

**11 to 29 February 2012**

- Paralympic Games briefing
- Meeting with Richard Waterman, Qinetiq and Alison Tero CB Richard Ellis regarding their future use of Fort Halstead
- Institute of Revenues and Rates Valuation (IRRV) Conference and Exhibition – speaking engagement on Welfare Reform/Universal Credit
- London and Home Counties Association of the IRRV – speaking engagement on Welfare Reform/Universal Credit
- Communications Portfolio meeting

**1 March to 31 March 2012**

- Edge 2012 Conference as speaker
- Ambition Board meeting

## Agenda Item 9

- District Councils Network Assembly
- District Councils Network Universal Credit Seminar
- Town Partnership meeting (Sevenoaks)
- Kent Forum
- Meeting with KCC Members regarding Youth Proposals
- Improvement & Efficiency South East (IESE) Conference, speaking
- Meeting with Zena Cook, Director of Regeneration and Communities, Maidstone Borough Council, re Universal Credit
- Twinning of Otford with Neufchâteau Hardelot

### 1 April to 6 April

- Meeting regarding the Paralympics and Cycling Legacy with local cycling clubs

### Environment Select Committee – 20 March 2012

The formal response from the Cabinet was noted, and our suggestion re Chiddingstone Hoath had been taken on board.

There was a lengthy discussion surrounding the Internal Audit Progress report on the review of car parking charges.

It was agreed:

1. That discrepancies between the 'machine audit ticket' and the amount banked by Contract security be resolved within three months.
2. That write off of Penalty Charge Notices would take place on an annual basis.
3. Officers would pursue the recommendation relating to potential fraud and corruption and would liaise with the Auditor for some advice concerning how the recommendation could be taken forward.

It was reported that since our last meeting 4 bus stands had been identified in Swanley, this would enable drivers to have a break without collecting a parking ticket.

The future work programme was discussed and amendments made.

A detailed report and presentation on the Allocations & Development DPD was received by the Committee. Members raised issues such as the size of Open Space Allocation and the Flood Water Management Act. The Committee noted that Policy SC3 - Amenity Protection did not mention Light Pollution, and SC1- Sustainable Development did not specify how the new residential developments within 30 minutes of key infrastructure was to be measured, as some text was missing.

Sevenoaks Residential Character Assessment SPD - LDF the Finalized Post-Consultation Document was considered. It had been revised to incorporate comments made during the consultation period.

The Committee also considered a report on Revised Charging for Pre-Application Enquirers. The Committee resolved to recommend to Cabinet to approve and publish the increases. The Committee also agreed that procedures should be revised to ensure they are applied effectively.

Councillor Ian Bosley

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### **Social Affairs Select – Report of a Meeting held on 27<sup>th</sup> March 2012**

The committee continued its practice of examining different aspects of the Council's Community Plan in line with its terms of reference by examining services to young people with particular emphasis on careers advice and employment opportunities. There were presentations from Connexions and Voluntary Action Within Kent (VAWK). Other areas explored included Youth in Action, support for children with disabilities and young carers. There was also a report on a visit to the Swanley Youth and Community Centre to learn first hand about the activities provided to help improve the lives of disadvantaged youngsters.

Jan Fenning, Area Manager of Connexions, and Julia Ward, Team Leader for Sevenoaks and Dartford, explained that as from this September the way that the organization is to be funded will change. In the future, rather than receiving a grant from Kent County Council, it will be the schools themselves who will have the responsibility / duty to purchase independent, impartial careers guidance for their pupils in years 9 – 11. This requirement may be extended to include 16 – 18 year olds when the statutory school leaving age is raised in 2013, to offer them advice on further education training or apprenticeships. This service is particularly valuable in helping those not in education or employment – NEETS – to get a foot on the ladder by supporting them into real jobs. Currently there are about 50 youngsters in the Swanley area classified as NEETS, a significantly higher proportion than in other parts of the District.

However Connexions are concerned that schools will not purchase services to the current levels. Already it has been decided not to provide Anger Management in the future and other initiatives will be restricted to vulnerable groups as defined by K.C.C. The outreach programme will continue for the present but additional funding will have to be sought. This service is particularly important for those youngsters attending schools outside the District.

Carrying on the theme of employment opportunities, Mandy Wynne, Deputy Chief Executive of VAWK, together with the Business Manager, Jon Weller, talked about the graduate internship scheme Springboard to Success, apprenticeships and the valuable role that volunteering can have in providing a stepping stone into employment. Locally there are 24 firms from both the public and private sectors who have expressed an interest in the internship scheme and a further 76 are exploring opportunities to provide apprenticeships. The District Council has been a key driver in these initiatives with some promising results to date.

Across West Kent VAWK runs numerous clubs, working sessions and residential trips, including 15 clubs for children with disabilities, and monthly meetings, respite, 'drop in' services to schools and one to one support for young carers.. In all, over the last six months, young volunteers have given a staggering 6,721 hours to help support these activities.

Alison Cook  
Chairman Social Affairs Select Committee

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**SELECT SERVICES COMMITTEE – APRIL 2012.**

The meeting of the above committee dealt with the following items:-

1. Some minor changes were made to the work plan.
2. Sub-Committee dealing “In Depth Scrutiny of Under Occupation in Social Housing”.  
A panel of six expert speakers assembled and answered a wide range of questions put to them by members of the committee. Those questions on the preplanned list not answered verbally would be dealt with in writing and circulated to members.  
The Housing Policy Manager was present and having collated the answers would prepare an action plan for the sub-committee to review and submit to the full committee at their June meeting. Once agreed it would be forwarded to the Cabinet.
3. Sub –Committee – Universal Credit in Depth Scrutiny. The Group Manager Financial Services gave a report, followed by the Vice Chairman of the Working Group. His Power Point presentation identified the complexities of both current and future systems. At a sub group meeting, one of several, the Benefits Manager had given a presentation which was taken away by the representative of the DWP as an example of good practice and forward thinking. ”Sevenoaks ahead of the game”. As the DWP has not finalised much of the fine detail, the risk of not meeting the timetable – initial implementation April 2013 – must be increasing. The sub group together with the relevant officers, will be watching the situation closely.

The Chairman thanked the Vice Chairman of the Sub Committee for a most informative and excellent presentation, and confirmed that the main committee would look forward to further updates.

R.J.Davison  
Committee Chairman.

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**PERFORMANCE AND GOVERNANCE COMMITTEE  
13 MARCH 2012**

Members wished to express our thanks to Zurich Municipal who arranged, free of charge, risk management training for members. It was agreed that the slides of the training would be copied to all members. The decision of the Cabinet and the Full Council on 21 February to amend the Treasury Management Strategy Statement following consultation was noted. The minutes of the last Finance and Advisory Group meeting of 25 January were received, more information was requested about how SDC can access the KCC Audit Committee.

Andy Mack, the District Auditor, Updated the Committee on the Audit Commission Audit Plan for 2011/12. The committee delegated the decisions required by the auditors to the Chairman/Vice Chairman in consultation with the Director of Corporate Resources. Andy Mack also updated members on the externalisation of the Audit practice and assured members that under the new arrangements SDC would be likely to receive up to 40% reduction in audit fees.

An update was received on the occupation of the offices by external partners. Members asked for a more detailed report about the income generated by the sharing of accommodation. The committee approved the proposed amendments to the Council's Anti-Fraud and Corruption Strategy need to comply with the requirements of the Act.

A draft Internal Annual Audit Plan for 2012/13 was approved and the progress made by the Audit Team on the 2011/12 audit noted. A summary of the Council's performance was received and concerns raised about the level of staff absences were referred to the appropriate committee for further investigation.

Mark Fittock  
14 March 2012

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