



Sevenoaks
DISTRICT COUNCIL
Despatched: 13.11.13

SCRUTINY COMMITTEE
21 November 2013 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. London Vice Chairman: Cllr. Brown
Cllrs. Mrs. Bracken, Butler, Clark, Fittock, Gaywood, Maskell, Mrs. Morris, Raikes and
Walshe

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
Terms of Reference		
1. Minutes To approve the Minutes of the meeting of the Committee held on 26 September 2013, as a correct record.	(Pages 3 - 8)	
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 (attached)	(Pages 9 - 10)	
5. Maidstone & Tunbridge Wells NHS Trust Jayne Black, Director of Operations Maidstone & Tunbridge Wells NHS Trust in attendance to answer questions		
6. Feedback from Scrutiny Training The presentation has been placed on the Members Portal for information.		
7. Performance Monitoring	(Pages 11 - 18)	Lee Banks Tel: 01732 227161

- | | | |
|--|-----------------|---|
| 8. Questions to the Portfolio Holder for Finance & Resources | (Pages 19 - 20) | Councillor
Brian Ramsay |
| 9. Questions to the Portfolio Holder for Strategy & Performance | | Councillor
Peter Fleming
Tel: 01732
227180 |
| 10. Work Plan | (Pages 21 - 22) | |

EXEMPT ITEMS

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

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

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

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

The Democratic Services Team (01732 227241)

PART 5 - SCRUTINY FUNCTION

1. Introduction

- 1.1. There is one Scrutiny Committee to discharge the functions conferred by Section 9F of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole.

2. Role and Scope

- 2.1 The role and scope of the Scrutiny Committee is:
- (a) to undertake and report on the Scrutiny role in relation to all matters within the Council's scope of responsibility;
 - (b) to oversee the Council's compliance with the "Councillor Call for Action" pursuant to relevant legislation; and
 - (c) to oversee the Council's compliance with the Police and Justice Act 2006.

3. Specific Functions

- 3.1 The Scrutiny Committee has the power to:-
- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
 - (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (c) question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - (d) make recommendations to the Cabinet and /or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
 - (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance;
 - (f) question and gather evidence from any person (with their consent); and
 - (g) "call in" key decisions which have been taken but not yet implemented in accordance with Appendix C – Scrutiny Committee Procedure Rules.

4. Membership

- 4.1 The Scrutiny Committee will comprise a permanent Chairman and Vice Chairman, neither of whom sit on Cabinet Advisory Committees and a pool of 15

Supplementary Information

members 3 drawn from each of the Cabinet Advisory Committees, none of whom may be members of the Cabinet or be their Deputies.

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

SCRUTINY COMMITTEE

Minutes of the meeting held on 26 September 2013 commencing at 7.00 pm

Present: Cllr. London (Chairman) (Chairman)

Cllr. Brown (Vice-Chairman)

Cllrs. Abraham, Butler, Clark, Mrs. Davison, Gaywood, Maskell, Mrs. Morris and Mrs. Purves

Apologies for absence were received from Cllrs. Mrs. Bracken, Cooke, Edwards-Winser, Fittock and Raikes

7. Declarations of Interest

No additional declarations of interest were made.

8. Minutes

Resolved: That the Minutes of the meeting of the Scrutiny Committee held on 18 July 2013, be approved and signed by the Chairman as a correct record.

9. Actions from the last meeting of the Committee (attached)

The actions were noted.

10. In depth Scrutiny - setting up of a Working Group to consider the Budget

Members considered a report proposing to establish a Working Group to consider the draft budget presented to Cabinet on 5 December 2013, as requested by the Committee on 18 July 2013.

Members discussed whether the working group should concentrate on the draft budget being presented to Cabinet on 5 December 2013, or the general budget process. The timescales meant that the Group would need to meet shortly after the Cabinet meeting on 5 December 2013 and submit their final report to the Committee on 5 February 2014 in order to be able to feed any comments to the Cabinet meeting on 6 February 2014.

Resolved: That

- a) an in depth scrutiny Members' working group be set up to consider the draft budget presented to Cabinet on 5 December 2013;
- b) the draft terms of reference as set out in the report be agreed; and
- c) the working group consist of the following Members: Cllrs Abraham, Mrs Bracken, Butler, Gaywood and Maskell.

Agenda Item 1 Scrutiny Committee - 26 September 2013

11. Performance Monitoring

The Committee considered an exceptions report with a commentary from officers explaining the reasons why performance was not within 10% of target and detailing any actions the service was planning to take to improve performance levels. Cabinet had considered these indicators at the meeting on 12 September 2013.

A Member was concerned that the planning appeal situation appeared to be worsening.

Resolved: That the contents of the report be noted.

CHANGE IN ORDER OF AGENDA ITEMS

With the Committee's consent, the Chairman took items 8 and 10 before item 6 'Questions to the Portfolio Holder for Local Planning and Environment', to allow the Portfolio Holder time to attend.

12. Work Plan

The Chairman advised that the Chairman of the Parking Working Group had reported that the group was due to meet on 2 October 2013.

The Vice Chairman requested that a speaker from Pembury be asked to attend and answer questions on the Accident and Emergency Department and the 111 service.

A Member requested looking at the BT Broadband roll out in April 2013. The Chief Officer Communities and Business advised that the Economic and Community Development Advisory Committee had invited a speaker to attend in November which Scrutiny Committee members could attend.

A Member requested that Council publications be looked at, such as 'In Shape' and minutes and whether it should all be carried out electronically. The Vice Chairman suggested that maybe this could come under budget review.

Memberships of the working groups to be placed on the work plan.

The terms of reference to be appended for information on the next meetings agenda.

13. Questions to the Portfolio Holder for Economic and Community Development

The Portfolio Holder for Economic and Community Development gave a brief overview of his areas of responsibility and work programme.

The Chairman asked whether the various areas worked together well as a Portfolio area and whether any area/issue kept him awake at night. He replied that as a big picture it did make sense, though was quite complex. However the Advisory Committee membership was well structured to cope. The only particular concern he had was that the current pace was not fast enough, every item needed to be urgently pushed and prioritised. The work programme presented to the first meeting of the advisory committee had had only two items on it, he wanted to see an overpopulated work

programme with at least five items from each area and the top three prioritised and being worked on.

The Vice Chairman asked whether: there were plans to actively encourage and generate more local economic activity, for example parking measures; when the rates being charged by SENCIO were almost as much as commercial rates, what was the argument to consider providing a subsidy to SENCIO; and, as he had street naming, when was there going to be an Andy Murray Avenue? He replied that with regards to the last question he could not promise anything. With regards to economic activity within retail, this was an unfolding story. He saw that a need for people to come and enjoy town centres would not diminish. Sevenoaks did well for food outlets/coffee shops and hairdressers, these enterprises were market driven. There were signs of neglect and he would be attempting to tackle 'grot spots'. He intended to work with local communities to remove the negative impact these areas created. The Chief Finance Officer had provided a business rate analysis and the Council was constrained with the revenue that could be raised this way. The Council was already at the support level, which meant any losses had to be made up. He did not see Bluewater as a competitor but as a choice. With reference to SENCIO, as an organisation had had to adapt a lot over the past few years and was working on a viable programme into the future. He personally welcomed any competition. At this stage there was a lot to be discussed and considered. A Member expressed concern about delays to the need for redevelopment of the White Oak Leisure Centre in Swanley.

A Member commented on the improvement made to a 'grot spot' in Hartley which looked a 100% better with the work of the Community Safety Manager and an EVA, and asked what legacy had been left by hosting the Paralympics. The Portfolio Holder for Economic and Community Development advised that one legacy was demonstrated by him handing out NVQ Level 2 certificates to volunteers that Saturday and there seemed to be more cyclists.

The Portfolio Holder for Economic and Community Development was asked how the issue of planning and opportunity for agricultural growth could be addressed especially in light of agricultural growth, and how he would support agricultural developments support to overcome these barriers. He replied that agricultural was a large part of the district's local economy. A recent food festival selling local produce had sold out within three hours, which demonstrated its popularity. Globally there was also the issue of food security. Capital investment was needed and he wanted to see the Council facilitate agricultural development as much as possible. He was still on a learning curve with regards to planning issues but would be in defence of keeping agricultural land. With regards to a question on Local Enterprise Partnerships, he had attended a workshop in London the day before and it was clear to him that the Council needed some direct membership on the LLEP and that we should be conforming to the LLEPs overarching strategy document if we were to achieve any potential finding, as if any bid did not full conform it would fail.

A Member stated that in that day's publication of The Times newspaper, there was a report which stated that one in three Councils raised more money via car parking charges than through Council Tax, and asked whether the District was one of them. The Portfolio Holder for Economic and Community Development did not know and requested to answer by return email.

A Member asked whether the Council was still supporting grass roots organisations through the Big Community Fund, and expressed concern at STAG cinema sales. The Portfolio Holder advised that there was still money to be bid for, and that weekly ticket sale figures were well above this time last year.

A Member asked what the cost of tourism was, and how the benefits were measured against the cost. The Portfolio Holder replied that he was not happy and was trying to get to grips with why the Council gave contributions and would be holding meetings with relevant officers as he felt that they could be doing more for this area but emphasis seemed to be mainly on east Kent. Westerham had many attractions but limited parking so was looking into ways of helping. With regards to cost the external contribution would be looked at in order to gain better value for money.

A Member expressed interest on what could be done at White Oak Leisure Centre and was anxious to know what would be done. The reply was that a more in depth report would be coming to Cabinet and that at some point soon there would be a more comprehensive study on leisure provision that was viable and sustainable within the cost frame available. In answering another Members question on the plans for White Oak Leisure Centre he added that the study would be on the broader leisure aspect and how SENCIO fitted into this, the capital side of Whiteoak Leisure was not in his portfolio. Clarification was sought that the briefing sheet provided implied refurbishment yet no formal decision had yet been made. He responded that there were two options available, refurbishment or replacement.

In response to a question on when decisions were taken on the disposal of non performing assets he advised that it was officer level and Cabinet.

A Member asked what 'supporting the Executive local action group working with members of rural organisations' entailed as he was currently the Council representative on Action with Communities in Rural Kent and the LGA: Rural Commission. The Portfolio Holder replied that interaction with all members with relative knowledge and connections was essential and he would be in touch! The Member congratulated the Chief Officer for Communities and Business and staff for the initiatives being put in place within New Ash Green and hoped the resources would be made available to carry out the work proposed. He extended an invitation for the Portfolio Holder to visit which was accepted.

14. Questions to the Portfolio Holder for Local Planning and Environment

The Portfolio Holder for Local Planning and Environment gave a brief overview of his areas of responsibility and work programme. He also advised that one of the legacies left by hosting the Paralympics for West Kingsdown had been an outside gym for residents.

The Chairman asked the Portfolio Holder to apprise the Committee of the challenges he was facing and any concerns forming. He responded that he was concerned with monitoring consistency in decision making, monitoring the labour force (he was happy with current numbers), and encouraging development control pre applications.

The Vice Chairman queried whether there was any ability to enforce developers to build, or complete a build, in order to prevent longstanding sites left demolished. Were there any statutory powers that could be used or conditions imposed when granting

applications? On behalf of the Portfolio Holder the Chief Planning Officer advised that it was very difficult to enforce. A completion notice could be served but the opportunity to use those would depend on site specific circumstances and there were rights of appeal .

A Member asked that when more Parish Councils were considering Neighbourhood Plans did the Council have the resources to support this; and, how could the current 33% recycling rate be improved and how was it calculated. The recycling rate was calculated by weight. It was imperative that recycling centres such as the one at Sainsbury's not be lost (as Sainsbury's nationally had decided to take recycling 'in house'), and the Chief Officer Environmental & Operational Services was looking into whether other sites could be placed. The Chief Planning Officer responded that there was a fully resourced planning policy team and there was still Government funding available for support. The DCLG had confirmed the funding would be available for the next financial year.

In response to a Member's question on the number of appeals and the expense, the Portfolio Holder replied that ordinarily around 75% of appeals were dismissed. He hoped that increased uptake in the pre-application process may reduce the future number of appeals.

A Member asked how the Portfolio Holder intended to protect employees considering the reduction in funding, something had to give whether services or a reduction in staffing. The Portfolio Holder advised that he hoped the labour force could be kept at a level to deal with throughput, for example enough trained planning officers in order to prevent more appeals through issues such as non determination. If necessary he would fight for resources.

In response to a question on flytipping he explained that if it was commercial Kent County Council (KCC) dealt with it; if domestic the Council; and if on private land it was up the landowner. With reference to bottle banks he would investigate what had happened to the one in Kemsing car park.

A Member requested further information on how the affordable housing grant money was allocated. There was to be a seminar for Members on affordable housing on 27 November 2013. The Member also asked a question on what was happening with the 'Cycling Strategy' which had been developed in partnership with Kent County Council and the Sevenoaks Cycling Forum.

In response to a question on whether the Council applied for costs on appeals, the Chief Planning Officer reported that it was not often applied for as it was quite hard to prove the requirement of 'unreasonable behaviour'.

A Member asked about timings of policies as she had expected for example the Allocations and Development Management Plan to have been finalised by now. The Chief Planning Officer replied that the CIL examination would be taking place on 8/9 October 2013 but he believed would be over in one day. The next one would be Allocations and Development Management Plan which was nearly ready to be submitted, after that would be the Gypsies and Travellers Plan which was due to be considered at the next Local Planning & Environment Advisory Committee on 27 November 2013.

The Vice Chairman requested that a breakdown of costs and spending on appeals, recovery amounts sought and awarded, further broken down into appeals against Officer

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Scrutiny Committee - 26 September 2013

decisions and those taken by the Development Control Committee be submitted to the next meeting.

Action 1: Appeals statistics on costings be submitted to the next meeting.

THE MEETING WAS CONCLUDED AT 9.06 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 26.09.13

Action	Description	Status and last updated	Contact Officer
ACTION 1	Appeals statistics on costings be submitted to the next meeting.	Response in table below	R Morris Ext. 7430

Application reference	Site and description of development	Delegated/Committee decision	Overturn?	Costs awarded and sum claimed
12/01787	Land West of 5 Mill Lane, Shoreham - Residential development of 4 houses	Committee	Yes	2,150.00 (partial award highways and parking only)
13/00139	10 Springshaw Close, Sevenoaks - Residential extension	Committee	Yes	1,000.00
12/02265	Woodhurst, Swanley Village Road, Swanley - One dwelling	Delegated	No	1,260.00 (partial award affordable housing only)
13/01159	1 Plymouth Drive, Sevenoaks - Residential extension	Committee	Yes	Claim not yet submitted.

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PERFORMANCE REPORT

Scrutiny Committee – 21 November 2013

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 call-in 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 the performance levels as at the end of Sept 2013.

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	Current Month	Year To Date
Red <i>10% or more below target</i>	3 (8%)	2 (5%)
Amber <i>Less than 10% below target</i>	4 (10%)	6 (15%)
Green <i>At or above target</i>	32 (82%)	31 (80%)

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

Other Options Considered and/or Rejected

- 4 None.

Key Implications

Financial

- 5 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.

- 6 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

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The report provides information on the performance of services. The way in which those services are delivered are subject to their own Equality Impact Assessments.
b. Does the decision being made or recommended through this paper have the potential to promote equality of	No	

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
opportunity?		
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

Conclusions

- 7 This report to Members summarises performance across the Council to the end of September 2013. Members are asked to consider five 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 relevant Advisory Committee for further assessment.

Appendices

Appendix A – Performance Data


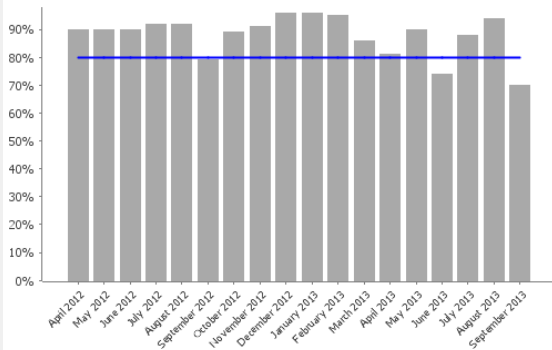


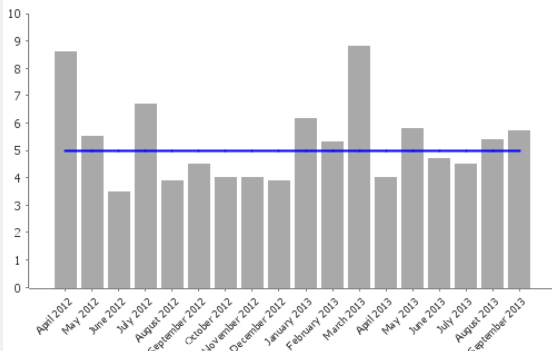

Background Papers:

None


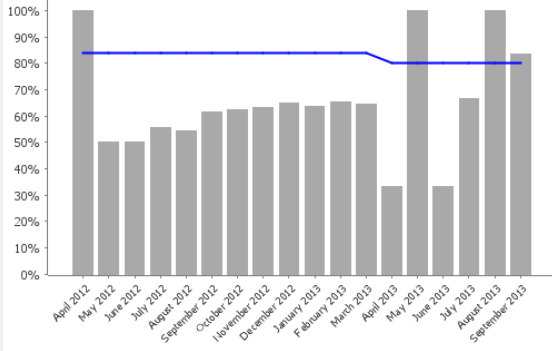


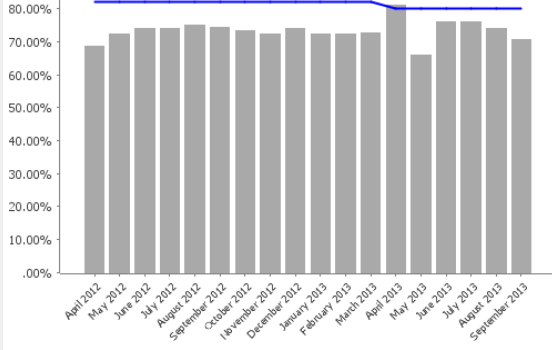

**Dr Pav Ramewal
Chief Executive**

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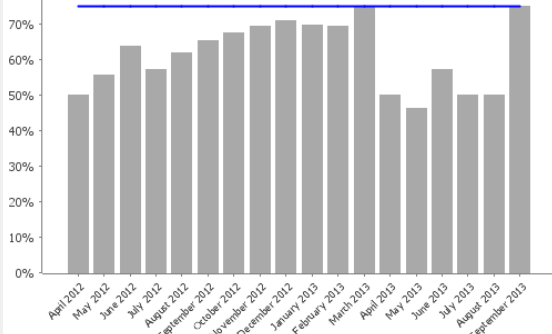

Scrutiny Committee – Performance Data (Data for September 2013)

Code	Short Name	Current Months Value	Current Months Target	Current Months Status	Performance Chart	Cumulative (Year to Date) Performance			Officer Commentary
						2013/14			
						Value	Target	Status	
LPI BC 002	Percentage of full plans checked within 10 working days	70%	80%			82.83%	80%		<p>The reduction in performance for the month of September was due to staff annual leave and the reduction of one post with the resignation of a surveyor, reducing resource by 20%. Across the year to date we continue to meet the performance target of 80% of plans checked in 10 working days.</p> <p>The National standard for plan checking performance is measured against 15 days, for which we are achieving 94%.</p>
LPI Clean 002	Average number of days taken to remove fly tips which the District Council has responsibility to clear	5.7	5			5	5		<p>75 fly tips across Sevenoaks District were reported to the Council during September. The Council is required to investigate each report to determine who is responsible for clearing the fly tip.</p> <p>During September the Council were required to remove 28 of the 75 cases reported (37%).</p> <p>As a result of the work load the target to clear all fly tips within 5 days was missed by less than a day across the month.</p>

Scrutiny Committee – Performance Data (Data for September 2013)

Code	Short Name	Current Months Value	Current Months Target	Current Months Status	Performance Chart	Cumulative (Year to Date) Performance			Officer Commentary
						2013/14			
						Value	Target	Status	
LPI DC 007a	Processing of planning applications: Major applications in 13 weeks	83.33%	80.00%			66.67%	80.00%		<p>Performance has improved during the year and in both August and September exceeded the target figure. Recognising the more complex issues with larger schemes we are now using extension of time agreements where applicants are willing to agree a longer period for determination within an agreed timetable for making a decision. In September only one Major application was determined out of time without an agreement which was the Knole Park Golf Club application which overran by one week due to a consultation issue.</p>
LPI DC 007b	Processing of planning applications: Minor applications in 8 weeks	70.59%	80.00%			73.23%	80.00%		<p>Performance just fell into the “red zone” in September but the average performance for the year is at a higher level. The figures in September were influenced by a larger than average number of committee items which are difficult to determine within an eight week period because of the lead in time for meetings and also by the clearance of some older applications. Performance was still above the national average for Minors which is 68% processed within 8 weeks. October figures to date are much better at over 80% processed in target time.</p>

Scrutiny Committee – Performance Data (Data for September 2013)

Code	Short Name	Current Months Value	Current Months Target	Current Months Status	Performance Chart	Cumulative (Year to Date) Performance			Officer Commentary																																						
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LPI DC 009	Percentage of appeals against planning application refusal dismissed	75%	75%		 <table border="1"> <caption>Performance Chart Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2012</td><td>50%</td></tr> <tr><td>May 2012</td><td>55%</td></tr> <tr><td>June 2012</td><td>65%</td></tr> <tr><td>July 2012</td><td>58%</td></tr> <tr><td>August 2012</td><td>62%</td></tr> <tr><td>September 2012</td><td>65%</td></tr> <tr><td>October 2012</td><td>68%</td></tr> <tr><td>November 2012</td><td>70%</td></tr> <tr><td>December 2012</td><td>72%</td></tr> <tr><td>January 2013</td><td>70%</td></tr> <tr><td>February 2013</td><td>70%</td></tr> <tr><td>March 2013</td><td>75%</td></tr> <tr><td>April 2013</td><td>50%</td></tr> <tr><td>May 2013</td><td>45%</td></tr> <tr><td>June 2013</td><td>58%</td></tr> <tr><td>July 2013</td><td>50%</td></tr> <tr><td>August 2013</td><td>50%</td></tr> <tr><td>September 2013</td><td>75%</td></tr> </tbody> </table>	Month	Percentage	April 2012	50%	May 2012	55%	June 2012	65%	July 2012	58%	August 2012	62%	September 2012	65%	October 2012	68%	November 2012	70%	December 2012	72%	January 2013	70%	February 2013	70%	March 2013	75%	April 2013	50%	May 2013	45%	June 2013	58%	July 2013	50%	August 2013	50%	September 2013	75%	54.55%	75%		<p>Cumulative performance for the year to date is affected by the disappointing figures between April and August. Results in September are in line with our target with six out of eight decisions dismissed. One appeal allowed was a Committee overturn.</p>
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Portfolio Holder Areas of Responsibility

Cllr Ramsay – Portfolio Holder for Finance and Resources

Adrian Rowbotham: Chief Finance Officer

- Budget and financial strategy
- Local Tax
- Audit and Corporate Governance, Strategic Risk
- Property (strategic)

Key issues and future challenges:

- Continuing to have a balanced 10-year budget (fundamental to the future of the Council).
- Welfare Reform changes (e.g. Council Tax Support. The effect on residents and future service requirements).
- Other Government legislation (future uncertainty around the Single Fraud Investigation Service (SFIS), Audit, Statement of Accounts).
- Investment income and property related income (low interest rates continue, looking for alternative options that give a higher return).

Jim Carrington-West: Chief Officer Corporate Support

- Information Technology
- Property and Facilities Management

Key issues and future challenges:

- Improving the effectiveness of Council IT Systems (Better integration, self-service, less paper/manual processes)
- Generating/maintaining income (Print Studio, Argyle Road rental space, external Asset Maintenance, rents)
- Maintaining/Improving Council assets (Improve the internal standard of Argyle Road Offices, deliver the corporate asset maintenance program.)

Christine Nuttall: Chief Officer Legal and Governance

- Legal

Key issues and future challenges:

- To establish a local authority trading company structure to facilitate opportunities for income generation.
- Legal advice in relation to the White Oak Leisure Project.
- Legal work in relation to affordable housing.

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Scrutiny Committee Workplan

Committee	18 July 2013	26 September 2013	21 November 2013	5 February 2014	2 April 2014
Attendees ¹	Cllrs London (Chair), Brown (Vice Chair), All members of the Scrutiny pool	Cllrs London (Chair), Brown (Vice Chair), All members of the Scrutiny pool	Cllrs London (Chair), Brown (Vice Chair), TBA	Cllrs London (Chair), Brown (Vice Chair), TBA	Cllrs London (Chair), Brown (Vice Chair), TBA
External Invitees			Jayne Black – Director of Operations – Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust)	Chief Inspector Cook and Chief Supt Steve Corbishly County Councillor David Brazier and Julian Cook District Manager for Sevenoaks, KCC Highways and Transportation.	Sevenoaks & Swanley CAB Edenbridge & Westerham CAB
Scrutiny Committee	Peter Fleming – Leader, Strategy and Performance Michelle Lowe – Housing, Welfare and Community Safety	Performance Monitoring Ian Bosley – Local Planning and Environment Roddy Hogarth – Economic and Community Development	Performance Monitoring Brian Ramsay – Finance and Resources Peter Fleming – Leader, Strategy and Performance	Draft Annual Scrutiny report to Council Performance Monitoring Michelle Lowe – Housing, Welfare and Community Safety Ian Bosley – Local Planning and Environment	Performance Monitoring Roddy Hogarth – Economic and Community Development Brian Ramsay – Finance and Resources
In-Depth Scrutiny	Working Group 1 Parking - Stage One ²	Working Group 1 Parking - Stages Two/Three/Four ² Working Group 2 Budget – Stage One ²	Working Group 1 Parking - Stages Two/Three/Four ² Working Group 2 Budget- Stages Two/Three/Four ²	Working Group 1 Parking - Stage Five ² Working Group 2 Budget - Stage Five ² Working Group 3 Leisure - Stage One ²	Working Group 3 Leisure - Stages Two/Three/Four ²
<i>2014 dates will all be subject to any changes at Annual Council and nothing is yet booked</i>	July 2014	September 2014	November 2014	February 2015	April 2015
Attendees ¹	Cllrs London (Chair), Brown (Vice Chair), TBA	Cllrs London (Chair), Brown (Vice Chair), TBA	Cllrs London (Chair), Brown (Vice Chair), TBA	Cllrs London (Chair), Brown (Vice Chair), TBA	Cllrs London (Chair), Brown (Vice Chair), TBA
External Invitees					
Scrutiny Committee	Performance Monitoring Peter Fleming – Leader, Strategy and Performance Michelle Lowe – Housing, Welfare and Community Safety	Performance Monitoring Ian Bosley – Local Planning and Environment Roddy Hogarth – Economic and Community Development	Performance Monitoring Brian Ramsay – Finance and Resources Peter Fleming – Leader, Strategy and Performance	Performance Monitoring Michelle Lowe – Housing, Welfare and Community Safety Ian Bosley – Local Planning and Environment	Performance Monitoring Roddy Hogarth – Economic and Community Development Brian Ramsay – Finance and Resources
In-Depth Scrutiny	Working Group 3 Leisure - Stage Five ²	Working Group 4 – TBC	Working Group 4 – TBC	Working Group 4 – TBC	Working Group 5 - TBC

¹ Political proportionality of each committee meeting is 9 Conservative (Including Chair/Vice Chair), 1 Labour and 1 Liberal Democrat

² For detailed information on stages refer to “A Guide to In-Depth Scrutiny”

Membership (Pool)

Strategy & Performance
Abraham, Neal, Mrs Purves (Lib)
Economic & Community Development
Butler, Fittock (Lab), Maskell
Finance & Resources
Cooke, Edwards-Winser, Mrs Davison
Housing, Welfare & Community Safety
Mrs Bracken, Eyre, Raikes
Local Planning & Environment
Clark, Gaywood, Mrs Morris

Current In-Depth Scrutiny Working Groups

Parking	Cllrs Clark, Cooke, Edwards-Winser, Eyre, Mrs Purves, Raikes (Chair)
Budget	Cllrs Abraham, Mrs Bracken, Butler, Gaywood, Maskell

Possible future areas for In-Depth Scrutiny

Leisure
Highways
Housing – Welfare Reform

Possible External Invitees

Position	Name	Topic
KCC Cabinet Member – Transport and Environment	David Brazier	Highways within Sevenoaks District
KCC Cabinet Member – Community Services	Mike Hill	Libraries
KCC Cabinet Member – Community Services	Mike Hill	Housing
Kent Police – Chief Inspector for Sevenoaks	Tim Cook	Community Safety and CCTV
CAB – Sevenoaks and Swanley – Chairman and Manager	Martin Wells, Angela Newey	Support that CABx receives from Sevenoaks District Council.
CAB – Edenbridge and Westerham – Chairman and Manager	Graham Coldman, Jill Eyre	Support that CABx receives from Sevenoaks District Council.
Local Government Minister (Parliamentary Under-Secretary of State)	Brandon Lewis	Challenges to Local Government
Sencio	Jane Parish	Leisure
Director of Operations – Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust)	Jayne Black	Health Provision to Sevenoaks District incl. Accident and Emergency Provision