

13 November 2018 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 05.11.18



Scrutiny Committee

Membership:

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

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To approve the Minutes of the meeting of the Committee held on 17 July 2018, as a correct record.	(Pages 1 - 6)	
2. Declarations of Interest Any declarations not already registered		
3. Responses of the Cabinet to reports of the Scrutiny Committee (if any)		
4. Actions from the Previous Meeting	(Pages 7 - 10)	
5. West Kent Police Chief Inspector Tony Dyer, Sevenoaks District Commander of Kent Police in attendance to answer questions about crime and disorder in the Sevenoaks District.		
6. Performance Monitoring	(Pages 11 - 24)	Lee Banks Tel: 01732 227161
7. Questions to the Portfolio Holder for Finance	(Pages 25 - 26)	Councillor John Scholey
8. In-Depth Scrutiny, Staffing - Final Report	(Pages 27 - 54)	Councillor Cameron Brown, Jim Carrington-West Tel: 01732 227286

9. **Work Plan**

(Pages 55 - 56)

EXEMPT INFORMATION

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

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

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

SCRUTINY COMMITTEE

Minutes of the meeting held on 17 July 2018 commencing at 7.00 pm

Present: Cllr. Brown (Chairman)

Cllr. London (Vice Chairman)

Cllrs. Ball, Clack, Hogg, Kitchener, London, Purves and Searles

Apologies for absence were received from Cllrs. McArthur and Reay

Cllrs. Eyre and Hunter were also present.

DIRECTION FROM CHAIR

The Chairman advised the meeting that as he needed to leave the meeting early, with the Committee's consent, he would ask the Vice Chairman to direct proceedings on his behalf until assuming the Chair when he left.

1. Minutes

Resolved: That the minutes of the meeting of the Scrutiny Committee held on 24 April 2018, be approved and signed by the Chairman as a correct record.

2. Declarations of Interest

Councillor Hogg declared that his wife was a volunteer for Citizens Advice in Swanley.

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

There were none.

4. Actions from the Previous Meeting

Questions were raised on the status of 3 sites in Swanley, the redevelopment of the White Oak Leisure Centre and the development of Bevan Place and Meeting Point. The Chief Officer for Communities and Business advised that Bevan Place and Meeting Point had been out to tender and the Council was waiting for West Kent Housing to value the residential units at Bevan Place. Local Members and Town Council Members would be provided with an update in Autumn closely followed by Swanley residents. The Chief Officer advised that newsletters were distributed to Swanley residents to update them on any changes as they occurred.

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Action 1: Chief Officer Communities and Business to report to the next meeting with any updates on the three Swanley sites, White Oak Leisure Centre, Bevan Place and Meeting Point.

Members considered actions 2 and 5 which related to planning decisions taken by the Development Control Committee, especially those which were overturned. Members compared the updates given and noted that only one of the six overturned decisions went to appeal. Appealed decisions were currently awarded a green performance indicator. It was noted that figures may appear inconsistent as they covered different periods of time. Members noted that information on overturned and appealed planning decisions were frequently requested from the Scrutiny Committee. It was advised that figures were provided to the Portfolio Holder for Planning, and considered that something similar could also be shared with the Scrutiny Committee and Development Control Committee. Scrutiny members thought it important that the Development Control Committee were aware of the costs involved in a planning appeal including the potential for costs awarded against us in the event of the Council winning and appeal. Members hoped these figures could help identify patterns and any issues for consideration.

Action 2: Chief Planning Officer to provide a brief report to the November meeting on the running totals of key planning figures including delegated and Committee decisions taken, overturned decisions and appeals. To also provide details of the cost accrued of any appeals regardless of outcome.

CHANGE IN ORDER OF AGENDA ITEMS

With the agreement of the Committee, the Chairman took agenda items 9 and 10 before agenda item 5.

5. In-Depth Scrutiny, Staffing - Interim update

Councillor Brown as Chairman of the In-Depth Scrutiny Working Group which was investigating the number of current vacancies and long term sickness across the Council, updated members on progress. The working group had held meetings with different departments and was also hoping to compare their findings with other authorities before submitting a report. Members were advised that the working group was ahead of schedule and they were expecting to present a report at the next meeting.

6. Work Plan

The work plan was noted.

Members noted that Kent Police and The Portfolio Holder for Finance would be attending the meeting on 13 November 2018. The working groups' report on staffing was also expected for the November meeting ahead of the scheduled February 2019 date. It was agreed that the Portfolio Holder for Planning and Sencio Leisure would be invited to the meeting on 5 February 2019. West Kent Housing would be invited to the meeting in Spring 2019.

(Vice Chairman in the Chair)

7. Citizens Advice

The Chairman welcomed representatives from Edenbridge and Westerham and North and West Kent Citizens Advice Bureaux (CAB) who gave a [presentation](#) on the work of Citizens Advice within the district. Robin Thompson, the Chair of CAB in North West Kent, advised the Committee that there were three main centres, three outreach services and a five days a week phone service providing free, independent and confidential advice across Sevenoaks District. Mr Thompson highlighted that their clients were often the ones with the most complex cases as basic information could be found on the Citizens Advice website.

Members asked for clarification on the budget for West Kent and Edenbridge and Westerham and how funding was split between the two organisations. In relation to North and West Kent CAB, budget allocation was considered for its centres within and outside the district. The representatives in attendance advised that clients were required to live or work in the district to access the service, except in the case of an emergency. They advised that alongside the introduction of Universal Credit, the Department for Work and Pensions had provided financial support to Local Authorities for Assisted Digital Support and Personal Budgeting. At this point it was too early to comment on the impacts of Universal Credit however it's effect was being monitored. In response to questions around volume of website users, Members were advised that clients would use a central website and CAB head office monitored the overall total of website users, but were not able to provide a figure for those accessing from within the district. The representatives advised that their clients frequently encountered issues with Employment Support Allowance (ESA) and CAB was involved in research, with their findings being used as evidence in internal and external campaigns. It was noted that hospitality gifts were sometimes received from clients, with incidence of gift giving being higher in Sevenoaks than elsewhere in the country. Members were advised that both organisations were currently running a deficit budget and if in receipt of more funding they would consider hiring more staff or opening a centre for an additional day.

On behalf of the Committee, the Chairman thanked the representatives from North West Kent and Edenbridge and Westerham Citizens Advice for attending.

8. Performance Report

Members considered the report which summarised performance across the Council to the end of May 2018. Members were asked to consider 9 performance indicators which were performing 10% or more below their target with a commentary from Officers explaining the reason and detailing any plans to improve performance. If actions taken were not deemed sufficient, the report recommended referring those indicators to Cabinet for further assessment. The report also provided key performance indicators relating to the Portfolio Holders invited to the Scrutiny Committee meeting.

Members discussed the time taken to process a new Claim for housing benefit which was currently running at a significant delay. Members were concerned as this was considered to have a large impact on people's lives.

Action 3: Chief Finance Officer to provide further clarification into the delays when processing a new claim for Housing Benefit.

Members considered the figures for appeals dismissed against planning application refusal and noted that the variation of this figure from those stated in the actions was likely to be due to the figures being for different periods of time.

Members considered the possibility of changing the performance indicator target as some were viewed as outdated. Green waste bin collections had increased significantly to their current level of 8,000, since the target had been set at 9.

Action 4: Head of Transformation and Strategy to advise whether it would be possible to review performance indicators with a focus on those where measures need updating, including missed green waste collections.

Members noted the average number of working days lost to sickness and were advised that over a two-month period one and a half days were lost per employee with the indicator not differentiating between short and long term sickness.

Resolved: That the report be noted.

9. Questions to the Portfolio Holder for Housing and Health

The Portfolio Holder for Housing and Health presented a report on recent achievements and challenges ahead. She covered the successes and challenges of housing, and health and leisure. Members were advised that Sevenoaks was one of the leading Districts in the country on health matters, also surpassing many unitary authorities. Pembury hospital had been reported to have met their discharge times, even during the winter and cold weather. An iESE Gold Award had been won for Transformation in Health and Social Care for the Council's unique approach to delivering health and wellbeing services. Member were advised that the Health and Wellbeing Board had been replaced by the West Kent Elected Members Forum for which the Portfolio Holder for Health and Housing was the Chair.

This was considered a great success as District Authorities promoting public health had little input to the Health and Wellbeing Board. Members noted that the building of 48 affordable homes in the past year was a success in relation to targets. The Portfolio Holder advised that residents facing accommodation difficulties should contact the Council as provisions were in place to support them. Assurance was provided to Members that the Housing advice provided by the Council did not overlap with that available from Citizens advice and clients were referred on if they believed the other service to be more suitable.

The Committee discussed the incidence of West Kent Housing charging customers rent on two properties when moving house within the West Kent service. Members were advised that meetings had taken place between the Council and West Kent Housing around these issues however customer complaints with typically received by Local Members. It was noted that there was considerable variation in the

quality of stock however Members noted that West Kent Housing was focusing efforts on building in more cost effective areas.

Members requested information on Quercus Housing, the first meeting of which would take place at the end of the month. The Portfolio Holder advised that houses would be allocated to those on the housing register who lived or worked district except in exceptional circumstances. The differences between Quercus 7 and Quercus Housing were highlighted, the former as profit making and the latter as non-profit with both having the same board members.

Members requested an explanation for the delay in the redevelopment of Swanley Leisure Centre and were advised this had been due to financial constraints. The Portfolio Holder highlighted homelessness and housing shortage as her biggest concerns with housing often being unsuitable and overcrowded. She hoped recently implemented measures would be improving these areas.

Resolved: That the report be noted.

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

The Chairman welcomed the Portfolio Holder for Policy & Performance who reported on recent achievements within his portfolio. He advised that the Council was undertaking a number of projects which were at various stages of development. The Premier Inn had been signed off this week and was expected to open in early August. Buckhurst 2 carpark development was reported to be on budget and on time to be completed by Spring 2019.

The Portfolio Holder advised that Bevan Place, Meeting Point and Working Men's Club sites in Swanley were out for tender with the Working Men's Club expected to be at planning application stage before 2019. Before any decisions would be made the Council would consult with Swanley Town Council and local residents. Options were still being considered for the development of the White Oak site and Leisure Centre. Members requested information into the redevelopment of White Oak Leisure Centre to which the Portfolio Holder cited financial constraints as the reason for the delay. The anticipated profits from the development of the 3 sites would not be enough to cover the cost of the Leisure Centre Redevelopment so other options were being explored. The value and sale price of land was also cited as a reasons behind the sites' development delay.

Members were advised that the 'Sevenoaks Suns' Professional Basketball Team, who were one of the leading basketball clubs in England, had expressed interest in supporting the opening of a new leisure centre. The Club was currently training at various locations including Sevenoaks School and Knole Academy, and it was hoping to secure a site with up to four courts and 500 spectator seats. Members discussed the possibility of the Club being based at a redeveloped Swanley White Oak Leisure Centre. Members enquired as to the access of other sports if White Oak was the base of the Sevenoaks Suns to which they were advise the Club had considered this in their business model.

The Portfolio Holder advised that the Corporate Plan was due to be submitted in September which would highlight emerging priorities. The Council was currently

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undertaking a customer redesign project which was hoped to improve customer experience when contacting the Council. The Portfolio Holder advised that long standing staff with a wealth of knowledge would be encouraged to share this with others to educate others and enable them to deal with a wider variety of issues.

Resolved: That the report be noted.

THE MEETING WAS CONCLUDED AT 9.00 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 17.7.18			
Action	Description	Status and last updated	Contact Officer
ACTION 1	Chief Officer Communities and Business to report to the next meeting with any updates on the three Swanley sites, White Oak Leisure Centre, Bevan Place and Meeting Point.	Please find the response attached.	Lesley Bowles Ext. 7430
ACTION 2	Chief Planning Officer to provide a brief report to the November meeting on the running totals of key planning figures including delegated and Committee decisions taken, overturned decisions and appeals. To also provide details of the cost accrued of any appeals regardless of outcome.	<p>Since 1 April this year Development Management have determined 1,153 planning applications.</p> <p>We have had 36 appeals determined in the same period, representing a little over 3% of all decisions,</p> <p>Of those, 14 have been allowed which is just under 39%. Three of those allowed were Committee decisions where the refusal was against Officer recommendation.</p> <p>The approved annual budget for Planning appeals is £196,239. Profiled to date is £114,838 with a spend of £96,169.</p>	Richard Morris Ext. 7139
ACTION 3	Chief Finance Officer to provide further clarification into the delays when processing a new claim for Housing Benefit.	Explanation included in Performance Monitoring report at Scrutiny Committee on 13/11/18.	Adrian Rowbotham Ext. 7322

ACTION 4	Head of Transformation and Strategy to advise whether it would be possible to review performance indicators with a focus on those where measures need updating, including missed green waste collections.	Officers are currently undertaking a review of all performance indicators and their targets in advance of 2019. The Policy & Performance team are also updating the Council's performance management framework and will now enable targets to be reviewed in year to ensure that in areas where targets are exceeded early in the year targets can be re-profiled to encourage a return to expected performance levels. Such amendments are proposed to be agreed with the relevant Portfolio Holder.	Lee Banks Ext. 7161
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Action 1

At the July 2018 meeting of the Scrutiny Committee, the Chief Officer for Communities and Business advised that the development of Bevan Place and Meeting Point had been out to tender and the Council was waiting for West Kent Housing to value the residential units at Bevan Place. Local Members and Town Council Members would be provided with an update in Autumn closely followed by Swanley residents.

Members asked that the Chief Officer Communities & Business report to the next meeting with any updates on the three Swanley sites: Whiteoak Leisure Centre, Bevan Place and the former Meeting Point site.

Bevan Place and Former Meeting Point

Following receipt of Expressions of Interest from three companies for the Bevan Place/Meeting Point development contract, detailed tenders have been invited. Responses are expected by 7th December 2018. The project is for new residential and commercial use and makes clear that the Council is looking for attractive, high quality landmark buildings at this key entrance to the town centre. The intention is to deliver the project in two phases, with the former Meeting Point forming the first phase. The tender specification requires strong community engagement over the design proposals at an early stage and in advance of any planning application.

Tenderers are asked to work with the Council to develop the final brief for development of the two sites, prepare design proposals, determine the viability of development in tandem with scheme design, construction and the sales, letting and marketing of the units. There will be consultation with the Town Council in advance of consultation with stakeholders and residents.

Whiteoak Leisure Centre

The Council is working with Alliance Leisure to develop arrangements to replace the existing Leisure Centre. Feasibility work has taken place to identify the best facility mix taking into account the local need for health and leisure facilities, the latent demand for fitness, analysis of local commercial facilities, demographic profile and population growth and income and expenditure projections for a new centre. It has also identified need according to health profiles, activity levels and local provision. In order to offer a Unique Selling Point that will contribute to a successful business plan, work has taken place to identify the location of leisure competition within reasonable travelling distances of the centre. Work to inform business planning also includes factors such as opening hours, prices, secondary spend, eg on food and beverage sales, staffing costs, utilities, insurance, lifecycle costs, repairs and maintenance, with sensitivity allowances built into to all of these factors.

The current stage is the early design of facilities, site studies, the provision of drawings for consultation and cost confidence. This phase will be complete in

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December 2018. As with the Bevan Place and former Meeting Point scheme, there will be consultation of the Town Council and strong community engagement in advance of any planning application.

PERFORMANCE REPORT

Scrutiny Committee - 13 November 2018

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 Lee Banks (Ext. 7161)

Recommendation to Scrutiny Committee: That

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

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

Introduction and Background

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

Performance Overview

- 2 The table on the following page summarises performance levels as at the end of September 2018.

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	Current Month	Year To Date
Red <i>10% or more below target</i>	4 (9.8%)	7 (17.1%)
Amber <i>Less than 10% below target</i>	9 (21.9%)	10 (24.4%)
Green <i>At or above target</i>	28 (68.3%)	24 (58.5%)

- 3 Provided as Appendix A to this report are details of the 7 indicators where performance is 'Red' and missing the target level by 10% or more.
- 4 Commentary is provided for each of the 'red' performance indicators explaining why target has not been met and the actions that are planned to improve performance.

Portfolio Holder Performance Reports

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

Other Options Considered and/or Rejected

- 7 None.

Key Implications

Financial

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.

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

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

Conclusions

This report to Members summarises performance across the Council with data that was available at the end of September 2018. Members are asked to consider 7 performance indicators which are performing 10% or more below their target and if the actions being taken by officers are not deemed sufficient are recommended to refer those indicators to the Cabinet for further assessment.

Appendices

Appendix A - Exceptions Report

Appendix B - Finance Portfolio performance report

Background Papers

None




Dr Pav Ramewal


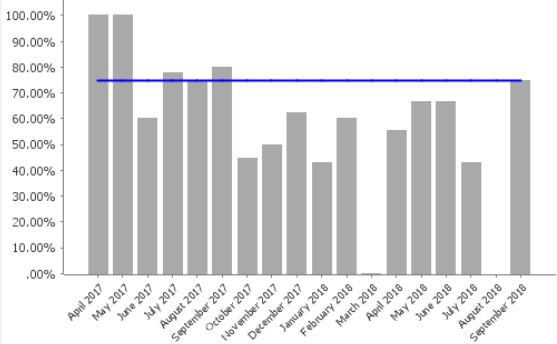

Chief Executive


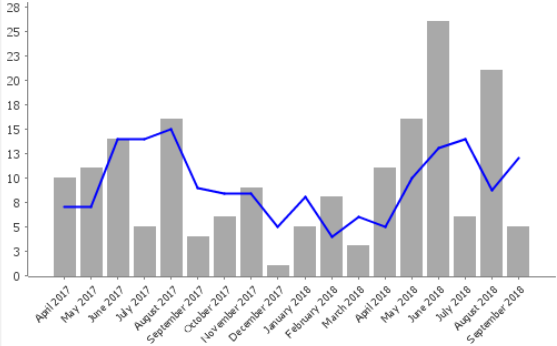

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Scrutiny Committee – Exceptions Report

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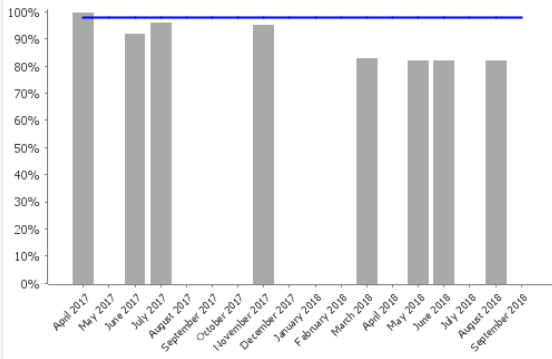

Status	Colour	Details
	Green	At or above target
	Amber	Less than 10% below target
	Red	10% or more below target


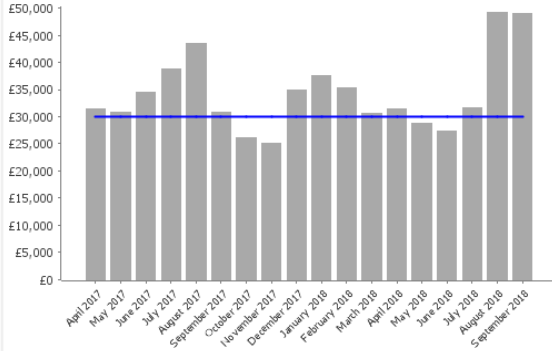


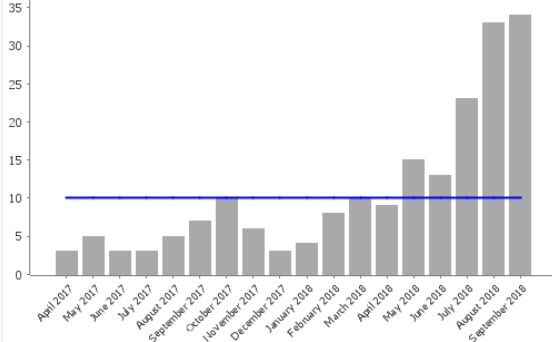

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
Page 15 LPI_D M 009	Percentage of appeals against planning application refusal dismissed	75.00%	75.00%			58.62%	75.00%		<p>There have been 36 decisions on planning appeals this year of which 21 have been dismissed.</p> <p>We continue to be rigorous in our approach to refusals to ensure that they are defended to the best of our ability and we closely scrutinise decisions where appeals are allowed to learn any necessary lessons.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
Waste DS 164	Number of missed green waste collections	5	12			85	63		<p>The demand for both bins and sacks this year has exceeded expectations. Green sack sales were up 24% between April and July compared with the same period last year and the number of wheeled bins to be emptied has increased by 13% compared with last year. The number of collection vehicles has not been increase. New permit customers are assigned to the collection week/vehicle round number already collecting from nearby properties. The random nature of new customer applications over the years has resulted in an imbalance in the rounds on certain days, which has on rare occasions resulted in daily rounds not being completed.</p> <p>We propose to undertake a garden waste collection round review later this year in order to improve route efficiency and rectify some of the imbalance in workload between rounds on certain days caused by the location of permit applicants from across the District.</p>

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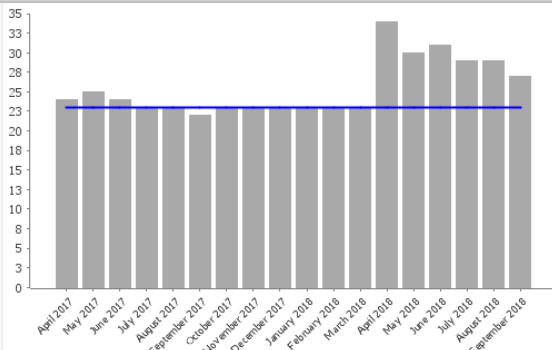


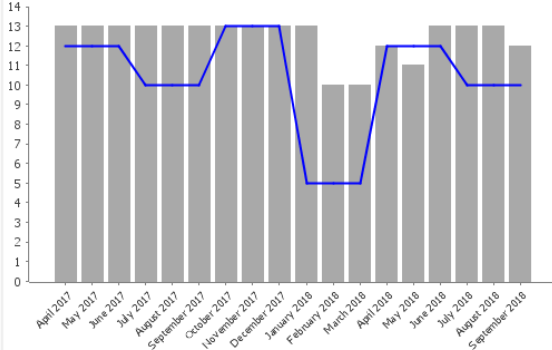

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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_DS Plan Page 17	Percentage of cleaning schedules completed to agreed frequency	82%	98%			81.99%	98%		<p>A national shortage of HGV drivers to fill vacancies and supply Agency drivers, combined with annual leave and sickness absence, has meant frequent and often short notice reassignment of street cleansing teams to ensure refuse collection rounds are completed each day.</p> <p>Vacancies have been advertised but the salaries offered are insufficient to compete with the private sector for a limited number of available HGV drivers at any one time.</p> <p>Actions under consideration include one off 'welcome' payments to HGV drivers, recoverable if the employee chooses to leave within a defined period and non HGV appointments to be made and sponsored training provided to gain HGV 2 licence category.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_FS 003	Debts outstanding more than 61 days	£48,918	£30,000			£48,918	£30,000		<p>The total amount of debts raised in the past 12 months was £3.298m. Debts still unpaid after 61 days represents 1.49% of the debts raised in the past 12 months (i.e. 98.51% collected).</p> <p>Within this group are £6,000 of debts relating to the provision of private sewerage arrangements. Finance, legal and property are working towards a resolution. Also within this group are £20,000 of debts relating to building control customers. Finance and Building Control staff are actively chasing these debts; £8,000 of which has since been paid.</p>
LPI_HS A 004	Number of households living in B & B	34	10			34	10		<p>The number of people in nightly paid emergency accommodation has increased significantly since the introduction of the Homelessness Reduction Act in April 2018. The Housing Advice Team are working hard to identify other opportunities including working with private landlords to offer affordable short term interim tenancies.</p>

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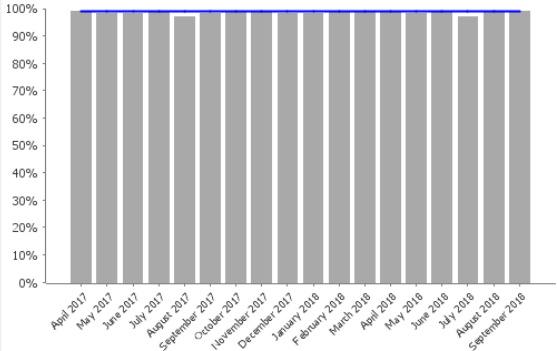

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_HB02	Average time taken to process a new claim for Housing Benefit (cumulative)	22	23			27	23		<p>Performance is currently improving with 22 calendar days being achieved in September, which is below target.</p> <p>Performance was below target as officers continued to be faced with a significant caseload, approaching 5,000 housing benefit customers and 5,500 customers receiving council tax support.</p>
LPI_HB04	Average (cumulative) number of days to process a change in circumstances for Housing Benefit	12	10			12	10		<p>As part of the 2018/19 budget process, Members approved a £50,000 saving in Revenues & Benefits and a staff consultation took place before a new structure was agreed to deliver the required savings. This caused a disruption to the service. The new structure commenced on 1 November and it has been agreed that four vacant Benefit Officers posts can be filled which should improve performance further.</p> <p>Performance for this PI has also started to improve.</p>

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Scrutiny Committee – Finance Portfolio performance report


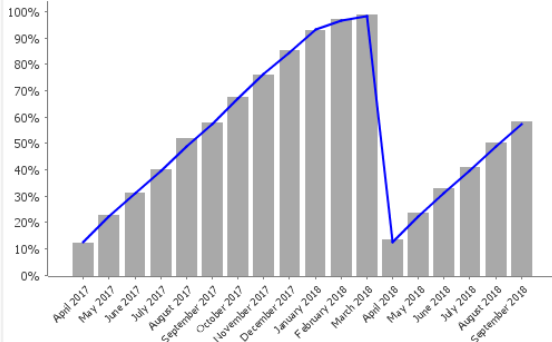


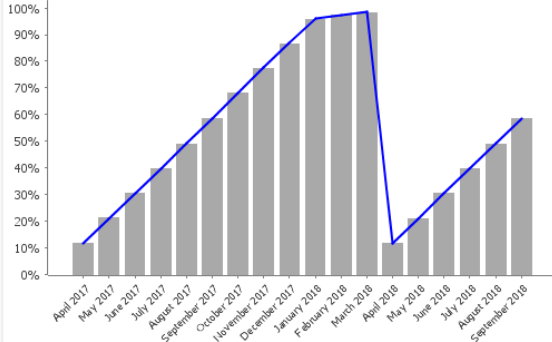

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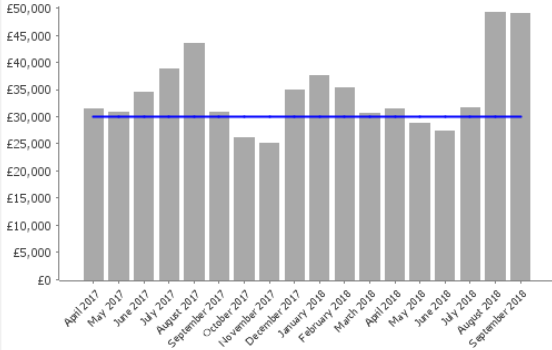


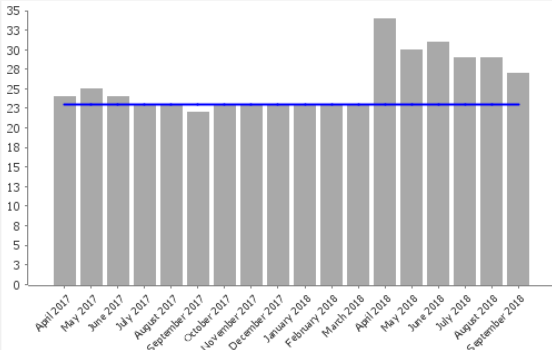

Status	Colour	Details
	Green	At or above target
	Amber	Less than 10% below target
	Red	10% or more below target


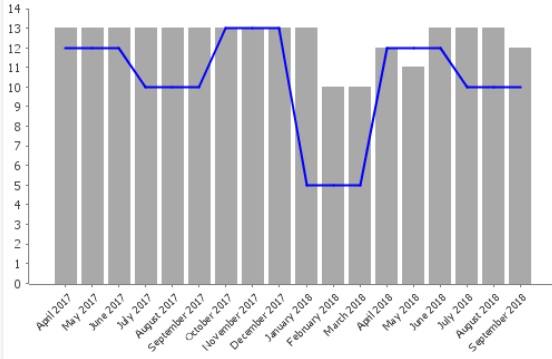

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_F S 001	The percentage of undisputed invoices paid within 30 days or agreed terms	99%	99%			98.5%	99%		Commentary is only provided for 'red' indicators.

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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_B R 04	The percentage of business rates collected in-year (Cumulative)	58%	57.4%			58%	57.4%		Commentary is only provided for 'red' indicators
LPI_C T 04	The percentage of council tax collected in-year (cumulative)	58.3%	58.6%			58.3%	58.6%		Commentary is only provided for 'red' indicators

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_F S 003	Debts outstanding more than 61 days	£48,918	£30,000			£48,918	£30,000		<p>The total amount of debts raised in the past 12 months was £3.298m. Debts still unpaid after 61 days represents 1.49% of the debts raised in the past 12 months (i.e. 98.51% collected).</p> <p>Within this group are £6,000 of debts relating to the provision of private sewerage arrangements. Finance, legal and property are working towards a resolution. Also within this group are £20,000 of debts relating to building control customers. Finance and Building Control staff are actively chasing these debts; £8,000 of which has since been paid.</p>
LPI_H B 02	Average time taken to process a new claim for Housing Benefit (cumulative)	22	23			27	23		<p>Performance is currently improving with 22 calendar days being achieved in September, which is below target.</p> <p>Performance was below target as officers continued to be faced with a significant caseload, approaching 5,000 housing benefit customers and 5,500 customers receiving council tax support.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2018/19			
						Value	Target	Status	
LPI_H B 04	Average (cumulative) number of days to process a change in circumstances for Housing Benefit	12	10			12	10		<p>As part of the 2018/19 budget process, Members approved a £50,000 saving in Revenues & Benefits and a staff consultation took place before a new structure was agreed to deliver the required savings. This caused a disruption to the service. The new structure commenced on 1 November and it has been agreed that four vacant Benefit Officers posts can be filled which should improve performance further.</p> <p>Performance for this PI has also started to improve.</p>

Scrutiny Committee - 13th November 2018

Finance Portfolio Holder Report

Cllr John Scholey

Update of Services within the Finance Portfolio

Finance

- Delivered a balanced 10 year budget including financial self-sufficiency from direct central government funding for 2018/19. The process is progressing for 2019/20 with the same aims.
- SDC are part of a Kent-wide partnership in the government pilot of 100% retention of non-domestic rates scheme in 2018-19. This is proving to be financially beneficial to SDC. An application has been submitted to take part in the 2019-20 pilot of 75% retention of non-domestic rates.
- Annual accounts 2017/18 were completed on time (one month earlier than in previous years) and have been subject to external audit. A clean audit report has been issued by Grant Thornton UK LLP, SDC's appointed auditor.

- Head of Finance retired in October 2017 and has been successfully replaced.
- Property Investment - The existing properties have all performed at or better than SDC's targets. Premier Inn hotel was completed on time within budget and is now occupied and in full use by Whitbread plc. Council approved a further £25m tranche for future investments a year ago, but additional properties which meet SDC criteria have been difficult to identify. A small housing development in Gravesend is in the process of being purchased via Quercus 7. Quercus Housing Ltd has been incorporated in order to utilise S106 receipts to provide affordable housing within the district. A number of potential sites are currently under investigation. The council borrowed £5 million from PWLB to part fund the Buckhurst car park development just before interest rates increased.
- Income Strip Funding - As recommended by Council, a working group of six councillors is investigating the legal and commercial issues involved. The group has met on six occasions as extensive negotiations with the developer have progressed and the proposal for a specific scheme has evolved. The working group will report back to Council with a recommendation as to whether SDC should enter into an arrangement or not when they have formed an opinion on the final proposal.

Internal Audit

- The Internal Audit completed their programme of work for 2017-18 on time and their reports have been received positively by auditees. Following

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senior staff changes the future of the joint working with Dartford Borough Council is under review.

Revenues and Benefits

- The new Council Tax Reduction Scheme (CTRS) was introduced on 1st April 2017 and Council Tax collection rates for CTRS have held up. A minor revision to the scheme was introduced in April 2018. A further revision for introduction on 1st April 2019 is being consulted on. The intention of this revision is to make the scheme fit better with Universal Credit which will apply to more residents in the district during the coming year.
- Council Tax and Business Rates collection is on target.

Facilities Management

- Continued to ensure key operational assets are maintained as required within budgetary constraints.
- Detailed investigations are taking place to prepare a 20 year costed programme of maintenance of the council's buildings and facilities. To date this is showing that due to aging of the assets a substantial increase of the current financial provision will be required in the future. This is being actively considered in the preparation of the 2019/20 budget and a report will be presented to the Finance advisory Committee on 15 November 2018.
- Otford Palace Tower - Following a report on the options for the future sustainable use of the asset identifies at zero cost to SDC, cabinet has agreed to let the monument to a charitable trust based in Otford on a 99 year lease at a peppercorn rent. Detailed negotiations to prepare a lease are in progress.
- Scanning and removal of historical paper documentation has continued.

IN-DEPTH SCRUTINY WORKING GROUP - STAFFING

Scrutiny Committee - 13 November 2018

Report of Cllr Brown (Chair - In-Depth Scrutiny Working Group)

Status For Consideration

Key Decision No

This report supports the Key Aim of the effective use of Council resources

Portfolio Holder Cllr. Peter Fleming

Contact Officer Jim Carrington-West, Ext. 7286

Recommendation to Scrutiny Committee:

That the Scrutiny Committee consider the report and the work of the In-Depth Scrutiny Working Group and if necessary, decide appropriate recommendations or feedback to be made to Cabinet.

Introduction

- 1 At it's October 2017 meeting the Scrutiny Committee resolved to set up a working group to look in more depth at matters relating to staffing within the Council.
- 2 The group had a particular focus on recruitment, retention, and flexible working. While sickness has been covered during meetings, this is a substantial topic and was not the focus of the enquiry (for data on this topic, see Appendix E - sickness absence as of February 2018 and data in relation to occupational health).
- 3 The working group is made up of the following members of the Scrutiny Committee:
 - Cllr Cameron Brown (Chair)
 - Cllr Elizabeth Purves
 - Cllr Lawrence Ball
 - Cllr Michael Hogg
- 4 As part of it's work, the group met with the following people.

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- Dr Pav Ramewal - Chief Executive;
- Jim Carrington-West - Chief Officer Corporate Services;
- Nuala Beattie - HR Manager;
- Kirsteen Allen - Director Ten 2 Two Recruitment Agency;

Background

- 5 Sevenoaks District Council is recognised as a high performing local authority, having achieved a number of awards in recent years including LGC Council of the Year, Guardian Public Service Awards - Overall Winner and CIPFA Awards - Grand Prix winner to name but a few.
- 6 All of these awards in some way reflect the approach and attitude of staff and culture of the organisation in delivering excellent services. This culture reflects a hard working approach from staff and does in part rely on a significant amount of good-will to achieve. In respect of recognition as an employer, more directly reflecting the approach to it's workforce, the council has also achieved:
 - Investors in People Platinum accreditation - the first Local Authority to do so and still only one of two in the country. SDC prides itself on the training programmes generally for its staff (see for example application form for the approval of a course leading to qualification and data in relation to training, appendix A and B. Five degrees have obtained by staff currently working at SDC - SDC will pay for training, although this is repaid if staff then leave within two years);
 - Best Companies - Top Local Authority in the not-for-profit organisations category, based entirely on staff feedback (see also attractive staff prospectus, background document);
 - National Association of Civic Officers - Civic Office of the Year. Recognised for excellence on a shoestring.

Challenges and current approach

- 7 Alongside the record of achievement for the organisation, there are a number of challenges in relation to the workforce in terms of both recruitment and retention of staff. These relate to:
 - a. Sevenoaks' geographic location and consequential factors such as house prices. For example, most council staff do not live within the immediate area due to high house prices, with an average value well in excess of that found nationally;

- b. Proximity to London, with higher competitive salaries available likely to be a contributing factor to any difficulties relating to recruitment and retention. Some 32 staff moved on last year (103 over three years - see appendix C) - approximately 8% of the workforce - and the primary reason for leaving when giving reasons was salary (see appendix D). Data shows that recruitment to senior and middle management, certain service areas (democratic services) and professionally skilled roles is the most problematic. The market place is extremely competitive and other local authorities are not keen to share data with SDC. This is of course in the context of trying to find savings across the Council.
- 8 These issues can have significant knock on effects on SDC finances - see for example cost of agency staff (appendix G).

How does SDC combat these issues?

(1) Recruitment Campaigns

- 9 When it comes to recruitment, posts are widely advertised in a number of different ways dependent on the role, including JobsGoPublic, social media, trade press and where necessary via recruitment agencies (see example of job advert, appendix H).

(2) Market Related Payments

- 10 As an employer, Sevenoaks District Council operates on National Terms and Conditions and utilizes recognised job evaluation schemes when evaluating the salary bands for posts across the organization. This ensures consistency across the organisation but does not take into account market conditions for different skill sets at any given time.
- 11 In order to try and compensate for this, there is a Market Related Payment (MRP) scheme in place. This allows an additional sum to be offered on top of base salary where difficulty in recruitment is experienced and market conditions dictate. Each instance to apply a MRP to a post is considered on a case by case basis by the Strategic Management Team (SMT) and is required to also include benchmarked data for comparison. Agreed MRPs are then reviewed by SMT every two years.

(3) Other Benefits

- 12 Even with an excellent reputation and this wide ranging approach to advertisement, there can still often be difficulty in attracting staff. This would appear to be related in most instances, directly to salaries and despite measures such as MRPs mentioned earlier, a shortfall when

Agenda Item 8

compared to the wider market. This is especially noticeable where the role may be in competition with the private sector in areas including Planning, ICT or Legal.

- 13 Despite the limitations on direct pay benefits, the organisation has sought to look at other, non-pay related benefits that can be offered to try and encourage both recruitment and retention.
- 14 As examples, these include the following. A full list of staff benefits can be seen at appendix I:
 - a. Flu vaccinations;
 - b. Eye care;
 - c. Child Care vouchers;
 - d. Health checks;
 - e. Visiting Osteopaths and reflexologist (payment required but service available in the building)
 - f. Discounted leisure membership;
 - g. Cycle to work scheme;
 - h. Discounts with high street and online retailers (Costa Coffee and Ashford Designer Outlet);
 - i. Competitive car loans;
 - j. Season ticket loans.

(4) Flexible Working

- 15 The Council also has a good current approach to flexible working (some 34/39 requests approved, 2015 - 2018, see appendix F). There are numerous examples of flexible working arrangements, facilitated by current technology, that enable effective services to be delivered but at the same time balance individual circumstances with operational requirements.
- 16 As technology has developed and systems are available remotely along with the ability to interact with the public, this trend has increased and is seen as a useful tool to maintain both services and an effective workforce. There are however clearly some service areas that are more able to make use of this approach than others.

Suggestions for Consideration

- 17 Based on the work of the group and the challenges set out above, the following are made as suggestions to the Scrutiny Committee for discussion and recommendation to Cabinet as appropriate.
- a. Wider use of flexible working arrangements, particularly the 10-2 market/ job shares where those coming back to the work place can be extremely well qualified but do not wish to commute to London, and the ability to work from home;
 - b. Increasing the period where staff have to pay back the costs of training from 2 to 3 years, including where they move to another local authority as opposed to the private sector, as currently occurs;
 - c. Widen the radius for the relocation allowance (Currently 10 miles from District boundary);
 - d. Review of structures, roles and responsibilities, and use of market related payments (reviewable every two years) - where finances permit;
 - e. Improvement of the kitchen areas for staff;
 - f. Introduce a lower rate for car loans (Currently 2.55%);
 - g. Extend the period before which MRPs are reviewed;
 - h. Offer free use of pool and gym facilities at Sencio leisure centres;
 - i. Create a recruitment microsite for the Council to better advertise vacant posts;
 - j. Review structures as part of the current Customer Redesign initiative, introducing career grades to support career development and succession planning;
- 18 Many of these suggestions are operational in nature and sit as part of the remit of the Head of Paid Service. If recommended to Cabinet, the Committee would be seeking for Cabinet to note the recommendations and ask officers to investigate further and implement as appropriate as operational decisions.

Key Implications

Financial

Sevenoaks District Council operates within a balanced, 10 year budget. Any recommendations would therefore need to be subject to further investigation to remain within current allocated budgets.

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Equality Assessment

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

Appendices

Appendix A - Post Entry Training Form

Appendix B - Training Data

Appendix C - Leavers Data

Appendix D - Exit Data

Appendix E1 - Sickness Data

Appendix E2 - Occupational Health

Appendix F - Flexible Working Data

Appendix G - Agency Costs 2017/18

Appendix H - Sample Job Advert

Appendix I - Staff Benefits

Background Documents

[Employee Prospectus](#)

Cllr Cameron Brown

Chair - In-Depth Scrutiny Working Group - Staffing

Application for approval of course leading to qualification

Please complete both sides of this form and hand it to your Chief Officer for countersigning before forwarding to the Human Resources Team.

Personal details (please attach the applicant's original application form or photocopy)

Title: Mr Mrs Miss Ms

First name: Surname:

Department:

Job title:

Grade:

Course of Study

Qualification to be obtained:

Date course starts:

Duration of course:

Method of study: *e.g day/evening*

College:

Method of study:

If this is not your first attempt at this course of study or examination, please give details of previous attempts:

Please explain why you wish to undertake this course of study:

In what way do you feel this course of study will benefit this council?

Estimate of costs. *Please give for each year of the course.*

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Course/Tuition Fees						
Registration Fees						
Examination Fees						
Additional Costs						
Travel & Subsistence						
Total						

If the course is longer in duration than the above, please detail separately.

N.B Please detail the cheapest practicable means of travel to your study here:

Training History

Course	Dates	If certificated, did you pass?	Trainer/College

Undertaking

In consideration of the Council granting me facilities and financial assistance to enable me to acquire a recognised qualification, I hereby undertake to remain in the Service of the Council for a period of two years from the date on which I obtain such qualification or leave the course. I have read Section 2 of the Scheme of Conditions of Service prescribed by the National Joint Council for Local Authorities APT&C Staff and understand that the Conditions of Assistance referred to in para. 20(5) apply to me. I agree that any refund of financial assistance required in accordance with the foregoing paragraphs shall be a debt from me to the Council and recoverable by deduction from any salary which may be due to me from the Council or, if necessary, by legal action.

Should I leave the Council's employment during the period of study, I also undertake to repay the financial assistance provided in full.

Signed:

Date:

Certified by Department

The above application is recommended for approval. The Course of Study leads to a recognised qualification relevant to a career in my Department.

Signed:

Chief Officer/Head of Service

Date:

For HR use only

Signed:

Human Resources Representative

Date:

Attended TIM 17/18	Attended External Training 17/18	Post Entry Training 17/18
116	118	11*

* 6 professional training
5 degrees
All still employed

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2017-2018			2016-2017			2015-2016			Over the 3 years
Leavers	No:	To SMT	Leavers	No:	SMT	Leavers	No:	SMT	Total Leavers
Audit	0	0	Audit	1	0	Audit	0	0	1
Building Control	0	0	Building Control	5	4	Building Control	0	0	5
CCTV	1	0	CCTV	3	3	CCTV	3	3	7
Communities and Business	1	1	Communities and Business	2	2	Communities and Business	2	1	5
Communications	0	0	Communications	1	1	Communications	0	0	1
Customer Services	1	1	Customer Services	0	0	Customer Services	1	0	2
Democratic Services	2	2	Democratic Services	2	1	Democratic Services	1	1	5
Development - Planning	4	3	Development - Planning	7	7	Development - Planning	2	2	13
Development - Validation	1	1	Development - Validation	3	2	Development - Validation	0	0	4
Dunbrik - Office	6	2	Dunbrik - Office	5	0	Dunbrik - Office	4	1	15
Environmental Health	1	1	Environmental Health	0	0	Environmental Health	0	0	1
Facilities Management	1	1	Facilities Management	3	1	Facilities Management	2	2	6
Finance	1	1	Finance	0	0	Finance	0	0	1
Housing	0	0	Housing	1	1	Housing	1	1	2
HR	0	0	HR	0	0	HR	1	0	1
IT Services	2	2	IT Services	3	3	IT Services	1	0	6
Legal	1	0	Legal	0	0	Legal	2	1	3
Licencing	4	4	Licencing	2	2	Licencing	1	1	7
Parking & Amenities	0	0	Parking & Amenities	0	0	Parking & Amenities	3	2	3
Planning Policy	1	1	Planning Policy	0	0	Planning Policy	1	0	2
Print Studio	1	1	Print Studio	0	0	Print Studio	0		1
Revenues and Benefits	4	2	Revenues and Benefits	3	3	Revenues and Benefits	3	2	10
Secretariat	0	0	Secretariat	1	0	Secretariat	1	1	2
Total	32	23		42	30		29	18	103

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Department	Reason for leaving	Length of service
CCTV	unknown	Under 1 year
CCTV	Resignation	Under 1 year
CCTV	unknown	Under 1 year
CCTV	Resignation	Under 1 year
CCTV	Retirement	between 10 and 15 years
CCTV	Resignation	Under 1 year
CCTV	Resignation	between 5 and 10 years
Emergency Planning & Property Services	unknown	between 1 and 5 yrs
Grounds Maintenance	Redundancy	between 1 and 5 yrs
Grounds Maintenance	End of contract	Under 1 year
Grounds Maintenance	Retirement - Early	10 years
Kent Resources Partnership External Funded	Resignation	Under 1 year
Licensing	End of contract	between 5 and 10 years
Licensing	Resignation	between 10 and 15 years
Parking and Amenities	Resignation	between 5 and 10 years
Parking and Amenities	Resignation	over 25 years
Refuse Collection	Resignation - Personal	between 10 and 15 years
Refuse Collection	Resignation	Under 1 year
Street Cleansing	Retirement	between 5 and 10 years
Audit Risk and Fraud	Transfer - Re-organisation	between 10 and 15 years
Revenues and Benefits	End of contract	between 1 and 5 yrs
Revenues and Benefits	Resignation	Under 1 year
Revenues and Benefits	Resignation	between 10 and 15 years
Revenues and Benefits	Retirement	between 5 and 10 years
Economic Development and Property	Resignation	between 1 and 5 yrs
Housing Advice and Standards	Resignation	between 5 and 10 years
Housing Advice and Standards	Redundancy	between 20 and 25 years
Housing Advice and Standards	Redundancy	between 20 and 25 years
Democratic Services	Redundancy	between 1 and 5 yrs
Democratic Services	Resignation	between 1 and 5 yrs
Legal Services	Retirement - Early	between 10 and 15 years
Legal Services	Redundancy	over 25 years
Legal Services	Resignation	between 1 and 5 yrs
Development Management	Retirement - Early	between 5 and 10 years
Development Management	Resignation	between 5 and 10 years
Development Management	Resignation	between 1 and 5 yrs
Development Management	Resignation	between 5 and 10 years

Number of leavers	44
End of contract	3
Redundancy	5
Resignation	19
Retirement	6
Unknown	3

Department	Reason for leaving	Reason for leaving	Length of service
Building Control	previous job		under 1 year
Building Control	setting up own business		between 5 and 10 yrs
Building Control	setting up own business		between 5 and 10 yrs
Communities and Business	relationship with line manager		between 1 and 5 yrs
Democratic Services	remuneration	workload	between 1 and 5 yrs
Development Control	career opportunities	remuneration	between 1 and 5 yrs
Development Control	pace of working		between 5 and 10 yrs
Development Control	new challenge		between 10 and 15 years
Facilities	work colleague		between 1 and 5 yrs
Facilities	do not like job	progression	between 1 and 5 yrs
Parking and Surveying	challenge	remuneration	between 5 and 10 yrs
Audit	team morale		between 1 and 5 yrs
Licensing	relationship with line manager		between 5 and 10 yrs
Planning	remuneration		between 1 and 5 yrs
Planning	different type of work	lack of progression	between 1 and 5 yrs
Revenues and Benefits	flexible working (working from home)		between 1 and 5 yrs
Revenues and Benefits	more flexibility		
Secretary	promotion	remuneration	under 1 year
Validation	natural progression		under 1 year
Corporate Project Delivery	lack of progression		under 1 year

Number of leavers	63
Redundancy	7
Capability	1
Retirement	2
Resignation	45

Department	Reason for leaving	Reason for leaving	Length of service
Parking and amenities	retirement		over 25 years
Facilities	stay at home parent		between 1 and 5 years
Licencing	career progression	renumeration	between 1 and 5 years
Legal and Democratic Services	full time carer		under 1 year
Direct Services	move abroad		between 15 and 20 years
Corporate Services	renumeration		under 1 year
Development Management	career progression and work-life balance	renumeration	between 1 and 5 years
Planning	retirement		between 1 and 5 years
Corporate Projects	career progression	renumeration	under 1 year
Revenues and Benefits	contract end		between 1 and 5 years
Corporate Resources	career progression and work-life balance	renumeration	between 5 and 10 years
Development Services	retirement		over 25 years
Community and Planning	move abroad		between 10 and 15 years
Licencing	more responsibilities	training and development	under 1 year
IT	more responsibilities		between 5 and 10 years
Direct Services	family	work - life balance	between 1 and 5 years
Planning	career progression	salary	between 5 and 10 years
Planning	career progression		between 1 and 5 years

Number of leavers	49
Resignations	22
Casual employees resignations	9
End of contract	4
Retirement	10
Redundancy	1

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Scrutiny Committee information request

Sickness absence as at end of February 2018

Information request	2017/18 (to end of Feb)	2016/17	2015/16
Total number of days sickness absence	2,851	2,889	3,359
Average number of FTE's employed	376.8	374.2	372.4
Sickness absence per FTE employed	7.57 days per FTE	7.72 days per FTE	9.02 days per FTE
Total sickness - long term	5.03 days per FTE	3.05 days per FTE	4.25 days per FTE
Total sickness - short term	2.53 days per FTE	4.67 days per FTE	4.77 days per FTE
Number of people taking sickness absence	242	239	250
Top reasons for absence	Back/Neck problems Operations & Recovery Stress	Operations & Recovery Other Sickness Depression	Depression Operations & Recovery Anxiety

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Occupational Health (PAM)

Cost per year to SDC for the service: **£10,080 per annum**

The service provides:

On site OH clinic twice a month providing:	<ul style="list-style-type: none"> • Management referrals • Staff self-referrals • Mini health checks
Physician appointments at PAM head office for referred staff	<ul style="list-style-type: none"> • 12 this year (contract review staff and health advise on more complex sickness cases)
Ill health retirement Tier 1/2/3 for current staff	<ul style="list-style-type: none"> • 2 to date PAM head office
Ill health retirement Tier 1/2/3 for previously employed staff wanting early release of deferred pension on the grounds of ill health	<ul style="list-style-type: none"> • 3 so far PAM head office
Fit4 Jobs – new starters online questionnaires	<ul style="list-style-type: none"> • 59 actioned from June 17 until Feb 18 – online
HAVS screening for staff that use vibrating tools in their role	<ul style="list-style-type: none"> • 15 per year on site
HAVE tier 4 and 5 for staff found to have symptoms of hand/arm vibration	<ul style="list-style-type: none"> • 4 at PAM head office per year
Hearing tests for manual workforce in noisy environments	<ul style="list-style-type: none"> • 12 per year onsite
Hep B vaccinations for cesspool workers amongst others	<ul style="list-style-type: none"> • Due to be approx. 12 a year but currently on hold as national shortage of vaccine and SDC non priority group

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Reason	Agreed	Declined	Grand Total
Working from Home	8	1	9
Increase	7		7
Decrease	18	1	19
Career Break		1	1
Increase & Working from Home	1		1
Compressed Hours		2	2
Grand Total	34	5	39

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2017_18 Agency Costs

	Grand Total	Partnership	SDC Ratio	SDC Cost
P/ship Benefits	10,563	Revs & Bens	0.5	5,281
P/ ship Benefits	42,908	Revs & Bens	0.5	21,454
P/ ship Benefits	44,902	Revs & Bens	0.5	22,451
Principal Planning Solicitor	54,182			54,182
Temp Support Officer	13,741			13,741
Building Control Team Leader	20,399	Building Control	0.5544	11,309
Building Control Manager	20,020	Building Control	0.5544	11,099
Building Control Surveyor	40,071	Building Control	0.5544	22,215
Environmental Health Officer	27,738	Environmental Health	0.56	15,533
Environmental Health Officer	832	Environmental Health	0.56	466
Technical Officer	37,909	Environmental Health	0.56	21,229
Environmental Protection Officer	24,587	Environmental Health	0.56	13,768
Casual Accountant	13,171			13,171
Grand Total	349,559			224,437

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Job Opportunity



DEPARTMENT:

SALARY:

OVERVIEW:

ADDITIONAL INFORMATION:

HOW TO APPLY:

CLOSING DATE:

INTERVIEW DATE:

Council Offices
Argyle Road
Sevenoaks
Kent TN13 1HG

t 01732 227000
e information@sevenoaks.gov.uk
DX30006 Sevenoaks
www.sevenoaks.gov.uk

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Benefits offered to staff

Core Benefits

- Generous Annual Leave including facility to buy and sell leave
- Local Government Pension Scheme
- Supportive sickness process (up to 6 months full pay, 6 months half pay)
- Free onsite parking for staff
- Occupational Health
- Care First employee assistance programme
- Phased return to work after sickness

Health and Wellbeing

- Discounted bike and equipment through the cycle to work scheme
- Free eye tests (where screen work is a part of your role)
- Flu vaccinations
- Health Checks
- Osteopathy
- Reflexology
- Simply Health - employee contribution health scheme
- Discounted leisure membership
- Employee Assistance Provider offering counselling, legal advice and lifestyle advice.

Recognition, Learning and Development

- Inclusive Appraisal process
- Regular 1:1 meetings
- Coaching
- Employee of the Month (Dunbrik)
- Long Service Awards
- Retirement Awards
- Staff Consultative Group
- Staff Suggestion Scheme
- Team Awards
- Talent in Me - Bitesized learning and development with 50+ modules
- Extra day leave for Volunteering opportunities

Staff Discounts and Special Offers

- Costco Membership
- Days Out - Kaarp Benefits, includes Chessington, Sea Life Centre, Theatre Tickets etc.
- Tastecard+
- Ashford Outlet discounts
- Hotel Discounts
- Local Shopping Discounts
- Mobile Phone Discounts
- Motoring Discounts

Work/Life Balance

- Career Breaks
- Flexible Working
- Car Loans
- Childcare Vouchers
- Compassionate Leave
- Enhanced Maternity/Paternity Pay
- Season Ticket Loans

Scrutiny Committee Work plan

Committee Date	24 April 2018	17 July 2018	13 November 2018	5 February 2019
External Invitees	Roger Gough - Kent County Council Cabinet Member for Children, Young People and Education	Citizens Advice - North West Kent and Edenbridge and Westerham	Kent Police	West Kent Housing
Scrutiny Committee	Performance Monitoring Matthew Dickins - Portfolio Holder for Direct & Trading Services Chairman's annual report to Council	Performance Monitoring Michelle Lowe - Portfolio Holder for Housing & Health Peter Fleming - Leader and Portfolio Holder for Policy & Performance	Performance Monitoring John Scholey - Portfolio Holder for Finance	Performance Monitoring Anna Firth - Portfolio Holder for Legal and Democratic Services Roddy Hogarth Portfolio Holder for Economic and Community Development
In-Depth Scrutiny	Working Group Staffing Levels -Stage One ¹	Working Group Staffing Levels - Stage Two/Three ¹	Working Group Staffing Levels - Final report stages Three/Four ¹	

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Committee Date	2 April 2019	Summer 2019	Autumn 2019	Winter 2020
External Invitees	Sencio			
Scrutiny Committee	Robert Piper - Portfolio Holder for Planning			
In-Depth Scrutiny				

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

Past In-Depth Scrutiny Working Groups

2013/14	
Parking	Cllrs Clark, Cooke, Edwards-Winser, Eyre, Mrs Purves, Raikes (Chairman)
Budget	Cllrs Abraham, Mrs Bracken (Chairman), Butler, Gaywood, Maskell
2014/15	
Leisure	Cllrs. Gaywood, Grint, Mrs. Morris, and Pett (Chairman)
Investment in Property (put on hold)	Cllrs. Brookbank, Davison (Chairman) and Underwood
2015/16	
Leisure	Cllrs. Ball, Brown (Chairman), Clack and Kitchener
2016/17	
Property Investment	Cllrs. Clack (Chairman), Hogg, Kitchener and Purves

Current In-Depth Scrutiny Working Groups

Staffing Levels	Cllrs. Brown (Chairman) Ball, Hogg and Purves
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Possible future areas for In-Depth Scrutiny

Housing - accommodation for vulnerable people

Past External Invitees

2013/14	
21/11/13	Maidstone & Tunbridge Wells NHS (Jayne Black, Director of Operations)
04/02/14	KCC Highways & Transportation (David Brazier, KCC Cabinet Member Transportation & Environment)
02/04/14	Kent Police (Area Commander Chief Superintendent Steve Corbishly and District Commander Chief Inspector Tim Cook)
2014/15	
15/07/14	Citizens Advice Bureaux (Martin Wells and Angela Newey, Chairman and Manager at Sevenoaks & Swanley Citizens Advice Bureau (CAB), and Mike Musgrove and Jill Eyre, Director and Manager at Edenbridge & Westerham CAB)
02/10/14	Sencio Community Leisure (Jane Parish, Chief Executive)
20/11/14	KCC Secondary Schools (Roger Gough, KCC Cabinet Member for Education & Health Reform)
03/02/15	West Kent Clinical Commissioning Group (Ian Ayres, Chief Officer and Accountable Officer)
2015/16	
14/07/15	KCC Primary Schools and Apprenticeships (Margaret Crabtree, KCC Deputy Cabinet Member for Education and Health Reform)
24/11/15	Kent Police (Chief Inspector Roscoe Walford)
23/02/16	KCC Highways (Matthew Balfour, KCC Cabinet Member for Environment and Transport) (Did not attend)
03/05/16	KCC Commercial & Traded Services (Paul Carter CBE, KCC Leader and Cabinet Member for Business Strategy, Audit and Transformation and Commercial and Traded Services)

2016/17	
05/07/16	Moat Housing (Elizabeth Austerberry, Chief Executive) West Kent Housing (Deborah White, Housing and Communities Director)
08/11/16	Kent Police (Chief Inspector Roscoe Walford)
07/02/17	Kent County Council Library Provision (County Councillor Mike Hill; Cabinet Member for Community Services and James Pearson; Service Improvement Manager of the Libraries, Registration and Archives Service)
30/03/17	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) (Angela Gallagher, Chief operating Officer and Jim Lusby, Deputy Chief Executive) (Did not attend)
31/10/17	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) (Angela Gallagher, Chief operating Officer and Jim Lusby, Acting Chief Executive)
24/04/18	Roger Gough - Kent County Council Cabinet Member for Children, Young People and Education
17/07/18	Citizens Advice - North West Kent and Edenbridge and Westerham

Possible External Invitees

Position	Name	Topic
KCC Adult Social Care	TBC	TBC