

LEGAL & DEMOCRATIC SERVICES ADVISORY COMMITTEE

Minutes of the meeting held on 14 April 2016 commencing at 7.00 pm

Present: Cllr. Firth (Chairman)

Cllr. Pett (Vice Chairman)

Cllrs. Abraham, Eyre, Halford, Mrs. Hunter and Pearsall

Apologies for absence were received from Cllrs. Barnes, Bosley, Lake, Raikes and Ms. Tennessee

Cllrs. Clark, McArthur and Mrs. Morris were also present.

27. Minutes

Resolved: That the Minutes of the meeting of the Committee held on 21 January 2016 be approved and signed by the Chairman as a correct record.

28. Declarations of Interest

No additional declarations of interest were made.

29. Actions from Previous Meeting

There were none.

30. Update from Portfolio Holder

The Portfolio Holder for Legal & Democratic Services, and Chairman, reported the following:

- she had held meetings with the Chief Officer Legal & Governance, Chief Finance Officer, Portfolio Holder for Finance and the Leader of the Council finalising the shareholder and loan agreement needed to finalise the trading company so it could begin to trade;
- a new Head of Legal & Democratic Services, Martin Goodman, had been recruited and would commence on 1 July 2016;
- the licensing partnership had had a record quarter, exceeding all their targets and getting 100% in all but one which still came in at 98% so overall an outstanding performance;
- along with the Chairman of the Licensing Committee she had met with the Licensing Partnership with regards to the possible expansion in taking on a fourth partner (see Minute 33);

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- since October 2015 to date on the ASB New Powers that started in October 2014, SDC have issued one Community Protection Notice (CPN) which relates to the former Convent of Mercy site in Swanley. This was issued on 29 March. The Notice relates to litter and enforces the area to be kept clean and tidy otherwise a fixed penalty notice will be issued (£75). This area is being monitored on a weekly basis.

We have supported Police and Housing Associations if they have wanted to take anything forward. Police wanted to issue a Criminal Behaviour Order, but their legal team did not support this action, but this is something we will still be pressing;

- along with the the Chairman of Governance Committee, she advised that the committee had discussed the results of the Members Survey on an electoral review for Sevenoaks District Council. There needed to be some further clarification of population figures data. The meeting in July was going to be replaced with a workshop to enable free discussion and to invite speakers and other members to discuss this further, and held on the same night as the next Legal & Democratic Serves Advisory Committee.

31. Referrals from Cabinet or the Audit Committee

There were none.

32. Anti Social Behaviour, Crime & Policing Act 2014

This was dealt with under Minute 30 above.

33. Licensing Partnership - London Borough of Bexley

The Licensing Partnership Manager presented a report setting out the proposal to extend the current Licensing Partnership with the London Borough of Bexley as a fourth and equal partner alongside Maidstone Borough Council, Sevenoaks District Council and Tunbridge Wells Borough Council.

In response to a question, she advised that any further additions to the partnerships would require a staffing restructure and possibly a deputy manager and additional cost. However the Licensing Partnership would then have a structure in place for further partners to be added. The greatest difference with the London Borough of Bexley is that they did not licence taxis.

Public Sector Equality Duty

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

Resolved: That it be be recommended to Cabinet to approve the London Borough of Bexley's Licensing Team functions joining the Licensing Partnership as a fourth and equal partner.

34. Equality Policy Statement and Objectives 2016 - 2020

Members considered a document setting out the Council's equality policy statement and objectives for 2016-2020 which was being presented for approval. Public authorities were required to prepare and publish equality objectives at least every four years. The equality policy statement and objectives document reflected priorities identified from a Members' Equality Action Plan workshop.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that the Equality Policy Statement and Objectives for 2016-2020 be adopted.

35. Shared Services Update

The Chief Finance Officer presented an annual report which provided a schedule of current and previous shared services. The report showed that by having these shared working arrangements, savings of over £600,000 per year were being delivered. The changes since the last report in October were that the Housing HERO service was now provided to Dartford Borough Council (DBC) for 2 days per week; and the partnership with Tandridge District Council (TDC) for the Financial Management System had been extended until 2018.

He reported that looking ahead there were reports on extending the Licensing Partnership and a joint CCTV Control Room, and other discussions had taken place since October around Operational Services, IT and Legal & Democratic Services. Many managers were on service specific local or national groups which were when the appetite of other councils for shared working could be identified. SDC were in a strong position as the financial situation was much healthier than other councils and consideration would only be given to to a new shared service if it met SDC criteria.

Resolved: That the report be noted.

36. Corporate Health and Safety

Members considered a report which detailed how the Council fulfilled its statutory obligations in relation to the Health and Safety at Work etc. Act 1974. Discussion arose concerning the wording on the risk assessment form concerning sacks not being swung or thrown into the hopper. It was agreed that Officers would consider whether there was a more effective way of wording this.

Resolved: That the report be noted.

37. Proposal for joint CCTV control room

Members considered a report provided for information, that had been considered by the Direct & Trading Advisory Committee on 12 April 2016 and would be considered by

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Cabinet on 21 April 2016. The report provided an update on the feasibility of merging the Sevenoaks District Council (SDC) and the Tunbridge Wells Borough Council (TWBC) CCTV Control Rooms and proposals to establish a West Kent CCTV hub, based at the Sevenoaks Offices.

The proposal, depending upon the monitoring option taken forward, could provide a return to 24/7 manned monitoring whilst achieving identified savings on monitoring costs and increasing resilience in the control room, particularly for the out of hours service.

The Chief Officer Environmental & Operational Services advised that the Direct & Trading Advisory Committee had considered the report and agreed to recommend it to Cabinet.

Public Sector Equality Duty

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

Resolved: That the report be noted.

38. Work Plan

The work plan was noted. 'Youth voter registration' and 'Pilot digital elections' were moved to the October meeting, along with an update on Anti Social Behaviour, Crime & Policing Act 2014.

THE MEETING WAS CONCLUDED AT 8.44 PM

CHAIRMAN