

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

25 June 2015

To: MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Overview and Scrutiny Committee to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 7th July, 2015 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

- | | | |
|----|--------------------------|-------|
| 1. | Apologies for absence | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 14

To confirm as a correct record the Minutes of the meeting of the Overview and Scrutiny Committee held on 27 January 2015

4. Any Executive Decisions which have been 'called in' 15 - 16

5. Appointment of Co-opted Members 17 - 18

- To consider co-option of persons to the Committee pursuant to Article 6.05 of the Council's Constitution

Matters for Recommendation to the Cabinet

6. Corporate Performance Plan 19 - 72

Decisions to be taken by the Committee

7. Scrutiny Review Programme 73 - 76

8. Urgent Items 77 - 78

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

9. Exclusion of Press and Public 79 - 80

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

10. Urgent Items 81 - 82

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr A K Sullivan (Chairman)
Cllr Mrs A S Oakley (Vice-Chairman)
Cllr Miss S O Shrubsole (Vice-Chairman)

Cllr Ms J A Atkinson
Cllr M C Base
Cllr P F Bolt
Cllr J L Botten
Cllr R W Dalton
Cllr S M Hammond
Cllr S R J Jessel
Cllr Mrs F A Kemp

Cllr D Lettington
Cllr P J Montague
Cllr M R Rhodes
Cllr Miss J L Sergison
Cllr Ms S V Spence
Cllr M Taylor
Cllr T C Walker

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

Tuesday, 27th January, 2015

Present: Cllr Miss A Moloney (Chairman), Cllr T J Robins (Vice-Chairman), Cllr J Atkins, Cllr R W Dalton, Cllr D Keeley, Cllr Mrs F A Kemp, Cllr S M King, Cllr A G Sayer, Dr G Court, Mr P J Drury, Mr D Still and Mr D Thornewell

Mrs J A Anderson, J A L Balcombe, O C Baldock, N J Heslop and B J Luker were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs E A Simpson (Vice Chairman), Ms J A Atkinson, Mrs P Bates, D J Cure, Mrs E M Holland and Ms S V Spence

PART 1 - PUBLIC

OS 15/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

OS 15/2 MINUTES


RESOLVED: That the Minutes of the meeting of the Overview and Scrutiny Committee held on 11 June 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

OS 15/3 OVERVIEW AND SCRUTINY COMMITTEE - ANNUAL REPORT

Members received the draft Annual Report of the Overview and Scrutiny Committee which set out a summary of the activities and work undertaken during 2014.

The Leader of the Borough Council thanked the Committee for the excellent work it had undertaken during the year, particularly reviews which had contributed to efficiency and financial savings.

RECOMMENDED: That the draft Overview and Scrutiny Annual Report attached as Annex 1, to the report be endorsed. 

***Referred to Council**

MATTERS FOR RECOMMENDATION TO THE CABINET**OS 15/4 REVENUE ESTIMATES 2015/16**

The report of the Director of Finance and Transformation referred to the responsibility of the Cabinet under the Constitution for formulating initial draft proposals in respect of the Budget. Reference was made to the role of the Committee in assisting the Cabinet and Council in the preparation of the Budget.

Careful consideration was given to both the Revised Estimates for 2014/15 and the Estimates for 2015/16 within the context of the Medium Term Financial Strategy and the Council's priorities.

Attention was drawn to the key messages arising from the provisional local government finance settlement together with details of the level of council tax increase above which local authorities would have to hold a referendum. It was reported that the Borough Council's provisional Settlement Funding Assessment for 2015/16 represented a decrease of 15.6% and with further significant cuts expected in future years. This, together with the concerns and uncertainty regarding the future of New Homes Bonus, continued to represent a significant financial challenge.

In addition, it was reported that the Council Tax referendum threshold had been set at 2% or more and a Council Tax freeze grant equivalent to a 1% increase in council tax had been offered.

Members were pleased to note that net savings in the order of £475,000 had been achieved this year. However, after taking into account those issues outside the organisation's control that either took the 'funding gap' in the right or wrong direction, net savings in the order of £325,000 had been achieved when compiling the Revenue Estimates for 2015/16. A summary of the net savings achieved were attached at Annex 1 to the report. In addition, the Council tax base was higher than estimated and this had contributed a further £150,000 to the savings target. As a result the authority had not only met this year's saving target of £200,000 but had begun to make 'in roads' into the next savings tranche.

Members noted that Tonbridge and Malling continued to receive the lowest Settlement Funding Assessment in Kent.

RECOMMENDED: That the draft Revenue Estimates contained in the Booklet be endorsed and commended to Cabinet.

OS 15/5 CAPITAL PLAN REVIEW 2014/15

Consideration was given to the report of the Director of Finance and Transformation which set out progress on the 2014/15 Capital Plan Review.

Attention was drawn to the Peer Review Challenge which had reinforced the recognition that future strategies would need to take into account the fact that the main source of funding for new capital plan schemes (the revenue reserve for capital schemes) was expected to be exhausted in 2018/19, at which stage the Council would need to borrow to fund such expenditure.

RECOMMENDED: That the following recommendations of the Finance and Property Advisory Board held on 7 January 2015 be endorsed:

- (1) the position of the existing Capital Plan (List A) as summarised in Annex 1 to the report;
- (2) the schedule of schemes recommended to be added to and schemes to be deleted from List C as set out in Annex 2 to the report;
- (3) the schedule of List C schemes recommended for evaluation, including one for Fast-Track evaluation, as set out in Annex 3 to the report. In addition, three schemes selected for evaluation in a previous Review, set out below, were also endorsed:
 - Tonbridge Farm Sportsground Provision of Toilets
 - Leybourne Lakes Country Park Facility Improvements
 - Tonbridge to Penshurst Cycle Route Refurbishment
- (4) the schedule of evaluated schemes, set out in Annex 4 to the report, recommended for transfer from List C to B. In addition, the following was noted:
 - The Tonbridge Town Lock scheme had an additional funding requirement of £100,000 to that currently reflected in the Capital Plan to be met from a pending developer contribution and in the interim from the Council's own resources
 - The Tonbridge School Athletics Track Improvements scheme was expected to be progressed in the year 2018/19, subject to the identification of developer contributions/external grant sources
 - The Larkfield Leisure Centre Health Suite Refurbishment scheme had an additional funding requirement of £60,000 to that currently reflected in the Capital Plan
- (5) endorsement of the Capital Strategy, as set out at Annex 5 to the report, for adoption and publication on the Council's website.

OS 15/6 ANNUAL REVIEW OF ANTI-FRAUD POLICIES

The report of the Director of Finance and Transformation informed Members of the outcome of a review of the Anti-Fraud Policies of the Council. The review had identified some minor changes required to the

Anti-Fraud and Corruption Policy and the Housing and Council Tax Benefit Anti-Fraud Policy and these were set out for consideration.

Copies of the revised Policies were set out in Annexes 1 and 2 to the report. The Council Tax Reduction Discounts and Exemptions Anti-Fraud Policy required no changes and was attached at Annex 3. .

Members were advised of some further minor changes that had arisen since the publication of the agenda as set out below:

- Reference to Here and Now to be removed from Annex 2 (page 68)
- Paragraph 5.6 to be removed from Annex 3 (page 82)

As a result of comments received at the Audit Committee of 26 January 2015 the lower threshold for which Members had to declare any gifts or hospitality offered relating to their role on Council business would be clarified.

It was noted that whilst these Policies were not mandatory they did comply with best practice and referred to the relevant legislation where appropriate. They also reinforced the zero tolerance stance of the Council towards fraud. Quarterly reporting would now be provided on all types of fraud rather than just Housing and Council Tax Benefit.

RECOMMENDED: That the Council approve the following Policies, as set out in Annexes 1, 2 and 3 respectively to the report; subject to the minor changes highlighted above:

- Anti-Fraud and Corruption Policy
- Housing and Council Tax Benefit Anti-Fraud Policy:
- Council Tax Reduction, Discounts and Exemptions Anti-Fraud Policy

OS 15/7 REVIEW OF CAPITAL RENEWALS PROVISIONS

The report of the Director of Finance and Transformation summarised the outcome of an exercise undertaken following an Overview and Scrutiny Committee Review Group meeting in September 2014. The exercise sought to reduce budget provision for capital renewals by extending the estimated life attributed to vehicles, plant and equipment.

It was reported that, rather than simply increase the summary page budget adjustment, the Scrutiny Review Group had supported an alternative approach which sought to embed the budget reduction in the detailed renewals schedules. This was to be achieved by extending the estimated life of each asset by applying a formula (current estimated life plus 33%, which equated to a reduction in annual provision for each item of 25%).

Members noted that the scrutiny exercise had eliminated the need for a separate budget adjustment (except for the Leisure Trust) and generated a reduction in budget provision for renewals of £32,000 per annum. In addition, the re-profiling of replacements into the future meant that the draw on capital reserves (the current source of funding for renewals pending delivery of the revenue budget savings target) was such that borrowing for new capital plan schemes could be deferred by one year to 2019/20. A new Capital Plan summary page incorporating the results of the renewals exercise was provided at Appendix 2 to the report.

RECOMMENDED: That Cabinet replace the existing capital renewals budget provision with those summarised in Appendix 2 of the report.

OS 15/8 REVIEW OF ACTIONS UNDERTAKEN TO RETURN EMPTY HOMES TO ACTIVE USE

Members considered the recommendations arising from the Scrutiny Review Group established to address the issue of Empty Homes in the Borough and summarised in the report of the Director of Planning, Housing and Environmental Health.

It was reported that the Review Group had considered why empty homes work was important, the reasons homes become empty, the benefits of bringing them back into use, the Council's current approach to tackling the issue and information on the numbers of empty homes within Tonbridge and Malling and the wider Kent area.

The Committee supported the opinion of the Review Group, which recognised that bringing empty homes back into use was a valuable and important role for the authority to focus on in partnership with other agencies. In addition, it was noted that the empty homes work was a cross cutting issue and impacted on all of the Council's key corporate priorities.

As at January 2015 there were 1000 empty properties in the Borough and 323 of these were considered long term empty (longer than 6 months). This equated to 2% and less than 1% respectively. It was noted that this number was lower than this period last year although the impacts of the flooding emergency may have created higher than usual long term empties.

Finally, Members were advised that Circle Housing Russet were keen to participate in intervention measures. Discussions were progressing well with a view to that organisation managing properties that were brought back into use through enforcement action.

RECOMMENDED: That:

- (1) the Housing Service take the corporate lead for Empty Homes;

- (2) a corporate working group be established to tackle the issue of Empty Homes; and
- (3) public awareness of Empty Homes be raised through a variety of communication medium and simplifying the process for reporting Empty Homes.

MATTERS FOR CONSIDERATION IN PRIVATE

OS 15/9 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.10 pm

Agenda Item 4

Any Executive Decisions which have been “called in”

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Agenda Item 5

- To consider co-option of persons to the Committee pursuant to Article 6.05 of the Council's Constitution

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TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

07 July 2015

Report of the Chief Executive

Part 1- Public

Matters for Recommendation to Cabinet

1 CORPORATE PERFORMANCE PLAN

To endorse the final version of the Council's Corporate Performance Plan pending the development of a new Corporate Strategy for 2016/17.

1.1 The Corporate Performance Plan

- 1.1.1 For a number of years, the Borough Council has produced an annual Corporate Performance Plan (CPP) which sets out our key priorities, and for each of these, main activities to deliver those priorities, improvement themes, and related key performance indicators. The plan has also contained a detailed schedule setting out the progress achieved with various improvement projects also linked to those key priorities.
- 1.1.2 Following the recommendations of the Council's Peer Challenge, which took place in April 2014, a decision has now been taken to prepare a new style of document to replace of the CPP. The Cabinet has recently agreed a timetable for the development of a new Corporate Strategy, slimmer in content than the CPP and focusing on the key future challenges and opportunities faced by the Council. It is intended that the new Corporate Strategy will be prepared in the Autumn and be adopted for the 2016/17 financial year. A draft of the new Strategy will be reported to a future meeting of the Overview and Scrutiny Committee for its consideration prior to formal adoption.
- 1.1.3 Attached as Annex 1 to this report is the final version of the CPP. In previous years, the plan has looked back at past performance over the previous year and has also set targets and new projects for the coming year. As this is the last version of the CPP to be prepared, the document only addresses past performance achieved in 2014/15.
- 1.1.4 In terms of overall performance achieved during 2014/15, the CPP indicates that:
- Of the 31 performance targets that were set, 15 of these were fully achieved and 16 not. However out of those 16, 7 were only just short of the adopted target by 1 or 2 percentage points.

- Of the 198 individual improvement projects that were identified, 146 of these have been fully completed; 36 have started and are on schedule; 13 were started but are currently behind schedule; and 3 have yet to start.

1.1.5 Full details of the various targets and improvement projects are set out in the draft at Annex 1. Overall, the performance achieved over the 2014/15 financial year has been good.

1.2 The New Corporate Strategy

1.2.1 The new corporate strategy, in accordance with the recommendations arising from the Peer Challenge, will focus more on transformation issues, the Council's financial position and delivery against a smaller set of key priorities. It is also intended to adopt a smaller set of key indicators that will be reported corporately. Individual Council services may choose to retain other indicators of relevance to them and report results via the appropriate Advisory Board. A reduction in the wide ranging detail of the CPP has now enabled the Council to reduce staffing resources involved in its monitoring and production originally undertaken by the Information and Development Unit (IDU) and this has generated further annual financial savings for the Council.

1.3 Legal Implications

1.3.1 None

1.4 Financial and Value for Money Considerations

1.4.1 As set out above.

1.5 Risk Assessment

1.5.1 n/a

1.6 Equality Impact Assessment

1.6.1 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.

1.7 Recommendations

1.7.1 That the final version of the Corporate Performance Plan, as set out at Annex 1 to this report, **BE RECOMMENDED for APPROVAL** by the Cabinet.

Background papers:

contact: Mark Raymond

Nil

Julie Beilby
Chief Executive

Tonbridge & Malling Borough Council

Key Priorities



- * Priority services and finance

- * Local environment

- * Health and well-being

- * Children and young people

- * Community Safety

- * Housing

- * Regeneration and economic development

Corporate Performance Plan
2012/15

Final review - July 2015



www.tmbc.gov.uk

Tonbridge & Malling Borough Council

Key Priorities 2012/15

During the past three years we have worked with a range of partners and our local communities towards achieving the following key priorities:

- **Continued delivery of priority services and a financially viable Council.**
- **A clean, smart, well maintained and sustainable Borough.**
- **Healthy living opportunities and community well-being.**
- **Children and young people who are safe, involved and able to access positive activities.**
- **Low levels of crime, anti-social behaviour and fear of crime.**
- **A continuing supply of homes, including affordable housing to buy and rent, and prevention of homelessness.**
- **Sustainable regeneration of Tonbridge town centre and economic development in communities across the Borough.**

Our Corporate Performance Plan for 2012/15 set out how we planned to do this. First published in July 2012, with an annual review and update, this is a review of progress after the third and final year of the Plan.



Nicolas Heslop
Leader of the Council



Julie Beilby
Chief Executive

Contents

Section	Page
Introduction	2
Priority services and finance	6
Local environment	8
Health and well-being	10
Children and young people	12
Community safety	14
Housing	16
Regeneration and economic development	18
Annex 1 - 2012/15 progress	20

Introduction

Scope and context

This review focuses on our key priorities for 2012/15. These are shown on page two.

During this period we worked to redesign services and further improve efficiency across the entire council in the context of further significantly reduced funding and resources. This helped to ensure continued progress against all of our key priorities, where we most wanted to see improvement.

Following this introduction, the main part of this plan is divided into seven further sections, each focussing on one of our key priorities. Each section is colour coded for easy identification. The pages for each key priority are set out in a similar way and cover the following content:

- The key priority itself.
- An introduction justifying and setting out the context for each key priority.
- Ongoing activities and levels of service that are directly related to each key priority.
- Improvement themes that show where we particularly intended to make progress.
- Tables and charts showing the final results for key indicators.

Our Corporate Performance Plan brought together the main ongoing activities, improvements and measures to achieve our key priorities. This required a collective effort across all of the Council's services. Beyond the scope of our Corporate Plan, individual services managed a range of other priorities, improvements and indicators.

Key indicators

Key performance indicators (KPIs) and other key indicators (KIs) that support our key priorities are an integral part of this review. Key performance indicators are indicators where it was realistic for us to set targets or a lead partner published targets. Key indicators are indicators where we were unable to set realistic targets. This is because our influence was not sufficiently strong compared with the combined weight of outside influences or where we did not have the required data. Improved performance was encouraged by setting challenging but realistic targets where possible and then doing our best to achieve them.

Tables for each indicator show, where available:

- The target for 2014/15.
- The result for 2014/15.
- A numerical index and simple colour coding comparing the result and target in the "Target met?" column. The higher the index number the better. An index of 100 or more with a green background shows target achieved. An index of less than 100 with a red background shows target not achieved. In the example indicator table below, where the lower the number the better, $(28.0/18.3) \times 100 = 153$.
- Longer term performance based on simple colour coding in the "Trend" column. Green shows improving performance and red shows deteriorating performance. The trend is based on directly comparable data from the year shown up to and including 2014/15.

Indicator table - example			
Housing benefit and council tax reduction			
2014/15 target	2014/15 result	Target met?	Trend
KPI-510: Average number of days to process all new housing and council tax benefit claims.			
28.0	18.3	153	2005/06

Notes to indicator tables provide further information about the indicators where appropriate.

Reviews and updates

At the end of each financial year we reviewed progress achieved. This version covers overall progress during 2012/15.

We have reviewed progress against our improvement themes using the following colour coded symbols:

- Excellent
- Good
- Some
- None

We have done this by assessing progress against a range of underlying projects designed to achieve the intended improvements. Progress at the project level has been assessed using the same symbols, but labelled differently, as follows:

- Complete
- Started and on or ahead of schedule
- Started, but behind schedule
- Not started

Projects are listed and progress is shown for each of them in Annex 1, as at 31 March 2015.

Reviewing progress against our improvement themes is not always straightforward. In doing this we have taken account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.


Similarly, we have published updated indicator results and reviewed performance against targets. As a final review of progress against our 2012/15 Plan this document does not include any future targets.

As and where warranted, we have updated the ongoing activities and levels of service, improvement themes and indicators associated with each of the priorities.

Contact details

This review has been coordinated by the Corporate Policy Unit. Please contact Mark Raymond, Chief Corporate Policy Officer, for further information.

 By email: mark.raymond@tmbc.gov.uk

 By telephone: 01732 876267 (direct line)

It can also be viewed on our website at www.tmbc.gov.uk.

Priority services and finance

Key priority

Continued delivery of priority services and a financially viable Council.

Introduction

The national budget strategy and wider economic conditions continued to have a major impact on the Council's finances in the form of reduced:

- Grant from central Government excluding New Homes Bonus. This has been cut by around £3.3m (50%) over the five year period starting 2011/12 with further cuts expected in future.
- Income from fees and charges.
- Earnings from deposits in the context of low interest rates.

The other main source of income is council tax. Historically, the Council has charged less than the average amount for the district council part of the total council tax bill when compared with other district councils in Kent. This position changed in 2015/16 where our "Band D" charge was £187.51 compared with the average "Band D" charge of £184.86 for all district councils in Kent, including Tonbridge & Malling. The Council continues to receive the lowest Government grant per head in Kent, at £30.45, and one of the lowest in the country, compared with other district councils.

The latest projection puts the 'funding gap' between expenditure and income in the order of £1.4 million. The activities, improvements in efficiency and other economies set out on these pages are essential in helping to bridge this gap. They have also helped achieve this key priority and, in turn, made the resources available to achieve the other key priorities set out in this plan.

Government initiatives impacting on the Council's finances in-year and/or over the medium to longer term include:

- Welfare Reform and our administration of housing benefit ending over a transitional period.
- Ongoing impact of the localisation of council tax support.
- Ongoing impact of the Business Rates Retention scheme.
- Devolution of setting planning fees.

Overall, the financial difficulties and uncertainty faced by the Council are unprecedented and will remain so for the foreseeable future. These are taken into account in our ten year Medium Term Financial Strategy (MTFS) with the aims of maintaining a minimum general revenue reserve balance of £2 million and achieving a balanced budget.

Main activities and service levels

Our Medium Term Financial Strategy covers both Capital and Revenue budgets for the next ten years. It aims to provide a realistic and sustainable plan that channels financial resources to meet the Council's priorities and to meet our financial objectives. We regularly review the Strategy to monitor and respond to actual and expected changes in circumstances. Our external auditor concluded (September 2014) that the Council continues to have a strong focus on effective financial management, with a robust medium term planning framework and well established processes for budget monitoring; and there is an effective framework to address financial pressures and to deliver planned savings. We have routinely achieved efficiency savings in recent years while safeguarding services.

We collect council tax from over 51,000 domestic properties and business rates from about 3,500 commercial properties in the borough. In 2014/15 we collected in the order of £70 million in council tax and £57 million in business rates. We spend about 12% of the council tax we collect. The rest goes to other public authorities that provide services in the borough. Income from business rates is shared between central Government and public authorities, including the Council, as set out in the Business Rates Retention scheme. We are usually amongst the highest performers in Kent for collection of council tax and business rates. Timely collection means we earn more interest on these funds until we pass them on.

We buy in a wide range of goods and services that contribute to the services we provide to the public. Always looking to improve the value for money of goods and services we buy in, we are also keen that our suppliers produce them in ways that help to look after the environment.

We work successfully with a wide range of partners, adding value to our services beyond what we can achieve alone and supporting others to add value to their activities. We are working with neighbouring councils to achieve savings, greater resilience and improve performance.

We scan and bid for funds from external sources, and support our partners' bids. For example, we recently secured a grant of £150,000 to stabilise a section of the river bank at Tonbridge Castle.

Priority services and finance

Improvement themes

During 2012/15 we undertook a range of projects and initiatives to help achieve the improvements set out below. Progress is summarised using these symbols:

- Excellent
- ① Good
- Some
- None

- **Increasing usage levels at, and revenue from, our leisure facilities.**
- **Providing more services via the voluntary sector and new sources.**
- **Reducing overheads.**
- **Reducing the cost of procured services.**
- ① **Achieving more cost effective customer contacts.**
- ① **Developing/sustaining revenue income.**
- ① **Identifying new sources of external funding to support capital schemes.**
- ① **Improving efficiency and resilience of services.**
- ① **Realising capital receipts from surplus Council assets.**
- ① **Reducing management/staff costs.**

Reviewing progress against our improvement themes is not always straightforward. In doing this we have taken account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 20-26).

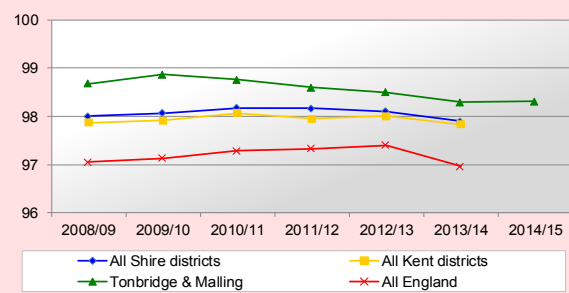
Key indicators

Balancing expenditure and income			
2014/15 target	2014/15 result	Target met?	Trend
KPI-513: Reducing the funding gap (£000s). ¹			
200	475 ²	238	N/A

1. Target savings identified and ideally implemented by/on 1 April of following financial year. Savings depend on circumstances and do not fit a trend.
2. Includes the better than estimated increase in the council tax base.

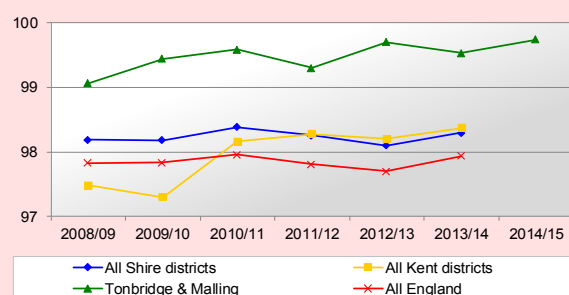
Council tax and business rates collection

KPI-502: Percentage of council tax collected/year.



2014/15: target 98.20, result **98.31**.

KPI-503: Percentage of business rates collected/year.



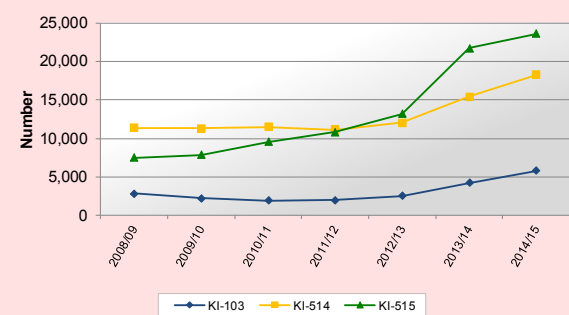
2014/15: target 99.60, result **99.74**.

Customer self service

KI-514: Number of one-off payments received via the Automated Telephone Payment (ATP) system.

KI-515: Number of one-off payments received online.

KI-103: Number of other interactions online via web forms.



Excludes Tonbridge & Malling Leisure Trust:

- web forms (KI-103);
- payments received for KI-515 from 1 October 2013 and for KI-514 from 1 November 2013.

We aim to out-perform the trend for each indicator.

Local environment

Key priority

A clean, smart, well maintained and sustainable Borough.

Introduction

Tonbridge and Malling residents have consistently identified clean streets and public areas as one of the most important factors in making somewhere a good place in which to live.

We deal with litter and keep streets and public open spaces clean by:

- Education, working with communities, businesses, schools and other agencies on a range of initiatives and campaigns, including the Cleaner Borough Campaign and Love Where You Live.
- Effective cleaning and clearing dumped rubbish, spending over £1 million each year.
- Enforcement against littering and dog fouling.

We were the first local authority in the country to be chosen by Keep Britain Tidy to take the lead in a new national anti-littering campaign entitled Love Where You Live.

We view waste as a resource and, via the Kent Resource Partnership, work with Kent County Council, as the Waste Disposal Authority, and other councils in Kent to ensure effective and efficient delivery of recycling, waste collection and waste disposal services.

Our street cleansing, recycling and waste collection services are carried out under a major contract with Veolia Environmental Services.

The quality and appearance of the built environment and management of parking are further important aspects of an attractive and thriving street scene. Our adopted Local Development Framework identifies land for residential and commercial development and sets out our policies and proposals to guide such development. It aims to strike a balance between the needs of communities, the local economy and the environment. We are preparing a new Local Plan, which should be adopted during 2017.

We work with transport operators, Kent County Council, local organisations and developers on major sustainable public transport projects.

We are already taking action locally to mitigate the causes of climate change and are determined to do more in the future, both as an organisation and via our local communities. We signed up to the Climate Local Kent Commitment in December 2012.

Main activities and service levels

We provide a range of regular services that are vital to achieving this priority. These include:

- Recycling, composting or producing energy from over 90% of the waste we collect. 80% of our waste is processed in the borough.
- Removing litter, dogs' mess and rubbish from roads and public open spaces. We carry out more than 1,500 site inspections every year to ensure over 400 miles of roads are clean.
- Emptying over 9,000 wheeled-bins of green or residual waste every normal working day. We also collect paper and cans via a kerbside green box scheme and have over 50 recycling centres for recycling plastic bottles, glass and other materials.
- Investigating 143 and removing 14 abandoned vehicles in 2014/15. Vehicles that are removed and not reclaimed are recycled.
- Receiving and making decisions on over 3,500 planning, listed building, tree preservation order and other related applications and enquiries concerning development in 2014/15. Decisions are taken in the context of our Local Development Framework, our emerging Local Plan and the National Planning Policy Framework.
- Processing over 750 building applications during 2014/15. These involved around 5,000 site inspections to ensure buildings are safe, sustainable and accessible, in compliance with current regulations and standards.
- Providing, managing and maintaining 36 off-street car parks.
- Installing, maintaining and enforcing on-street waiting restrictions via an agreement with Kent County Council.
- Providing and maintaining a range of outdoor leisure facilities including: sports grounds in Tonbridge, Leybourne Lakes Country Park, Haysden Country Park, Tonbridge Skate Park, children's play areas and public open spaces. Leybourne Lakes and Haysden each hold the Green Flag Award, which recognises the best green spaces in the country.
- Monitoring air, water and land for pollution (page 10).

Improvement themes

During 2012/15 we undertook a range of projects and initiatives to help achieve the improvements set out below. Progress is summarised using these symbols:

- Excellent
- ① Good
- ⦿ Some
- None

- **Improving public open spaces and enabling everyone to enjoy them in safety.**
- **Improving the appearance of high profile waterways.**
- **Improving the condition and appearance of Council car parks and adjacent landscaped areas.**
- **Reducing energy consumption across the Council's own estate.**
- ① **Better management of parking.**
- ① **Further working with our communities.**
- ① **Improving the appearance and quality of the Council's leisure facilities, other property and land holdings.**
- ① **More effective law enforcement.**
- ① **Recycling more of the Council's own waste.**
- ① **Reducing littering in the borough.**
- ⦿ **Recycling more household waste.**
(Pending new contract from 2019.)

Reviewing progress against our improvement themes is not always straightforward. In doing this we take account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 27-31).

Key indicators

Clean streets and open spaces			
2014/15 target	2014/15 result	Target met?	Trend
KPI-309: Percentage of reported high priority fly-tips collected within 24 hours.			
100	100	100	2005/06
KPI-322: Cleanliness of roads and pavements. ¹			
7.1	7.1	100	2010/11
KPI-831: Percentage of users satisfied with the cleanliness of our principal public open spaces. ²			
85	66	78	2011/12
Latest residents' satisfaction survey			
2013/14 target	2013/14 result	Target met?	Trend
KPI-324: Residents' satisfaction with cleanliness of roads, pavements, parks and public open spaces. ³			
3.50	3.42	98	N/A

1. Average score on a scale from 1 (heavy littering) to 10 (litter free). For example, a score of 6.7 means mainly litter free.
2. Measured at a different site each year but the target is constant. 2014/15 result is for Tonbridge Farm Sportsground.
3. Average score on a scale from 1 (very dissatisfied) to 5 (very satisfied).

Waste and recycling			
2014/15 target	2014/15 result	Target met?	Trend
KPI-320: Percentage of household waste sent for reuse, recycling and composting. ¹			
42.00	41.73	99	2005/06
Latest residents' satisfaction survey			
2013/14 target	2013/14 result	Target met?	Trend
KPI-323: Residents' satisfaction with waste and recycling collection service from households. ²			
3.50	3.57	102	N/A

1. We will continue to promote recycling to maximise uptake of collection services
2. Average score on a scale from 1 (very dissatisfied) to 5 (very satisfied).

Environmental pollution			
2014/15 target	2014/15 result	Target met?	Trend
KPI-313: Percentage of complaints about environmental pollution and other requests for service responded to within 5 working days.			
100	98	98	2005/06

Health and well-being

Key priority

Healthy living opportunities and community well-being.

Introduction

In general, Tonbridge and Malling residents enjoy better health than the average for the country. However, there are general health concerns regarding smoking, obesity, alcohol consumption and an ageing population. For example, based on NHS and other research:

- About two-thirds of adults are overweight or obese.
- About one in six adult residents smoke.
- About one in six local children in Year 6 (age 11) is obese.
- Less than one third of adults eat healthily.
- Almost a quarter of adults drink more than the recommended amounts of alcohol for men and women.
- Alcohol related hospital admissions for women and under-18s are increasing.
- Predicted increases in the proportion of people age 65+ and 85+ are amongst the highest in Kent.

In the light of this research, recognising that people have lifestyle choices, we particularly want to provide opportunities for them to:

- Increase physical activity/exercise;
- Reduce obesity;
- Quit smoking;
- Drink sensibly when they choose to drink alcohol;
- and, for older people, improve general well-being.

Most of our work to these ends is carried out in partnership with a range of health and voluntary organisations that cover Tonbridge and Malling.

Life expectancy varies significantly between the richest and poorest wards. In this context, East Malling, Snodland and Trench ward in Tonbridge continue to be areas of high priority. Local Partnerships for these areas tackle health inequalities and other well-being issues. They also support community development activities.

More generally, in 2011 we set up a £500,000 Community Enhancement Fund using money from the Government's New Homes Bonus Scheme. During 2011/15 more than 200 community groups and parish councils have benefitted from grants totalling over £470,000 in support of local community projects.

Main activities and service levels

We are commissioned by Kent County Council to deliver a wide range of health improvement projects within our local communities, including:

- Healthy weight management programmes for adults and families.
- A health improvement programme for local employers.
- Healthy living community events/campaigns.
- Support for victims of domestic abuse.
- A project to tackle under-age drinkers gathering in public places.
- Support for people who misuse substances.
- A range of projects to address mental health and well-being issues.

We work to protect the public from pollution by monitoring air, water and land at about 50 locations, regulating local polluting processes and responding to around 1,500 complaints a year about pollution, stray dogs and noise.

There are about 1,700 commercial premises in our borough. Some 900 prepare or sell food, over half of which are classed as high risk. We inspect high risk premises, give direct advice and provide training in partnership with K College to prevent food poisoning, accidents and work related ill health. We assess food businesses under the national Food Hygiene Rating scheme, publishing their hygiene scores at www.food.gov.uk.

We provide a range of indoor and outdoor sports and leisure activities with a strong track record of independently accredited awards. To give a sense of scale, there were over 329,000 'casual swims' at our leisure centres in 2014/15.

Our planning services ensure new developments provide for open spaces, children's play areas and other community facilities. Developments are also planned with community safety and healthy living in mind in terms of sustainable design, layout and transport.

Good housing is essential to good health and well-being. Via enforcement action, housing assistance and other interventions we improve property conditions, making homes safer, warmer and healthier. Our building control services also ensure that new buildings and changes to existing ones are safe, accessible and energy efficient.

Since November 2013 we treat pests that are a risk to public health and where the client receives Council Tax Benefit. We refer other pest control requests to our contractor.

Improvement themes

During 2012/15 we undertook a range of projects and initiatives to help achieve the improvements set out below. Progress is summarised using these symbols:

- Excellent
- Good
- Some
- None

- **Encouraging physical activity and exercise, and reducing obesity.**
- **Improving mental health.**
- **Promoting health awareness in workplaces and communities.**
- **Reducing risks to health and safety at work.**
- **Encouraging healthy eating.**
- **Reducing health inequalities.**
- **Reducing substance misuse.**
- **Reducing environmental pollution.**

Reviewing progress against our improvement themes is not always straightforward. In doing this we take account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 32-35).

Key indicators

Sport and leisure			
2014/15 target	2014/15 result	Target met?	Trend
KPI-833: Percentage of Lifestyles (gym) customers at high risk of leaving who are encouraged to stay and do stay.			
70.0	68.6	98	2012/13
KPI-834: Number of leisure pass holders. ¹			
900	894	99	2012/13
Latest residents' satisfaction survey			
2013/14 target	2013/14 result	Target met?	Trend
KPI-829: Residents' satisfaction with sports and leisure facilities. ²			
3.50	3.64	104	N/A
KPI-830: Residents' satisfaction with parks and open spaces. ²			
3.50	4.09	117	N/A

1. The leisure pass scheme entitles borough residents who receive certain state benefits to discounts at Council owned leisure facilities and activities.
2. Average score on a scale from 1 (very dissatisfied) to 5 (very satisfied).

Obesity, alcohol and smoking			
2014/15 target	2014/15 result	Target met?	Trend
KPI-326: Number of overweight adult referrals onto the weight management programme. ¹			
250	213	85	2011/12
KPI-327: Number of adults who receive information and brief advice about their alcohol intake.			
300	332	111	2012/13
KPI-328: Number of referrals to NHS "Stop Smoking" service.			
50	37	74	2012/13

1. The 2014/15 target of 250 reflects available funding.

Healthy eating and food hygiene			
2014/15 target	2014/15 result	Target met?	Trend
KPI-329: Number of food businesses signed up to Healthy Eating Award.			
30	24	80	2012/13
KPI-330: Percentage of food establishments broadly compliant with food hygiene law. ¹			
90.0	92.0	102	2012/13

1. Based on national Food Hygiene Rating scheme.

Children and young people

Key priority

Children and young people who are safe, involved and able to access positive activities.

Introduction

The Council provides a wide range of indoor and outdoor leisure facilities that are directly aimed at children and young people.

Other activities and services for children and young people are delivered via programmes that we run directly or via partnerships with:

- The County Council's Kent Integrated Family Support Service for 0-11 year olds and the Kent Integrated Adolescent Support Service for 11-19 year olds, which became Early Help and Preventative Services 0-25 on 1 April 2015.
- Voluntary and community sector groups.

We have a statutory duty to safeguard children who use our facilities and services. Our approach is guided by our Child Protection Policy and we work closely with the Kent Safeguarding Children's Board (www.kscb.org.uk) to ensure we have effective safeguarding procedures in place, including a bi-annual Self Assessment.

We are a member of the Children's Operational Group which reports to both the Kent Children and Young People's Joint Commissioning Board and the West Kent Health and Well Being Board:

- The Children's Operational Group ensures effective child and family centred local engagement by partners, working in a coordinated way with the aim of improving the wellbeing of all children.
- The Kent Children's Health and Wellbeing Board is the lead body for the prioritisation and coordination of services commissioned for children and young people in the county.
- The West Kent Health and Well Being Board is a forum where key leaders from the health and care system work together to improve the health and well-being of their local population, reduce health inequalities and promote integration of services.

We are also committed to working towards addressing the health inequalities gap, ensuring that our programmes for young people provide opportunities for those in greatest need.

Our commitment to children and young people who live, work, study and play in Tonbridge and Malling is under-pinned by public support. Residents have consistently identified facilities and activities for teenagers as a priority to make the area a better place in which to live.

Main activities and service levels

We ensure all Council staff who work directly with children are vetted through the Disclosure and Barring Service.

Our holiday activity schemes for children and young people include:

- Activate - offering an exciting range of adventurous and artistic activities for age 8-16s during the Easter and summer holidays.
- Summer holiday Playscheme - for age 4-11s at 13 venues. Children can thrive, learn and develop skills while having fun and making friends.
- Y2 Crew - providing educational and diversionary activities in the summer holiday for age 11-18s in the borough's most deprived areas or where anti-social behaviour is a concern. We work with the Kent Early Help and Preventative Service on this programme.

All the schemes offer substantial discounts for young people from lower income families, ensuring fair access for all.

With parish councils, we provide a range of opportunities for informal recreation for children and young people. These include skate parks, youth shelters, ball courts, multi-use games areas and outdoor gyms throughout the borough.

The Tonbridge and Malling Youth Forum meets five times a year and is open to all young people age 11-18 in our borough. It aims to raise issues that affect the lives of young people, to work with other organisations to address these issues and to get their voices heard. The Youth Forum is integral to the development of our youth policies.

We have a continuous programme of consultation and market research. This includes surveys of users of our holiday activity schemes and targeted questionnaires designed by the Youth Forum to engage and obtain the opinions of other young people using services in the borough.

We provide opportunities to raise awareness of the many positive things young people do through award schemes such as the Young Achievers Award. This acknowledges achievements and promotes a positive image of young people in the borough. We also work with the Kent Early Help and Preventative Service to offer the Try Angle Awards. These recognise the efforts of young people age 11-18 in our community who really do TRY, often with little recognition, to do their best.

Children and young people

Improvement themes

During 2012/15 we undertook a range of projects and initiatives to help achieve the improvements set out below. Progress is summarised using these symbols:

- Excellent
- ① Good
- ② Some
- None

- **Further improving local play and leisure facilities.**
- **Involving schools and young people in celebrations for the Olympic Games and Queen's Diamond Jubilee.**
- ① **Developing opportunities for young people across the borough in partnership with Kent County Council.**
- ① **Encouraging more young people to attend dry side coaching courses at our leisure centres.**
- ① **Giving young people more opportunities to influence decisions.**
- ① **Improving access to holiday activity programmes to meet identified needs.**
- ① **Improving housing for young people.**
- ① **Introducing new educational programmes and facilities.**

Reviewing progress against our improvement themes is not always straightforward. In doing this we take account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 36-37).

Key indicators

Keeping children safe			
2014/15 target	2014/15 result	Target met?	Trend
KPI-840: Average number of customers enrolled in Swim School. ¹			
1,900	1,920	101	2012/13
KI-837: Percentage of parents satisfied with Activate in terms of safety. ²			
Not set	89	N/A	2010/11
KI-838: Percentage of parents feeling their children were safe while attending the summer Playscheme. ²			
Not set	94	N/A	2009/10

- 2014/15 result is average across all four quarters from Tonbridge and Malling Leisure Trust.
- We focus on complying fully with underlying safety standards rather than setting and meeting targets based on customer feedback.

Access to positive activities			
2014/15 target	2014/15 result	Target met?	Trend
KPI-835: Average number of Excel members age 11-18. ¹			
325	621	191	2012/13
KPI-836: Average number of Kick Start members age 0-10. ¹			
425	319	75	2012/13
KPI-819: Percentage of parents/participants satisfied with activity programmes:			
a) Activate.			
92	99	108	2005/06
b) Summer Playscheme.			
92	91	99	2005/06
c) Y2 Crew. ²			
92	N/A	N/A	N/A

- 2014/15 result is average across all four quarters from Tonbridge and Malling Leisure Trust.
- We received too few completed questionnaires in 2014/15 to calculate a result.

Community safety

Key priority

Low levels of crime, anti-social behaviour and fear of crime.

Introduction

Based on data provided by the police, Tonbridge and Malling had the lowest number of crimes per head of population in Kent for the period April 2014 to March 2015. There were 41.6 recorded crimes per 1,000 population within the borough over this period, well below the average number of crimes throughout Kent of 59.4 crimes per 1,000 population.

Our main involvement in helping to ensure the safety and security of Tonbridge and Malling's residents, businesses and visitors is via The Tonbridge and Malling Community Safety Partnership and a Community Safety Unit:

- The Community Safety Partnership (CSP) includes: Kent Police, Kent County Council, West Kent Clinical Commissioning Group, Kent Probation, Kent Fire & Rescue Service and ourselves as statutory partners. Along with other, non-statutory, partners we work together to tackle crime and disorder in our borough.
- Our Community Safety staff and a police unit have been co-located in a Community Safety Unit (CSU) at our Kings Hill offices since summer 2010 to enable significantly closer working. The CSU became fully operational during 2011 and is able to coordinate and provide a quicker, multi-agency response to residents and businesses that report anti-social behaviour or any community safety issues.

Each year we undertake a Strategic Assessment to provide a sound basis for updating the CSP's priorities and planned activities in an Action Plan for the forthcoming financial year. The Strategic Assessment identifies and reviews patterns and trends relating to crime and anti-social behaviour in our borough. Community consultation is also used to consider areas of concern to the public. Our residents have consistently identified addressing anti-social behaviour/disorder as a priority to make the area a better place in which to live. The top three CSP priorities for 2012/15 were:

- Anti-social behaviour, including environmental crime.
- Domestic abuse.
- Substance misuse.

Main activities and service levels

Within the Community Safety Partnership and the Community Safety Unit the Council's role is to:

- Undertake annual Strategic Assessments to inform priorities and planned activities for the next financial year.
- Lead the preparation of annual Action Plans and coordinate delivery.
- Coordinate actions to tackle anti-social behaviour (ASB) and its causes.
- Take direct action to address ASB incidents.
- Coordinate the commissioning of services to:
 - Support victims of domestic abuse and address the behaviour of perpetrators.
 - Address substance misuse with an emphasis on preventing under-age drinking and drug abuse.
- Host the Coordinator who runs the Tonbridge and Malling Safer Towns Partnership. This involves all sectors of the business community working together with the authorities to reduce crime and disorder against businesses.
- Provide residents with an accurate picture of the relatively low crime levels in the borough by sustained publicity.
- Promote the work and successes of the CSP.
- Provide administrative support, including preparation and monitoring of annual expenditure plans.

The CSP aims to ensure that people feel safe in the borough, regardless of their age, disability, race or any of the other "protected characteristics" set out in the Equality Act 2010. A 2011 Equality Impact Assessment was carried out to ensure the CSP considers equality issues in all its work. Operationally, the CSP funds telephone reporting lines for anyone wanting to report sexual or hate crimes, and partners share information and work together to resolve issues.

Closed circuit television (CCTV) is an effective method of both deterring and detecting crime and disorder. We have CCTV in Council car parks and local town centres. Cameras are monitored in a jointly managed control room with Tunbridge Wells Borough Council. We also operate four of our own mobile CCTV cameras which are deployed by the CSU. They complement mobile systems used by the police.

Improvement themes

During 2012/15 we and our partners undertook a range of projects and initiatives to achieve the priorities of the Community Safety Partnership. Progress is summarised using these symbols:

- Excellent
- ① Good
- ② Some
- None

➤ Reducing anti-social behaviour (ASB):

- ① Reducing the number of incidents of ASB.
- ① Reducing the number of persistent/repeat ASB offenders.

➤ Reducing domestic abuse:

- ① Ensuring victims of domestic abuse who need help know how and where to access support.
- ① Increasing the number of domestic abuse referrals to support services, including MARAC (the monthly Multi-Agency Risk Assessment Conference).
- ② Reducing the number of domestic abuse incidents.
- ② Reducing the number of repeat victims of domestic abuse.

➤ Reducing substance misuse:

- ① Reducing the number of possible drug offences.
- ② Reducing residents' concern about drunk or rowdy people in their area.

Reviewing progress against our improvement themes is not always straightforward. In doing this we take account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 38-42).

Key indicators

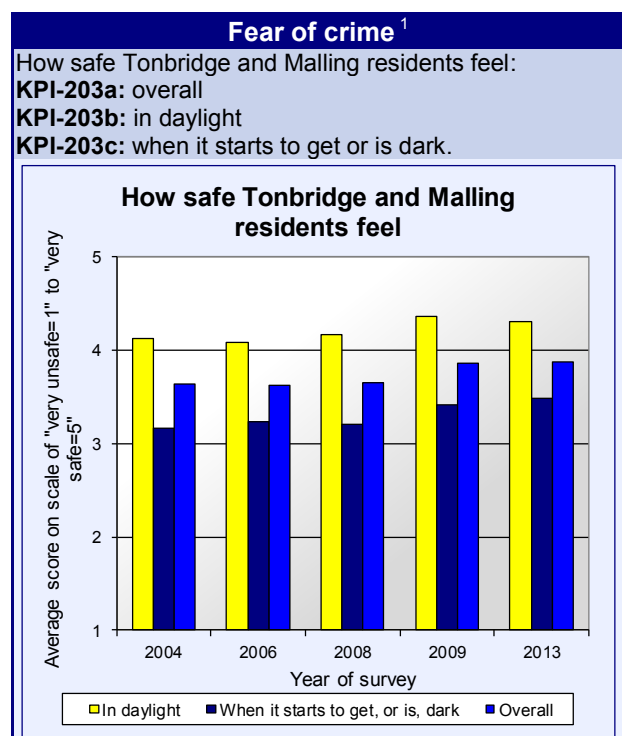
Overall crime			
2014/15 target	2014/15 result	Target met?	Trend
KPI-219: Total number of crimes recorded by the police.			
4,895	5,041	97	2005/06

Anti-social behaviour			
2014/15 target	2014/15 result	Target met?	Trend
KPI-220: Number of incidents of anti-social behaviour recorded by the police.			
2,369	2,596	91	2011/12

Domestic abuse			
2014/15 target	2014/15 result	Target met?	Trend
KPI-221: Number of repeat victims of domestic abuse within past year. ¹			
325	382	85	2008/09

1. Low and medium risk victims receive bespoke support as these make up a significant proportion of repeat victims.

Drug abuse			
2014/15 target	2014/15 result	Target met?	Trend
KPI-222: Number of drug offences recorded by the police.			
414	227	182	2005/06



1. This was monitored via surveys of residents across the borough.

Key priority

A continuing supply of homes, including affordable housing to buy and rent, and prevention of homelessness.

Introduction

A new Strategic Housing Market Assessment completed in March 2014 objectively assesses the need for new housing in our borough at 650 homes per year from 2011 up to 2031. Our 2013 Annual Monitoring Report identifies a 5 year housing land supply to meet this level of need and we estimate approaching 750 new dwellings, net of demolitions, were completed in 2014/15. Work has also started on a new Local Plan that will guide future development in the borough to 2031.

Despite a steady growth in housing supply, buying or renting at market prices is unaffordable for many households. However, the Council believes that every household in the borough should have a good quality, affordable home. Affordable housing is defined nationally as social rented, affordable rented (up to 80% of market rent) and intermediate (e.g. shared ownership) housing that is provided to eligible households whose needs are not met by the market.

Locally, the main reasons for homelessness are:

- Parents, relatives or friends no longer willing or able to provide accommodation.
- Termination of assured short-hold tenancies.
- Breakdown in relationships.

Our approach majors on preventing homelessness through more timely intervention, well informed advice on debt counselling, mediation and identifying alternative housing options. This reduces the human as well as financial cost of homelessness.

Partnership working is vital to providing affordable housing and preventing homelessness. Our main partner is Circle Housing Russet, provider of most of the social housing within our borough.

We administer housing benefit and a local council tax reduction scheme to help people on low incomes pay their rent and council tax, thereby making their housing more affordable. Universal Credit is a new benefit that is replacing six of the main means-tested benefits and tax credits, including housing benefit. It is to be administered by The Department for Work and Pensions. We are expected to have a supporting role and this is due to go live for new claims only from October 2015.

Main activities and service levels

We regularly carry out and provide a range of functions and services that are vital to achieving this priority. These include:

- Working with a range of partners to identify development land and funding opportunities.
- Determining residential planning applications from house builders and householders and their agents.
- Negotiating affordable housing on new qualifying sites, of 15 or more dwellings or above 0.5 hectares, coming through the planning system.
- Working with Registered Provider Partners to ensure that the additional income from new “affordable rents” is reinvested in new affordable housing within the borough.
- Undertaking, with partners, a rolling programme to identify the need for affordable housing in rural communities.
- Working with owners to bring empty homes back into use.
- Maintaining and operating the Housing Allocations Scheme by which applicants in greatest housing need are prioritised for affordable housing.
- Providing housing advice and processing homelessness applications. In 2014/15 we advised a total in excess of 800 households, prevented 123 households from becoming homeless and processed 139 homeless applications.
- During 2014/15 we paid £36 million in housing benefit and in help with payment of council tax to 9,248 claimants.
- Providing assistance through the discretionary housing payments fund to tenants receiving housing benefit. The size of the fund was increased significantly for the 2014/15 year to account for the effect of changes in connection with the Government’s welfare reform agenda; for example, the introduction of the ‘benefit cap’ and the social sector size criteria (‘bedroom tax’).

Improvement themes

During 2012/15 we undertook a range of projects and initiatives to help achieve the improvements set out below. Progress is summarised using these symbols:

- Excellent
- ① Good
- Some
- None

- **Making better use of existing affordable housing.**
- ① **Allocating land for new employment and housing development.**
- ① **Improving housing for young people.**
- ① **Improving the energy efficiency of homes in the borough.**
- ① **Making it easier for people to apply for benefits.**
- ① **Meeting the accommodation needs of vulnerable people.**
- ① **Providing affordable housing for low income households.**
- ① **Reducing the shortfall in Gypsy and Traveller pitches.**
- ① **Securing good sources of good quality affordable private rented accommodation.**
- ① **Tackling homelessness.**

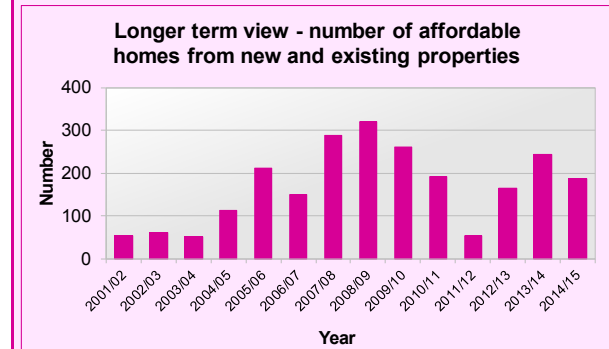
Reviewing progress against our improvement themes is not always straightforward. In doing this we take account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 43-47).

Key indicators

Housing			
2014/15 target	2014/15 result	Target met?	Trend
KI-516: Number of new homes (including affordable housing).			
Not set	541	N/A	2011/12

Affordable housing and homelessness			
2014/15 target	2014/15 result	Target met?	Trend
KPI-410: Number of new affordable housing completions to buy or rent.			
131	105	80	2005/06
KPI-402: Number of households becoming sole or part owners of existing properties through low cost home ownership initiatives. ¹			
10	81	810	2005/06



KPI-409: Number of households living in temporary accommodation.			
15	26	58	2007/08

1. Outturn above target is due to improvement in housing market and appetite for shared ownership, along with broader range of suitable and accessible mortgage products.

Housing benefit and council tax reduction			
2014/15 target	2014/15 result	Target met?	Trend
KPI-510: Average number of days to process all new housing and council tax benefit claims. ¹			
28.0	18.3	153	2005/06
KPI-511: Average number of days to process changes in claimants' circumstances. ¹			
7.0	5.9	119	2005/06

1. Welfare reform changes have increased the complexity and overall workload for new claims and changes in claimants' circumstances. However, introduction of new processes in July 2014 have reduced the overall processing time.

Regeneration and economic development

Key priority

Sustainable regeneration of Tonbridge town centre and economic development in communities across the Borough.

Introduction

The local economy is generally robust and compares favourably against most other areas in Kent. Gross Value Added (GVA) is the Office for National Statistics' preferred measure of an area's overall economic wellbeing. It measures the value of goods and services produced. Tonbridge and Malling's estimated GVA is one of the highest in the county. However, we recognise the need and have plans for further improvement:

- Our Local Development Framework (LDF) provides guidance on the kinds of development that are permitted or preferred in different parts of the borough. It includes sites and policies for major economic development.
- Detailed discussions with local groups such as the Chamber of Commerce have confirmed the demand and potential for regeneration and development, transport improvement and environmental enhancement in Tonbridge. Our Tonbridge Central Area Action Plan, part of the LDF, provides for these improvements.
- Through our new Local Plan we will reflect a culture of sustainable growth in support of employment and other new development at appropriate places across the borough.

The National Planning Policy Framework was published on 27 March 2012, followed by the National Planning Guidance on 6 March 2014. These are key parts of the Government's reforms to make the planning system less complex and more accessible, and to promote sustainable growth. They will inform the new Local Plan.

We are an active member of the West Kent Partnership (WKP) together with Sevenoaks District Council and Tunbridge Wells Borough Council. Collectively, we use our influence to promote the economic and transport needs of the west Kent area and ensure that specific issues and problems are recognised and addressed by regional and national bodies. The WKP prepared a five year (2010/15) West Kent Investment Strategy for the area. This identified key opportunities and problems affecting the local economy and determines where action is required to address skills, business development, regeneration, infrastructure and tourism issues.

In 2014 the WKP produced a West Kent Priorities for Growth document setting out key future requirements for transport infrastructure and business support. This has influenced priorities for the wider Kent and Medway area and aims to attract future funding from the South East Local Enterprise Partnership.

Main activities and service levels

We undertake a range of planning and development activities that are vital to achieving this priority. These include:

- Working with a range of partners to identify development land and funding opportunities.
- Determining around 100 planning applications concerning businesses every year. Most of these are approved or conditionally approved.
- Negotiating development contributions arising from sites coming through the planning system.

We provide a strong role in support of our communities by advocating improvements in strategic and local transport investment, through initiatives such as our Rail Manifesto, lobbying for the A21 improvements and working with Kent County Council to improve local highways.

Tourism is worth over £158 million a year to the local economy and supports over 3,000 local jobs. Working with Visit Kent, our tourist information service in Tonbridge deals with around 50,000 enquiries and visits every year.

We provide and manage parking, striking a balance to meet the needs of residents, visitors and businesses.

In 2013, with support funding from Kent County Council, we jointly commissioned a new West Kent Business Support programme involving one to one support and workshops. These focus on addressing the needs of start-up businesses, small businesses looking to expand, home-based businesses and the land-based and rural sectors. All commissioned services are free to the end user.

Regeneration and economic development

Improvement themes

During 2012/15 we undertook a range of projects and initiatives to help achieve the improvements set out below. Progress is summarised using these symbols:

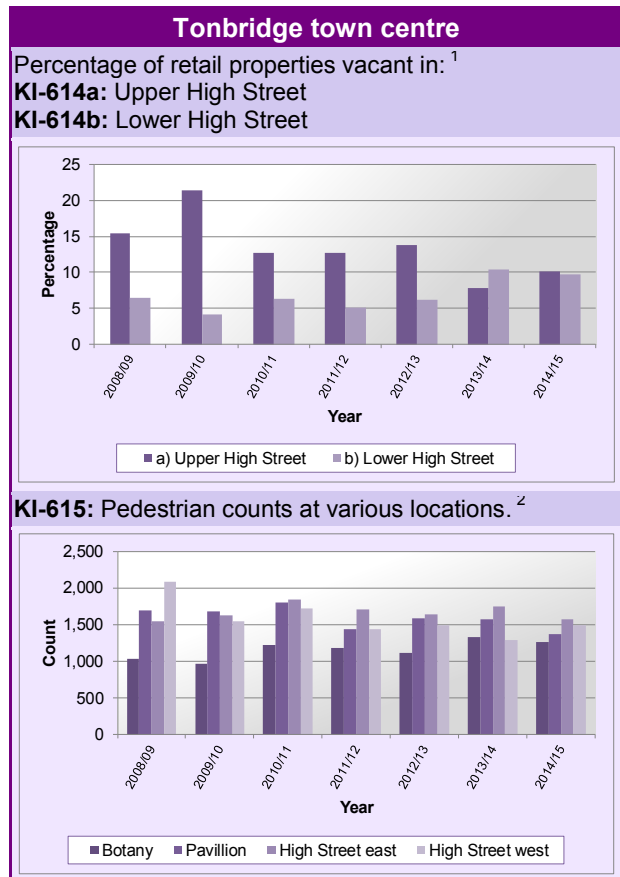
- Excellent
- Good
- Some
- None

- **Allocating land for new employment and housing development.**
- **Encouraging new investment and development in Tonbridge town centre.**
- **Improving local road and rail infrastructure.**
- **Improving the street scene.**
- **Supporting smaller and local businesses in the borough.**
- **Improving the fabric of Tonbridge town centre.**
- **Improving the vitality of local commercial centres.**

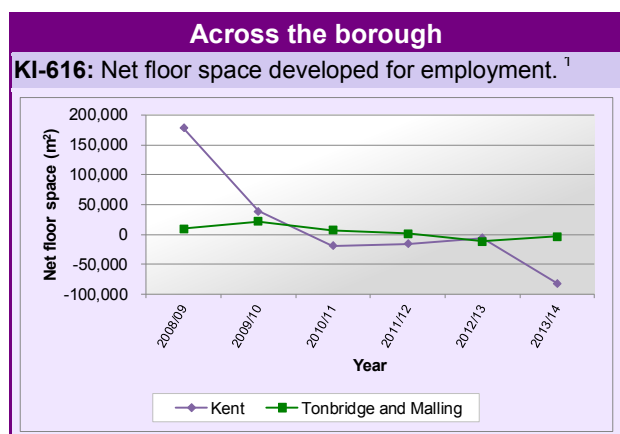
Reviewing progress against our improvement themes is not always straightforward. In doing this we take account of the nature, importance, and impact of the underlying projects, as well as their impact where this is known or can be estimated. Sometimes strong progress at the project level can mean limited progress at the theme level where circumstances are adverse.

Detailed progress against the underlying projects is shown in Annex 1 (pages 48-51).

Key indicators



1. KI-614 takes account of the frontage of each property in calculating the overall percentage vacant.
2. Counts are undertaken at the same time each year for a total of 2.25 hours at each location. The main purpose of these counts is to provide comparative annual data rather than absolute numbers.



1. KI-616 measures net floor space developed for financial and professional services (e.g. banks, estate agents etc.), offices, industry and storage/distribution.


Annex 1 - 2012/15 progress

Key priority
















Continued delivery of priority services and a financially viable Council.

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Improving efficiency and resilience of services		
Expand the range of shared services where there is a proven business case. Services to be tested in 2012/15 are:		
- Forward planning.	Liaison with adjoining authorities identified joint commissioning and working rather than shared services. Examples include: <ul style="list-style-type: none"> - Commissioning with Maidstone and Ashford Borough Councils, a new Strategic Housing Market Assessment (SHMA). This work has continued in response to the release of new Government data and the need to keep the SHMA up to date. - Working with Medway Council to oversee preparation of a new Master Plan for Rochester Airport, partly in our borough. - Commissioning with Gravesham, Medway and Ashford Councils a new Gypsy & Traveller Accommodation Assessment by Salford University. 	●
- IT:		
<ul style="list-style-type: none"> ▪ Implement at TMBC further website developments/facilities shared across all four west Kent partnership LAs. 	Website access via smartphones and other hand-held devices enabled. Benefits from joint developments have included sharing external costs and staff experience/expertise.	●
<ul style="list-style-type: none"> ▪ Implement shared E-forms system across all four west Kent partnership LAs. 	This enables all four authorities to share common forms, e.g. abandoned vehicles, while still allowing each authority to develop individual forms on the shared platform.	●
<ul style="list-style-type: none"> ▪ Progress via Kent Connects joint infrastructure projects across Kent. 	Kent Connects infrastructure has enabled deployment of the same website content management system (CMS) and sharing of staff across a number of authorities.	●
Review options for providing staff with improved remote access to the Council's IT systems:		
- Via aggregated remote access, whereby a number of authorities share the same system, or by	Deferred beyond March 2015.	○
- Adopting the Government's standard for remote access by staff, using the Employee Authentication System.	Deferred beyond March 2015.	○















Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Develop and roll-out a corporate document management system (DMS):		
- Review and validate workflows in revenues and benefits using IDOX's standard DMS.	The workflows are being developed afresh following adoption of the standard IDOX system. Progress on this and the following DMS projects have been hampered by staffing changes at IDOX. Following the review the current software system has proved not to be the best solution for this department. Alternate solutions will now be explored.	
- Develop a process template for rolling out the DMS corporately.	Document management covering both storage and workflow has been implemented in specific services. The emphasis has now changed to development and roll-out of a corporate system. The next stage is to develop a corporate process template informed by the application of document storage within planning services. Cancelled pending alternate DMS solutions being identified.	 (cancelled)
- Expand the corporate DMS to environmental health, housing and waste services.	This will include revisiting the existing IDOX system within private sector housing. This dialogue will now run concurrently with identifying alternate DMS solutions.	
Replace our existing/legacy telephone system with a modern unified communications system based upon Voice Over Internet Protocol (VOIP).	VOIP is an alternative way of making phone calls, with the advantage of making the calls cheaper or completely free. The 'phone' part is not always present, as it is possible to communicate without a telephone set. The pilot system is currently in place. Build-out of the live system is underway as is procurement of a new customer contact system.	
Implement collection of housing benefit overpayments by direct debit.	We currently have in excess of 50 customers using the direct debit method of payment and numbers are increasing. This option continues to be promoted whenever practical to do so.	
Redirect internal audit resources into projects aimed at delivering efficiency and other savings.	No time was allocated to such projects in 2011/12. Over 100 audit days were allocated in 2012/13 and, despite an overall reduction in resources, a further 45 days were allocated in 2013/14.	
Implement online technology to streamline the administration of the Safety Advisory Group (SAG).	We have developed and have tested an online database that holds all relevant information for large scale public events. This is accessible to all agencies and organisers via a secure login. The next stage is testing by our partner agencies when the next large scale event occurs. It has already started to replace a substantial amount of traditional administration.	
Develop and implement electronic storage of personnel and payroll documents.	All personnel documents have been stored electronically since November 2012. Earlier paper documents have been archived. During 2015/16 the focus will be on payroll.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
Achieving more cost effective customer contacts		
Implement customer self-service online to cover:		
- License administration.	Licensing is in a transition process of becoming paper free. All of our licenses can now be applied for online. During 2013/14 we enabled online payments and granting the majority of licenses in pdf format, and semi-automated renewal reminders, all of which has substantially reduced costs of administration and postage. Implementation of paperless licensing is ongoing via a phased approach.	
- Ordering/repair of refuse and recycling bins/ boxes and missed bin collections.	Web forms that directly interact with the CRM are in place for all key customer interaction forms.	
- Self-service reporting of potential statutory nuisances, for example: noise, bonfires.	These are included in the creation of e-forms for the new CRM due summer 2015.	
Develop and implement new Facebook/Twitter applications to engage with more young people.	Facebook page developed for TM Youth forum and corporate Twitter account opened. A social media policy was approved by Council in February 2015, and the Twitter account is now used by designated officers across the Council.	
Evaluate the feasibility of E-billing and enable residents to view their council tax account online.	Feasibility of E-billing proven. Residents can now check their council tax balances online.	
Implement E-billing via My Account.	This will enable paperless council tax billing via our website. This is currently on hold pending consideration of other systems on offer by the software supplier.	
Develop our current website payment pages to enable payment of council tax via smartphones and other hand-held devices.	Payment enabled although formatting needs development to automatically fit smaller screens without manual scrolling or zooming.	
Investigate feasibility of online forms for developers and property owners to request street and property naming and numbering.	Feasibility proved.	
Implement online forms for developers and property owners to request street and property naming and numbering.	This covers applications, changes and payments. Now complete.	
Simplify application forms to register to vote and to request a postal or proxy vote.		
Investigate alternative solutions for delivery of information and documents to residents and businesses.	Discontinued as a separate project because the work involved is covered by other projects such as the development of My Account (including E-billing), preparation of an online business directory etc.	 (cancelled)

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Implement an online residents' panel for quantitative research of a representative cross section of residents.	Initial recruitment to the Panel was completed during the summer of 2013 and two surveys carried out on: <ul style="list-style-type: none"> - Improving our online services. - Satisfaction with front-line services and community safety. However, we have since reviewed the viability of the Panel and concluded that there are more cost effective alternatives.	 (cancelled)
Further develop self-service based on "My Property" searches via our website - enabling residents to review availability and details of local services by entering the address of their property.	This is currently available via our main website under "My Location". It has been included under My Account/My property and the range of services will continue to be widened.	
Implement residents' access to information about the Saturday refuse collection via My Account.	The website now contains information on Saturday refuse collections and the next stage is to integrate this data into My Account.	
Reducing overheads		
Complete the transition from paper to electronic working for the main processes of land charges:		
- Send search results electronically.	All search results now sent via email or through NLIS, the National Land Information Service.	
- Convert replies to searches from the Highway Authority (KCC) to pdfs for storage and audit purposes.	All replies now stored electronically.	
- Computerise Land Charges register and information to complete CON29 forms for local authorities that together provide all information required for standard searches.	Priority given to operational matters in line with significant increase in housing market activity.	
Standardise/rationalise procurement processes where feasible, in partnership with other north and west Kent authorities, for a range of goods, works and services.	In the main, Dartford Borough Council now manages and administers the tender process for contracts above £75,000. Leased cars now sourced via Kent Lease.	
Review management options for the delivery of the Council's leisure facilities.	Review of management options completed. A new Leisure Trust was established to manage the Council's main leisure facilities from 1 November 2013.	
Develop and introduce E-Payslips and E-P60s.	E-Payslips implemented for all Council staff from March 2013 and E-P60s from April 2013.	
Convert Payroll and Personnel forms to electronic (e-form) format.	The most frequently used 14 forms were converted in 2012/13. Further development is being covered via implementation of the HR21 payroll and personnel system.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p> ● Complete ◐ Started, on or ahead of schedule ◑ Started, behind schedule ○ Not started </p>		
Enable managers and staff to self-serve by recording, updating and viewing a range of personnel and payroll information.	<p>All staff now have full access to their own information. Managers have limited access to information about their staff. In both cases access is direct via the HR21 payroll and personnel system.</p> <p>Staff are now able to:</p> <ul style="list-style-type: none"> • Book annual leave online. • Access historical payslip information. • Update personal details. <p>During 2015/16 the focus will be on:</p> <ul style="list-style-type: none"> • Electronic recording of sickness absence. • Completion of time sheets online by casual staff. • Completion of mileage and expenses claims online for all staff. 	◐
Introduce tablet computers for Members to reduce the printing of meeting agendas, papers and minutes.	This involved the replacement of the Egenda system with Modern.gov and deployment of tablet computers to Members, along with associated training.	●
Reducing management/staff costs		
Re-test the senior management structure to ensure that all opportunities for efficiencies are explored.	The senior management structure was rationalised from seven to five chief officers. Completed 16 May 2013.	●
Realising capital receipts from surplus Council assets		
Evaluate options for land in Council ownership and release sites for alternative use and development where appropriate.	Following the decision by Sainsbury's not to proceed with major plans for regeneration utilising Council assets, we have appointed Cook Hartnell Taylor to review the Council's land and property ownership within the town centre. A full asset review of town centre holdings will be available after May 2015.	◐
Reducing the cost of procured services		
Test procurement options for the following services with a view to reducing costs:		
- Waste management services, in collaboration with Kent Waste Partnership and KCC Waste Management.	Review of services completed November 2012. Agreed that existing services will continue until end of existing contract in 2019.	●
- Pest control.		●
- Dog warden.	Services reviewed and changes approved.	●
- Public Conveniences cleansing contracts.		●
Implement new contracts for the following services with a view to reducing costs:		
- Pest control.	New contracts implemented and have reduced service costs by £99,000 per year.	●
- Dog warden.		●
- Public Conveniences cleansing contracts.		●

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Increasing usage levels at, and revenue from, our leisure facilities		
Replace squash courts at Larkfield Leisure Centre with exercise and dance studio.	Completed December 2012, thereby increasing the capacity of group exercise classes. Attendance increased by 28% in 2013 compared to 2012.	●
Deliver, in partnership with West Kent PCT, a Lighter Lifestyles weight management programme at our leisure centres for 400(+) participants.	Number of referrals: - 2012/13: 408 - 2013/14: 426 Funding confirmed for 2014/15 programme with target of 250 participants. - Actual 2014/15 referrals: 213	●
Deliver KickStart and Excel programmes at our leisure centres for 650 children and young people.	Average number of KickStart & Excel members at the end of each quarter: - 2012/13: 691 - 2013/14: 785 - 2014/15: 940	●
Providing more services via the voluntary sector and new sources		
Commission a new more in-depth service via K-dash and DAVSS to identify repeat victims of domestic violence and provide them with one to one support.	K-dash and DAVSS are both local organisations/charities who train and use volunteers to support individuals, families and children affected by domestic abuse. Both organisations are now able to offer one to one support, rather than often simply referring victims on to other agencies. During 2012/13: - DAVSS worked with 47 low to medium risk victims, three of whom were male. - K-dash worked with 74 high risk victims. During 2013/14: - DAVSS worked with 83 low to medium risk victims, nine of whom were male. - North Kent Women's Aid (which took over K-dash) worked with 76 high risk victims. These figures include repeat and first-time victims. The one to one support is aimed at reducing the likelihood of recurrence.	●
Evaluate options with the CAB and KCC's Library Service for potential shared accommodation and provision of outreach services in Borough Green, Larkfield, East Malling and Aylesford.	East Malling and Larkfield surgeries combined at Martin Square library. Surgery at Borough Green library opened February 2013.	●
Develop our relationship with the Probation Service to increase local deployment of people involved in the Community Payback Scheme.	Community Payback is a national scheme run by the Probation Service. It involves offenders doing compulsory hard work for the benefit of the community. All projects are strictly supervised and offer the chance for offenders to develop important life skills. The scheme helps to reduce the risk of re-offending and so makes our communities safer.	●

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p> ● Complete ◐ Started, on or ahead of schedule ◐ Started, behind schedule ○ Not started </p>		
<p>Identifying new sources of external funding to support capital schemes</p>		
<p>Seek new developer contributions to meet the leisure, open space and other needs generated by new developments, including schemes in the Capital Plan.</p>	<p>Completed schemes supported by developer contributions include: Frogbridge Sportsground, St. Philips Church, Woodlands Walk, and the Memorial Gardens, all in Tonbridge.</p> <p>Planning Services also negotiated contributions towards the installation of new facilities for pedestrians and provision/enhancement of parking and open space.</p>	<p>●</p>
<p>Seek new funding mechanisms for affordable housing that are not reliant on capital grant funding from Government.</p>	<p>The Council adopted a Tenancy Strategy that permits housing associations to build new affordable homes for affordable rent. This enables housing associations to charge up to 80% of local market rents instead of much lower social rents. This additional income supports the development of new schemes.</p> <p>Developer Crest Nicholson are building 18 shared equity dwellings at Isles Quarry West, Borough Green without Government funding. These comply fully with the Council's policy of affordable housing being exclusively for those who cannot afford to buy in the open market.</p>	<p>●</p>
<p>Developing/sustaining revenue income</p>		
<p>Review the current fee structure for licensing to better align fees with service costs.</p>	<p>The majority of licensing fees are set by the Council. These have been reviewed to reflect costs and new fees are effective from 1 April 2015. Other fees are set nationally by Government.</p>	<p>●</p>
<p>Review the Council's investment property holdings with a view to granting new long term leases to encourage investment by tenants and increase rental income.</p>	<p>The review has been completed and two existing tenants have been granted longer term ground leases. This has both increased rental income and enabled investment by both tenants.</p>	<p>●</p>
<p>Distribute the National Fraud Authority's e-learning package to better enable Council staff to recognise and report fraud against the Council.</p>		<p>●</p>









Annex 1 - 2012/15 progress

Key priority

A clean, smart, well maintained and sustainable Borough.

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Recycling more household waste		
Evaluate options for extending borough-wide doorstep recycling services.	Review of services completed November 2012. Agreed that existing services will continue until end of existing contract in 2019.	●
Pilot a Waste Electric and Electrical Equipment (WEEE) project aimed at recycling more electrical waste.	Pilot has been running successfully, collecting almost 140 tonnes of additional electrical waste in 2014/15.	●
Develop and implement with Veolia a 'Slim Your Bin' campaign aimed at diverting waste from black bins to recycling streams.	Trial has commenced aimed at green waste containerisation and reducing contamination. Full roll out to commence in June 2015.	●
Reducing littering in the borough		
Work as a national ambassador for the Keep Britain Tidy Group for the second 'Love Where You Live' campaign and, with local partners, businesses, community groups and residents, enhance the street scene in the borough.	Second Love Where You Live campaign successfully completed with assistance of partners.	●
Expand litter enforcement activity by developing joint working with the police, the Environment Agency, Community Wardens and PCSOs – with a focus on 'hot spot' areas.	Joint working initiatives with the police piloted during 2012/13. A positive working relationship developed with police colleagues who have assisted the investigation of a range of environmental crimes.	●
Continue to work towards greater coordination of street scene services with Kent Highways & Transportation, for example: grass cutting, weed control and graffiti on highway structures.	In order to improve coordination of key street scene services, Kent Highways & Transportation attend joint officer working groups. Officers continue to discuss and share schedules and information to improve communications.	●
Develop and implement county-wide street scene improvements with The Kent Resource Partnership and Kent Highways & Transportation.	TMBC have successfully contributed to the KRP "Love Kent" campaign, with three stages taking place in June & November 2014 and February 2015.	●
Undertake new initiatives with the police and the Clean Kent Enforcement Team to deter fly-tipping and apprehend offenders.	Despite the Clean Kent initiative being disbanded by KCC, joint enforcement initiatives continue to be undertaken with CSP partners to target vehicles without correct waste transfer documents.	●

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
More effective law enforcement		
Undertake Environmental Visual Audits with our partners to target 'hot spot' areas, as necessary.	<p>Audit of Woodlands Parade, Ditton completed June 2012. This focused on complaints about ASB, young people gathering and causing a nuisance, and residents' concerns about the poor condition of the properties. Actions taken by partners include:</p> <ul style="list-style-type: none"> - Identifying the young people and warning them about their behaviour. - Fire safety inspections and advice. - Checks that procedures are in place to prevent the sale of alcohol/cigarettes to under 18s. - Clearance of dumped rubbish. <p>Audit of the Nelson Avenue area of Tonbridge completed April 2013. This focused on graffiti, litter and general ASB. Actions taken by partners included a general clean-up of the area as well as creation of a new footpath to replace a well used dirt track between Nelson Avenue and the bridge over the nearby railway line.</p> <p>Audit of Trench Ward, Tonbridge took place in November 2014. This focused on general ASB in the area as well as environmental issues such as litter and graffiti. Actions taken by partners included arranging a litter pick and visits to known ASB offenders (and their parents if appropriate).</p>	
Recruit a seasonal ranger to patrol public open spaces in Tonbridge.		
Further working with our communities		
Develop and implement, with schools, a programme to educate young people on the consequences of environmental crime.	Visits to 18 schools were undertaken in 2014/15, making a total of 60 visits during 2012/15.	
Better management of parking		
Implement parking action plans for Aylesford and West Malling and a programme of targeted parking management improvements at various locations across the borough.	<p>The Aylesford parking action plan is complete.</p> <p>The first phase of the West Malling parking action plan is complete and we are currently reviewing existing pressures on parking with a view to updating the action plan.</p> <p>Phase 7 of the parking action plan, covering a further set of individual on-street parking problem sites, is complete. Consultation is scheduled to commence on Phase 8 in 2015/16.</p>	






Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Review existing parking plans for Snodland, East Malling and Borough Green.	<p>The parking plan for Snodland has been reviewed and the revisions have been implemented.</p> <p>The parking plan for East Malling has been reviewed and the revisions will be implemented during 2015/16.</p> <p>The parking plan for Borough Green is currently under review.</p>	●
Prepare a local parking plan for Hadlow.	This will follow after the review for Borough Green.	○
Improving the condition and appearance of Council car parks and adjacent landscaped areas		
Identify and implement programme of improvement works in car parks to include: surfacing, white lining, lighting and signage.		●
Improving public open spaces and enabling everyone to enjoy them in safety		
Implement priority improvements to Tonbridge Castle grounds identified in the DDA access audit.		●
Raise new funds to improve Tonbridge Memorial Gardens.	Tonbridge Memorial Gardens are being totally refurbished and access improved. The design has been finalised. This work is now fully funded, with the Council supplementing donations by third parties.	●
Renew the entrance bridge from Avebury Avenue into Tonbridge Racecourse Sportsground.	Works complete.	●
Refurbish/repair paths in Tonbridge cemetery on a priority basis, as identified through the recent access audit.		●
Undertake a programme of works to improve the visual amenity of Woodlands Walk, Tonbridge to include: refurbishment/re-painting of gates, fencing and bins; provision of new seating and signs; and revetment of the stream bank and habitat enhancement.	Proposed work complete, including refurbishment of gates, fencing and bins, revetment work and coppicing. Coppicing programme is ongoing.	●
Enhance both the amenity and wildlife value of the Brungers Pond site through coppicing, clearance of the ponds and other general site improvements.	Proposed work complete. Volunteer group now established to assist with future works.	●
Refurbish Brindles Field play area.		●
Repair/re-deck The Shallows bridge at Haysden Country Park.		●
Engage commercial and community organisations in providing new voluntary resources to improve public open spaces.	Veolia engaged at both Holly Hill and Haysden Country Park.	●














Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Seek new developer contributions to fund improvements to public open spaces.	Completed schemes supported by developer contributions include: Frogbridge Sportsground, St. Philips Church, Woodlands Walk, and the Memorial Gardens, all in Tonbridge.	●
Install new play area and community garden on land adjacent to St Philips Church in Tonbridge.	The new play area is complete. The Church is developing the community garden.	●
Implement actions from the Equality Impact Assessments concerning Pleasure Grounds & Open Spaces.	<p>Actions undertaken in 2012/13 include:</p> <ul style="list-style-type: none"> - Completion of an Access Audit for Tonbridge Cemetery; - Implementation of site specific management plans; - User survey undertaken at Tonbridge Racecourse Sportsground. <p>Actions undertaken in 2013/14 include:</p> <ul style="list-style-type: none"> - Implementation of actions from Tonbridge Cemetery Access Audit; - Continued implementation of site specific management plans; - User survey undertaken at Haysden Country Park. <p>Actions undertaken in 2014/15 include:</p> <ul style="list-style-type: none"> - Continued implementation of site specific management plans; - New management plan adopted for Haysden Country Park; - User survey undertaken at Tonbridge Farm Sportsground. 	●
Improving the appearance and quality of the Council's leisure facilities, other property and land holdings		
Identify any property or land holding which is in need of improvement to sustain local amenity.	Tonbridge Memorial Gardens have been totally refurbished and access improved. Works completed in summer 2014.	●
Improving the appearance of high profile waterways		
Work closely with the Environment Agency to identify areas of common interest and work together to improve visual amenity.	The Environment Agency has assisted with the cleansing of 'high profile' river banks in the borough and committed significant resources to the clean-up of streams in Tonbridge after the 2013/14 winter floods.	●
Reducing energy consumption across the Council's own estate		
Construct a draught lobby at Larkfield Leisure Centre.	Completed December 2012. Positive feedback received from both customers and staff post implementation.	●
Install a replacement energy efficient condensing boiler and implement five heating control zones at Kings Hill offices.	Overall energy efficiency of the new system is subject to monthly monitoring. Zoning has enabled efficient heating of offices in the east wing that are occupied by the police 24/7.	●












Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
Recycling more of the Council's own waste		
Implement a recycling scheme across all Council offices.	A scheme to recycle paper and cardboard has been implemented throughout our main Kings Hill offices, reducing residual waste by 25%. Lack of a suitable location for an external bin store means this will not be extended to our Tonbridge Castle offices.	











Annex 1 - 2012/15 progress

Key priority		
Healthy living opportunities and community well-being		
Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Encouraging physical activity and exercise, and reducing obesity		
Invest in improvements to our leisure centres and sports facilities:		
- Provide new dance/exercise studio space at Larkfield Leisure Centre.	Completed December 2012, thereby increasing the capacity of group exercise classes. Attendance increased by 28% in 2013 compared to 2012.	
- Install new rubber crumb flooring in Tonbridge Swimming Pool changing rooms.	Completed December 2012.	
- Replace/upgrade existing fitness equipment at Larkfield Leisure Centre and Angel Centre.	Tender process completed in partnership with Dartford Borough Council. Equipment installed December 2012.	
- Refurbish the changing rooms at Poult Wood Golf Centre.	Completed April 2013.	
Deliver four 10-week Mind Exercise Nutrition Do It! (MEND) courses to help families adopt a healthy lifestyle and lose weight naturally.	In 2012/13 we delivered: <ul style="list-style-type: none"> - Three MEND programmes at Larkfield Leisure Centre and the Hugh Christie School, Tonbridge, and - Three 'Go 4 It' programmes, designed to help children get fitter and maintain a healthy weight, at our leisure centres in Larkfield and Tonbridge. 	
Develop and implement a schools based programme to help children adopt a healthy lifestyle and lose weight naturally.	Different approaches were trialled and a Learn, Eat and Play (LEAP) programme was developed. This is designed to help families eat a healthy diet and increase their physical activity. In 2013/14 we delivered: <ul style="list-style-type: none"> - Three LEAP programmes, and - Two 'Go 4 It' at schools across the borough. 	
Deliver, in partnership with West Kent PCT, a Lighter Lifestyles weight management programme at our leisure centres for 400(+) participants.	Number of referrals: <ul style="list-style-type: none"> - 2012/13: 408 - 2013/14: 426 Funding confirmed for 2014/15 programme with target of 250 participants. <ul style="list-style-type: none"> - Actual 2014/15 referrals: 213 	
Deliver KickStart and Excel programmes at our leisure centres for 650 children and young people.	Average number of KickStart & Excel members at the end of each quarter: <ul style="list-style-type: none"> - 2012/13: 691 - 2013/14: 785 - 2014/15: 940 	
Introduce water therapy sessions at Tonbridge Swimming Pool.	Water therapy classes introduced on Friday mornings as part of wider GP referral programme.	














Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Hold at least two 'Healthy Living days' at Tonbridge Gateway.	Held on 21 August and 11 December 2012.	
Reducing substance misuse		
Expand the work of Kenward Trust's out-reach team, focusing on areas where under-age drinking has been reported.	Kenward Trust is a local charity. A larger team is now able to work more intensively across more locations. The team covered a total of eight different locations in 2012/13 and six in 2013/14.	
Expand the work of Kenward Trust's out-reach team to focus on areas where excessive drinking and associated problems have been reported.		
Organise and deliver an alcohol awareness campaign and signpost those with alcohol issues to appropriate support services.	We ran a double page spread in the winter 2012 edition of the Council's newspaper, Here & Now, delivered to households across the borough and on our website. This provided a guide on the number of units and calories in different alcoholic drinks and tips on reducing consumption.	
Promoting health awareness in workplaces and communities		
Deliver a healthy living programme to seven workplaces to address healthy workforce issues.	<p>In 2012/13 the programme reached 14 workplaces at 6 events and included: Veolia; Kimberly Clarke; Russet Homes (now Circle Housing Russet); Invicta Telecare; Enalon in Tonbridge; RBLI and businesses on the Morley Road Industrial Estate.</p> <p>In 2013/14 the programme was delivered to the Kent Wildlife Trust.</p> <p>In 2014/15 we worked with a number of other organisations/businesses. We also secured additional funding to pilot the implementation of the Kent Healthy Business Award.</p>	
Organise health promotion events and community engagement days in a variety of locations to help promote healthy living messages and available public health services.	<p>In 2012/13 main events were held at Tonbridge Gateway, Platform 51 in Tonbridge and Larkfield Library.</p> <p>In 2013/14 four health events were held at Platform 51 and we promoted healthy living at events at the St. James Centre in East Malling, TAMS forum and at various library open days, across the borough.</p>	
Evaluate the British Heart Foundation Heart Town scheme and assess the feasibility of bringing forward such a scheme in Tonbridge and Malling.	Evaluation completed. Decided not cost effective to proceed with the scheme at this stage.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
Improving mental health		
Expand the Jasmine - Platform 51 project, subject to funding, to support women with issues affecting their emotional health and wellbeing.	Jasmine is an eight-week programme run by the Tonbridge branch of charity Platform 51 (previously known as YWCA). There were three eight-week programmes in 2012/13, up from just one in the previous year. As a result of the closure of Platform 51, in 2013/14 only one programme was delivered, in East Malling. We ran 3 Jasmine programmes in Tonbridge in 2014/15 with the mental health charity MIND that were open to both men and women.	
Set up information and signposting on TMBC's website to mental health services.	In 2014/15 we added links to the Live it Well and Six Ways to Wellbeing websites.	
Carry out a Mental Health and Wellbeing Impact Assessment of a current or developing Council service or project in the community.	This was carried out on the Jasmine Project, involving service users and other stakeholders. Results showed that outcomes were being met, but that this service should be extended to men as well as women.	
Develop and deliver a campaign for Local World Mental Health Awareness week in October 2012, in partnership with Kent Libraries and in conjunction with other agencies in the community.	The campaign aimed to raise awareness of the personal risks to mental health, ways of promoting personal health and wellbeing and the treatment services available.	
Encouraging healthy eating		
Implement the revised Healthy Eating Award and promote it to catering businesses in the borough.	Re-launched in September 2012, this Award encourages food businesses to reduce the amount of salt, sugar and saturated fat in their dishes and increase fruit and vegetables. It promotes healthier cooking methods, proportions and serving sizes, and assists businesses to promote their healthy food options. 22 business achieved the Award by 31 March 2013, increasing to 25 by 31 March 2014 and reducing slightly to 24 by 31 March 2015.	
Introduce the National Food Hygiene Rating Scheme and provide all businesses with a score for their hygiene standards.	The scheme rates each food premises based on the last food hygiene inspection. It was introduced in Tonbridge and Malling from 2 April 2012. Eight hundred and thirty three (833) food businesses currently have a score between 0 (general failure to comply with legal requirements) and 5 (Very high standards of food safety management/fully compliant with food safety legislation).	












Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Reducing risks to health and safety at work		
Deliver, with the HSE and local authority partners, programmes focusing on:		
- LPG installations	The project on the safety of LPG installations has been completed.	
- Visitor safety at animal attractions.	The main focus was on the Hop Farm, Paddock Wood.	
- Controlling the risks from Legionella in cooling towers and evaporative condensers.	We targeted inspections of cooling towers and evaporative condensers during 2013/14 as part of the HSE's national Legionella programme.	
Reducing health inequalities		
Identify and address, with partners, the health needs of 'troubled families'.	The meaning of 'Troubled families' is explained on page 39. Seventy-eight (78) 'troubled families' were identified in 2012/13 (Year 1) and 46 have received direct support, many with health issues causing, or associated with, other problems.	
Identify and refer relevant families to the 'troubled families' programme.	Since March 2013, Kent County Council has coordinated the 'troubled families' programme and our role has been to provide local management support and refer families who meet the criteria. A new five year programme has been launched from 2015/16 building on the previous three year programme.	
Implement actions from the Promoting Healthier Communities Equality Impact Assessment.	Action 1 - Further study and investigation into other pockets of deprivation/inequality across the borough, not just the three priority communities: implemented via the Health Inequalities Action Plan. Action 2 - Involve Tonbridge and Malling Seniors (TAMS) Forum in health projects/ initiatives: Forum briefed on health inequalities and health associated projects at open meetings in November 2013 and January 2014.	
Reducing environmental pollution		
Update the contaminated land strategy and implement the action plan in the context of new technical guidance and review the number of contaminated land sites.	Completion expected during 2015/16.	
With partners, implement the borough-wide action plan to improve air quality and undertake the Updating and Screening Assessment of current air quality throughout the borough.	Updating and Screening Assessment completed. Implementation of action plan ongoing.	
Produce and start to implement actions to improve air quality along Tonbridge High Street, as part of a borough-wide action plan.	Section of borough-wide plan action plan relating to Tonbridge High Street produced. Implementation of action plan ongoing.	

Annex 1 - 2012/15 progress

Key priority		
Children and young people who are safe, involved and able to access positive activities.		
Improvement project	Progress	
	Comment	Symbol
<p> ● Complete ◐ Started, on or ahead of schedule ◐ Started, behind schedule ○ Not started </p>		
Involving schools and young people in celebrations for the Olympic Games and Queen's Diamond Jubilee		
Run a Jubilee competition for local schools linked to promoting awareness of the monarchy.		●
Assist schools with sport and art Olympic themed celebration events across the borough.	A number of events took place including a large event in Tonbridge and one in Wrotham.	●
Deliver Olympic themed theatre performances to primary schools located near to the Olympic Torch route in Borough Green.		●
Giving young people more opportunities to influence decisions		
Provide the Tonbridge & Malling Youth Forum with a budget to manage new initiatives.	External funding successfully secured for one-off projects.	◐
Develop and implement new Facebook/Twitter applications to engage with more young people.	Facebook page developed for TM Youth forum and corporate Twitter account opened. A social media policy was approved by Council in February 2015, and the Twitter account is now used by designated officers across the Council.	●
Improving access to holiday activity programmes to meet identified needs		
Evaluate extending the opening hours of the summer Playscheme.	Research undertaken via survey of both customers and Playscheme staff, and operating costs identified. Decided not to extend as no clear need expressed by customers.	●
Encouraging more young people to attend dry side coaching courses at our leisure centres		
Introduce continuous assessment and direct debit payments for dry side courses.		●
Further improving local play and leisure facilities		
Replace and upgrade play equipment on Brindles Field play area, Tonbridge.		●
Provide new play area on land adjacent to St Philips Church, Tonbridge.		●
Install new items of play equipment at Frogbridge play area.		●
Provide floodlighting to the skate park and ball court at Tonbridge Racecourse Sportsground.		●
Seek new external funding contributions to progress improvements.	Contributions secured in 2012/13, 2013/14 and 2014/15 for refurbishment of Tonbridge Memorial Gardens.	●








Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Implement relevant recommendations from the Equality Impact Assessments of leisure facilities and services.	Action plans for: <ul style="list-style-type: none"> - Leisure Development - Tonbridge Cemetery mostly complete for 2014/15 and ongoing. Responsibility for action plans for the: <ul style="list-style-type: none"> - Leisure Services Business Unit - Poulton Wood Golf Centre have been transferred to the new Tonbridge and Malling Leisure Trust.	
Developing opportunities for young people across the borough in partnership with Kent County Council		
Determine with KCC Youth Service its offer for commissioning youth services across the borough for the next three years.		
Review delivery programme for the Y2 Crew summer scheme.	Delivery programme reviewed with alternative options implemented.	
Introducing new educational programmes and facilities		
Evaluate provision of a new Education Centre at Leybourne Lakes Country Park.	Undertaking review/feasibility study.	
Provide funding for education programmes to feature as part of the Tonbridge Music Festival and Music at Malling programme.		
Develop a Golf Academy at Poulton Wood in partnership with Hadlow College.	Golf Academy developed with Hadlow college but dependent upon student take-up directed from the college.	
Improving housing for young people		
Through partners provide, from existing housing stock, suitable 'move-on accommodation' for young people leaving accommodation-based support.	An existing 3 bedroom Circle Housing Russet property has been converted to a House in Multiple Occupation. This will be used for both Housing Register applicants and those ready to move on from supported accommodation.	







Annex 1 - 2012/15 progress

Key priority		
Low levels of crime, anti-social behaviour and fear of crime.		
Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Reducing anti-social behaviour (ASB) - Reducing the number of incidents of ASB		
Upgrade and digitise our CCTV monitoring arrangements.		●
Develop and deliver a peer mentoring scheme with Maidstone Mediation to help prevent ASB through work with schools in the Malling area.	<p>Maidstone Mediation Scheme is a charity and voluntary organisation whose work includes a variety of services to schools including training children to be peer mediators.</p> <p>During 2012/13 and 2013/14 about 225 students from seven schools in the borough received peer mediation training. Peer mediation is offered each lunch time and is available for the whole school. Usually there are between 2 to 10 students a week in each school who access the service.</p>	●
Focus more of the CSU's resources on identifying repeat and vulnerable victims, and resolving their issues.	<p>Calls received by the CSU from repeat and vulnerable victims:</p> <ul style="list-style-type: none"> - 2011/12: 816 - 2012/13: 1,558 - 2013/14: 1,198 - 2014/15: 1,103 <p>Each case was investigated, usually by a PCSO in person, and appropriate action taken.</p>	●
Develop and implement increased multi agency working with the police, Trading Standards and other authorities to better ensure compliance with licenses.	A step change in multi-agency working has been achieved and is now established. This is exemplified by the Kent Community Alcohol Programme (KCAP) initiative in Snodland. This is a partnership between KCC Trading Standards, Tonbridge & Malling Borough Council, Kent Police, Snodland Town Council, local organisations and the retailers aimed at reducing incidents of underage drinking.	●
Reducing anti-social behaviour (ASB) - Reducing the number of persistent/repeat ASB offenders		
Fund Parents Plus to support parents whose children are causing ASB.	<p>Parents Plus is a Tonbridge based charitable venture, whose mission is to offer practical and emotional support, guidance and friendship for parents. For example, Tonbridge and Malling's Community Safety Unit and local agencies, including Parents Plus, targeted persistent ASB offenders and their parents in East Malling towards the end of 2012. Since that time reports of ASB in the area have fallen by more than 50%.</p> <p>Overall, Parents Plus worked with 58 families in 2012/13. Most of these have one, usually female, parent. There was no further funding for 2013/14.</p>	●

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
Implement the Government's 'troubled families' programme by:		
- developing a database of 'troubled families';	<p>The Government's programme covers the financial years 2012/15. 'Troubled families' are those where at least two of the following apply:</p> <ul style="list-style-type: none"> - a family member is involved in ASB or crime; - a family member is at risk of exclusion or excluded from school; - a family member is long-term unemployed. <p>In Tonbridge and Malling this is known as the Family Focus initiative.</p> <p>Seventy-eight (78) 'troubled families' were identified in 2012/13 (Year 1) and 46 have received direct support.</p>	
- bringing together appropriate agencies;		
- developing an action plan for each family to address the root causes.		
Identify and refer relevant families to the 'troubled families' programme.	<p>Since March 2013, Kent County Council has coordinated the 'troubled families' programme and our role has been to provide local management support and refer families who meet the criteria. Overall, a further 84 families were referred in 2013/14 (Year 2) and 45 have received direct support, which is ongoing in some cases. This continued in Year 3 of the Government's programme, where a further 243 families were referred and 107 have received direct support.</p>	
Identify and refer 'troubled families' for support via the new Progress Project.	<p>The Progress Project focuses on 'troubled families' with long term unemployment problems.</p> <p>During 2012/13 there were 44 referrals to the Progress Project for Tonbridge & Malling and Tunbridge Wells, and 20 have received direct support.</p>	










Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
<p>Reducing domestic abuse - Reducing the number of repeat victims of domestic abuse</p>		
<p>Commission a new more in-depth service via K-dash and DAVSS to identify repeat victims of domestic violence and provide them with one to one support.</p>	<p>K-dash and DAVSS are both local organisations/charities who train and use volunteers to support individuals, families and children affected by domestic abuse. Both organisations are now able to offer one to one support, rather than often simply referring victims on to other agencies.</p> <p>During 2012/13:</p> <ul style="list-style-type: none"> - DAVSS worked with 47 low to medium risk victims, three of whom were male. - K-dash worked with 74 high risk victims. <p>During 2013/14:</p> <ul style="list-style-type: none"> - DAVSS worked with 83 low to medium risk victims, nine of whom were male. - North Kent Women's Aid (which took over K-dash) worked with 76 high risk victims. <p>During 2014/15:</p> <ul style="list-style-type: none"> - DAVSS worked with 254 low to medium risk victims, 28 of whom were male. Numbers have increased dramatically due to work undertaken to encourage police to refer more victims. - Choices (formerly North Kent Women's Aid) worked with 62 high risk victims. <p>These figures include repeat and first-time victims. The one to one support is aimed at reducing the likelihood of recurrence.</p>	
<p>Fund a new Independent Domestic Violence Adviser (IDVA) for high risk victims of domestic abuse.</p>	<p>During 2013/14, the IDVA worked with 76 high risk victims and 80% of all referrals to MARAC (Multi-agency Risk Assessment Conferences) have had an offer of support from the IDVA. 74% of the 76 high risk victims felt that the level of risk had been reduced further to support from the IDVA.</p> <p>During 2014/15 there have been 93 referrals to the IDVA and 77% of all referrals to MARAC (Multi-agency Risk Assessment Conferences) have had an offer of support from the IDVA. 68% of the 93 victims felt that the level of risk had been reduced significantly further to support from the IDVA.</p>	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
<p>Reducing domestic abuse - Reducing the number of domestic abuse incidents</p>		
<p>Fund the Community Domestic Abuse Programme to prevent re-offending.</p>	<p>This is aimed at males who accept they commit domestic abuse and who want to change. There were eight self-referrals, five of whom completed the programme during 2012/13. The Programme was not available between April - November 2013 while the organisation achieved charity status. Since then there have been eight self-referrals by 31 March 2014.</p> <p>During 2014/15 there were 19 self-referrals to the Programme. Of these four were from Tonbridge & Malling. All four have completed the programme.</p>	<p>●</p>
<p>Commission a new more in-depth service via K-dash and DAVSS to identify repeat victims of domestic violence and provide them with one to one support.</p>	<p>K-dash and DAVSS are both local organisations/charities who train and use volunteers to support individuals, families and children affected by domestic abuse. Both organisations are now able to offer one to one support, rather than often simply referring victims on to other agencies.</p> <p>During 2012/13:</p> <ul style="list-style-type: none"> - DAVSS worked with 47 low to medium risk victims, three of whom were male. - K-dash worked with 74 high risk victims. <p>During 2013/14:</p> <ul style="list-style-type: none"> - DAVSS worked with 83 low to medium risk victims, nine of whom were male. - North Kent Women's Aid (which took over K-dash) worked with 76 high risk victims. <p>During 2014/15:</p> <ul style="list-style-type: none"> - DAVSS worked with 254 low to medium risk victims, 28 of whom were male. Numbers have increased dramatically due to work undertaken to encourage police to refer more victims. - Choices (formerly North Kent Women's Aid) worked with 62 high risk victims. <p>These figures include repeat and first-time victims. The one to one support is aimed at reducing the likelihood of recurrence.</p>	<p>●</p>

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
<p>Reducing domestic abuse - Ensuring victims of domestic abuse who need help know how and where to access support</p>		
<p>Develop and run one domestic abuse campaign during the year to raise awareness and publicise the services available.</p>	<p>The campaign focused on:</p> <ul style="list-style-type: none"> - Teenagers, social media and domestic abuse in 2012/13. - Promoting healthy, as opposed to controlling, relationships in 2013/14. <p>During 2013/14 there were 1,262 incidents reported to the police, up from 1,219 in 2012/13. This could well be due to the work we have been doing to publicise the services available locally, which should give victims more confidence in reporting incidents and can be a first step towards prevention. The national media's coverage of abuse generally could also have encouraged an increase in reporting of incidents.</p> <p>The 2014/15 campaign focused on the football World Cup, as evidence shows domestic abuse increases during major football tournaments. The campaign involved putting up posters and engaging with licenced premises as well as liaising with the Police regarding identifying perpetrators who had offended during the last football World Cup.</p>	
<p>Reducing domestic abuse - Increasing the number of domestic abuse referrals to support services, including MARAC (the monthly Multi-Agency Risk Assessment Conference)</p>		
<p>Develop and run a training session to inform front line staff across relevant agencies of the support services available.</p>	<p>Completed June 2013, with 11 agencies represented. MARAC reviewed 79 domestic abuse cases during 2013/14, up from 54 in 2012/13.</p>	
<p>Reducing substance misuse - Reducing the number of possible drug offences</p>		
<p>Develop and run a substance misuse campaign.</p>	<p>A multi-agency group has produced an action plan that focuses on Snodland as a pilot area. The action plan includes: work in schools, publicising the services available, targeting drug suppliers and staffing a drop-in clinic. This campaign has now finished.</p>	
<p>Reducing substance misuse - Reducing residents' concern about drunk or rowdy people in their area</p>		
<p>Involve a wider range of agencies to identify and target under-age drinking via the Kenward Trust.</p>	<p>Membership of the monthly CSU meetings has been extended to include more agencies, thereby providing more comprehensive intelligence. Kenward Trust is a local charity.</p>	
<p>Publicise work to reduce substance misuse and its successes.</p>	<p>Featured in the summer 2013 edition of the Council's newspaper, Here & Now.</p>	










Annex 1 - 2012/15 progress

Key priority

A continuing supply of homes, including affordable housing to buy and rent, and prevention of homelessness.

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
<p>Allocating land for new employment and housing development</p>		
<p>Prepare a new Local Plan for the borough, based on:</p>		
<p>- Commissioning a Strategic Housing Market Assessment (SHMA).</p>	<p>Preparation of a new Local Plan began in 2012 with the compilation of an evidence base. The commissioning of a new SHMA is one of the priority pieces of work. The completed SHMA for TMBC was received from the consultants in March 2014. In May 2014 new Population Projections were published and an addendum was commissioned with the same consultants to ensure the SHMA remained robust and up to date. A similar exercise is underway in March 2015 in relation to revised household projections.</p>	<p>●</p>
<p>- Allocating land to meet market and affordable housing requirements.</p>	<p>Work is also underway on a Strategic Housing Land Availability Assessment which will identify future potential land allocations. Actual allocation of land to meet housing need will be informed by the results of the SHMA, which identifies those needs. A 'Call for Sites' exercise was launched in spring 2014 and will remain open to new submissions until the summer of 2015. Assessments of the proposed sites are underway and the results are due to be published in the autumn of 2015.</p>	<p>●</p>
<p>- Undertaking an Employment Land Review.</p>	<p>The National Planning and Policy Framework requires Local Plans to be deliverable, which means sites allocated for certain uses are expected to come forward during the plan period. As part of the evidence base for the Local Plan it will therefore be necessary to refresh the Employment Land Review. Consultants Nathaniel Lichfield and Partners were appointed in January 2014 to carry out this work and the revised report was completed in December 2014. The outcomes from this work will help inform employment and housing land allocations in the new Local Plan.</p>	<p>●</p>











Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
Providing affordable housing for low income households		
Secure opportunities to increase the supply of new affordable homes for rent and purchase.	<p>For 2012/13:</p> <ul style="list-style-type: none"> - Expected number of units: 100 - Actual number of units: 108 <p>For 2013/14:</p> <ul style="list-style-type: none"> - Expected number of units: 150 - Actual number of units: 216 <p>For 2014/15:</p> <ul style="list-style-type: none"> - Expected number of units: 131 - Actual number of units: 112 	
Promote new opportunities to secure the delivery of new social rent affordable homes for households on very low incomes.	<p>We worked with Russet Homes (now Circle Housing Russet), the borough's largest housing association, to secure two units at a social rent in the Pinnacles scheme, Tonbridge.</p> <p>We have also secured, with Circle Housing Russet, units on a range of schemes that at 70% are below the Affordable Rent ceiling, which is 80% of the open market rent.</p>	
Consider the financial and wider benefits of participating in a Kent-wide Local Authority Mortgage Scheme (LAMS) in association with Kent County Council.	Particularly in view of the housing benefits, we intended to participate in the LAMS scheme subject to approval of full Council. However, LAMS has since been withdrawn due to the introduction of the national Help To Buy scheme.	 (Cancelled)
Reducing the shortfall in Gypsy and Traveller pitches		
Deliver, with KCC, an improved Gypsy and Traveller site at Coldharbour.	This site was completed in January 2014, providing an additional 18 pitches.	
Carry out a new Gypsy and Traveller accommodation assessment and identify potential future sites.	Salford University was appointed to carry out a new Assessment in September 2012. Their final report addressing Gypsy and Travellers (Part One) was finalised in April 2013. Part Two, addressing Travelling Show people was completed in 2014. A DCLG consultation into the definitions used to plan for Gypsy and Travellers was launched in 2015. The outcome may require revisiting the GTAA.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Making better use of existing affordable housing		
With housing provider partners, develop and implement new ways to address the under-occupation of family homes in the social rented sector.	<p>Local lettings plans developed for new sites in Tonbridge that prioritise part of the development for current under-occupiers in social housing. Local lettings plans refer to schemes/sites where there are restrictions on the way properties are allocated, often to try to achieve balanced and stable communities.</p> <p>Nationally, new rules were introduced on 1 April 2013 to reduce Housing Benefit for working age social rented sector tenants if they are deemed to be under-occupying their home. In this context we are seeking additional smaller units, for example bungalows and one/two bedroom homes, on new developments.</p> <p>Working in partnership with our main Housing Provider Circle Housing Russet on their Smooth Moves tenants incentive scheme has enabled 54 existing tenants to be rehoused in smaller accommodation.</p>	●
Develop and implement, with partners, a Tenancy Strategy.	Tenancy Strategy approved February 2013. This sets out what the Council expects from all housing associations working within Tonbridge and Malling regarding the introduction of flexible tenancies and the new affordable rent tenure. In contrast to lifetime tenancies, a flexible tenancy lasts for a fixed period of time and is then subject to re-assessment.	●
Develop and implement, with partners, a protocol for identifying and tackling housing fraud.	Home Choice Procedure Manual updated to include a Tenancy Fraud procedure, November 2012. As a result there have been more referrals from Housing Section to the Fraud team and closer joint working.	●
Tackling homelessness		
Review and update our housing allocations scheme to reflect statutory Government guidance and an Equality Impact Assessment.	Scheme reviewed and implemented from September 2013.	●

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Implement relevant actions as set out in the West Kent Homelessness Strategy 2011/16.	Main achievements include development and implementation of: <ul style="list-style-type: none"> - A policy for discharging the Council's duty to house homeless households with an offer of accommodation in the private rented sector. - An information pack for private landlords in the borough. - Via a partner organisation, a Resources Directory of homelessness organisations and services across West Kent. - A referral service to First Stop, part of the Elderly Accommodation Counsel, for older people requiring specialist advice on housing options. 	
Develop and implement a policy and guidance for taking action against private landlords to prevent harassment and illegal eviction.	Reviewing practices adopted by other local authorities. Refresher training to be convened in April 2015 after which policy and procedures will be devised.	
Securing good sources of good quality affordable private rented accommodation		
Promote and support the National Landlord Association Landlord Accreditation Scheme to landlords in Tonbridge and Malling.	This Scheme aims to publicly recognise good landlords. It has been promoted at West Kent Landlords' Forums but so far there has been no take-up in the borough. We will continue to promote and support the scheme as part of our ongoing work with private landlords.	
Evaluate feedback from West Kent Landlords' Forums and explore additional ways of working with private landlords.	Further to the Forums an information pack has been developed that sets out how private landlords can rent to tenants who would otherwise potentially be social housing tenants or homeless. The pack is available on request and new landlords have already come forward and are working with our Housing Options Team.	
Meeting the accommodation needs of vulnerable people		
Deliver new accommodation-based support for people fleeing violence.	A planning application has been submitted for a residential development at Enterprise House, Tonbridge which includes the provision of seven specialist self-contained units for households fleeing domestic abuse.	
Improving housing for young people		
Through partners provide, from existing housing stock, suitable 'move-on accommodation' for young people leaving accommodation-based support.	Nine units of supported accommodation for vulnerable young people were opened in Tonbridge in June 2011. Young people can be there for up to two years. An existing 3 bedroom Circle Housing Russet property has been converted to a House in Multiple Occupation. This will be used for both Housing Register applicants and those ready to move on from supported accommodation.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
Improving the energy efficiency of homes in the borough		
Establish, with other local agencies, a Kent Green Deal Partnership following the introduction of the Government's Green Deal.	The Green Deal aims to help householders and businesses install energy efficiency measures in their properties without paying the money up front by providing a loan to get the work done. Within Kent, the Kent & Medway Green Deal Partnership has been established.	●
Identify, investigate and evaluate with Kent Green Partners, opportunities arising from the Government's Green Deal.	Following the Government consultation on the ECO programme in March 2014 a number of key changes to ECO were identified, which impacted on the amount of funding available for retrofitting of energy efficiency measures. These key changes came into force in Autumn 2014. As a result of the changes the Kent and Medway Green Deal partnership felt it appropriate to change their name to the Kent and Medway Sustainable Energy Partnership (KMSEP) to better reflect the partnership role. Following the changes the partnership agreed to re-tender for a retrofitting framework to provide access for partners to a network of service providers. The framework was awarded in October 2014 and a number of providers sit across four separate lots covering HHCRO/ECO Affordable Warmth for example heating; general energy efficiency measures for example insulation measures; Green Deal assessments and building surveys; and renewable energy. In addition KMSEP have undertaken a mini tender process under the framework to deliver the Kent wide Affordable Warmth offer and the Kent wide loft and cavity wall insulation offer to provide access to heating and insulation to residents in the borough.	●
Making it easier for people to apply for benefits		
Design a scheme of localised council tax support that, as far as practicable, assists residents to easily claim support.	The Council's local council tax reduction scheme was adopted by full Council on 16 February 2013.	●













Annex 1 - 2012/15 progress

Key priority
















Sustainable regeneration of Tonbridge town centre and economic development in communities across the Borough.

Improvement project	Progress	
	Comment	Symbol
<p>● Complete ● Started, on or ahead of schedule ● Started, behind schedule ○ Not started</p>		
<p>Allocating land for new employment and housing development</p>		
<p>Prepare a new Local Plan for the borough, based on:</p>		
<p>- Commissioning a Strategic Housing Market Assessment (SHMA).</p>	<p>Preparation of a new Local Plan began in 2012 with the compilation of an evidence base. The commissioning of a new SHMA is one of the priority pieces of work. The completed SHMA for TMBC was received from the consultants in March 2014. In May 2014 new Population Projections were published and an addendum was commissioned with the same consultants to ensure the SHMA remained robust and up to date. A similar exercise is underway in March 2015 in relation to revised household projections.</p>	<p>●</p>
<p>- Allocating land to meet market and affordable housing requirements.</p>	<p>Work is also underway on a Strategic Housing Land Availability Assessment which will identify future potential land allocations. Actual allocation of land to meet housing need will be informed by the results of the SHMA, which identifies those needs. A 'Call for Sites' exercise was launched in spring 2014 and will remain open to new submissions until the summer of 2015. Assessments of the proposed sites are underway and the results are due to be published in the autumn of 2015.</p>	<p>●</p>
<p>- Undertaking an Employment Land Review.</p>	<p>The National Planning & Policy Framework requires Local Plans to be deliverable, which means sites allocated for certain uses are expected to come forward during the plan period. As part of the evidence base for the Local Plan it will therefore be necessary to refresh the Employment Land Review. Consultants Nathaniel Lichfield and Partners were appointed in January 2014 to carry out this work and the revised report was completed in December 2014. The outcomes from this work will help inform employment and housing land allocations in the new Local Plan.</p>	<p>●</p>








Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Encouraging new investment and development in Tonbridge town centre		
Use the Council's own town centre land and property holdings to revitalise Tonbridge town centre and encourage new businesses.	Following the decision by Sainsbury's not to proceed with major plans for regeneration utilising Council assets, we have appointed Cook Hartnell Taylor to review the Council's land and property ownership within the town centre. A full asset review of town centre holdings will be available after May 2015.	
Support town centre services.	Representations made to secure high quality further education provision at West Kent College.	
Implement Tonbridge Central Area Action Plan:		
- Promote development on Council owned land for mixed town centre development.	As the Local Planning Authority, we are engaged in pre-submission discussions with various private and public sector partners about potential development and investment in the town centre. We are also preparing brief guidance on the range of uses that might be agreeable on land owned by the Council.	
- Facilitate private sector development on other town centre sites.	Continuing dialogue with actual and potential developers to ensure their aspirations take full account of the provisions of the area action plan.	
- Secure developer contributions and infrastructure improvements.		
Expand the new Town Team to include a wider range of key stakeholders.	The Tonbridge Town Team was established as part of the Mary Portas Initiative in March 2012. It meets regularly and the original membership has been joined by two local councillors, an editor of a local magazine and four local traders.	
Develop and begin to implement an action plan to promote events, re-use of empty properties and retail marketing.	<p>Following the successful 'Taste of Tonbridge' day held in the town in June 2013 the Town Team focused on launching a Loyalty Card scheme. This was launched in October 2013 and now has in excess of 60 businesses signed up. Consideration is being given to another Taster Day event in 2016, subject to sufficient sponsorship being secured.</p> <p>In 2014, the previously successful Dragon Boat Race was held again, alongside a Medieval Fayre. In September 2015 another Dragon Boat race is planned and organisation progressing.</p> <p>The Town Team has taken on responsibility for its own bank account and is becoming more self-sufficient.</p>	
Review the Council's investment property holdings with a view to granting new long term leases to encourage investment by tenants and increase rental income.	The review has been completed and two existing tenants have been granted longer term ground leases. This has both increased rental income and enabled investment by both tenants.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
 Complete  Started, on or ahead of schedule  Started, behind schedule  Not started		
Improving the street scene		
Evaluate results of street clutter/street furniture audit, develop improvement options, develop and implement schedule of works.	The schedule of works for Tonbridge High Street is now complete.	
Approach County members with a bid to use member highway fund to carry out street scene improvements.	Money has been successfully secured from County members to assist in the street scene improvement for Tonbridge High Street.	
Improving the vitality of local commercial centres		
Investigate options to improve the street scene and shopping facilities in smaller towns and village centres and at local shopping parades.	Options investigated and improvements progressed, including: <ul style="list-style-type: none"> - Canopies and external decoration of shops at Martin Square, completed June 2013. - Launch of Innovation Fund Grant scheme. 	
Supporting smaller and local businesses in the borough		
Prepare a directory of businesses in the borough that will be expanded to cover the entire west Kent area.	The Directory is available online, on CD and as a booklet. It is subject to being refreshed and maintained.	
Promote the take up of apprenticeships locally both at graduate level and below.	The West Kent Partnership completed a "100 in 100" campaign, involving placement of 100 new apprenticeships in 100 local companies.	
Improving the fabric of Tonbridge town centre		
Use the Council's own town centre land and property holdings to revitalise Tonbridge town centre and encourage new businesses.	See under 'Encouraging new investment and development in Tonbridge town centre' above.	
Complete the Town Lock development in Tonbridge to enhance the riverside appearance and access.	Construction scheduled for summer/autumn 2015 subject to available finance.	
Implement a programme of capital works:		
- Stabilise slope of East Curtain Wall of Tonbridge Castle and remove footpath.		
- Fulfil the car park enhancement programme.	Phases 4 & 5 complete.	
Improving local road and rail infrastructure		
Lobby for improvements to local road and rail infrastructure which are important for businesses and our local economy as a whole. This includes:		
- Promote, with KCC, traffic and environmental improvements through a new Transport Strategy for Tonbridge town centre.	Work programme to commence summer 2015.	
- Improvements to the A21 at Pembury.	Public Inquiry closed July 2013. Inspector approved works. Construction to commence in spring 2015.	

Annex 1 - 2012/15 progress

Improvement project	Progress	
	Comment	Symbol
<p>  Complete  Started, on or ahead of schedule  Started, behind schedule  Not started </p>		
- Provision of east facing slips to provide a fully working junction 5 (M25).	Providing direct access from the northbound A21 onto the M26, affording considerable benefits, locally and strategically, to economic development prospects as well as reducing traffic flows and improving air quality on the A25. High level economic study underway to identify benefits. This may lead to lobbying for scheme to proceed.	
- Early construction of the Colts Hill Bypass.	Ongoing participation in working group with Tunbridge Wells Borough Council and KCC officers to review opportunities to deliver this project.	
- Re-introduction of City rail services from West Malling and direct services between Tonbridge and Gatwick.	South Eastern are now providing direct services to/from Blackfriars in the morning and evening peaks. The Borough Council has produced a rail manifesto supporting a number of initiatives including direct services between Tonbridge and Gatwick. This has been submitted to the Department for Transport to assist in awarding the next rail franchise.	

This Corporate Performance Plan can be viewed and downloaded via our website at www.tmbc.gov.uk.

Our website provides more information about many of the services and activities referred to within the plan.

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If you are having difficulty reading this plan and need the information in another format please email corporate.services@tmbc.gov.uk or call 01732 876267.

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

07 July 2015

Report of the Management Team

Part 1- Public

Delegated

1 SCRUTINY REVIEW PROGRAMME

To set out a suggested programme of scrutiny reviews to be undertaken by the Overview and Scrutiny Committee.

1.1 Background

1.1.1 A key role of the Overview and Scrutiny Committee is to undertake reviews of policies and practices both within the Council and, where appropriate, those of external bodies, with a view to identifying recommendations for positive change.

1.1.2 Over the past year or so, the focus for this Committee has been on assisting with the identification of areas for making financial savings in order to contribute to the overall annual savings targets that the Council has set itself and identifying improvements to services as part of the transformation agenda. Examples of these reviews include:

- A review of the Council's newspaper, Here and Now, which recommended its withdrawal and a consequent need for a greater focus on closer working with local media representatives and greater use of social media channels. Savings of c£60K per annum were achieved.
- A review of the need to continue to print council agendas and papers which recommended a move to paperless meetings and the wider use of tablets. Annual savings in the order of £24K were identified.
- A review of the capital renewals process whereby financial provision is made to replace outdated equipment. The review recommended that the projected life of these assets could be extended which would lead to annual savings of some £32K.

1.1.3 The purpose of this report is to set out a suggested programme for future reviews and to suggest how some initial reviews could be taken forward.

1.2 Suggested Reviews

1.2.1 Your Management Team has given consideration to appropriate areas of work that could form a review programme for the coming year and beyond.

1.2.2 Two reviews are suggested for immediate consideration by the Committee:

- a review of the mechanisms through which the Council engages with parish and town councils and community groups in Tonbridge focusing on the roles of the Parish Partnership Panel and Tonbridge Forum. This will need to involve some consultation with external partners over potential options for change.
- a review of the recommendations of the Council's Peer Challenge which took place in April 2014. The review would need to focus on the shifts in culture, governance and priorities arising from the challenge, what progress has been achieved to date and to assess what further actions would meet the challenge. Given the wide ranging nature of the recommendations, the Panel will be invited to focus on perhaps one or two outstanding matters following an initial scoping exercise.

1.2.3 In order to provide a longer term programme for scrutiny, the following additional topics are suggested to be programmed after completion of the first two reviews above:

- A review of grants made to the voluntary sector and other third parties with a view to these being re-assessed for the 2016/17 budget cycle.
- A review of charges which will require an initial assessment of which are statutory charges, which charges we have the discretion to amend, and which areas we do not currently charge for but could do so. Given this level of initial work required, this review is recommended to be in the second phase also to inform the 2016/17 budget cycle.

1.2.4 In addition to these topics, there will be further work for the Committee over the coming year. There will be a need to assess the draft of the new Corporate Strategy for the Council, following its initial approval by the Cabinet in October and to review any other formal policy documents which may be reviewed/updated. A further review of the Council's existing policies for child protection/safeguarding will be required and this will also be extended to cover adults.

1.3 The Review Process

1.3.1 In order to undertake two reviews in tandem, it has proved beneficial to create separate, informal scrutiny panels, made up of Members of the Overview and Scrutiny Committee, to look at the issues in detail and then report back to the main Committee on suggested recommendations for change.

- 1.3.2 Two panels are therefore proposed to be created to cover the first two reviews, each to be chaired by the two Vice-Chairmen, and a suggested membership of each is set out below:

Community Engagement Review Panel

Cllr Miss S Shrubsole (Chairman)
 Cllr Mrs J Atkinson
 Cllr R Dalton
 Cllr Ms S Spence
 Cllr M Taylor
 Cllr T Walker
 Cllr S Hammond
 Cllr P Montague
 Cllr P Bolt

Peer Challenge Recommendations Review Panel

Cllr Mrs A Oakley (Chairman)
 Cllr M Rhodes
 Cllr S Jessel
 Cllr M Base
 Cllr Miss J Sergison
 Cllr D Lettington
 Cllr Mrs F Kemp
 Cllr A Sullivan
 Cllr J Botten

- 1.3.3 If any Member has an alternative preference to the above, they are invited to contact the Chief Corporate Policy Officer.

- 1.3.4 Provisional dates for the first meetings of each Panel are:

Community Group Engagement Panel – 21st July 2015
 Peer Challenge Review Panel – 23rd July 2015

- 1.3.5 Further meetings of the panels will be arranged subject to progress. The aim will be to report the findings of both panels to the next full meeting of the Overview and Scrutiny Committee on 15th September 2015.

1.4 Legal Implications

- 1.4.1 As such issues would be dealt with as part of the review processes.

1.5 Financial and Value for Money Considerations

- 1.5.1 As above.

1.6 Risk Assessment

1.6.1 As above.

1.7 Equality Impact Assessment

1.7.1 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.

1.8 Recommendations

1.8.1 That the suggested programme of scrutiny reviews, as set out in section 1.2 of the report **BE APPROVED**;

1.8.2 That informal Scrutiny Review Panels **BE FORMED** to take forward the reviews of Community Engagement and Peer Challenge Recommendations.

Background papers:

contact: Mark Raymond

Nil

Julie Beilby
Chief Executive
On behalf of the Management Team

Agenda Item 8

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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Agenda Item 9

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Agenda Item 10

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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