

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

6 June 2016

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, 14th June, 2016 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

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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.

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MEMBERSHIP

Cllr A K Sullivan (Chairman)
Cllr Mrs A S Oakley (Vice-Chairman)
Cllr Ms S V Spence (Vice-Chairman)

Cllr Mrs J A Anderson
Cllr Ms J A Atkinson
Cllr M C Base
Cllr P F Bolt
Cllr J L Botten
Cllr T I B Cannon
Cllr R W Dalton
Cllr Mrs S M Hall

Cllr S R J Jessel
Cllr Mrs F A Kemp
Cllr Mrs S L Luck
Cllr P J Montague
Cllr M Taylor
Cllr F G Tombolis
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, 26th January, 2016

Present: Cllr A K Sullivan (Chairman), Cllr Mrs A S Oakley (Vice-Chairman), Cllr Miss S O Shrubsole (Vice-Chairman), Cllr P F Bolt, Cllr J L Botten, Cllr S M Hammond, 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 and Mr P J Drury and Mr D Still (Co-opted members)

Councillors Mrs J A Anderson, M A Coffin, Mrs M F Heslop, N J Heslop, S C Perry and H S Rogers were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Ms J A Atkinson, M C Base and R W Dalton

PART 1 - PUBLIC

OS 16/1 DECLARATIONS OF INTEREST

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

OS 16/2 MINUTES

RESOLVED: That the Minutes of the Overview and Scrutiny Committee held on 15 September 2015 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

OS 16/3 REVENUE ESTIMATES 2016/17

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 2015/16 and the Estimates for 2016/17 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 for 2016/17 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 Government had offered a four-year funding settlement to 2019/20 and the report provided illustrative allocations for this period. It was noted that the Borough Council's provisional Settlement Funding Assessment to 2019/20 was projected to be £1,283,705 which represented a cash decrease of £2,394,894 or 65.1% when compared to the equivalent figure of £3,678,599 in 2015/16.

The report provided illustrative figures for the Government's projected allocation of grant under the New Homes Bonus scheme and it was noted that this represented a cash decrease of £768,968 or 24.8% by 2019/20 when compared to £3,101,153 in 2015/16. It was reported that the Total Grant Funding in 2019/20 was projected to be £3,615,890 which represented a cash decrease of £3,163,862 or 46.7% when compared to the equivalent figure of £6,779,752 in 2015/16. Details of the Borough Council's response to the consultation on the provisional local government finance settlement 2016/17 and the offer to councils for future years was set out at Annex 1 to the report.

It was noted that the severity and impact of the reductions in funding set out in the provisional Settlement would require the introduction of a further savings tranche of £700,000 as the overall funding gap now stood at £1.9 million.

RECOMMENDED: That

- (1) the objective set out at paragraph 1.2.2 of the report replace the one starting 'Over the strategy period' set out at paragraph 1.2.1;
- (2) the draft Revenue Estimates contained in the Booklet be endorsed and commended to Cabinet; and
- (3) the Savings and Transformation Strategy be updated to reflect the financial impact of the provisional local government finance settlement.

OS 16/4 CAPITAL PLAN REVIEW 2016/17

Consideration was given to the report of the Director of Finance and Transformation which set out progress on the 2015/16 Capital Plan Review.

RECOMMENDED: That

- (1) the recommendations of the Finance, Innovation and Property Advisory Board held on 13 January 2016 be endorsed; and
- (2) the Capital Strategy, as set out at Annex 5 to the report, be endorsed for adoption and publication on the Council's website.

**OS 16/5 REVIEW OF HOLIDAY ACTIVITY PROGRAMMES -
RECOMMENDATIONS OF THE REVIEW PANEL**

Members considered the recommendations arising from the Scrutiny Panel review of the Council's three holiday activity programmes for young people: Activate, Y2Crew and the Summer Playscheme. The full details of each scheme, key issues and options for change considered by the Panel at meetings held on 25 November 2015 and 5 January 2016 were set out at Annexes 1 and 2 to the report.

Members' attention was drawn to the Council's current financial position and the need for further savings of £700,000 to be identified following the local government financial settlement for 2016/17.

The Committee supported the opinion of the Review Panel that the Borough Council should withdraw from direct provision of the Activate Programme and the Summer Playscheme and noted the positive responses received from private providers and the parish councils. The Committee noted the Panel's conclusion regarding the retention of support for the Y2Crew programme and its concerns to ensure on-going support for families on low incomes via the Council's Leisure Pass Scheme. Additionally, Members suggested that, if required, administrative support by the Borough Council's officers be offered to the private providers during the transitional period in 2016 to preserve and improve the service provided.

RECOMMENDED: That

- (1) the Borough Council withdraw from the direct provision of the Activate Programme but set aside a sum of £3,000 to provide support for leisure pass holders at the current rate to access programmes provided by other agencies;
- (2) the Borough Council's financial support for the Y2Crew programme be retained subject to other partners providing continued financial contributions;
- (3) the Borough Council withdraw from the direct provision of the Summer Playscheme from Summer 2016 and seek the support of external providers to take over these schemes subject to the following:
 - (a) Leisure Pass concessions for Playscheme attendance initially be amended to provide a 50% reduction per child per week;
 - (b) a sum of £18,000 be set aside to provide continued support for Leisure Pass holders to access schemes at the current 12 sites;

- (c) a future review of the level of support given to leisure pass holders be undertaken in the light of the Council's current financial position;
 - (d) the retention of directly provided Playschemes in the priority communities of Trench, East Malling and Snodland for 2016 if other providers are unable to deliver these for that year; and
 - (e) if required, the Council offer administrative support to the private providers for the transitional period in 2016; and
- (4) the consideration of the Public Sector Equality Duty be noted and financial provision be made, as set out at paragraph 1.6.4. of the report, to mitigate any impact on children with disabilities who require 1-2-1 support. A review of the equality impact assessment to be completed and reported to the Overview and Scrutiny Committee within one year.

OS 16/6 REVIEW OF COMMUNITY ENGAGEMENT - RECOMMENDATIONS OF THE REVIEW PANEL

The report of the Chief Executive presented the findings of the Community Engagement review group which had examined the mechanisms through which the Council engaged with parish and town councils and with community groups in Tonbridge through the respective meetings of the Parish Partnership Panel (PPP) and the Tonbridge Forum. The review group had focussed on attendance levels over the last two years and had found that, on average, less than half the membership, excluding Borough Councillors, had attended most of the meetings. The review group had met on 21 July 2015 and determined that all members of the Forum and PPP be sent a questionnaire inviting comments on format and any changes they would like made. The responses were considered by the review group at a meeting on 6 October 2015.

RECOMMENDED: That

- (1) in respect of the meetings of the Tonbridge Forum
 - (a) the Tonbridge Forum be retained but reduced to two meetings each year. Meetings to be held in the Council Chamber, Tonbridge Castle at the earlier time of 6 pm.
 - (b) a review of the Tonbridge Forum membership be undertaken to enable members to withdraw from the Forum if they wish to do so or to confirm their continued membership.
 - (c) consideration be given to a reduction of Council Members attending to allow for a more informal community meeting rather than a formal Council 'Panel' as at present.

(d) the format of future meetings be changed with a view to implementing a 'round table' style of meeting with community members encouraged to raise items.

(2) in respect of the meetings of the Parish Partnership Panel

(a) the meetings be retained at the current frequency (four per year) on the understanding that, if insufficient items were put forward, the meeting would be cancelled.

(b) meetings to be chaired by the Leader or Cabinet Member and to be held at the earlier time of 6 pm.

(c) to encourage greater participation the parish/town councils to be given a longer 'lead in' time to suggest agenda items. It was recognised that some area specific issues would be relevant/of interest to a wider area and should be included on the agenda.

(d) rather than providing presentations the KCC and Police representatives be invited to submit brief reports, highlighting relevant updates and contact details, to allow parish and town councils to follow up on any issues should they wish to do so.

OS 16/7 DRAFT SAFEGUARDING POLICY

Consideration was given to the report of the Chief Executive which set out details of the proposed Safeguarding Policy and Reporting Procedure for Children, Young People and Adults at Risk. The Committee noted that the draft policy aimed to ensure that an overarching approach to safeguarding was embedded within all Council services and that staff, elected members, volunteers and those delivering services on behalf of the Borough Council had a good understanding of safeguarding guidelines and good practice.

RECOMMENDED: That the Draft Safeguarding Policy and Reporting Procedure for Children, Young People and Adults at Risk be endorsed and commended to Cabinet for adoption.

MATTERS SUBMITTED FOR INFORMATION

OS 16/8 SCRUTINY REVIEW PROGRAMME

The report of the Chief Executive set out proposals for future reviews to be undertaken by the Overview and Scrutiny Committee, together with details of the membership of the review groups.

RESOLVED: That the review topics and panel membership be noted.

MATTERS FOR CONSIDERATION IN PRIVATE

OS 16/9 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.07 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 & SCRUTINY COMMITTEE

14 June 2016

Report of the Director of Central Services

Part 1- Public

Matters for Recommendation to Council

1 EQUALITY POLICY STATEMENT AND OBJECTIVES 2016-20

1.1 Introduction

1.1.1 The approval of the equality policy statement and objectives is within the Council's policy framework and is a matter for Full Council.

1.1.2 The Equality Act (2010) sets out a 'Public Sector Equality Duty' which requires public authorities to have 'due regard' to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees. As part of the duty, the Council is required to prepare and publish one or more objectives and review these at least every four years.

1.2 Progress 2012-16

1.2.1 The West Kent Equality Partnership Aims and Commitments were in place for 2012-16. These were developed in partnership with Sevenoaks District Council and Tunbridge Wells Borough Council. These are no longer fit for purpose as they do not support robust reporting of outcomes for each individual authority. Examples of things Tonbridge and Malling achieved during 2012-16 include:

1.2.2 As a community leader we have worked to reduce health inequalities by providing activities and events such as the Tonbridge Well Being Day.

1.2.3 As a service provider we have carried out work to improve the accessibility of our website for people with visual impairments, motor difficulties and learning disabilities.

1.2.4 As an employer we have completed an analysis of pay based on gender and not identified any faults within our pay practices.

1.3 **Equality Policy Statement and Objectives 2016-2020**

- 1.3.1 The Equality Policy Statement and Objectives is attached at Annex 1. It has been decided that, in future, the 3 authorities will determine their own objectives, to replace the West Kent Equality Aims and Commitments.
- 1.3.2 We continue to take a proportionate approach to responding to our duties under the Equality Act (2010), reflecting the demographics of our communities and within current resource constraints.
- 1.3.3 Management Team have developed objectives based on information within their service areas that indicate where inequalities may exist. The Equality Policy Statement and Objectives were subject to a six-week consultation on the Council's website and Twitter. Only two responses were received. No changes to the policy or objectives were necessary following the consultation. The objectives will be subject to regular reviews during the next four years to ensure they remain appropriate in the context of local priorities and demographics. Our equality objectives for 2016-2020 are summarised as follows.
- 1.3.4 Equality Objective 1
- 1.3.5 As a community leader, we will advance equality of opportunity for those living within Snodland, East Malling and Trench to achieve better outcomes in relation to health, employment and education.
- 1.3.6 Rationale: The Government's latest Index of Multiple Deprivation 2015 indicates that parts of the wards of Snodland, East Malling and Trench are significantly more deprived than other areas in the Borough including poorer health, higher levels of worklessness and poverty, and lower levels of educational attainment.
- 1.3.7 Equality Objective 2
- 1.3.8 As a service provider, we will advance equality of opportunity by increasing the number of customers with a disability who are able to use our services regardless of the method they use to access the service.
- 1.3.9 Rationale: According to Cabinet Office statistics, in 2014 "just under 10% of the population may never be able to gain basic digital capabilities, because of disabilities or basic literacy skills". Our aim will be to provide support to anyone who cannot independently access the Council's digital services.
- 1.3.10 Equality Objective 3
- 1.3.11 As a service provider, we will advance equality of opportunity by increasing uptake of the assisted waste collection ("pull out") service where needed.
- 1.3.12 Rationale: Approximately 500 households currently receive this service. Although this is lower than the number of households with one or more persons with a long-term health problem or disability, we would expect that many households already

receive assistance from others within the household or from neighbours etc. However, we still need to establish whether there may be additional households that require our assistance.

1.3.13 Equality Objective 4

1.3.14 As an employer, we will eliminate discrimination, harassment and victimisation by giving staff and Members the necessary skills and understanding to promote equality and diversity in both service delivery and employment.

1.3.15 Rationale: Equality and diversity training was last provided to all staff in 2010 and we want to ensure that staff and Councillors maintain their awareness of corporate values.

1.4 Legal Implications

1.4.1 The Council is required to comply with the Equality Act 2010. Failure to do so may result in action being taken by the Equality and Human Rights Commission, including issuing a formal 'compliance notice' and possible court action.

1.5 Financial and Value for Money Considerations

1.5.1 Understanding the needs of people with protected characteristics under the Equality Act (2010) will assist the Council in allocating resources to areas or services where it is considered to be a greater priority. The implementation of actions to achieve the equality objectives will need to be incorporated into appropriate service budgets.

1.6 Risk Assessment

1.6.1 If the equality policy statement and objectives are not adopted, the Council will not be able to demonstrate its compliance with the Equality Act 2010 and action may be taken against the Council by the Equality and Human Rights Commission.

1.7 Equality Impact Assessment

1.7.1 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. This report sets our objectives for addressing key areas of discrimination and disadvantage over the next four years.

1.8 Policy Considerations - Equalities/Diversity

1.8.1 As above at 1.7.1.

1.9 Recommendations

- 1.9.1 That the Equality Policy Statement and Objectives attached at Annex 1 be recommended to Council for adoption.

Background papers:

Nil

contact: Charlie Steel

Ext.6015

Adrian Stanfield

Director of Central Services

Tonbridge & Malling Borough Council

Equality Policy Statement and Objectives

January 2016

If you have difficulty reading this document and would like the information in large print please email diversity@tmbc.gov.uk.



Policy Statement

We want to make sure that people have the opportunity to reach their potential and that our services meet their needs. We will achieve this through our roles as a community leader, service provider and employer. The commitments in this document apply to Councillors and staff and set standards for others who deliver services on our behalf.

As a Community Leader we will:

- Manage the effects of reduced financial resources by taking informed decisions and being accountable for them;
- Encourage and support people to be active in community life and exercise their democratic rights; and
- Listen and respond to the views of our communities.

As a Service provider we will:

- Help everyone to make use of the services to which they are entitled;
- Give information and advice in suitable ways; and
- Monitor and evaluate services to identify whether they are meeting people's needs.

As an employer we will:

- Select, appoint and promote individuals only on the basis of merit;
- Encourage all staff to develop and reach their potential;
- Provide a safe and accessible workplace;
- Provide fair and open pay and reward systems; and
- Make sure staff treat each other with dignity and respect.

To deliver our commitments we will:

- Update this document annually to set out what we have done against our objectives;
- Use equality impact assessments when making changes to our services; and
- Not tolerate inappropriate or offensive language or behaviour to staff or service users.

Rights and Responsibilities

- The Chief Executive will have overall responsibility for implementing this policy statement.
- Senior Managers will make sure their service areas comply with this document.
- Each member of staff has responsibility to read, understand and implement this policy statement and to take responsibility for their own behaviour. Each Councillor has responsibility to read, understand and make sure their behaviour has regard for this policy statement.
- Implementation of this policy statement will be monitored by Management Team.

Public Sector Equality Duty

The Council is subject to the Public Sector Equality Duty (the equality duty). The equality duty is made up of a general equality duty which is supported by specific

duties. The general equality duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

Equality information

Under the Equality Act (2010) we are required to publish information to show how we comply with the Public Sector Equality Duty. This must include information relating to people, who share a protected characteristic, who are our employees and people affected by our policies and practices. We have provided information about our population below. Information about people that use our services is set out in the rationale for each of our equality objectives. Information about our employees is included in the annual update to our Human Resources Strategy.

Disability

The 2011 Census recorded that 14,057 households (29.2%) in the Borough include people with a long-term health problem or disability. Of these 2,919 households (6.1%) include two or more persons with a long-term health problem or disability. 17,946 (14.9%) people in the Borough have their day to day activities limited a little or a lot by a long-term illness or disability. This is lower than the Kent average of 17.6% and lower than the national average of 17.9%.

Age

Mid-year population estimates (2014) recorded the average age of the Borough's population as 40.3. This is slightly lower than the Kent average of 40.7 years but higher than the national average of 39.6 years. Currently, 18.5% of the Borough's population is aged over 65. Population forecasts indicate that 23.8% of the Borough's population will be aged over 65 by 2033. This is in line with population forecasts for the Kent area.

Sex (Gender)

The 2011 Census recorded that 51% of the population is female and 49% is male.

Race

The 2011 Census recorded that 4,933 people (4.1%) in the Borough are from a Black or Minority Ethnic background. This is lower than the Kent average of 6.9% and the national average of 14.6%.

Religion or belief

The 2011 Census recorded that 63.7% of the population is Christian. This is higher than the Kent average of 61.8% and the national average of 59.4%. 27.3% of the population have no religion. Small proportions of the remainder of the population are Muslim, Buddhist, Hindu, Sikh and Jewish.

Sexual orientation

Sexual orientation data is not captured by the Census. Data from the Integrated Household Survey estimates that 1.6% of adults in the UK identified their sexual identity as lesbian, gay or bisexual in 2014.

Pregnancy or maternity

In 2014, there were 62.8 births per 1,000 of the Borough's population. This is slightly higher than the Kent average of 62.4 and the national average of 62.1.

Marital or civil partnership status

The 2011 Census recorded that 53.4% of the Borough's population are married. This is higher than the Kent average of 48.9% and the national average of 46.6%.

Gender reassignment

At present, there is no official estimate of the trans population. Gender reassignment data is not captured by the Census.

Equality Objectives

Under the Equality Act (2010) we are required to prepare and publish one or more objectives to show how we will achieve any of the things mentioned in the aims of the general equality duty. Our objectives for 2016-2020 are set out below.

Equality objective 1

As a community leader, we will advance equality of opportunity for those living within Snodland, East Malling and Trench to achieve better outcomes in relation to health, employment and education.

Equality objective 2

As a service provider, we will advance equality of opportunity by increasing the number of customers with a disability who are able to use our services regardless of the method they use to access the service.

Equality objective 3

As a service provider, we will advance equality of opportunity by increasing uptake of the assisted waste collection ("pull out") service where needed.

Equality objective 4

As an employer, we will eliminate discrimination, harassment and victimisation by giving staff and Members the necessary skills and understanding to promote equality and diversity in both service delivery and employment.

Equality objective 1

As a community leader, we will advance equality of opportunity for those living within Snodland, East Malling and Trench to achieve better outcomes in relation to health, employment and education.

Why we have chosen this objective:

The Government's latest Index of Multiple Deprivation 2015 indicates that parts of the wards of Snodland, East Malling and Trench are significantly more deprived than other areas in the Borough including poorer health, higher levels of worklessness and poverty, and lower levels of educational attainment.

We will measure outcomes against this objective for the following protected characteristics:

- Sex (Gender)
- Race
- Marital and Civil Partnership Status
- Disability

We will report the following information against this objective on an annual basis:

A summary of demographic information of those who participate in health initiatives/events, job clubs and youth events.

Our action plan to deliver this objective is:

1. Report outcomes from the delivery of Community Action Plans by the Partnership Groups for each area.
2. Lobby Kent County Council Public Health Director to obtain re-assurances for continued funding.
3. Work with key partners to ensure they are adopting the same approach to programme recruitment.
4. Work with community development colleagues to ensure programmes are promoted in the right areas.
5. Work with GP Practices to encourage referrals onto programmes.
6. Select venues with ease of access.
7. Obtain postcode and demographic data from attendees.
8. Work with individuals on a 1-1 basis where appropriate to encourage completion of programme and identify potential onward referrals to support their wider health issues.

The responsible officers for delivering this objective are:

- Chief Environmental Health Officer
- Scrutiny and Partnership Officer

Equality objective 2

As a service provider, we will advance equality of opportunity by increasing the number of customers with a disability who are able to use our services regardless of the method they use to access the service.

Why we have chosen this objective:

According to Cabinet Office statistics, in 2014 “just under 10% of the population may never be able to gain basic digital capabilities, because of disabilities or basic literacy skills”. Our aim will be to provide support to anyone who cannot independently access the Council’s digital services.

We will measure outcomes against this objective for the following protected characteristics:

- Disability

We will report the following information against this objective on an annual basis:

- The number of complaints received that relate to customers with a disability not being able to access a service.
- Rating improvement against individual criteria in the DAC annual assessment undertaken as part of the SOCITM Better Connected report.

Our action plan to deliver this objective is:

1. To monitor comments and complaints regarding the accessibility of services to customers with a disability.
2. To review the face-to-face service offered to customers with a disability.

The responsible officers for delivering this objective are:

- Personnel & Customer Services Manager
- IT Development Manager

Equality objective 3

As a service provider, we will advance equality of opportunity by increasing uptake of the assisted waste collection (“pull out”) service where needed.

Why we have chosen this objective:

Approximately 500 households currently receive this service. Although this is lower than the number of households with one or more persons with a long-term health problem or disability, we would expect that many households already receive assistance from others within the household or from neighbours etc. However, we still need to establish whether there may be additional households that require our assistance.

We will measure outcomes against this objective for the following protected characteristics:

- Disability

We will report the following information against this objective on an annual basis:

Percentage of households that receive the service against those who are entitled to use the service.

Our action plan to deliver this objective is:

1. Review current households in receipt of the service.
2. Remove households that are not entitled to the service.

3. Publicise the service via leaflets and website to encourage uptake from those entitled to it.
4. Publicise via community groups such as Tonbridge and Malling Seniors and Snodland Community Partnership.
5. Publicise via parish newsletters.

The responsible officer for delivering this objective is:

- Waste Service Manager

Equality objective 4

As an employer, we will eliminate discrimination, harassment and victimisation by giving staff and Members the necessary skills and understanding to promote equality and diversity in both service delivery and employment.

Why we have chosen this objective:

Equality and diversity training was last provided to all staff in 2010 and we want to ensure that staff and Councillors maintain their awareness of corporate values.

We will measure outcomes against this objective for the following protected characteristics:

- Disability
- Age
- Sex (gender)
- Race
- Religion or belief
- Sexual orientation
- Pregnancy or maternity
- Marital or civil partnership status
- Gender reassignment

We will report the following information against this objective on an annual basis:

Number of reports or complaints of proven discrimination or inequality.

Our action plan to deliver this objective is:

1. All council staff will be provided with updated awareness training by September 2016.
2. The Code of Conduct for staff will be updated and made mandatory for staff to read.
3. Reinforce the need to report instances of inappropriate behaviour by staff or Members.

The responsible officer for delivering this objective is:

- Customer Services & Personnel Manager

January 2016

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TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

14 June 2016

Report of the Scrutiny Panel

Part 1- Public

Matters for Recommendation to Cabinet

1 REVIEW OF CONCESSIONARY PARKING PERMITS

1.1 Background

1.1.1 A Scrutiny Panel has been established to review current concessionary car parking permits to assess whether any possible changes or improvements can be identified to make the system either more efficient and/or cost effective.

1.1.2 The Panel met on the 26th May 2016 and were invited to consider the following issues:

- Should those currently receiving concessions still be in receipt of a parking permit? Are the reasons for those permits still relevant/ appropriate?
- Specific parking areas – are adequate controls in place relating to where permit holders can park or should there be more controls, for example, to ensure town centre car parks are retained for shoppers?

1.1.3 A schedule setting out a list of those who are currently in receipt of a concessionary car parking permit was assessed by the Panel and a number of recommendations for change were agreed. A copy of the list along with the Panel's agreed recommendations is attached as Annex 1 to this report.

1.1.4 It was also recommended by the Panel that any future revisions to the existing list, or new applications for a concessionary parking permit should be a matter for consideration by the Street Scene & Environmental Advisory Board alongside the annual review of car parking charges.

1.2 Legal Implications

1.2.1 None

1.3 Financial and Value for Money Considerations

1.3.1 Any agreed reduction in the number of parking permits that are issued has the potential to raise additional income and reduce administration costs.

1.4 Risk Assessment

1.4.1 None

1.5 Equality Impact Assessment

1.5.1 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.

1.6 Recommendations

1.6.1 That the recommendations of the Parking Concessions Panel, as set out in this report, **BE ENDORSED.**

Background papers:

contact: Gill Fox

Nil

Julie Beilby
Chief Executive

CONCESSIONARY CAR PARKING PERMITS – PANEL RECOMENDATIONS

CATEGORY	NUMBER OF PERMITS ISSUED	DESIGNATED CAR PARKS	REASON FOR PERMIT	PANEL RECOMMENDATIONS
1. <u>STAFF</u>				
i. Council Staff	213	All Car Parks	Appropriate Council staff are allocated a permit to undertake their day to day duties. The permits can only be used for work reasons. Staff are encouraged to park in long stay car parks.	Whilst it was felt that the issuing of staff permits remains fully justified, it is recommended that an internal review should be undertaken to consider whether the current list of staff receiving permits is correct.
ii. Leisure Trust Staff	164	Head Office and Senior staff receive an “All Car Parks” permit. Angel Centre duty staff receive a permit for the Sovereign Way Mid Car Park. Tonbridge Swimming Pool duty staff receive a permit for the Lower Castle Field Car Park and are encouraged to park in the overflow area.	Appropriate Trust staff are allocated a permit to undertake their day to day duties. The current arrangements are a contractual requirement in the Council’s Management Agreement with the Leisure Trust.	No change recommended as this is a contractual requirement. However, a similar audit as that for Council staff should be carried out to ensure the current list is accurate.
2. <u>COUNCIL MEMBERS</u>	54	All Car Parks.	Council Members are allocated a permit to undertake their day to day duties. The permits can only be used for Council duties.	No change recommended. Existing system works satisfactorily.

CONCESSIONARY CAR PARKING PERMITS – PANEL RECOMENDATIONS

3. <u>VOLUNTARY GROUPS/CLUBS</u>					
i.	Tonbridge Junior Football Club	38	Lower Castle Field – Saturdays only during football season.	The permits are currently provided to volunteer coaches running the junior football teams. Tonbridge Racecourse Sportsground is the only sportsground in Tonbridge where car parking is not provided free of charge.	Following liaison with the Chairman of Tonbridge Sports Association it is proposed that the permits no longer continue but an adjustment to hire fees be made to reflect the parking arrangements. The hire of the sports pitches is managed on the Council's behalf by the Leisure Trust. The Panel agreed this recommendation.
ii.	Slade School, Tonbridge	205	Lower Castle Field – 15 mins am & pm. Term time only.	Arrangement in place for parents to safely drop off and collect their children to and from the school.	No change recommended. Existing system works satisfactorily and addresses health & safety concerns.
iii.	Tonbridge – Library Volunteers	7	Avebury Avenue Loading Bays & Resident Bays.	Enables volunteers to park on double yellow lines outside library to load & unload, and in resident bays when delivering in communities.	No change recommended.
iv.	West Malling School	-	West Malling Short Stay Car Park. 30 mins am & pm. Term time only.	Arrangement in place for parents to meet so children can join walking bus to and from school.	No change recommended. Existing system recently introduced to address health & safety concerns.
v.	St Stephens Church, Tonbridge	4	Church Vicar – All areas. Volunteers - Residents Bays adjacent to Church.	To support the community work of the Church.	It was no longer felt appropriate to provide these permits. Recommended that the concession be removed when current permits expire.

CONCESSIONARY CAR PARKING PERMITS – PANEL RECOMENDATIONS

vi.	Clark & Coleman (Chemist)	1	Layby outside high street chemist.	To provide adequate time for sorting and collection of prescriptions.	It is still felt appropriate to allow the parking arrangements to continue. Recommended no change.
vii.	Community – Police Safeguarding	1	All resident bays.	To enable Safeguarding Officer to deal with emergencies. Officer user unmarked vehicle.	Recommended no change.
viii.	KCC Highways	3	On street only.	To assist in undertaking duties in unmarked vehicles.	Recommended that this be retained as part of partnership arrangements.
ix.	Country Park Volunteers	61	Haysden Country Park & Leybourne Lakes Car Parks.	To provide free parking to volunteers, bailiffs and Parkrun Co-ordinators working in the Council's County Parks. The Council currently benefits from approximately 1,600 hours of volunteer time per annum.	Recommended no change. The existing arrangement remains a valuable way of acknowledging the work of the volunteers. However it was recommended that an audit of current users should be undertaken to ensure the current list of volunteers is accurate.
35	Riverside Bowls Club, Tonbridge	15	Bradford Street Car Park – Wednesdays. Summer only.	Existing arrangement supports the club on match days so away teams are not required to pay for parking. Tonbridge Racecourse Sportsground is the only sportsground in Tonbridge where car parking is not provided free of charge.	Following liaison with the Chairman of Tonbridge Sports Association it is proposed that the permits no longer continue but an adjustment to hire fees be made to reflect the parking arrangements. The hire of the sports pitches is managed on the Council's behalf by the Leisure Trust. The Panel agreed this recommendation.

CONCESSIONARY CAR PARKING PERMITS – PANEL RECOMENDATIONS

4. <u>OTHER</u>				
i. Chamber of Commerce	4	Castle Grounds or Upper Castle Field Car Park.	Agreement included within existing lease for Castle Lodge.	Arrangements to be reviewed separately when property becomes vacant.
ii. Veolia	3	On Street only.	To enable contractor staff to undertake duties on behalf of Council.	No change recommended.
iii. Tonbridge Model Engineering Society	8	Lower Castle Fields Car Park – Specific Days on permit.	Agreement included within existing lease.	No change recommended
iv. Alderman/Freemen of Borough	1	All areas.	Alderman & Freeman have previously on occasion been granted a parking permit to reflect their contribution to the Council.	Recommended that these should be discontinued in the future. However, it was suggested that one-off parking permits for Civic events could be offered to attendees as appropriate.

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

14 June 2016

Report of the Director of Central Services and Monitoring Officer

Part 1- Public

For decision

1 REVIEW OF MAYORALTY FUNCTION

1.1 Introduction

1.1.1 This report asks Members to consider a review of the Mayoralty function.

1.1.2 We have not previously undertaken a review of the Mayoralty/ civic function. However, in the current climate of limited financial resources, it is important to demonstrate to residents and businesses within the Borough that they receive value for money from the office of Mayor in the same way that they do from all other council functions.

1.1.3 The overall objectives of the proposed review would be

- To ensure that the Mayoralty is modern and fit for purpose, whilst respecting the traditions of the historic office of mayor;
- To consider whether the role of Mayor should be redesigned so that it links to the Council's corporate strategy;
- To review the expenditure supporting the Mayoral function

1.2 Background

1.2.1 Section 3 of the Local Government Act 1972 requires all local authorities to elect a Chairman. The only authorities who may use the alternative term 'Mayor' are those, like Tonbridge and Malling, which have been granted a Royal Charter and given the status of Borough or City.

1.2.2 An equivalent requirement to appoint a Vice-Chairman/ Deputy Mayor exists under section 5 of the 1972 Act.

1.2.3 Tonbridge & Malling Borough Council has had a ceremonial Mayor since December 1983, having been granted a Royal Charter earlier that year. The Mayor is the borough's First Citizen and is elected annually by fellow councillors for one year at the annual meeting of the Council in May. The Mayor chairs the full Council meetings and, in common with most other ceremonial mayors, and unlike

directly elected mayors, remains apolitical throughout their period of office. Indeed, the Mayor and Deputy Mayor are not eligible to serve on Cabinet during their tenure in these roles.

- 1.2.4 In addition, the Mayor also represents the Council as the civic head of the borough at official functions and attends, on average, approximately 250-300 events during their term of office. At functions in the borough, the Mayor takes precedence over other citizens. The only exception to this is when Royalty or the Lord Lieutenant is visiting the borough
- 1.2.5 The Mayor can be invited to attend functions or activities, arranged and organised in the Borough, where they will act as ambassador for the Council and provide community leadership and engagement with local residents. These range from meeting Royalty and welcoming overseas visitors to opening school fetes and attending productions by local amateur dramatic groups.
- 1.2.6 The Mayor currently attends a number of annual Civic events. These are the Annual Council (held in May), the Civic Service (June) and the Garden Party (July).
- 1.2.7 The Council may pay the Mayor and Deputy Mayor such allowance as it thinks reasonable for the purpose of enabling him to meet the expenses of his office. These allowances are currently £5990 and £1420 respectively.

1.3 **Scope of review**

- 1.3.1 It is proposed that the review could usefully consider the following areas
- Role of the Mayor – to consider how the role of Mayor can best promote the Borough and the local economy, whilst continuing to perform an important role in the local community.
 - Mayoral engagements – to consider the appropriate emphasis for selection of Mayoral visits, both inside and outside of the Borough
 - Mayoral transport – to consider the efficacy of the current arrangements
 - The fund-raising role of the Mayor
 - The Mayoral budget
 - The role of the Macebearer
 - The Mayor and Deputy Mayor's allowance

1.4 **Review process**

- 1.4.1 Given the range of possible consultees to the proposed review, it is suggested that it should be taken forward by the Overview and Scrutiny Committee itself

rather than through a Scrutiny Review Group. If Members are minded to approve the scope of the review set out in paragraph 1.3.1 of this report, it is suggested that a detailed report be brought forward to the next meeting of this Committee for further consideration.

1.5 Legal Implications

1.5.1 Any arising will be addressed as part of the review.

1.6 Financial and Value for Money Considerations

1.6.1 Any arising will be addressed as part of the review.

1.7 Recommendation

1.7.1 That the proposed scope of the review of the civic function be endorsed.

Background papers:

contact: Adrian Stanfield

Nil

Adrian Stanfield

Director of Central Services and Monitoring Officer

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TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

14 June 2016

Report of the Chief Executive

Part 1- Public

Matters for Information

1 SCRUTINY REVIEW PROGRAMME

To advise Members of planned reviews and the invite further suggestions.

1.1 Scrutiny Review Programme

- 1.1.1 Members will be aware from other reports on this agenda that a review of concessionary parking permits has recently be undertaken and that the next full review to be undertaken is a review of the Mayoral function. A planned review of partnership funding has been cancelled as many of the original issues involved were dealt with directly via the appropriate Advisory Board, for example, future funding arrangements for the Borough's key voluntary sector bodies.
- 1.1.2 Following completion of the Mayoral review, it is suggested that the next full review undertaken should focus on a re-assessment of the Council's Constitution. There is a need for a full update to be undertaken to take on board changes which have occurred since the pervious review, and also to reflect the need to review and further streamline Council procedures and practices where appropriate.
- 1.1.3 In addition, there remains an opportunity for any Member of the Committee to suggest future review topics, either related to a specific area of responsibility of the Council, or alternatively, to review activities of any partner agency (subject to that party agreeing to participate). If necessary, further Scrutiny Panels can be established to undertake such work outside of the formal programme of meetings.

Background papers:

contact: Mark Raymond

Nil

Julie Beilby
Chief Executive

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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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Agenda Item 11

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 12

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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