

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

30 September 2014

To: MEMBERS OF THE CABINET
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Wednesday, 8th October, 2014 commencing at 8.00 pm or on the rising of the extraordinary meeting of the Communities and Health Advisory Board, whichever is the later.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

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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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(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

16. Urgent Items 153 - 154

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

Councillor N J Heslop, (Leader)
Councillor Mrs J A Anderson, (Housing)
Councillor J A L Balcombe, (Economic Regeneration)
Councillor M A Coffin, (Finance, Innovation and Property)
Councillor Mrs M F Heslop, (Leisure, Youth and Arts)
Councillor B J Luker, (Environmental Services)
Councillor Mrs S Murray, (Planning and Transportation)
Councillor M R Rhodes, (Communities, Health and Community Safety)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.

Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

Wednesday, 25th June, 2014

Present: Cllr N J Heslop (Chairman), Cllr Mrs J A Anderson, Cllr M A Coffin, Cllr Mrs M F Heslop, Cllr B J Luker, Cllr Mrs S Murray and Cllr M R Rhodes

Councillors O C Baldock, M A C Balfour and D J Cure were also present pursuant to Access to Information Rule No 22.

Apologies for absence were received from Councillor J A L Balcombe and the Chairman of the Overview and Scrutiny Committee, Councillor Miss A Moloney.

PART 1 - PUBLIC

CB 14/46 DECLARATIONS OF INTEREST

Councillor M Coffin declared an Other Significant Interest in the item on West Kent Leader Programme 2015 - 2020 as a recipient of funding under the Programme and withdrew from the meeting during its consideration.

CB 14/47 MINUTES

RESOLVED: That the Minutes of the meeting of the Cabinet held on 25 March 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

CB 14/48 CORPORATE PERFORMANCE PLAN 2012/15 - REVIEW AND UPDATE

The joint report of the Leader and Chief Executive presented an updated Corporate Performance Plan for 2012/15. The Plan included a review of progress after the first two years of its three year term with further progress expected in the current year. The Overview and Scrutiny Committee at its meeting on 11 June 2014 had commended the Plan for adoption and it was noted that subsequently only minor updates had been made to two indicator results.

In introducing the report the Chief Executive emphasised the importance of the Plan as a management tool which was regularly monitored by the Management Team. Members commended the significant amount of work involved and recorded thanks and good wishes to the Improvement and Development Manager for his contribution.

RECOMMENDED: That the Corporate Performance Plan for 2012/15 be adopted by the Council. ◀

***Referred to Council**

CB 14/49 RISK MANAGEMENT STRATEGY

The joint report of the Chief Executive and Director of Finance and Transformation reviewed the current Risk Management Strategy. No amendment was considered to be required and the strategy had been endorsed by the Audit Committee at its meeting on 16 June 2014 with officers noting some minor drafting adjustments for the final version.

RECOMMENDED: That the Risk Management Strategy set out at Annex 1 to the report be adopted by the Council. ◀

***Referred to Council**

CB 14/50 LOCAL CODE OF CORPORATE GOVERNANCE

The joint report of the Chief Executive and Director of Finance and Transformation reviewed the Local Code of Corporate Governance and presented a revised draft containing one change to include reference to the Council's Strategic Risk Register. It was noted that the Code had been considered by the Audit Committee on 16 June 2014 and commended for adoption.

RECOMMENDED: That the revised Local Code of Corporate Governance set out at Annex 1 to the report be adopted by the Council. ◀

***Referred to Council**

CB 14/51 TREASURY MANAGEMENT UPDATE AND ANNUAL REPORT FOR 2013/14

The report of the Director of Finance and Transformation advised that a report detailing treasury management activity undertaken in April of the current financial year together with the treasury management outturn position for 2013/14 had been considered by the Audit Committee on 16 June 2014.

It was noted that the action taken by officers had been commended for endorsement.

RECOMMENDED: That ◀

(1) the action taken by officers in respect of Treasury Management activity for April 2014 be endorsed; and

(2) the 2013/14 outturn position be noted.

***Referred to Council**

**DECISIONS TAKEN IN ACCORDANCE WITH PARAGRAPH 4,
PART 3 OF THE CONSTITUTION****CB 14/52 PEER CHALLENGE REPORT**

Decision Notice D140080CAB

CB 14/53 REVENUE AND CAPITAL OUTTURN 2013/14

Decision Notice D140081CAB

CB 14/54 COMMUNITY ENHANCEMENT FUND

Decision Notice D140082CAB

**CB 14/55 USE OF URGENCY PROCEDURE TO APPROVE NEW CAPITAL
PLAN SCHEME TO SUPPORT INTRODUCTION OF INDIVIDUAL
ELECTORAL REGISTRATION**

Decision Notice D140083CAB

**CB 14/56 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY
COMMITTEE - REVIEW OF POSTAGE AND COURIER COSTS**

Decision Notice D140084CAB

CB 14/57 WEST KENT LEADER PROGRAMME 2015-2020

(Item ERG 14/13 referred from Economic Regeneration Advisory Board Minutes of 3 June 2014)

Decision Notice D140085CAB

MATTERS SUBMITTED FOR INFORMATION**CB 14/58 MATTERS REFERRED FROM ADVISORY BOARDS**

The notes of the meetings of the following Advisory Boards were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

Community Safety Advisory Board of 1 April 2014
Finance, Innovation and Property Advisory Board of 14 May 2014
Strategic Housing Advisory Board of 19 May 2014
Local Environmental Management Advisory Board of 27 May 2014
Communities and Health Advisory Board of 2 June 2014
Economic Regeneration Advisory Board of 3 June 2014
Planning and Transportation Advisory Board of 4 June 2014
Leisure and Arts Advisory Board of 10 June 2014

RESOLVED: That the report be received and noted.

CB 14/59 MATTERS REFERRED FROM ADVISORY PANELS AND OTHER GROUPS

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

Joint Transportation Board of 9 June 2014

RESOLVED: That the report be received and noted.

CB 14/60 WELFARE REFORM

The Cabinet received a comprehensive report by the Director of Finance and Transformation which gave details of progress of the Government welfare reform agenda and assessed its impact on the Council's services and residents of the Borough.

Concern was expressed about the availability of support for residents facing serious financial and other pressures and attention drawn to the Council's partnership working with other public and voluntary sector bodies to fill the gaps in the support networks.

RESOLVED: That the report be received and noted.

CB 14/61 LOCAL INDICATORS 2013/14

The Director of Central Services presented the results for the fourth quarter and, cumulatively, for the whole of the previous financial year for those local indicators that were monitored regularly.

RESOLVED: That the report be received and noted.

CB 14/62 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

**DECISIONS TAKEN IN ACCORDANCE WITH PARAGRAPH 4,
PART 3 OF THE CONSTITUTION**

CB 14/63 LAND CHARGES - PROPERTY SEARCHES LITIGATION

(LGA 1972 Sch 12A Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings)

Decision Notice D140086CAB

The meeting ended at 8.45 pm

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Agenda Item 4

The notes of meetings of Advisory Boards are attached, any recommendations identified by an arrow being for determination by the Cabinet. Notices relating to any decisions already taken by Cabinet Members under the arrangements for delegated decision making are annexed to the notes.

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TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 23rd July, 2014

Present: Cllr H S Rogers (Chairman), Cllr R Taylor (Vice-Chairman), Cllr J Atkins, Cllr O C Baldock, Cllr T Bishop, Cllr P F Bolt, Cllr D A S Davis, Cllr Mrs F A Kemp, Cllr Miss A Moloney and Cllr A K Sullivan

Councillors Mrs J A Anderson, J A L Balcombe, M A Coffin, N J Heslop, B J Luker and Mrs S Murray were also present pursuant to Council Procedure Rule No 15.21.

An apology for absence was received from Councillor C P Smith

PART 1 - PUBLIC

FIP 14/39 DECLARATIONS OF INTEREST

Councillor M Coffin declared a Disclosable Pecuniary Interest in the item on Council Tax Discounts on the grounds of being a landlord of residential and commercial property in the Borough. He also declared an Other Significant Interest in the item on Assignment of the Lease of Car Park at West Street, Wrotham as a member of the finance committee of Wrotham Parish Council. He withdrew from the meeting during consideration of both items.

FIP 14/40 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Innovation and Property Advisory Board held on 14 May 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 14/41 FINANCIAL PLANNING AND CONTROL

Decision Notice D140087MEM

The report of the Director of Finance and Transformation provided information on the Council's key budget areas of salaries, major income streams and investment income. It also gave an update on the variations agreed in relation to the revenue budget and areas identified through budgetary control, summarised to provide an indicative overall budget position which showed a net adverse variance of £8,900. Progress was noted in relation to the identification of savings to meet the targets set in the Medium Term Financial Strategy.

An update was also given on capital expenditure and variations agreed in relation to the capital plan.

RECOMMENDED: That the contents of the report be noted and endorsed.

FIP 14/42 COUNCIL TAX DISCOUNTS

Decision Notice D140088MEM

Further to Decision No D130130CAB, consideration was given to whether there should be any change to certain council tax discounts with effect from 1 April 2015. The report of the Director of Finance and Transformation sought guidance on which discounts might be amended and whether a premium should be charged on long term empty properties to enable views to be obtained from residents and partners in order to ascertain any unintended consequences.

RECOMMENDED: That

- (1) the following guidance be given for the purposes of obtaining comments from residents, Registered Social Landlords and private landlords:
 - (i) for the financial year 2015/16 and beyond, the Council is minded to reduce the period of the vacant and unfurnished properties discount to two months and to reduce the discount for uninhabitable properties and those undergoing repair from the current rate of 100%, for example to 50%;
 - (ii) the Council is minded to charge a premium of 50% on properties empty for longer than two years; and
- (2) with reference to (1) above, the Director of Finance and Transformation be authorised to place relevant information on the Council's website seeking comments prior to the next meeting of the Advisory Board.

FIP 14/43 PROPOSED BUILDING CONTROL SHARED SERVICE

Decision Notice D140089MEM

Reference was made to Decision No D140069MEM approving in principle the establishment of a shared service arrangement with Sevenoaks District Council as the preferred option for future delivery of Building Control Services. The joint report of the Director of Planning, Housing and Environmental Health and Director of Finance and Transformation gave an update on work undertaken on the further development of the proposals, providing a business case and dealing

with financial matters. It was noted that the proposed arrangement reflected the Council's transformation agenda and would deliver a number of benefits which were outlined in the report.

RECOMMENDED: That

- (1) the establishment of a shared Building Control Service, with the Administration base at Sevenoaks District Council, be approved and authority be delegated to the Director of Finance and Transformation and Director of Planning, Housing and Environmental Health to determine the detailed financial and service arrangements respectively;
- (2) on conclusion of (1) above, the Council enter into a Memorandum of Understanding to include the matters summarised at paragraph 1.5.1 of the report to the satisfaction of the Director of Central Services; and
- (3) a sum of £10,000 from the 'invest to save' reserve be allocated to support the initial implementation costs of the new shared service.

MATTERS SUBMITTED FOR INFORMATION

FIP 14/44 T&MBC WEBSITE DESIGN UPDATE

The report of the Director of Finance and Transformation gave an update on the planned improvements to the Council's website which were designed to ensure that it remained fit for purpose as user preferences and technology changed. The focus for a redesign of the site was outlined involving simplicity, ease of access and assisting user requirements. Members received a demonstration of a concept providing a tool for users to navigate quickly and simply and which would be at the core of a wider redesign of the website. It was noted that the concept had been shared with staff and groups of external users drawn from subscribers to My Account and had received positive feedback. Further details of the redesign of the website would be reported back to the Advisory Board in due course.

FIP 14/45 BENEFITS UPDATE

Members were advised of current issues arising in the benefits field including performance and workload of the Benefits Service and progress with various aspects of welfare reform. A further update was given at the meeting on the reduction in number of days for handling new claims and changes in circumstances.

FIP 14/46 COUNCIL TAX AND BUSINESS RATES UPDATE

The report gave details of recent developments in respect of council tax and business rates including collection rates. It was noted that recovery work had increased substantially since the introduction of the council tax reduction scheme and the annex to the report set out a comparison between the number of recovery notices issued in 2013/14 and 2012/13.

**FIP 14/47 CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS
MONITORING REPORT**

The report identified the post implementation reviews carried out since the meeting of the Advisory Board in July 2013 and the capital plan schemes for which reviews were due.

MATTERS FOR CONSIDERATION IN PRIVATE

FIP 14/48 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 14/49 DEBTS FOR WRITE OFF

(LGA 1972 Sch 12A Paragraph 2 – Information likely to reveal information about an individual)

Decision Notice D140090MEM

The report of the Director of Finance and Transformation recommended approval of the writing-off of debts considered to be irrecoverable. Details were also given of debts under £1,000 which had been written-off in accordance with Financial Procedure Rule 17.2 together with cumulative totals of debts in the current and previous financial years and information on budgeted bad debt provision.

RECOMMENDED: That the five items shown in the schedule of amounts over £1,000 totalling £36,220.54 be written-off for the reasons stated within the schedule.

FIP 14/50 RENT REVIEWS FOR SHOP UNITS, TWISDEN ROAD, EAST MALLING

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D140091MEM

The report of the Director of Central Services gave details of proposed rent reviews for two shop units located in Twisden Road, East Malling.

RECOMMENDED: That the proposed rent reviews as detailed in the report be approved.

FIP 14/51 ASSIGNMENT OF LEASE OF CAR PARK AT WEST STREET, WROTHAM

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D140092MEM

Consideration was given to the report of the Director of Central Services regarding a proposal to assign the existing lease of a car park at West Street, Wrotham to Wrotham Parish Council.

RECOMMENDED: That the proposed assignment of lease as detailed in the report be approved.

FIP 14/52 LEASE FOR BUILDINGS INCLUDED IN GROUND MAINTENANCE CONTRACT

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D140093MEM

The report of the Director of Central Services gave details of the proposed lease arrangements for three maintenance buildings included within the grounds maintenance contract.

RECOMMENDED: That the proposed new lease of the buildings as identified in the report be approved.

FIP 14/53 CHAIRMAN'S ANNOUNCEMENT

The Chairman indicated that this was the last meeting to be attended by Mr Paul Griffin, Revenue and Benefits Manager, before his retirement.

Members thanked Mr Griffin for his long and valued service to the Council and recorded their best wishes for the future.

The meeting ended at 9.23 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

Tuesday, 2nd September, 2014

Present: Cllr M O Davis (Chairman), Cllr S M King (Vice-Chairman), Cllr Ms V M C Branson, Cllr Mrs E M Holland, Cllr Mrs F A Kemp, Cllr Miss A Moloney, Cllr Mrs A S Oakley and Cllr D J Trice

Councillors Mrs J A Anderson, O C Baldock, M A C Balfour, P F Bolt, N J Heslop, B J Luker, Mrs S Murray and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

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

PART 1 - PUBLIC

LEM 14/32 DECLARATIONS OF INTEREST

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

LEM 14/33 MINUTES

RESOLVED: That the notes of the meeting of the Local Environmental Management Advisory Board held on 27 May 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

LEM 14/34 REFUSE AND RECYCLING COLLECTIONS AND ARRANGEMENTS FOR CONTRACTED SERVICES CHRISTMAS 2014

Decision Notice D140094MEM

The report of the Director of Street and Leisure detailed arrangements for refuse, recycling, street cleansing and public convenience cleansing over the Christmas holiday period.

Members were also advised of ongoing discussions with the contractor regarding the provision of additional resource in the lead up to Christmas so that both black and green bin collections could take place before the holiday. However, this was subject to final agreement and the Advisory Board would be updated at the next meeting in November.

RECOMMENDED: That the arrangements for refuse and recycling collections and contracted services over the Christmas period, as set out in the report, be noted and endorsed.

LEM 14/35 EU WASTE FRAMEWORK DIRECTIVE

Decision Notice: D140095MEM

The Director of Street and Leisure provided details of the new regulations and legislation regarding the collection methods for recycling materials due to come into force in January 2015.

Members noted that although the Borough Council's current system of source separated collections for recycling was felt to comply with the new regulations it was considered necessary to demonstrate compliance.

Reference was made to the 'route map' which was an advice document for local authorities and provided a step by step guide on how to demonstrate compliance with the regulations. This document had been prepared in conjunction with a number of nationally recognised waste industry experts. Members suggested that it would be beneficial for the Advisory Board to see the 'route map'.

RECOMMENDED: That the approach outlined in the report to demonstrate compliance with the new regulations and to work with Kent Resources Partnership colleagues, where practicable, be noted and endorsed.

LEM 14/36 FOOD AND SAFETY TEAM SERVICE PLAN 2012 - 2016

Decision Notice: D140096MEM

Consideration was given to a revised Food and Safety Service Plan which formed part of the Council's Policy Framework and was subject to annual review. The Plan provided evidence that there was proper governance, resourcing and organisation of the Council's Food and Safety function.

It was reported that the principal revisions related to the changes in the Borough Council's internal staffing structure, last year's performance data and a changing emphasis on regulatory approach.

RECOMMENDED: That the amended Food and Safety Service Plan 2012-16, attached as Annex 1 to the report, be approved.

MATTERS SUBMITTED FOR INFORMATION

LEM 14/37 WASTE AND STREET SCENE SERVICES UPDATE

Members were advised of a number of key issues impacting on waste and street scene services.

DVLA changes to the taxing of vehicles came into force from 1 October 2014. The impact of these changes for local authorities was expected to be minimal because Waste Collection Authorities had a duty, and powers, to deal with Abandoned Vehicles, rather than those that were untaxed. Members were reminded that the DVLA were responsible for dealing with untaxed vehicles and the Police for uninsured and dangerously parked vehicles.

Particular reference was made to the DVLA website which provided a search facility enabling landowners, parish councils and members of the public to check if a vehicle was taxed – <https://www.gov.uk/checkvehicle-tax>

Members noted that the Love Where You Live campaign continued to be successful and welcomed the launch of the ‘Snodland Litter Code for Businesses’, which was an addition to the original scheme operating in Larkfield, East Malling and Ditton. It was hoped that the same level of engagement could be encouraged in other areas of the Borough.

In addition, Members were pleased to see that reducing litter in the Borough remained a key priority and thanked officers and community groups for their participation in the Love Where You Live campaign.

Finally, it was reported that the Kent Resources Partnership had provided funding to all Kent districts to enable them to promote resource and recycling messages. The Borough Council intended to use this funding to promote recycling services; maximise use of the current services; improve the quality of material collected; reduce the amount of waste in the black bin and, where possible, increase income received for the various materials. A detailed programme of initiatives, branded as ‘Slim Your Bin’ would be provided to future meetings of the Advisory Board.

LEM 14/38 STREET SCENE ACTION PLAN 2014-15

Members were updated on progress with a range of ‘street scene’ initiatives planned for implementation in 2014/15 and which aimed to improve local environmental quality. The progress made in respect of the Action Plan was set out in Annex 1 to the report.

It was reported that the booklet ‘Guidance on how to report street scene issues’ was currently being revised and would explain which organisations had responsibility for which areas and what could be done by the Borough Council.

LEM 14/39 ENVIRONMENTAL PROTECTION TEAM UPDATE

The report provided an update on a range of Environmental Protection issues. Members noted the latest position regarding complaints

received by the Service, the M20 noise barriers and dangerous dogs legislation.

Members asked that properties along the A21 be considered for noise attenuation measures on the completion of the road widening scheme.

In addition, Members welcomed the changes to the Dangerous Dogs legislation and particularly the extension of powers to cover incidents on private property. It was noted that dog on dog attack was dealt with by the Borough Council whilst dog on human attack was the responsibility of Kent Police. The Borough Council was satisfied with the approach set out by Kent Police in dealing with the new requirements and confident that any incidents would be taken seriously and treated appropriately.

Finally, it was noted that the Borough Council's Health and Safety Officer had prepared guidance for officers regarding dangerous dogs and this could be shared with Members.

LEM 14/40 FOOD AND SAFETY TEAM UPDATE

The report provided an update on the work of the Food and Safety Team and changes in Food Standards Agency Policy. Members were advised that businesses would continue to be monitored to ensure satisfactory performance.

LEM 14/41 SERVICE OF STATUTORY NOTICES

Members noted the statutory notices served since the last meeting of the Advisory Board.

MATTERS FOR CONSIDERATION IN PRIVATE

LEM 14/42 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

LEM 14/43 TONBRIDGE ODOUR UPDATE (LGA 1972 Sch 12A Paragraph 7 – Prevention, investigation or prosecution of criminal offences)

Decision Notice: D140097MEM

The report provided an update on the ongoing issue of odour emissions in Tonbridge and specifically on the developments that had occurred since the last meeting of the Advisory Board on 27 May 2014.

Members asked that their appreciation for the hard work and commitment of the Chief Environmental Health Officer and her team be recorded.

RECOMMENDED: That:

- (1) the progress made to date with the installation and commissioning of the Regenerative Thermal Oxidiser be noted;
and
- (2) the ongoing involvement in monitoring and reviewing the performance of the Company concerned and the continuation of the legal process be endorsed.

The meeting ended at 8.46 pm

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TONBRIDGE AND MALLING BOROUGH COUNCIL

ECONOMIC REGENERATION ADVISORY BOARD

Wednesday, 3rd September, 2014

Present: Cllr C P Smith (Chairman), Cllr M O Davis, Cllr S M King, Cllr R D Lancaster, Cllr Miss J L Sergison and Cllr R Taylor

Councillors Mrs J A Anderson, J A L Balcombe, P F Bolt, M A Coffin, D J Cure, N J Heslop, Mrs S Murray and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Miss S O Shrubsole (Vice-Chairman), R W Dalton, Mrs S Luck, M Parry-Waller, A G Sayer and Mrs E A Simpson

ERG 14/19 DECLARATIONS OF INTEREST

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

ERG 14/20 MINUTES

RESOLVED: That the notes of the meeting of the Economic Regeneration Advisory Board held on 3 June 2014 be approved as a correct record and signed by the Chairman.

ERG 14/21 KENT BUSINESS PERCEPTION STUDY

A presentation was received from Mandy Bearne of Locate in Kent regarding the key findings of a business perception study for the county. Ms Bearne provided an introduction to the work of Locate in Kent and gave details of the results of the survey of some 300 participants on the attractiveness of Kent and its sub areas to business. The results were compared to similar research undertaken in 2006, 2008 and 2010.

The recommendations arising from the survey highlighted the need to continue to promote Kent especially regarding its proximity to London and access to high speed rail and financial assistance. Members asked a number of questions and were encouraged to note the positive comments about the helpful approach of local authorities. It was requested that a copy of the presentation be made available to members of the Advisory Board with more statistics specific to Tonbridge and Malling where possible. The Chairman then thanked Ms Bearne for her contribution to the meeting.

MATTERS FOR RECOMMENDATION TO THE CABINET**ERG 14/22 CORPORATE PEER CHALLENGE - ECONOMIC REGENERATION ISSUES**

Decision Notice D140098MEM

The report of the Chief Executive set out the key recommendations on economic regeneration issues contained in the Borough Council's Corporate Peer Challenge Report and consideration was given to a suggested response in each case.

It was noted that the Peer Challenge Team had made a number of positive observations on the Council's current approach to economic regeneration but had recommended production of an integrated strategy based on joined up working across all services.

RECOMMENDED: That the suggested responses to the economic regeneration issues raised as part of the Corporate Peer Challenge, as set out in the report, be endorsed.

ERG 14/23 SOUTH EAST LOCAL ENTERPRISE PARTNERSHIP - GROWTH DEAL

Decision Notice D140099MEM

The report of the Chief Executive gave details of the key components of the recent South East Local Enterprise Partnership (SELEP) 'Growth Deal' bid, how the funding had been awarded and the implications for local projects relevant to Tonbridge and Malling. Whilst welcoming the funding of two key transport schemes in the Borough, the challenges associated with local revenue funding of business support services were highlighted.

RECOMMENDED: That

- (1) the outcome of the Growth Deal for the SELEP area and for West Kent be noted; and
- (2) the proposed position on the provision of future business support services, as set out in section 1.4 of the report, be endorsed and a further progress report be made to the next meeting of the Advisory Board.

ERG 14/24 WEST KENT LEADER PROGRAMME 2015-2020: UPDATE

Decision Notice D140100MEM

The report of the Chief Executive provided an update on the development of a further LEADER programme for West Kent,

specifically addressing the geographical extent of the new LEADER area and proposed local priorities upon which comments had been requested.

RECOMMENDED: That the further progress in relation to the new LEADER programme be noted and the suggested priorities for the new programme, as set out in the report, be supported.

MATTERS SUBMITTED FOR INFORMATION

ERG 14/25 WEST KENT PARTNERSHIP MINUTES

A copy of the minutes of the meeting of the West Kent Partnership held on 25 July 2014 were presented for Members' information. The main business of the meeting had been the outcome of the Growth Deal for Kent and during an update on the Escalate loan fund it was noted that high levels of interest were now being shown by local businesses.

MATTERS FOR CONSIDERATION IN PRIVATE

ERG 14/26 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.40 pm

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TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Monday, 15th September, 2014

Present: Cllr Mrs J M Bellamy (Chairman), Cllr Mrs E M Holland (Vice-Chairman), Cllr S R J Jessel, Cllr D Keeley, Cllr R D Lancaster and Cllr R Taylor

Councillors Mrs J A Anderson, O C Baldock, M A Coffin, D J Cure, Mrs M F Heslop, N J Heslop, B J Luker, Mrs S Murray, M R Rhodes, Ms S V Spence and A K Sullivan were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors T Bishop, T Edmondston-Low and D J Trice and from Mr A Nicholl (Tonbridge Sports Association)

PART 1 - PUBLIC

LAA 14/31 DECLARATIONS OF INTEREST

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

LAA 14/32 MINUTES

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 10 June 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

LAA 14/33 LEISURE FACILITIES - TONBRIDGE AND MALLING LEISURE TRUST PERFORMANCE

Decision Notice D140101MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts provided an update on the management and operation of the Council's leisure facilities through the agreement with the Tonbridge and Malling Leisure Trust. Details were given of the Trust's Annual Service Delivery Plan – Cumulative Quarterly Monitoring Report, performance to date and financial position at year end which was updated at the meeting in the light of receipt of the final audit position.

RECOMMENDED: That the Tonbridge and Malling Leisure Trust Annual Service Delivery Plan – Cumulative Quarterly Monitoring Report for 1 April to 30 June 2014 be noted.

LAA 14/34 INDOOR LEISURE - CAPITAL PLAN PROJECTS

Decision Notice D140102MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts outlined progress in relation to the refurbishment of the Health Suite and the provision of LED lighting in the sports hall at Larkfield Leisure Centre. It was noted that since tenders received in respect of the Health Suite Refurbishment project were significantly above the pre-tender estimate, a fundamental review was being undertaken and options on the proposed way forward considered. However, the LED lighting project would be delivered within the approved budget with the Leisure Trust agreeing to reduce the annual service fee payable by the Council.

RECOMMENDED: That a review of the Health Suite Refurbishment project at Larkfield Leisure Centre be considered by the Finance, Innovation and Property Advisory Board on 7 January 2015 as part of the Capital Plan Review process.

LAA 14/35 HAYSDEN COUNTRY PARK MANAGEMENT PLAN

Decision Notice D140103MEM

Further to Decision No D140075MEM, the joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts brought forward comments received as part of the public consultation exercise on the draft Haysden Country Park Management Plan and recommended final approval of the amended Plan.

It was noted that both of the Council's country parks had now been awarded a Green Flag and tribute was paid to the rangers and volunteers.

RECOMMENDED: That the proposed amendments highlighted at Annex 2 to the report be approved and the amended Haysden Country Park Management Plan be formally adopted.

MATTERS SUBMITTED FOR INFORMATION**LAA 14/36 MEDWAY VALLEY COUNTRYSIDE PARTNERSHIP**

The report of the Director of Street Scene and Leisure outlined progress with work undertaken by Medway Valley Countryside Partnership. The Partnership Manager, Kim Richards, attended the meeting to present an update on recent activities and projects taking place in the Borough and answered questions raised by Members. Particular reference was made to a catchment improvement plan for the River Bourne and the control of invasive species including Japanese Knotweed. Members were advised

that more detailed reports on individual projects were available on request from the Partnership. The Chairman then thanked Ms Richards for her contribution to the meeting.

LAA 14/37 CHILDREN AND YOUNG PEOPLE UPDATE

The report gave an update on activities for children and young people that had taken place over the summer holidays, including the Summer Playscheme, Activate and Y2 Crew. Members were pleased to note the high levels of satisfaction with the schemes recorded in surveys of parents.

LAA 14/38 EVENT UPDATE REPORT

The report provided an update on events that had taken place and highlighted those still to come, some delivered directly and others by community groups with the assistance of the Council. Members drew particular attention to events over the weekend of 13/14 September and thanked the Senior Leisure Services Officer, Environmental Projects Co-ordinator and Estates Manager for their efforts at the Medieval Fair and Dragon Boat Race in Tonbridge. Reference was also made to the partnership role with organisations across the Borough and thanks recorded to those that had opened their facilities for the Heritage Open Days.

LAA 14/39 SPORTS DEVELOPMENT UPDATE

The report updated the Advisory Board on key areas of the Sports Development Programme including a new Door Step Sports Club Project in East Malling and the results from the most recent Active People Survey. A number of cricket activities were highlighted and Members were pleased to learn that Beverley Emmerson, the Sports Development Officer, had won the Outstanding Contribution to Cricket Award for Kent and been entered for the national award at Lords on 6 October.

LAA 14/40 CAPITAL PLAN UPDATE REPORT

The report gave details of progress with schemes contained in the Leisure Services section of the Capital Plan. Attention was drawn to the formal opening of the Tonbridge Memorial Garden on 22 September.

MATTERS FOR CONSIDERATION IN PRIVATE

LAA 14/41 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

MATTERS FOR RECOMMENDATION TO THE CABINET**LAA 14/42 GROUND MAINTENANCE SERVICES - RETENDERING OF THE GROUND MAINTENANCE CONTRACT****(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)**

Further to Decision No D140079MEM, the joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts provided an update on the retendering of the Ground Maintenance Contract. During the tender process a number of queries had been raised, necessitating extension of the return deadline for tenders. Since it had not been possible to complete the tender evaluation prior to the meeting of the Advisory Board, it was proposed that the award of the contract be considered and approved by the Cabinet.

RECOMMENDED: That, due to the need to revise the date for the return of tenders, the outcome of the tender for the Council's Ground Maintenance Contract be considered at the Cabinet meeting on 8 October 2014.

***Referred to Cabinet**

The meeting ended at 8.35 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND HEALTH ADVISORY BOARD

Tuesday, 23rd September, 2014

Present: Cllr Ms S V Spence (Chairman), Cllr T Bishop, Cllr D J Cure,
Cllr Mrs E M Holland, Cllr D Keeley, Cllr Miss J L Sergison,
Cllr A K Sullivan, Cllr R Taylor and Cllr D J Trice

Councillors P F Bolt, M A Coffin and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs C M Gale (Vice-Chairman) and A W Allison.

The Leader of the Borough Council, Councillor N Heslop, whilst not a Member of the Advisory Board, offered his apologies due to business commitments.

PART 1 - PUBLIC

CH 14/17 DECLARATIONS OF INTEREST

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

However, in the interests of openness and transparency the following Members informed of membership of the organisations set out below applying for community enhancement funding:

Councillor Mrs S Spence (Chairman) – Tonbridge Town Team and Community Garden

Councillor D Trice – Tonbridge Baptist Church

Councillor D Keeley – Snodland Town Council

CH 14/18 MINUTES

RESOLVED: That the notes of the meeting of the Communities and Health Advisory Board held on 2 June 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET**CH 14/19 COMMUNITY ENHANCEMENT FUND - ASSESSMENT OF BIDS**

Decision Notice D140106MEM

Members gave consideration to the bids received from Parish Councils and Community Groups in relation to the current funding round of the Community Enhancement Fund.

Information regarding two additional revenue supported bids to be included as part of Appendix 4 was tabled. It was reported that the total amount to be awarded based on the recommendations set out in the report was £219,885. There was a total of £260,976 currently remaining within the fund which left £41,091 unallocated.

Members expressed concern regarding those capital bids that had been unable to demonstrate any match funding for projects (Appendix 3), particularly the level of support proposed by the Borough Council. Although Members recognised the importance of assisting local groups and projects, for the benefit of the community, it was also considered important to ensure consistency and fairness when offering financial support and encouraging organisations to take ownership of funding arrangements.

RECOMMENDED: That

- (1) the bids set out in Appendices 2, 4 and 7 to the report be supported in full;
- (2) the bids set out in Appendix 3 to the report be deferred until the next meeting of the Advisory Board so that it could be clarified with the organisations what level of funding contribution they could make;
- (3) the bids set out in Appendix 5 to the report be rejected; and
- (4) the bids set out in Appendix 6 to the report be supported in partnership with the Tonbridge and Malling Seniors Forum who wished to allocate £1,000 towards these projects.

CH 14/20 KENT SAVERS CREDIT UNION

Consideration was given to the report of Management Team on awarding Kent Savers an unconditional grant of £10,000 to enable the organisation to offer support and loans to those in need within the Borough. It was noted that the unconditional grant could be funded from the Welfare Reform Reserve.

The report made particular reference to State Aid Regulations and set out the various options available to the Borough Council.

Members supported the proposal in principle but considered that more information from Kent Savers was needed regarding the current 'take up' by residents of the Borough and the future benefits to those residents. In addition, further clarity was sought on the legal position regarding subordinated loans and unconditional grants.

In response to a question about promotion of the service within the Borough, Members noted that some Kent Districts had previously provided specific revenue funding to Kent Savers in order for targeted campaigns and 'outlets' to be progressed in their areas. Tonbridge and Malling Borough Council had not previously provided revenue funding for more targeted work.

Members expressed the view that if, in due course, a grant were to be awarded consideration should be given to seeking an understanding from Kent Savers that a targeted promotional campaign within Tonbridge and Malling would be undertaken.

RECOMMENDED: That a decision regarding financial support be deferred until the next meeting of the Advisory Board to enable further investigation with Kent Savers into the following issues:

- (1) further information on how the residents of Tonbridge and Malling would benefit;
- (2) consideration as to whether consultation with local churches would be beneficial; and
- (3) further clarity surrounding the legal position

CH 14/21 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.20 pm

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TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 24th September, 2014

Present: Cllr H S Rogers (Chairman), Cllr R Taylor (Vice-Chairman),
Cllr J Atkins, Cllr O C Baldock, Cllr T Bishop, Cllr P F Bolt,
Cllr D A S Davis, Cllr M O Davis, Cllr Mrs F A Kemp,
Cllr Miss A Moloney, Cllr C P Smith and Cllr A K Sullivan

Councillors Mrs J A Anderson, J A L Balcombe, M A C Balfour,
M A Coffin, N J Heslop, B J Luker, Mrs S Murray and M R Rhodes
were also present pursuant to Council Procedure Rule No 15.21.

An apology for absence was received from Councillor S R J Jessel

PART 1 - PUBLIC

FIP 14/54 DECLARATIONS OF INTEREST

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

FIP 14/55 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Innovation
and Property Advisory Board held on 23 July 2014 be approved as a
correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 14/56 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS 2015/16

The joint report of the Director of Finance and Transformation and
Cabinet Member for Finance, Innovation and Property gave details of
proposed allocations to individual parish councils under the Scheme of
Financial Arrangements with Parish Councils in accordance with the
methodology agreed by the Council in 2013 following consultation with
the Parish Partnership Panel. It was noted that this would result in the
budget for the Scheme in 2015/16 increasing by 1.3%.

Members were advised that as a consequence of the transition to
individual electoral registration, the basic allocation for 2015/16 had
been calculated as a 1.3% increase over the 2014/15 basic allocation
instead of as a rate per elector.

RECOMMENDED: That

- (1) the methodology outlined in the report be adopted in calculating the allocations to parish councils under the Scheme of Financial Arrangements with Parish Councils for the year 2015/16; and
- (2) parish councils be notified of their allocations as set out in Annex 1 to the report.

* **Referred to Cabinet**

**FIP 14/57 LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16:
TECHNICAL CONSULTATION**

Decision Notice D140107MEM

The report of the Director of Finance and Transformation gave details of a Department for Communities and Local Government (DCLG) consultation on the proposed changes to the illustrative 2015/16 Local Government Finance Settlement which had been published alongside the 2014/15 settlement. Since the return date for responses to the consultation was 25 September 2014, agreement had been obtained from the Leader, Cabinet Member for Finance, Innovation and Property and the Chairman of the Advisory Board to the suggested response set out at Annex 1 to the report.

Attention was also drawn to the DCLG's business rates retention scheme pooling prospectus together with an update on the position in Kent.

RECOMMENDED: That the response to the consultation, as previously agreed with the Leader of the Council, Cabinet Member for Finance, Innovation and Property and Chairman of the Finance, Innovation and Property Advisory Board, be endorsed.

FIP 14/58 FINANCIAL PLANNING AND CONTROL

Decision Notice D140108MEM

The report of the Director of Finance and Transformation provided information on the Council's key budget areas of salaries, major income streams and investment income. It also gave an update on the variations agreed in relation to the revenue budget and areas identified through budgetary control, summarised to provide an indicative overall budget position which showed a net favourable variance of £43,350. Progress was noted in relation to the identification of savings to meet the targets set in the Medium Term Financial Strategy.

An update was also given on capital expenditure and variations agreed in relation to the capital plan.

RECOMMENDED: That the contents of the report be noted and endorsed.

FIP 14/59 COUNCIL TAX DISCOUNTS

Further to Decision No D140088MEM, the report of the Director of Finance and Transformation gave details of the outcome of consultation on possible changes to certain council tax discounts from 1 April 2015. The report set out the financial implications of amending the level of discounts together with other non-financial considerations.

Considerable discussion ensued regarding the detrimental effect of long term empty properties in the Borough and the most appropriate levels of council tax discount to apply to encourage owners to bring them back into use. Reference was made to the particular circumstances arising from the widespread flooding earlier in the year in the context of any change to the discount for uninhabitable properties and those undergoing repair.

RECOMMENDED: That

- (1) the period of 100% discount for vacant and unfurnished properties be reduced from three months to two months with effect from 1 April 2015;
- (2) the current twelve months discount for uninhabitable properties and those undergoing repair be retained at 100% from 1 April 2015;
- (3) a premium of 50% be charged on properties that have been empty for longer than two years with effect from 1 April 2015.
*** Referred to Cabinet**

FIP 14/60 APPLICATIONS FOR DISCRETIONARY RATE RELIEF

Decision Notice D140109MEM

The joint report of the Director of Finance and Transformation and Cabinet Member for Finance, Innovation and Property gave details of a new application for rural rate relief which was considered in accordance with the previously agreed criteria for determining such applications.

RECOMMENDED: That the new application for rural rate relief be determined as follows:

Hadlow Superstore, 4-6 The Broadway, Hadlow – 80% discretionary relief be awarded, time-limited to 31 March 2015.

FIP 14/61 RURAL SETTLEMENT LIST

Decision Notice D140110MEM

The report of the Director of Finance and Transformation referred to the requirement to review the Council's rural settlement list and recommended that the current list should be retained unaltered for the financial year 2015/16.

RECOMMENDED: That the current rural settlement list remain in force for the year 2015/16.

FIP 14/62 EXTENSION OF CASH COLLECTION CONTRACT

Decision Notice D140111MEM

The report of the Director of Finance and Transformation indicated that the five year cash collection contract entered into by Canterbury City Council as lead authority on behalf of the 12 Kent district councils was due to expire in January 2015 with an option for two 12 month extensions. It was noted that the option to extend the contract for one year to 2016 was considered the best option by all 12 councils.

RECOMMENDED: That the decision to extend the Council's current Cash Collection Contract for a further year be endorsed.

FIP 14/63 IT STRATEGY

Decision Notice D140112MEM

The report of the Director of Finance and Transformation gave details of a proposed IT Strategy for the Council covering the period 2014-2017. The Strategy described how current and new technologies could assist with the Council's transformation agenda and help make improvements and efficiencies in processes and service delivery to the public and other customers. It was noted that the Strategy would be used as a framework for developing a delivery plan linking the transformation projects and improvements to the relevant technologies.

RECOMMENDED: That the IT Strategy for the period 2014-2017, as set out at Annex 1 to the report, be approved subject to the inclusion of specific reference to the overarching aim of improving service with no reduction in customer experience.

MATTERS SUBMITTED FOR INFORMATION

FIP 14/64 CAPITAL PROJECTS - POST IMPLEMENTATION REVIEWS

The joint report of the Director of Central Services and Director of Finance and Transformation provided an update on four Capital Plan post implementation reviews. These related to Improvements to Reception Areas at Gibson East, Kings Hill and Tonbridge Castle; Gibson Building West, Replacement of Heating Boilers and Circulatory Pipework; Health and Safety Improvements within Council Buildings; and Replacement Cash Receipting System.

FIP 14/65 BENEFITS UPDATE

Members were advised of current issues arising in the benefits field including performance and workload of the Benefits Service and progress with various aspects of welfare reform. It was noted that following the trial of a fast tracking process for benefits claims, performance had substantially improved.

FIP 14/66 COUNCIL TAX AND BUSINESS RATES UPDATE REPORT

The report gave details of recent developments in respect of council tax and business rates collection rates. To gauge the impact of the revised council tax reduction scheme the annex to the report set out a comparison between the number of recovery notices being issued in the current and previous financial years.

FIP 14/67 FRAUD PREVENTION UPDATE

The report provided an update on the performance of the corporate fraud prevention section for the period April to August 2014.

MATTERS FOR CONSIDERATION IN PRIVATE

FIP 14/68 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 14/69 DEBTS FOR WRITE OFF

(LGA 1972 – Sch 12A Paragraph 2 – Information likely to reveal information about an individual)

Decision Notice D140113MEM

The report of the Director of Finance and Transformation recommended approval of the writing-off of debts considered to be irrecoverable. Details were also given of debts under £1,000 which had been written-off in accordance with Financial Procedure Rule 17.2 together with cumulative totals of debts in the current and previous financial years and information on budgeted bad debt provision.

RECOMMENDED: That the 19 items shown in the schedule of amounts over £1,000, totalling £89,335.13 be written-off for the reasons stated within the schedule.

**FIP 14/70 PROPOSED TERMS FOR LEASE OF AMENITY LAND TO
TONBRIDGE METHODIST CHURCH**

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D140114MEM

The report of the Director of Central Service gave details of proposed terms for the lease of amenity land to Tonbridge Methodist Church to provide safe pedestrian access from Hunt Road.

RECOMMENDED: That the terms proposed for a lease to the Tonbridge Methodist Church be approved as set out in the report.

**FIP 14/71 PROPOSED NEW LEASE OF LAND TO REAR OF WILLOW LEA,
TONBRIDGE AND APPROVAL OF DISPOSAL SCHEME**

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D140115MEM

The report of the Director of Central Services outlined the background to the grant of periodic tenancies of a strip of land to the rear of properties in Willow Lea, Tonbridge. Details were given of proposed terms and conditions of a new lease to one of the home owners.

Consideration was also given to a proposal to investigate with each agreement holder in Willow Lea the option of purchasing the land to the rear of their properties.

RECOMMENDED: That

- (1) a new lease be granted to the individual home owner in Willow Lea as detailed in the report (and corrected at the meeting), subject to investigation of whether any further legislation applies and the inclusion of a clause reserving a right of access to the Council; and
- (2) approval be given to proceed with the wider disposal scheme as set out in the report.

The meeting ended at 8.59 pm

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Agenda Item 5

The minutes of meetings of Advisory Panels and Other Groups are attached, any recommendations being identified by an arrow.

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TONBRIDGE AND MALLING BOROUGH COUNCIL

TONBRIDGE FORUM

Monday, 30th June, 2014

Present: Cllr O C Baldock (Chairman), Cllr N J Heslop (Vice-Chairman), Cllr Mrs J A Anderson and Cllr Ms V M C Branson.

Councillors Rogers, Miss Sergison and Cure were also present pursuant to Council Procedure Rule No 15.21.

Members of the Forum: Kent County Councillors Long and Smith, Kent Fire and Rescue Service, Kent Police (Tonbridge), Skinners Company, Tonbridge Allotments and Gardens, Tonbridge Area Churches Together, Tonbridge Citizens' Advice Bureau, Tonbridge Civic Society, Tonbridge District Scout Council, Tonbridge Historical Society, Tonbridge Line Commuters, Tonbridge Rotary Club, Tonbridge Round Table, Tonbridge Sports Association, Tonbridge Theatre and Arts Club, Tonbridge Town Team and Women's Institute

Apologies for absence were received from Councillors Ms J A Atkinson, P F Bolt, Mrs M F Heslop, Ms S V Spence and Tonbridge Music Club

TF 14/6 MINUTES

RESOLVED: That the Minutes of the meeting held on 17 February 2014 be approved as a correct record and signed by the Chairman.

TF 14/7 UPDATE ON ANY ACTION IDENTIFIED IN THE LAST MINUTES

There were no actions identified.

TF 14/8 FLOODING PROGRESS REPORT

The Borough Council and the Environment Agency (EA) provided an update on the progress made towards addressing flooding matters since the last meeting of the Tonbridge Forum. Both organisations had worked closely with businesses and residents to support and assist communities with the recovery process and were participating in the county-wide Strategic and Tactical Recovery Coordinating Groups chaired by the County Council as part of the multi-agency recovery strategy.

A multi-agency Technical Working Group had also been established and included representatives from those organisations involved in flood risk management as well as community representatives from Tonbridge, Hildenborough and East Peckham.

It was reported that the Borough Council and the EA had lobbied hard for capital funding to improve flood defence measures. Members were pleased to note the following funding allocations:

- Avebury Avenue: £80,000 for improvements to the flood defence wall
- Hildenborough: £200,000 for a flood defence scheme
- Leigh Flood Storage Area(LFSA): £100,000 for improvement feasibility

In addition, it was noted that the work on the LFSA was to be brought forward and anticipated to start in 2018. The EA advised that remodelling of the catchment had begun and would be delivered in November 2014 to assist in developing schemes for the LFSA and Hildenborough.

Members noted that there was no final design yet for the flood defences in Tonbridge and the remodelling should identify any potential areas at flood risk. With regard to the funding allocations the EA were committed to achieving best value and would look carefully at the final design. However, it was acknowledged that there might be a need to lobby for additional funding.

Work to rebuild/improve Buleys Weir was scheduled to start in July/August 2014; whilst repairs to the river walls near Churchill House were expected to be completed by October 2014. Consideration would also be given to contingency planning and temporary defences for this winter. The EA advised of the difficulties in providing temporary measures for some areas but it would try to deliver what it could. It was unlikely that work on any permanent flood defences would be completed until 2020.

Two flood fairs had been held in the Borough since the last meeting of the Forum. These had been well attended and provided a valuable and effective way of informing residents how to protect their homes. Funding was available to residents and businesses affected by flooding and so far 34 applications had been approved for the 'Repair and Renewal' grant. 100 properties remained uninhabited and the Borough Council remained in close contact with those homeowners and arrangements were in place to assist those residents.

The Right Honourable Greg Clark MP had visited local areas affected by flooding in his role as the Flood Envoy for Kent.

Members were advised that there were sufficient volunteers to establish Flood Warden Schemes in East Peckham and Hildenborough, although further volunteers were required for Tonbridge. Training would be

provided by Kent County Council, the EA and Kent Fire and Rescue Services.

Finally, the EA reported that the flood warning area was to be expanded to include Hildenborough and be bespoke to Tonbridge. The Chairman referred to the difficulties experienced previously by local councillors in trying to find relevant information for neighbouring wards not in their post code area.

The Forum expressed concern regarding sewage and whether pumping station equipment required further improvements and whether ditches and drains alongside roads would be cleared before winter. In response, it was reported that the agencies responsible for both these concerns (Southern Water and Kent County Council Highways) were members of the Multi-agency Technical Group where these issues would be addressed.

Kent Police confirmed that there had been no further incidents of theft from affected properties and advised that the County Council had responded positively regarding reinstating night time street lighting during that period.

The Chief Executive assured Members that a huge amount of work was ongoing and whilst it was difficult to outline everything that was being done during this period of flood recovery it was a top priority for the Borough Council and partner agencies.

TF 14/9 COMMUNITY ENHANCEMENT FUND

The Borough Council was pleased to announce a further funding round for the Community Enhancement Fund, established to provide funding support for local community groups, voluntary sector bodies and charities and included the Borough's town and parish councils.

It was explained that the maximum grant available was normally £2,500 and would be used to support proposals for one-off purchases or expenditure only. The bid period would be from 7 July to 8 September. All bids submitted would be considered by the Communities and Health Advisory Board on 23 September 2014.

Full guidance and criteria for applicants would be available on the website in the near future.

TF 14/10 MIND PRESENTATION

This item was WITHDRAWN from the agenda

TF 14/11 SUMMER ACTIVITIES

The Leisure Services Manager (Development) advised Members of the leisure activities being provided by the Borough Council over the summer. These included:

- Summer Play Scheme: Covered 13 sites across Tonbridge and Malling and offered arts, crafts and sporting activities
- Summer Play Scheme Plus: Offered support for vulnerable and families with special requirements/needs
- Activate: For ages 8 – 16 and offered life skills and outdoor activities
- Y2Crew: In partnership with Kent County Council and for ages 11 – 18 and aimed to build confidence and better relationships by offering team building tasks and workshops
- Tonbridge and Malling Youth Forum for 11 – 18 and encouraged participation in debate and discussion

Members were also reminded that the Tonbridge Arts Festival would take place from 1 – 6 July. A variety of visual, literary and performing events would be held at different venues across the town and further information was available on www.tmbc.gov.uk and www.tonbridgeartsfestival.co.uk

Reference was made to the Tonbridge Festival Concert and whether there was an opportunity for better promotion of community events. It was noted that the Tonbridge Town Team had a Facebook page and organisations were welcome to post event information there.

Finally, Tonbridge Rotary Club took the opportunity to give advance warning of the Christmas Festival which was scheduled for 23 November 2014. It was hoped that this would be a bigger event than previous years and businesses and volunteers were encouraged to participate.

TF 14/12 KENT POLICE UPDATE

The Chairman welcomed the newly appointed District Commander for Tonbridge and Malling, Chief Inspector Gill Ellis, to the Forum who briefly outlined the recent changes in organisational structure and the implications for local policing. As part of the new police model District Commanders now had greater control of resources in their area to tackle crime and anti-social behaviour.

Local District Policing Teams dealt with emergency and non-emergency calls, investigated local crime such as assault, theft and provided greater

visibility in the community. This change also provided greater flexibility in allocating officers where they were most needed.

Community Policing Teams had been established and worked with the existing Community Safety Units (CSU) to tackle anti-social behaviour and persistent local problems. Inspector Hutcheon advised that he was now based at the CSU in Kings Hill and that 3 new sergeants had been allocated to East Peckham and Hildenborough, the Mallings and rural wards.

Members were assured that residents should not see any difference or decline in service delivery as a result of the changes.

Inspector Hutcheon provided an overview of crime and disorder within Tonbridge and advised of a reduction in crime overall, despite a slight increase in violent crime. There was no obvious pattern although domestic abuse could be a contributing factor. This was a difficult area to address and Kent Police continued to work closely with domestic abuse agencies on many initiatives.

Police Contact Points (mobile police stations) had been used to provide crime prevention advice workshops and had offered bike marking, shed alarms and purse chains. This initiative had proved successful with an increased attendance at the Police Contact Points. The next event was arranged for 19 July 2014.

There had also been great success with enforcement and crime reduction on the rail network and further operations would be arranged. It was difficult to judge whether crime increased if the Tonbridge station gates were not closed, although general evidence suggested that crime reduction was likely when station gates were in operation.

Forum members were alerted to a spate of rogue traders operating in the Tonbridge area and everyone was asked to keep an eye on elderly relatives and neighbours.

In response to a question from the floor it was confirmed that there was no evidence to show that crime had increased since night time lighting had been switched off. However, it was noted that if Kent Police identified an issue in an area or community they could ask the County Council to reinstate the night time lighting.

Reference was made to police attendance at community events and it was confirmed that there was a charge for private events. This was partly due to insufficient resource available to attend community events and was a county-wide stance. However, Members were assured that Kent Police remained committed to assisting and supporting communities where possible.

TF 14/13 KENT COUNTY COUNCIL SERVICES UPDATE

The Kent County Council Community Engagement Manager reported that the three year transformation programme 'Facing the Challenge' continued and that £330m of savings were required.

The new Combined Member Grant fund which merged the previous funding streams, community, local schemes, small capital and highways, was now open. Last year over 60 organisations in the Borough benefitted from the Grant Fund. Interested applicants should contact the Community Engagement Manager or the County Member directly.

Reference was made to the County Council's successful 'Safer Kent's pothole' initiative which had been awarded £6.3 million from Government as a model authority. Members commented that a first class and efficient service was provided and everyone was encouraged to report potholes and other faults on line at www.kent.gov.uk/highways

Finally, reference was made to the 'Shared Lives' scheme which meant taking someone into your home who was unable to live independently and needed some practical and emotional support. Volunteers were needed who could share their home for short breaks, day support or long term care. Full training and a financial package were available for the challenging and rewarding role. Further information was available at www.kent.gov.uk/sharedlives

TF 14/14 TONBRIDGE AND MALLING SERVICES UPDATE

The Chief Executive of the Borough Council referred to the recent Commonwealth Baton activities held at Tonbridge Castle and thanked the community, local organisations and schools for their participation in a successful event.

Recent events and other key points relevant to Tonbridge and Malling were also provided by the Chief Executive. The headline messages included:

- Peer Challenge Review: A team organised by the Local Government Association had reviewed a number of issues related to the Borough Council's approach to economic regeneration, effective governance and decision making, financial planning and other organisational and strategic management. The report was an endorsement of the approach taken by the Borough Council, recognised its position in the current climate and set out the challenges being faced. It was noted that the business community had been involved in the process. The report was available to view on the website at www.tbmc.gov.uk

- Community Safety Unit remained active in addressing anti-social behaviour in the Borough, with a joined up approach between the CSU, Kent Police and Licensing Services.
- Welfare Reform was ongoing and represented a significant challenge for the Borough Council and residents. The Director of Finance and Transformation was actively engaging with key partners across a range of organisations including social housing providers, the County Council and Job Centre Plus to identify and address challenges.
- 'Love Kent Hate Litter' campaign: The Borough Council was active in this initiative working in cooperation with a range of local organisations, clubs and communities all committed to improve and tidy up the local area. It was noted that the Tonbridge Canoe Club had received a gold award for their clean-up of the River Medway; Tonbridge Beavers had participated in a 'Big Tidy Up'; Tonbridge Scouts had held a woodland walk and there had been a presentation of the Voluntary Litter Code.

The meeting ended at 9.05 pm

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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

Thursday, 4th September, 2014

Present: Cllr N J Heslop (Chairman), Cllr M A Coffin (Vice-Chairman), Cllr Mrs J A Anderson, Cllr J Atkins, Cllr D Keeley and Cllr Miss A Moloney and Aylesford, Borough Green, Burham, Hadlow, Hildenborough, Kings Hill, Leybourne, Snodland, West Malling and Wrotham Parish and Town Councils.

Councillors M R Rhodes, Mrs S Murray and O C Baldock were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Borough Councillors J A L Balcombe, M A C Balfour, Mrs J M Bellamy, M Parry-Waller, H S Rogers, A G Sayer and Mrs C J Woodger and County Councillors Mrs V Dagger and Mr M Balfour.

PART 1 - PUBLIC

PPP 14/10 MINUTES

RESOLVED: That the Minutes of the meeting held on Thursday 20 February 2014 be approved as a correct record and signed by the Chairman.

PPP 14/11 UPDATE ON ANY ACTION IDENTIFIED IN THE LAST MINUTES

There were no actions identified.

PPP 14/12 KENT POLICE SERVICES UPDATE

Inspector Hutcheon (Community Safety Unit manager) provided an overview of the achievements made in the performance and the neighbourhood policing agenda. Reference was made to a new way of recording using 'anticipated', or estimated, levels of crime taking account of seasonal trends and peaks and troughs over a 5 year period. This type of analysis proved useful in understanding the reasons behind causes of crime, informed where to direct resources and focused on a longer term strategy.

Members were advised that all crime within Tonbridge and Malling remained reasonable, despite a slight increase above the 'anticipated' target; although crimes against society were better than 'anticipated' for July. It was noted that domestic abuse was included in violence against the person and that the increase in 'victim based crime' could be due to the way these were now recorded.

The strategic principles of the recent Kent Police restructure were set out and included a focus on maximising officers in frontline roles, reducing unnecessary demand and retaining a reactive and proactive capability to tackle crime. It was reported that Tonbridge remained a main reporting station and the Community Safety Unit, based at Kings Hill, was the 'hub' of local policing activity.

Successful recent initiatives within the Borough included Operation Horizon, tackling nuisance vehicles at Oakdene Café in Wrotham; crime prevention measures and promotion at Sainsbury, Aylesford; Police Contact Points hosting a range of initiatives such as bike marking; Operation Gear, tackling criminals using the rail network and multi-agency Water Safety Days of Action to raise public awareness at Leybourne Lakes Country Park and Tonbridge Town Lock.

In response to a question raised by Snodland Town Council regarding the DVLA changes to the taxing of vehicles, which came into force on 1 October 2014, the Panel was advised that members of the public, parish councils and private landowners could search on the DVLA website to check if vehicles were taxed and/or insured. However, it was likely that initially there would be an increase in the number of vehicles being reported as abandoned.

PPP 14/13 PRESENTATION ON 'LOVE WHERE YOU LIVE'

The Environmental Projects Manager gave a presentation outlining the key points of the Love Where You Live campaign, which encouraged a sense of civic pride across communities, aimed to change littering behaviour and significantly reduce the amount of litter in England by 2020.

It was reported that the Borough Council had made a significant contribution to the campaign and the reduction of litter remained a key priority. In addition, the Borough Council gave regular talks to community groups and schools, held street monitor meetings, assisted with litter picking events and clearing dog fouling and had been a national Love Where You Live Ambassador authority. The support of many local partners, communities and parish councils was also very important and appreciated.

Particular reference was made to the Voluntary Litter Code for Business, which contributed to economic regeneration as customers were encouraged into shops/businesses by well-kept and tidy premises. The scheme had been initiated successfully in Larkfield and was now adopted by Ditton Parish and Snodland Town Councils, with 60 plus businesses currently involved.

Responsible dog ownership was also encouraged by Bag and Flag and The Big Scoop initiatives and the Borough Council worked with parishes

throughout the year. On average there had been an 80% reduction in dog fouling.

In response to a question raised by Wrotham Parish Council it was confirmed that any 'side waste' collected as a result of a litter picking event could be disposed of in household bins, although the Borough Council appreciated notification if there was a large volume.

Reference was made to the Kent County Council Waste Disposal centres and whether they would accept fallen trees dealt with by parish councils. In addition, the Panel asked that if parish councils did take waste to KCC centres consideration could be given to the relaxation of vehicle size limits, particularly length of trailers. It was also noted that the Medway operated Cuxton centre did not have any such restrictions. The Community Engagement Manger offered to direct these queries to the relevant County officers and circulate his findings.

Snodland Town Council commended the enthusiasm of officers which attracted and encouraged involvement in the Love Where You Live campaign. In return the Borough Council appreciated and recognised the important contribution of local communities, especially volunteers, who all helped to sustain the initiative.

PPP 14/14 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS

The joint report of the Director of Finance and Transformation, the Leader of the Council and the Cabinet Member for Finance, Innovation and Property outlined the proposed methodology to be adopted to determine the Scheme of Financial Arrangements with Parish Councils budget for the financial year 2015/16.

Members were reminded that in 2013 the Council in liaison, with the Parish Partnership Panel, agreed that the budget for the Scheme of Financial Arrangements with Parish Councils would increase or decrease by the same percentage as the increase or decrease in the Borough Council's Local Government Finance Settlement, including New Homes Bonus funding in the previous year.

The Director of Finance and Transformation proposed to adopt this methodology for the forthcoming financial year. As a result the Scheme of Financial Arrangements with Parish Councils budget for 2015/16 would increase by 1.3%, subject to final approval at Cabinet.

Members were advised that although there was an increase in funding for this year it could not be guaranteed for the longer term and was subject to central Government decisions regarding New Homes Bonus. It was reiterated that when the New Homes Bonus scheme reached its sixth year or was replaced by something else it could result in a marked percentage decrease.

The Leader and the Cabinet Member for Finance, Innovation and Property confirmed that the proposed methodology would be used for as long as possible in recognition of the good working relationship between the Borough and Parish Councils. Members were assured that whatever the future of the New Homes Bonus, the financial arrangements with parish councils would remain transparent.

The Chairman of the Kent Association of Local Councils (Tonbridge and Malling) welcomed the good news and commented that it was a fair settlement given the current financial constraints being experienced by local authorities. It was acknowledged that the funding model was heavily dependent upon the New Homes Bonus funding and any future implications regarding financial arrangements would be monitored and raised.

Final details for individual parishes would be shared once known.

PPP 14/15 KENT COUNTY COUNCIL SERVICES UPDATE

The Kent County Council Community Engagement Manager reported on the progress made in the transformation programme and advised that recommendations for Phase 1 Service Reviews had been endorsed in May 2014. Significant budget saving had already been achieved. Phase 2 reviews would begin shortly.

Reference was made to the Care Act 2014, which introduced major changes to adult social care from April 2015. Some of the benefits included clearer financial arrangements, better information and advice, improved support for carers and greater choice of services. It was reported that local authorities would have legal duties to provide information and advocacy to prevent care needs; together with powers to delegate social care functions to another organisation, except safeguarding, decisions on charging and integration.

The Kent County Council would arrange a number of engagement and briefing opportunities over the next six months to raise awareness of the changes to partners and residents. A programme of events was being prepared, including workshops and presentations, and any ideas were welcomed and invited.

Finally, Members were advised that the new Member Grant Scheme was now open and more details were available from local County Members or from the Community Engagement Manager (james.harman@kent.gov.uk)

In response to a question regarding the street light night time switch off, Members were advised that a review of the process of engagement and consultation was currently underway. The Kent County Council recognised that lessons had been learnt, particularly around communication. Concern was expressed at the slow reaction of the

County Council in addressing issues on street lights, particularly those not working or on all the time.

Snodland Town Council referred to the Kent Highways website which no longer provided a reference/job number via return email once a problem had been logged and asked for this to be reinstated.

It was suggested that if specific street lighting issues were passed to the Community Engagement Manager he would forward these to the relevant officers in KCC to address, together with the website issue.

PPP 14/16 TONBRIDGE AND MALLING BOROUGH COUNCIL SERVICES UPDATE

The Director of Finance and Transformation provided an update on key points relevant to Tonbridge and Malling. The headline messages included:

- South East Local Enterprise Partnership funding

Working with partners across Kent and Medway the Borough Council had recently submitted bids for the Regional Growth Fund and had been successful in securing funding for two key local projects. Improvements to Junction 4 on the M20 had been awarded £2.19M and Tonbridge town centre High Street improvements had been given £2.37M.

In addition, a further £4.89M had been secured for local transport initiatives and part of this would be used to carry out improvements to Snodland station.

- Housing

It was announced that for the period 2015/18 over £7 million of capital grant had been allocated to the Borough Council to provide affordable housing in Tonbridge and Malling. This was the highest level obtained for any local authority in Kent and reflected the work with partners in bidding for schemes.

- Community Enhancement Funding

The deadline for submissions was Monday 8 September and parish councils were encouraged to apply for a grant if they had not yet done so.

- Heritage Open Days

Events would take place during the weekend of 13 – 14 September. Twenty one properties were participating and there were three new

entries this year, including Aylesford Pottery, the control tower at Kings Hill and Hadlow Tower.

Further details were available online at www.tmbc.gov.uk or nationally at www.heritageopendays.org.uk

- Music at Malling

The fourth music festival would take place from 23 – 28 September and this year would commemorate the centenary of the start of World War 1.

- Christmas Refuse and Recycling Collection Arrangements

It was reported that the majority of residents would see no change to their regular service. However, those who had a Thursday collection, due to Christmas and New Year's Day falling on that day, would experience a temporary suspension of their green waste service. Details would be communicated to residents via the website, a calendar delivered during October and the festive bin hangers delivered in December.

In addition the current street monitor guidance for use by parish councils and the wider community in reporting a range of street scene related issues was in the process of being updated and would help maximise use of online reporting systems.

- Health Initiatives

The Borough Council's Healthy Living Team delivered a range of health improvement programmes, such as adult weight management and family based healthy lifestyle programmes. Details of all programmes were available online and Parish Councils were encouraged to promote these programmes locally. A range of promotional material was made available for collection at the end of the meeting.

The Chairman also referred to upcoming activities of the Tonbridge and Malling Seniors Forum which were set out in further detail in the leaflets tabled for collection at the end of the meeting.

The meeting ended at 9.00 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

TONBRIDGE FORUM

Monday, 8th September, 2014

Present: Cllr O C Baldock (Chairman), Cllr N J Heslop (Vice-Chairman), Cllr Ms J A Atkinson, Cllr P F Bolt, Cllr Ms V M C Branson, Cllr Miss J R L Elks, Cllr Mrs M F Heslop and Cllr C Smith.

Together with representatives from Kent Police (Tonbridge), Skinners Company, Tonbridge Art Group, Tonbridge District Scout Council, Tonbridge Historical Society, Tonbridge Music Club and Women's Institute

Councillors Mrs P Bates and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors A W Allison, Mrs J A Anderson, Ms S V Spence and D J Trice, County Councillor R Long, Kent Fire and Rescue Service, Society of Friends, Tonbridge Line Commuters, Tonbridge Rotary Club and Tonbridge Sports Association

TF 14/15 CHAIRMANS ANNOUNCEMENT

The Chairman referred to the sad news regarding the recent death of Mr Russell Dorling and paid tribute to his enthusiasm and contribution to the Tonbridge Forum. Mr Dorling was also a former Mayor of Tonbridge and Malling and had served as a Borough Councillor.

Condolences were passed to Mr Dorling's family and friends.

TF 14/16 MINUTES

RESOLVED: That the Minutes of the meeting held on 30 June 2014 be approved as a correct record and signed by the Chairman.

TF 14/17 UPDATE ON ANY ACTION IDENTIFIED IN THE LAST MINUTES

There were no actions identified.

TF 14/18 PRESENTATION FROM SEVENOAKS MIND

The Chief Executive of Sevenoaks Mind (Ms Jill Roberts) explained that the organisation was one of over 180 local Mind associations which were affiliated to the national charity. The organisation was the leading mental health charity in England and Wales and offered a range of activities and groups to support people with different mental health problems, help them move forward, make new friends and rebuild skills and confidence. It was indicated that stigma and discrimination

associated with mental health remained significant and it was essential to tackle this as it prevented people from seeking help.

A number of services and initiatives offering mental health and wellbeing support were planned for Tonbridge and to reflect this cross boundary working the organisation would be renamed as West Kent Mind.

Advice and support was offered in a confidential environment. In recognition of the important link between physical and mental wellbeing health trainers, a team of NHS professionals, worked with local communities to help people make positive lifestyle changes to improve long term health and wellbeing. These included healthy eating and weight programmes and advice on stopping smoking.

Training could be provided to give everyone the knowledge and confidence to recognise signs of mental health problems, encourage some to seek the right help and to reduce the stigma around mental illness. Visits to local schools had taken place as it was important for young people to recognise the signs of mental health.

Further details of community groups, training and support courses were available on the website www.sevenoaksareamind

Members were advised that the organisation offered small grants to sufferers and/or carers of £5,000 across Kent to promote personal development of those directly, or indirectly, affected by severe or persistent mental health problems.

Finally, particular reference was made to World Mental Health Day on 10 October 2014 where there would be local event in Tonbridge arranged in conjunction with local authorities.

In response to a question from the floor on how to address the stigma attached to mental health, it was felt that meaningful conversation with a sufferer could make a difference in helping other people understand. The importance of volunteer staff in supporting community events and talking to people was extremely valuable to the charity and their ongoing work.

TF 14/19 KENT COUNTY COUNCIL SERVICES UPDATE

The Kent County Council Community Engagement Manager referred to the ongoing transformation agenda and advised that Phase 1 reviews were nearing completion. Significant budgets savings had been achieved and Phase 2 reviews were due to commence shortly.

It was reported that the Care Act 2014 introduced major changes to adult social care from April 2015, although some of the key changes would not come into effect until April 2016. Some of the benefits included clearer financial arrangements, better information and advice,

improved support for carers and greater choice of services. It was reported that local authorities would have legal duties to provide information and advocacy to prevent care needs; together with powers to delegate social care functions to another organisation, except safeguarding, decisions on charging and integration.

The Kent County Council would arrange a number of engagement and briefing opportunities over the next six months to raise awareness of the changes to partners and residents. A programme of events was being prepared, including workshops and presentations, and any ideas were welcomed and invited.

Finally, Members were advised that the new Member Grant Scheme was now open and more details were available from local County Members or from the Community Engagement Manager (james.harman@kent.gov.uk)

With regard to the superfast broadband initiative (the Kent and Medway project) the Chairman asked when this would reach rural communities such as Hadlow and East and West Peckham. The schedule of works for the borough was unknown and the Community Engagement Manager offered to pursue this with relevant officers and also to clarify which areas superfast broadband might not reach.

Members asked for further information on the 'befriending' initiative aimed to combat loneliness and the Community Engagement Manager offered to invite a representative to the Tonbridge Forum where the issue could be discussed in more detail.

TF 14/20 KENT POLICE UPDATE

Inspector Hutcheon, Community Safety Manager, provided an overview of the achievements of Kent Police and recent crime trends since the last meeting of the Forum in June.

Reference was made to a new way of recording using 'anticipated', or estimated, levels of crime taking account of seasonal trends and peaks and troughs over a 5 year period. This type of analysis proved useful in understanding the reasons behind causes of crime, informed where to direct resources and focused on a longer term strategy.

Violent crime on people was lower than 'anticipated' although burglary from a dwelling represented a slight increase. However, Members were advised that all crime within Tonbridge and Malling continued to reduce although the position was getting more difficult to maintain. The overall position remained positive but Kent Police recognised that they could not be complacent.

The strategic principles of the recent Kent Police restructure were set out and included a focus on maximising officers in frontline roles,

reducing unnecessary demand and retaining a reactive and proactive capability to tackle crime. It was reported that Tonbridge remained a main reporting station and the Community Safety Unit, based at Kings Hill, was the 'hub' of local policing activity. Further savings were likely to be necessary as a result of continued financial monitoring and remodelling.

Successful recent initiatives within the Borough included Operation Horizon, tackling nuisance vehicles at Oakdene Café in Wrotham; crime prevention measures and promotion at Sainsbury; Police Contact Points hosting a range of initiatives such as bike marking; Operation Gear, tackling criminals using the rail network and a multi-agency Water Safety Day of Action to raise public awareness at Town Lock.

Reference was made to the DVLA changes to the taxing of vehicles, which came into force on 1 October 2014, and the Forum was advised that members of the public could search on the DVLA website to check if vehicles were taxed and/or insured. It was recommended that the best way to access the website was via www.you.gov.uk as this would ensure that a legal site was used.

In response to a question, it was indicated that crime related to scrap metal had fallen possibly due to the lower value of materials. The Forum was reminded that it was a legitimate trade, licensed by local authorities and monitored and policed by the Borough Council and Kent Police.

TF 14/21 TONBRIDGE AND MALLING SERVICES UPDATE

The Director of Street Scene and Leisure provided an update on key points relevant to Tonbridge and Malling. The headline messages included:

- Community Enhancement Fund

The Borough Council had launched a new round of funding aimed at supporting projects from community groups. The deadline for submissions was now closed and Members of the Council would consider the applications later this month. However, funding would be awarded for one-off purchases or projects.

The excellent job and valuable role that local organisations and volunteer groups provided was recognised by the Borough Council.

- South East Local Enterprise Partnership funding awards

The Borough Council had recently submitted bids for the Regional Growth Fund and had been successful in securing funding for two key local projects:

- (1) Improvements to Junction 4 on the M20 (£2.19M)

(2) Tonbridge town centre High Street improvements (£2.37M), which could now proceed to the detailed design stage.

- Healthy Living

A range of health improvement programmes was delivered by the Borough Council's Healthy Living Team, such as adult weight management and family based healthy lifestyle programmes. Many of these initiatives were held at the Angel Centre and Larkfield Leisure Centre.

Details of all programmes were available online.

- Christmas Refuse and Recycling Collection Arrangements

It was reported that the majority of residents would see no change to their regular service. However, those who had a Thursday collection, due to Christmas and New Year's Day falling on that day, would experience a temporary suspension of their green waste service. Details would be communicated to residents via the website, a calendar delivered during October and the festive bin hangers delivered in December.

In addition the current street monitor guidance for use by local organisations and the wider community in reporting a range of street scene related issues was in the process of being updated and would help maximise use of online reporting systems.

- Housing

It was announced that for the period 2015/18 over £7 million of capital grant had been allocated to the Borough Council to provide affordable housing in Tonbridge and Malling. This was the highest level obtained for any local authority in Kent and reflected the work with partners in bidding for schemes.

- Tonbridge Case Medieval Fair

This was a family friendly event and was now in its seventh year. There was no charge to attend and it ran from 10 – 5 on Saturday 13 and Sunday 14 September.

- Tonbridge Town Team's Dragon Boat Race

This was arranged for Sunday 14 September and this year there were 13 teams taking part including organisations such as Tonbridge Round Table, Tonbridge Rock Choir, Tonbridge School, Tonbridge Juddians and the Sevenoaks and Tonbridge Concert Band.

- Heritage Open Days

Events celebrating England's architecture and culture would take place during the weekend of 13 and 14 September. Further information could be found online at www.tmbc.gov.uk

- Tonbridge Memorial Garden

The work on the Memorial Garden was nearing completion and a formal opening was arranged for 22 September 2014.

- Avebury Avenue Bridge

This was due for full replacement and access over the current bridge was now closed for health and safety issues. Work was due to start on site in early October and anticipated to take up to seven weeks. Members were reassured that regular dialogue continued with the Environment Agency so that any flood improvement work in the area would be co-ordinated.

On behalf of Tonbridge Rotary, Members were reminded that the Tonbridge half marathon would be held on 28 September. It was also noted that Tonbridge Park Run continued free of charge every weekend.

In addition, Members were advised that the Royal Mail were operating a pilot Sunday opening at the Tonbridge sorting office between 12 – 4 for the collection of parcels.

TF 14/22 TONBRIDGE AND MALLING SENIORS FORUM

The Tonbridge and Malling Seniors (TAMS) Forum provided a brief update on a number of local events for those aged 50 or over. These were free of charge and offered information and advice on health, benefits, housing and local clubs and societies. A number of promotional leaflets were available for collection at the end of the meeting.

TAMS was run by a team of volunteers and meetings took place at the Age UK hall in Bradford Street, Tonbridge. Representatives from local hospices would be speaking on 26 September, with Kent Fire and Rescue, Kent Police and the Environment Agency speaking on 28 November and anyone was welcome to attend.

Finally, the organisation was aware that many small community groups might require funding support and this was being explored further.

The meeting ended at 9.00 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

JOINT TRANSPORTATION BOARD

Monday, 22nd September, 2014

Present: Mr C Smith (Chairman), Cllr Mrs S Murray (Vice-Chairman), Cllr D A S Davis, Cllr Mrs F A Kemp, Cllr R D Lancaster, Cllr Mrs A S Oakley, Cllr A K Sullivan, Mr M Balfour, Mrs V Dagger, Mrs S Hohler and Mr R Long.

Borough Councillors Mrs J A Anderson, J A L Balcombe, O C Baldock, P F Bolt, Ms V M C Branson, M A Coffin, D J Cure, B J Luker, Miss A Moloney, M R Rhodes and M Taylor were also present pursuant to Council Procedure Rule No 15.21.

Mr H Rayner was present on behalf of the Kent Association of Local Councils and Mr M Dobson attended on behalf of Hildenborough Parish Council.

Apologies for absence were received from Borough Councillor N J Heslop and County Councillor Mrs T Dean.

PART 1 - PUBLIC

JTB 14/21 DECLARATIONS OF INTEREST

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

JTB 14/22 MINUTES

RESOLVED: That the Minutes of the meeting of the Joint Transportation Board held on 9 June 2014 be approved as a correct record and signed by the Chairman.

JTB 14/23 PARKING ACTION PLAN

Decision Notice D140104MEM

The report of the Director of Planning, Housing and Environmental Health gave an update on the phased approach to on-street parking management with a focus on the work in progress.

RESOLVED: That the following be commended to the Borough Council Cabinet

The way forward as set out in the report, including a review of the overall approach to parking be agreed.

JTB 14/24 TONBRIDGE TOWN CENTRE TRANSPORT STRATEGY - UPDATE

Decision Notice D140105MEM

The joint report of the Director of Highways and Transportation and the Director of Planning, Housing and Environmental Health gave an update on progress with the revised Transport Strategy for Tonbridge town centre.

RESOLVED: That the following be commended to the Borough Council Cabinet

The work to date and the next steps as set out in the report be noted.

MATTERS SUBMITTED FOR INFORMATION**JTB 14/25 DEVELOPER FUNDED SCHEMES SECTION 106 AND LOCAL TRANSPORT PLAN SCHEMES**

The report of the Head of Transportation, Kent Highways, provided an update on the current and future works relating to Section 106 and Local Transport Plan Funded schemes promoted by the County Council within the Borough.

JTB 14/26 COMBINED MEMBER HIGHWAY FUND REPORT FOR TONBRIDGE AND MALLING DISTRICT

The report of the Head of Transportation, Kent Highways, provided details of current County Member Highway Fund Schemes within the Borough.

JTB 14/27 HIGHWAY WORKS PROGRAMME 2014/15

The report of KCC Highways and Transportation provided an update on schemes approved for construction by the County Council in 2014/15.

JTB 14/28 LOCAL WINTER SERVICE PLAN

The report of the Head of Highway Operations outlined the arrangements made between Kent County Council and Tonbridge and Malling Borough Council to provide a local winter service in the event of an operational snow alert in the Borough.

JTB 14/29 URGENT ITEMS

The Chairman advised that he had accepted the following item as urgent due to special circumstances arising from a fatal road traffic incident within the Borough.

JTB 14/30 FATAL ROAD TRAFFIC INCIDENTS, GRAVESEND ROAD, WROTHAM

The representative of the Kent Association of Local Councils, Mr H Rayner, thanked the Board for allowing him to raise the issue of fatal incidents on the A20 at the M20 bridge adjacent to Gravesend Road, Wrotham involving motor cyclists. He expressed concern about the visibility of signage and asked if the County Council could investigate whether these could be improved. It was suggested that advice be sought from Kent Police, particularly the motorcycle section, through the regular meetings with the County Council's Road Safety team and that this matter be reported to the next meeting of the Joint Transportation Board.

MATTERS FOR CONSIDERATION IN PRIVATE**JTB 14/31 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 8.10 pm

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TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 October 2014

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Council

1 TREASURY MANAGEMENT MID-YEAR REVIEW 2014/15

A report detailing treasury management activity undertaken during the period April to August of the current financial year is to be considered by the Audit Committee on 6 October. The report also reminds Members of the parameters that define the Council's risk appetite and of the arrangements for managing the Council's investments. Cabinet are invited to recommend that Council endorse the action taken by officers in respect of treasury management activity to date, to retain the current risk parameters and note the change in management responsibility for the Council's core fund investments.

1.1 Introduction

- 1.1.1 Council adopted the 2009 CIPFA Code of Practice for Treasury Management on 18 February 2010. That Code, and subsequent updates, requires as a minimum that full Council approves an annual strategy prior to the start of the financial year, a mid-year review of that strategy (this report) and an outturn report.
- 1.1.2 Additional reports updating Members on current activity are presented to the Audit Committee and performance is also reported on a regular basis to the Finance, Innovation and Property Advisory Board. The combination of Member reporting and detailed scrutiny of activity ensures this Council complies with best practice.
- 1.1.3 The treasury management report presented to the Audit Committee on 6 October 2014 is replicated in full at **[Appendix 1]**.

1.2 2014/15 Treasury Management Performance

- 1.2.1 A gross annualised return of 0.62% was generated on investments for the period April to August. Whilst this bettered the 7 day LIBID benchmark by 27 basis points, in cash terms, investment income of £60,400 was £9,400 below our profiled budget for the same period. The shortfall against budget is attributed to the relatively poor performance achieved by our external fund manager in the early part of the year.

- 1.2.2 Historically, the Council's core funds have been managed by an external fund manager and are being used to support both revenue and capital expenditure over the next few years of our medium term financial strategy as the Council grapples with savings targets to achieve a balanced budget. The core fund balance of £13.4m (expected to reduce to circa £11m by the end of the financial year) is at a level where In-house management is practical without the need for additional staff resources. The 2014/15 Annual Investment Strategy made provision for these funds to be transferred to In-house management by the end of the financial year and thus contribute to future savings targets through reduced fund management fees. I'm pleased to report that the transfer to In-house management took place on 1 August 2014.
- 1.2.3 Following the transfer, initial core fund maturities have been reinvested in nine month term deposits (both fixed and tradable certificates of deposit) to generate yield. Other maturities as they arise will be invested in shorter duration instruments (mix of three and six month durations) to retain a degree of liquidity and take advantage of interest rate rises should they occur. Although its 'early days' there was a noticeable improvement in yield during August which will continue as the months pass such that interest earned on core funds is expected to be in-line with budget for the final eight months of the financial year.
- 1.2.4 All investments undertaken in 2014/15 complied in full with the requirements of the 2014/15 Annual Investment Strategy including prudential and treasury limits.

1.3 Review of Risk Parameters and Regulatory Changes

- 1.3.1 The 2014/15 Investment Strategy was approved by full Council in February 2014. The Strategy limits the Council's exposure to investment risks via the specification of minimum sovereign and counterparty credit ratings and associated exposure limits. The Strategy also imposes restrictions on the duration of an investment and the type of investment instrument that can be used. In conducting a mid-year review of the Strategy no change to the Council's current risk appetite is proposed.
- 1.3.2 The Audit Committee report makes reference to regulatory changes that may impact in the future on: the Council's use of Money Market Funds (used for daily cash management purposes); and bank credit ratings following the removal of sovereign support. Neither issue is expected to have any implications for our investment approach over the remainder of this financial year but the issues will need to be revisited in preparing the 2015/16 Annual Investment Strategy.

1.4 Legal Implications

- 1.4.1 Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.

1.4.2 This annual review report fulfils the requirements of The Chartered Institute of Public Finance & Accountancy's Code of Practice on Treasury Management 2009.

1.5 Financial and Value for Money Considerations

1.5.1 As outlined above.

1.6 Risk Assessment

1.6.1 The application of best practice, including the regular reporting and scrutiny of treasury management activity as identified by the CIPFA Code, is considered to be the most effective way of mitigating the risks associated with treasury management.

1.7 Equality Impact Assessment

1.7.1 See 'Screening for equality impacts' table at end of report.

1.8 Recommendations

1.8.1 Subject to any comments from the Audit Committee, Cabinet is invited to **RECOMMEND** that Council:

- 1) Endorse the action taken by officers in respect of treasury management activity for the period April to August 2014.
- 2) Note the transfer of responsibility for core fund investments to In-house management took effect on 1 August 2014.
- 3) Retain the existing parameters intended to limit the Council's exposure to investment risks.

Background papers:

contact: Michael Withey

Nil

Sharon Shelton

Director of Finance and Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	N/A

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	N/A
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

TONBRIDGE & MALLING BOROUGH COUNCIL**AUDIT COMMITTEE****06 October 2014****Report of the Director of Finance & Transformation****Part 1- Public****Matters for Recommendation to Cabinet – Council Decision****1 TREASURY MANAGEMENT MID-YEAR REVIEW 2014/15**

This report provides an update on treasury management activity undertaken during the period April to August of the current financial year. Members are reminded of the parameters that define the Council's risk appetite and of the arrangements for managing the Council's investments. Members are invited to endorse the action taken by officers in respect of treasury management activity to date, to retain the current risk parameters and note the change in management responsibility for the Council's core fund investments.

1.1 Introduction

1.1.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised November 2009) was adopted by this Council on 18 February 2010.

1.1.2 The primary requirements of the 2009 Code and its subsequent revisions are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full Council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy - for the year ahead, a Mid-year Review Report (this report) and an Annual Report (stewardship report) covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Audit Committee.

1.1.3 This mid-year report has been prepared in compliance with CIPFA's Code of Practice, and covers the following:

- An economic update and revised interest rate forecast.
- Investment performance for April to August of the 2014/15 financial year.
- The current investment portfolio and associated management arrangements.
- Borrowing.
- Compliance with Treasury and Prudential Limits for 2014/15.
- A review of the risk parameters contained in the 2014/15 Annual Investment Strategy.

1.2 Economic Background

1.2.1 The strong growth experienced in the UK throughout 2013 has continued in the first two quarters of 2014 (0.8% in Q1 and Q2 of 2014 which equates to an annual rate of 3.2%). Strong growth is expected to continue throughout 2014 as forward surveys for the services and construction sectors are very encouraging and business investment is improving. However, sustained economic recovery in the longer term will require a rebalancing away from dependence on consumer expenditure and the housing market towards manufactured goods and exports.

1.2.2 Most economic forecasters are expecting growth to peak in 2014 and then to ease off a little, though still remaining strong, in 2015 and 2016. The sharp fall in inflation (CPI) down to 1.5% in May, the lowest rate since 2009, is also encouraging. Forward indications are that inflation is likely to fall further in 2014 to something near 1%. Overall, markets are expecting that the Bank of England Monetary Policy Committee (MPC) will be cautious in raising the Bank Rate as it will want to protect heavily indebted consumers from too early an increase at a time when inflationary pressures are weak. A first increase in Bank Rate is expected in Q1 or Q2 of 2015 and increases after that are expected to be at a slow pace and ultimately rise to a lower level than that prevailing before 2008.

1.2.3 The UK's major trading partner, the Eurozone, is facing increasing threats from weak or negative growth and from deflation. The European Central Bank (ECB) took limited action in June to loosen monetary policy in order to promote growth. In August, the inflation rate fell further, to reach a low of 0.3%. However, this is an average for all Eurozone countries and includes some countries with negative rates of inflation. In September the ECB took further action to cut its benchmark rate (the equivalent of our Bank Rate) to only 0.05% and started a programme of corporate debt purchases. The ECB has not yet embarked (it may never) on a programme of full quantitative easing (purchase of sovereign debt).

1.2.4 In the US the Federal Reserve continued to reduce its programme of asset purchases. Complete cessation of the programme is a precursor to rising interest rates in America. Asset purchases have now fallen from \$85bn per month in December 2013 to \$25bn in July 2014. Providing strong growth continues the programme is expected to come to an end in October 2014.

1.3 Interest Rate Forecast

1.3.1 The Council's treasury advisor, Capita Asset Services, has provided the following forecast:

Rate	Now	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16
	%	%	%	%	%	%	%	%	%	%
Bank Rate	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.75
3 mth LIBID	0.50	0.60	0.80	0.80	1.10	1.10	1.30	1.40	1.60	1.90
6 mth LIBID	0.60	0.80	0.90	1.00	1.15	1.20	1.40	1.50	1.80	2.00
12 mth LIBID	0.80	1.00	1.00	1.20	1.30	1.40	1.70	1.80	2.10	2.20
25yr PWLB	4.00	4.10	4.20	4.30	4.40	4.50	4.60	4.70	4.80	4.80

Downside risks to the forecast include:

- UK strong economic growth is currently dependent on consumer spending and an unsustainable boom in the housing market. The boost from these sources is likely to fade after 2014.
- A weak rebalancing of UK growth to exporting and business investment causing a weakening of overall economic growth beyond 2014.
- Weak growth or recession in the UK's main trading partners - the EU and US, inhibiting economic recovery in the UK.
- A resurgence of the Eurozone sovereign debt crisis caused by ongoing deterioration in government debt to GDP ratios to the point where financial markets lose confidence in the financial viability of one or more countries and in the ability of the ECB and Eurozone governments to deal with the issues.
- Recapitalising of European banks requiring more government financial support.
- Lack of support by populaces in Eurozone countries for austerity programmes, especially in countries with very high unemployment rates.
- Monetary policy action failing to stimulate sustainable growth in western economies especially the Eurozone but also Japan.
- There are also increasing concerns that the reluctance of western economies to raise interest rates significantly for some years, plus the significant QE measures which remain in place has created potentially unstable flows of liquidity searching for yield and therefore heightened the potential for an increase in risks in order to get higher returns (a return of the environment which led to the 2008 financial crisis).

1.4 Investment Portfolio

1.4.1 The Annual Investment Strategy for the 2014/15 financial year was approved by Council on 18 February 2014. The Strategy outlines the Council's investment priorities as follows:

- Security of Capital,
- Liquidity.

- 1.4.2 In addition the Council aims to achieve the optimum return (yield) on investments commensurate with the proper levels of security and liquidity. In particular, for 2014/15 the Council will 'avoid locking into longer term deals while investment rates are down at historically low levels unless attractive rates are available with counterparties of particularly high creditworthiness which make longer term deals worthwhile'. The Council has adopted Capita's recommended creditworthiness approach which incorporates the credit ratings from each of the three main rating agencies and includes sovereign credit ratings and a market view of risk using credit default swap data.
- 1.4.3 A full list of investments held on 31 August 2014 and our internal lending list in operation on that date are shown in **[Annexes 1 and 2]** of this report.
- 1.4.4 As illustrated above, investment rates available in the market are at an historical low point. The average level of cash flow funds available for investment purposes to the end of August 2014 was £10.0m. These funds were available on a temporary basis and the amount mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme. The Authority holds £13.4m of core cash balances for investment purposes. These funds are for the most part available to invest for more than one year, albeit some funds will need to be recalled towards the end of the financial year to top-up our daily cash balances. Responsibility for the management of core funds transferred from the Council's external fund manager to In-house management on 1 August 2014.
- 1.4.5 At the end of August 2014 funds invested and interest earned is set out in the table below:

	Funds invested at 31 August 2014	Average duration to maturity	Weighted average rate of return	Interest earned to 31 August 2014	Gross annualised return	7 day LIBID benchmark
	£m	Years	%	£	%	%
In-house cash flow	8.2	0.15	0.73	27,600	0.66	0.35
Externally managed core funds to 31 July	-	0.78 [1]	0.61 [1]	25,500	0.57	0.35
In-house managed core funds from 1 August	13.4	0.82	0.71	7,300	0.64	0.35
Total	21.6	0.57	0.72	60,400	0.62	0.35

[1] Figures shown for comparative purposes represent the values applicable to the externally managed portfolio on 31 July, the day before transfer to In-house management.

- 1.4.6 Interest earned of £60,400, whilst 27 basis points better than benchmark, is £9,400 below budget expectations. The shortfall against budget is attributed to the relatively poor performance achieved by the external fund manager in the early part of the year.
- 1.4.7 **Cash Flow Funds.** Our daily cash flow balances for the year ahead are modelled at the start of the financial year. That cash flow model is then updated daily and reviewed on a regular basis. The majority of our cash flow surpluses are invested overnight in bank deposit accounts and money market funds to ensure sufficient short term liquidity to meet payment obligations. When cash surpluses permit fixed term investments are undertaken to take advantage of the higher yields available.
- 1.4.8 The Council participates in Capita's benchmarking service which enables the Council to gauge its in-house performance against Capita's other local authority clients. An extract from the latest benchmarking data is provided in the form of a scatter graph at **[Annex 3]**. The graph shows the return (vertical scale) vs. the credit / duration risk (horizontal scale) associated with an authority's investments. At 30 June 2014 our return (purple diamond) was the highest of the other Kent benchmarking group authorities and above the average for all other local authorities. Our return also outperformed that anticipated by the model based on our exposure to credit / duration risk.
- 1.4.9 **Core Funds.** Historically, these funds have been managed by an external fund manager and are being used to support both revenue and capital expenditure over the next few years of our medium term financial strategy as the Council grapples with savings targets to achieve a balanced budget. The core fund balance of £13.4m (expected to reduce to circa £11m by the end of the financial year) is at a level where In-house management is practical without the need for additional staff resources. The 2014/15 Annual Investment Strategy (considered by Audit Committee in January 2014) made provision for these funds to be transferred to In-house management by the end of the financial year and thus contribute to future savings targets through reduced fund management fees. I'm pleased to report that the transfer to In-house management took place on 1 August 2014.
- 1.4.10 On 1 August all tradable instruments (Gilts, Treasury Bills and Certificates of Deposit) which comprised the lion's share (£12.6m) of the core fund were transferred to the Council's custody account with King & Shaxon and the cash balance (£0.8m) transferred to the Council's bank account. With the exception of the Gilts (£2.2m, maturing 2018) the fund manager's preference for short duration instruments, typically three months in duration, explains the poor performance referred to at paragraph 1.4.6. One benefit of their approach will be that by mid-October all of the investments (other than the Gilts) will have been replenished by the In-house team.

1.4.11 Following the transfer, initial core fund maturities have been reinvested in nine month term deposits (both fixed and tradable certificates of deposit) to generate yield. Other maturities as they arise will be invested in shorter duration instruments (mix of three and six month durations) to retain a degree of liquidity and take advantage of interest rate rises should they occur. Although its 'early days' the table at paragraph 1.4.5 demonstrates an improvement in core fund yield during August. The improvement in yield will continue as the months pass such that interest earned on core funds is expected to be in-line with budget for the final eight months of the financial year.

1.4.12 To accommodate the transfer the number of counterparties on our lending list **[Annex 2]** was expanded and investment limits attributable to cash flow and core fund activities separately identified. The two funds, whilst managed by the same staff, are treated as separate identities. The approach has ensured the simplicity of our daily cash flow management and associated staff cover arrangements can be perpetuated. The expanded lending list will help ensure the diversity of the combined portfolios can be maintained in the future.

1.5 Borrowing

1.5.1 It is a statutory duty for the Council to determine and keep under review the 'Affordable Borrowing Limits' by way of the Prudential Indicators (affordability limits) set out in the approved 2014/15 Investment Strategy. The Authority is debt free and uses a combination of reserves and revenue contributions to finance the Capital Plan. Borrowing on a temporary basis using overdraft facilities may be required from time to time to meet liquidity needs. No borrowing was undertaken in the period April 2014 to August 2014.

1.6 Compliance with the Annual Investment Strategy

1.6.1 During the financial year to date the Council has operated within the treasury limits and prudential indicators set out in the 2014/15 Investment Strategy and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators can be found at **[Annex 4]** to this report.

1.6.2 Throughout April to August 2014 all of the requirements contained in the 2014/15 Annual Investment Strategy intended to limit the Council's exposure to investment risks (minimum sovereign and counterparty credit rating; durational limits; exposure limits in respect of counterparties, groups of related counterparty and sovereigns; and specified and non-specified investment limits) have been complied with.

1.7 Review of risk parameters

1.7.1 Members will recall the detailed consideration that was given to the 2014/15 Annual Investment Strategy at the January 2014 meeting of the Audit Committee. The strategy includes the detailed parameters that aim to limit the Council's exposure to investment risks by requiring investments to be placed with highly

credit rated institutions and that those investments are diversified across a range of counterparties. More specifically the 2014/15 Investment Strategy requires:

- Counterparties must be regulated by a Sovereign rated AA- or better as recognised by each of the three main rating agencies (Fitch, Moody's or Standard & Poor's).
- Whilst 100% of funds can be invested in the UK, exposure to non-UK banks is limited to no more than 20% of funds per Sovereign.
- Exposure to individual counterparties / groups of related counterparty must not exceed 20% of funds (25% of funds for part state owned UK Banks).
- In selecting suitable counterparties the Council has adopted Capita's credit worthiness methodology. The methodology combines the output from all three credit rating agencies including credit watches / outlooks and credit default swap data to assign a durational band to a financial institution (100 days, 6 months, 12 months, 5 years etc.). At the time of placing an investment the financial institution must be assigned a durational band of at least 100 days. This broadly equates to a minimum long term credit rating of Fitch A (high) and a short term credit rating of Fitch F1 (strong).
- The duration of an investment in a foreign bank must not exceed Capita's recommendation. For UK financial institutions Capita's duration recommendation can be enhanced by up to three months subject to the combined duration (Capita recommendation plus the enhancement) not exceeding 12 months.
- Money Market funds should be rated Fitch AAmmf or equivalent and exposure limited to no more than 20% per fund.
- Enhanced Money Funds should be rated AAA and exposure limited to no more than 10% per fund and 20% to all such funds.

1.7.2 The 2014/15 Strategy also limits the type of instrument (e.g. term deposits, floating rate notes etc.) that can be used and establishes a maximum investment duration (2 years other than Gilts). Given our overriding investment priorities of security of capital and liquidity the Council does not invest in equities.

1.7.3 In preparing this report our risk parameters have been reviewed and no changes are proposed.

1.8 Money market fund regulatory changes

1.8.1 Money market funds (MMFs) form a critical component in our daily cash flow management. They provide the same day access to cash as a traditional bank deposit account; allow surplus cash to be placed in a AAA credit rated product; and ensure our peak monthly cash balances are disbursed across a range of counterparties. The current yield on a typical fund used by the Council is 0.4% and falls roughly mid-way between the average yield from our bank deposit accounts at 0.6% and that offered by the UK Debt Management Office at 0.25%.

1.8.2 Regulatory changes affecting funds traded in the US have recently been introduced by the Securities and Exchange Commission. Whilst these regulations do not affect funds domiciled in Europe (the ones we use) regulatory reform in

Europe is in progress. The exact nature of the reform and when it will be enacted is unclear at the present time. Any change, however, will involve a 'bedding-in period' to allow MMFs to adapt to the new requirements. Any impact on our cash management operation is unlikely before next financial year.

1.9 Credit rating agencies approach to sovereign support for banks

- 1.9.1 The main rating agencies (Fitch, Moody's and Standard & Poor's) have historically provided some institutions with an uplift to their credit ratings to reflect sovereign support. Due to the evolving regulatory regime, these support levels are going to be removed by the rating agencies and this process may commence as early as this calendar year. The actual timing of the changes is still subject to discussion but it has already prompted a change in the way Capita assesses creditworthiness.
- 1.9.2 It is important to stress that the change in approach by the rating agencies does not reflect a change in the underlying status of an institution or the credit environment in which they operate, merely the implied level of support that has been built into ratings through the financial crisis. The eventual removal of Government support will only take place when the regulatory environment has ensured that financial institutions are much stronger and less prone to failure in a crisis should one occur in the future.
- 1.9.3 Both Fitch and Moody's provide 'standalone' credit ratings for financial institutions. For Fitch, it is the viability rating, while Moody's has the financial strength rating. Due to the removal of sovereign support from institution assessments, both agencies have suggested that in the future these will be the same as their long term ratings. As a result, Capita see no merit in monitoring both long term and 'standalone' ratings.
- 1.9.4 Furthermore, Fitch has already begun reassessing its support ratings, with a clear expectation that these will be lowered to 5, which is defined as 'A bank for which there is a possibility of external support, but it cannot be relied upon.' With all institutions likely to drop to these levels, Capita see little to no differentiation to be had from continuing to include support ratings in their methodology.
- 1.9.5 As a result of these rating agency changes, the credit element of Capita's methodology now focus solely on the short and long term ratings of an institution. Rating watch and outlook information continues to feature in Capita's assessment where it relates to these categories as does the use of credit default swap data. The change in Capita's methodology was introduced in June of this year and had little impact on their credit worthiness assessments (no banks were removed from the list of suggested counterparties, a few were added and a few had their recommended investment duration increased by one band).
- 1.9.6 Credit ratings play a key role in our approach to risk management. Whilst the changes outlined above are unlikely to impact on the number of counterparties on our internal lending list during the remainder of this financial year this is an issue

we will need to revisit when we consider the Annual Investment Strategy for 2015/16.

1.10 Legal Implications

- 1.10.1 Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.
- 1.10.2 This annual review report fulfils the requirements of The Chartered Institute of Public Finance & Accountancy's Code of Practice on Treasury Management 2009.

1.11 Financial and Value for Money Considerations

- 1.11.1 The Bank Rate has remained at a historic low of 0.5% for over 5 years. Capita, our treasury advisors, in common with other market forecasts, anticipate an interest rate rise sometime during the final months of the current 2014/15 financial year.
- 1.11.2 Investment income is £9,400 below budget at the end of August. The shortfall is attributed to the relatively poor performance achieved by our external fund manager in the early part of the year. Core funds were transferred to In-house management at the beginning of August and investment income for the remainder of the financial year is expected to be broadly in-line with budget.
- 1.11.3 Investment performance is monitored against relevant benchmarks and compared to other local authorities using benchmarking data provided by Capita.

1.12 Risk Assessment

- 1.12.1 The application of best practice, including the regular reporting and scrutiny of treasury management activity, as identified by the CIPFA Code is considered to be the most effective way of mitigating the risks associated with treasury management.

1.13 Equality Impact Assessment

- 1.13.1 See 'Screening for equality impacts' table at the end of this report.

1.14 Recommendations

- 1.14.1 Members are invited to **RECOMMEND** that Cabinet:

- 1) Endorse the action taken by officers in respect of treasury management activity for the period April to August 2014.
- 2) Note the transfer of responsibility for core fund investments to In-house management took effect on 1 August 2014.

- 3) Retain the existing parameters intended to limit the Council's exposure to investment risks.

Background papers:

contact: Mike Withey

Nil

Sharon Shelton
Director of Finance & Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	N/A
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	N/A
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

Investment Summary as at 31 August 2014

Counterparty	Sovereign	Fitch Credit rating				Capita Credit Worthiness/ Suggested Duration Limit	Investment type (Specified/Non-specified) [Statement date to Maturity]	Investment from	Maturity Date	Principal sum invested £	Return (coupon / yield at purchase) %	% of total investments	Instrument type	Core Funds £	Cash Flow £	Non-specified Investments £
		Long Term	Short Term	Viability	Support											
Bank of Scotland	UK	A	F1	a-	1	1 year	Specified	11/04/2014	13/04/2015	1,000,000	0.95%		Fixed deposit		1,000,000	
Bank of Scotland Total										1,000,000		4.61%				
Barclays Bank	UK	A	F1	a	1	6 months	Specified	29/08/2014	29/05/2015	1,000,000	0.80%		Fixed deposit	1,000,000		
Barclays Bank Total										1,000,000		4.61%				
BNP Paribas MMF	Luxembourg	AAA	mmf (Eq)	-	-	5 years	Specified	29/08/2014	01/09/2014	990,000	0.45%		Call - MMF		990,000	
BNP Paribas MMF Total										990,000		4.56%				
Handelsbanken	Sweden	AA-	F1+	aa-	1	12 months	Specified	29/08/2014	01/09/2014	2,100,000	0.55%		Call		2,100,000	
Handelsbanken Bank Total										2,100,000		9.68%				
ING Bank	Netherlands	A+	F1+	a	1	6 months	Specified	14/07/2014	14/10/2014	2,600,000	0.54%		CDs	2,600,000		
ING Bank Total										2,600,000		11.98%				
Insight Liquidity Plus EMF	Ireland	AAA	f/S1 (S&P)	-	-	5 years	Specified	18/02/2014	01/09/2014	1,050,000	0.80%		Call - EMF		1,050,000	
Insight Liquidity Funds Total										1,050,000		4.84%				
Lloyds Bank	UK	A	F1	a-	1	1 year	Specified	11/04/2014	13/04/2015	1,000,000	0.95%		Fixed deposit		1,000,000	
Lloyds Bank Total										1,000,000		4.61%				
NatWest Bank	UK	A	F1	bbb	1	1 year	Specified	29/08/2014	01/09/2014	10,000	0.25%		Call		10,000	
National Westminster Bank Total										10,000		0.05%				
Nationwide Building Society	UK	A	F1	a	1	6 months	Specified	29/08/2014	29/05/2015	1,000,000	0.80%		Fixed deposit	1,000,000		
Nationwide Building Society Total										1,000,000		4.61%				
Nordea Bank (Finland)	Finland	AA-	F1+	aa-	1	12 months	Specified	14/07/2014	14/10/2014	2,600,000	0.52%		CDs	2,600,000		
Nordea Bank (Finland) Total										2,600,000		11.98%				
Santander UK Plc	UK	A	F1	a	1	6 months	Specified	29/08/2014	01/09/2014	4,170,000	0.80%		Call	2,070,000	2,100,000	
Santander UK Plc Total										4,170,000		19.22%				
Standard Chartered Bank	UK	AA-	F1+	aa-	1	6 months	Specified	04/06/2014	04/09/2014	1,400,000	0.50%		CDs	1,400,000		
Standard Chartered Bank Total										1,400,000		6.45%				
UK Treasury Gilt	UK	AA+	-	-	-	5 years	Non-specified	29/05/2013	22/07/2018	2,281,000	1.16%		UK Gilt	2,281,000		2,281,000
UK Treasury Bill	UK	AA+	-	-	-	5 years	Specified	16/06/2014	15/09/2014	499,000	0.27%		UK Bill	499,000		
UK Treasury Total										2,780,000		12.81%				
Total invested										21,700,000		100.00%		13,450,000	8,250,000	2,281,000

Number of investments	14	Average investment value £	1,550,000
Number of counter parties	13	Average investment per counter party £	1,669,000
Group exposures (UK Nationalised) - max 25% for core funds or £2.6m cash flow.			
RBS + National Westminster excluding RBS managed Global Treasury Fund	0	0.00%	10,000
Bank of Scotland + Lloyds	0	0.00%	2,000,000

Total non-specified investments should be less than 60% of Core Funds	16.96%
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Tonbridge and Malling Borough Council Internal Lending List

Checked against Capita Duration Matrix dated 29/08/14										
Minimum investment criteria is Capita Green (100 days) Duration Band (entry point broadly equates to Fitch A, F1, bbb-, 1 unless UK nationalised / semi-nationalised).										
Counterparty	Sovereign	Sovereign Rating [1]	Fitch Long Term	Fitch Short Term	Fitch Viability	Fitch Support	Exposure Limits			Capita Duration [2]
							Cash Flow	Core Fund	Combined	
Nordea Bank	Finland	AAA	AA-	F1+	aa-	1	£2.1m	£2.6m	£4.7m	12 months
Deutsche Bank	Germany	AAA	A+	F1+	a	1	£2.1m	£2.6m	£4.7m	6 months
ING Bank	Netherlands	AA+	A+	F1+	a	1	£2.1m	£2.6m	£4.7m	6 months
Svenska Handelsbanken AB	Sweden	AAA	AA-	F1+	aa-	1	£2.1m	£2.6m	£4.7m	12 months
Barclays Bank	UK	AA+	A	F1	a	1	£2.1m	£2.6m	£4.7m	6 months
HSBC Bank plc	UK	AA+	AA-	F1+	a+	1	£2.1m	£2.6m	£4.7m	12 months
Santander UK plc	UK	AA+	A	F1	a	1	£2.1m	£2.6m	£4.7m	6 months
Standard Chartered Bank	UK	AA+	AA-	F1+	aa-	1	£2.1m	£2.6m	£4.7m	6 months
Nationwide Building Society	UK	AA+	A	F1	a	1	£2.1m	£2.6m	£4.7m	6 months
Bank of Scotland plc [3] Group limit with BOS and Lloyds of £2.6m	UK	AA+	A	F1	a-	1	£2.6m	£3.3m	£5.9m	12 Months
Lloyds Bank plc [3] Group limit with BOS and Lloyds of £2.6m	UK	AA+	A	F1	a-	1	£2.6m	£3.3m	£5.9m	12 Months
National Westminster Bank plc [3] Group limit with Nat West and RBS of £2.6m	UK	AA+	A	F1	bbb	1	£2.6m	£3.3m	£5.9m	12 Months
The Royal Bank of Scotland plc [3] Group limit with Nat West and RBS of £2.6m	UK	AA+	A	F1	bbb	1	£2.6m	£3.3m	£5.9m	12 Months
UK Debt Management Office inc Treasury Bills	UK	AA+	N/A	N/A	N/A	N/A	No limit	No limit	No limit	N/A
UK Treasury - Sovereign Bonds (Gilts)	UK	AA+	N/A	N/A	N/A	N/A	N/A	£6.7m	£6.7m	N/A
UK Local Authorities	UK	AA+	N/A	N/A	N/A	N/A	£2.1m	£2.6m	£4.7m	N/A

[1] Reflects the lowest of the three rating agencies views (Fitch, Moody's and Standard and Poor's). Strategy requires sovereigns to be rated at least AA-.

[2] All deposits overnight unless otherwise approved by the Director of Finance and Transformation AND Chief Financial Services Officer. If other than overnight duration must not exceed Capita's recommendation (Capita + 3 months for UK Entities up to a maximum of 12 months).

[3] UK nationalised / semi-nationalised.

Tonbridge and Malling Borough Council Internal Lending List

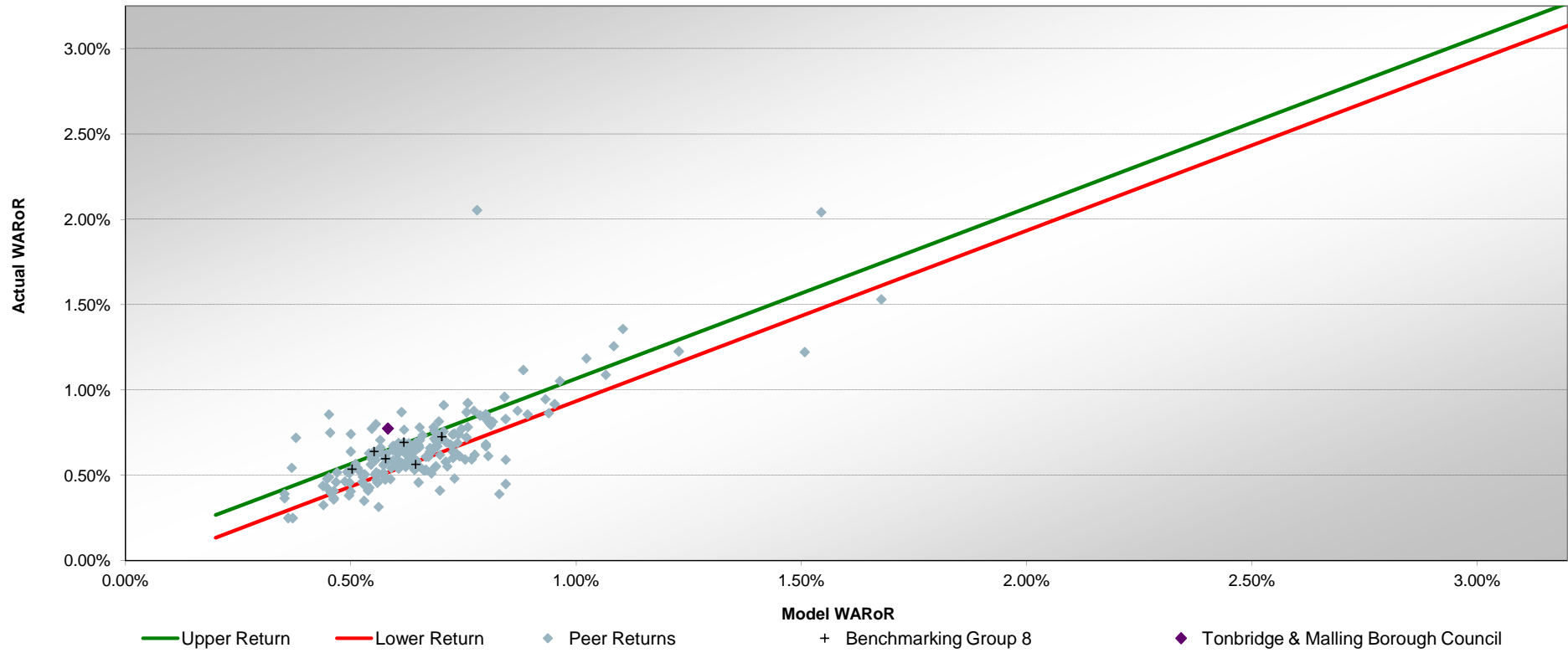
Money Market Funds						
Minimum investment criteria one of AAA-mf, AAAMmf or AAAm.						
Fund Name	Moody	Fitch	S&P	Exposure Limit		
				Cash Flow	Core Fund	Combined
Blackrock	AAA-mf	-	AAAam	£2.1m	£2.6m	£4.7m
BNP Paribas	-	-	AAAam	£2.1m	£2.6m	£4.7m
Goldman Sachs	AAA-mf	AAAMmf	AAAam	£2.1m	£2.6m	£4.7m
Deutsche Fund	AAA-mf	-	AAAam	£2.1m	£2.6m	£4.7m
Ignis	-	AAAMmf	AAAam	£2.1m	£2.6m	£4.7m
Morgan Stanley	AAA-mf	AAAMmf	AAAam	£2.1m	£2.6m	£4.7m
Prime Rate	AAA-mf	AAAMmf	AAAam	£2.1m	£2.6m	£4.7m
Insight	-	AAAMmf	AAAam	£1.05m	£1.3m	£2.35m

Enhanced Cash Funds						
Minimum investment criteria AAA.						
Fund Name	Moody	Fitch	S&P	Exposure Limit		
				Cash Flow	Core Fund	Combined
Insight Liquidity Plus	-	-	AAAf /S1	£1.05m	£1.3m	£2.35m

Approved by Director of Finance & Transformation 1st September 2014	No Change
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Tonbridge & Malling Borough Council

Population Returns against Model Returns



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	Actual WARoR	Model WARoR	Difference	Lower Bound	Upper Bound	Performance
Tonbridge & Malling Borough Council	0.77%	0.58%	0.19%	0.52%	0.65%	Above

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Prudential and Treasury Indicators

1 Prudential Indicators	2013/14 Actual £'000	2014/15 Estimate £'000	2015/16 Estimate £'000
Capital expenditure	1,744	3,348	2,638
Ratio of financing costs to net revenue stream	-1.41%	-1.42%	-1.27%
Net borrowing requirement			
Brought forward 1 April	nil	nil	nil
Carried forward 31 March	nil	nil	nil
In year borrowing requirement	nil	nil	nil
Capital financing requirement as at 31 March	nil	Nil	nil
Annual change in capital financing requirement	nil	Nil	nil
Incremental impact of capital investment decisions:			
Increase in Council Tax (Band D) per annum	£(0.23)	£0.30	£0.57 [1]

2 Treasury Management Indicators	2013/14 Actual £'000	2014/15 Estimate £'000	2015/16 Estimate £'000
Authorised limit for external debt			
Borrowing	nil	5,000	5,000
Other long term liabilities	nil	nil	nil
Total	nil	5,000	5,000
Operational boundary for external debt			
Borrowing`	nil	2,000	2,000
Other long term liabilities	nil	Nil	Nil
Total	nil	2,000	2,000
Actual external debt	nil	nil	nil
Upper limit for fixed rate exposure over one year at year end	nil	0 – 60%	0 – 60%
Upper limit for variable rate exposure under one year at the year end	16,309 (86.1%)	40 – 100%	40 – 100%
Upper limit for total principal sums invested for over 364 days	2,234 (11.8%)	60%	60%

3 Maturity structure of new fixed rate borrowing during 2014/15	Upper limit %	Lower limit %
Under 12 months	100	nil
Over 12 months	nil	nil

[1] Subject to the outcome of the 2014/15 Capital Plan Review to be reported as part of the forthcoming estimates cycle.

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TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

24 September 2014

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Council Decision

1 COUNCIL TAX DISCOUNTS

A report seeking the views of Members as to whether there should be any change to certain council tax discounts with effect from 1 April 2015.

1.1 Consultation

- 1.1.1 In my report to your Board of 23 July 2014 [**Annex 1**] Members' guidance was sought on which council tax discounts might be amended and whether a premium should be charged on long term empty properties.
- 1.1.2 Although there is no legal requirement to do so, it was requested that views be obtained from the main Registered Social Landlords (RSL) and landlords who are members of the Council's landlord forum in order to ascertain any unintended consequences from the suggested changes to the council tax discounts. Information was, therefore, placed on the Council's website in line with the guidance provided by Members below and emails sent to landlords to request their views [**Decision D140088MEM**].
- for the financial year 2015/16 and beyond, the Council is minded to reduce the period of the vacant and unfurnished properties discount to two months and to reduce the discount for uninhabitable properties and those undergoing repair from the current rate of 100%, for example to 50%;
 - the Council is minded to charge a premium of 50% on properties empty for longer than two years.
- 1.1.3 There were just twelve responses to the consultation in total, and these are shown at [**Annex 2**].
- 1.1.4 Members will note that four responses support Members' initial view the discount for vacant and substantially unfurnished properties be reduced to two months, with half the responses suggesting the discount remain unchanged at three months. Just two responses suggested a period of discount lower than two months.

1.1.5 Seven of the respondents have suggested the current 100% discount awarded to 'uninhabitable properties' and those undergoing repair should remain the same, with the other five supporting Members' initial view that there should be a reduction in the discount to 50%.

1.1.6 In respect of whether a premium of 50% should be charged on properties that have been empty for longer than two years, seven responses support Members' initial view. Two responses suggested a premium of 25% be charged, with three responses suggesting no premium be applied.

1.2 Financial Considerations

1.2.1 My report of 23 July also set out the financial implications of amending the level of discounts. I have remodelled the impact of the proposed changes using the current financial year's charges as follows:

1) Vacant and substantially unfurnished properties

If Members were inclined to reduce the period of no charge from three months to two months, the additional income generated would be in the region of **£375,000** and a reduction of the period to one month would generate additional income of circa **£400,000** (August 2014 figures). It is important to note that any additional income would have to be shared with the precepting authorities; our share being approximately 15%.

2) Uninhabitable properties and properties undergoing repair

If Members reduced the current 100% discount to 75%, the additional income generated would be in the order of **£35,000**. A reduction of the discount to 50% would produce additional income of around **£70,000** (August 2014 figures). As above, any additional income would have to be shared with the precepting authorities.

3) Properties that have been empty for longer than two years

If Members decided to charge a 50% premium on long-term empty properties, additional income, to be shared with the precepting authorities, would amount to some **£50,000** (August 2014 figures).

1.2.2 The maximum potential income that would be generated, for Tonbridge and Malling, from the above would be in the order of **£80,000** at August 2014 figures ([£400,000 + £70,000 + £50,000] x 15%).

1.2.3 However, as Members will recall from previous reports, Kent County Council has offered to share with districts 25% of the additional revenue accruing to the County from the above changes. **Therefore, in addition to the £80,000 mentioned above, we could receive, approximately, an extra £90,000; giving a total of £170,000.**

1.2.4 This is not an insignificant figure and Members will be very aware of the Council's budget position and the requirement, because of reductions in the level of Government grant, to make ever greater budget savings. In addition, I anticipate that the Government will continue at least in the short term to restrict the amount by which the council tax can be increased each year without the need for a referendum to be held.

1.3 Non-financial considerations

1.3.1 The amount of long term empty properties in the Borough impacts on the Council's key corporate priorities and has a detrimental effect on residents who live next to them.

1.3.2 Therefore, reducing the level of discount and applying a premium on long term empty properties would seem to be an option to encourage owners of these properties to bring them back into use.

1.3.3 Local authorities that have applied a premium have seen a reduction in the amount of properties that have been empty for longer than two years. For example, when Gravesham Borough Council implemented the additional charge on 1 April 2013, approximately 80 properties were eligible to pay it. Current figures show that approximately 50 properties are now eligible, suggesting that the owners have been encouraged to bring their properties back into use to avoid paying extra council tax. Although the amount of income raised by applying the premium will have reduced, the properties that have been brought back into use will have increased the amount of 'new homes bonus' payable to the Council.

1.3.4 Members should note that there are currently two statutory exemptions from the premium; namely unoccupied annexes and properties left empty by a member of the armed forces. Although the Government's intention to implement a premium was not to penalise owners of property that are genuinely on the market for sale or rent, there is currently no exemption that can be applied for these circumstances.

1.3.5 Although amending the levels of discount is financially favourable to the Council, I feel I should make Members aware of the extra administrative burden this would place on the Revenues team.

1.3.6 The local authorities that have reduced the discount for vacant and substantially unfurnished properties to one month and below have reported an increased level of disputes over periods of liability (for example, between landlord and tenant) and a difficulty in collecting small amounts of council tax owed by landlords when their properties are empty.

1.3.7 That being said, the collection rates have not been adversely affected and the number of complaints and appeals received are still relatively low compared to the period prior to the discounts being amended.

1.4 Legal Implications

- 1.4.1 Section 11A(4) of the Local Government Finance Act 1992 (the Act) states that an English billing authority may determine that the council tax discounts applicable where there is no resident of a dwelling shall be replaced by a lower discount or no discount at all.
- 1.4.2 Section 11B of the Act (inserted by the Local Government Finance Act 2012) makes provision for an empty homes premium to be charged in relation to such classes of long term empty dwelling as billing authorities choose, subject to exceptions prescribed by the Secretary of State.

1.5 Financial and Value for Money Considerations

- 1.5.1 Any decision to change the value of discounts and/or to charge a premium will have an impact on the Council's finances.

1.6 Risk Assessment

- 1.6.1 A decision to decrease the value of discounts and/or to charge a premium, will have a negative financial effect on those liable to pay council tax, either through charging them when previously no charge was due or increasing the amount they are liable to pay.

1.7 Equality Impact Assessment

- 1.7.1 See 'Screening for equality impacts' table at end of report

1.8 Recommendations

- 1.8.1 Members are **REQUESTED** to consider the options below and make an appropriate **RECOMMENDATION** to Cabinet.
- a) Whether to retain the current period of three months 100% discount for vacant and unfurnished properties or to reduce the period to two months or lower with effect from 1 April 2015.
 - b) Whether to retain the current period of twelve months 100% discount for uninhabitable properties and those undergoing repair or to reduce the percentage to an amount below 100%, for example 50%, with effect from 1 April 2015.
 - c) Whether to charge a premium of 50% on properties that have been empty for longer than two years with effect from 1 April 2015.

Background papers:

Nil

contact: Glen Pritchard
01732 876146
glen.pritchard@tmbc.gov.uk

Sharon Shelton
 Director of Finance and Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The recommendation is ultimately to encourage more empty properties back into use to offset the shortfall in available properties therefore no one group in the community is affected in particular.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	It makes a positive contribution to bringing empty properties back into use for the benefit of everyone in the community.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

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TONBRIDGE & MALLING BOROUGH COUNCIL
FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

23 July 2014

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 COUNCIL TAX DISCOUNTS

A report seeking the views of Members as to whether there should be any change to certain council tax discounts with effect from 1 April 2015.

1.1 Introduction

- 1.1.1 Councils have the power to amend the level of certain discounts that may be granted to those liable to pay council tax. In addition, the Council may resolve, in the case of domestic properties that have been unoccupied for longer than two years, to charge a council tax premium (in effect a reverse discount).
- 1.1.2 This Council resolved in 2012 that the value of some discounts should be reduced but that the value of others should not be changed. Furthermore, the Council determined that no premium should be charged in respect of properties unoccupied for longer than two years.
- 1.1.3 Those determinations were made as part of the decision-making process in respect of the introduction of our local council tax reduction scheme. Last October the Council reviewed the operation of our council tax reduction scheme. As part of that review, your Board recommended to Cabinet that no changes be made to the current discounts in preparation for the financial year 2014/15 but the possibility of further amendments be considered in due course [**Decision FIP 13/049**]. That recommendation was approved by Cabinet on 9 October 2013 [**Decision D130130CAB**].
- 1.1.4 This report takes forward Cabinet's wish that further amendments be considered in due course.

1.2 Discounts – the current position

- 1.2.1 There are four areas in which Members have discretion. These are:

- 1) **Second-homes and long-term empty properties.** Such properties used to benefit from a 10% discount. However, Members resolved to remove the discount with effect from April 2013. There is no scope to make further amendments.
- 2) **Vacant and substantially unfurnished properties.** Until April 2013, no council tax was charged for the first six months during which the property was vacant and substantially unfurnished. Members determined that the six month period should be reduced to three months as from April 2013.
- 3) **Uninhabitable properties and properties undergoing repair.** Such properties have attracted a 100% discount for a period of one year. Members have not previously chosen to reduce the level of discount but may, if they wish, reduce it to 0%. It is not possible to amend the period for which a discount is given.
- 4) **Properties that have been empty for longer than two years.** These properties are subject to the full council tax charge. However, the Council may resolve to levy a premium of up to 50% in such cases.

1.3 Discounts – options for change – financial considerations

1.3.1 In my report to your Board of 9 October last year, I set out the financial implications of amending the level of discounts. Those were:

1) **Vacant and substantially unfurnished properties**

If Members were inclined to reduce the period of no charge from three months to two months, the additional income generated would be in the region of £41,000 and a reduction of the period to one month would generate additional income of circa £98,000 (October 2013 figures). It is important to note that any additional income would have to be shared with the precepting authorities; our share being approximately 15%.

2) **Uninhabitable properties and properties undergoing repair**

If Members reduced the discount to 75%, the additional income generated would be in the order of £25,000. A reduction of the discount to 50% would produce additional income of around £49,000 (October 2013 figures). In other words, each 1% reduction in the discount rate would produce additional income of about £1,000. As I stated above, any additional income would have to be shared with the precepting authorities.

3) **Properties that have been empty for longer than two years**

If Members decided to charge a 50% premium on long-term empty properties, additional income, to be shared with the precepting authorities, would amount to some £82,000 (October 2013 figure).

- 1.3.2 The maximum, potential income that would be generated, for Tonbridge and Malling, from the above equates to about just over £34,000 at October 2013 figures ($[\pounds 98,000 + \pounds 49,000 + \pounds 82,000] \times 15\%$). However, Kent County Council has offered to share with districts 25% of the additional revenue accruing to the County from changes to discounts. Therefore, in addition to the £34,000 mentioned above, we could receive, approximately, an extra £42,000; giving a total of £76,000.
- 1.3.3 Although this might not seem a significant figure in terms of the Council's overall budget, Members will be very aware of the Council's budget position and the requirement, because of reductions in the level of Government grant, to make ever greater budget savings. In addition, I anticipate that the Government will continue to restrict the amount by which the council tax can be increased each year.

1.4 Non-financial considerations

- 1.4.1 There are, of course, reasons why Members might not wish to alter the council tax discounts or might not wish to change them in such a way as to produce the maximum financial gain. For instance, in the case of landlords, there will almost inevitably be a period of vacancy between lets, either to find new tenants and/or to redecorate the property. Therefore members might consider that a shortening of the period for which a 100% discount is given to one month might be too severe. In the case of uninhabitable properties or those undergoing repair, if Members decided to reduce the discount to less than 25%, then there would be an advantage in the taxpayer saying that the property was occupied by one person as a 25% single occupancy discount could then be claimed.

1.5 Neighbouring authorities

- 1.5.1 I have asked our neighbouring authorities what decisions they have made in respect of discounts and their responses are shown in the following table:

Authority	Vacant & Unfurnished discount – period at 100%	Uninhabitable/Undergoing repair discount (%) over 12 months	Premium %
Ashford	6 weeks	100	50
Canterbury	None	100	0
Dartford	3 months	100	50
Dover	None	100	0
Gravesham	1 month	100	50
Maidstone	1 month	100	50
Medway	3 months	100	0
Sevenoaks	3 months	100	50
Shepway	None	0	50
Swale	3 months	100	0
Thanet	None	100	0
Tunbridge Wells	1 month as from April 2015 (previously 2 months)	25% as from April 2015 (previously 50%)	50
Tonbridge and Malling	3 months	100	0

1.5.2 As can be seen from the above:

- 1) **in respect of those properties that are vacant and unfurnished:** four other authorities give no discount; three – from April next year – will give a discount for one month; one will give a discount for six weeks; and four will give a discount for three months. Thus the authorities giving a discount of three months are in the minority.
- 2) **in respect of properties that are uninhabitable or undergoing repair,** we are in line with the majority of Kent authorities in allowing a 100% discount for twelve months.

- 3) **in respect of properties empty for longer than two years**, there is an even split between those other authorities charging a 50% premium and those not charging a premium.

1.6 The way forward

- 1.6.1 When I reported on this subject in October last year, Members did not consider that they wished to amend discounts in respect of the year 2014/15 but wished to reconsider the issue for future years. Now appears to be an appropriate time to do so if Members do wish to make changes for the years 2015/16 onwards.
- 1.6.2 In the light of the foregoing information, I should be grateful if Members would give me guidance as to which discounts they might wish to amend and whether they are minded to charge a premium for properties empty for longer than two years.
- 1.6.3 In the light of Members' guidance, I can then refine my calculations as to the financial impact of those changes and present my findings to your Board in September for decision by Cabinet in October. By taking my findings to your Board in September, this will allow me time to 'consult' our residents via the website on any amendments to the discounts proposed by Members. The results of that 'consultation' will be available to inform Member's decision-making in September/October.

1.7 Legal Implications

- 1.7.1 None at this stage

1.8 Financial and Value for Money Considerations

- 1.8.1 None at this stage but ultimately any decision made has an effect on the Council's budget.

1.9 Risk Assessment

- 1.9.1 None at this stage but in due course a decision to decrease the value of discounts and/or to charge a premium, will have a negative financial effect on those liable to pay council tax, either through charging them when previously no charge was due or increasing the amount they are liable to pay.

1.10 Equality Impact Assessment

- 1.10.1 See 'Screening for equality impacts' table at end of report

1.11 Recommendations

1.11.1 Members' guidance is **REQUESTED** as to :

- 1) those discounts that they believe should be amended and the extent to which they should be amended for the financial year 2015/16 and beyond; and
- 2) whether the Council should charge a premium on properties that have been empty for longer than two years and, if so, the percentage premium to be charged for the financial year 2015/16 and beyond .

1.11.2 Subject to the above, the Director of Finance & Transformation be **AUTHORISED** to place relevant information on the Council's website seeking comments prior to the next meeting of this Advisory Board.

The Director of Finance & Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

Nil

contact: Paul Griffin
email:
paul.griffin@tmbs.gov.uk

Sharon Shelton
Director of Finance and Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Report merely seeks guidance from Members as to how they might wish to amend discounts for future years.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	Report merely seeks guidance from Members as to how they might wish to amend discounts for future years.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

Question 1 For the financial year 2015/2016 and beyond, the Council is minded to reduce the period during which vacant and uninhabited properties are not charged council tax from three months to two months			Question 2 For the financial Year 2015/2016 and beyond, the Council is minded to reduce the discount for uninhabitable properties, and those undergoing major repair. The discount is currently 100% but it could be reduced, for example to 50%		Question 3 For the financial year 2015/2016 and beyond, the Council is minded to charge a premium of 50% on properties that have been empty for longer than two years.		Are you a resident, a private landlord or a registered social landlord?	Any other comments	
Option chosen	If not two months how many months?	Reasons	What option: A = 50%, B= reduced but not to 50% and C = Stay at 100%	Reason for picking that option	Do you agree that a premium should be charged and at what rate?	Why should no premium be charged?	Are you:		
1	remain at three months	N/A	I think that 3 Months is reasonable	C	If there is work going on I do not feel that it is fair to penalise people for that.	Yes at 50%	N/A	A resident of Tonbridge and Malling	N/A
2	reduced to two months	N/A	N/A	C	You say you would like empty homes brought back into use. Allowing 100% discount enables people to do the work required to bring unusable properties back into use.	No	Doing so would open the system to abuse and encourage fraud. You would then have inaccurate records at to which properties are empty and which are not.	A resident of Tonbridge and Malling	N/A
3	shorter than two months	1	N/A	A	N/A	Yes at 50%	N/A	A resident of Tonbridge and Malling	N/A
4	reduced to two months	N/A	N/A	A	N/A	Yes at 50%	N/A	A resident of Tonbridge and Malling	N/A
5	reduced to two months	N/A	N/A	A	N/A	Yes at 50%	N/A	A resident of Tonbridge and Malling	N/A
6	remain at three months	N/A	As a RSL we sometimes have difficulties filling voids due to lack of interest within the area.	C	To reduce the % would have a negative impact on KPI's. Any major works are likely to benefit the new tenant and keep stock in better condition.	Yes at 25%	N/A	A registered social landlord	N/A
7	remain at three months	N/A	because I thought/believed that Council Tax pays for services used? Surely a vacant property uses no services? Most landlords would not choose to have long voids - surely they are either undertaking lengthy (and probably expensive) maintenance or actively seeking tenants. If there is a 3 month void for some reason I would imagine expenses are already running high	C	for the same reasons as stated above	Yes at 50%	N/A	A private landlord within Tonbridge and Malling	N/A
8	remain at three months	N/A	because there are genuine reasons why a property may be empty for that period	C	for reasons given at point 1	No	I would request that the owner be given the option to claim relief from this premium in the event that extenuating reasons can be shown. so look at situations on a case by case basis	A private landlord within Tonbridge and Malling	N/A
9	reduced to two months	N/A	N/A	A	N/A	Yes at 50%	N/A	A resident of Tonbridge and Malling	Anything that encourages empty buildings to be brought into use is a good idea. Please do try to keep the free period for landlords as we normally have short void periods. Thank you

10	remain at three months	N/A	It can take longer than 3 months to refurbish and then re-let properties at the end of long term lets, where there have been nightmare/destructive Tenants, or where Tenants leave/disappear unexpectedly without notice. Given the relatively low number of these instances the grace period should remain at, or increase to 6 months as the financial effect on Landlords is very considerable at a difficult time; whereas the potential gain to the council (after the administration costs of re-assigning the liability) would probably have minimal impact.	C	If a property is uninhabited then the burden on local services is negligible. If it is necessary to spend a lot of money on bringing it back into use then the owner already has considerable expense and the effect of CT liability is likely to be a huge burden; whereas the overall gain to the council is likely to be relatively minor.	No	If a property owner chooses to keep a property empty for whatever reason, AND are paying 100% council tax, then that should be their choice. There are probably very good reasons for their choice, and as the empty property is causing any burden on local services, the Council is already benefiting indirectly. I would suggest long term empty property CT rate should be reduced by 25/50% to reflect this.	A private landlord within Tonbridge and Malling	Private Landlords are generally very good and conscientious (despite the media scare stories) and deserve SUPPORT from the LA, rather than further burdens that will seriously affect the individual Landlords, and provide marginal overall benefit to the Council after the additional administrative costs.
11	shorter than two months	1	0	A	N/A	Yes at 50%	N/A	A resident of Tonbridge and Malling	N/A
12	remain at three months	N/A	If you are refurbishing a property then this is not an unreasonable time. The more run down houses that get back to habitable status the better. You shouldn't penalise people who have the vision to get off their sofa and do something positive	C	If the property is empty then there are no inhabitants using public services. Obviously you cannot leave a property empty indefinitely, but a bit refurb will take three months.	Yes at 25%	N/A	A resident of Tonbridge and Malling	This all looks like a ruse to raise more cash.

Summary

Question 1

For the financial year 2015/2016 and beyond, the Council is minded to reduce the period during which vacant and unfurnished properties are not charging council tax from three months to two months

Keep at three months	6
Reduce to two months	4
Less than two months	2

Question 2

For the financial Year 2015/2016 and beyond, the Council is minded to reduce the discount for uninhabitable properties, and those undergoing major repair. The discount is currently 100% but it could be reduced, for example to 50%

Reduce to 50%	5
Reduced but not to 50%	0
Stay at 100%	7

Question 3

For the Financial year 2015/2016, the Council is minded to charge a premium of 50% on properties that have been empty for longer than two years.

Charge a premium of 50%	7
Charge a premium of 25%	2
No premium	3

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

8 October 2014

Report of the Director of Central Services

Part 1- Public

Executive Key Decisions

1 FUTURE GAS AND ELECTRICITY SUPPLY CONTRACTS

Summary

This report recommends that the Council enters into a new four year flexible procurement arrangement with LASER for the supply of gas and electricity for the period 1 October 2016 to 30 September 2020. The recommendation is based on the financial savings made under the current and previous flexible procurement contracts in place since 1 October 2008 and the energy procurement expertise available from LASER.

1.1 Background

- 1.1.1 Gas and electricity are currently purchased through LASER, a public body energy buying consortium established for over 25 years and originally set up under the Commercial Services arm of Kent County Council. LASER currently supplies over 120 local authorities, leisure trusts and other publicly funded bodies with a combined purchase portfolio in excess of £350m per annum. LASER's operation is overseen by a Governance Panel.
- 1.1.2 The Council's Contract Procedure Rules allow us to take advantage of such local authority buying consortiums. LASER employ experts in the complicated energy supply market and procure the framework being offered under a fully EU compliant tender process. They also manage, consolidate and validate the billing of the energy supplies on behalf of each participating authority. We pay LASER direct for any energy used.
- 1.1.3 The current contract runs until 30 September 2016. This arrangement allows flexible procurement of utilities on a Purchase Within Period (PWP) basis. A PWP contract comprises a combination of purchasing prior to and within each six month period with an initial reference price that is reconciled after each period, potentially providing a rebate of savings back to the Council. The current contract is with Total Gas and Npower.
- 1.1.4 Since the introduction of these contract arrangements in 2008 significant savings have accrued to the Council against the alternative of procuring in isolation on the

open energy market. Although these savings are difficult to quantify precisely, LASER are able to additionally claim that over the past four years their energy procurement team have been able to deliver wholesale energy prices at 4% below market average for the flexible contracts.

- 1.1.5 Whilst PWP arrangements may not provide the absolute cheapest market price at a given point in time it is proven to track the utilities markets somewhere below middle market prices. More importantly it avoids the risk of renewal of any Fixed Term Fixed Price (FTFP) arrangement should the contract happen to expire at a peak in the market price.
- 1.1.6 Purchase in Advance (PIA) is a further option offered by LASER for which a premium is paid to achieve cost certainty. PWP does not provide cost certainty but has in the past delivered lower costs at an increased but relatively controlled risk. LASER estimate that for the Council, over the past four years, PWP wholesale energy prices have out-performed PIA by an average of 1.5 % for electricity and 5.3 % for gas.
- 1.1.7 This arrangement supplies energy for our high volume sites. These are Gibson Building West (electricity and gas) Gibson Building East (electricity and gas) and Tonbridge Castle (electricity only). Our annual budgeted expenditure is currently estimated at £83,000 for electricity and £26,000 for gas.

1.2 LASER Future Supply Contract

- 1.2.1 We have recently been advised by LASER that, following a full EU tendering process, the contract for 2016-2020 has now been awarded. The highest evaluated tender scores were again obtained by Total Gas and Npower and they have retained the gas and electricity frameworks respectively. This relatively early award of contract is to reflect the increasing opportunity to hedge and maximise buying opportunities up to two years in advance. The contract would, as existing, be a tripartite agreement between the energy supplier, LASER (KCC) and the Council.
- 1.2.2 LASER are seeking confirmation of commitment from customers this autumn for the contract period 2016 to 2020.

1.3 Leisure Trust Management Agreement with the Council

- 1.3.1 Members may be aware of the arrangements with regard to procurement and cost of utilities within the Leisure Trust Management Agreement. A clause is included that in effect makes the Trust responsible for consumption but provides tariff protection for them above the annual prevailing rate of the Consumer Price Index. This is contingent upon the Trust procuring from a provider approved by the Council.

- 1.3.2 It is currently the Trust's intention to use LASER for the supply of energy (under the PWP framework) for the 2016-2020 period. As such we are now in a position to confirm LASER as an approved supplier.

1.4 Water

LASER has indicated that from 2017 water may also be procured through them as a consequence of the anticipated deregulation of the water supply market. This option will be evaluated in due course.

1.5 Legal Implications

- 1.5.1 LASER procure in accordance with the tendering requirements of the EU in relation to energy contracts of this value. They qualify as a Local Authority Buying Consortium under Council's Contract Procedure Rules.

1.6 Financial and Value for Money Considerations

- 1.6.1 Procurement of energy through LASER, a public body buying consortium using the PWP framework has proved to be financially advantageous to the Council based on past experience.

1.7 Risk Assessment

- 1.7.1 Reliability of energy supply to our offices is vitally important. It is a significant advantage to be able to use an established, cost effective framework for a further four years (2016-2020).

1.8 Equality Impact Assessment

- 1.8.1 See 'Screening for equality impacts' table at end of report

1.9 Recommendations

- 1.9.1 That the Council enters into a further four year tri-partite agreement with Npower, Total Gas and LASER (KCC) for the supply of electricity and gas (purchased under PWP) for Gibson Buildings East and West and Tonbridge Castle for the period 2016-2020.

Background papers:

contact: John De Knop

Energy File 2781

Adrian Stanfield
Director of Central Services

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	N/A
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	N/A
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

24 September 2014

Report of the Director of Finance and Transformation and Cabinet Member for Finance, Innovation and Property

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS

This report gives details of the proposed allocations to individual parish councils under the Scheme of Financial Arrangements with Parish Councils for the financial year 2015/16.

1.1 Introduction

- 1.1.1 The Council has a Scheme of Financial Arrangements with Parish Councils to provide funding for local services under the provisions of the Local Government Act 1972. This Act allows payments by one council to another where both councils have powers to carry out a specific function. The Borough Council uses these powers to assist parishes with the cost of services they provide which are provided by the Borough Council in unparished areas.
- 1.1.2 In 2013, the Council, in liaison with the Parish Partnership Panel, agreed the budget for the Scheme of Financial Arrangements with Parish Councils would increase or decrease by the same percentage as the increase or decrease in the Borough Council's Local Government Finance Settlement including New Homes Bonus funding in the previous year.
- 1.1.3 It is worth noting that with this methodology when the New Homes Bonus scheme reaches its sixth year or is replaced by something else it could result in a marked percentage decrease.
- 1.1.4 Adopting the same methodology for the forthcoming financial year will increase the budget for the Scheme of Financial Arrangements with Parish Councils 2015/16 by 1.3%. The proposal was reported to the Parish Partnership Panel on 4 September and was welcomed.
- 1.1.5 The transition to individual elector registration has brought about a decrease in the number of electors on the register. Consequently for 2015/16 we have calculated the 'Basic Allocation' to be an increase of 1.3% over the 2014/15 'Basic Allocation' instead of a rate per elector.

1.1.6 The final debt charge will be paid in 2014/15 and consequently, from 2015/16 onwards there will not be any debt charges included in the Financial Arrangements with Parish Councils.

1.1.7 **[Annex 1]** sets out details of the allocations to individual parish councils in accordance with the above methodology.

1.2 Legal Implications

1.2.1 The Financial Arrangements with Parish Councils are in accordance with Section 136 of the Local Government Act 1972 which says: "Two or more local authorities may make arrangements for defraying any expenditure by one of them in exercising any functions exercisable by both or all of them."

1.3 Financial and Value for Money Considerations

1.3.1 As set out above.

1.4 Risk Assessment

1.4.1 There will always be a degree of risk associated with third party service delivery, however, our experiences with the Parish Councils lead us to believe this risk is very small.

1.5 Equality Impact Assessment

1.5.1 See 'Screening for equality impacts' table at end of report

1.6 Recommendations

1.6.1 Members are asked to **RECOMMEND** to Cabinet that:

- 1) The methodology outlined above is adopted in calculating the allocations to parish councils under the Scheme of Financial Arrangements with Parish Councils for the year 2015/16.
- 2) Parish Councils be notified of their allocations as set out in **[Annex 1]**.

Background papers:

contact: Francis Gahan

Nil

Sharon Shelton
Director of Finance and Transformation

Martin Coffin
Cabinet Member for Finance, Innovation
and Property

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Changes to grant allocations are not expected to cause adverse impact or discriminate against different groups in the community.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	See above
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

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Financial arrangements with parish councils
2015/16

Parish / Town Council	Basic Allocation £	Cemeteries & Churchyards £	Footway Lighting £	Total £
Addington	2,355	921		3,276
Aylesford	15,920	8,317	2,670	26,907
Birling	2,355	1,720	140	4,215
Borough Green	5,317		1,344	6,661
Burham	2,355	1,437	192	3,984
Ditton	7,138	1,065		8,203
East Malling & Larkfield	19,899	2,564	611	23,074
East Peckham	4,989	3,426	1,152	9,567
Hadlow	5,889	7,382	35	13,306
Hildenborough	7,356	2,198	105	9,659
Ightham	2,958	2,714		5,672
Kings Hill	9,587			9,587
Leybourne	5,006	766	332	6,104
Mereworth	2,355	2,156		4,511
Offham	2,355	771		3,126
Platt	2,461	2,102	367	4,930
Plaxtol	2,355	2,068	244	4,667
Ryarsh	2,355	838	419	3,612
Shipbourne	2,355	1,337		3,692
Snodland	14,797	12,033	2,426	29,256
Stansted	2,355	1,036		3,391
Trottscliffe	2,355	450		2,805
Wateringbury	2,982	4,685	698	8,365
West Malling	3,817	3,667	1,641	9,125
West Peckham	2,355	1,096		3,451
Wouldham	2,355	665	140	3,160
Wrotham	2,583	4,282	943	7,808
Total	138,959	69,696	13,459	222,114

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TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

8 October 2014

Report of the Management Team

Part 1- Public

Executive Non Key Decisions

1 CORPORATE PEER CHALLENGE

To set out the key corporate themes arising from the review and to suggest an initial set of actions in response to the recommendations.

1.1 The Corporate Peer Challenge

1.1.1 As the Cabinet will be aware, our Corporate Peer Challenge took place at the end of April 2014 and the report of the Peer Challenge Team was issued in late June. An initial report about the key conclusions was made to the Cabinet on 25th June. It was agreed that a further report be made to the Cabinet focusing on the corporate part of the challenge process. Specific recommendations relating to the Council's Economic Regeneration agenda were reported separately to the meeting of the Economic Regeneration Advisory Board held on 3 September 2014. It was agreed that, in response to the recommendations, a number of new work strands be progressed focusing on the development of a corporate economic regeneration strategy and the promotion of a more joined-up approach to addressing the needs of local business across all key council services.

1.1.2 The Peer Challenge's 'corporate' issues that were investigated were:

- Does the council understand its local context and has it established a clear set of priorities?
- Does the council have a financial plan in place to ensure long term viability and is there evidence that this is being implemented successfully?
- Does the council have effective political and managerial leadership and is it a constructive partnership?
- Are effective governance and decision-making arrangements in place to respond to key challenges and manage change, transformation and disinvestment?
- Are organisational capacity and resources focused in the right areas in order to deliver the agreed priorities?

1.2 Corporate Themes Addressed

- 1.2.1 The report of the Peer Challenge team focused on the following four themes and their key conclusions for each of these are summarised below:

Seizing Control of the Future

The suggestions under this theme relate to need for the Council to take a clearer view of the future, potentially focusing on a smaller number of key priorities, engaging with the community and taking a proactive approach to shaping future changes. More specifically, it is recommended that senior leadership (political and managerial) need to develop their thinking and clarity on what is important going forward to identify the key strategic issues facing the Council and to review decision making, service provision and resource allocation in that light.

The Financial Challenge

The Peer Challenge team agreed that the Medium Term Financial Strategy provided a clear basis for the management of the Council's finances. However, the team suggested that greater focus should be given to setting out how future savings targets could be delivered and, where possible, bringing forward financial decisions in order to give maximum time and opportunity to implement them. In addition, as the Council's capital reserves are likely to be utilised by 2018/19, the Council must review this position with a view to focusing resources on more tightly defined priorities.

Transformation and Organisational Change

It was recommended that to give greater clarity and to set out longer term objectives, the Council's transformation agenda needs to be supported by a guiding framework that maps out key objectives, considerations and priorities. Part of that strategy should involve wider thinking on reforms including shared service delivery, reviewing business processes and, in doing so, learn from others. It should also give rise to a review of how the Council undertakes its business with a focus on outward facing activity.

The Way Forward

The Council needs to retain and build on its traditional strengths but seek to drive change more quickly and take more measured risks. There is a need for the Council to be clear about future priorities, invest in its adopted priority areas and make them happen. We need to modernise some cultural and procedural aspects of the organisation. Political and managerial leadership is required to direct the organisation in the future with pro-active action to avoid any risk of being dictated to by others.

1.3 Initial Response to the Recommendations

1.3.1 It is clear, from both the recommendations on corporate issues and those relating to economic regeneration, that our peer challenge team were very quickly able to assess our strengths and weaknesses and come to some very concise recommendations on future changes that could be made to address the challenges ahead. On this basis, we believe their report provides a sound basis for the Council to undertake further business planning to take forward actions under each of the key themes they have identified.

1.3.2 It is pleasing to note that the Peer Challenge team identified significant strengths and consistency in the way the Council currently operates (the Tonbridge and Malling way) and, in that sense, the team believed there was a strong basis on which to further progress and address key issues. However, as their report recommends, there is little justification (or need) for the Council to make 'knee-jerk' reactions to the key, longer term challenges which they have identified. On that basis, Management Team therefore believes we should now adopt a staged approach to addressing the recommendations, first to establish some building blocks and then to consider a range of more detailed issues once those are in place.

1.3.3 The three initial actions we recommend are as follows:

- To undertake a more fundamental review of the Council's corporate plan, potentially adopting a new, abbreviated style of document in the form of a new corporate strategy. Our existing corporate plan is shortly due for renewal in any case and this provides an opportunity to look at this afresh. Part of the review will necessarily involve a re-assessment of our adopted Key Priorities and we will need to assess the Peer Challenge Team's suggestion that these should be reduced in number and more focused on addressing particular challenges and opportunities.
- Linked to the above, we need to develop greater clarity around the Council's transformation agenda. The Peer Challenge team suggest that we need to adopt a framework to guide this area of work in the future and we believe that this would be a useful starting point. The Management Team has started to give some thought to the areas and themes that this framework should embrace. These are likely to include the need to develop our customer focus, proactive asset management, and the scope to pursue commercial trading. Key to the successful delivery of this agenda will be staff engagement and development to help shape and deliver this new agenda. A detailed strategy to guide delivery will also need to be prepared.
- We recommend that the comments made by the Peer Challenge Team in respect of the financial challenges facing the Council should be taken into account in the context of the ongoing review of our Medium Term Financial Strategy (MTFS). We are currently on track to meet our savings target for

the current financial year but Members will be aware that achieving the next three tranches of planned annual savings will be a major challenge. We will therefore seek to address the issues arising from the Peer Challenge in the context of our budget setting processes and ensure that future reviews of the MTFS take account of our revised set of key priorities.

- 1.3.4 We therefore seek Cabinet's endorsement of these initial actions to address the recommendations from the Peer Challenge. As this work progresses, we will report further on this approach and on more detailed proposals and actions as we develop these over time. Our overall aim is for the Council to adopt a clear and consistent approach to delivering this new agenda for change.

1.4 Legal Implications

- 1.4.1 Any issues arising to be considered as future actions are developed.

1.5 Financial and Value for Money Considerations

- 1.5.1 Dealt with as part of this wider agenda.

1.6 Risk Assessment

- 1.6.1 The risks inherent in not adequately addressing future challenges and pressures has been documented in the Peer Challenge Report.

1.7 Equality Impact Assessment

- 1.7.1 See 'Screening for equality impacts' table at end of report

1.8 Recommendation

- 1.8.1 That the suggested initial actions set out at paragraph 1.3.3 of this report **BE ENDORSED**;
- 1.8.2 That further reports on more detailed actions linked to this agenda **BE MADE** to the Cabinet or, if appropriate, the relevant Advisory Board.

Background papers:

contact: Mark Raymond

Nil

Julie Beilby
Chief Executive
On Behalf of the Management Team

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	n/a	To be considered in relation to more detailed proposals for change at a later stage in this process.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?		n/a
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

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TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

8 October 2014

Joint Report of the Director of Planning, Housing and Environmental Health and Cabinet Member for Housing

Part 1- Public

Executive Non Key Decisions

1 COLLECTIVE ENERGY SWITCHING

Summary

This report seeks authorisation from Cabinet for Tonbridge and Malling Borough Council to participate in a Collective Energy Switching scheme in partnership with four other Kent authorities.

1.1 Background

- 1.1.1 Members may be aware that Collective Switching is where a third party negotiates a better energy tariff on behalf of a group of residents. The Government has encouraged local councils to take on this role and develop schemes for the benefit of residents. Such schemes enable residents to register an interest in participating in a 'reverse energy auction' and to subsequently receive a new energy provider offer. The energy providers that offer the best deal on that day for the majority of residents will be selected. There is no obligation on registrants to accept the offer.
- 1.1.2 Collective switching schemes help residents to obtain a low price for energy, assisting in maximising household income and helping to alleviate fuel poverty. It should be noted, however, that household savings are influenced by many variables including the existing tariff and whether the household is a high or low energy user. Savings also depend on the success of an individual 'reverse auction'. The scheme does not 'guarantee' that each resident will save on their current energy costs.
- 1.1.3 In November 2013 it was reported to the Strategic Housing Advisory Board that four Councils in Kent - Dartford Borough Council, Gravesham Borough Council, Dover District Council and Tunbridge Wells Borough Council, had recently launched a community energy collective switching scheme called 'Energy Deal'. The scheme had a potential target audience of approximately 175,000 households with the aims being to facilitate off-line registrations for those without internet access and engaging a high proportion of first time switchers and households on a low income.

- 1.1.4 The initial campaign for “Energy Deal” ran from April 2013 to June 2013. The councils involved in the collective switching initiative reported that across the areas 2,488 residents registered an interest in the scheme (1.2 per cent). The conversion rate, from registration to take-up of new tariffs, was 9 per cent, i.e. 224 households. The average saving for online direct debit dual-fuel billing was £102 per annum, £75 per annum for direct debit dual-fuel paper billing (paper registration) and £94 for direct debit online electric only. No bespoke tariff for the collective switching scheme was offered, so all the new tariffs that were accessed were readily available to the general public, therefore limiting the financial benefits of the scheme. Of the 224 people who did switch, 70 per cent were first time switchers (157 households).
- 1.1.5 Given the low levels of interest in the scheme, along with the low level of actual switching and there being no bespoke tariff, it was not deemed cost effective at that time to pursue the initiative in this Borough. This was reviewed following the result of “Energy Deal’s” second campaign which was held from December 2013 to February 2014.
- 1.1.6 The Energy Deal scheme is now in its second year and, whilst the results from the second campaign showed that there were fewer expressions of interest, savings were found to be more favourable as shown in the table below:

Energy Deal Outcomes December 2013 - February 2014	
Number of registrations	1,602
First time switchers	73%
Conversion rate	28.8%
Conversion rate for previous switchers	23.5%
Conversion rate for paper registration	40.6%
Average saving	£190

- 1.1.7 An example of the number of registrations and breakdown of average savings in an area is illustrated in the table below:

Energy Deal Outcomes Dover District Council December 2013 - February 2014	
Number of registrations	573
Average saving (£) - Dual fuel monthly direct debit on line billing	£170
Average saving (£) - Dual fuel monthly direct debit paper billing (online registration)	£209
Average saving (£) - Dual fuel monthly direct debit (paper registration)	£145

Average saving - Dual fuel prepayment on line registration/paper registration	£51/48
Average saving (£) - Electric only monthly direct debit on line billing	£89
Average saving (£) - Electric only monthly direct debit paper billing online registration/paper registration	£142/67

- 1.1.8 Maidstone Borough Council also ran a winter campaign for the February 2014 auction under the branding 'Big Maidstone Switch'. There were 231 expressions of interest received, of which 15 per cent were off-line registrations and 164 were first time switchers. The conversion rate for all registrations was 28 per cent.
- 1.1.9 The average saving for all registrations was £161. The average saving for on-line direct debit dual-fuel was £191 per annum, £257 for direct debit off-line, and £137 for on-line electric only. Maidstone is now running a second campaign from August 2014 to October 2014.
- 1.1.10 In August, the Local Government Association (LGA) reported that 60 councils took part in a June 2014 auction. Four bespoke tariffs were created for households paying by pre-payment meter and credit contracts on single and dual fuel. On average, households saved £232 from energy bills.
- 1.1.11 The LGA has developed a collective switching framework to support local authorities and other public sector organisations in setting up collective switching schemes to help residents and small and medium enterprises.
- 1.1.12 The framework is owned by the LGA and run by North East Procurement Organisation (NEPO). The switching service has one switching provider, iChoosr, and schemes are combined to achieve a 'critical mass' of registrations. Local authorities can access the framework by becoming a NEPO associate member. There is currently no cost in using the framework and local authorities do not have to take part in auctions. The framework is OJEU compliant.

1.2 The Way Forward

- 1.2.1 A collaborative approach, working with the four other Kent authorities on a winter campaign from December 2014 to February 2015, utilising the LGA framework, represents a clear and efficient way to take this initiative forward.
- 1.2.2 As the "Energy Deal" brand is already established in Kent, Tonbridge and Malling can benefit from the experience and expertise of the scheme partners as well as utilising existing marketing materials. The current Energy Deal contract which the group is using is with iChoosr and was procured by Tunbridge Wells B.C. on behalf of the four authorities via the OJEU process. This contract expires during

the course of the winter 2014/15 campaign. A new Memorandum of Understanding (MOU)/Participation Agreement would have to be developed to bring Tonbridge and Malling B.C into the existing collaborative working arrangement. This is expected to be at nil cost to partners but to contain an indemnity to Dover D.C and a requirement for Dover D.C to pay the net amount of any switching fees it receives which are applicable to our administrative area.

- 1.2.3 This newly formed group will “call off” the LGA framework contract. Dover D.C. is intending to be the lead organisation on this “call off” contract subject to their Cabinet approval on 6 October 2014. The LGA framework is an OJEU compliant framework for the procurement of a collective switching provider. The framework is owned by the LGA and managed by NEPO. The only requirement for Dover D.C as the lead authority would be to apply to become an Associate Member of NEPO.
- 1.2.4 The LGA framework is currently free to use and iChoosr is appointed as the sole provider. The LGA reserve the right to take up to 25 per cent payment of all income generated through switching fees paid by the contractor to local authorities using the framework. This clause can be activated by the LGA giving at least 28 days’ notice to all parties who are part of the framework agreement. This 25 per cent will be taken from income generated from the switching fee as outlined in 1.4.2. This clause has previously been queried by a member of Energy Deal and NEPO advise *“the clause has been included in the terms and conditions by the LGA to reflect any potential strategic change within the LGA at the moment the LGA have no plans to execute this clause open to them.”* LGA have also confirmed that the clause will not be backdated. Officers are currently checking that there are no other costs arising from the Framework Agreement.
- 1.2.5 By taking the initiative forward in this way, local residents will have the opportunity to access cheaper energy tariffs. The scheme will be directed towards vulnerable households and in particular the communities of East Malling, Snodland and Trench. Whilst there is no obligation to switch, the scheme does prompt residents to assess their energy costs and consumption. Any new tariff will be offered for a 12 month fixed priced period
- 1.2.6 Household savings will depend on the existing tariff, as well as current energy consumption. Whilst the scheme does not ‘guarantee’ that each resident will save on their current energy costs, as the LGA Chair Councillor David Sparks recently said, *“collective switching is making a real difference to people, both saving them money on their bills and providing an easy way to avoid the headache of having to spend time trying to wade through the complex wording of price plans, particularly for those residents without access to the internet. Councils are at the heart of their communities and can act as a trusted local broker to facilitate such schemes and help the elderly and vulnerable”.*

1.3 Legal Implications

- 1.3.1 Any new collaboration will be governed by a carefully constructed Memorandum of Understanding/Participation Agreement between the local authority partners.

1.4 Financial and Value for Money Considerations

- 1.4.1 A campaign would involve officer resources to facilitate off-line registrations including a paper registration charge of £1.50 per offer letter for residents who opt for the Council to submit their registration. Other associated costs would include mailing and promotional material. Costs of the initiative would be covered through the existing Energy Initiatives budget.
- 1.4.2 The scheme generates an income through the energy provider paying a fee per switch and this is subsequently shared between the appointed intermediary and the Council in which the switch has occurred. It is expected that the aforementioned off-line registration cost will be covered by this income.

1.5 Risk Assessment

- 1.5.1 None arising from this report.

1.6 Equality Impact Assessment

- 1.6.1 See 'Screening for equality impacts' table at end of report.

1.7 Recommendations

- 1.7.1 **CABINET is RECOMMENDED to AGREE** that the Council proceeds to work collaboratively with 'Energy Deal' authorities on a winter campaign from December 2014 using the Local Government Association framework with a February 2015 reverse auction. A new MOU/Participation Agreement will be developed to bring Tonbridge and Malling B.C. into the existing partnership.
- 1.7.2 **CABINET is RECOMMENDED to GIVE DELEGATED AUTHORITY** to the Chief Housing Officer in consultation with the Principal Solicitor and the Cabinet member for Housing to approve the terms of the MOU/Participation Agreement and to enter into this agreement.

Background papers:

Nil

contact: Lucy Hicks/Satnam
Kaur

Director of Planning, Housing
and Environmental Health
Steve Humphrey

Cabinet Member for Housing
Councillor Jill Anderson

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The scheme is accessible by all residents in the borough irrespective of whether a household has internet access. For those households who do not have internet access at home nor an email address or cannot access help with registering online interest, the Council will support off-off-line registrations where requested by a resident during the campaign period (February 2015).
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	The scheme is available to all residents including those with protected characteristics. Therefore the scheme is not going to increase equality of opportunity but it will allow those residents who don't normally engage with online energy switching to receive an energy deal offer.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

8 October 2014

Report of Director of Central Services

Part 1- Public

Matters for Information

1 Local indicators - 2014/15

This report presents the results for the first quarter of the current financial year for those local indicators that are monitored regularly.

1.1 Indicators

1.1.1 Types of indicator:

- KPIs are key performance indicators - these are related to key priorities and have targets.
- KIs are key indicators - these are the same as KPIs but without targets.
- PIs - performance indicators - these are not related to key priorities but they do have targets.

1.2 Results

1.2.1 This report presents the indicator results for the first quarter, 1 April to 30 June 2014. It reviews the long term trends in performance, compares results against targets for the current financial year to date and identifies any unusually positive or negative results based on the latest figures.

1.2.2 The results are presented in Annex 1, an A3 colour document circulated along with the main papers as a separate document:

- Longer term performance based on colour coding is shown in the "Trend" column. Green shows improving performance and red shows deteriorating performance. The numbers in this column show the rate of change based on the trend.
- A numerical index and colour coding are used to compare the result and target in the "On target?" 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. Where performance is affected by a seasonal or other profile, no index value is calculated and the colour coding is determined by the service manager.

1.2.3 In overall terms, we:

- Achieved an improving/positive trend for 17 out of the 35 indicators for which trend information is available.
- Met our targets for 18 of the 31 indicators for which we were able to set targets.
- Identified six indicators showing an unusually positive result and one indicator showing an unusually negative result in the first quarter of 2014/15.

1.3 Legal Implications

1.3.1 None

1.4 Financial and Value for Money Considerations

1.4.1 Quarterly reporting and review of local indicators provides a significant opportunity to influence and improve performance thereby achieving our targets and a positive trend and, in the process, also improving value for money.

1.5 Risk Assessment

1.5.1 The targets for the local indicators are designed to 'stretch' the organisation and they are extremely challenging. Hence, although each individual target is realistic, collectively there is therefore a real risk that some targets will not be achieved. Quarterly reporting enables managers and Members to influence performance regularly during the year and reduce this risk.

Background papers:
Nil

contact: Bruce Hill

Adrian Stanfield
Director of Central Services

2014/15 Q1 indicator report (Apr-Jun 2014)

Cells shaded grey identify contextual data for information and any PIs not applicable/not required this quarter.

Cells shaded turquoise identify data required from lead officer.

Trend - straight-line fit of up to five most recent years' quarterly results:

- Improving (and by how much)

- Flat

- Deteriorating (and by how much)

On Target? - compares performance to date against target, using an index, or against a seasonal or other profile.

- Target being achieved/on profile

- Target not being achieved/not on profile

Latest performance - this quarter's result in the context of previous performance:

- Unusually positive

- In line

- Unusually negative

Number	Description	Lead officer	2014/15 target	2014/15 Q1 Apr-Jun	Trend	On target?	Latest performance in context	Comments about performance	Comments about profiles/ patterns of results and any further contextual data
Central/Corporate									
KI-103	Number of other interactions online via web forms.	Bruce Hill (co-ordinates)	Not set	1,187	51/Q	Not applicable		No web forms recorded between 1-22 April due to 'broken links' on our main website. This has been remedied by IT Services.	Additional to KI-514 and KI-515 (see under Finance). Trend data since Q1 2010/11.
PI-202	Percentage of telephone calls to our MacFarlane handling system negatively abandoned.	Charlie Steel (co-ordinates)	7.5	13.3	0.7/Q	56		As Channel Shift starts to take effect, this indicator will no longer be appropriate and it is expected that waiting times will increase.	Negatively abandoned calls are calls with a wait time longer than 10 seconds and the caller ends the call without hearing a message that provides the required information or being diverted to a payment line. Trend data since Q1 2012/13.
KPI-219	Total number of crimes recorded by the police.	Alison Finch	4,895	1,253	20/Q				Trend data since Q1 2010/11.
KPI-220	Number of incidents of anti-social behaviour recorded by the police.		2,369	686	27/Q				Trend data since Q1 2011/12.
KPI-221	Number of repeat victims of domestic abuse within past year.		325	104	4/Q				Trend data since Q3 2012/13.
KPI-222	Number of drug offences recorded by the police.		414	65	1/Q				Trend data since Q1 2010/11.
Finance									
KPI-502	Percentage of council tax collected by the authority in the year.	Glen Pritchard	98.20	26.80	0.15/Q			Collection in Q1 is lower than in 2013/14, this may be attributable to the reduction in Council Tax Support whereby taxpayers on low incomes are now paying 18.5% of their annual charge compared to 8.5% last year.	Seasonal pattern with collection concentrated in Q1-Q3. Trend data since Q1 2010/11.
KPI-503	Percentage of non-domestic rates collected by the authority in the year.		99.60	31.96	0.23/Q				Seasonal pattern with collection concentrated in Q1-Q3. Trend data since Q1 2010/11.
KI-516	Number of new homes (including affordable housing).		Not set	104	4/Q	Not applicable			Trend data since Q1 2012/13.
KPI-510	Average number of days to process all new housing and council tax benefit claims.	Andrew Rosevear	28.0	29.5	0.8/Q	95		New processes introduced since mid June look promisingly effective to improve performance from July.	Deteriorating since Q1 2012/13. Trend data since Q1 2010/11.
KPI-511	Average number of days to process changes in claimants' circumstance.		7.0	8.0	0.2/Q	88		Technical computer problems between DWP and TMBC have significantly hampered performance in June. April and May performance averaged 7.0 days.	Results volatile. Trend data since Q1 2010/11.
KPI-513	Reducing the funding gap (£000s)	Neil Lawley	£200	£50	Not applicable		Not applicable		Savings depend on circumstances and do not fit a trend.
KI-514	Number of one-off payments made via the Automated Telephone Payment (ATP) system.	Brian Courtney	Not set	4,573	119/Q	Not applicable			Trend data since Q4 2010/11.
KI-515	Number of one-off payments made online.		Not set	6,207	288/Q	Not applicable			Trend data since Q4 2010/11.

2014/15 Q1 indicator report (Apr-Jun 2014)

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Planning, Housing & Environmental Health									
KPI-313	Percentage of complaints about environmental pollution and other requests for service responded to within 5 working days.	Jane Heeley	100	99	0.1/Q	99			Trend data since Q1 2010/11.
KPI-326	Number of overweight adult referrals onto the weight management programme.		250	32	3/Q				Total enrolled to end of quarter. Trend data since Q1 2012/13.
KPI-327	Number of adults who receive information and brief advice about their alcohol intake.		300	81	2/Q				Trend data since Q1 2012/13.
KPI-328	Number of referrals to the NHS "Stop Smoking" service.		50	3	1.9/Q				Trend data since Q1 2012/13.
KPI-329	Total number of food businesses signed up to the Healthy Eating Award.		30	25	1.9/Q				Shows total number of premises currently holding the award. Upward trend based on businesses signing up to this new award in 2012/13. Trend data since Q1 2012/13.
KPI-330	Percentage of food establishments which are broadly compliant with food hygiene law.		90.0	95.0	1.6/Q	106			Trend data since Q1 2012/13.
KPI-402	Number of households becoming sole or part owners of existing properties through low cost home ownership initiatives.	Satnam Kaur	10	21	0.4/Q			From April 2014 this service has been awarded to the housing association BPHA (previously Moat).	Trend data since Q1 2010/11.
KPI-409	Number of households living in temporary accommodation.		15	13	0.4/Q	115			Figure is a 'snapshot' at the end of the quarter and is variable on a daily basis. Trend data since Q1 2010/11.
KPI-410	Number of new affordable housing completions to buy or rent.		131	0	0.5/Q			No schemes have seen completions in Q1.	Trend data since Q1 2010/11.
PI-603	Percentage of appeals allowed against the authority's decision to refuse planning applications.	Emma Keefe	25.0	20.0	0.4/Q	125			Results volatile. Trend data since Q1 2010/11.
PI-611 -other	Percentage of other planning applications determined within 8 weeks.		86.00	79.68	0.7/Q	93			Trend data since Q1 2010/11.

2014/15 Q1 indicator report (Apr-Jun 2014)

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Street Scene & Leisure									
KPI-309	Percentage of reported high priority fly-tips collected within 24 hours.	Dennis Gardner	100	100	0.0/Q	100			Trend data since Q1 2010/11.
PI-311	Number of household waste collections missed per week and not rectified within 24 hours, apart from collections missed for reasons outside our control, such as severe weather.		2.80	3.06	0.05/Q	92		Numbers are still very low, but repeat hot spots will be monitored to reduce this further	Trend data since Q1 2010/11.
PI-319 (context)	Kilograms of residual household waste per household.		565 (contextual)	145	0.8/Q	Not applicable			Seasonal pattern. Trend data since Q1 2010/11.
KPI-320	Percentage of household waste sent for reuse, recycling and composting.		42.00	47.66	0.2/Q			This compares favourably with Q1 2013/14 - 45.83% (adjusted). Originally reported as 46.76%.	Seasonal pattern generally with Q4 dips. Trend data since Q1 2010/11.
KPI-322	Cleanliness of roads and pavements.		7.1	7.4	0.005/Q	104			This LPI provides a measure of the average cleanliness of highways in the borough. A score of 6.7 is a "Good" result where roads are predominantly free of both litter & detritus in channels. Trend data since Q1 2011/12.
PI-832	Percentage of customers satisfied with our leisure centres.	Stephen Gregg	80.0	84.7	0.5/Q	106			Trend data since Q1 2012/13
KPI-833	Percentage of Lifestyles (gym) customers at high risk of leaving who are encouraged to stay and do stay.		70.0	70.9	0.3/Q	101			Trend data since Q1 2012/13
KPI-834	Number of leisure pass holders.		900	1,147	28/Q				Trend data since Q1 2012/13
KPI-835	Average number of Excel members age 11-18.		325	621	50/Q	191			Trend data since Q1 2012/13
KPI-836	Average number of Kick Start members age 0-10.		425	338	6/Q	80			Trend data since Q1 2012/13
KPI-840	Average number of customers enrolled in swim school.		1,900	1,876	6.7/Q	99			Trend data since Q1 2012/13

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Agenda Item 13

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 14

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 16

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