

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

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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
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16 May 2018

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

Dear Sir/Madam

Your attendance is requested at a meeting of the Overview and Scrutiny Committee to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Thursday, 24th May, 2018 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

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- This Scoping Report establishes the parameters for the forthcoming review of Youth, Sports and Events Development for Members consideration and approval.*
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8. Exclusion of Press and Public 21 - 22
- 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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- The report updates Members on a review of the Council's offices at Gibson Drive, Kings Hill and presents options for further consideration.*
10. Urgent Items 83 - 84
- Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr A K Sullivan (Chairman)
Cllr Mrs A S Oakley (Vice-Chairman) and
Cllr F G Tombolis (Vice-Chairman)

Cllr Mrs J A Anderson
Cllr M C Base
Cllr P F Bolt
Cllr J L Botten
Cllr R W Dalton
Cllr S R J Jessel
Cllr D Keers
Cllr Mrs F A Kemp
Cllr Mrs S L Luck

Cllr M R Rhodes
Cllr Miss S O Shrubsole
Cllr Ms S V Spence
Cllr M Taylor
Cllr Miss G E Thomas
Cllr T C Walker

Mr P J Drury
Mr D Still

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

Thursday, 19th April, 2018

Present: Cllr A K Sullivan (Chairman), Cllr Mrs A S Oakley (Vice-Chairman), Cllr Ms S V Spence (Vice-Chairman), Cllr Mrs J A Anderson, Cllr P F Bolt, Cllr T I B Cannon, Cllr Mrs F A Kemp, Cllr M R Rhodes, Cllr Miss G E Thomas, Cllr F G Tombolis and Cllr T C Walker

Councillors O C Baldock, Mrs P A Bates, V M C Branson, D J Cure, N J Heslop, D Lettington and Miss J L Sergison were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors M C Base, J L Botten, D Keers and M Taylor, Mr P J Drury and Mr D Still

PART 1 - PUBLIC

OS 18/8 DECLARATIONS OF INTEREST

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

OS 18/9 MINUTES

RESOLVED: That the Minutes of the meeting of the Overview and Scrutiny Committee held on 23 January 2018 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

OS 18/10 REVIEW OF CONSTITUTION

The Director of Central Services and Monitoring Officer presented the outcome of a detailed review of the operation of the Council's adopted Constitution and outlined a number of proposed revisions which aimed to ensure that all parts of the constitution were up-to-date and 'fit for purpose'. It was noted that the review had provided an opportunity to re-examine the format of the Constitution in order to avoid duplication and to present its contents in a more usable and understandable way. Members' attention was drawn to the revised Parts of the Constitution, set out at Annexes 2 to 7 of the report, and to the summary of key changes to the current constitution. Particular attention was drawn to 'Part 3 – Responsibility for Functions' which had been extensively reviewed and updated to provide greater clarity, avoid duplication and simplify references to generic powers rather than specifying particular sections of legislation. Members noted that further amendments to the

formatting of the document would be required prior to production of the final version.

Members acknowledged that the proposed changes would make the document more accessible to all users and would allow decisions to be made more efficiently. The comprehensive discussion of the report centred on two particular issues, firstly the addition of a provision requiring the agreement of the Chairman of an Area Planning Committee to a request from a Ward member that a Planning Application be 'called in' for consideration by the committee (Part 3: Responsibilities, Section 6 Functions Delegated to Officers, DPHEH 100(iv)(c) refers) and, secondly, the fifteen minute time limit on Member discussions at Council following the receipt of a petition (Part 4: Rules, Section 1 Council and Committee Procedure Rules, 5.17.6). In response to the concerns raised by Members in relation to the call-in of applications to the Area Planning Committee the Director of Central Services confirmed that further information on the rationale for the proposed changes would be included in the supporting papers when this matter was reported to Cabinet.

RECOMMENDED: That

- (1) subject to further consideration of the points raised by Members, Cabinet be invited to approve (and thereafter recommend that Council adopt) the amended constitution as set out at Annexes 2 to 7 of the report; and
- (2) authority be delegated to the Director of Central Services and Monitoring Officer to make any further changes to the formatting of the constitution as considered appropriate.

OS 18/11 SCRUTINY REVIEW WORK PROGRAMME - UPDATE

The report of the Chief Executive set out details of the Review Programme for the remainder of the calendar year. Members were advised that the meeting scheduled for 24 May 2018 would be preceded by a tour of the Gibson Building commencing at 6.30pm in the Civic Reception.

RESOLVED: That the report be received and noted

MATTERS FOR CONSIDERATION IN PRIVATE

OS 18/12 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.58 pm

Agenda Item 4

Any Executive Decisions which have been “called in”

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Agenda Item 5

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

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TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

24 May 2018

Report of the Chief Executive

Part 1- Public

For decision

1 REVIEW OF YOUTH ENGAGEMENT, SPORTS AND EVENTS DEVELOPMENT – SCOPING REPORT.

This Scoping Report establishes the parameters for the forthcoming review of Youth, Sports and Events Development for Members consideration and approval.

1.1 The Review

1.1.1 The Overview and Scrutiny Committee agreed at its meeting held on the 23rd January 2018 that a review of youth engagement, including sports and events development, should be included on the review programme for 2018/19.

1.1.2 All of the services to be covered by the review are discretionary and are further described below at sub-section 1.2. The review will need to assess what specific activities are funded by the budgets held and to decide whether these continue to provide value for money.

1.1.3 In addition, the review will also need to explore how the Council's role in these service areas relate to partnership work undertaken by other providers, including Kent County Council, the links to the Council's key priorities, links to other services and initiatives including health and community safety, and the potential scope to generate external funding to help support those services and reduce overall costs.

1.1.4 It is envisaged that the review will be dealt with at a single meeting of the whole Committee to take place on 21st June 2018. In relation to 1.1.3 above, consideration could be given to inviting external speakers to the meeting in June, for example, a representative of the Youth Forum.

1.2 Service Areas to be Reviewed

1.2.1 The three elements of the review cover services which are currently delivered by the Leisure Development team within the Directorate of Street Scene, Leisure and Technical Services. The service areas to be covered by the review are as follows.

- 1.2.2 Youth Engagement – this service area focusses on engagement with young people and supporting leisure opportunities for them. The delivery of annual activity programmes was subject to a recent Scrutiny review and the successful outsourcing of this programme resulted in a £59,000 pa revenue saving to the Council. The remaining funding in this particular area is now focussed on diversionary activities and the development, sign posting and promotion of activities to those most in need within our Borough. This affordable access is primarily achieved through the Council's Leisure Pass Scheme.
- 1.2.3 With regard to youth engagement, this is primarily undertaken through the Tonbridge & Malling Youth Forum. The Forum allows the Council to fulfil its responsibilities under the Children's Act 2014 in seeking the views of young people within our Borough. For example, the Forum has recently been engaged in consultation on the refurbishment plans for Tonbridge Railway Station and attends regular liaison meetings with the Police. The Forum also implements its own projects, identified by the young people with the support of the Council, such as a recent project undertaken in local schools focussed on mental health.
- 1.2.4 Support is also given to services delivered by Kent County Council ensuring funding and priorities are focussed in the areas most in need within our borough.
- 1.2.5 Sports Development – This service area focuses on developing, promoting, enabling and delivering sport and physical activities for residents within the Borough. Priority is given to seeking external funding to support and enable community activities such as Doorstep Sports, Parkrun, Spring into Sport, Young Cricket Leaders and Discovery Days for young people with special needs.
- 1.2.6 A key area for this service is partnership work with other local providers including Schools/Colleges, the Tonbridge and Malling Leisure Trust, Tonbridge Sports Association, local clubs and facility providers to support development and sustainability. Liaison also takes place with Kent Sport to provide a link between the County Council and local clubs, groups and organisations to ensure both opportunities and funding are attracted to the Borough.
- 1.2.7 Event Development – Work undertaken in this service area focusses on supporting local events and authorising community events that take place on Borough Council land including, but not limited to, Tonbridge Castle Grounds, Country Parks and numerous Public Open Spaces across the Borough. Community activities range from larger events such as Christmas Festivals to smaller sponsored charity walks. In 2017, 73 such events were supported and authorised across the Borough. Whilst events were previously directly provided by the Borough Council, such events are now limited to the Tonbridge Remembrance and Armistice Services and Tonbridge Castle Medieval Fair. The focus is now on supporting and enabling community events and activities, reducing the cost to the Council and increasing event income and enhancing economic regeneration and community cohesion. Such events include the Luna Outdoor Cinema, the Tonbridge Music Festival and the Tonbridge Dragon Boat races.

1.2.8 This service area also supports and delivers ad-hoc events of corporate significance. Previous examples include the Tour de France Prologue, the welcoming of the Queens Commonwealth Baton to the county of Kent and the running of the Olympic torch through the borough. Smaller Council events are also supported when required with recent examples including the opening of Tonbridge Town Lock and the Royal opening of Tonbridge Memorial Gardens.

1.3 Current Budget Provision

1.3.1 The following revenue budgets proposed to be included within this review for each service area are highlighted below. Budgets show operational expenditure and income for 2018/19, and are exempt of Staffing and Central, Departmental & Technical Support Service costs.

	<u>Expenditure</u>	<u>Income</u>	<u>Net Cost</u>
Youth and Play Development:	£27,000	-	£27,000
Sports Development:	£5,000	£500	£4,500
Events Development:	£26,800	£5,000	£21,800

A proportion of these costs are currently being met through special expenses and this will be identified in the review, alongside a more detailed breakdown of these budgets.

1.3.2 Following the completion of this Scrutiny Review, a review of the current staffing arrangements will be undertaken to ensure there is an appropriate level of officer support to deliver the range of service areas approved by this Committee. Staffing arrangements will then be considered by the Council's Management Team and Members of the General Purposes Committee, as appropriate.

1.3.3 As shown in the Council's 2018/19 revenue budget, staffing costs of £81,400 are allocated to the budgets highlighted above. In addition, a ring fenced sum of £24,900 has been set aside following the deletion of the post of Leisure Services Officer (Culture/Tourism) in 2016. The sum is currently being used to employ consultancy support to allow the Council to deliver a range of services that include those highlighted above. A proportion of these staffing costs are also currently being met through special expenses.

1.3.4 As shown in the Council's 2018/19 revenue budget, Central, Departmental & Technical Support Service costs totalling £57,800 are allocated to the three budgets highlighted above.

1.4 Legal Implications

1.4.1 None

1.5 Financial & Value for Money Considerations

1.5.1 As outlined earlier in the report.

1.6 Risk Assessment

1.6.1 The risks associated with changes to the current service delivery arrangements will be identified in the report to this Committee in June. Staff involved in the Service areas under review have been consulted.

1.7 Equality Impact Assessment

1.7.1 An EQIA may be required as a number of activities covered by the review provide opportunities to residents with protected characteristics under the Equality legislation.

1.8 Policy Considerations

1.8.1 Community, Crime & Disorder Reduction, Customer Contact, Equalities/Diversity, Healthy Lifestyles, Human Resources, Young People

1.9 Recommendation

1.9.1 That the review of Youth, Sports and Events Development, as set out in this report, **BE ENDORSED.**

Background papers:

Nil

contact: Mark Raymond
Darren Lanes

Julie Beilby
Chief Executive

Agenda Item 7

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 8

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

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

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Agenda Item 10

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

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