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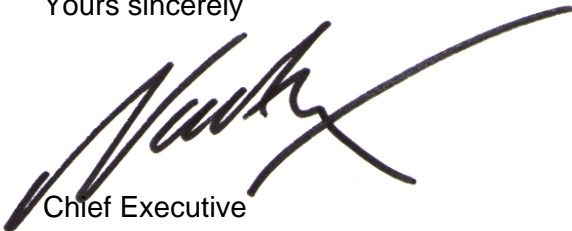
5 January 2010

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (COMMUNITY AND REGENERATION)** Committee will be held in the HMS Brave Room at these Offices on Wednesday 13 January 2010 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at rebecca.brough@dover.gov.uk.

Yours sincerely



Chief Executive

Scrutiny (Community and Regeneration) Committee Membership:

Councillor G J Hood	(Chairman)
Councillor J F Tranter	(Vice-Chairman)
Councillor D R Lloyd-Jones	(Spokesperson)
Councillor S R Nicholas	(Deputy Spokesperson)
Councillor C M Edwards	
Councillor A Friend	
Councillor L A Keen	
Councillor P A Lodge	
Councillor J C Record	
Councillor R S Walkden	

DECLARATIONS OF INTEREST

Members are required to disclose the existence and nature of a personal interest at the commencement of the item of business to which the interest relates or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

NOTE: (1) By virtue of Rule 11 of the Members' Code of Conduct, a member must, if he/she is involved in the consideration of a matter at a meeting of an overview and scrutiny committee or sub committee, regard him/herself as having a personal and prejudicial interest if that consideration



relates to a decision made, or action taken, by another committee or sub committee of which he/she may also be a member.

- (2) This rule will not apply if the member attends the Scrutiny Committee/Sub Committee for the purpose of answering questions or otherwise giving evidence relating to that decision or action.

AGENDA

1. **APOLOGIES**

2. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3. **MINUTES**

To confirm the Minutes of the joint meeting with the Scrutiny (Policy and Performance) Committee held on 10 December 2009 and Minutes of the meeting of the Committee held on 16 December 2009 (to follow).

4. **EAST KENT (JOINT SCRUTINY) COMMITTEE** (Pages 4-11)

To note the attached Minutes of the meetings held on 4 November 2009 and 14 December 2009.

Dover District Council is the host authority for the municipal year 2010/10.

5. **PUBLIC SPEAKING**

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak does not apply to any items on this agenda.

6. **ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE OR ANOTHER COMMITTEE**

There are no items for consideration.

7. **ITEMS CALLED-IN FOR SCRUTINY OR PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE, ANY INDIVIDUAL NON-EXECUTIVE MEMBERS OR PUBLIC PETITION**

Any individual Councillor may request that a matter is placed on the agenda of one of the Council's Overview and Scrutiny Committees.

Executive Decisions may be called-in by the Chairman or Spokesperson of the Scrutiny (Policy and Performance) Committee or any three non-executive members.

There are no items for consideration.

8. **CABINET DECISIONS RELATING TO ITEMS ON THE AGENDA**

None.

SCRUTINY FRAMEWORK

9. **FORWARD PLAN** (Pages 12-15)

It is intended that Members should use the Forward Plan to identify topics within the remit of the Committee for future scrutiny.

10. **SCRUTINY WORK PROGRAMME** (Pages 16-25)

It is intended that the Committee monitor and prioritise its rolling work programme.

11. **UPDATE ON DEAL REGENERATION**

To receive a verbal update from the Head of Regeneration.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact: Rebecca Brough, Democratic Support Officer, telephone: (01304) 872304 or email: rebecca.brough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Minutes of the meeting of the **EAST KENT (JOINT SCRUTINY) COMMITTEE** held at the Sandwich Town Council Offices, Sandwich on Wednesday 4 November 2009 at 9.30am.

Present:

Chairman: Councillor G Cowan (Dover District Council)

Councillors: A Clifton-Holt (Shepway District Council)
M D Conolly (Dover District Council)
C Goddard (Shepway District Council)
M Harrison (Thanet District Council)
D R Lloyd-Jones (Dover District Council)
R F Packham (Ashford Borough Council)
T Prater (Shepway District Council)
J Roberts (Thanet District Council)
M J Roberts (Thanet District Council)
J Samper (Canterbury City Council)
I Thomas (Canterbury City Council)

Also Present: Mr C Dallison (HQN Associate Member)

Officers: Director of Community Services (Canterbury City Council)
Solicitor to the Council (Dover District Council)
Democratic Support Officer (Dover District Council)

Apologies for absence were received from Councillors M J C Burgess (Ashford Borough Council), B Rogers (Thanet District Council), R T Taylor (Ashford Borough Council) and M Vye (Kent County Council).

7 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that in accordance with the Operating Arrangements, Councillor M J Roberts had been appointed as substitute for Councillor B Rogers.

8 MINUTES

The Minutes of the meeting of the Committee held on 19 October 2009 were approved as a correct record and signed by the Chairman.

9 ISSUES REFERRED TO THE COMMITTEE BY THE EAST KENT (JOINT ARRANGEMENTS) COMMITTEE

There were no items for consideration.

10 ITEMS PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE

There were no items for consideration.

11 MEMBERSHIP OF THE COMMITTEE

The Committee was advised that three representatives from Ashford Borough Council had been co-opted as non-voting members in respect of items relating to the Shared Housing Service during the previous municipal year. The reason for this

co-option was the participation by Ashford Borough Council in the shared housing service project.

RESOLVED: That Councillors M J Burgess, R F Packham and R T Taylor of Ashford Borough Council be co-opted for the municipal year 2009/10 as non-voting members of the committee in respect of the Housing Shared Services Project only.

12 HOUSING SHARED SERVICE UPDATE

The Director of Community Services (Canterbury City Council) and Mr C Dallison (HQN Associate Member) of the Housing Shared Service Project Team were present at the meeting to update the Committee on the progress made since the last report to the committee in December 2008.

The partner members for the Housing Shared Service were Ashford Borough Council, Canterbury City Council, Dover District Council, Shepway District Council and Thanet District Council. Kent County Council was not a partner as it had no responsibility for housing services.

(a) Purpose

The intention in developing a Housing Shared Service was to improve the level of service while achieving greater efficiencies and savings through replacing five services with a single service.

(b) Options Review

The project team had previously identified four options for the Housing Shared Service. These were:

- To host the service by one authority;
- To develop a joint procurement approach;
- To develop a shared services vehicle; and
- To develop a shared services vehicle with some or all services.

The East Kent (Joint Arrangements) Committee in December 2008 had agreed that further work on the principle of a housing shared service vehicle would be undertaken.

(c) Work to Date

An officer project team was established to consider the implications of developing a Housing Shared Service. As part of this work was undertaken to identify which activities should form part of the shared service and develop financial modelling for the impact of the a shared service on each authority's HRA and General Fund. In addition, consideration was given to what the impact of a shared housing service would be on those services that remained within the control of each authority.

(d) Challenges

The existing five housing services employed 300 members of staff in five locations and each used a different housing IT system. In order to identify areas of potential economy and diseconomy of scale, it was necessary for the project team to

benchmark services across each authority to enable the identification of the same activities even if undertaken in a different way.

In developing a shared service it was critical to give consideration to the timing, cost and technical aspects of the service.

Mr C Dallison informed the Committee that savings of 10% or greater on the HRA direct costs were realistically achievable although it was acknowledged that the support service savings would be more difficult to identify as activities were structured in different ways in each authority. There would also be savings achieved for the Housing Shared Service as a consequence of the establishment of the East Kent Human Resources Partnership.

(e) Legal and Governance

It was proposed that a Shared Service Vehicle (SSV) would be developed to manage the Housing Shared Service. The SSV would be a non-profit company limited by guarantee that would be controlled by the Councils through a management agreement that would set the parameters within which the Board of Directors would operate.

The Board of Directors would consist of 15 members, composed of five Councillors, five tenant representatives and five independent members. Each authority would have a single councillor and tenant representative. There were no proposals to remunerate the Board of Directors.

As part of the governance arrangements there would be provision for an exit strategy should one or more parties wish to leave the Housing Shared Service in the future. However, this would not be developed prior to the application to the Secretary of State.

The staff of the SSV would either be TUPE'd across from their existing authority or fulfilled through ring-fenced advertisements. It was anticipated that up to 40 posts would be redundant due to the SSV (ie if five teams were merged then only one manager would not be needed) although as each authority had approximately a 5% vacancy rate this would not necessarily equate to 40 redundancies. The Board of Directors would make the decision on appointments.

There was concern expressed by some Members that the management arrangements needed to be agreed prior to any application to the Secretary of State, as they could not make an informed decision otherwise.

(f) Consultation

A joint tenant liaison group had been established with tenant representatives from each of the five authority areas appointed to it. This was supported by the Tenant Participation Advisory Service (TPAS), which provided the tenant representatives with the advice it needed in respect of consultation.

The Councils were required by Section 105 of the Housing Act 1985 to undertake consultation on the proposals for a Housing Shared Service. However, as the proposals did not take the form of stock transfer, there was no requirement that the consultation take the form of a vote from the tenants.

The consultation approach being undertaken was one of a 'cocktail' of methods such as road shows, questionnaires and one-to-one meetings in an attempt to engage with the widest number of tenants. In addition, as part of any application to the Secretary of State for delegations under Section 27 of the Housing Act 1985, each Council would be required to demonstrate that it had undertaken proper consultation with tenants as each authority was required to submit an individual application.

It was the view of Members that the Housing Shared Service needed to proactively promote the benefits of the project to tenants in order to balance any lobbying against the proposals to ensure that tenants had as much information available to them as possible.

There was concern expressed by some Members that by not undertaking a ballot of all tenants, irrespective of whether such a move was required by statute, it would deprive tenants of the opportunity to definitively state their view on the proposals and make it harder to demonstrate to the Secretary of State that there was sufficient support for the proposals to justify the application.

(g) Next Steps

The East Kent (Joint Arrangements) Committee and the East Kent (Joint Scrutiny) Committee would receive reports on the proposals during December 2009 and each District Council would consider the proposals from January to March 2010. In the event that sufficient authorities approved participation in the scheme to make it a viable shared service an application would be made under Section 27 of the Housing Act 1985 to the Secretary of State in May or June 2010.

The final management and collaborative agreements would be approved by December 2010 by each authority and the Housing Shared Service would be launched in January 2011.

- RESOLVED: (a) That the update be noted.
- (b) That it be recommended to the East Kent (Joint Arrangements) Committee:
- (i) That a ballot of all tenants in all five authorities be held on the same day following the completion of the tenant consultation period but prior to any application to the Secretary of State under Section 27 of the Housing Act 1985.
 - (ii) That the full Council of each participating authority be asked to agree in principal participation in the Housing Shared Service prior to any application to the Secretary of State under Section 27 of the Housing Act 1985.

The meeting ended at 11.30 am.

Minutes of the meeting of the **EAST KENT (JOINT SCRUTINY) COMMITTEE** held at the Sandwich Town Council Offices, Sandwich on Monday 14 December 2009 at 9.30 am.

Present:

Chairman: Councillor G Cowan (Dover District Council)

Councillors: M D Conolly (Dover District Council)
C Goddard (Shepway District Council)
M Harrison (Thanet District Council)
A Perkins (Canterbury City Council)
T Prater (Shepway District Council)
J Roberts (Thanet District Council)
M J Roberts (Thanet District Council)
J Samper (Canterbury City Council)
I Thomas (Canterbury City Council)
M Vye (Kent County Council)

Also Present: Mr C Dallison (HQN Associate Member) (Item 18 only)

Officers: Head of Housing, Culture and Community Safety (Dover District Council) (Item 18 only)
Corporate Director – Neighbourhoods (Shepway District Council) (Item 18 only)
Head of Finance and ICT (Dover District Council)
Head of Legal and Democratic Services (Canterbury City Council)
Head of Policy and Improvement (Canterbury City Council)
Corporate Director (Shepway District Council)
Director of Customer Services and Business Transformation (Thanet District Council)
Principal Solicitor (Dover District Council)
Democratic Support Officer (Dover District Council)

Apologies for absence were received from Councillors A Clifton-Holt (Shepway District Council), D R Lloyd-Jones (Dover District Council), R F Manning (Kent County Council) and B Rogers (Thanet District Council).

13 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that in accordance with the Operating Arrangements, Councillor M J Roberts had been appointed as substitute for Councillor B Rogers.

14 MINUTES

The Minutes of the meeting of the Committee held on 4 November 2009 were approved as a correct record and signed by the Chairman.

15 ISSUES REFERRED TO THE COMMITTEE BY THE EAST KENT (JOINT ARRANGEMENTS) COMMITTEE

There were no items for consideration.

16 ITEMS PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE

There were no items for consideration.

17 MEMBERSHIP OF THE COMMITTEE

The Chairman informed the Committee that Ashford Borough Council had withdrawn from the East Kent Shared Housing Services Project.

RESOLVED: That the co-opted membership of the Committee of Ashford Borough Councillors M J C Burgess, R F Packham and R T Taylor be terminated with immediate effect.

18 EAST KENT SHARED HOUSING SERVICES PROJECT

The Head of Housing, Culture and Community Safety for Dover presented the report on the East Kent Shared Housing Landlord Services Project to the Committee for its consideration.

In response to requests for clarification from Members it was stated that the recommendations set out in the report would create an Arms Length Management Organisation (ALMO) as a company limited by guarantee. The resultant company would be responsible for the management arrangements of the housing stock but the individual Councils would still retain ownership and be the legal landlords of their housing stock.

Mr C Dallison informed the Committee that most of the three star housing authorities were ALMO's and that his experience had been that the switch to an ALMO led to improvements in the level of service received by tenants.

The Chairman stated that the previous recommendation of the East Kent (Joint Scrutiny) Committee for a ballot of all tenants was in addition to the cocktail of consultation measures being proposed and not instead of it as the report seemed to suggest. Councillor A Perkins emphasised the need to ensure that tenants were provided with a balanced set of the views in respect of the proposals for the HSSV and not just the view of the four District Councils.

The Head of Housing, Culture and Community Safety advised the Committee that TPAS (Tenant Participation Advisory Service) had been appointed to provide the tenant representatives with independent advice and would be providing a challenge to the view of the four District Councils at consultation events. It was agreed that details of the plans for consultation would be circulated to members of the East Kent (Joint Scrutiny) Committee.

RESOLVED: That it be recommended to the East Kent (Joint Arrangements) Committee:

- (a) That the recommendations of the East Kent (Joint Scrutiny) Committee made at its meeting held on 4 November 2009 be reaffirmed.
- (b) That the East Kent District Councils of Canterbury City Council, Dover District Council, The District Council of Shepway and Thanet District Council ("the East Kent Authorities") are recommended to merge the delivery of

housing management landlord service between two or more of them through agreement of the following:

1. That the arms length housing shared service option be confirmed as the preferred method for sharing landlord services in East Kent, *subject to final agreement by each individual Council after a ballot of all the tenants.*
2. That any staff vacancies related to the housing management activities to be undertaken by the Housing Shared Service Vehicle be managed to minimise potential severance costs.
3. That the housing management functions set out in Appendix A, Annex 2 are approved activities to be undertaken by the Housing Shared service Vehicle.
4. That the housing shared service vehicle is set up as a company limited by guarantee.
5. That the board of the company will comprise twelve people – four *elected* members nominated by the local authority, four independents and four tenant/leaseholder representatives.
6. That Area Boards be set up in each participating Council area.
7. That the draft Memorandum and Articles for the SSV company reflect the governance and legal issues set out in Appendix A, Annex 3, *subject to the addition of provisions for internal audit.*
8. That each Council's Chief Executive be authorised to make any *minor* changes necessary to these proposals to pursue the project up to final council approval to join the Housing Shared Service Vehicle.

The Committee adjourned for ten minutes at 11.30 am.

19 EAST KENT JOINT SERVICES – STRATEGIC CASE

The Project Team presented the report on the East Kent Joint Services – Strategic Case to the Committee for its consideration. The report outlined the need for joint working solutions as a method of managing the expected reductions in public sector funding without reducing the quality of services offered.

The report proposed two blocks of service transfer from the individual authorities to the hosting arrangement under the Director of Shared Services. The first tranche would commence in April 2011 with the next two tranches in April 2012 and 2013. A small core of services would be retained by each authority as part of the

'democratic core' or for 'placing shaping' reasons. These included legal, elections, democratic services and some community and regeneration functions.

The Committee was advised that each service would be considered individually on the merits of the business case for it becoming a shared service, with a key objective being that a 10% target for savings could be achieved by doing so.

There were concerns expressed by members of the Committee that the proposals could lead to the creation of a democratic deficit in the future with the loss of accountability to elected Members. In addition, there were concerns that the transfer of staff to the hosting arrangement would make it impossible in practical terms for an authority to remove a service from the hosting arrangement should joint working fail to deliver the expected savings. While the Committee supported the principle of joint working, it expressed concerns that the timescale for the proposals was too short and that proposals for joint working should continue to be considered on an individual basis.

It was the consensus view of the Committee that the report needed further information on what would happen to the proceeds of any asset sales in the future.

RESOLVED: That the East Kent (Joint Arrangements) Committee be advised that the East Kent (Joint Scrutiny) Committee cannot support the recommendations set out in the report.

The meeting ended at 12.55 pm.

Forward Plan 2009/10 – 1 January 2010 to 30 April 2010

Key Decisions 2009/10	Item	Portfolio Holder	Scrutiny	Cabinet	Council
1	Preparation of the Local Development Framework	Environment, Waste and Planning	To be determined at key milestones	April 2005 to June 2011	April 2005 to June 2011
2	Approval of the Private Sector Housing Strategy 2010-2015	Economy & Special Projects and Community, Housing & Youth	20 January 2010	11 January 2010 (Strategic Housing Executive Committee)	19 May 2010
3	To consider progress on the Aylesham Development	Economy and Special Projects	December 2009 – February 2010	December 2009 – February 2010	December 2009 – January/March 2010
4	To consider progress on the delivery of Dover Town Centre Investment Zone (St James)	Economy and Special Projects	20 January 2009	12 January 2009 and ongoing	Executive Function
5	East Kent Homelessness Strategy 2008-2013	Strategic Housing, Local Authority Housing Landlord Policy and Tenant Affairs	10 November 2008	3 November 2008	29 July 2009
6	The Council's representations to the Gypsies and Travelling Showpeople Partial Review: Pitch numbers and distribution options for public consultation	Environment, Waste and Planning	Winter 2010	(i) 3 November 2008 (ii) 6 July 2009 (iii) Winter 2010	Executive Function
7	To approve the Council's further involvement in the East Kent Landlords Joint Working project	Strategic Housing, Local Authority Housing, Landlord Policy and Tenant Affairs	11 December 2008 and 20 January 2010	3 November 2008 and 8 February 2010	17 February 2010
8	To consider making available part of the Council's land-holdings.	Access and Property Management	To be determined	February-April 2010	February-April 2010
9	To agree the principles of the North Deal Regeneration Initiative and approve the proposals	Economy and Special Projects	To be determined	February-April 2010	Executive Function

Key Decisions 2009/10	Item	Portfolio Holder	Scrutiny	Cabinet	Council
10	To approve proposals for the Dover Waterfront together with possible strategic supporting proposals at Western Heights and Farthingloe linked to the town centre	Economy and Special Projects	To be determined	February/March 2010	March/May 2010
11	To adopt the East Kent Local Strategic Partnership Sustainable Community Strategy	Leader of the Council	(i) 10 March 2009 (ii) 14 July 2009 (iii) March/April 2010	(i) 23 February 2009 (ii) 16 March 2009 (iii) 6 July 2009 (iv) 7 September 2009 (v) March/April 2010	March/April 2010
12	Dover Town Centre Investment Zone: Entry into a Planning Contributions Agreement pursuant to S.2 Local Government Act 2000	Economy and Special Projects	Not applicable	Chief Executive in consultation with the Portfolio Holder for Economy and Special Projects – Decision taken 28 August 2009	Executive Function
13	Preparation of the Dover Urban Design Guide Supplementary Planning Document (SPD)	Environment, Waste and Planning	To be determined	May 2009 to March 2010	May 2009 to March 2010
14	To award two Contracts, one for Gas Servicing and the other for Heating Installations under the Decent Homes Programme	Community, Housing and Youth	14 July 2009	6 July 2009	Executive Function
15	To award a Contract for Rewiring under the Decent Homes Programme	Community, Housing and Youth	15 December 2009	7 December 2009	Executive Function
16	Aylesham Design Code	Environment, Waste and Planning	February-April 2010	February-April 2010	Executive Function
17	To consider Vista Leisure's request that the Council awards fresh leases to the Company and enters into a new funding agreement in respect of Dover Leisure Centre, Tides and Walmer Paddling Pool	Community, Housing and Youth	15 September 2009	7 September 2009	Executive Function

Key Decisions 2009/10	Item	Portfolio Holder	Scrutiny	Cabinet	Council
18	To approve the Memorandum of Understanding developed to support the East Kent Waste Project	Environment, Waste and Planning	20 January 2010	11 January 2010	Executive Function
19	Approval of the Empty Homes Strategy	Economy and Special Projects	To be determined	5 October 2009 and 8 February 2010	3 March 2010
20	To award the Contract for External Decorations and Associated Repairs	Community, Housing and Youth	9 March 2010	1 March 2010	Executive Function
21	Fees and charges – agreement on levels for 2010/11	Corporate Resources and Performance	16 February 2010	7 December 2009	Executive Function
22	To set the Council's budgets for 2010/11	Leader of the Council	16 February 2010	8 February 2010	3 March 2010
23	Tax Base setting for 2010/11 (this item has been shaded as it is no longer an executive decision which needs to appear on the Forward Plan)	Corporate Resources and Performance	Not applicable	Not applicable	27 January 2010
24	Reviewing the way the Dover District Neighbourhood Forums are set up and run	Skills, Training and External Relations	20 April 2010	12 April 2010	Executive function
25	Member approval of the Service Level Agreement between Dover District Council and Dover and District Citizens Advice Bureau	Skills, Training and External Relations	9 March 2010	1 March 2010	Executive function
26	To consider entering into agreements for Higher Level Stewardship funding	Access and Property Management	To be determined	11 January 2010	Executive function
27	Updated Communication Strategy	Leader of the Council	January to March 2010	January to March 2010	Executive function

Key Decisions 2009/10	Item	Portfolio Holder	Scrutiny	Cabinet	Council
28	Adoption of Interim Corporate Plan	Leader of the Council	16 February 2010	8 February 2010	3 March 2010
29	Approval of the Affordable Housing Delivery Plan 2010-2015	Economy & Special Projects and Community, Housing & Youth	20 January 2010	11 January 2010 (Strategic Housing Executive Committee)	19 May 2010
30	Approval of the Older Persons Housing Strategy 2010-2015	Economy & Special Projects and Community, Housing & Youth	20 January 2010	11 January 2010 (Strategic Housing Executive Committee)	19 May 2010
31	To adopt the Joint Benefits Policy and Joint Strategy for delivering the Benefits Policy.	ICT, Consumer Affairs and Human Resources	15 December 2010	8 February 2010	3 March 2010

(Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Forward Plan.

(2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of key decisions included within this version of the Forward Plan. Members of the public can find out whether any alterations have been made and may also inspect copies of Cabinet and Council agenda papers at the Council's website (www.dover.gov.uk.)

OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers	Scrutiny Budget Expenditure		
				Projected	Actual	
May 2009	Local Involvement Networks (LINKs)	Single Meeting	Democratic Support Officer External Speaker.	£0	£0	To receive a report on the implementation of LINKs in East Kent.
June 2009	Approval of Work Programme	Single Meeting	Democratic Support Officer	£0	£0	To approve the work programme.
July 2009	Review of Access to NHS Dentists in the Dover District	Single Meeting	Democratic Support Officer (Corporate Support)	£0	£0	Receive a report outlining the progress made in achieving the reviews objectives and determine if further action is required
	Regeneration Update	Single Meeting	Head of Regeneration	£0	£0	To update the committee on regeneration activity by the Council and its partners.
August 2008	No Meeting					

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers	Scrutiny Budget Expenditure		
				Projected	Actual	
September 2009	Review of Water Scarcity in the Dover District (Follow-Up)	Single Meeting	Democratic Support Officer (Corporate Support)	£0		Receive a report from Veolia Water outlining the progress made in achieving the reviews objectives and determine if further action is required
	Crime and Disorder	Single Meeting	Head of Housing, Culture and Community Safety	£0		To receive a presentation on the workings of the Community Safety Partnership.
October 2009	Regeneration Inspection	Single Meeting	Head of Regeneration	£0		To receive the report on the Councils regeneration inspection.
	Aylesham Regeneration	Single Meeting	Head of Regeneration	£0		To receive an update on progress in respect of the Aylesham Development. This is listed in the Forward Plan as October / November 2009 and is therefore subject to possible change.
	Southern Water	Single Meeting	Democratic Support Officer	£0		To scrutinise proposals for the introduction of compulsory water metering and ensure security of supply to support future growth plans.
November 2009	North Deal Regeneration	Single Meeting	Head of Regeneration	£0		To receive a report on the principle of the North Deal regeneration initiative.
	Dover Waterfront	Single Meeting	Head of Regeneration	£0		To receive a report on proposals for Dover Waterfront and link to the Town Centre. This is listed in the Forward Plan as October / November 2009 and is therefore subject to possible change.

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers	Scrutiny Budget Expenditure		
				Projected	Actual	
	Review of Mental Health in the Dover District	Major Review	Democratic Support Officer (Corporate Support)	£0		To investigate mental health service provision for the Dover District.
December 2009	Review of Mental Health in the Dover District	Major Review	Democratic Support Officer (Corporate Support)	£0		To investigate mental health service provision for the Dover District.
January 2010	Deal Infrastructure Regeneration	Single Meeting	Head of Regeneration	£0		To update the committee on the proposals for regeneration in Deal.
February 2010	Review of Mental Health in the Dover District	Major Review	Democratic Support Officer (Corporate Support)	£0		To investigate mental health service provision for the Dover District.
	Approval of Private Sector Housing Strategy	Single Meeting	Head of Housing, Culture and Community Safety	£0		To consider the report on the approval of a private sector housing strategy.
	Dover Town Centre Investment Zone (St James)	Single Meeting	Head of Regeneration	£0		To consider the report on progress in the delivery of the Dover Town Centre Investment Zone (St James)
	Long Term Strategy Council Strategy for Leisure Centre Provision	Minor Review / Single Meeting	Democratic Support Officer plus Additional Officers as required	£0		To investigate the need for a long term strategy for leisure centre provision.

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers	Scrutiny Budget Expenditure		
				Projected	Actual	
March 2010	Review of Children's Health Service Provision in the Dover District	Minor Review – Single Meeting	Democratic Support Officer (Corporate Support)	£0		To examine terms of reference and time scale for undertaking the review. (Will be postponed if the night time economy review is undertaken)
	Crime and Disorder	Single Meeting	Head of Housing, Culture and Community Safety	£0		To receive an update on the work of the Community Safety Partnership.
April 2010	Draft Work Programme	Single Meeting	Democratic Support Officer	£0		To review the draft work programme for 2009/10
	Annual Report of Overview and Scrutiny	Single Meeting	Democratic Support Officer	£0		To consider the annual report prior to submission to Council.

Work Programme 2010/11 – Please note any items not completed for the 2010/11-work programme will be automatically carried over.

Winter 2010	Gypsies and Travelling Show People Partial Review	Single Meeting	Head of Development and Public Protection			To consider the Council's response to the consultation. This is listed in the Forward Plan as winter 2010.
To be scheduled	Review of Adult Literacy in the Dover District	Single Meeting KCC Portfolio Holder (TBC)	Democratic Support Officer (Corporate Support)	£0		To determine the level of adult literacy in the Dover District and measures being taken to increase literacy levels.

To be scheduled (Autumn 2009)	Review of Voluntary and Community Sector in the Dover District	Minor Review	Democratic Support Officer			Overview and Scrutiny has received an approach from the voluntary and community sector concerning some potential joint scrutiny work. The Democratic Support Officer is undertaking initial scoping work with a view to reporting to the committee on the feasibility of such a review as part of the 2009 work programme setting process.
To be scheduled	Night Time Economy Review	Single Meeting	Democratic Support Officer (Corporate Support)	£0		To consider in the light of the Street Scene Review whether to proceed with the review of the Night Time Economy at this point.

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OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
May 2009	Budget Scrutiny Review	Single Meeting	Head of Finance & ICT Democratic Support Officer	£0	£0	To review the budget scrutiny process and consider how it can be improved.
	Two Year Replacement Kitchen Contract 2009-11	Single Meeting	Head of Property, Leisure and Waste Management	£0	£0	To receive a report and make recommendations. The committee agreed as part of its budget scrutiny recommendations requested that contract reports be considered by the committee to monitor that value for money in procurement was being achieved.
June 2009	Treatment of Rats	Single meeting	Head of Development and Public Protection	£0	£0	To receive a report setting out the Council's procedures and guidance for fees for the treatment of rats in domestic premises, and how the public health consequences of the introduction of a fee would be monitored. To receive the Shepway District Council procedures and guidance for the introduction of fees for the treatment of rats in domestic premises, as well as examples from other authorities for comparative purposes.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Radical Transformation of Service Delivery Update and Progress in implementing Access to Services Action Plan	Single Meeting	Head of Business and Community Transformation	£0	£0	To receive an update on the progress made and the impact of the new Gateway.
	Appointment of Scrutiny Co-Ordination Sub-Committee	Single Meeting	Democratic Support Officer	£0	£0	To appoint the membership for the Scrutiny Co-Ordination Sub-Committee
	Appointment of membership for the Scrutiny Animal Welfare Working Group	Single Meeting	Democratic Support Officer	£0	£0	To confirm the membership of the Animal Welfare Working Group
	Publicity for Planning Applications	Single Meeting	Head of Development and Public Protection	£0	£0	To consider the proposals in the report.
	Budget Update	Single Meeting	Head of Finance and ICT	£0	£0	To receive a quarterly update on the budget variances.
	Performance Report Q4 2008/09	Single Meeting	Corporate Management Team	£0	£0	To consider the recommendations arising from the report.
July 2009	Performance Report and Performance Indicators and Targets Corporate Priorities 2009/10	Single Meeting	Corporate Management Team	£0	£0	To consider the proposals in the report.
	Communication Strategy	Single Meeting	Head of Business and Community Transformation	£0	£0	The committee as part of the budget scrutiny process requested that a detailed programme of proposed expenditure of delivering the communication strategy be provided to a future meeting.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
August 2009	Performance Report and Performance Indicators and Targets – Corporate Priorities 2009/10	Single Meeting	Chief Executive Corporate Management Team	£0	£0	To consider the performance report template.
September 2009	The Quarterdeck, Deal	Single meeting	Head of Property, Leisure and Waste Management	£0		To receive the recommendations on the future of the Quarterdeck, Deal.
	Performance Report Q1 2009/10	Single meeting	Presentation by CMT	£0		To consider the recommendations arising from the report.
	Budget Update	Single Meeting	Head of Finance and ICT	£0		To receive a quarterly update on the budget variances.
October 2009	Petition POS003	Single Meeting	Democratic Support Officer	£0		To receive a petition and consider the next course of action.
	Performance Report (MTFP Red Indicator)	Single Meeting	Head of Finance and ICT	£0		To receive an update on the performance report status of the MTFP. This was deferred from the September meeting.
	Youth Strategy	Single Meeting	Senior Community Development Officer	£0		To receive an update on the progress made by the strategy in achieving its goals.
	Communication Strategy	Single Meeting	Head of Business and Community Transformation	£0		To receive an update on the progress made in implementing the strategy.
November 2009	Receipt of Tenders in respect of Connaught Park Play Area	Single Meeting	Head of Property, Leisure and Waste Management	£0		To consider the report in keeping with the resolution of the committee to monitor procurement during the municipal year 2009/10.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Procurement of External Budget Support	Single Meeting	Democratic Support Officer	£0		To select an external budget advisor from a selection of suitable candidates.
December 2009	Website Advertising	Single Meeting	Head of Business and Community Transformation	£0		To receive an update on the implementation of the website advertising policy.
	To award a contract for rewiring under the Decent Homes programme	Single Meeting	Head of Housing, Culture and Community Safety Head of Property, Leisure and Waste Management	£0		To consider the report in keeping with the decision taken during the scrutiny of the budget to review the awarding of all contracts to ensure value for money has been achieved.
	Budget Update (as part of performance report)	Single Meeting	Head of Finance and ICT	£0		To receive a quarterly update on the budget variances.
	Performance Report Q2 2009/10	Single meeting	Presentation by CMT	£0		To consider the recommendations arising from the report.
January 2010	Budget 2010/11 and Medium Term Financial Plan	Single meeting	Attendance by CMT External Support via consultant	£2,000 - £2,500 Based on 2 days work fees		Scrutinise the Corporate Plan and Budget proposals
	Corporate Plan 2010/11 to 2014/15	Single meeting	Head of Governance Chief Executive	£0		Scrutinise the Corporate Plan and Budget proposals

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Council Land Holdings	Single Meeting	Head of Property, Leisure and Waste Management	£0		To consider making available the Council's land holdings. This is marked in the Forward Plan as November/December 2009 and therefore is subject to change.
	Procurement Report (as part of the scrutiny of the budget)	Single Meeting	Head of Finance and ICT	£0		The committee as part of its scrutiny of the budget requested that the committee receive a report on how contract and non-contract procurement could be made more robust to achieve efficiency savings.
February 2010	Animal Welfare Charter	Single Meeting	Chairman – Animal Welfare Working Group Democratic Support Officer	£0		To consider proposals for an animal welfare charter.
	Scrutiny Community Engagement	Single Meeting	Democratic Support Officer	£0		To receive a report reviewing the effectiveness of the community engagement measures undertaken by scrutiny.
March 2010	Performance Report Q3 2009/10	Single meeting	Presentation by CMT	£0		To consider the recommendations arising from the report.
April 2010	Annual Report of Overview and Scrutiny	Single meeting	Democratic Support Officer	£0		To consider the recommendations arising from the report.

Draft Work Programme Items for the Municipal Year 2009/10

At key milestones	Dover / Shepway Partnership Project	Single meeting	Chief Executive Head of Governance			To receive updates at key milestones on the progress of the Dover and Shepway Partnership Project.
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