

**TUNBRIDGE WELLS BOROUGH COUNCIL****RECORD OF DECISIONS**

(in terms of Access to Information Rule 18)

**CABINET****Thursday 4 February 2010**

**Present: Councillor Roy Bullock (Chairman)**  
**Councillors Paul Barrington-King, Len Horwood, Mrs Catherine Mayhew,**  
**Mrs Elizabeth Thomas and Frank Williams.**

**Officers in Attendance:** William Benson, Chief Executive; Lee Colyer, Head of Finance and Governance (S151 Officer); Paul Cummins, Legal Services Manager/Monitoring Officer; Trevor Gasson, Interim Director of Regeneration and Sustainability; Andrew Goy, Scrutiny Officer; Mel Henley, Parks Manager; Nazeya Hussain, Head of Community and Corporate Planning; and Samantha Timms, Senior Committee Administrator.

**Other Members in Attendance:** Councillors John Cunningham and James Scholes.

**APOLOGIES FOR ABSENCE**

CAB155/09 There were no apologies for absence.

**DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

CAB156/09 No declarations of interest were made.

**NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK**

CAB157/09 In accordance with Cabinet Procedure Rule 5.3, the following Councillor attended and spoke on the following decision:

Councillor Cunningham – Decision CAB171/09

**MINUTES OF THE JOINT TRANSPORTATION BOARD DATED 18 JANUARY 2010**

CAB158/09 The minutes of the Joint Transportation Board dated 18 January 2010 were submitted for members' approval.

**RESOLVED** – That the recommendations of the Joint Transportation Board dated 18 January 2010 be agreed.

**APPROVAL OF CABINET MINUTES DATED 17 DECEMBER 2009 AND 21 JANUARY 2010**

CAB159/09 The minutes of the Cabinet meetings dated 17 December 2009 and 21 January 2010 were considered and confirmed as correct records.

**QUESTIONS FROM MEMBERS OF THE COUNCIL**

CAB160/09 There were no questions submitted from members of the Council.

## QUESTIONS FROM MEMBERS OF THE PUBLIC

CAB161/09 There were no questions submitted from members of the public.

## CONSIDERATION OF THE FORWARD PLAN

CAB162/09 Cabinet considered and agreed the Forward Plan ([100204/CAB001](#)) published on 26 January 2010, subject to the following amendments/additions:

3 March 2010 – West Kent Investment Strategy

25 March 2010 – Member report on Transport Strategy – Select Committee Reports delayed: High Weald AONB Memorandum of Agreement; Heart of Kent – Future Tourism; Transport Strategy; and Future of the Tourist Information Centre.

**RESOLVED** – That the Forward Plan be approved.

## RECOMMENDATIONS TO FULL COUNCIL

**DECISION NO. CAB163/09**

**NON-EXEMPT**

**PORTFOLIO:**

**THE LEADER**

**PORTFOLIO HOLDER:**

**Councillor Bullock**

**REPORT TITLE:**

**\* The Final Strategic Plan ([100204/CAB003](#))**

**PRIORITIES:**

The Strategic Plan underpins all the corporate priorities, activities and partnership arrangements that the Council undertakes.

**DISCUSSION:**

Cabinet discussed the Strategic Plan, which set out the Council's priorities over the next five years, as well as identifying clear criteria for success and allowing the Council to demonstrate progress against its objectives.

A number of strategic objectives were noted under the four corporate priorities, Prosperous, Green, Healthy and Confident, which together underpin the design and delivery of Council services, the prioritisation and allocation of resources and the achievement of value for money.

The priorities outlined in the Strategic Plan provide the context in which the Council will operate over the next five years; in particular the Strategic Plan seeks to: ensure the Council operates effectively and efficiently within the current economic climate; strengthen medium-term planning; support the Vision 2026 for the Council; support the refresh of the Sustainable Community Plan; and support the commitments to delivering Kent Agreement Two.

Cabinet had previously considered this report in detail at its meeting on 17 December 2009 and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 5 January 2010 and the officers' responses to the Select Committee's suggestions/recommendations were highlighted within the report.

Cabinet was informed that the Strategic Plan had been subject to wide consultation including: Police, West Kent NHS, Kent County Council, Tunbridge Wells Together, local communities and community organisations, Parish and Town Councils and all members.

There were a range of comments received from the above organisations, but there were no objections. The Council would continue to build on existing work with those partners who had responded to take forward the more detailed points to achieve outcomes. No major changes were made to the plan as a result of the consultation responses.

**DECISION MADE:**

That the Strategic Plan be recommended to full Council for adoption.

**REASONS FOR DECISION:**

To ensure the Council is well positioned to achieve its Corporate Priorities (Prosperous, Green, Healthy and Confident) which, together, underpin the design and delivery of Council services, the prioritisation and allocation of resources and the achievement of value for money.

**Contact Officer: Nazeya Hussain, Head of Community & Corporate Planning**  
**Tel: 01892 554242 or e-mail: nazeya.hussain@tunbridgewells.gov.uk**

**DECISION NO. CAB164/09**

**NON-EXEMPT**

**PORTFOLIO:**

**FINANCE & GOVERNANCE**

**PORTFOLIO HOLDER:**

**Councillor Horwood**

**REPORT TITLE:**

**\* Medium Term Financial Strategy (100204/CAB004)**

**PRIORITIES:**

The Medium Term Financial Strategy should contribute to all of the Council's objectives whilst ensuring that we are well managed, proactive and deliver value for money services.

**DISCUSSION:**

Members were advised that, in order to deliver the Strategic Plan, a robust financial base was required, as well as a degree of certainty into the future. They discussed the Medium Term Financial Strategy (MTFS) that had been produced to complement the Strategic Plan to support the delivery of the Council's Priorities.

The document set out the Council's strategic approach to the management of its finances, assets and council tax. In addition, it was noted that the MTFS covered other issues such as the use of reserves and the current reliance on investment interest to support revenue expenditure. The Strategy covered the period 2010 – 2015 and laid the foundation for a 20-year vision for the Council.

Cabinet had previously considered this report in detail at its meeting on 17 December 2009 and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 5 January 2010 and these were identified for members' information. It was noted that there were no recommendations made by the Select Committee on the Draft Medium Term Financial Strategy.

**DECISION MADE:**

That the Medium Term Financial Strategy be recommended to full Council for adoption.

**REASONS FOR DECISION:**

The Medium Term Financial Strategy outlines key financial considerations that the Council needs to consider in order to deliver its priorities.

**Contact Officer: Lee Colyer, Head of Finance and Governance, S151 Officer**  
**Tel: 01892 526121 or e-mail: lee.colyer@tunbridgewells.gov.uk**

**DECISION NO. CAB165/09**

**NON-EXEMPT**

**PORTFOLIO:**

**FINANCE AND GOVERNANCE**

**PORTFOLIO HOLDER:**

**Councillor Horwood**

**REPORT TITLE:**

**\* People Strategy (100204/CAB005)**

**PRIORITIES:**

The Strategy supports all four strands of the Council's strategic aims and underpins customer care and value for money commitments. It is critical to ensure that as a service provider, the Council has adequate arrangements in place to recruit, train and retain the right staff to deliver its vision for the local community.

**DISCUSSION:**

Cabinet was presented with the People Strategy. The People Strategy set out how the Council's staff could be managed to assist in delivering the Council's key goals from the Strategic Plan. The Strategy also discharged the Council's obligation to have a pay and workforce development strategy.

It was noted that all councils were required to have a strategy that addressed issues associated with staffing and all excellent authorities had a strategy in place that addressed workforce development planning issues. The Strategy made clear links between human resource strategy and the Council's priorities, and would provide a framework that would help to deliver the corporate priorities and overcome key challenges that faced the Council now and in the future.

Cabinet had previously considered this report in detail at its meeting on 17 December 2009 and approved that it be released for consultation.

Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 5 January 2010 and these were identified for members' information. The officers' responses to the Select Committee's suggestions/recommendations were highlighted within the report.

**DECISION MADE:**

That the People Strategy be recommended to full Council for adoption.

**REASONS FOR DECISION:**

The reasons for the recommendations are set out within the report.

**Contact Officer: Val Green, HR Manager**

**Tel: 01892 526121 or e-mail: [val.green@tunbridgewells.gov.uk](mailto:val.green@tunbridgewells.gov.uk)**

DECISION NO. CAB166/09

NON-EXEMPT

PORTFOLIO:

FINANCE AND GOVERNANCE

PORTFOLIO HOLDER:

Councillor Horwood

REPORT TITLE:

\* Asset Management Plan (100204/CAB006)

PRIORITIES:

The Asset Management Plan contributes to all of the Council's priorities as set out in the Strategic Plan 2010-2015 and the overall 2026 Vision for the Borough.

DECISION MADE:

It was noted that the Asset Management Plan was a key strategic planning document that would support the Council in delivering its priorities by complementing the Strategic Plan and Medium Term Financial Strategy.

Cabinet had previously considered this report in detail at its meeting on 17 December 2009 and approved that it be released for consultation.

Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 5 January 2010.

DECISION MADE:

That the Asset Management Plan be recommended to full Council for adoption.

REASONS FOR DECISION:

For Full Council to endorse the management of the Council's assets in accordance with the AMP.

Contact Officer: Diane Brady, Estate Surveyor and Keith Delves, Property Surveyor  
Tel: 01892 526121 or e-mail: [diane.brady@tunbridgewells.gov.uk](mailto:diane.brady@tunbridgewells.gov.uk) or  
[keith.delves@tunbridgewells.gov.uk](mailto:keith.delves@tunbridgewells.gov.uk)

DECISION NO. CAB167/09

NON-EXEMPT

PORTFOLIO:

FINANCE AND GOVERNANCE

PORTFOLIO HOLDER:

Councillor Horwood

<b>REPORT TITLE:</b>	* <b>Treasury Management Plan (100204/CAB007)</b>
<b>PRIORITIES:</b>	The report supports the corporate commitment of 'ensuring that we are well managed, proactive and deliver value for money services'.
<b>DISCUSSION:</b>	<p>Members were informed that the Council was required to set Prudential Indicators as set out in the Prudential Code; these were included within the strategy. The 2009 Revised Chartered Institute of Public Finance and Accountancy Code of Practice for Treasury Management in the Public Services required the Council to nominate a body responsible for ensuing effective scrutiny of the treasury management policy and strategy.</p> <p>Officers recommended to Cabinet that the Audit Committee fulfil this role which would compliment the Committee's governance responsibilities.</p> <p>The Treasury Management Policy and Strategy formed part of the Council's financial management arrangements, enduring a framework for decisions would be in place to help maintain the Council's financial position and support the Council in delivering its priorities.</p>
<b>DECISION MADE:</b>	<ol style="list-style-type: none"> <li>1. That the 2009 Revised CIPFA Code of Practice for Treasury Management in the Public Services be formally adopted by full Council;</li> <li>2. That the Audit Committee be nominated to fulfil the scrutiny function required by the 2009 Revised CIPFA Code of Practice for Treasury Management in the Public Services; and</li> <li>3. That the Treasury Management Policy and Strategy 2010/11 be adopted by full Council.</li> </ol>
<b>REASONS FOR DECISION:</b>	The Treasury Management Policy and Strategy sets out the Council's approach to the management of its treasury management activities.

**Contact Officer: Lee Colyer, Head of Finance and Governance, S151 Officer**  
**Tel: 01892 526121 or e-mail: lee.colyer@tunbridgewells.gov.uk**

**NOTE: Lee Colyer, Head of Finance and Governance, at this point of the meeting, presented Cabinet with the findings of the 2010/11 budget consultation survey which had generated an excellent response rate of over 700 from across the entire borough. It was explained that the budget for 2010/11 was the most challenging this Council had been required to manage. To ensure that the public were given the opportunity to be involved in this process, an in-house survey was developed which asked a variety of questions covering all Council services. The survey also faced up to the national economic picture and sought to ascertain the public's views on how acceptable changes to services would be given the gravity of the situation.**

**Following the above presentation, the Cabinet agreed to go into exempt to discuss decision number CAB171/09 below (11.31am). On completion of their discussion and voting on this minute, Cabinet came out of exempt and into open session to discuss the open redacted report, decision CAB170/09 below (11.42am).**

**Following the discussion and voting of decision CAB170/09, Cabinet then followed the agenda and continued with Item 10(E), decision CAB168/09 below (12.19pm).**

**DECISION NO. CAB168/09**

**NON-EXEMPT**

**PORTFOLIO:**

**FINANCE AND GOVERNANCE**

**PORTFOLIO HOLDER:**

**Councillor Horwood**

**REPORT TITLE:**

**\* Budget 2010/2011 to 2014/2015 (100204/CAB008)**

**PRIORITIES:**

A robust and sustainable budget will contribute to all of the Council's objectives whilst ensuring that we are well managed, proactive and deliver value for money services.

**DISCUSSION:**

Outlined to members were the current revenue and capital budget projections for 2010/11 through to 2014/15 together with the assumptions that had been built into the proposed 2010/11 and subsequent years' budget.

The financial forecasts through to 2011/12 were discussed and members endorsed the actions identified to maintain a balanced budget. It was agreed that the Council was committed to creating a sustainable and balanced budget that would set the foundation for the redirection of resources to priority areas.

Cabinet had previously considered this report in detail at its meeting on 17 December 2009 and approved that it be released for consultation. Officers advised the Cabinet of the comments made by the Corporate Services Select Committee at its meeting on 5 January 2010.

Balanced Budget – Cabinet noted that the Council had made a concerted effort to reduce its reliance on investment interest. For 2010/11, a further reduction of £200,000 set a budget of £0.9m.

It was noted that as a result of this, a change to the definition of a “balanced by set” was agreed by full Council as “Where Ongoing Expenditure was met from fees, charges, government grant and council tax with the controlled use of reserves and surplus investment interest being used to meet one-off priority spend.” Ongoing expenditure must be met from ongoing income streams and reserves and surplus investment interest should not be used to fund these. Cabinet’s attention was drawn to the fact that it was a legal requirement for a balanced budget was that contributions from Reserves could be made.

Members’ Allowances 2010/2011 - Cabinet was reminded that full Council in February 2009 agreed that the phased increased allowances proposed by the Joint Independent Remuneration Panel (JIRP) be adopted over three years. 2010/2011 would be year two of this phased approach. There would however be no annual increase for 2010/2011 to the amounts recommended by the JIRP and IT allowances would cease.

Council Tax Base and Council Tax Income – Cabinet was reminded that at their meeting in December 2009, the Council Tax Base was set at 44,795.62. This figure was an estimate of the amount of Band D equivalent property charges likely to be in 2010/11; this was a reduction compared to 2009/10 due to the forecast number of new properties during 2009 not being completed.

The agreed Medium Term Financial Strategy had agreed a council tax increase of 2.5% in Band D to £145.04, an increase of £3.53 per annum.

The Head of Finance and Governance highlighted to Cabinet the Central Grant Settlement, Revenue Budget Projections, Strategic Plan Reserves and Capital Programme for members’ information.

The budget had been compiled to ensure that the Council met its statutory duties and its objectives. The downturn in the economy had had a serious impact on the Council, the community and businesses. The final budget reflected actions that the Council would be taking to support its residents and businesses.

A summary of the Equality Impact Assessments that had been undertaken on the schedule of Management Team Savings were available as an additional appendix and were reviewed as part of the decision to approve the budget (see Appendix 2).

Councillor Mrs Thomas asked why Paddock Wood ward members nor the Paddock Wood Town Council were consulted upon regarding the Paddock Wood west parking season tickets. The officer stated that this was the expected income that could be generated according to the Parking Manager. No decision had been taken on how this income could be raised as this could be developed following detailed research and consultation.

**DECISION MADE:**

1. That the findings of the public consultation and also the report of the Corporate Services Select Committee be noted and acted upon;
2. That the range of savings' options with specific consideration of the Council's Vision and the achievability of delivering the savings within the required timescales be considered;
3. That the budget, as amended by any savings' options, be recommended to full Council for approval;
4. That a council tax increase of 2.49% be recommended to full Council for approval;
5. That the capital programme and its part-funding from the Council's reserves be recommended to full Council for approval;
6. That it be recommended to full Council that there be no annual increase for the cost of living along with the removal of IT allowances for 2010/11 and that the phased introduction of Members' Allowances as proposed by the JIRP and agreed by Council in February 2009 continue; and
7. That the Parking Manager meets with the Portfolio Holder for Planning and Economic Development to agree the survey mechanisms to establish if such a scheme is viable or not and establish if a scheme will have an impact on the health and vitality of the retail outlets in Paddock Wood.
8. Upon completion of the survey work a meeting be convened with all interested parties to discuss the output from the investigation..

**REASONS FOR DECISION:** A legal budget must be set for the forthcoming financial year and resources need to be made available if the Council is to meet its vision.

**Contact Officer:** Lee Colyer, Head of Finance and Governance, S151 Officer  
**Tel:** 01892 526121 or **e-mail:** lee.colyer@tunbridgewells.gov.uk

**CABINET DECISIONS**

**DECISION NO.** CAB169/09

**NON-EXEMPT**

**PORTFOLIO:**

**HOUSING, HEALTH AND WELLBEING**

**PORTFOLIO HOLDER:**

**Councillor Mrs Mayhew**

**REPORT TITLE:**

**Purchase of New Cremators and Filtration Plant at the Kent and Sussex Crematorium (100204/CAB002)**

**PRIORITIES:**

The purchase of new cremators and filtration plant for the Kent & Sussex Crematorium and the introduction of new working practices support the Council's 'Green' corporate priority. The project will enable the Council to fulfil its statutory duty to reduce emissions into the atmosphere and reduce the Council's carbon footprint. The project will also enable a reduction in gas consumption.

**DISCUSSION:**

Cabinet was asked to agree the purchase and installation of new cremators and filtration plant to comply with Statutory Guidance Note PG5/2 (04) under the Environmental Protection Act 1990 Part 1.

Members were informed that by introducing new working practices, the Crematorium could reduce the number of cremators required whilst still achieving the same throughout and make significant changes in energy consumption. The installation of new cremators would also improve health and safety for staff and would enable larger coffins to be cremated.

The officer stated that delivery of the project would require an increase in the capital allocation from the current £1.056m to £1.759m following advice from Property Services that the cremator plant would not fit into the existing building and that an extension to the cremator building would be required.

Outlined to members were the recommended additional charges that would give a long term income stream to offset the costs of the project; each option was laid out for members' information.

Members, after giving due consideration, did not agree with the officer's recommendation regarding option 2 as it was felt that with the current climate monies of that level should not be spent. Cabinet also felt that alternative options should be examined with either outsourcing the Crematorium or operating it in partnership with another public or private sector provider.

Members agreed that Option 4, join Cameo scheme and install no abatement equipment or additional equipment be carried out. The benefit of this scheme is that there would be a saving on major capital investment.

**DECISION MADE:**

1. That membership of the Cameo scheme be approved but no environmental levies be introduced at this time; and
2. That a report be brought back to Cabinet within three months setting out alternative options associated with either outsourcing the Crematorium or operating it in partnership with another public or private sector provider.

**REASONS FOR DECISION:**

To comply with Statutory Guidance Notes PG/5/2 (04) of the Environmental Protection Act. To ensure that the Cremation Authority further reduces its consumption of gas, thereby reducing emissions to the atmosphere. To enable larger coffins to be cremated. To gain income streams to offset against the project costs.

**Contact Officer: Mel Henley, Parks Manager**  
**Tel: 01892 526121 or e-mail: mel.henley@tunbridgewells.gov.uk**

**DECISION NO. CAB170/09**

**NON-EXEMPT**

**PORTFOLIO:**

**FINANCE AND GOVERNANCE**

**PORTFOLIO HOLDER:**

**Councillor Horwood**

**REPORT TITLE:**

**Corporate Services Select Committee Members' Budget Review (100204/CAB009 REDACTED REPORT)**

**PRIORITIES:**

The review has aimed to meet the Council's priorities by scrutinising how well service budgets are being used to meet them. The review identifies potential savings that would allow a greater focus on the corporate priorities and has made recommendations accordingly.

**DISCUSSION:**

Circulated to members prior to the meeting was a redacted copy of report number 100204/CAB009 exempt. Cabinet went through the report and made the following comments:

Planning – Cabinet stated that increasing the planning fees as outlined in the Select Committee report should not be implemented due to practical and legal constraints.

Regeneration – This was a high priority for the Council and service plans would be examined closely.

Partnership – Cabinet was informed that the Tunbridge Wells Regeneration Company had over the past year carried out preliminary investigations into several sites owned by the Council..

Civic Amenity Vehicle – A report would be submitted to Cabinet later in the year.

Communications – Weekly press issues were circulated via email to all councillors, staff and parish councils; it was felt that purchasing a press cuttings service was not good value for money

LSP – The Select Committee's report was faulty in recommending that the LSP be disbanded. Cabinet was informed that it was a statutory duty for authorities to have LSP's but some costs were already shared with other partners.

Community Safety Partnership – Cabinet was in complete agreement that under no circumstances should the Community Safety Partnership be disbanded or cease gathering statistical information. Cabinet stated that this partnership was vital for the borough of Tunbridge Wells in continuing to drive down crime rates and reducing the fear of crime.

**DECISION MADE:**

1. That the work of the Select Committee and Working Group be acknowledged and the staffing issues would be examined within the phase 2 organisation;
2. That Cabinet meet with the three Select Committee Chairmen and Scrutiny officers on how the Select Committees' process could assist the Cabinet with the budget setting in 2011/12;

- 3. That the Corporate Services Select Committee be informed that the provision of a two-tier planning application scheme should not be implemented due to practical and legal constraints; and
- 4. That the Appendix 1 to these minutes be submitted to the Corporate Services Select Committee as a basis of Cabinet's responses to the Select Committee's report.

**REASONS FOR DECISION:**

To identify to Cabinet the views expressed by the Select Committee.

**Contact: Corporate Services Select Committee**  
**Tel: 01892 526121 or e-mail: kat.hicks@tunbridgewells.gov.uk**

**EXEMPT ITEM**

**LOCAL GOVERNMENT ACT 1972, SECTION 100A (4)**

**RESOLVED** – It was proposed and seconded that, under Section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the item of business referred to below on the grounds that it may involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Act namely: -

**DECISION NO CAB171/09**

- Paragraph (2) – Information which is likely to reveal the identity of an individual.
- Paragraph (3) – Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Paragraph (4) – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

**DECISION NO. CAB171/09**

**EXEMPT**

**PORTFOLIO:**

**FINANCE AND GOVERNANCE**

**PORTFOLIO HOLDER:**

**Councillor Horwood**

<b>REPORT TITLE:</b>	<b>Corporate Services Select Committee Members' Budget Review (100204/CAB009 exempt)</b>
<b>PRIORITIES:</b>	The review has aimed to meet the Council's priorities by scrutinising how well service budgets are being used to meet them. The review identifies potential savings that would allow a greater focus on the corporate priorities and has made recommendations accordingly.
<b>DISCUSSION:</b>	<p>Cabinet entered exempt, in accordance with the Local Government Act 1972, at 11.31am.</p> <p>Visiting member, Councillor Cunningham, circulated to members of the Cabinet a statement from Councillor Smith, Chairman of Corporate Services Select Committee; Cabinet noted these comments and thanked Councillor Smith for his statement.</p> <p>Cabinet felt that the report submitted by the Working Party would in future benefit from greater officer input. Cabinet agreed that a meeting would be organised with the three Chairmen of the Select Committees and Scrutiny officers to discuss how the Select Committees could assist Cabinet in next year's budget process (see decision CAB170/09, recommendation 2 above).</p> <p>Cabinet then entered open session of the meeting at 11.42am to give further consideration to the redacted report (decision CAB170/09 above refers).</p>
<b>DECISION MADE:</b>	Please see decisions 168/09 and CAB170/09 above.
<b>REASONS FOR DECISION:</b>	To identify to Cabinet the views expressed by the Select Committee.

**Contact: Corporate Services Select Committee**  
**Tel: 01892 526121 or e-mail: [kat.hicks@tunbridgewells.gov.uk](mailto:kat.hicks@tunbridgewells.gov.uk)**

---

(NOTE: The meeting closed at 12.36pm.)

## APPENDIX 1

## SELECT COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

**Report Title:** Budget Review

**Report of:** Corporate Services Select Committee

**Date of Publication:** 21 January 2010

**Dates to report back to Committee:**

Update	Date	Completed?	Note
1 <sup>st</sup>	June 2010		6 months after publication
2 <sup>nd</sup>			
3 <sup>rd</sup>			

Recommendation <sup>i</sup>	Cabinet PH <sup>ii</sup>	Response <sup>iii</sup>	Timetable <sup>iv</sup>	Lead Officer <sup>v</sup>
Report recommendations are listed as found in the report.	Which Cabinet Member portfolio the recommendation falls within	Recommendations Agreed or Disagreed (reason to be given if not agreed)	When will action be implemented	Who will be responsible for implementation
1) Cabinet give due consideration to the specific areas highlighted in the report and the recommendations arising from those areas when setting the 2010/2011 budget;	Councillor Williams	Agreed - The Cabinet welcomes the BWG report and thanks the team for their challenging review and the usefulness of their findings. Specific areas which have been used to inform the 2010/11 budget include;  i) With regards to the future and continued investment in CCTV a cost benefit analysis	This review has already commenced with meetings with the Police Authority and other West Kent Authorities	Nazeya Hussain, Head of Community & Corporate Planning

	<p>Councillor Thomas</p>	<p>review will be undertaken along with discussions with T&amp;MBC and Kent Police as to the future platform and contributions required to continue to provide this service.</p> <p>ii) With regards to the cost of the Equalities function, the Equalities Officer is now working across West Kent and will reduce TWBC costs.</p> <p>iii) With regards to the opening times of the TN2 centre, Cabinet are examining the future facilities management of this. The centre is a key asset and has over 4,000 visits per month and provides a range of services within priority areas. Pending a decision from Cabinet, officers will be examining how costs can be reduced further without having an adverse effect on the centre's opening hours.</p>	<p>Implemented 26 January 2010.</p> <p>Cabinet report 3 March 2010.</p>	<p>Raymond Warren, Business Delivery Unit Manager</p> <p>Nazeya Hussain, Head of Community &amp; Corporate Planning</p>
--	------------------------------	---	---	---

		iv) Rejected – The provision of a two-tier planning application service is not possible due to practical and legal constraints.		
2) Consideration be given to ending non-statutory activity on health and well-being, should funding streams cease;	Councillor Mayhew	Agreed - The Cabinet will keep under review the work of the Healthier Communities Team to promote healthy lifestyles and reduce health inequalities. This process is already underway in the light of a cut in the level of Choosing Health grant funding from NHS West Kent (the PCT) w.e.f. 2010/11 and will include a review of actions and targets within the Council's Health Improvement Action Plan 2009-2011 approved by Cabinet in March 2009.	Review of actions and targets in Health Improvement Action Plan 2009-2011 to be completed by April 2010 and reported to Environment and Safer/Stronger Communities Select Committee 20 April 2010.	Helen Wolstenholme, Healthier Communities Co-ordinator
3) Investigation be undertaken into elimination of viring;	Councillor Horwood	Agreed – Although the use of virement is part of good business management decision making and is controlled within the Financial Procedure Rules. These are currently being reviewed by the Constitutional Working Party.	The Working Party is due to conclude its review ready for the new financial year.	Lee Colyer, Head of Finance & Governance and Paul Cummins, Monitoring Officer
4) A significant reduction in the overhead charges made to services be enacted in order to allow individual services to	Councillor Horwood	Agreed – The variable corporate costs have all been reviewed in the past two years. These will continue to be monitored	The mechanisms and quantum of support costs will be reviewed as part of the 2009/10	Director of Change & Communities

reduce costs and become more efficient. The inability to reduce corporate overheads may well inhibit the ability of individual service areas to reduce further costs;		especially once Phase 2 has been completed and the requirements of the front line services are established. However it should be appreciated that many corporate costs are fixed or unrelated to activity such as business rates, utilities costs and maintenance.	closedown process.	
5) Per account summaries be considered in the budget setting process; and	Councillor Horwood	Agreed – Various levels of detail and budget views have been provided throughout the budget setting process including comparison per account type.	This will be provided throughout the budget settings process.	Lee Colyer, Head of Finance & Governance
6) A reduction in costs and improved efficiency be sought in the upcoming renewal of the Grounds Maintenance Contract.	Councillor Mayhew	Agreed – The use of Zero Based Budgeting and knowledge of bio-diversity will be key drivers in the procurement of the Grounds Maintenance Contract.	The next update to Cabinet on the Grounds Maintenance Procurement will be on the 29 April 2010.	Mel Henley, Parks Manager.

<sup>i</sup> Report recommendations are listed as found in the report.

<sup>ii</sup> Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

<sup>iii</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

**If the recommendation is rejected** an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

**If the recommendation is accepted** an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

---

<sup>iv</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action indicated in the previous box will be implemented.

<sup>v</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.

DRAFT

## Equality impacts of budget savings proposals

Service	Savings	Estimated Full Year 2010/11	Estimated Full Year 2011/12	Estimated Full Year 2012/13	Potential equality impacts of budget saving.
Corporate	Area Based Grant	(22,500)	0	0	None identified.
Corporate	Credit Card Charges from Customers	(25,000)	(25,000)	(25,000)	None identified.
Corporate	Bank Charges	(4,000)	0	0	None identified.
Planning	Design & Heritage officer - delete	(46,000)	(46,000)	(46,000)	Other Officers will continue to provide advice on an inclusive basis.
Leisure and Wellbeing	Assembly Hall booking fees	(5,000)	(5,000)	(5,000)	Will enable all customers regardless of their personal circumstances to book tickets using a number of different sales channels.
Leisure and Wellbeing	Museum Income for Lectures	(1,000)	(1,000)	(1,000)	The charge may have an adverse impact on low income visitors and those from deprived wards.
Leisure and Wellbeing	Crematorium Environmental Levy	(22,000)	(50,000)	(80,000)	The service will be less costly than the current costs and be more accessible. However, there is a risk that the charge may be seen to be discriminatory.
Leisure and Wellbeing	Parks Ground Maintenance Contract - already used to fund Delivery Unit	0	0	0	No issues identified at this stage - an equality impact assessment was completed for this service in 2008-9 and this will be updated to assess any implications arising from the changes to specifications.
Economic Development & Regeneration	England's hidden heritage-withdraw	(3,500)	(3,500)	(3,500)	<ul style="list-style-type: none"> <li>- Potential loss of economic activity in rural areas.</li> <li>- Reduction in support for certain aspects of tourism however overall tourism ethos will not change.</li> </ul>
Economic Development & Regeneration	7 wonders of the weald subscription - withdraw	(2,500)	(2,500)	(2,500)	

Economic Development & Regeneration	Rural tourism - delete	(40,000)	(40,000)	(40,000)	
Housing and Health	Reduce Promotion/Fees Budgets	(15,000)	(15,000)	(15,000)	There will be an impact on our ability to promote services to a range of customers including older people and those with disabilities, all of whom are key recipients of Housing & Health Services.
Housing and Health	Home Improvement Agency Grant	(10,000)	(10,000)	(10,000)	Provisional budget provision of £10,000 to now be included in the revenue estimates but may be offered up as a saving either before the start of 2010/11 or in-year. An equality impact assessment has been started and will be completed when the saving is reconsidered.
Environment & Street Scene	Plastic bottle site recycling superceded by kerbside	(40,000)	(40,000)	(40,000)	Positive: kerbside collections will improve accessibility of recycling services for residents with disabilities. The Pull and Return service is still available.
Environment & Street Scene	Parking permits NHS staff	(5,000)	(5,000)	(5,000)	None identified –no impact on service provision.
Environment & Street Scene	Paddock Wood west parking season tickets	(8,000)	(12,000)	(12,000)	None identified.
Environment & Street Scene	Car park cleaning - new contract	(5,000)	(5,000)	(5,000)	None identified – no impact on service provision.
Finance & Governance	Internal Audit Partnership	(6,500)	(6,500)	(6,500)	None identified.
Finance & Governance	Exchequer Restructure - already used to fund Delivery Unit	0	0	0	An equality impact assessment is being carried out alongside the corporate restructure – any equality issues will be addressed as the restructure progresses.
Finance & Governance	Democratic services restructure	(22,000)	(22,000)	(22,000)	An equality impact assessment is being carried out alongside the corporate restructure – any equality issues will be addressed as the restructure progresses.

Finance & Governance	Re-assign Scrutiny to Democratic Services & break partnership with Maidstone	(25,000)	(25,000)	(25,000)	None identified.
Customer Access	Revenues - postage	(6,400)	(6,400)	(6,400)	None – post will continue to be sent.
Customer Access	Gateway - promotion	(3,860)	(3,860)	(3,860)	None - Council contact numbers are available from a variety of other sources, including Council Tax Bills, which go to each household, and Local.
Customer Access	C.Tax/NNDR billing	(6,500)	(6,500)	(6,500)	None - annual billing will take place as normal and to the same standards as previous years.
Business Transformation & Delivery	GIS shared with TMBC	(60,000)	(60,000)	(60,000)	None identified.
Performance Management	Other Fees/Inspection Budget	(15,000)	(15,000)	(15,000)	None identified.
<b>Savings</b>		<b>(399,760)</b>	<b>(405,260)</b>	<b>(435,260)</b>	