



Overview and Scrutiny Committee

Notice of a Meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane,
Ashford, Kent TN23 1PL on Tuesday 20th May 2014 at 7.00 pm.

The Proposed Members of this Committee are:-

Cllrs. Aaby, Apps, Bartlett, Buchanan, Burgess, Chilton, Davison, Feacey, Hodgkinson, Mrs Hutchinson, Miss Martin, Mrs Martin, Mortimer, Sims, Wedgbury, Yeo.

The position of Chairman and Vice-Chairman and the members of the Committee are subject to confirmation at the annual Council meeting on 15th May 2014.

Agenda

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Nos. |
|---|----------------------|
| 1. Apologies/Substitutes – To receive Notification of Substitutes in accordance with Procedure Rule 1.2(iii) | |
| 2. Declarations of Interest:- To declare any interests which fall under the following categories, as explained on the attached document: | (i) |
| a) Disclosable Pecuniary Interests (DPI) | |
| b) Other Significant Interests (OSI) | |
| c) Voluntary Announcements of Other Interests | |
| See Agenda Item 2 for further details | |
| 3. Minutes – to approve the Minutes of the Meeting of this Committee held on the 22 nd April 2014 | |

Part I – Matters Referred to the Committee in Relation to Call-In of a Decision made by the Cabinet

None for this meeting

Part II – Responses of the Cabinet to Reports of the Overview and Scrutiny Committee

None for this Meeting

Part III – Ordinary Decision Items

None for this meeting

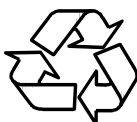


Part IV – Information/Monitoring Items

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| 4. | Fly-Tipping – Powers and Obligations for the Council | 1 - 5 |
| 5. | ABC business plan Q4 2013/14 report | 7 - 14 |
| 6. | Future reviews and report tracker. | 15 - 19 |
-

JV/VS
9 May 2014

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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf plus the link sent out to Members at part of the Weekly Update email on the 3rd May 2013.
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Head of Legal and Democratic Services and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Overview and Scrutiny Committee

Minutes of a Meeting of the Overview and Scrutiny Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **22nd April 2014**.

Present:

Cllr. Chilton (Vice-Chairman in the Chair);

Cllrs. Apps, Bennett, Davison, Hodgkinson, Mrs Hutchinson, Link, Marriott, Miss Martin, Mrs Martin, Mortimer, Sims, Smith.

In accordance with Procedure Rule 1.2 (iii) Councillors Marriott and Sims attended as Substitute Members for Councillors Burgess and Feacey respectively.

Apologies:

Cllrs. Adby, Bartlett, Burgess, Feacey, Shorter, Yeo.

Also Present:

Cllr. Hicks.

Finance Manager, Head of Community and Housing, Housing Resource Manager, Senior Scrutiny Officer, Member Services & Scrutiny Support Officer.

403 Declaration of Interest

Councillor Hodgkinson declared an 'Other Interest' as a Council Tenant.

404 Report of the Budget Scrutiny Task Group on the HRA 30 Year Business Plan

A Member felt that the HRA Business Plan had been fully scrutinised and commended the report to the Committee.

She questioned whether a report could be compiled on the number of garages that were being rented, sub-let or vacant throughout the Borough. She was concerned about the number of garages that were potential being sub-let without the Councils knowledge. The Head of Community and Housing advised that whilst it would be difficult to ascertain if a garage was being sub-let, the Council could terminate a contract easier than that for a rental property. There was a waiting list for garages in some areas of the Borough.

Resolved:

That the Overview and Scrutiny Committee commends the HRA 30 Year Business Plan to the Cabinet.

405 Overview and Scrutiny Annual Report 2013/14

The report highlighted the work that had been undertaken by the Overview and Scrutiny Committee during the municipal year 2013/14.

A Member drew the Committee's attention to the work undertaken on the 'Procurement of Energy Saving Proposal for Civic Centre – LED lighting and sub metering'. He had submitted a number of questions regarding this to the Senior Scrutiny Officer. The Vice-Chairman in the Chair advised that a response had been sent to those questions that afternoon.

Several Members raised concern regarding changes that had been made to the budget by the Cabinet during the budget scrutiny process, in particular to the lack of consultation that had been carried out with the Task Group. It was felt that should changes need to be made in future the Task Group should be kept fully informed. The Task Group had a very important job to carry out and should be treated accordingly. The Finance Manager advised that the change had come about following a decision to freeze Council Tax for two years. The Task Group's concern at the way the decision had been taken without informing them had been fed back to the Cabinet at its meeting in February 2014.

A Member drew attention to the work undertaken on the 'Communication and Consultation Strategy for the Core Strategy Review'. She felt that the consultation undertaken by the Council during the process should be commended, however was concerned about the lack of consultation carried out by Parish Councils and External Bodies. The Vice-Chairman in the Chair advised the Member to raise the issue at the Parish Forum Meeting the following evening. A number of Parish Council representatives would be in attendance as well as the Council's Planning Policy Manager.

Resolved:

That (i) the report be received and noted.

(ii) the report be presented to Full Council later in the year.

406 Future Reviews and Report Tracker

The Committee's attention was drawn to the reports scheduled for the May meeting, in particular fly tipping. A Member felt that this was an important subject and had created serious problems in a number of rural areas in the Borough.

A Member was concerned that an update on the Conningbrook Project was on the tracker to be brought to the Committee in August 2014. He felt that the matter should be given a proper hearing and was anxious that a full discussion took place as soon as was possible.

Another Member felt that the Committee should consider reviewing service areas.

The Vice-Chairman in the Chair advised that Members could request items to be included on the tracker for the Committee to consider. They would need to write to the Chairman to advise of the item that they would like to be considered, and if appropriate, these would be put before the Committee to decide if it should be added to the work programme.

Resolved:

That the future reviews and report tracker be noted.

407 Thanks

The Committee requested that their thanks to the Chairman, Vice-Chairman and Officers who supported the Committee this year be recorded.

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Agenda Item No: 4



Report To: Overview and Scrutiny Committee

Date: 20th May 2014

Report Title: Fly-Tipping – Powers and Obligations for the Council

Report Author: Kevin Basford – Interim Waste and Street Scene Manager
Julie Rogers, Strategic Environmental and Customer Service Manager; Customers, Homes and Property

Summary:	The report provides Members with an overview of the legislation and powers relating to fly-tipping. Current issues and considerations for Ashford BC are included with Members invited to raise any questions and discuss them.
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Key Decision: NO

Affected Wards: All

Recommendations: The O&S Committee notes and discusses the report and determines what, if any, further matters they wish explored or information going forward.

Policy Overview: N/A

Financial Implications: None resulting from this report.

Risk Assessment N/A

Equalities Impact Assessment None

Other Material Implications: As noted in the report.

Exemption Clauses: N/A

Background Papers: None

Contacts: Kevin.basford@ashford.gov.uk – Tel: (01233) 330346
Julie Rogers@ashford.gov.uk – Tel: (01233) 330856

Overview and Scrutiny Committee
Fly-tipping – Powers and Obligations for the Council

1. Fly-tipping – an introduction

- 1.1. The collection and disposal of controlled waste is principally governed by Part II of the Environmental Protection Act 1990 (the EPA). This Act conferred powers and duties to various bodies, such as local authorities, businesses and any producer of waste, and created an associated licensing system.
- 1.2. The Environment Act 1995 (EA) and the Clean Neighbourhoods and Environment Act 2005 (CNEA) further supports or supplements the EPA by conferring various powers of enforcement to waste collection authorities such as Ashford BC.
- 1.3. Controlled waste is defined as meaning:
“household, industrial and commercial or any such waste”
- 1.4. Waste in this context does not include household waste as defined by the EPA from a domestic property which is treated, kept or disposed of within the curtilage of the dwelling.
- 1.5. The uncontrolled or illegal deposit of such controlled waste is recognised as one of the most common or widespread offences committed under the EPA 1990. In 2012/13 it was reported that there were over 700,000 incidents nationally costing around £37 million to remove and properly dispose of.

2. What is Fly-tipping?

- 2.1. The provision that defines and makes fly-tipping an offence is Section 33(1)(a) of the EPA 1990 which provides that:
“a person shall not deposit controlled waste, or knowingly cause or knowingly permit controlled waste to be deposited in or on any land unless a waste management licence authorising the deposit is in force or the deposit is in accordance with the licence”
- 2.2. The offence is triable in court either way and punishable on indictment by up to 5 years imprisonment or a fine or both, and summarily by up to 12 months imprisonment or a £50,000 fine or both.
- 2.3. In cases of conviction the court can also order costs associated with investigation, enforcement, clean up and disposal and also there are powers for the depriving offenders of their rights in relation to any vehicle used in committing the offence.

3. Controls over Fly-tipping

- 3.1. The EPA 1990 introduced the **Duty of Care** which is important as it places clear responsibilities on both businesses and householders. This states that it is the responsibility of all businesses to take all reasonable steps to ensure that their waste is being disposed of safely. The Duty of Care applies to anyone involved in the following:
 - importing
 - storing
 - transporting
 - treating
 - disposing
 - acts as a broker to arrange the above

3.2. When transferring waste to a third party householders or businesses are required by law to ensure a waste transfer note has been issued and copies kept by both parties for at least two years. They are also expected:

- to ensure that the person or company removing the waste is licensed waste carrier, or the site the householder or business transport the waste to is licensed
- know where the waste will finally be disposed of
- when storing the waste ensure that it is secure in suitable containers to prevent it escaping or unauthorised removal as far as is reasonably practical
- place the waste in the area for collection outside the premises as near to the collection time as possible
- do whatever is reasonable possible to ensure the security of the waste and act accordingly to any problems

3.3. The EPA allows for a defence for a person to prove:

- a) That the person took all reasonable precautions and exercised all due diligence to avoid the commission of the offence; or
- b) That the acts alleged to constitute the contravention were done in an emergency in order to avoid danger to human health in a case where:
 - (i) the person took all such steps as were reasonably practicable in the circumstances for minimising pollution of the environment and harm to human health; and
 - (ii) particulars of the acts were furnished to the waste regulation authority (the Environment Agency) as soon as reasonably practicable after they were done.

4. Enforcement Powers

4.1. Enforcement Officers of the authority are authorised to request a copy of any business or householder held waste transfer note where the householder has passed the waste on for disposal. If it is found that either are not complying with the Duty of Care obligations then offenders may receive a conviction leading to imprisonment for up to five years, a fine of up to £50,000 or both, plus other associated costs.

4.2. The CNEA also introduced the option to issue Fixed Penalty Notices (up to £300) in instances where the Duty of Care obligations have not been discharged.

4.3. The onus on providing satisfactory evidence lies with the business or householder or any individual suspected of being involved in fly-tipping. This is important as it has removed the often past used plea or mitigation of simple ignorance (see Para 3.3 above) which was often used by householders having paid for the waste to be taken away which was subsequently fly-tipped.

4.4. Where any controlled waste is carried and deposited from a motor vehicle then, importantly for the purposes of enforcement, the person in control of the vehicle is treated as knowingly causing the waste to be fly-tipped regardless of any instructions the person may give or have been given. Also, this allows

for proven owners of vehicles to be classified as in control of it and there is no need to prove a link between owner and driver where it is used for committing a fly-tipping offence.

- 4.5. Powers relating to vehicles also include for an authorised officer of the local authority or police constable to stop and search a vehicle and seize it or its contents where he believes it is involved or is going to be involved in fly-tipping offences. Powers of entry and investigation of premises are also available arising from the Anti-social Behaviour Act 2003.
- 4.6. Where fly-tipping has occurred on land then the authority may serve notice on the occupier of the land requiring its removal within a specified period, usually not less than 21 days, and also require steps to be taken to prevent a re-occurrence, for example, making the land secure. However, any such notice can be appealed in the magistrate's court and will be quashed if the occupier can satisfy the court that they neither deposited, knowingly caused nor knowingly permitted the deposit of the waste.
- 4.7. Where an appeal is not lodged then failure to comply with a notice is itself a further offence with penalties for each day after expiry of the notice.
- 4.8. Where a notice is not complied with then the authority may undertake the works subject of the notice and recover reasonable expense.
- 4.9. The authority may remove waste without a notice having being served and take other remedial steps in circumstances where it is necessary to prevent pollution or harm to human health, where there is no occupier of the land, or where satisfied that the occupier neither deposited, knowingly caused nor knowingly permitted the deposit of the waste.
- 4.10. However, costs associated with action in circumstances set out in Para 4.9 above can only be recovered from persons found later to have been responsible for the fly-tipping or from the occupier where pollution or harm to human health or its prevention is involved.

5. Practicalities and Ashford

- 5.1. Fly-tipping is clearly offensive where it occurs and can, if uncontrolled, be the source of detriment to an area. However, the scale and extent of fly-tipping and its impact is often perceived to be higher than the reality.
- 5.2. The incidence in the Ashford BC administrative area is relatively high when compared nationally but the incidence has not significantly changed over the last 3 to 5 years. Ashford sits "somewhere in the middle" within the Mid Kent Partnership. Recorded incidences for 2013/14 are just over 1000 (2012/13 = 946) and there is no evidence that new waste collection arrangements have made any contribution to the incidence of fly-tipping.
- 5.3. The new combined waste and cleansing contract provides for most small scale fly-tipping (up to 2 cuM) to be automatically removed from public land and has provisions for the removal at additional scheduled rates for larger amounts. This does represent a significant cost at £26,500 for 2013/14, however, this is much lower than 2012/13 reported at around £47,000 and is likely linked to the smaller fly-tips being automatically cleared as part of the core waste and cleansing contract.
- 5.4. The majority of the additional works undertaken in 2012/13 related to housing sites and was therefore internally re-chargeable.
- 5.5. Often the challenge arises where the fly-tipping occurs on private land and there is no obvious occupier or simple proven offence that can be followed through. It is normally neither sensible, practicable nor affordable, especially

with falling budgets, for a local authority to get involved in “clear all” arrangements.

- 5.6. Where sufficient evidence can be gathered, and sufficient budgetary resources are made available, then there is a strong deterrent value in taking prosecutions for fly-tipping offences. It should not be underestimated that investigations and the necessary follow up enforcement actions are very time consuming and require trained staff and support from partner authorities and agencies where necessary.
- 5.7. With enforcement, Members should appreciate that most cases are seen as falling to the local authority unlike in the past where the Environment Agency (the EA) got more involved. These days, the EA only look into much larger cases and/or where there is a suspected organised and illegal business involvement.
- 5.8. Annual targeted clean ups take place in parts of the Borough, supported by partner agencies and organisations, with the next one on May 15th having a rural emphasis. This can also be the foundation for widening education and awareness raising activities to complement the new littering campaign utilizing our new character “Sir Litternot” due to be considered by Cabinet on 8th May. A useful emphasis will be reminding residents / householders of their clear responsibilities in managing their waste and the employment of any others in its transport and onward disposal. Similarly, smaller businesses in some retail categories are often found to present the greatest challenge and remain relatively ignorant of their responsibilities.
- 5.9. Members will be aware that the new waste and cleansing contract is operating very well overall. However, there are significant challenges at the moment in setting up more robust and sustainable contract monitoring arrangements and meeting peaks of customer demand for newer services such as communal property roll-out and household green waste collections and associated bin deliveries. Demand for this service alone is running at twice the predicted levels. This limits the level of resources that can be sensibly or justifiably allocated to significant enforcement activity without more dedicated and additional resources.
- 5.10. Management is being innovative and exploring opportunities to utilise similar skill sets of other officers within the Council, e.g. T-CAT and Civil Enforcement Officers, as identified in the Generic Enforcement Paper due to be submitted to Cabinet on 8th May.

6. Recommendations.

- 6.1. Members’ views and any concerns are appreciated and OSC are invited to discuss the issues highlighted in the report and determine what, if any, further matters they wish explored or information going forward.

Overview and Scrutiny
20 May 2014

Agenda item 5

Ashford Borough Council's Performance – Quarter 4, 2013 - 14

The attached report was presented to the Cabinet on 8th May 2014 and O&S are invited to consider it.

Agenda Item No:

Report To **Cabinet**

Date: **8 May 2014**

Report Title: **Ashford Borough Council's Performance – Quarter 4 2013/14**

Report Author: Policy and Performance Officer, Nicholas Clayton

Portfolio Holder: Portfolio Holder for Resource Management and Control, Neil Shorter



ASHFORD
BOROUGH COUNCIL

Summary:

This report seeks to report to members and the public on the performance of the council during the quarter. This includes information on what the Cabinet has achieved through its decision-making, key performance data on our frontline services, and consideration of the wider borough picture which impacts upon the councils work.

Key Decision: NO

Affected Wards: ALL

Recommendations: **The Cabinet is asked to note performance for Quarter 4 of 2013/14.**

Policy Overview: The council's strategic direction, which informs the report's content, is enshrined within "Focus 2013-15", the council's corporate plan. It is key that members are updated on progress against this, and that the public are updated on progress against plans which they have helped develop.

Financial Implications: None specifically arising from this report

Risk Assessment Not specifically applicable, but the report notes key frontline service information which is an important indicator of pressures (external and internal) on the council's resources.

Impact Assessment N/A

Other Material Implications: N/A

Background Papers: None

Portfolio Holder's Comments Alongside a recovering local economy and a strengthening housing market, the Council has ended the year strongly. We

have not only made good progress in achieving our priorities – buying International House and extending the popular PopUp Ashford initiative – but we have also extended our focus to two other important areas. This will make sure that all local partners are working together to achieve the results we all want.

Frontline services are also holding up well against some continued high demand, making sure we run efficiently and effectively. This in turn has allowed us to freeze our part of council tax for the next two years.

Contacts: Nicholas.clayton@ashford.gov.uk – Tel: (01233 330208)

Ashford Borough Council

Our Performance

January to March 2014



Portfolio Holder Neil Shorter

comments on this quarter's report

Alongside a recovering local economy and a strengthening housing market, the Council has ended the year strongly. We have not only made good progress in achieving our priorities – buying International House and extending the popular PopUp Ashford initiative – but we have also extended our focus to two other important areas. This will make sure that all local partners are working together to achieve the results we all want.

Frontline services are also holding up well against some continued high demand, making sure we run efficiently and effectively. This in turn has allowed us to freeze our part of council tax for the next two years.

Jobs / Economic Growth

We received over 260 applications from householders to develop their homes – around 20 more than at the same time last year. We decided around 80% within eight weeks, and over 80% of these applications were approved.

We received just under 70 applications from small business and others to develop their properties – around the same as at the same time last year. We decided around half within eight weeks while approving around 80%. This represents good performance compared to other councils.

285,000 people used our car parks. This is around 5,000 less than the previous three months which covered the busy Christmas period. It is also over 10,000 more

than the same period during the last few years.

97% of local food premises comply with safety standards.

Due to the popularity of PopUp Ashford, which helps to create the high street entrepreneurs of the future, it has been extended for the rest of 2014. So far, PopUp Ashford has helped over 20 start-up businesses to test their trade in a town centre location at minimal cost for two to four weeks. Start-ups received mentoring on all aspects of business, and are positive about their experiences.

Responding to the pressures – Numbers of people in B&Bs

An average of 23 households were in B&B accommodation at the end of each month. This is a reduction throughout the year and reflects the proactive homelessness work we began with agreeing our new homelessness strategy agreed during 2013.

What We've Done – Helped businesses understand just how busy the Town Centre is

A footfall counter has been placed on the High Street to provide round-the-clock data and weekly updates to town centre businesses and the Council on how busy the town centre is and how well our Portas Pilot projects are going.

Since January, the average number visitors to the Town Centre has increased from around 65,000 to just under 80,000.

Quality Homes and Places to Live

Almost 100% of council tenants' rent was successfully collected.

In January the council agreed to use government grants and Section 106 money to install five electric charging points throughout the borough, providing the infrastructure necessary to help residents to switch to electric vehicles.

Of those checked in the last three months, 100% of our homes have a gas safety certificate.

In February the Cabinet approved the designation of the Bethersden Neighbourhood Area, enabling the local community to help shape local development and growth through production of a Neighbourhood Development Plan.

Following a useful pilot, in March the Cabinet agreed to a new village 'envelope' for Challock, which will help guide the development of the village in the future.

Where the pressures were – Recycling Service Roll-out

In response to substantial public enquiries relating to the recycling scheme roll out from July (we received over double the normal amount of calls) the council employed extra staff to help answer questions. These extra staff helped us to deal as quickly as possible with residents, and the numbers of enquiries have now returned to normal levels.

What We've Done – Added two more priority projects to 'Focus' on

Following agreement to the council's new priorities in October's 'Focus' 2013-15 strategy, In March the Cabinet agreed to add two new projects to the list of priorities which the council will work with partners to achieve over the next two years –

- Improvements at Ashford International Station
- Housing development at Chilmington Green

Great Value Services

In February the Cabinet agreed the Council's budget for next year. Although set against another challenging outlook for local government, the budget seeks to maintain services without significant cuts next year through prudent financial management.

In the same month the Council's external auditors concluded that the council continues to perform well financially overall.

The numbers of customers currently using 'self help' services at the Gateway remains steadily above our target of 10%, meaning that they get answers more quickly and our staff can work more efficiently.

We have collected just under 99% of council tax and business rates – slightly higher than the same time last year.

The benefits caseload continues to fall. From 10,200 in January, by the end of March the number had fallen by around 100.

In March the Cabinet agreed an Armed Forces Community Covenant for the Borough, a voluntary agreement of mutual support between the people of Ashford and its Armed Forces community.

Where the pressures are – The Benefit Caseload

Although the total number of residents claiming benefits is beginning to fall, the council still regularly receives between 200 and 300 new cases each month. This in turn increases the length and complexity of the enquiries our Benefits Assistants deal with.

What We've Done – Acted entrepreneurially to pave the way for the Commercial Quarter

In February the Cabinet agreed to buy the International House office space and surrounding area, a key milestone in developing the new Commercial Quarter between the town and the International Station.

The Borough Picture

Average house selling prices (to January) are around 10% more than the same time last year.

Just over 1,450 residents were claiming Job-Seekers Allowance at the end of March. This is around 25% less than at the same time last year and constitutes around 2% of Ashford's working age population. The Kent average is currently 2.4%.

In March Ashford International Station was revealed as one of the top 6% of busiest stations in the country, with 3.3 million people passing through the station between April 2012 and March 2013.

(source: Office of Rail Regulation)

Hadlow College was named as the preferred provider to secure the future of further education in Ashford.

Future Reviews and Report Tracker

Forward plan

June

Special meeting (June 11th):

- Call-in of Cabinet minute no.397

Regular meeting (June 24th):

- Sickness & absenteeism annual report

July

- Housing Strategy Action Plan Monitoring Report and annual review of Homelessness Strategy.

New items:-

Apart from items such as scrutinising the Council's draft budget, which the Constitution requires the O&S Committee to do every year; the O&S Committee sets its own work programme for the year. Some items recur on a regular basis e.g. the yearly update from the Community Safety Partnership and the quarterly Business Plan performance report; others are of a 'one-off' nature.

With the agreement of the Chairman, items can be put on the O&S agenda following a request from Cabinet or another Committee (e.g. Audit). Members of the O&S Committee are also able to suggest items that the Chairman may wish to put on the Committee's agenda (by putting their proposal in writing to him) – such items must represent a Borough wide perspective and provide the opportunity to influence, to improve services or contribute to policy development.

The Chairman will then decide if the item is appropriate for O&S to consider and, if so, is there room on the work programme.

Any such item will be put to the Committee for Members to decide if they wish to add it to the work programme.

Year Plan 2014/15

Month	items	Task Group
May	<ul style="list-style-type: none"> • ABC Business Plan quarterly performance report (Q4) • Fly tipping 	
June	<ul style="list-style-type: none"> • Call-in meeting re Cabinet Minute No. 397 • Sickness & Absenteeism annual report. 	
July	<ul style="list-style-type: none"> • Housing Strategy Action Plan Monitoring Report and annual review of Homelessness strategy 	
August	<ul style="list-style-type: none"> • Update on new waste and recycling scheme. 	
September	<ul style="list-style-type: none"> • ABC Business Plan quarterly performance report Q1 	
October	<ul style="list-style-type: none"> • Update on progress of Focus 2013 - 15 	
November	<ul style="list-style-type: none"> • ABC Business Plan quarterly performance report Q2 	
December	Scrutiny of Council's draft 2015/16 budget	Budget Scrutiny TG meetings
January	<ul style="list-style-type: none"> • Report of Budget Scrutiny Task Group 	Budget Scrutiny TG meetings
February	<ul style="list-style-type: none"> • ABC Business Plan quarterly performance report(Q3) • Annual review of Community Safety Partnership 	
March		
April		

O&S Committee – Report Tracker – Current position

Minute No.	Report Title	Officer	Date due	Current position	Recommended action
299/10/06	Stour Centre	Head of Cultural & Project Services	TBC – after completion of claim work	Work ongoing	Await completion of claim work.
62/06/11	Housing Strategy Action Plan Monitoring Report	Head of Housing /Housing Strategy Officer	July 2014	Housing Framework 2013 -18 and Homelessness Strategy 2013 –18 adopted July 2013. Monitoring will recommence One year after adoption of new Strategy.	Timetable for one year after adoption of new Strategy.
432/03/11	Annual Review of Homelessness Strategy	Head of Housing	July 2014	The Homelessness Strategy to be included in the Housing Strategy in future.	As above
51/06/13	Sickness and Absenteeism – annual report	Head of Personnel & development	June 2014		Timetable for June each year.
13/05/13	Overview and Scrutiny Annual Report	Senior Scrutiny Officer	May/June 2015		Timetable for May/June each year
142/09/12	3 year review of Mayoralty		Sept 2015		
431/04/12	ABC Business Plan performance reports – 2013/14	Policy & Performance Officer	May/Sept/ Nov/Feb		
62/06/12	Sports & Leisure		TBA		

398/03/13	Refurbishment of the Stour Centre	TBA	TBA	Final Report from Task Group to be presented to O&S	
335/02/14	Community Safety Partnership – annual update	Assistant Health, Parking & Community Safety Manager	February 2015		
216/11/13	Council play parks	TBA	TBA	Awaiting confirmation of date of report	
216/11/13	Update on progress of Focus 2013 - 15	TBA	Oct/Nov 2014		
215/11/13	Update on Conningbrook Project – especially safety aspects.	Nature Conservation & Tourism Officer and Sports Projects Manager & active Ashford co-ordinator	Summer 2014	Awaiting confirmation of date.	
301/1/14	Fly tipping	Customer Service Manager/Joint Operations Manager Gateway	May 2014	To be presented to May O&S meeting	

Low Priority & other proposed reports

	Report Title	Officer	Date due	Current position	Recommended action
57/06/08 199/10/11 115/08/13	Update on new waste and recycling scheme.	TBA	July/ August 2014	New contract commenced July 2013.	Report on new contract one year after commencement
291/12/08 216/11/13	The effectiveness of a single O&S committee			Reconsider having a report November 2014	