



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 26th January 2016 at 7.00pm.

The Members of this Committee are:-

Cllr Chilton (Chairman)

Cllr Michael (Vice-Chairman)

Cllrs. Burgess, Feacey, Hicks, A. Howard, W. Howard, Knowles, Krause, Link, Sims,
Wedgbury.

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 24 th November 2015 | |

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

4. South East Water – Presentation from Helen Chapman, Supply Demand Manager
5. Southern Water – Presentation: ‘Providing a reliable and sustainable wastewater service to (within) the Ashford BC Area’
6. Report of Budget Scrutiny Task Group 1 - 12

Part IV – Information/Monitoring Items

7. Future Reviews and Report Tracker 13 - 17

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26/01/2016

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
- (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 **24th November 2015**.

Present:

Cllr. Chilton (Chairman);
Cllr. Michael (Vice-Chairman);

Cllrs. Burgess, Farrell, Feacey, Knowles, Krause, Link, Sims.

Apologies:

Cllrs. Aaby, Howard

Also Present:

Cllrs. Britcher, Shorter

Member Services & Scrutiny Manager, Policy and Performance Officer, Resilience Partnership Manager, Resilience Officer, Member Services & Scrutiny Support Officer.

212 Declarations of Interest

Councillor	Interest	Minute No.
Cllr Shorter	Made a "Voluntary Announcement" as Director of Kent Play Clubs (Kingsnorth) and made a "Voluntary Announcement" as Director of Ashford Borough Council Building Company	214

213 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 20th October 2015 be approved and confirmed as a correct record.

214 ABC Business Plan Performance Report

The Committee considered the report which had been approved by the Cabinet on 12th November 2015. The Chairman and Vice-chairman had submitted questions in advance of the meeting and invited the Policy and Performance Officer to respond.

- The Policy and Performance Officer confirmed that free parking in the town centre had been introduced in August 2014 and the year to date footfall had increased by 1.7%. This compared to the UK average of a decrease of 1.6%. Car parking had increased by approx. 40 cars per day which was an increase of 2.15% year on year average. Upward spikes had been seen in January, February, May and July, with the highest levels of parking recorded since 2009. The conclusion was that the Free Parking Initiative had a small positive impact, with an increase in numbers of visitors to the Town Centre. Other initiatives including TCAT and the Farmers Market had also contributed.
- In terms of unemployment figures; JSA showed 800 whilst the KCC District Monitoring Report gave the figure as 951. The KCC figures were based on experimental statistics which estimated the claimant count. The claimant count included all out of work Universal Credit (UC) claimants, as well as all JSA claimants. However, the coverage of UC estimates did not precisely match the claimant count definition, because it included some claimants who were not required to seek work. The Office of National Statistics were aware that the figures were not exact and were working with The Department of Work and Pensions (DWP) to produce an agreed methodology for separating out unemployed and inactive UC claimants. This methodology should be available late summer/early autumn 2016. Until then, the Head of Finance had agreed that we use JSA figures until further national guidance was provided.
- The omission of the homeless data on the technical annex had been done in error. The figure was 56 for Quarter 2, with 42 of those accepted.
- The 15 households which Ashford placed in B&B accommodation at the end of the last quarter was just above the Kent average of 12.5, with the average for England being 15. Over the last two years, there had been an increase of 1% in Kent and 30% in England, whereas Ashford had seen a decrease of 50% over the same period.
- Positive feedback had been received from customers and staff following the change of Customer Service delivery to appointment only. The main comment being that reduced wait times had resulted in less stressful visits. The council's 'Beat the Queue' fast track system had also been very well received. A common complaint from customers was in respect of parking facilities, and therefore a move back to the Civic Centre enabled a limited number of free parking bays to be made available.
- The Benefits caseload had seen a general downward trend due to the improving economic picture and with the impact of welfare reform and Universal Credit. With regard to new cases, upward spikes were often seen after the beginning of the new calendar and financial year.
- Customers are encouraged to consider paying by Direct Debit when they were in conversations regarding Council Tax or other financial matters. This method of payment was beneficial to both residents and ABC. There was also ongoing communications work to promote the use of Direct Debit to

residents including annual Council Tax leaflets and via social media and the website.

- The Ashford District Deal was agreed by Full Council on 15th October 2015 and was intended to be the first in a series of deals KCC wished to agree with all Districts. Each deal would be tailored to the priorities of the area, and learning from each would be shared across Districts. Officers would report to the District Deal Delivery Board which would meet on the same day as the Ashford Strategic Delivery Board, to be held on 22nd January 2016.
- The figure for footfall in the town centre did not just necessarily apply to people, but also included cars. The council's performance was made accessible to the public via the transparency pages of the website and needed to be presented in plain English, although appropriate alternate terminology to the word people would be considered for future reports.

The Chairman and the Portfolio Holder both thanked the Policy and Performance Officer for his explanations.

The Portfolio Holder advised that as Chairman of the Council Tax and Welfare Reform Group, he could explain that DWP did not release overall unemployment figures to the Council.

He also explained that since the opening of Christchurch House approximately 18 months ago, it had been operating at full capacity, resulting in a saving of £100k+ and proving to be a fantastic facility for the borough. He emphasised that the hostel provision prevented children being made to vacate the building at 10am, and therefore wandering around the borough until being allowed back at 6pm. ABC were looking to expand upon these facilities, since they were cost effective and beneficial to families.

Resolved:

That the report be received and noted.

215 Emergency Planning lessons learned in response to the Oak Tree Road gas explosion

The Committee considered the report enclosed within the agenda. The Resilience Partnership Manager answered members questions regarding the update, which had been submitted by the Chairman and Vice-Chairman in advance of the meeting. The responses to the questions are set out below.

- Recommendation 1 regarding roles and responsibilities, it was confirmed that it was important that all roles within the Emergency Centre were covered during a response as they each had their own responsibilities. There was a hierarchy in place that identified who took the lead in emergency situations.
- Recommendation 3; all external agencies involved in the Oak Tree Road

incident, including KCC, NHS, Kent Police and Kent Fire Service would be invited to the multi-agency debrief to receive first hand feedback.

- In terms of Recommendation 6 regarding training exercises, it was noted that training was not mandatory or enforced. There were a variety of training providers and sessions available including Emergency Planning College courses, Public Safety Courses, The College of Policing MAGIC (Multi Agency Gold Incident Command course).
- Recommendation 8; 24 hour cover was provided by arrangement with a coach company. In the long term, it was intended to include relevant suppliers that would be available 24 hours a day, 7 days a week.
- Recommendation 11; there was currently no national policy on the use of drones. During the Oaktree Road incident the local media requested to fly one, however their request had been declined by ABC. Future developments on this issue relied on maintaining good relations between ABC and the media.
- There was an agreed procedure across agencies through the Kent Resilience Forum to use a single multi-agency message when applicable. The Communications Team liaised with the media to ensure that up to date information was available at all times.
- Recommendation 12; Training for members would be made available via a specific briefing session. This would help members to understand their role in communicating with their community during a response.
- Recommendation 14 discussed the move from response to recovery. The priority was to immediately deal with the safety of the public and secure the site, and was achieved at Oaktree Road on Monday evening and by early Tuesday morning the recovery process had commenced. If the incident had been on a larger scale i.e. more than one borough, then the police/fire service would have handed over from response to recovery to KCC.

The Chairman thanked The Resilience Partnership Manager for her responses to the member's questions.

Resolved:

That the report be received and noted.

216 Future Reviews and Report Tracker

The Chairman invited members to put forward ideas for the future work programme, and suggested that the committee consider two large subjects to focus on. During discussion the following subjects were put forward for consideration.

- A member advised that he had visited Southern Water sewage works and reported that they advised that they had capacity to 2025/2030 and considered that waste disposal should be reviewed. Another member said that South East Water was unable to give any forecast for their supply. Members agreed this was an area that needed scrutinising.
- In terms of education, the issue of how Free schools sat within the education plans for the borough was also raised.

The Chairman also explained that the Chief Executive had suggested the Committee scrutinise the following: how local councils contribute to public health, HMO'S, HS1 and Eurostar services. The Chairman advised that these ideas could be considered at a later date. A member requested the subject of Transport, including rural bus services, be considered. Another member asked for an update on the Syrian Vulnerable Persons Relocation Scheme. The Chairman agreed these were good suggestions to contemplate adding to the Future Reviews and Report Tracker in the New Year.

The Chairman noted that the Committee were in agreement that the first project to be added to the O&S Future Reviews and Report Tracker would be sewerage and water supply. He asked the Member Services and Scrutiny Manager's advice on how this could be taken forward. The Member Services and Scrutiny Manager said that he would consult with Officers and produce a report as a starting point to develop some terms of reference for the review.

The Chairman advised that the next O&S meeting scheduled for 15th December would be cancelled, and prior to the next meeting on 26th January he would meet with the Member Services and Scrutiny Manager to discuss and bring forward a work programme for the next 3 – 4 months. He then closed the meeting and wished all members a Happy Christmas.

Resolved:

That the Committee agree that a review of sewage disposal and future water supply be undertaken and added to the Forward Work Programme.

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Queries concerning these Minutes? Please contact Clare Ricketts:
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Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees

Agenda Item No: 6
Report To: Overview and Scrutiny Committee
Date: 24th January 2016
Report Title: Report of Budget Scrutiny Task Group
Report Author: Member Services and Scrutiny Manager



Summary:	The Overview and Scrutiny Budget Scrutiny Task Group has scrutinised the Council's draft 2016/17 budget and regards it as achievable.
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Key Decision: NO

Affected Wards:

Recommendations: 1. **The O&S Committee recommends that the Cabinet:**

- **Be advised that the O&S Committee regards the Council's draft 2016/17 budget as achievable**
- **Endorses the Risk Matrices and the risks identified within them, particularly noting those that fall in the shaded part of the matrix**

Policy Overview: Under the Council's Constitution the O&S Committee has a duty to scrutinise the Council's draft Revenue and Capital Budgets.

Financial Implications: As noted in the report

Risk Assessment N/A

Equalities Impact Assessment N/A

Other Material Implications: As noted in the report.

Exemption Clauses: N/A

Background Papers: All individual services draft 2016/17 budgets

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Summary

Achieving a balanced budget is a fundamental requirement for the Council. The Council's provisional draft budget for 2016/17 was presented to the Cabinet on 3rd December 2015. This budget was built against a backdrop of continued economic austerity measures, which are likely to deepen further, and an increasing cost base due to inflationary pressures.

The provisional draft budget presented to the Cabinet was then submitted to the Overview and Scrutiny Committee's Budget Scrutiny Task Group for formal scrutiny.

When the draft budget was being prepared the Government's Autumn Budget statement had yet to be announced and so the draft budget was prepared using the Government's provisional figures which were published, for consultation, in the summer. Details of the settlement grant figures had also not been announced.

The Council's draft budget allowed for a 1.99% increase in Council tax.

This draft budget was scrutinised by the Overview and Scrutiny Budget Scrutiny Task Group over a series of meetings. The Task Group met on six occasions and at each meeting Members asked the relevant Officers to give the Group an overview of their service, the risks and uncertainties facing them, what savings they had achieved, and their proposed service developments.

The table attached to this report highlights the areas that the Task Group considered could be a risk to the 2016/17 budget and places them in a Risk Matrix which shows the potential likelihood of the event occurring and the material impact it would have on the Council if it were to occur. The Risk Matrix is separated into Financial risk and Operational (i.e. service quality) risk. Risks of high probability or materiality (in the shaded area of the matrix) could impact on the 2016/17 Budget and would require careful monitoring during the year.

The Minutes of each Service Budget Scrutiny meeting are available to Members and should be read in conjunction with this report for more information.

The 2016/17 budget is for the first year of the Council's 5 year Medium Term Financial Plan agreed in October 2015 when the Cabinet adopted the 'The Next Five Years' Corporate Plan 2015-2020 and the MTFP 2016-21 paper.

By the end of the Budget Scrutiny process the Task Group had not raised any issues that caused it to be concerned that the Budget for 2016/17 would not be achievable and were encouraged to know that financial position of the Council was being regularly monitored. However, it was acknowledged that the financial position in subsequent years was going to be increasingly challenging.

Keith Fearon – Member Services and Scrutiny Manager

Report of the Chairman of the Budget Scrutiny Task Group

Firstly I would like to thank Cllr's Burgess, Chilton, Link and Michael for their support and expertise in the scrutiny of the draft Budget for 2016-2017. In addition, I would like to thank Officers and staff for their support in guiding Members through the Budget Scrutiny process. Special thanks must go to Maria Seddon, Principal Accountant, for her hard work not only in the preparation of the numerous accounting spreadsheets but also her guidance through them for the members of the Task Group (TG). The extra explanations and details provided by Cllr Shorter, Keith Fearon and the Members Services Team were also invaluable when it came to ensuring the TG was able to complete their scrutiny of the Budget in a timely manner.

All Heads of Department and their Budget Managers presented their draft Budgets to the TG in order that its Members could scrutinise all draft Budget plans in detail which were then analysed/ identified/ classified for any potential risks both financially and operationally to the Budget and or the Authority. The final report and associated risk matrix are presented to all Members for their consideration and approval.

This year's draft Budget has been formed under some difficult fiscal circumstances with Central Government austerity seeing real term cuts in government grants to this authority due to the failure to eradicate the national Budget deficit. Calculations for this draft Budget have been based on an assumption that the full Council will consider and subsequently accept that a 1.99% increase in Council Tax will need to be made for this upcoming 2016-2017 Financial Year. Along with this potential changes in associated costs/ savings that are to be had given the personnel changes that have been notified and accepted amongst senior members of the Corporate Management Team have also been taken into account. Members of the TG noted their contributions to the excellent financial position that this Authority finds itself in and wishes to thank them for their efforts and hope that their future endeavours are personally fruitful whatever they may be.

The TG would furthermore like to thank all Cabinet Members who attended the respective meetings of this Group to report on their Budgets and offer poignant advice in regards to their portfolio. Thanks also to those Members that attended some meetings in order to gain a better insight into the workings of the Authority.

It is my personal opinion that the work of this TG does/ can give all Members a very good and well-rounded view of just how well and efficiently this Authority operates and that it does have some of (if not) the best Officers and staff of any Authority in not only the South East but further afield. The opportunity to Chair and work with the other Members of this Group along with Officers and staff has been an honour and a privilege.

Thank you

Larry Krause
Chair, Budget Scrutiny Task Group

Financial Risks to the Council				
Materiality	High >£500,000		5.1	4.3
	Medium £100,000– £500,000	3.1	2.2, 10.2	4.1
	Low <£100,000	1.1, 1.2, 1.3, 2.1, 2.4, 3.4, 4.2, 4.4, 5.3, 6.1, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.7, 8.8, 8.9, 8.10, 8.13, 8.14, 9.2, 10.1, 10.3, 10.5, 10.6, 11.1	3.2	1.2, 5.2, 8.12, 11.2
		Low	Medium	High
	Probability			

Operational Risks to the Council				
Materiality	High	4.3		
	Medium	4.4, 7.2,	2.3, 8.9, 8.10, 8.11, 9.1, 10.1, 10.4, 10.7	8.11.1, 11.2
	Low	1.1, 1.2, 1.3, 2.1, 2.4, 3.3, 3.4, 4.2, 5.3, 6.3, 6.5, 7.3, 7.6, 8.13, 8.14, 9.3, 10.5, 11.1,	6.2,	1.3, 2.1, 3.2, 4.1, 6.4, 10.3
		Low	Medium	High
	Probability			

Risks and Uncertainties 2016-17

14 th December 2015 Corporate Property and Projects		Risk – High/Low Financial/Operational
1.1	The service needs to be adaptable to accommodate work streams derived from the Corporate Plan and to raise additional incomes for the Council and maintain the Council's corporate assets. A key risk is the ability of the service as a relatively small team to maintain service continuity given its current workload.	Financial Low Materiality Low Probability Operational Low Materiality Low Probability
1.2	Let space within the property portfolio has been assessed on the basis of current terms prevailing for the financial year 2016/17. Should this not be the case there is a risk of the income generated being lower than predicted. However, a cautious view has been taken for 2016/17.	Financial Low Materiality High Probability Operational Low Materiality Low Probability
1.3	If the Facilities Management arrangements for Park Mall and International House are brought in house further pressure will be put on the staff resource within the team.	Operational Low Materiality Low Probability Financial Low Materiality Low Probability

15 th December 2015 Cultural Services		Risk – High/Low Financial/Operational
2.1	Project list for 2016/17 – Risks associated with the likelihood of securing funding from the New Homes Bonus and other external sources and also ensuring that expertise and capacity is available within other services to support the projects.	Operational Low Materiality High Probability
2.2	Increased construction market costs and tenders could threaten the delivery of some new build projects,	Financial Medium Materiality Medium Probability
2.3	Delivery of Stour Centre Regeneration and JVC – Risks include a renewed partnership, lease and contractual arrangements for leisure management.	Operational Medium Materiality Medium Probability
2.4	Not achieving the utilities budget at the Stour Centre. Risk considered less likely given CHP working properly and the reduction in fuel prices generally.	Financial Low Materiality Low Probability Operational Low Materiality Low Probability

15 th December 2015 Planning and Development		Risk – High/Low Financial/Operational
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3.1	The fluctuation in fee income remained a risk, and whilst it had been higher than anticipated the additional workload has created pressure on existing staff resources.	Financial Medium Materiality Low Probability
3.2	Speculative housing applications in advance of the new local plan remained a risk in terms of large scale appeals and associated costs. Several applications had been submitted adding to the pressure on resources and diverts it from delivering Corporate priorities and maintaining a good quality day to day service.	Financial Low Materiality Medium Probability Operational Low Materiality High Probability
3.3	The delivery of the Big 8 projects is a major risk has led to additional pressure on staff resources and will inevitably impact on day to day service delivery. The risk of slower delivery includes dangers of market downturn and loss of investor confidence. Additionally the Administration's stated aim of making the Enforcement Team more robust will also create further pressure on resources. The Task Group considered that there was an urgent need to address staffing resources to continue to support the Big 8 and additional enforcement work. Without this the robustness of the draft budget would be questioned. Note: The Task Group considered that progress on the Big 8 should be closely monitored by the Ashford Strategic Development Board and the Cabinet.	Operational Low Materiality Low Probability
3.4	Applications had increased by 17% since 2013. This has been partly offset by the limited use of consultants and service efficiencies. Caseloads remained high and service resilience was becoming stretched.	Operational Low Materiality Low Probability Financial Low Materiality Low Probability

17 th December 2015 Community & Housing – General Fund Housing		Risk – High/Low Financial/Operational
4.1	Rising house prices has resulted in previously rented properties continuing to be sold which made the acquisition of Private Sector Letting properties more difficult and placing pressure on the service with the risk of a reduction in contribution levels. Additionally, announcements were made as part of the spending review that there will be a change to the way the management of temporary accommodation is funded from 2017/18	Financial Medium Materiality High Probability Operational Low Materiality High Probability
4.2	Bed and breakfast costs - the service is proactively pursuing options for another strategic purchase to reduce the Council's financial exposure to B&B	Financial Low Materiality Low Probability

	costs.	Operational Low Materiality Low Probability
4.3	Affordable Housing Delivery – Considerable change was anticipated arising from Governments intention to move from affordable rented properties to affordable outright purchase. Further details were awaited. Also Housing Associations were reviewing their Business Plans in view of social rent reduction and Right to Buy proposals and requirements for delivery from developers was anticipated to change.	Financial High Materiality High Probability Operational High Materiality Low Probability
4.4	Welfare Reform – Although Universal Credit is due to be in place nationally from April 2017, welfare reform will continue to cause continued uncertainty for the housing sector and tenants both in the social sector and private sector.	Operational Medium Materiality Low Probability Financial Low Materiality Low Probability

17th December 2015 Community and Housing - HRA		Risk – High/Low Financial/Operational
5.1	New Build and Sheltered Housing remodelling costs – The issues of cost inflation and increases in materials and labour costs remain a sector wide issue.	Financial High Materiality Medium Probability
5.2	Social Housing Rents – the announcement in the July 2015 Budget to reduce housing rents by 1% each year for the next 4 years materially affects the financing opportunities for the Council and other providers.	Financial Low Materiality Low Probability
5.3	Welfare Reform – This remains an issue of concern with the introduction of Universal Credit but fortunately collection of rents remain high and arrears low, thus reducing the pressure on the HRA.	Financial Low Materiality Low Probability Operational Low Materiality Low Probability

22nd December 2015 Legal, Democratic and Emergency Planning		Risk – High/Low Financial/Operational
6.1	Legal Income for 2016/17 remains a risk for the same reasons as in previous years, in particular the volume of large scale planning applications submitted is outside the council's direct control (although activity and interest is strong and there is a good reason to be optimistic) whilst the level of cost recovery can be affected (and has been in the past been affected) if there is negotiation of	Financial Low Materiality Low Probability

	reduced recharge rates or caps in specific cases.	
6.2	<p>The level of major project work requiring significant legal support continues to be high and this is anticipated to continue in line with last year's predictions. The consequent increase in Strategic Development legal resource was funded by the use of reserves. An increasing focus on income generating and social housing property acquisition work has led to increased pressure on the Property and Projects Team which has to be managed. This pressure is likely to be maintained as the Council's strategy is delivered.</p> <p>The Administration also has a stated aim to make the Enforcement Team more robust and this could lead to pressures in the legal service.</p>	Operational Low Materiality Medium Probability
6.3	The national roll out of Individual Electoral Registration (IER) from summer 2014 has presented enormous ongoing challenges for the Electoral Services team. Some additional government funding has been made available for transitional work and the team has been re-structured to meet the challenges ahead. There is an ongoing process of review of pressures and resources to meet the challenges ahead. There is also an ongoing process of review of pressures and resources as the first full IER canvass concludes at the end of 2015.	Financial Low Materiality Low Probability Operational Low Materiality Low Probability
6.4	From January 2016 the Boundary Commission review work on borough ward boundaries (following on from the Community Governance Review) will need sensitive handling and resources across corporate and democratic services.	Operational Low Materiality High Probability
6.5	Large number of FOI/EIR requests, more requests for internal reviews and some referrals to the Information Commissioner continue to be a challenge for all service areas. This risk remains the same as last year with no sign of a reducing volume of requests/appeals.	Operational Low Materiality Low Probability

22nd December 2015 Financial Services (including Capital)		Risk – High/Low Financial/Operational
7.1	The draft budget has been built based on assumptions of the level of reductions in our budget emanating from the Comprehensive Spending Review 2015. The announcements within this and the detail that will follow with the subsequent Local Government Settlement has the potential to influence not only the deliverability of this budget but also the workload for the team.	Financial Low Materiality Low Probability

7.2	Welfare reform has been a significant risk to the service with the team working to adapt to the changes brought in and to support residents managing this change whilst seeking to maintain the services performance in both revenues and benefits aspects of the service. Details are awaited in terms of how the proposals announced in the July budget are to be implemented.	Operational Medium Materiality Low Probability Financial Low Materiality Low Probability
7.3	The council is required to have a Local Council Tax Reduction Scheme and adopted a version of the Kent scheme in 2013-14. In view of the changes to welfare reform and the increasing pressure on budgets a county wide review of the scheme has been commissioned. It is important that the scheme that is developed is able to meet the council's needs, be efficient to operate and to be affordable to residents.	Financial Low Materiality Low Probability Operational Low Materiality Low Probability
7.4	There is a risk that the level of court costs charged is challenged by the court and they do not support our calculation and seek to reduce those charges, affecting the level of income.	Financial Low Materiality Low Probability
7.5	The service receives administration grants from the government to fund the administration of the benefits service. There is a risk that the cuts to the grant do not match the transfer of caseload to Universal Credit leaving unfunded work within the department.	Financial Low Materiality Low Probability
7.6	The council's finance system is likely to become 'de-supported' due to the release of a new version therefore to remain supported the council will need to upgrade.	Operational Low Materiality Low Probability
7.7	During the year the council's actuary will undertake the triennial review of the pension fund that will set the contribution level for the coming years. This will have a potential impact on the contribution levels for 2017/18 for both the benefits accrued in the year and the recovery of any pension deficit. This will heavily be influence by the levels of investment returns and bond yields which are used to forecast the value of assets and future liabilities.	Not relevant for the 2016/17 Financial Year

22 nd December 2015 Human Resources, Communications and Technology		Risk – High/Low Financial/Operational
8.7	2016/17 Pay Negotiations	Financial Low Materiality Low Probability
8.8	During the summer of 2015 the Government consulted on introducing a cap on public sector termination payments. Since then it has been announced that it is intended to implement this cap (together with some changes to tax allowances on severance packages) during 2016/17. HR are currently determining the possible impact of this on ABC and will be developing proposals on how ABC could handle these changes once full details are available.	Financial Low Materiality Low Probability
8.9	In addition HR are modelling the likely effect of the new National Living Wage on pay scales as there is a need to ensure that the council remains competitive and attractive as an employer. Further work will come forward during 2016/17	Financial Low Materiality Low Probability Operational Medium Materiality Medium Probability
8.10	Continuing uncertainty and difficulty in achieving compliance with PCN Code of Connection	Operational Medium Materiality Medium Probability Financial Low Materiality Low Probability
8.11	Loss of expertise from IT function - The departure of the IT Business Analyst and GIS Analyst/programmer as part of the MTFP proposals will result in a significant loss of expertise, and an associated loss of resilience within the Geographical Information Systems function, dilution of the knowledge and expertise involved in supporting core financial systems, although this risk is being actively managed within the service and a loss of business analysis capacity which underpins the requirements phase of any systems development project.	Operational Medium Materiality Medium Probability
8.11.1	The Head of ICT is leaving at the end of March 2016 and this will result in a loss of technical knowledge and expertise as well as capacity to contribute in a strategic way through countywide networks	Operational Medium Materiality High Probability
8.12	There is a risk that staff will not retire on or before 1st April and this could add a pressure to the budget. A review of service requirements will need to be reviewed should this happen.	Financial Low Materiality High Probability

8.13	Greater collaboration with partner councils may require significant IT resource for scoping work at short notice- Work commissioned by Joint Kent Chiefs may result in proposals to change supplier, hosting or collaboration arrangements at short notice.	Operational Low Materiality Low Probability Financial Low Materiality Low Probability
8.14	Requirement to achieve and maintain revised standards for PCI-DSS compliance. Revised compliance regulations means significantly increased workload around IT and payment security. Possibility of significant fines and cessation of payment taking services if found in breach.	Operational Low Materiality Low Probability Financial Low Materiality Low Probability

22 nd December 2015 Corporate Management and Policy and Performance		Risk – High/Low Financial/Operational
9.1	Corporate Management – Partnership working is essential in terms of delivering the Big 8 projects and the Corporate Plan. The work of the Ashford Strategic Delivery Board is constantly monitored to ensure that projects are progressed.	Operational Medium Materiality Medium Probability
9.2	Policy and Performance- Investment in the borough and income generation are aimed at tackling reduced funding from Central Government. If this does not materialise the budget may be at risk.	Financial Low Materiality Low Probability
9.3	Policy and Performance – need to recruit to vacant post within the section. Without this there may be a risk of not delivering the Council's Corporate Objectives.	Operational Low Materiality Low Probability

5th January 2016 Health, Parking and Community Safety		Risk – High/Low Financial/Operational
10.1	Achieving income targets for the Monitoring Centre at risk as ageing equipment limits new business development opportunities	Financial Low Materiality Low Probability Operational Medium Materiality Medium Probability
10.2	Potential loss of an income stream following the withdrawal of the Supporting People Fund which is used by the Housing Revenue Account to fund lifeline services.	Financial Medium Materiality Medium Probability
10.3	Development of the Commercial Quarter would remove approximately half of the available car parking spaces in Dover Place	Financial Low Materiality Low Probability

	and therefore will affect income.	Operational High Probability Low Materiality
10.4	Demand for more parking enforcement associated with the expansion of on-street parking schemes and lorry parking is a risk	Operational Medium Materiality Medium Probability
10.5	A recent audit of ABC street lighting assets has identified a potential risk of up to £75,000 for repair or replacement. Proposed to be funded by the Corporate Repair and Renewal Programme	Financial Low Materiality Low Probability Operational Low Materiality Low Probability
10.6	Risk associated with potential for the Government to make changes in respect of statutory fees and charges. Statutory fees have remained fixed for many years despite increasing operational costs	Financial Low Materiality Low Probability
10.7	Workload is increasing as a consequence of the Borough's growth and there is an increasing demand for highway, transport and parking schemes. This presents both an opportunity and a pressure.	Operational Medium Materiality Medium Probability

5th January 2016 Environmental and Customer Services		Risk – High/Low Financial/Operational
11.1	In terms of the Grounds Maintenance Service, the acquisition of a depot and large plant and machinery are a risk.	Financial Low Materiality Low Probability Operational Low Materiality Low Probability
11.2	Memorial Headstone reviews are recommended to take place every five years and the service is considering a series of policy guidelines, prior to inspection work being commissioned. A report will be submitted to Cabinet in March 2016.	Financial Low Materiality High Probability Operational Medium Materiality? High Probability

12th January 2016 General Fund Wrap Up and Capital, Repairs and Renewals		Risk – High/Low Financial/Operational
	Risks identified under individual service risks	

26 January 2016

Future Reviews and Report Tracker

1. The current Year Plan for 2015/16 and the report tracker is attached to this report. This has been amended to reflect the additional topics suggested for Scrutiny by the Committee at its last meeting in November.
2. A report on the work of the Budget Scrutiny Task Group is on the agenda for this meeting together with presentations from Southern Water and South East Water.
3. In general 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.
4. 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.
5. 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.
6. The Committee will need to agree any items put forward for review. The Committee may be in a position to determine which other reviews to progress when it has decided how to take forward the water supply/disposal issue which will have been covered earlier in the meeting.

Recommendation

The Committee has asked to consider:-

- **Items for future review or report.**

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Keith Fearon
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Year Plan 2015/16

Month	items	Task Group
June	O&S Annual Report 2015/15 Sickness and Absenteeism Annual Report	
July	Formation of Budget Scrutiny Task Group Annual Report on the Housing Framework Quality Bus Partnership Implementing the Social Value Act 2012	
August	No Meeting	
September	ABC Business Plan Performance Report International House – report on full years trading Emergency Planning	
October	3 Year Review of Mayoralty Disabled Adaptions The Chief Executive – A more strategic approach to scrutiny.	
November	Emergency Planning – report back on outcome of debrief report ABC Business Plan Performance Report	Introduction to Budget Scrutiny and MTFP Assumptions – Task Group – 10 November 2015
December	No items currently on the agenda.	Council's draft 2016/17 budget - Budget Scrutiny TG meetings:- 14, 15, and 22 December 2015. All at 10.00am. An additional meeting will be held on Thursday 17 December at 12.00 noon to consider the Housing and Community budget originally scheduled to be held on

		14 December.
January	Budget Scrutiny Report Waste Water Disposal and Future water Supply	Budget Scrutiny TG meetings:- 5 and 12 January 2016.
February	ABC Business Plan Performance Report Community Safety Partnership – Annual Update	
March		
April		
May	ABC Business Plan Performance Report	

O&S Committee – Report Tracker – Current position

Minute No.	Report Title	Officer	Date due	Current position	Recommended action
405/04/14	Overview and Scrutiny Annual Report	Member Services and Scrutiny Manager	May/June 2015	On the agenda for June 2015	Timetable for May/June each year
431/04/12	ABC Business Plan performance reports – 2013/14	Policy & Performance Officer	Sept/Nov/ Feb/ May	The report comes before the O&S Committee following consideration by the Cabinet.	
398/03/13	Refurbishment of the Stour Centre	TBA	TBA	Final Report from Task Group to be presented to O&S	
367/02/15	Community Safety Partnership – annual update	Health, Parking & Community Safety Manager	February 2016	Annual update for the Committee in fulfilling its Crime and Disorder responsibilities	
216/11/13	Council play parks	TBA	TBA	Awaiting confirmation of date of report	
102/07/14	Annual report on	Housing Strategy	July 2016	Report will be on the agenda	

	Housing Framework	Manager/Head of Housing		for the July 2016 meeting.	
413/3/15	Report of Budget Scrutiny Task Group on HRA Business Plan – Universal Credit	Head of Communities and Housing	September 2016	The O&S Committee wishes to have an update report on the roll out of Universal Credit.	
44/06/15	Sickness and Absenteeism Annual Report	Head of Personnel and Development	June 2016	Further annual progress report	
87/07/15	Quality Bus Partnership	Head of Health, Parking and Community Safety	July 2016	Update report one year on from report considered in July 2015	
88/07/15	Public Services(Social Value Act) 2012	Head of Communities and Housing	July 2016	Update report one year on from report considered in July 2015	
216/11/15	Future Reviews and Report Tracker	Member Services and Scrutiny Manager	Ongoing	At the meeting the following subjects were raised for potential review:- Education and how free schools sat within the education plans for the Borough; Local Council's and Public health; HMO's, HS1 and Eurostar Services; update on the Syrian Vulnerable Persons relocation Scheme. Water Supply and Waste Water disposal to be reviewed first.	